

GOVERNMENT OF BIHAR

Animal & Fisheries Resources Department, Bihar, Patna

Bihar Livestock Development Agency, Patna

RFP No: Date:17/10/2024

Notice inviting RFP

The office of Project Director, BLDA invites "RFP for Empanelment of outsourcing Agency/ Company/Contractor/Organization/Firm/Trust/Society for Supply of different kind of Manpower in Animal & Fisheries Resources department, its subordinate offices and in BLDA, Patna whenever needed" in two bid system i.e. Technical and Financial in two separate sealed envelopes duly superscribed with "TECHNICAL BID" AND "FINANCIAL BID" and name of firm. Both the sealed envelope is to be put in bigger envelope duly sealed and superscribed with RFP for Empanelment of outsourcing Agency/Company/Organization /Firm/Trust/Society for Supply of Manpower in Animal & Fisheries Resources department, its subordinate offices and in BLDA, Patna whenever needed".

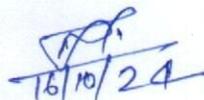
The bid is to be submitted to Project Director, B.L.D.A. near Bihar Veterinary College Campus, P.O.- Bihar Veterinary College, Patna-800014. till 12.00 Noon on or before 19/11/2024 and Technical bid will be opened at 3.00 PM on same day.

The detail of Tender's offer, terms & condition may be seen on the department website--
<http://state.bihar.gov.in>

Tender Schedule

Particulars	
Date of pre-bid meeting	3.00 PM on 04/11/2024 in the office of Project Director, B.L.D.A., near Bihar Veterinary College Campus, P.O.- Bihar Veterinary College, Patna-800014.
Last date and time of submission of bids*	12.00 Noon on 19/11/2024
Date, Time and Place of opening of Technical Bid*	3.00 PM on 19/11/2024 in the office of Project Director, B.L.D.A. near Bihar Veterinary College Campus, P.O.- Bihar Veterinary College, Patna-800014.
Validity of Tender	180 days
Cost of the tender document	Nil

* In the event of the date being declared as a holiday, the due date for submission of bids and opening of bids will be the next working day at the appointed times.


16/10/24
Project Director
BLDA, Patna

Animal & Fisheries Resources Department, Bihar, Patna
Bihar Livestock Development Agency, Patna

RFP No: Date:17/10/2024

Request For Proposal (RFP)

for

**Empanelment of outsourcing Agency/ Company/
Contractor/Organization/Firm/Trust/Society**

For

**Supply of different kinds of Manpower in Animal & Fisheries
Resources department, its subordinate offices and in BLDA, Patna
whenever needed.**

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Bihar Livestock Development Agency, Patna

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**Project Director
BLDA, Patna**



Tender Guidelines:

1. Definitions:

- **PO** - Purchase Order
- **EMD** - Earnest Money Deposit
- **PSD/PS** - Performance Security Deposit/Performance Security
- **FDR** - Fixed deposit receipt
- **BG** - Bank Guarantee
- **AFRD** - Animal & Fisheries Resources Department, Bihar
- **Client** - Projector Director, BLDA/ Head of office under AFRD in which manpower is deployed.
- **Bidder** - Who have submitted the Valid Tender Document
- **Supplier** - Successful bidders
- **AFRD** - Animal & Fisheries Resources Department, Bihar
- **PD** - Project Director
- **BLDA** - Bihar Livestock Development Agency, Patna

2. General Guideline:

- a) The Bidders shall submit its Technical and Financial bid as per process given in the tender.
- b) The Financial bid of only those technically qualified bidders will be considered who have scored minimum 60 marks in out of 100 in technical bid
- c) The bidders for empanelment will be selected at the lowest financial bid value quoted by the bidder.
- d) The bidders who will get technically less than 60 marks out of 100 will be considered technically disqualified. Any bidder obtaining less than 60 out of 100 in technical bid will forfeit the right to consideration of its financial bid.

Eligibility Criteria and Scope of Work

1. Eligibility Criteria: -

1. EMD should be submitted in the form of BG/FDR of nationalized bank in favour of "Project Director, BLDA, Patna" payable at Patna. The tender received without EMD will be rejected summarily.
2. The Bidder may be an Agency/Company/Contractor/Organization/Firm/Trust/Society legally constituted, who possesses the required valid licenses, registration document etc.
3. The bidder must have valid Labour licenses from Bihar before the date of publishment of bid.
4. The bidder must have registered in Bihar (including state GST registration) and have an office for at least five (5) years and should be operational in Bihar for at least One (1) year from the date of publishing of bid.
5. The Bidder has to submit Bihar GST deposition proof of minimum INR 30 (Thirty Lacks) in financial year 2023-24 with GST return certificate and also proof of updated submission till last month or last quarter (whichever is applicable).
6. The Bidder has to submit the valid character certificate.
7. The Bidder has to submit Parsara License.
8. All the documents/certificates/licenses necessary for the bidder to qualify for the technical and/or financial rounds of the bid evaluation process must be obtained before the date of publication of the bid.

