

पत्रांक-1/स्था0 21(स्था.)-04/2024.248.9.../

बिहार सरकार  
खेल विभाग

प्रेषक,

उमाकान्त प्रसाद,  
अवर सचिव।

सेवा में,

निदेशक,  
सूचना एवं जनसम्पर्क विभाग,  
बिहार, पटना।

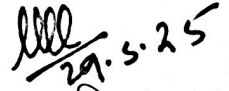
पटना, दिनांक-29.5.2025

विषय:- सूचना प्रकाशन के संबंध में।  
महाशय,

निदेशानुसार, उपर्युक्त विषय के संबंध में कहना है कि Selection of Manpower Placement Agency for providing services of Multi-tasking Staff का विज्ञापन प्रकाशित करने हेतु विज्ञापन सामग्री की सॉफ्ट एवं हार्ड कॉपी संलग्न कर भेजी जा रही है।

अतः अनुरोध है कि उक्त विज्ञापन को दिनांक-30.05.2025 को राष्ट्रीय स्तर के हिन्दी एवं अंग्रेजी समाचार पत्रों में प्रकाशित करने की कृपा की जाय।

विश्वासभाजन,



अवर सचिव।

ज्ञापांक:-1/स्था0 21(स्था.)-04/2024.248.0/

पटना, दिनांक-29.5.2025

प्रतिलिपि- नुपूर झा, उप निदेशक, सूचना एवं जनसम्पर्क विभाग/आई०टी०मैनेजर एवं प्रोग्रामर, खेल विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।



अवर सचिव।

**Notice :- Selection of Manpower Placement Agency for providing services of Office Staff (Multi-tasking Staff) at Department of Sports Government of Bihar.**



**Department of Sports Government of Bihar.**  
**Ground Floor, Vikas Bhawan, New Secretariat, Patna – 800015**  
Email: [departmentofsports7@gmail.com](mailto:departmentofsports7@gmail.com)  
Website : <https://state.bihar.gov.in/sport>

**RFP No:-....**

**Date:-.....2025**

1. Department of Sports Government of Bihar invites Tender for selection of Manpower Placement Agency for providing services of Office Staff (Multi-tasking Staff)
2. Interested Agencies/Firms may download the complete Request for Proposal (RFP) Document, from the [website https://state.bihar.gov.in/sport](https://state.bihar.gov.in/sport) & [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)

S N	PARTICULARS	DETAILS
1.	LAST DATE OF SUBMISSION OF COMPLETE PROPOSAL	Till 12/06/2025 up to 01:00 PM in Department of Sports
2.	DATE OF PRE-BID MEETING	30/05/2025 at 3:30 PM
3.	DATE AND TIME OF OPENING OF TECHNICAL BIDS	12/06/2025 at 03:30 PM in Department of Sports
4.	DATE AND TIME OF OPENING OF FINANCIAL PROPOSAL	To be intimated later to the successful bidders
5.	MODE OF SUBMISSION	<b>Online</b> Online submission through the eproc2 portal ( <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a> ) and at the same time submission of Hard copies (EMD & Tender fee payment proof and all documents) at Department of Sports
6	Submission of Hard Copies in Duplicate (along with evidence of payment through internet payment gateway or challan) for RFP document, Department of Sports	12/06/2025 at 03.30 PM

- A firm will be selected following the criteria and procedures described in the RFP.
- No proposal will be accepted without valid bid document fee. No liability will be accepted for downloading the incomplete RFP/document.
- The, Department of Sports reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected application/s of the grounds.
- EMD (Bank Guarantee) of Rs. 5,00,000/- in favor of **under secretary-Cum-Drawing and Disbursing Officer, Department of Sports, Patna, payable at Patna**
- Bid value document fee: Rs 5,000/- in favor of **Under Secretary, Department of Sports, Patna** . to submitted

Other details can be seen in the RFP document on <https://state.bihar.gov.in/sport>

Deputy Secretary,  
Department of Sports Government of Bihar.

## **TENDER FOR**

**Selection of Manpower Placement Agency for providing services of Office Staff(Multi-tasking Staff) at Department of Sports Government of Bihar.**

**Department of Sports, Government of Bihar**

Ground Floor, Vikas Bhawan, Patna-800015

Annual cost of the tender document	Rs. 25 Lakhs
Earnest Money Deposit	Rs. 50,000
Performance Security Deposit	Rs. 2.5 Lakhs

The information provided by the bidders in response to this Tender Document will become the property of Department of Sports and will not be returned. Department of Sports reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them. Any amendment/ addendum/ corrigendum shall be notified only on the website of Department of Sports and EPROC2 Portal.

NB: Any addendum/ corrigendum relating to this tender shall be notified on the website of Department of Sports.

