

**Tender Invitation Notice  
for  
Selection of Outsourcing Agency for supply of  
Manpower in BLDA for 3 (Three) years.**

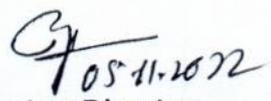
Sealed tenders are invited for Bihar Livestock Development Agency, Patna from reputed service providers for deploying manpower on outsource basis for 3 years (which may be extended on satisfactory performance) as per terms and conditions specified in the Bid document in two bid system i.e., Technical and Financial in two separate sealed envelopes duly super scribed "TECHNICAL BID" AND "FINANCIAL BID" and name of firm. Both the sealed envelope should be placed in third envelope duly sealed and super scribed with "**Tender for Selection of Outsourcing Agency for supply of Manpower in BLDA for 3 (Three) years**". Bidders may opt to submit the bid for total or selected designation/designations.

Bid is to be submitted to Project Director, B.L.D.A., P.O.- Bihar Veterinary College, Patna-800014 till 01:00 P.M. on or before 02/12/2022.

**Time schedule of various tender related events:**

Bid calling date:	09.11.2022
Bid closing date/time	02.12.2022/01:00 PM
Pre-Bid Meeting/time	
Technical Bid opening date/time	02.12.2022/04:00 PM
Financial Bid Opening/time	Will be informed later

- Contact person: **Project Director, Bihar Livestock Development Agency (BLDA)**, near BVC campus, Patna, Bihar, Email- [rbpaswan.1974@gov.in](mailto:rbpaswan.1974@gov.in).
- 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.

  
05.11.2022  
**Project Director  
BLDA, Patna**

TENDER NO:- .....



**TENDER**  
**for**  
**SELECTION OF OUTSOURCING AGENCY**  
**for**  
**SUPPLY OF MANPOWER IN BLDA for 3 (three) years**



**GOVERNMENT OF BIHAR**  
**ANIMAL & FISHERIES RESOURCES DEPARTMENT,**  
**BIHAR, PATNA**  
**BIHAR LIVESTOCK DEVELOPMENT AGENCY (BLDA), PATNA**

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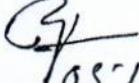
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10/11/2022  
**Project Director**  
**BLDA, Patna**

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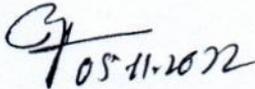
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05.11.2022  
**Project Director  
BLDA, Patna**

**Tender Guidelines:**

**1. Definitions:**

- **PO** - Purchase Order
- **EMD** - Earnest Money Deposit
- **PSD/PS** - Performance Security Deposit/Performance Security
- **DD** - Demand Draft
- **BG** - Bank Guarantee
- **BC** - Banker's Cheque
- **Buyer** - Projector Director, BLDA
- **Bidder** - Who have submitted the Valid Tender Document
- **Supplier** - Successful bidders
- **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 L1 shall be decided on the highest composite score (Technical+Financial) on 70:30 (Technical: Financial) as per the formula stated in the tender documents.
- d) The bid will be awarded at the Financial bid value quoted by the successful Bidder.
- e) The bidders who will get technically less than 60 marks out of 100 will be considered as 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 DD/BG of nationalized bank in favour of "**Project Director, BLDA, Patna**" payable at Patna as per Table- A. *The tender received without EMD will be rejected summarily.*
2. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, who possess the required valid licenses, registration document etc.
3. The firm/agency must be registered with Central/State Govt.
4. The Agency must have valid Labour licenses under Contract Labour (Regulation and Abolition) Act 1970 for supplying minimum **50 Manpower** as on last date of submission of bid.
5. The Agency must have valid trade and commercial licenses for carrying out outsourcing activities from appropriate Govt. bodies and ensure compliance of all Statutory Laws/ Acts and Rules and Regulations there on.
6. The Agency must have **ISO 9001: 2015** certificate.
7. The Agency must have registration certificate under Bihar Shop & Establishment Act, 1953.