9. The bidder has to submit an affidavit to the effect that he has not been held guilty by any department for any inappropriate action/unrelated or objectionable works.
10. The bidder must have a minimum average turnover of Rs. 10.00 Crores with UDIN Number from similar business operations in the previous three financial years (i.e., 2021-22, 2022-23 & 2023-24), supported by Valid balance sheet, profit & loss account and ITR.
11. The Net-worth of the bidder should be positive and should be a minimum of 2 Crores in the last financial year 2023-24.
12. The bidder must have a minimum three continuous complete years' experience of providing a minimum of 250 manpower in average in Government or Semi-Government sector/PSUs & minimum 2 assignment/work /project running in providing manpower for financial year 2023-24. Necessary documents to this effect like work order, "work completion with satisfactory certificate or ongoing project with satisfactory certificate by the client", payment certificate, etc. must be submitted with the bid.
13. The bidder must have engaged 50% of the local people (Resident of Bihar) with respect to total employment generated by it in the state of Bihar prior to bid publication.
14. The Bidder should be ISO Certified Firm (ISO 9001: 2015 or any latest standard mentioned in Table -I).
15. The bidder must be registered for payment of GSTIN with GST submission of minimum INR 30 (Thirty Lacks) in financial year 2023-24 with GST return certificate and also proof of updated submission till last month or last quarter (whichever is applicable).
16. The bidder must have valid registration with EPF and ESI for a minimum of 5 (five) years. Proof of 100% compliance report of EPF and ESI contribution of 250 or more manpower for the last three months (of the period prior to publication of the tender) shall be submitted with challan and payment receipt.
17. The bidding agency/any of its directors should not have been held guilty by court for any inappropriate action/unrelated or objectionable work. For this, a notarized affidavit should be submitted.
18. The Agency should not be blacklisted by any Govt. organization or public sector undertaking. A notary affidavit for this should be submitted.
19. The Service providers shall have to ensure correct and satisfactory performance with respect to their liabilities and responsibilities under the contract. The payment to their employees shall be made on time.
20. All pages of the bid documents should be signed with a seal and properly numbered with an index, failing which the bid will be summarily rejected.
21. All pages of the bid documents submitted must be duly signed and stamped by the firm as confirmation of acceptance of terms and conditions.
22. All powers in awarding contract and relaxation of any eligibility criteria lies with the Project Director, BLDA.
23. The Project Director, BLDA shall have all the right to reject/accept any/all tender without assigning any reason.
24. Any clause of the tender can be cancelled/modified/alterd during the course of the tender at the discretion of the Project Director, BLDA and the tenderer shall have to accept the altered or modified condition.
25. Bidders should compulsorily submit a checklist (Form-D).

1. EMD Cover

- a. EMD should be submitted in the form of BG/FDR amounting Rs. - 8,00,000/- (Eight lakh only) from a scheduled commercial bank in favour of "Project Director, BLDA, Patna" payable at Patna and will be placed in cover-I with technical bid.
- b. **Validity:** EMD should be valid for a minimum period of six months.
- c. EMD would be refundable under following conditions:

- (i) Tender is closed at any stage of procurement.
- (ii) Rejection of bid at primary technical scrutiny level.
- (iii) After issuance of rate contract/purchase order for the successful bidder/s.

d. Non submission of EMD will make the bidder liable for disqualification.

2. Non-compliance of the above eligibility criteria may disqualify the Bidders from the tender exercise.

2. SCOPE OF WORK

The agency will provide suitable manpower broadly categorized in different categories (Engineer, Veterinary Doctor, Junior Engineer, IT consultant, Management Consultant, Accountant with Knowledge of tally, Data Entry operator, Multitask office assistant with computer knowledge, Driver, Sweeper or Sweeper-cum-night guard, and Any Post which will be required by department time to time) with requisite qualification, skills and experience as per requirement decided by the department to carry out the different duties /roles. Remuneration/CTC will be decided by the department. And in any case, it will be not less than the minimum wedges decided time to time by the Labour Department. **A tentative requirement for manpower is mentioned below which may increase or decrease as per requirement, Government decision and availability of Fund: -**

S. No.	Designation	Department	AHD	Fisheries	Dairy	IAHP	BLDA	Total
1	2	3	4	5	6	7	8	9
1	Data Entry operator	28	0	127	23	4	6	188
2	Multitask office assistant with computer knowledge	20	9	73	46	1	10	161
3	Sweeper or Sweeper-cum-night guard		1461	56	26	20	5	1568
4	Accountant with Knowledge of tally		1	52	14	1	4	72
5	Guard (Security Personal)						6	6
6	Any Post which will be required by department time to time.							