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## **SECTION - 1**

### **Notice Inviting e-Tender (NIT)**

Department of Sports invites e- tenders through EPROC2 Portal under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Placement Companies/ Firms/ Agencies (henceforth called Agency) for providing services of Office Staff (such as Multi-tasking Staff). The contract shall be initially for a period of two years (*likely to commence from the date of award of the contract, which may be further extended upon satisfactory performance, for another period of one year on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of Department of Sports.*

2. The complete Tender Documents can be downloaded from the website of Department of Sports <https://state.bihar.gov.in/sport/CitizenHome.html> and <https://www.eproc2.bihar.gov.in/>

3. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. **The technical bids** are to be submitted by online methods i.e. **Online (Hard copy submitted in office of Department of Sports) on** or before Date- 12/06/2025 (Online - 01:00 PM & Hardcopy- 03:30 PM). The physical sealed bid super scribed “**Technical bid for Selection of Manpower placement agency for providing services of Office Staff ( Multi- tasking Staff) for working in Department of Sports Patna**” should be dropped in the Tender Box kept for the purpose at reception of Department of Sports at Ground Floor Vikas Bhawan Patna-800015 on or before the prescribed time and date along with Bank Draft/ Demand Draft on account of EMD. **The Technical Bid** must also be submitted **through online process at <https://eproc2.bihar.gov.in/>** In case of any assistance in this regard please contact IT Manager (8114593984). Bids not submitted online on Eproc2 portal shall not be considered at all.

4. The Financial Bid for Selection of Manpower Placement Agency for providing services of Office Staff (Multi-tasking Staff) for working in Department of Sports Vikas Bhawan , Patna 80015 should be submitted only through online process at <https://eproc2.bihar.gov.in/> In case of assistance in this regard please contact IT Manager (8114593984).

5. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only), and other requisite documents on or before 05/06/2025. Paper copy of Technical bid with EMD should be sent to **Department of Sports Vikas Bhawan , Patna 80015**. Online bids should also be submitted by this time and date. *No bid shall be entertained after this deadline under any circumstance whatsoever. The Technical Bids will be opened at 4:30 PM on and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on, in the presence of authorized representative of the Bidders who wish to be present.*

6. Department of Sports reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the Department of Sports in this regard shall be final and binding on all the bidders.

## **SECTION - 2**

### **2. INSTRUCTIONS FOR ONLINE BID SUBMISSION**

**General Instructions:** The bidders are required to submit soft copies of their bids electronically on the Eproc2 Portal i.e: <https://eproc2.bihar.gov.in/> using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Eproc2 Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Eproc2 Portal.

#### **REGISTRATION:**

The bidder shall submit his response through Bid submission to the tender on e-Procurement portal at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) by the procedure given below:

1. The bidder shall submit his bid/tender on e-Procurement 2.0 platform at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participating in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-procurement website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement 2.0 platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, BOQ etc., in the online standard forms given in e-Procurement 2.0 website at the respective stage only as required for the respective tenders. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate/documents in the e-Procurement 2.0 web site as per the mentioned requirement of tender. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
4. Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.
5. Cost of BOQ/ Form Fee to be paid through e-Payment mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.
6. Earnest Money Deposit (EMD) can be paid either through online mode or manual mode (BG). In case of manual mode of payment of EMD, the original hardcopy of the EMD i.e. BG that should be submitted in the tendering authority office within specific time. (As mentioned in the tender document)

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the date and time specified in

the NIT/RFP. The department/ Tendering Authority don't take any responsibility for the delay /Non Submission of Tender / Non Reconciliation of online Payment caused due to No availability of Internet Connection, Network Traffic / Holidays or any other reason."

7. The tender opening will be done online only.
8. Any corrigendum or date extension notice will be given on the e-Procurement website only.
9. For support related to e-tendering process, bidders may contact at following contact details:
10. Toll Free No. 1800 572 6571, Email Id: - eproc2support@bihar.gov.in

### **PREPARATION OF BIDS:**

1. For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
2. After selecting the tender document same shall be moved to the 'My favorite' folder of bidders account from where bidder can view all the details of the tender document.
3. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid.
4. Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
5. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

### **SUBMISSION OF BIDS:**

1. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
2. Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
3. While submitting the bids online, the bidder shall read the terms & conditions (of EPROC2 portal) and accept the same in order to proceed further to submit their bid.



4. Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG/others.
5. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
6. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
7. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
8. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated Acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
9. Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
10. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

#### **ASSISTANCE TO BIDDERS:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to EPROC2 Portal in general may be directed to the 24X7 EPROC2 Portal Helpdesk.

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### **SECTION-3**

#### **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS**

The **Department of Sports**, Patna 800015 requires services of a reputed, experienced and financially sound Manpower Placement Company/ Firm/ Agency (hence forth called Agency) for providing services of Office Staff (such as Multi-tasking Staff), in various districts of departments and at Department of Sports Patna.

1. The contract will be initially for a period of **Two years** from the date of award of contract, which may be further extended upon satisfactory performance for another period of one year. The period of contract shall be further extended on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of Department of Sports.
2. The actual requirement of services, in terms of number of manpower may increase or decrease during the currency of contract. The selected Agency would have to provide a panel of sufficient number of Office Staff (such as Multi-tasking Staff), which may be subsequently added under the contract possessing the requisite qualification/ experience as prescribed herein or as may be notified from time to time, out of which Department of Sports would reserve the right to select or return the same for further submission depending on their suitability.
3. The Earnest Money Deposit (EMD) of Rs 50,000 /- (Rupees Fifty thousand Only), refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the Agency in the form of Demand Draft/ Pay Order drawn separately in favour of **under secretary-Cum-Drawing and Disbursing Officer, Department of Sports, Patna, payable at Patna**", failing which the tender shall be rejected summarily.
4. Various crucial dates/ time relating to "Tender for Selection of Manpower Placement Agency for providing services of Office Staff for working in Department of Sports, Patna " **are as under:**

a.	Release of Tender on EPROC2 portal and website of Department of Sports	26/05/2025
b.	Last date for submission of written query for clarification	29/05/2025 at 11:30 A.M
c.	Pre-Bid Conference	30/05/2025 at 3:30 P.M
d.	Clarification on the Pre-Bid Conference (if considered to be posted on <a href="https://state.bihar.gov.in/sport">https://state.bihar.gov.in/sport</a> )	02/06/2025 at 5:00 P.M
e.	Last date and time for submission of Bids	12/06/2025 at 1:00 P.M
f.	Date and time for opening of Technical Bids	12/06/2025 at 4:30 P.M
g.	Date and time for opening of Financial Bids of the technically qualified bidders	To be notified later

5. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The technical bids are to be submitted by **Online mode only (Hard copy submitted in office of Department of Sports)** on Date- 12/06/2025 (Online -01:00 PM & Hardcopy- 03:30 PM). The physical sealed bid super scribed "**Technical bid for Selection of Manpower placement agency for Providing services of Office Staff (such as Multi-tasking Staff) for working in Department of Sports Headquarters, Patna**" should be dropped in the Tender Box kept for the purpose at reception of Department of Sports at Ground Floor Vikas Bhawan Patna-800015 on or before the prescribed time and date. **The Technical Bid** must also be submitted **through online process at** <https://eproc2ure.gov.in>. In case of assistance in this regard please contact IT Manager (8114593984).

The Financial Bid for Selection of Manpower Placement Agency for providing services of Office Staff (such as Multi-tasking Staff) for working in Department of Sports Headquarters, Patna should be submitted only through online process at <https://eproc2.bihar.gov.in/>. In case of assistance in this regard please contact, Toll Free No. 1800 572 6571, Email Id: - [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)

The exemption of Tender fee and EMD & turnover to NSIC registration certificates issued by MSME for providing services of manpower will be allowed as per the Govt. policy.

6. Successful bidder will have to deposit Performance Security of Rs 2,50,000/- (Two Lakh Fifty Thousand Only) **with seven (7) days** from the date of issue of LOA, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **Department of Sport Patna** or Bank Guarantee issued in favour of **Under Secretary, Department of Sports, Patna** covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.
7. The tendering Agencies are required to enclose duly self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly rejected and will not be considered for further evaluation. The original documents may be asked for verification from the shortlisted firm(s) after evaluation of the bid(s) :-
1. Registration Certificate.
  2. Copy of PAN/GIR card.
  3. Copies of the EPF and ESI Certificates issued by the Competent Authority.
  4. Copies of the GST Registration Certificate issued by the Competent Authority.
  5. Proof of Annual Turnover of the firm for the last 3 years duly certified by a Chartered Accountant.
8. Agency shall be required to provide Uniform of the approved colour to MTS staff as per following details at the time of initial registration of the candidate(s), at the cost of agency every year, failing which the same will be provided by Department of Sports and cost of the same shall be recovered from the agency from their bill(s):-

<b>Summer Uniform</b>	Cloth for Shirt and Trouser (good quality of Terri cot) of approved colour, including stitching	<b>Two Sets</b>
<b>Winter Uniform</b>	Cloth for Shirt and Trouser (good quality of Terri cot) of approved colour, including stitching	<b>One set</b>
	Pullover full Sleeves	<b>One</b>
	Pullover (Sleeve Less)	<b>One</b>

9. The agency should quote its financial bid with due care taking into all the expenses likely to be incurred on providing Uniform, I-Card, etc. as Department of Sports shall not entertain any separate bill for reimbursement on this account. Justification to the Financial Bid (service/admn charges quoted in the financial bid) in terms of the following must be attached **failing which the bid shall not be evaluated**: -

- a. Cost of Uniform as has been indicated in scope of work.
  - b. Cost of all other facilities as stated in scope of work.
10. The bid shall be rejected, in the absence of proper financial justification of the quoted 'Service Charges' against full and proper justification of the item(s) as mentioned above.
  11. In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the Department of Sports besides annulment of the contract and the agency become liable for blacklisting.
  12. Conditional bids shall **not** be considered and will be summarily rejected in the very first instance.
  13. A Pre-Bid conference would be held on **30/05/2025 at 03:30 PM** in the office of the Department of Sports on Ground floor, Vikas Bhawan, Patna. The prospective bidders are welcome to attend the meeting for seeking clarification on any issue related to the tender documents. Interested Bidders seeking any clarification may participate in this conference. The written reply to these clarifications shall be posted on the Department website <https://state.bihar.gov.in/sport/CitizenHome.html> on **by 5:00 PM of 02/06/2025**. No queries shall be entertained after this date.
  14. The Technical Bid shall be opened at **4:30 P.M. on 12/06/2025** and Financial Bids of technically qualified bidders shall be opened on the date to be notified later on at Ground floor, Vikas Bhawan, Patna, **Patna – 800015** in the presence of the authorized representative of the Bidder (if any), who are present on the spot at that time.
  15. The **Competent Authority** of the Department of Sports reserves the right to cancel any or all the bids without assigning any reason.
  16. **Technical Bid must be Indexed and page numbered.**
  17. **All the pages of the tender document must be signed and duly affixed with the rubber-stamp of the firm as an acceptance of all the terms & conditions contained there in, by an authorized signatory.**
  18. **In case the signatures are made by a person other than Proprietor or designated Official of the firm an authority letter in his/her name must be attached in original.**

