Resident Engineer (Executive Engineer)
Liaison Office, Water Resources Department, Bihar,
203, Bihar Sadan, Dwarka Sector - 19 , New Delhi-110075

LETTER OF INVITATION

Request for Financial Proposal (RFP) is being re-invited in two bid system (Technical & Financial) by Resident Engineer (Executive Engineer) Liaison Office, Water Resources Department, Bihar, 203, Bihar Sadan, Sector-19, Dwarka, New Delhi-110075 from Firms / Companies / Entities / Agencies.

1. **Name of Work:**
   Hiring of Service Provider for Supply of manpower in Liaison Office, Water Resources Department, Bihar, 203, Bihar Sadan, Sector-19, Dwarka, New Delhi-110075 or at a place directed by Resident Engineer, Liaison office, WRD, Government of Bihar, New Delhi in the interest of work.

2. **Date & time of receiving proposal:-**
   Proposal will be submitted in two bid system namely **Technical bid & Financial bid.**
   Technical bid will consist of Technical credentials.

   Financial bid will be submitted in sealed envelope, which will consist of only quoted rate for the work.

   Financial bid will be opened only if the Firms / Companies / Entities / Agencies qualifies in the technical criteria setup for the work.

   The bidder must submit their offer in a double cover (Two separate sealed envelopes in one sealed cover having Technical Proposal in two hard copy alongwith EMD and second sealed envelope consisting of Financial Bid in one hard copy envelop clearly marked Financial Proposal) not later than **23/11/2026 till 03.00 PM** in the office of Resident Engineer, Liaison Office, Water Resources Department , Govt. of Bihar, Bihar Sadan , Dwarka Sector-19, New Delhi-110075 .

3 **A) Date & time of opening of R.F.P (Technical Proposal)**
The R.F.P. shall be opened at **03.30 PM** on **23/11/2026** in the presence of Firms / Companies / Entities / Agencies who choose to be present in the Liaison Office, Water Resources Department, Bihar,203, Bihar Sadan,

Sector-19, Dwarka, New Delhi-110075. In the event of the specified date of RFP opening being declared a holiday, the RFPs will be opened at the appointed time and location on the next working day. Even in the case of absence of the Firms / Companies / Entities / Agencies at the time of opening of proposal, department will proceed ahead with the opening.

b. Date & time of opening of R.F.P. (Financial Proposal)-

Financial proposal of only those bidders will be considered who will be declared qualifies in technical criteria evaluation.

4 **Evaluation Criteria / Basis of Evaluation.**

a) Evaluation of Technical Proposal

The proposed manpower is to be provided in the Liaison Office, Water Resources Department, Govt. of Bihar, 203, Bihar Sadan, Dwarka Sector-19, New Delhi-110075 or at a place directed by Resident Engineer, Liaison office, WRD, Government of Bihar, New Delhi in the work interest.

Requirements of manpower at present (which may be increased or decreased as per direction of the Water Resources Department, Government of Bihar) are as follows : -

A) Data Entry Operator (DEO) - 1 (One)
B) Drivers (Skilled) - 3 (Three)
C) Attendants (Unskilled) - 2 (Two)

1. Earnest Money - The DD for EMD @ 2% (rounded in hundred rupees on higher side) of the amount quoted by the firms should be enclosed in the envelope containing the technical bid. Firms / Companies / Entities / Agencies registered with the Central Purchase Organization/ State Purchase Organization, National Small Industries Corporation (NSIC) or the concerned department is exempted from paying Earnest Money.
2. Firms / Companies / Entities / Agencies shall be a duly constituted, registered body with Central Excise and Service Tax Department.
3. Firms / Companies / Entities / Agencies shall have ESIC / EPF / GST Registration no. and other requisites necessary for Service provider.
4. The Firms/Companies/Entities/Agencies should also be registered with Income Tax Department, and should have valid PAN/TAN numbers. They should also be registered with all other authorities as required under the laws.
5. The Firms / Companies / Entities / Agencies should have registered office or one of its branch offices of manpower agency located either in Delhi or in any place of the satellite towns of Delhi.
6. The Firms / Companies / Entities / Agencies should preferably have an experience of minimum of last 3 financial years (i.e. Financial Year 2022-23 ,

2023-24 & 2024-25) for providing manpower in Offices of State / Central Government / PSU / reputed Private Sectors.