Bidding procedure

1. Bids shall be submitted in two parts- (i) Technical Bid and (ii) Financial Bid to the office of BLDA.
2. The tender should be submitted in two sealed covers separately namely
 - (i) Technical Bid and (ii) Financial Bid. The two envelopes shall be again put in single envelop super scribed with **“RFP for Empanelment of outsourcing Agency/ Company/Contractor/Organization / Firm/Trust/ Society for Supply of Manpower in Animal & Fisheries Resources department and in BLDA whenever needed”**.

3. Bid documents: (including as mentioned in other sections)

It shall include the following information about the firm and/or its proposal.

- | | |
|---------------------------------------|-----------|
| a. Cover letter | - Form- A |
| b. Application form-T (Technical Bid) | - Form- B |
| c. Financial Bid | - Form- C |
| d. Check list | - Form- D |




4. Technical Bid:

- a. All relevant documents required for Technical Bid evaluation.
- b. Paging of bid documents with indexing is mandatory for technical evaluation.**

5. Financial bid:

- a. The bidder shall quote service charge percentage for providing manpower on outsource basis in a separated sealed envelope. Bidder must follow the rule of Bihar Government regarding financial bid quotation regarding service charge for providing manpower through outsourcing i.e., minimum 3.85% maximum 7%.
- b. The bidder has to quote a service charge in percentage. No additional payment shall be made to the bidder except the remuneration (fixed by the department) and service charge & the GST (if applicable) on remuneration.
- c. The bidder shall quote percentage up to 2 decimal points. If the bidder quote percentage with more than 2 decimal points, then up to two decimal points will be taken into consideration without rounding off.

Note: The details of Tenders offer, terms and conditions may be seen on the departmental website-<https://state.bihar.gov.in/ahd/>.

Any kind of amendment/corrigendum will be published at above web address

Bid Evaluation Procedure

1. Opening of bids:

The Technical bids will be opened by a Technical Committee at the time and date as specified in the tender document. If the specified date is a holiday, then tender will be opened on the next working day at same time at place. All statements, documents certificates proof of EMD/ Affidavits etc. submitted by the Bidders will be verified for technical evaluation.

2. Technical bid evaluation:

Technical bid documentation shall be evaluated on the basis of documents furnished by the Bidder. Tender Committee may ask visit to Bidder's site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

After evaluation of eligibility criteria technical proposal will be evaluated on the basis of technical criteria as mentioned in Table given below:

Table- I

The scoring criteria to be used for evaluation of Technical Proposal shall be as follows: - Supporting documentation/proof/annexures to be compulsorily attached.

S.N.	Parameter	Max. Marks
1	Average Annual Turnover of the Bidder from the last three financial years (i.e., 2021-22, 2022-23 & 2023-24) min turnover as per eligibility criteria i.e. 02 Crore. Rs. 10 Crores and up to 12 Crores – 15 marks Above 12 Crore and up to 15 Crores – 20 marks Above 15 crores – 25 marks	25
2	Number of outsourced employees presently working for the bidder as certified by latest proof of EPF contribution of last three months (in average per month) 250 -299 persons in average – 15 marks 300 -349 persons in average – 20 marks above 350 persons in average – 25 marks	25

3	ISO certificate ISO 9001:2015 ISO 14001 ISO 27001 ISO 10667 ISO45001 5 Marks for each above ISO certificate	25
4	Active (running) work order of similar work in Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other similar organizations on the last date of submission of tender. The work order value of each project should be above 2 Crores or above. <ul style="list-style-type: none"> • 2 project : 10 Marks • 3-4 project : 20 Marks • 5 or Above project : 25 Marks 	25

The offers of those prospective bidders which do not meet the minimum eligibility requirements are liable to be rejected. A qualifying score of 60 marks out of 100 in the four parameters mentioned above is required to qualify for participation in Financial Bid. The bidders which will get technically less than 60 marks out of 100 will be considered technically disqualified.

In the event of the date being declared as a holiday, the due date for submission of bids and opening of bids will be the next working day at the appointed times.