19. The administrative/ service charge/ any other liability/ charges to be charged by the service provider should be quoted in percentage term only on remuneration to be paid to each personnel (excluding taxes). The amount so quoted should include all liabilities of the agency towards the deputed staff for any other personal exigencies, including maternity benefits etc.
20. In cases where the bidder has submitted “NIL” charge/ amount over and above the remuneration payable to the manpower, the bid shall be treated unresponsive and will not be considered in terms of the provision of Ministry of Finance, Department of Expenditure OM No. 29(1)/2014-PPD dated 28<sup>th</sup> January 2014.
21. The agency has to produce at least 75 employee lists that EPF and ESIC has been deducted.
22. The Agency is solely responsible and liable for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, minimum wages, allowances, EPF, Bonus, Gratuity, ESI, etc. relating to personnel deployed at the client. The client shall have no liability in this regard. The agency shall comply with all representations, grievances of the Deployed Manpower deployed with the client.

## **SECTION-4**

### **Terms and Conditions of Contract**

#### **General**

1. The Validity of the bid shall remain in force for 180 days from the day of opening of Financial Bids.
2. The contracting Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of Department of Sports.
3. The actual requirement of services and in turn the no. of staff, may increase or decrease during the currency of contract. The selected Agency would have to provide a panel of sufficient number of Office Staff (such as Multi-tasking Staff), as well as other professional manpower such as IT professionals, Finance executives, Legal Executives, Accountants, etc. which may be subsequently added under the contract possessing the requisite qualification/ experience out of which Department of Sports would reserve the right to select or return the same for further submission depending on their suitability.
4. The bidder shall be bound by the details furnished by him/ her to the Department of Sports, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be breach of terms of Contract making him/her liable for legal action besides termination of contract.
5. The Department of Sports, reserves the right to terminate the contract any time after giving thirty days 'notice to the contracting agency.
6. Department of Sports may ask for documentary evidence in respect of payment of statutory liabilities as and when required.
7. Service provider will pay the remuneration fixed by Department of Sports to the Office Staff through RTGS/NEFT in their respective Bank accounts under intimation to Department of Sports on or before 7<sup>th</sup> of the succeeding month, without having any reference to the payment of preceding month.
8. Department of Sports, shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the service provider in addition to other legal action.
9. Every outsourced staff shall be entitled to one day leave (in addition to public holidays) for each completed calendar month that can be accumulated up to the end of the calendar year, beyond which such leaves cannot be carried forward. The leave must be availed of with the prior approval of his/her Controlling Officer and un-availed leaves shall not be eligible for encashment.
10. The out sourced staff shall be required to render services under the supervision of Department of Sports Officers.
11. Agency should arrange to issue a laminated ID Card to each of the outsourced staff deployed at Department of Sports (as per design approved by Department of Sports), containing the photo of the deployed personnel along with other details such as Name, DOB, validity, type of engagement i.e. designation, Name of the Out sourcing agency, place of deployment, etc.

## **LIABILITIES, CONTROL ETC. OF THE PERSONNEL DEPLOYED**

12. No outsourced staff shall have any financial or administrative powers, whatsoever. Their duties shall be to assist and carry out routine function as may be assigned by his/ her Controlling Officer. The outsourced staff so deployed shall comply with Department of Sports rules and regulations as may be in force or as amended from time to time.
13. All drawings, documents, data, specifications, standards, manuals etc., issued or made available to outsourced staff shall be used exclusively towards discharging his/ her duties in Department of Sports and shall be returned to the concerned authority in Department of Sports without retaining any copies thereof.

### **General Liability of Outsourced staff:**

The agency shall ensure that.

- a. The outsourced staff deployed at Department of Sports maintains complete secrecy and confidentiality about their work assignments in Department of Sports.
  - b. The outsourced staff shall ensure safe custody of all data/ information specific to any project of Department of Sports and shall maintain confidentiality in not divulging/ disclosing the same to any third party, under any circumstances.
  - c. Avoid use of any official information concerning Department of Sports for any non-official purpose;
  - d. The ownership and copyright of all data, drawings, reports and other documents, prepared by the outsourced staff during the discharge of his/ her duties in Department of Sports shall rest exclusively with Department of Sports;
  - e. For the purpose of this Clause "Confidential Information" shall mean any knowhow, as well as any other knowledge, data or information of any technical, commercial or financial nature which is furnished to or obtained by outsourcing staff directly or indirectly, during execution of their duties, in Department of Sports.
  - f. He/ She do not write to Department of Sports management regarding any personal issues and shall take up with the agency only. However, if any grievances regarding payment of wages in violation of Labour laws is to be made, it shall be addressed to Deputy Secretary only.
14. Department of Sports provides equal opportunity to women for work. All outsourced support staff shall show gender sensitizing.
  15. Integrity: Each of the outsourced support staff so deployed must maintain highest standards of integrity and ethics.
  16. The agency shall ensure that the individual person deployed in or through the Department of Sports is physically fit, competent to discharge the duties assigned with the post and have requisite experience and qualifications.