8. The firm/agency must have a minimum average turnover of **Rs. 200.00 lakh** from similar business operations in the previous three financial years (i.e., 2018-19, 2019-20 & 2020-21), supported by balance sheet, profit & loss account and ITR.
9. The firm/agency must have a minimum **three years' experience** of providing man power of similar type and category on outsource basis in Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other similar organizations. Necessary documents to this effect like work order, work completion/ payment certificate, etc. for the last three years must be submitted with the bid.
10. Proof of at least three agreements/ work orders currently working with Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other similar organizations duly certified by the concerned should be submitted.
11. **In case two bidders have same composite score then the firm/agency having experience in veterinary department in state or in other state will be preferred.**
12. The firm/agency must be registered for payment of GSTIN. GST return certificate of the last quarter should be submitted.
13. The firm/agency must be registered for payment of Income Tax.
14. The firm/agency must have valid registration with EPF and ESI to provide the man power at BLDA. Proof of 100% compliance report of EPF contribution for the last three months shall be submitted.
15. The firm/agency should submit work completion certificate of three years of providing man power in Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other similar organizations.
16. There must be no court case, criminal case pending against firm/any of the Directors of the company. An affidavit for this on Rupees 1000/- non judicial stamp paper should be submitted.
17. The firm/agency should never have been blacklisted or debarred by any Govt. organization or public sector undertaking for participating in the tender or providing service to the govt. /PSU. An affidavit for this on Rupees 1000/- non judicial stamp paper should be submitted.
18. The Service providers shall have to ensure correct and satisfactory performance with respect to his liabilities and responsibilities under the contract. The payment to their employees shall be made on time.
19. All pages of the bid documents should be properly numbered, i.e., proper paging of the document should be done.
20. All pages of the bid documents submitted must be duly signed and stamped by the firm as confirmation of acceptance of terms and conditions.
21. All powers in awarding contract and relaxation of any eligibility criteria lies with the Project Director, BLDA.
22. The Project Director, BLDA shall have all the right to reject / accept any/all tender without assigning any reason.
23. Any clause of the tender can be cancelled / modified / altered during the course of the tender / period of work at the discretion of the Project Director, BLDA and tenderer shall have to accept the altered or modified condition.
24. Bidders should compulsorily submit checklist **(Form-D)**.
25. **EMD Cover**
  - a. EMD should be submitted in the form of DD/BG of nationalized bank in favour of "**Project Director, BLDA, Patna**" payable at Patna as per Table- A and will be placed in cover-I with technical bid.
  - b. The bidder shall submit EMD according to the designation/designations they are bidding for. As for example if a bidder is bidding for two designations say designations mentioned in serial no. 7 & 8 they shall submit EMD of Rs. 24000/- & Rs. 30000/- which equals to Rs. 54000/- as DD/BG.
  - c. Bidder shall fill and submit form-E accordingly.
  - d. **Validity:** EMD should be valid up to six months.

- e. EMD would be refundable under following conditions:
- Tender is closed at any stage of procurement.
  - Rejection of bid at primary technical scrutiny level.
  - After issuance of rate contract/ purchase order.
- f. Non submission of EMD will make the bidder liable for disqualification.
- g. Those Bidders who are exempted for payment of EMD must enclose necessary document and request to PD, BLDA for the same. However, final decision on such request will be privilege but not the prejudice of the PD, BLDA.
- h. Wrong/ Fraudulent data submission may lead to disqualification.

26. 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 categorised in different categories with requisite qualification, skills and experience as per details given in Table -A to carry out the different duties /roles as mentioned in Table -B. The manpower will be deployed in different sections/ schemes implemented by BLDA as required by the BLDA.