3. Financial bid evaluation:

Financial bid of those bidders, who are technically qualified, will be opened. The bidder shall quote percentage up to 2 decimal points. If the bidder quote percentage with more than 2 decimal points, then up to two decimal points will be taken into consideration without rounding off. Least quoted rate (within the Bihar government Rule) will be declared as L₁ rate. Other bidders desirous of working at the L₁ quoted rate will be empaneled for supply of different kind of Manpower in Animal & Fisheries Resources department (AFRD), its subordinate offices and in BLDA, Patna. No additional payment shall be made to the bidder except the remuneration (fixed by the department) and service charge & the GST (if applicable) on remuneration.

Terms & Conditions and General Instructions to the Bidder

1. All successful bidders will be selected for empanelment. But the Animal & Fisheries Resources Department (AFRD), its subordinate offices and BLDA, Patna may award the work to any one of the empaneled bidders or distribute the work amongst a few or all of the empaneled bidders, in any ratio it may deem fit.
2. The initial period of the contract is for 3 (three) years which may be extended further for 2 (two) years on mutual consent. Extension of contract will be subject to satisfactory performance of assigned jobs by deployed employees and on the actual requirement of manpower at the end of contract.
3. The bidders have to bid for the **service charge only** as indicated in the financial bid (**Form-C**) excluding applicable GST, if any. No bonus and privilege leave is payable to the deployed personnel.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liability covered under the Bid Agreement to any other agency or organization by whatever name be called at any circumstances.
5. Agency shall furnish monthly remuneration payment of deployed personnel in bank. Submission of Monthly remuneration payment statement with account number of employees is mandatory for the

- successful bidder.
6. Payment of EPF and ESI will be the sole responsibility of the selected agency. The Department will only pay remuneration/CTC in this regard.
 7. Deduction of income tax and deposition according to the extant income tax rules will be the sole responsibility of the selected agency.
 8. Tenderer will be bound by the documents furnished by it to BLDA. In case, any furnished documents subsequently found to be false at any stage, it would be deemed to be a breach of terms of contract making the agency liable for legal action besides termination of contract as the BLDA may think fit.
 9. **Performance Security Deposit (PSD)**
 - a. Within 7 days of receipt of letter for manpower supply from any office of Animal & Fisheries Resources Department and BLDA, the bidder shall furnish a performance security in favour of Project Director, Bihar Livestock Development Agency, Patna.
 - b. Total PSD will be 5% of the total (including GST) contract value as BG/FDR valid for 60 days beyond **the contract period (3 Years)**. **PSD will be calculated on total amount paid as remuneration/CTC in one year. All empaneled agencies will deposit initially BG/FDR** (in favour of Project Director, BLDA, Patna payable at BVCC branch of SBI) of Rs 50000/- (Fifty thousand) and will sign a contract to supply the manpower as per terms and condition defined in RFP. Balance of PSD amount in form of BG/FDR will be deposited before award of work order, in the concern office of department who will take manpower from the agency.
 - c. However, if the outsourcing agency fails to execute the contract or fails to comply with any of the terms & conditions of the contract, in addition to other penal actions, the PSD shall be encashed & the amount will be forfeited.
 10. After award of work order, the Service Provider shall mention the Individual EPF account/ESI Registration number of deployed staff as well as the GST number of Agency in the preferred claim.
 11. Canvassing in any form is prohibited and such bidders will be rejected.
 12. Conditional quotations like "subject to immediate acceptance" or "subject to prior confirmation" etc., shall be summarily rejected.
 13. The successful bidder/bidders shall provide suitable candidate(s) against each post which will be subject to selection.
 14. In case of inadequacy in providing quality service, the Service Provider is liable for penalty as decided by the Chairman, BLDA-cum- Secretary/ Principal Secretary/Additional Chief Secretary, Animal & Fisheries Resources Department, Bihar which will be deducted from the monthly bill claim.
 15. BLDA reserves its right to reject any/all bid or tender without assigning any reasons.
 16. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Patna. If at the time of bidding such an office at Patna is not available, the successful bidder must open his office within 15 days from the date of award of work order.
 17. The service provider shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, Income tax, etc., relating to personnel deployed in **office of Client**.
 18. The service provider shall be solely responsible for any accident/ medical/ health related liability/ compensation for the personnel deployed at offices of **AFRD and BLDA, PATNA-800014** site. The BLDA shall have no liability in this regard. BLDA will not accept any claim in the event of any of the agency employees sustaining any injury damage or loss of life of the person either inside or outside of the office premises.
 19. BLDA shall not be responsible for any compensation which may be required to be paid to the personnel of the contractor consequent upon any injury/mishap. In such a case responsibility of

treatment of injured personnel will be with the contractor. The contractor is advised to take adequate insurance cover against the same at his own cost. If contractor fails to do so, then this compensation will be paid by Client from PSD of Manpower supplier.