17. The persons deployed shall work as per the office timings of the office in which they are deployed. The persons deployed may be required to attend the office on Holidays or attend office before/ after office working hours based on the exigencies of work for which no additional payment shall be payable, however, compensatory off in lieu of the same may be permitted at subsequent date within a period of 30 days.
18. The Agency shall furnish the following documents in respect of the individual Manpower who will be deployed in or through the Department of Sports before the commencement of work.
  - a. List of persons deployed
  - b. Biodata of the person
  - c. Attested copy of the Certificates and documents showing age, educational qualifications and experience
  - d. Character certificate from two Group "A"/ Class-I officers of the Central/State Government.
  - e. Certificate of verification of antecedents of persons by local Police authority.
  - f. Identity Cards bearing photograph.
  - g. Aadhar number of the persons deployed (copy of the Aadhar Card may be provided).
19. In case the personnel deployed by the successful Agency commits any act of Omission/ Commission which amounts to misconduct/ indiscipline/ incompetence, the Agency will be liable to withdraw from Department of Sports deployment of such persons with a substitute with immediate effect.
20. The Agency shall replace immediately any of its personnel who are found unacceptable to the Department of Sports because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the Department of Sports.
21. The Office staff deployed shall be required to report for work to the Competent Authority at Department of Sports daily and would not leave the office during the duty hours. Attendance shall be monitored by the Aadhar Enabled Biometric Attendance system and all staff deployed shall be required to follow deployed office timings. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day pro-rata remuneration shall be deducted or any other action as deemed fit may be taken.
22. The Agency shall depute a coordinator who would be responsible for immediate interaction with the Department of Sports so that optimal services of the persons deployed by the Agency could be availed without any disruption.
23. The Agency shall immediately provide a substitute in the event of any person absenting from duty on any day, leaving the job or is removed. The delay by the agency in providing a substitute beyond three working days shall attract a pre- estimated agreed liquidated damage @ 2 times the pro-rata remuneration per day per personnel on the service-providing agency.
24. Department of Sports will make consolidated payment for each person engaged by the agency, against the bill raised by the Agency based on actual attendance of the completed months. No separate payment will be made to



either agency or any individual on any account by Department of Sports except in cases when the person engaged is deputed for official work wherein payments would be made as per Department of Sports rules and regulations with the prior approval of Competent Authority and the same shall be reimbursed subsequently by Department of Sports.

25. For all intents and purposes, the service providing Agency shall be the “Employer” within the meaning of different Labor Legislations in respect of personnel so deployed in the Department of Sports. **The persons deployed by the Agency in the Department of Sports shall not have any claims of Master and Servant relationship nor have any Principal and Agent relationship with or against the Department of Sports.** They shall in no case be entitled for claiming regularization/ employment in the Department of Sports, on the basis of having rendered services through the Contractor.
26. The Agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to the persons deployed in Department of Sports. The Department of Sports shall, in no way be responsible for settlement of such issues whatsoever.
27. The Department of Sports shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.
28. The personnel deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, temporary regular/ confirmed employees of the Department of Sports during the currency of or after expiry of the Contract.
29. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service providing agency shall not be entitled to and will have no claim or any absorption nor any relaxation for absorption in the regular/ otherwise capacity in the Department of Sports.

## **LEGAL**

30. The Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, GST, Provident Fund, Maternity Leave Benefit and Employees State Insurance etc., if applicable in respect of the persons deployed by it in Department of Sports. The Stated Provisions/Laws mentioned is only indicative and not the exhaustive list.
31. The Agency shall also be liable for depositing any Taxes, Levies, Cess etc. on account of service rendered by it to the Department of Sports to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
32. The Agency shall maintain all statutory registers under the applicable law. The Agency shall produce the same, on demand, to the concerned authority of the Department of Sports or any other authority under law. A compliance certificate in this regard will be submitted along with the bills every month.
33. Taxes will be deducted as per the applicable laws, as amended from time to time and the certificate to this effect will be issued by Department of Sports.
34. In case, the Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Department of Sports is put to any

loss/ obligation, monetary or otherwise, the Department of Sports will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary.

35. The agency shall be liable for and shall hold harmless the Department of Sports against any liability(s), loss(s), expenses(s), damages, claims, suits, actions demands or proceedings, arising under any law for & on behalf of its manpower deployed in Department of Sports and for the act and conduct of its personnel deployed in Department of Sports .
36. All the rights and liabilities of the parties shall accrue from the date of execution of the Contract Agreement.
37. In the event of any dispute arising after the execution of the Contract Agreement, the parties hearing agree to be relegated through Arbitration and shall follow the procedures as laid down in the Arbitration and Conciliation Act, 1996 (as amended from time to time). It is agreed that the dispute shall be referred to the Sole Arbitrator by the Department of Sports .It is also agreed that the seat of Arbitration shall be at Patna.
38. The Courts at Patna shall have the exclusive jurisdiction to try and entertain the suit/petition over the matter.

#### **FINANCIAL**

39. The Technical bid should be accompanied with Earnest Money Deposit (EMD) of Rs 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/ Pay Order drawn in favor of “**Department of Sports**” *failing which the tender shall be rejected outrightly. The Average Annual Turn Over of the company for the last three years should not be less than Rs. 50 Lakhs.*
40. The EMD in respect of the Agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be adjusted towards the Performance Security Deposit. **In case the selected agency do not undertake the work upon award of Letter of Award (LOA) within a period of 15 days, the agency would be liable to be blacklisted and debarred from future tendering in Department of Sports, in addition to forfeiting the EMD/ Performance Guarantee.**
41. In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the Department of Sports without any prior written notice besides annulment of the contract and the agency become liable for blacklisting.
42. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Competent Authority, Department of Sports) in respect of the persons deployed and submit the same to the Joint Secretary, Department of Sports in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. However, Department of Sports shall not pay interest on any delayed payment. The payment to the person deployed at Department of Sports should be made by the Agency through RTGS/NEFT in the bank account and the

proof of same shall be submitted to Department of Sports each month. Department of Sports may verify the same and in case of any default, Department of Sports shall withhold the payments due to the service provider in addition to taking legal action. Department of Sports shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the service provider in addition to other legal action.