7. Experience will be shown by submission of work orders/ agreement and satisfactory completion or ongoing work certificates / testimonials from the concerned employers.
8. All works orders should be supported by the contact details of the employers i.e. name and address of the employer, contact person, mobile, and telephone numbers so that experience documents can be verified independently.
9. The average annual turnover in preceding three completed financial year of the aforesaid Firms / Companies / Entities / Agencies should not be less than Rs 50,00,000.00 (Rupees Fifty Lakhs) per annum as per the audited balance sheet (CA certified copy also to be attached for Financial year 2022-23 , 2023-24 & 2024-25).
10. The party shall have to submit an undertaking/affidavit stating all the following four conditions:-
    a. They have not been convicted by a court of law,
    b. No criminal case is pending against them,
    c. They have not been black listed by any government department / PSU / agency,
    d. No work order was cancelled prematurely because of quality of services rendered by him to the employer or any other default on behalf of service provider in last three years.

The Bidder declared qualified in technical criteria evaluation will only be eligible for opening of Financial Bids.

b) Evaluation of Financial Proposal

The competent authority will determine whether the Financial Proposals are complete, qualified and conditional. The cost indicated in the financial proposal shall be deemed as final and reflecting total cost of services. Omission, on any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the consultant.

5. <u>Earnest Money Deposit:</u>

The Consultant shall furnish Earnest Money @ 2% (rounded in hundred rupees on higher side) of the amount quoted by the firms duly pledged in favour of Resident Engineer, Liaison Office, Water resources Department, Bihar, New Delhi (named as Employer and Engineer in Charge) and shall be in any of the following forms or as mentioned in the Bihar Financial Rules :-

a. Indian Post Office Term Deposit 1 Year / 2 Year / 3 Year; 8th Issue of 6 years National Saving Certificate duly endorsed by the competent Postal authority of Bihar.

b. Fixed Deposit Receipt of any Schedule Bank within the State of Bihar and it should be valid at least for six months after last date of receipt of RFP.

c. 5 Years National Development Bond / State Development Loan Certificate

d. Un-conditional Bank Guarantee issued from any schedule Indian Bank within the State of Bihar. (If issued from any Bank outside the State of Bihar it will be converted to a Bank Guarantee from any Bank within the State of Bihar before executing the agreement).

6. **Conditions**:

i. The Undersigned will not be responsible for any expenditure made by Consultants against taking part in this RFP and for any delay in receiving the R.F.P.

ii. The undersigned reserves all rights to accept or reject any or all RFP without assigning any reason thereof.

iii. The undersigned reserves the right to extend or cancel the invitation without assigning any reason.

7. Any other information may be obtained from this letter during the office hours of opening day.

8. The Consultancy Firms are requested to acknowledge-the receipt and confirm in writing regarding submission of proposal.

Sd/-
Resident Engineer (Executive Engineer)
Liaison Office, Water Resources Department,
203, Bihar Sadan, Sector-19, Dwarka,
NewDelhi-110075.
Contact no- 011-20893601

पत्रांक - 122 नई दिल्ली / दिनांक 02/11/2026

प्रतिलिपि :- जन संपर्क पदाधिकारी, जल संसाधन विभाग,बिहार, सिंचाई भवन, पटना को सूचनार्थ एवं पटना के दैनिक समाचार पत्रों के साथ साथ नई दिल्ली के न्यूनतम दो दैनिक समाचार पत्रों में प्रकाशनार्थ संप्रेषित।

अनु०- यथोक्त।

02/11/2026

स्थानिक अभियंता (कार्यपालक अभियंता)
संपर्क कार्यालय , जल संसाधन विभाग ,
बिहार सरकार, नई दिल्ली - 110075

02/11/2026