

# BIHAR FOUNDATION

[A registered society of Govt. of Bihar]

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

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## **Notice inviting Tender for Providing Human Resources**

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 his 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 **25-05-17 by 04:00 p.m.** The sealed tender (s) should be sent only through Courier/ Registered/Speed Post. 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.

### **Tender has to be submitted in two parts:**

I. The first part i.e. “**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 / Bankers Cheque from any Nationalized / commercial Bank payable to the **Chief Executive Officer**, Bihar Foundation, Patna.
- ii. The bidders should have an **average annual turnover of Rs. 50.00 Lacs for last three years** in each of the three **F/Y: 2013-14, 2014-15 & 2015-16** 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).
- iii. Three years of experience in this field supported by experience certificate along with the ‘List of customers’
- iv. Registration certificates of agency with Service Tax Department
- v. Valid ESI Registration number
- vi. Valid EPF Registration number
- vii. PAN card of Agency
- viii. The bidder shall furnish a notarized affidavit of non-blacklisting (by any Govt./ Private institution) certificate

### **Note (Grounds of Outright Rejection of Bid):-**

- i. The EMD and the **self-attested copies of all the required documents** are mandatorily to be furnished along with the bid.
- ii. It should be ensured that **every page of tender document is duly marked and signed with seal without cuttings/over writings.**
- iii. In no case any opportunity shall be provided to any bidder to correct the bid or submit documents not originally submitted.

II. The second part i.e. **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 page of 'Financial Bid' is to be duly marked, signed, and sealed. The rate should be quoted on monthly basis including holidays.

**(Rate/Month (Rs) - Inclusive of all the taxes)**

| <u>S. no.</u> | <u>Positions (Qualification/ Experience)</u>                          | <u>Basic wages</u> | <u>Employer's Contribution</u> |                     | <u>Total (Rs.) [3+4+5]</u> | <u>Service Charges</u> | <u>Grand Total (Rs.) [6+7]</u> |
|---------------|---|--------------------|--------------------------------|---------------------|----------------------------|------------------------|--------------------------------|
|               |   |                    | <u>EPF @ 13.36%</u>            | <u>ESIC @ 4.75%</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             | Private Secretary (Graduate + DCA/DSE with 3 yrs Exp.)                | 14,000             |                                |                     |                            |                        |                                |
| 2             | Steno (Graduate + DCA/DSE with 2 yrs Exp.)                            | 12,500             |                                |                     |                            |                        |                                |
| 3             | Date Entry Operator (Graduate + Diploma in Computers with 2 yrs Exp.) | 12,000             |                                |                     |                            |                        |                                |
| 4             | Front Desk-cum-Admin assistant (Graduate)                             | 12,000             |                                |                     |                            |                        |                                |
| 5             | Electrician (10 <sup>th</sup> Pass + ITI in Electrician Trade)        | 10,000             |                                |                     |                            |                        |                                |
| 6             | Peon (High School with 2 years of experience)                         | 9,000              |                                |                     |                            |                        |                                |
| 7             | Security Guard (High School with 2 years of experience)               | 9,000              |                                |                     |                            |                        |                                |
| 8             | Driver (10 <sup>th</sup> Pass)  | 9,000              |                                |                     |                            |                        |                                |
| 9             | Sweeper   | 7000               |                                |                     |                            |                        |                                |
| Total         |   |                    |                                |                     |                            |                        |                                |

**Note:** 1) Non-adherence to these stipulated conditions may lead to non-consideration of the bid at all. 2) The lowest bidder shall be decided on the basis of total bid amount (in Rs.) given in column 8

## **TERMS & CONDITIONS OF TENDER**

1. For SN 1, 2, 3 & 5, the personnel must possess the technical certificate in the concerned faculty.
2. For SN 2, 6, 7, 8, & 9, personnel must have good knowledge of working in the specified field.
3. 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.
4. 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.
5. The quoted rate shall stand revised with the date of revision by the Labor department during the terms of the agency.
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 Thousands 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. 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.
9. The selected agency shall not charge or deduct any amount other than the EPF and ESIC at the prevailing rate from the salary of staff.
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 person may increase or decrease depending upon need of the corporation.
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. TDS will be deducted as per approved rates under the applicable laws.
14. Bihar Foundation reserves the right to accept or reject any offer/all offers, without assigning any reason.
15. The agency shall have to execute a contract after award of the contract.

**(Dr. S. Siddharth)**  
Chief Executive Officer  
Bihar Foundation, Patna