**Table- A**  
**Category wise Qualification/experience, Eligibility and Renumeration**

S. No.	Name of Post	Vacancy	Max Emolument payable/ month (RS)	Eligibility	EMD
1	2	3	4	5	6
1	Senior Project Officer (Training)	01	75000/-	B.V.Sc. & A.H., M.V.Sc. Gynaecology/ Genetics/ Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	18000
2	Senior Project Officer (Planning & Monitoring)	01	75000/-	B.V.Sc. & A.H., Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	18000
3	Senior Project Officer (Planning & Monitoring)	02	75000/-	B.V.Sc. & A.H., Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	36000
4	Senior Project Officer (Animal Farm Dev.)	01	75000/-	B.V.Sc. & A.H., Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	18000
5	Administrative Officer / Procurement Officer	01	75000/-	MBA/BFSC/BAS retired but energetic	18000
6	Office Superintendent	01	45000/-	MBA/Retd. Govt. Servant/ Govt. undertaking from similar post	10800
7	Multi Task Office Assistant	04	25000/-	Graduate Degree in Any discipline, Computer Literacy is must.	24000
8	Computer operator	05	25000/-	Degree/Diploma Training in Computer	30000
9	Driver	01	23000/-	10 <sup>th</sup> Pass having Driving License.	5520
10	Office Attendant	04	15000/-	Matriculate.	14400
11	Sweeper	02	15000/-	Non-Matric	7200
12	Security Guard	04	15000/-	Non-Matric	14400

\*Registered in Bihar Veterinary Council/ Indian Veterinary Council.

**Table- B****Category wise scope of work/ duties and role**

Sl. No.	Name of Post	Work
1	Senior Project Officer (Training)	All Administrative and Training Related work, Coordination and correlation with Training Institutes. Manpower development. Any other work given by Project Director.
2	Senior Project Officer (Planning & Monitoring)	Preparation, formulation and evaluation of Planning for development Of A.I. (Artificial Insemination). Animal insurance, Bull Purchase and Management of Bull. Correspondence for information regarding uncovered area with AI. Monitoring and reporting authority of AI. Collection of requirement and supply of all AI related article and equipment to Districts. Any other work given by Project Director.
3	Senior Project Officer (Planning & Monitoring)	Preparation, formulation and evaluation of schemes for Centrally sponsored/Central Sector Schemes (NADCP, LH & DC, NLM, RGM etc.) to be operated through BLDA in the state. Any other work given by Project Director.
4	Senior Project Officer (Animal Farm Dev.)	Planning and execution for Animal Breeding Farm, conversion of Animal Breeding farm to Bull Mother Farm. Planning and development for fodder in Farm, all agricultural activity of Farm. Any other work given by Project Director.
5	Administrative Officer	Administrative and procurement work. Any other work given by Project Director.
6	Office Superintendent	Monitoring and timely execution of all work of Office of BLDA headquarter.
7	Multi Task Office Assistant	Timely execution of all allotted work of Office of BLDA headquarters.
8	Computer operator	All computer related work of BLDA office, Collection and preservation of Data.
9	Driver	Driving and maintenance of allotted Vehicle.
10	Office Attendant	Execution of Class-4 works and follow of order.
11	Sweeper	Grooming and sweeping of BLDA office and campus and follow of order.
12	Security Guard	Security of BLDA/FSB Office and Campus.

**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 "Tender for Selection of Outsourcing Agency for supply of Manpower in BLDA for 3 (Three) years".

**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
- e. EMD Deposit list (Designation wise) - Form- E
- f. Where Forms are not prescribed (if information giving is important), bidder can design his own formats to hold the information)

**4. Technical Bid:**

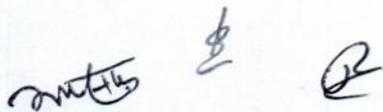
- a. All relevant documents required for Technical Bid evaluation.
- b. List of Documents shall be submitted in Office of PD, BLDA.

**5. Financial bid:**

- a. The bidder shall quote service charge percentage for providing manpower on outsource basis in BLDA in a separated sealed envelope.
- b. The bidder has to quote service charge as percentage of the total consolidate emoluments to be paid for the manpower to be deployed for the BLDA Agency, considering all the deliverables responsibilities like, HR activities, Insurances, Mediclaim's statutory compliances etc. No additional payment shall be made to the bidder except the service charge and the GST (if applicable).
- c. Financial bids quoting "Nil" consideration or Zero percent or its derivatives upto 0.99 percent and thereof as service charge shall be rejected summarily.
- d. 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/>.

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## Bid Evaluation Procedure

### 1. Opening of bids:

The Technical bids will be opened by a committee duly constituted for the purpose at the time and date as specified in the tender document. 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 document furnished by the Bidder. The bid will be evaluated as per check list (Form-D) and the marks given on the basis of the Table-C mentioned below. 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.