20. The service provider shall bear EPF, ESI and other liabilities and the Client shall not accept any responsibility for the personnel engaged by the agencies for any matter. The client shall have no concern whatsoever in the matter. Any risk involved in performing the duty by the personnel would be the sole concern of the firm/ agency. Any dispute between the firm/agency and his/her personnel shall be settled as per labour law.
21. The number and arrangement of deployment of the manpower is without prejudice to the right of client to deploy the personnel in any other number or manner considered necessary in the interest of the Client.
22. Manpower will be deployed according to Reservation rule decided by Bihar Government.
23. The Security Guard under the un-skilled category should have matriculate or above. He should be presentable, soft but firm in handling personnel, visitors and situations. He should have good communication skills. Also, other personnel deployed shall not be below the age of 18 (Eighteen) years. The upper limit of age will be decided as per the rules of Bihar government.
24. Client shall have the right, within the reasons, to have any person removed that is considered to be undesirable or otherwise and similarly successful bidder/bidders reserves the right to change the personnel under prior approval of Client in writing.
25. The manpower deployed to work/job in the different sections/scheme of client will have to follow the job time schedule of department concerned operational area. No extra payment will be made on this account.
26. The payments of remuneration/CTC and other benefits to the employees shall be the sole and exclusive responsibility of the supplier and persons so employed by supplier shall have no claim whatsoever on the client.
27. Agency shall must pay the remuneration/CTC to the employee till 5th of each month.
28. Client would reimburse/Pay the bill/invoice (arises after payment of Manpower personnel) after getting the bill/invoice within seven working days barring if correction needed in presented bill/invoice.
29. Agency has to pay the remuneration/CTC to the employee up to six months regularly even without reimbursement/payment the bill/invoice (arises after payment of Manpower personnel) in case of unavailability of fund due to lack of allotment or other reason.
30. **The service provider shall nominate an HR manager on its own payroll who shall be responsible for regular interaction with Client so that optimal services of the deployed person may be availed without any disruption.**
31. The relationship between Client and the Service provider shall not be of “Master” and “Servant”. The persons deployed by the service providing shall not claim nor shall be entitled to the pay perks and other facilities admissible to casual, ad hoc, regular/confirm employees of this institute during or after expiry of the contract.
32. Working hours would be normally 08 hours per day (or as decided by Client) during working days. However, the concerned person may have to work beyond office hours, in the exigencies of work. The working hours will be as prescribed by the client but the same may vary from unit to unit as per requirement.
33. The deputed manpower may be called on Sundays and other Gazetted holidays, if required.
34. The service provider shall provide a substitute well in advance, if there is any probability of a person leaving the job due to his/her own personal reasons.
35. In case of termination of the contract on its expiry or otherwise, the persons deployed by the service



providing Agency shall not be entitled to and will not have any claim for absorption or any relaxation for absorption in the regular or any other capacity in future jobs/posts in the office of client.

36. Execution of Agreement

The successful bidder/s shall have to execute an agreement to provide, suitable qualified & experienced manpower as per criteria mentioned, in the form of Rs 1000/- Non-Judicial Stamp Paper of appropriate denomination as per proforma with BLDA immediately after acceptance of tender. The cost of stamp paper shall be borne by the service provider only. After signing the agreement, the work order will be issued.

37. The successful bidder/s will enter into an agreement with BLDA, Patna to provide, suitable, qualified & experienced manpower as per criteria mentioned.

38. The successful bidder/s will follow the entire rule decided by Bihar Government.

39. TDS

Client will deduct Tax Deducted at Source (TDS) of the monthly payment to the service provider as per rules.

40. Period of Contract

The period of contract will initially be for three year (from the date of issue of work order to 36 months thereon) which may be extended on mutual consent for maximum of two year on yearly basis as per the discretion of Chairman, BLDA-cum- Secretary/Principal Secretary/Additional Chief Secretary, Animal & Fisheries Resources Department, Bihar.

41. Arbitration Clause:

In the matter of dispute arising between Client and the service provider regarding terms and conditions and execution thereof the matter shall be referred to the Chairman, BLDA-cum-Secretary/ Principal Secretary/Additional Chief Secretary, Animal & Fisheries Resources Department, Bihar and the decision would be binding on both the parties.

42. Jurisdiction:

Any legal dispute arising out of the job contract will be settled at the Judicature of High Court at Patna only.