43. The amount of pre-estimated agreed liquidated damages calculated @ 2 times the pro-rata remuneration per day per person on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Agency shall be deducted from the monthly bills of the service providing Agency in the following month.
44. The Department of Sports reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the Manpower placement agency.
45. The remuneration payable to the Manpower and the qualification and relevant work experience of the manpower shall be decided by Department of Sports and the placement agency shall ensure that the deployed Manpower has the requisite experience and qualifications. The Agency will have to furnish an Affidavit that it is in compliance with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities thereon.
46. All statutory payments such as ESI, EPF, GST etc. are not to be quoted by the bidders, only the administrative/ service charges to be charged by the service provider is to be quoted in column number (c) of the financial bid.
47. Agency should not charge either as registration fee or any other amount from the candidates so deployed. Contradiction of this would be considered as breach of contract conditions and would be dealt appropriately.
48. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed as certified by Department of Sports. Attendance along with certificate for satisfactory performance of the duties shall be provided to the agency for releasing payment to the office staff deployed at Department of Sports.
49. The Agency shall ensure that the remuneration to the deployed office staff is released by the 7<sup>th</sup> of the succeeding month, through RTGS/ NEFT and the proof of same shall be submitted to Department of Sports each month. Department of Sports may verify the same and in case of any default, Department of Sports shall withhold the payments due to the service provider in addition to taking legal action.

\*\*\*\*\*

## **SECTION-5**

### **SCHEDULE OF REQUIREMENT**

**Tentative Requirements:** Present tentative requirement, the requisite qualification, experience, remuneration and no. of manpower required are given hereunder. Any change shall be decided and communicated from time to time.

<b>Designation</b>	<b>Tentative Requirement</b>	<b>Required Qualification and Experience</b>	<b>Proposed Monthly consolidated remuneration exclusive of applicable taxes and agency charges.</b>
MTS	10	10+2 pass and having good etiquettes/ manners. Basic knowledge of computer and typing shall be add advantage	Presently approved remuneration for all category of manpower is attached at Annexure-I of this tender document

The above requirement is tentative and is subject to actual requirement as may be decided by Department of Sports.

On the above positions, some of the outsourced staff are already working (...approx.), through the present outsourcing agency, which may be required to be continued in the new contract (who can be registered afresh with the selected agency) as they have gained experience and training in the working of Department of Sports .

NB: Other manpower requirement such as IT professional, Finance Executives, Legal Executives, Accountants etc. may also be added for which the minimum qualification for IT professional is B.Tech/BE (Electronics/ IT/ Computer Science)/ MCA/ MSc (IT), for Finance Executive it is CA/ ICWA/MBA (Finance) etc. and for Legal Executives it is LLB degree from recognized University/ Institutions. The emoluments for such position shall be determined by Department of Sports and the agency shall be required to provide such manpower under the contract with same service charges as well as terms and conditions, provided the agency has requisite experience, capacity and capability to provide such manpower. The performance security deposit will be enhanced proportionately.

\*\*\*\*\*

## **SECTION – 6**

### **TECHNICAL REQUIREMENT OF THE AGENCY PROVIDING SERVICES**

#### **OF OFFICE STAFF AT DEPARTMENT OF SPORTS**

1. The tendering Agency should fulfill the following technical specifications and furnish self-attested copies of documents in evidence of compliance with the specifications: -
  - a. The Registered Office or one of the Branch Offices of the Agency should be located in Patna.
  - b. The Agency should be registered with the appropriate registration authority.
  - c. **The Agency should have successfully completed at least one work of similar nature valued not less than Rs. 20 lakh or two works of 12.50 lakhs each or three works of 7.5 lakhs each, during the last 7 (seven) years [providing services of Office Staff (such as Multi-tasking Staff) to reputed Private Companies/ Public Sector Companies and/ or Government Department etc. during last seven years, proof of which should be enclosed with the Technical Bid. (Work order and Completion certificate)**
  - d. The agency should be registered under GST Act.
  - e. The Agency should have valid statutory registrations with Employees Provident Fund and Employees State Insurance Act.
  - f. Copy of PAN card.
  - g. **Certificate of Annual turnover from CA. The average Annual Turn Over of the company for the last three financial years (2021-22, 2022-23 and 2023-24) should not be less than Rupees 50 Lakhs. (Audited financial statement and copy of ITR 2021-22, 2022-23 and 2023-24)**
  - h. Experience of having successfully completed a similar contract in a Government department/PSU/Autonomous Body. (Work order & compilation certificate)
  - i. Satisfactory service certificate issued in respect of (h) above indicating the value of the contract. (Client certificate)
  - j. Should have adequate infrastructure and capacity for training/recruitment of the requisite staff.
2. Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in a sealed envelope containing Technical Bids.

### 3. EVALUATION OF BID:

The responsive bids will first be evaluated for technical compliance in the following manner.