In the first stage Technical proposal will be evaluated on the basis of technical criteria as mentioned below:

The Applicant with highest marks (T max) will be given a Technical Score (ST) of 100 points. The Technical Scores of other Applicants will be computed as follows:  $ST_x = 100 \times T_x / T_{max}$

$T_x$  = Technical marks scored as per below mentioned Technical Evaluation criteria to evaluate particular agency that is  $ST_x$  ( $ST_x$ - The agency whose score is being evaluated.)

### Table- C

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., 2018-19, 2019-20 & 2020-21) min turnover as per eligibility criteria i.e. 02 Crore. Rs. 02 Crore and upto 05 Crores – 15 marks Above 05 Crore and upto 10 Crores – 20 marks Above 10 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) >= 50 persons in average – 15 marks >= 100 persons in average – 20 marks >= 150 persons in average – 25 marks	25
3	ISO 9001:2015 certification continuous years without fail >= 3 continuous years – 15 marks >= 5 continuous years – 20 marks >= 7 continuous years – 25 marks	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. <ul style="list-style-type: none"> <li>• Rs. 50 lakh to Rs. 1.0 Crore per work order :- Two (02) marks,</li> <li>• Rs. 1.0 to Rs. 2.0 Crore per work order:- Three (03) marks,</li> <li>• More than 2.0 Cr. Per work order:- Five (05) marks</li> </ul> Minimum marks should be 15	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.

In the event of the date being declared as a closed holiday for purchaser's office, 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:

In the first stage, the bidder shall submit its technical bid of 100 marks. (Qualifying marks- 60 out of 100)

- The financial bid of those bidders who qualify in the technical bids will only be opened only.
- Just before the opening of Financial Bids marks obtained by Bidders in the technical bid can be announced, if so requested by the Bidders. However, non-disclosure of marks, which will form part of records, will not lead to any infirmity in the process.
- The bid will be awarded to the Bidder obtaining highest composite score.

Note:- The bidders which will get technically less than 60 marks out of 100 will be considered as technically disqualified.

#### Evaluation criteria for financial bid of technically qualified firm:-

- 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.
- A two-stage procedure shall be adopted for evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical Bid and 30% weightage would be given to Financial Bid.**
- The financial Bids of only those firm/agencies who qualify technically will be opened. The lowest responsive bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. Financial Bids declared non responsive will be awarded zero marks.

The Financial Bid of those bidders, who qualify in the technical bid evaluation, will only be opened. The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

#### Quality and Cost Based Selection (QCBS)

The individual bidder's financial bid scores will be normalized as per the formula below"

**$F_n = F_{min}/F_b * 100$  (rounded off to 2 decimal place) where,**

$F_n$ = Normalized commercial score for the bidder under consideration (i.e. the scaled score with reference to the L-1 quote for a particular bidder).

$F_b$ = Absolute financial quote for the bidder under consideration (to be more specific, the rate quoted by the particular bidder, in hand)

$F_{min}$ = Minimum absolute financial quote (in other words, the rates quoted by the L-1 bidder)

For e.g. assuming that out of technically qualified bids any firm "A" who has quoted 5% as service charge is lowest one, it will be given a financial score of 100. Other technically qualified firms B, C & D who have quoted 6%, 7% and 8% respectively will be given the financial score as worked out in the following examples.

Firms	Bid Rate	Financial Score
Firm "A"	5%	$5/5 \times 100 = 100$
Firm "B"	6%	$5/6 \times 100 = 83.33$
Firm "C"	7%	$5/7 \times 100 = 71.43$
Firm "D"	8%	$5/8 \times 100 = 62.50$

### **EVALUATION AND COMPARISON OF BIDS:**

There will be 70% weightage for Technical Bid and 30% for the Financial Bid.

Composite Score (S) =  $T_s \times 0.7 + F_n \times 0.3$

**The Bidder with the highest Composite Score (S) would be awarded the contract.**

Financial bid of those bidders whose tender documents have qualified technical bid evaluation will be opened. The least quoted service charges percentage the total consolidate emoluments to be paid for the manpower to be deployed for the BLDA Agency, considering all the deliverables responsibilities like, HR activities, Insurances, Mediclaim's statutory compliances etc. No additional payment shall be made to the bidder except the service charge and the GST (if applicable).