43. Reimbursement of Bills

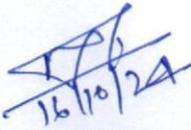
- A. Monthly bill/invoice shall be reimbursed only to the agency after submission of Bill along with relevant documents. Payment of remuneration should be deposited in the account of the concerned engaged.
- B. The service provider shall ensure that the payment of remuneration to the person/s till 5th day of every month. The payment of manpower will be made by the agency irrespective of reimbursement of bill by the Client for at least six months period.
- C. Reimbursement to the Service Provider shall be made on a monthly basis. Bill shall be submitted by the supplier after completion of every monthly duly enclosing the following document: -
 - i. Details of Remuneration/wages paid to all the manpower deployed under the contract. Service provider must provide Bank Transfer Sheet/Statement (or any relevant document) with monthly wages.
 - ii. Copy of Challan certified by the agency showing proof of remittance of ESIC, EPF and IT deduction of previous month.
 - iii. Client will release payment /make reimbursement within 07 days from the date of the receipt of error free bills *subject to fulfillment of all conditions laid down for release of payments/reimbursement.*

- iv. Any damage or loss caused, in whatever form, by personnel (s) deployed by service providers to the client would be recovered from the service provider.
- v. All statutory requirement form govt. if any will be borne by the service provider.
44. All the entries in the Technical Bid form (**Form-B**) and Financial Bid (**Form-C**) should be made clearly.
45. A financial bid of only those bidders will be considered who are found technically qualified by the committee.
46. All the supporting enclosures to be provided as part of a technical bid should be self-attested by the bidder or the person authorized by him on his behalf.
47. **All the pages of the tender document should be signed and stamped by the bidder and to be submitted with the technical bid.**
48. All pages of the bid documents should be properly numbered with indexing.
49. The tender form should be filled in by the bidder neatly and accurately. Any alteration, erasing or overwriting may render the tender invalid unless such alteration, erasing or overwriting is neatly carried out or duly attested by the authorized signatory.
- 50. Penalty & Termination Clause**
In case the service provider fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract or delays in deployment of manpower, the Chairman, BLDA-cum- Secretary/ Principal Secretary/Additional Chief Secretary, Animal & Fisheries Resources Department, Bihar reserves the right to impose the penalty as detailed below: -
- a) In case the Services Provider fails to deploy the personnel within the stipulated period mentioned in work order.
- b) In case of misconduct/misbehavior of supplier's personnel and after enquiry found correct, a penalty of Rs. 10,000/- for each such incident shall be levied and the same shall be deducted from the Service Providers bill. Besides, the manpower found involved in the incident shall be removed immediately.
- c) Deduction of 1% of fees of installment due to each week of delay of the manpower deployed by them or part thereof whatever any deadline is fixed subject to ceiling limit of 5%.
51. Whenever there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favourable to the BLDA will be considered applicable at the time of dispute. Any legal dispute arising out of the job contract will be settled at the Judicature of High Court at Patna only.
- 52. Exit Clause**
The Chairman, BLDA-cum-Secretary/Principal Secretary/Additional Chief Secretary, Animal & Fisheries Resources Department, Bihar, at its sole discretion, can terminate the contract without assigning any reasons whatsoever by giving one month's notice to the service provider. In case the service provider intends to withdraw its contract with BLDA, the service provider also has to give one month's advance notice to BLDA.

53. Check List

There is a check list provided (**Form-D**). Before submitting the tender, the bidder should verify all the entries in the check list and tick the appropriate boxes marked in the check list before the respective entries.

Tender applications without complete documents / information shall not be considered and will be rejected summarily. If at any time during the period of contract, it comes to the notice of the Project Director, BLDA that the service provider has misled the Project Director, BLDA by way of giving incorrect /false information, which has been material in the award of contract, the contract shall be liable for termination besides other legal action which may be initiated against the service provider under the relevant laws.


16/10/24
Project Director
BLDA, Patna



Cover Letter

(To be given in Company's/Agency's Letter Head)

1. I.....Son/Daughter/Wife
of
Sri.....,Proprietor/Directo
r/ authorized signatory of the Service Provider, mentioned above, am competent to sign this
declaration and execute this tender document;
2. Authorization (in case of authorization) /Declaration letter (in case of Proprietor/Director with
poof) is attached for signing the bid is attached with this letter.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them.
4. The information/documents furnished along with the above application are true and authentic
to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of
any false information/fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Place:

Signature :

Date:

Name :.....
(Authorized Signatory)

Designation :

(Capacity in which signed)

Full Address :

.....