#### **Evaluation of bids (qualifying only)**

A minimum score for Technical Bid (Tn) of 75 (out of 100) is required for qualifying in technical bid evaluation, based on the following criteria:-

Sl. No	Parameters	Marks Allotted
1.	Length of experience of providing manpower services i.e. providing manpower to reputed Private Companies/ Public Sector Companies and Government Department etc. (relevant proof to be attached with technical bids.) (Work order and completion certificate)	5 marks for each complete project subject to a maximum of 20 marks.
2.	Client profile – Number of Government organizations/PSUs/Private organizations served/ presently being served for providing Manpower (relevant proof to be attached with technical bids)	5 marks for each client subject to maximum of 20 marks.
3.	Employee list that EPF and ESIC has been deducted	1. => 75 - 5 Marks 2. =>100 to <150 - 10 Marks 3. =>150 to <200 - 15 Marks 4. > 200 - 20 Marks
4.	Level of client satisfaction for completion of works similar nature (providing Office Staff) valued not less than 20 lakhs, during the last 7 (seven) years (certificate from client organization to be attached with the technical bids). Maximum four best works would be considered for evaluation	Based on grading in the client certificate, 5 marks for each Excellent grading, 3 marks for each Good grading, 2 marks for each Satisfactory grading, subject to maximum 20 marks.
5.	Sound financial standing of the tendering firm in terms of annual turnover, during the last three years i.e. 2020-21, 2021-22 and 2022- 23 (relevant certificate from CA to be enclosed).	For Annual Average turnover 1. =>50 lakhs to < 75 lakhs - 8 marks 2. =>75 lakhs to < 1crore -11 marks 3. => 1 crore to < 1.25 crore - 14 marks 4.=> 1.25 crore to < 1.50 crore -17 marks 5.> 1.50 crore - 20 marks.

- a. Financial bids of only the technically qualified and eligible bidders shall be considered.
- b. **Financial bids of only such bidders shall be opened who score 75 marks out of 100 in the Technical bid criterion and contract shall be awarded to the bidder whose financial quote is L-1. However, Competent Authority in Department of Sports may reject any of the bids including L-1 if it comes to the notice that the bidder has either given wrong/ false information or has acted in a manner which is violation of terms and conditions of tender.**

- c. In case multiple bidders emerge as L-1, the procuring entity shall select a particular agency through a draw of lots (lottery) conducted in the presence of all concerned bidders. This process shall be digitally recorded via videography.**

• • • • •

Copy to:

1. PS to Department of Sports.
2. Abhishek Kumar, IT Cell – for display in Department of Sports and EPROC2 website.

**Annexure-I**

**Present Remuneration payable to the Support Staff at Department of Sports, HQ**

S. No.	Designation	Monthly Remuneration (Rs.)
1.	MTS	17,200/-

In addition, EPF, ESI, etc. payable, if applicable(to be borne by the Principal applicable  
(to be borne by the Principal Employer)



## **Annexure-II**

### **APPLICATION- TECHNICAL BID**

**For Selection of Agency for providing services of Office Staff (such as Multi-tasking Staff) in Department of Sports.**

1. Name of Tendering Company/Firm/Agency: .....

(Attach certificate of registration)

2. Name of Proprietor/Director of Company/Firm/Agency: .....

3. Full Address of Regd. Office: .....

.....

Telephone

No.....

FAX

No.....

E- Mail Address.....

4. Full Address of Operating Branch: .....

.....

Telephone

No.....

FAX

No.....

E- Mail

Address:.....

5. (a) Banker of Company/Firm/Agency: .....

Full Address: .....

.....

.....

(attach certified copy of statement of A/c for the last three years)

- (b) Telephone Number of Banker: .....
6. PAN/GIR No ..... (attach attested copy)
7. GST Registration No., if any .....(attach attested copy)
8. E.P.F. Registration No., if any.....(attach attested copy)
9. E.S.I. Registration No., if any..... (attach attested copy)
10. Financial turnover of the tendering Company/ Firm/ Agency for the last three Financial Years with documentary proof and certificate of the Chartered Accountant there of. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2021-22		
2022-23		
2023-24		

11. Give details of the major clients served/ presently being served by tendering Company/ Firm/ Agency in the following format:

(If the space provided is insufficient, a separate sheet may be attached)

Sl.No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. In Lakhs)	Duration	
			From	To
1.				
2.				
3.				
4.				

5.				
6.				

12. Copy of client satisfaction for completion of works of similar nature (providing office staff/manpower) valued not less than 80 lakhs each, during the last 7 (seven) years.

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. In Lakhs)	Grading awarded by client		
			Excellent	Good	Satisfactory
1.					
2.					
3.					
4.					

13. Length of experience of providing manpower services i.e. providing manpower to reputed Private Companies/ Public Sector Companies and Government Department etc.

Sl.No .	Providing Services Since	Copy of work order
a.		
b.		
c.		

14. Details of available infrastructure in terms of systems for recruitment and placing professional Management resources, both in terms of physical infrastructure as well as online resources.