### **Section- F**

#### **Terms & Conditions and General Instructions to the Bidder**

1. Initial period of the **contract is for 3 (three) years** which may be extended for further 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.
2. The bidders have to bid for the **service charge element only** which will be payable on the totals of all the jobs remunerations they are bidding for as indicated in the financial bid **(Form-C)** excluding applicable GST if any. No bonus and privilege leave is payable to deployed personnel.
3. 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.
4. Agency shall furnish monthly salary payment of deployed personnel in bank. Payment to the agency shall be in Bank account opened for the purpose in SBI, BVCC branch, Patna. The agency accordingly has to ensure transparency in monthly payment to deployed employee through Bank accounts opened for individual deployed personnel. Submission of Monthly Salary payment statement with account no. of employee is mandatory for successful bidder.
5. 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.
6. In case bidder with the highest composite score fails to execute the bid agreement with in stipulated period, BLDA shall be free to enter into bid agreement with another bidder subject to negotiation.
7. **Performance Security Deposit (PSD)**
  - a. Within 7 days of receipt of notification of award, the bidder shall furnish performance security in favour of Project Director, Bihar Livestock Development Agency, Patna.
  - b. PSD will be 5% of the total (including GST) contract value as BG/DD valid for 60 days beyond **the contract period (3 Years)**.
  - 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 forfeited.
8. On contract award of job, 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.
9. Canvassing in any form is prohibited and such bidders will be rejected.

10. Conditional quotations like "subject to immediate acceptance" or "subject to prior confirmation" etc., shall be summarily rejected.
11. The successful bidder/bidders shall provide at least four candidates against each post which will be subject to selection on interview by BLDA.
12. In case of inadequacy in providing quality service, the Service Provider is liable for penalty as decided by the Chairman, BLDA which will be deducted from the monthly bill claim.
13. BLDA reserve its right to reject any/all bid or tender without assigning any reasons.
14. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction Patna. If at the time of bidding such office at Patna is not available, the successful bidder must open his office within 15 days from the date of agreement issued.
15. 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, etc relating to personnel deployed in **BLDA, PATNA-800014**. The BLDA shall have no liability in this regard.
16. The service provider shall be solely responsible for any accident/ medical/ health related liability/ compensation for the personnel deployed at **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.
17. 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 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.
18. The service provider shall bear EPF, ESI and other liabilities and the BLDA shall not accept any responsibility for the personnel engaged by the agencies for any matter. Any dispute between the firm/agency and his / her personnel shall be settled at Labour Office. BLDA shall have no concern whatsoever in the matter. Any risk involved in performing the duty by the personnel, would be sole concern of the firm/ agency.
19. The number and arrangement of deployment of the manpower is without prejudice to the right of Administration of BLDA, Patna to deploy the personnel in any other number or manner considered necessary in the interest of the BLDA, Patna.
20. The Security Guard under Un-skilled category should have Middle (8<sup>th</sup> standard) school pass with minimum 3 years of experience in reputed organization of security service in the age group of 21 to 45 years. 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 and above the age of 60 (sixty) years. As far as retired personnel if selected as per S.N. 5 & 6 of Table-A are concerned, they should not be above 67 years of age. The rules as per Bihar government will be followed.
21. BLDA 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 PD, BLDA in writing.
22. The manpower deployed to work/job in the different sections/scheme of BLDA, Patna will have to follow the job time schedule of department concerned operational area. No extra payment will be made on this account.
23. The appropriate payments of salary and other benefits to the employees of the agency shall be the sole and exclusive responsibility of the agency and persons so employed by agency shall have no claim what so ever on the BLDA.
24. **The service provider shall nominate a HR manager on its own payroll who shall be responsible for regular interaction with BLDA so that optimal services of the deployed person may be availed without any disruption.**