Company Seal :



**APPLICATION FORM (TECHINCAL BID)
TO PROVIDE MANPOWER ON OUTSOURCING BASIS AT BLDA, PATNA
(TO BE FILLED IN BY THE APPLICANT)**

1. Name of the Firm/Agency :
2. Name of Proprietor/Director/ authorized signatory of the company/ agency to sign the tender:
3. Applicant's Legal Status, please specify:
(Private /Public Limited Company/ Partnership firm/Sole Proprietor Firm/ any others):
.....
4. Registration Details of the Firm/Agency:
 - 4.1 Number :
 - 4.2 Where registered :
5. Address of the Firm/Agency :
:
:
6. Telephone No. :
 - 6.1 (Office) :
 - 6.2 (Residence) :
 - 6.3 ISD/STD code :
 - 6.4 Website if any :
 - 6.5 Mobile :
 - 6.6 E-mail :
7. GST Registration No :
(attach self-attested photocopy)
8. PAN No. (attach self-attested photocopy) :
9. ISO 9001:2015 registration No :
(attach self-attested photocopy)
10. EPF Regn. No. in EPF :
Commissioner Office
(attach self-attested photocopy)
11. ESI Regn. No. :
12. Earnest Money (EMD) : Amount :
: Details of FDR/BG (No.) :

: dated
: Name of the Bank

13. Bankers Details :
(i) Name :
(ii) Branch :
(iii) A/c No :

14. Average Turnover (in Crores) from similar business operations (as per audited financial statement)

Financial year	Annual turn Over (In Crores Rs.) from similar business operations (as per audited financial statement)
2021-22	
2022-23	
2023-24	

15. Experience details Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other similar organizations where services have been /are being provided with work value of 2 crores or above

Sl. no.	Name of Organization	From	To	Period (in Years)
1				
2				
3				
4				

16. List of Enclosures (to be provided as self-attested documents) mentioning the page no. on separate sheet of paper:

Sl. no.	Item	Page No
i	EMD as per tender document.	
ii	Identity proof of person signing the tender document - Self attested photocopy of Passport/ Driving Licence/ Voter Identity card/Aadhar card etc.	
iii	Self-attested copy of registration of the company / agency.	
iv	Valid Labour licenses from Bihar before the date of publishment of bid.	
v	Average Turnover proof of Rs. 10.00 Crores with UDIN Number from similar business operations in the previous three financial years (i.e., 2021-22, 2022-23 & 2023-24), supported by Valid balance sheet, profit & loss account and ITR.	
vi	Self-attested copy of PAN Card for payment of income tax.	
vii	Self-attested copy of proof of experience of the bidder.	
viii	Self-attested copy of GST registration.	
ix	GST submission of minimum INR 30 (Thirty Lacks) in financial year 2023-24 with GST return certificate and also proof of updated submission till last month or last quarter (whichever is applicable).	

x	Self-attested copy of EPF and ESI registration for Minimum five (5) year.	
xi	Latest EPF & ESI contribution challan for 250 or more manpower in one month for the last three months (Last month means preceding months from the last date of publication of tender)	
xii	Certified copy of authorization on company letter head if documents are signed by the authorized signatory.	
xiii	Notary Affidavit regarding 'bidding agency'/ any of its director is "not been held guilty by court for any inappropriate action/ unrelated or objectionable works".	
xiv	Notary Affidavit regarding Non Blacklisting of 'bidding agency'/ any of its director by central Govt. /State Govts./Any PSUs/Semi Govt. organization/Agency.	
xv	Bid documents should be signed with seal and properly numbered with an index.	
xvi	Valid Character certificate of Proprietor/ Director	
xvii	Valid Parsara Licence	
xviii	Proof of Net-worth the bidder of minimum 2 Crore in last financial year 2022-23	
xix	Proof of minimum three continuous complete years' experience of providing a minimum of 250 manpower in average in Government or Semi-Government sector/PSUs & minimum 2 assignment/work /project running in providing manpower for financial year 2023-24. Necessary documents to this effect like work order, "work completion with satisfactory certificate or ongoing project with satisfactory certificate by the client", payment certificate, etc. must be submitted with the bid.	
xx	Proof of engagement of 50% local people (Resident of Bihar) with respect to total employment generated by it in the state of Bihar prior to bid publication.	
xxi	Copy of ISO Certified Firm (ISO 9001: 2015 or any latest standard mentioned in Table- I)	
xxii	Check list	

I/we, hereby, declare that: -

I/We have read and understood & agree to the Bid Documents, including Terms & Conditions forming an integral part of the agreement, etc.

I/We agree and undertake to be bound by the Bid Documents, and other Terms & Conditions forming integral part of the agreement.

That I/We understand that in case of any of the above information/documents (as given by us) is found to be incorrect, BLDA may reject the application, cancel the agreement at any time, without giving any notice and in such a situation, I/We will not be entitled for refund of any part of security and other deposit.

I/we hereby also declare that: -

The bid has been submitted after site inspection of BLDA and the same are to be allotted on "as is where is" basis.