**Details of online resources:**

**Details of Physical Infrastructure:**

15. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:  
Place:

Name:  
Seal:

**DECLARATION**

1. I,..... Son/ Daughter/ Wife of  
Shri..... Authorized signatory of the company/ agency/ firm  
mentioned above, is 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 undertake to abide by them.
3. I, undertake to indemnify Department of Sports against any loss incurred by Department of Sports due to any act of omission or commission by the manpower deployed in Department of Sports through my Company/ Agency/ Firm.
  4. My Company/ Agency/ Firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department/ PSU of Government of India in last three years.
  5. 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:

**Signature of authorized person (s)**

**Date:**

**Name:**

**Place:**

**Seal:**

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1.
  1. Application – Technical Bid.
  2. Attested copy of the Registration Certificate.
  3. Attested copy of PAN/GIR Card.
  4. Attested copy of the GST registration letter/ certificate, if any.
  5. Attested copy of the PF registration letter/certificate, if any.
  6. Attested copy of the ESI registration letter /certificate, if any.
  7. Certified document in support of financial turnover of the agency during the last 3 years.
  8. Certified documents in support of entries in column 10-15 of TechnicalBid application.
  9. Copy of the terms and conditions at page 07-19 in ‘Tender Notice’ with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

### Annexure-III

#### **FINANCIAL BID FORM**

<b>Tender Inviting Authority:</b> Department of Sports, PATNA		
<b>Name of Work:</b> Selection of Manpower Placement Agency for providing services of Office Staff (such as Multi-tasking Staff) for working in different offices in Department of Sports Headquarters, Patna.		
<b>Contract No:</b> F.No. Department of Sports /HQ/Admin/Support Staff/2025		
<b>Bidder Name:</b>		
Sr.No.	Component of Rate	Rate of service/ agency charges in percentage (%) (up to two decimal points only) to be charged on total remuneration, excluding taxes
a	Remuneration per person	Would be fixed by Department of Sports for various positions from time to time. (Please refer Annexure-I of this document for rates)
b	GST	Not to be quoted by the bidder. It shall be paid as per relevant rules and rate applicable from time to time
c	Agency Admin/ Service Charge/ Any other liability/ Charges (please indicate)	To be quoted in % of the amount payable as in (a) above _____% In words _____%

#### Note

1. Service charges shall be quoted should not be less than 3.85% and Above 7% as per the guidelines of Finance Department, Govt. of Bihar vide letter no 2988 dated 23.03.2023
2. The administrative/ service charge/ any other liability/ charges to be charged by the service provider should be quoted in percentage term only on remuneration to be paid to each personnel (excluding taxes). The amount so quoted should include all liabilities of the agency towards the deputed staff for any other personal exigencies, including maternity benefits etc.
3. In cases where the bidder has submitted “NIL” charge/ amount over and above the remuneration payable to the manpower, the Lowest Bidder or successful bidder shall be finalized through Lottery.
4. Department of Sports shall bear the expenses towards ESI, EPF and other taxes as applicable as per Govt. rules from time to time.

## UNDERTAKING

**I submit the Financial Bid for “Outsourcing services of Office Staff (such as Multi-tasking Staff) for working in Department of Sports Headquarters, Patna” as envisaged in the Tender document.**

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Tender document and agree to abide by them.
3. I also undertake and understand that my bid shall be liable to be rejected if I/we violate any of the terms and condition of this contract and any other statutory provisions relating to labour laws/ other statutory provisions in connection with supply of manpower.

(Signature and sealed of the  
Bidder/Authorized representative)

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

#### **Annexure-IV**

#### **DETAILS OF BANK ACCOUNT**

(RTGS/NEFT facility for receiving payments)

<b>Sl.No.</b>	<b>Particulars</b>	<b>To be filled by the bidder</b>
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold Department of Sports responsible.

(Signature(s) of account  
holder(s))Name(s) of Account  
holder(s)

SIGNATURE OF BIDDER/ Authorized  
representative



**Annexure-V**

<b>Tender ID :-</b>			
<b>Tender Reference No:-</b>			
<b><u>Evaluation of Eligibility Criteria</u></b>			
<b>Proposal for Selection of vendor for MTS for the Department of Sports, Government of Bihar</b>			
S.No.	Criteria as per RFP Document/ Name of Firms		
		1	PAGE NO.
1	Registration Certificate	Registration No. .... Dated..... Under.....	
	The Registered Office or one of the Branch Offices of the Agency should be located in Patna	Address:	
2	Copy of PAN/GIR card.		
	PAN NO.		
	GIR CARD		
3	Copies of the EPF and ESI Certificates issued by the Competent Authority.		
	The Agency should have valid statutory registrations with Employees Provident Fund and Employees State Insurance Act.		
	EPF	EPF NO.....Dated.....	
	ESIC	ESI NO.....Dated.....	
4	Copies of the GST Registration Certificate issued by the Competent Authority		
	GST No.	.....	

5	The Agency should have successfully completed at least one work of similar nature valued not less than Rs.20 lakh or two works of 12.50 lakhs each or three works of 7.5 lakhs each, during the last 7 (seven) years [providing services of Office Staff (such as Multi-tasking Staff) to reputed Private Companies/ Public Sector Companies and/ or Government Department etc. during last seven years, proof of which should be enclosed with the Technical Bid. (Work order and Completion certificate)		
	Experience of having successfully completed a similar contract in a Government department/PSU/Autonomous Body. (Work order & compilation certificate)		
	Satisfactory service certificate issued in respect of (h) above indicating the value of the contract. (Client certificate)		
	Should have adequate infrastructure and capacity for training/recruitment of the requisite staff		
6	Certificate of Annual turnover from CA. The average Annual Turn Over of the company for the last three financial years (2021-22, 2022-23 and 2023-24) should not be less than Rupees 50 Lakhs. (Audited financial statement and copy of ITR 2021-22, 2022-23 and 2023-24)		
	2021-2022		
	2022-2023		
	2023-2024		
	Total	0	
	Average	0	