25. The relationship between BLDA 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, adhoc, regular/ confirm employees of this institute during or after expiry of the contract.
26. Working hours would be normally 08 hours per day (or as per decided by PD, BLDA) during working days excluding half an hour lunch break. 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 BLDA but the same may vary from unit to unit as per requirement.
27. The deputed manpower may be called on Sundays and other Gazetted holidays, if required.
28. 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.
29. In case of some extra work/work related to be completed within time limit, given by BLDA.
30. The Service Provider shall be available for contacting at all times. Message sent by E-mail or any other electronic message from BLDA to the service provider shall be acknowledged immediately on receipt on the same day.
31. The Service Provider shall be responsible for any queries from the regional/assistant labour commissioner on issues related to EPF/ESI etc.
32. 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 other capacity future jobs/posts in the BLDA/Department.

### 33. Execution of Agreement

The successful bidder shall have to execute an agreement 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.

34. The successful bidder will enter in to an agreement with BLDA, Patna to provide, suitable qualified & experienced manpower as per criteria mentioned.

### 35. Performance Security

The successful bidder has to submit a security deposit equivalent to **5% (five percent)** of the total emoluments to be paid to the agency for their working employees at BLDA during the contract period in the form of DD/BG in any Nationalized Bank in the favour of **Project Director, BLDA as Performance Security**. The security deposit would be returned after successful completion of the contract. In case of any breach of conditions or violation of terms and conditions or unsatisfactory performance, the security deposit would be forfeited to the Government. The decision of the Chairman, BLDA would be final and binding on the matter. Validity of PSD will be 60 days beyond the completion of contract period.

### 36. TDS

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

### 37. 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).

### 38. Renewal of Contract

The contract may be extended further beyond three year subject to satisfactory performance as per the discretion of Chairman, BLDA on mutual consent. The service provider will not be allowed to leave the contract failing which the performance security will be forfeited.

### 39. Arbitration Clause:

In the matter of dispute arising between BLDA and the service provider regarding terms and conditions and execution thereof the matter shall be referred to the Secretary, Department of Animal and Fisheries Resources, Bihar, Patna and the decision would be binding on both the parties.

### 40. Jurisdiction:

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

### 41. Reimbursement of Bills

- A. All reimbursement to the service provider shall be made in INR in accordance with the provisions of this tender. Monthly bill shall be paid/reimbursed to the agency after submission of documents i.e. wages paid to engaged individual's Bank A/C through online (NEFT/RTGS)/EPFO/ESIC deposited in the account of concerned engaged individual and after verification of attendance by In-charge/Head of respective unit.
- B. The service provider shall ensure that the salary/remuneration to the persons so engaged is made/paid by 7<sup>th</sup> day of every succeeding month. The payment of manpower will be made by the agency irrespective of payment/reimbursement of bill by the BLDA for at least six months period.
- C. Payment/reimbursement to Service Provider shall be made on monthly basis. Bill shall be submitted by the contractor after completion of every monthly duly enclosing the following document.
- Details of Remuneration/wages paid to all the manpower deployed under the contract. Service provider must provide certificate Bank Transfer Sheet/Statement with monthly wages.
  - Attendance certified by an unit head in this regard by the BLDA.
  - Copy of Challan certified by the agency showing proof of remittance of ESIC and EPF of subsequent previous month.
  - BLDA will release payment make reimbursement within 30 days from the date of the receipt of error free bills **subject to fulfillment of all conditions laid down for release of payments/reimbursement.**
  - The service provider must file a certificate, certifying the following
    - Wages of workers were credited to their bank account on..... (date)
    - ESI Contribution related to manpower amounting to Rs..... was deposited on ..... (date) (copy of challan enclosed)
    - EPF contribution relating to manpower amounting to Rs..... was deposited on..... (date) (copy of challan enclosed)
  - Any damage or loss caused, in whatever form, by personnel (s) deployed by service providers to the BLDA, Patna would be recovered from the service provider.
  - All statutory requirement form govt. if any will be borne by the service provider.

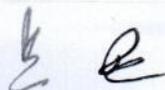
42. All the entries in the Technical Bid form **(Form-B)** and Financial Bid **(Form-C)** should be made clearly.

