

BIHAR FOUNDATION

[A registered society of Govt. of Bihar]

6th Floor, Indira Bhawan, R.C.S. Path, Patna – 800001

Email: -pro@biharfoundation.in, Web- www.biharfoundation.bihar.gov.in, Ph – 0612-2547371

Notice inviting Tender for Providing Human Resources in Bihar Foundation

Sealed Tenders are invited from the reputed registered Manpower supply agencies for providing human resource services for the Bihar Foundation, Patna. Interested agencies may participate in the bidding process by sending their tender in a single big size envelope containing two envelopes one for “**Technical Bid**” and second for “**Financial Bid**” duly sealed and super scribed as “**Tender for providing Human Resource services**” addressed to the **Chief Executive Officer, Bihar Foundation, 6th Floor, Indira Bhawan, R.C.S. Path, Boring Canal Road, Patna – 1**, and should reach the office by or before **31-12-2020 by 04:00 p.m.** The sealed tender (s) should be sent through Courier/ Registered/Speed Post/Hand Delivered. Conditional tender or tenders received after the due time and date shall not be entertained under any circumstances. Bihar Foundation, Patna would not be responsible for any delay or loss of the tender document. The tender(s) will be opened in the Bihar Foundation, Patna office by the duly constituted committee on **the same day at 05:00 p.m.** in presence of any intending supplier or his/her authorized representative who may wish to be present at the designated time and place. If the fixed date turns out to be the holiday, the date of opening will be the next day.

Details of the tender and formats for the technical and financial bids can be downloaded from the Bihar Foundation website: biharfoundation.bihar.gov.in.

For further queries, interested agencies may contact Sri Vikash Sarkar, Manager-PR, Bihar Foundation. Contact No.: +91 9386598636, +91 8406002423.



Tender has to be submitted in two parts:

I. Technical Bid – Technical Bid constituting minimum eligibility criteria is to contain self-attested photocopies of the documents/ papers as follows:

- i. The intending bidders shall have to deposit an amount of `25000/- (Rupees Twenty five Thousands only) as token **refundable Earnest Money** in the shape of Bank draft from any Nationalized / commercial Bank payable to the **Chief Executive Officer, Bihar Foundation, Patna.**
- ii. The bidder shall submit a non-refundable Demand Draft (DD) of Rs. 1000/- (One Thousand Only) as **Tender Fee** in the shape of Bank draft from any Nationalized / commercial Bank payable to the **Chief Executive Officer, Bihar Foundation, Patna.**
- iii. The bidders should have an **annual turnover of Rs. 1.00 Crore for last three years** in each of the three **F/Y: 2016-17, 2017-18 & 2018-19** duly supported by Annual Audit Report containing balance sheet for each of the year certified by the Chartered Accountant. (Merely Turnover Certificate from C.A. will not be sufficed).
- iv. Three years of experience in this field supported by experience certificate. Only Experience Certificate shall be considered. Work Orders shall not be considered
- v. The agency should have a valid license issued by Special Secretary, Home Department Bihar. The license document should clearly enumerate the names of those districts (with Patna as one of the district) where permission to operate have been given.
- vi. Registration certificates of agency with GST
- vii. Valid ESI Registration number
- viii. Valid EPF Registration number
- ix. PAN card of Agency
- x. The bidder shall furnish a notarized affidavit of non-blacklisting (by any Govt./ Private institution) certificate

II. Financial Bid – The Financial Bid is to contain:

- i. **Price-Bid** (Financial bid) properly sealed separately without cutting, fluiding and overwriting, even with signature of the bidder is not admissible.
- ii. The Financial Bid should be submitted as per the given format only (Annex I). The rate of EPF and ESIC should be as per the present rate and applicable norms during the bidding process. Non-adherence to the above conditions may lead to non-consideration of the bid at all.
- iii. The page of 'Financial Bid' is to be duly marked, signed, and sealed. The rate should be quoted on monthly basis including holidays.
- iv. The lowest bidder shall be decided based on total bid amount (in Rs.) given in column 8



FORMAT FOR FINANCIAL BID (Annex I)
(To be submitted on the letterhead of bidder)

<u>S. no.</u>	<u>Positions (Qualification/ Experience)</u>	<u>Basic wages</u>	<u>Employer's Contribution On Basic Wage</u>		<u>Total (Rs.) [3+4+5]</u>	<u>Service Charges</u>	<u>Grand Total (Rs.) [6+7]</u>
			<u>EPF (As applicable)</u>	<u>ESIC (As applicable)</u>			
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
1	Office Executive (Graduate + DCA with 3 years of Experience)	24,000					
2	Date Entry Operator (Graduate + Diploma in Computers with 2 yrs Exp.)	15,000					
3	Front Desk-cum-Admin assistant (Graduate)	15,000					
4	Peon (High School with 2 years of experience)	11,000					
5	Security Guard (High School with 2 years of experience)	11,000					
6	Sweeper	9000					
Total							



TERMS & CONDITIONS OF TENDER

1. The personnel provided by the agency must have good knowledge of working in the specified field.
2. A staff will only be entitled for the holidays as laid down by the Govt. of Bihar. However, depending upon the work they need to report to the office even on holidays as per the direction received from the seniors.
3. The rate quoted will be valid for 1 year from the date of agreement. The agreement can be extended further for one year on satisfactory service.
4. The quoted rate shall stand revised with the date of revision by the Labor department during the terms of the agency.
5. The EPF and ESIC shall be considered as per the present rate and applicable norms.
6. Other taxes and commission to be claimed by the agency may be quoted in separate column.
7. An amount of Rs. 50,000/- (Fifty Thousand only) will be required to be submitted by the selected agency in the form of Bank Guarantee which shall serve as performance guarantee and shall be valid for forty five days beyond the period of the contract.
8. In no case any opportunity shall be provided to any bidder to correct the bid or submit documents not originally submitted.
9. The agency will have to provide the personnel throughout the month providing proper replacement for the absent ones, otherwise penalty equal to twice the amount of loss suffered will be deducted.
10. Uniform and other items will be provided to the personnel by the agency for which no payment will be made.
11. The number of persons may increase or decrease depending upon need of the organization.
12. Payment will be made on receipt of the bill by the agency every month subject to the usual deduction of wages for the personnel absent without information.
13. Bihar Foundation reserves the right to accept or reject any offer/all offers, without assigning any reason.
14. The agency shall have to execute a contract after award of the contract.

Ashok
(Ashok Kumar Sinha)^{10.12.2020}
Officer on Special Duty
Bihar Foundation, Patna