That the undersigned has been authorized by the firm/company to sign these bid documents.

The address given below is the postal/communication address in which all the messages/documents may be addressed/sent to us.

Place:

Signature :

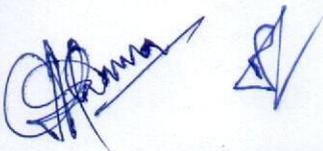
Date:

Name :
(Authorized Signatory)

Designation :
(Capacity in which signed)

Full Address :
.....
.....

Company Seal :



FINANCIAL BID

The rates quoted in the tender will be valid for a period of three year from the date of Contract. The agency shall have to supply manpower depending upon the time-to-time requirement.

STATUTORY PAYMENTS: (ESI, EPF, GST etc.): As per Government norms

Description	Rate of Services/Agency charges in Percentage (%) (up to two decimal point) to be charged on total remuneration excluding ESI, EPF and taxes (as applicable time to time).
Providing manpower of various categories based on the requirement of tender documents on the monthly remuneration (as decided by the department).	

* Service Charges: In Words.....

* Financial bids quoting should be according to Bihar Government Rule.

Place:

Signature :

Date:

Name :.....
(Authorized Signatory)

Designation :
(Capacity in which signed)

Full Address :
.....
.....

Company Seal :




CHECK LIST

Tender No. and Dated. : Tender No.

Dated.....

Name of the Work:- RFP for Empanelment of outsourcing Agency/ Company/Contractor/Organization /Firm/Trust/Society for Supply of different kind of Manpower in Animal & Fisheries Resources department, its subordinate offices and in BLDA, Patna.

Sl. No.	Particulars of Completed Tender Document	Status of Submission (Indicate Yes/No)	Ref. Page No. of Bid
1	Earnest Money in the form of FDR/BG as per Form-E		
2	Technical Bid		
a)	Agency profile as per Form-B		
b)	Registration Certificate of Agency in support of agency registered under Contract Labour (Regulation and abolition) Act, 1970 having valid labour license as on last date of submission of bid of 250 manpower)		
c)	Registration Certificate under Bihar shops and Establishment Act 1953 in support of Infrastructure available for logistical support in the State of Bihar		
d)	GST Registration Certificate and copies of GST Return of minimum INR 30 (Thirty Lacks) in financial year 2023-24 with GST return certificate and also proof of updated submission till last month or last quarter (whichever is applicable).		
e)	Copy of ISO Certified Firm (ISO 9001: 2015 and other latest standard mentioned in Table- I)		
f)	Copies of PAN/TAN		
g)	Copy of Bank Details		
h)	Copy of Registration under ESIC		
i)	Copy of Registration under EPFO		
j)	Latest EPF & ESI contribution challan for 250 or more manpower in one month for the last three months(Last month means preceding months from the last date of publication of tender)		
k)	Certified copies of Annual turnover/report comprising of audit Balance Sheet, profit and loss account/ and Income and expenditure account and Income Tax returns (ITR) filed with matching PAN/TAN No. of agency for the last three years (i.e. 2021-22, 2022-23and 2023-24)		
l)	Valid Character Certificate		
m)	Valid Parsara License		
n)	Proof of minimum three continuous complete years' experience of providing a minimum of 250 man power in average in Government or Semi-Government sector/PSUs & minimum 2 assignment/work /project running in providing manpower for financial year 2023-24. Necessary documents to this effect like work order, "work completion with satisfactory certificate or ongoing project with satisfactory certificate by the client", payment certificate, etc. must be submitted with the bid.		
o)	Proof of engagement of 50% local people (Resident of Bihar) with respect to total employment generated by it in the state of Bihar prior to bid publication		
p)	Certificate of good conduct of any two Govt. agency where the services have been /are being currently provided.		
3	Affidavit/Undertaking with regard to-		
a)	Affidavit from the Notary that- (i) The sole proprietor or the partners of the firm/company have never been punished by any Court of Law, and (ii) The agency should not have been blacklisted by any Government or Semi Government Department or any PSU or any other		

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	Organization or changed the name of the firm.		
4	Whether all the documentary evidences are duly self-attested and enclosed?		
5	Whether all the pages of tender document are duly filled, signed and stamped?		
6	Whether Price Bid is properly filled as per Tender Document stipulation?		
7	Whether FDR/BG towards EMD kept in a separate envelope and duly sealed with index?		
8	Whether Technical Bid, duly sealed as required?		
9	Whether all above envelopes kept inside one envelope?		

Signature of Bidder:-.....

Name and full address:-.....
.....
.....

Date:-..... Telephone No.:-.....

Email:-..... Mobile No.:-.....