43. Financial bid of only those bidders will be considered who are found technically qualified by the committee.

44. All the supporting enclosures to be provided as part of technical bid should be self-attested by the bidder or the person authorized by him on his behalf.

45. **All the pages of the tender document should be signed and stamped by the bidder and to be submitted with the technical bid.**

46. All pages of the bid documents should be properly numbered, i.e., proper paging of the document should be done.



47. 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 authorised signatory.

#### 48. 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 reserves the right to impose the penalty as detailed below:-

- a) In case the Services Provider fails to deploy the personnel within a period of 7 days from the date of placement of order, the service provider may be allowed to answer in writing considering that will be sole discretion of Chairman, BLDA. The contract may be terminated thereby and BLDA will be free to get into contract with other service provider.
- b) In case of misconduct/misbehavior of Service Provider'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 levied and the same shall be deducted from 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%.
- d) 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 in Competent Court at Patna or at the Judicature of High Court at Patna only.

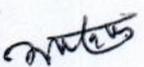
#### 49. Exit Clause

The Chairman, BLDA at its sole discretion can terminate the contract without assigning any reasons whatsoever by giving THIRTY (30) days notice to the service provider. In case service provider intends to withdraw his contract with BLDA, the service provider has to give three months' notice to BLDA.

#### 50. 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 application 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.



**Project Director  
BLDA, Patna**

**Cover Letter**

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

1. I.....Son/Daughter/Wife of Sri.....  
.....Proprietor/Director/ authorized signatory of the Service Provider,  
mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and under take to abide by them;
3. 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 :.....

(Authorised Signatory)

Designation : .....  
(Capacity in which signed)

Full Address : .....

.....

Company Seal :

Signature of bidder

Dated : \_\_\_\_\_

*Handwritten marks:*  
ambu    £    R

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

1. Name of the Firm/Agency : .....
2. Name of the representative authorized by 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. Serial no. of the Man power as per tender  
format for which Tender is given : .....

*mtb*

13. Earnest Money (EMD) : Amount.....  
: Details of DD/BG (No.) .....  
: dated .....  
: Name of the Bank .....
14. Bankers Details :.....  
(i) Name :.....  
(ii) Branch :.....  
(iii) A/c No :.....
15. 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)
2018-19	
2019-20	
2020-21	

16. Experience details Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other similar organizations where services have been /are being provided

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

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

- a) EMD as per tender document.  
b) Identity proof of person signing the tender document - Self attested photocopy of Pass Port/ Driving Licence/ Voter Identity card/Aadhar card etc.  
c) Self attested copy of registration of the company / agency.  
d) Licence issued by Regional Labour Commissioner, Govt. of Bihar or undertaking to obtain certificate within 30 days of award of work.  
e) Self attested copy of audited annual turnover for the last three years i.e. 2018-19, 2019-20, 2020-21.  
f) Self attested copy of proof of experience of the bidder.  
g) Self attested copy of PAN Card for payment of income tax.  
h) Self attested copy of Service tax registration.  
i) Self attested copy of EPF registration.  
j) Self attested copy of ESI registration.  
k) Certified copy of authorization on company letter head if documents are signed by the authorized signatory.  
l) Income tax return of the last three years.  
m) Certificate of good conduct of any two Govt. agency where the services have been /are being currently provided.

- n) Notary Affidavit regarding "no police case pending against the proprietor/Firm/Partner or the company/Agency".
- o) Notary Affidavit regarding Non Blacklisting by central Govt. /State Govts./Any PSUs. GST certificate (if applicable)

**I/we, hereby, declare that:-**

I/We have read and understood & agree to the Bid Documents, including Terms & Conditions forming 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 :.....

(Authorised Signatory)

Designation : .....

(Capacity in which signed)

Full Address : .....

.....

Company Seal :

Signature of bidder

Dated : \_\_\_\_\_

*mtas*

*[Handwritten marks]*

**FINANCIAL BID**

The rates quoted in the tender will be valid for a period of three year from the date of accepting the rates. However, the minimum wages as revised by the Ministry of Labour & Employment, GoI/State Scheme from time to time would be payable. The agency shall have to supply manpower depending upon the requirements of the BLDA from time to time.

SALARY STRUCTURE: will be as per **Table-A** on monthly basis.

