

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 security agencies for providing two staffs viz. **Office Staff and Office boy** for the Bihar Foundation-cum-Bihar Tourist Center (Govt. of Bihar) situated in Mumbai, Maharashtra. 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 **Chairman**, Bihar Foundation Mumbai Chapter, Ground floor, MTNL Building – 400098, and should reach the office by or before **31-03-17 by 04:00 p.m.** The sealed tender can be sent through Courier/ Registered/Speed Post or can be hand-submitted at aforementioned office address. 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, Mumbai 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 bidders should have an **average annual turnover of Rs. 50.00 Lacs for last two years** in each of the three **F/Y: 2014-15 & 2015-16.**
- ii. Three years of experience in this field supported by experience certificate along with the ‘List of customers’
- iii. Registration certificates of agency with Service Tax Department
- iv. Valid ESI Registration number
- v. Valid EPF Registration number
- vi. PAN card of Agency
- vii. The bidder shall furnish a notarized affidavit of non-blacklisting (by any Govt./ Private institution) certificate containing a declaration to the effect of non-pendency of vigilance/CBI case against it.

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.
- iii. The format of Financial is as mentioned below:

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

S No	Position	Qualification/Experience	Rate (Inclusive of all taxes)
1	Office Staff	Secondary School (12 th pass)	
2	Office Boy	8 th Pass	
Total			

TERMS & CONDITIONS OF TENDER

1. A staff will only be entitled for general holidays as laid down by the Govt. of Maharashtra or as directed by officials of Bihar Foundation Mumbai Chapter.
2. 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.
3. Uniform and other items will be provided to the personnel by the agency for which no payment will be made.
4. The number of person may increase or decrease depending upon need of the organization.
5. Payment will be made on receipt of the bill by the agency on 10th of every month subject to the usual deduction of wages for the personnel absent without information.
6. TDS will be deducted as per approved rates under the applicable laws.
7. Bihar Foundation Mumbai Chapter reserves the right to accept or reject any offer/all offers, without assigning any reason.
8. The agency shall have to execute a contract after award of the contract.

(Ganga Kumar)
Addl. Chief Executive Officer