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

Description	Rate of Services/Agency charges in Percentage (%) (upto two decimal point) to be charged on total remuneration excluding ESI, EPF and taxes (as applicable from time to time as per GOI norms).
Providing manpower of various categories based on the requirement of tender documents on the monthly remuneration fixed as per Table-A	

\* **Service Charges : In Words**.....

\* Financial bids quoting "Nil" consideration or Zero percent or its derivatives upto 0.99 percent and thereof as service charge shall be rejected summarily.

The agency should produce evidence of payment for GST, ESI/EPF etc., as applicable for claiming reimbursement.

Note: The agency shall have to supply manpower services depending upon the requirement of the BLDA from time to time.

Place: .....

Signature : .....

Date: .....

Name :.....

(Authorised Signatory)

Designation : .....

(Capacity in which signed)

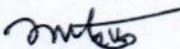
Full Address : .....

.....

Company Seal :

Signature of bidder

Dated : \_\_\_\_\_




## CHECK LIST

Tender No. and Dated. : Tender No. .... Dated.....

Name of the Work : Tender for Selection of Outsourcing Agency for supply of Manpower in BLDA for 3 (Three) years

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 DD/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 50 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 last quarter		
e)	ISO 9001:2015 Certificate		
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 contribution challan for more than 50 manpower in one month for the last three months (Last month means preceding months from the last date of submission 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. 2018-19, 19-20 and 2020-21)		
l)	Valid Character Certificate		
m)	Proof of minimum work experience of three years for providing/supplying of Manpower Services.		
n)	Copy of at-least three agreement/work order being carried out currently with good performance certificate of the concerned clearly mentioning number of manpower deployed and annual value of agreement/work order.		
o)	List of the clients and Performance certificate issued by clients towards proof of successful performance of the work		
3	Affidavit/Undertaking with regard to-		
a)	Affidavit from the Notary that- (i) The sole proprietor or the partners of the firm/company is/are not involved in any Police Case and 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 Organization or changed the name of the firm. Also, the agency should not have any statutory dues of Government of India and/or State Government.		
4	Whether all the documentary evidences are duly self-attested?		
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 DD/BG towards EMD kept in a separate envelop and duly sealed?		
8	Whether Technical Bid, duly sealed as required?		
9	Whether all above envelopes kept inside one envelope?		

Date:-.....

Signature of Bidder:-.....

Name:-.....

Full Address:-.....

Telephone No.:-.....

Email:-.....

Mobile No.:-.....

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## EMD Deposit list (Designation wise)

S. No.	Name of Post	Vacancy	Max Emolument payable/ month (RS)	Eligibility	EMD (In Rs.)
1	2	3	4	5	6
1	Senior Project Officer (Training)	01	75000/-	B.V.Sc. & A.H., M.V.Sc. Gynaecology/ Genetics/ Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	
2	Senior Project Officer (Planning & Monitoring)	01	75000/-	B.V.Sc. & A.H., Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	
3	Senior Project Officer (Planning & Monitoring)	02	75000/-	B.V.Sc. & A.H., Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	
4	Senior Project Officer (Animal Farm Dev.)	01	75000/-	B.V.Sc. & A.H., Registered in Bihar Veterinary Council/ Indian Veterinary Council/ Experience of 5 years. *	
5	Administrative Officer / Procurement Officer	01	75000/-	MBA/BFSC/BAS retired but energetic	
6	Office Superintendent	01	45000/-	MBA/Retd. Govt. Servant/ Govt. undertaking from similar post	
7	Multi Task Office Assistant	04	25000/-	Graduate Degree in Any discipline, Computer Literacy is must.	
8	Computer operator	05	25000/-	Degree/Diploma Training in Computer	
9	Driver	01	23000/-	10 <sup>th</sup> Pass having Driving License.	
10	Office Attendant	04	15000/-	Matriculate.	
11	Sweeper	02	15000/-	Non-Matric	
12	Security Guard	04	15000/-	Non-Matric	
Total-					

\*Registered in Bihar Veterinary Council/ Indian Veterinary Council.  
The EMD should be the value of total.

*[Handwritten signatures]*