



बिहार सरकार



**L. N. Mishra Institute of Economic Development & Social Change,
1, Nehru Marg, Patna-800001**

**RFP Notice for Empanelment of Agencies for Supply of different kind
of Manpower**

(Tender No. Manpower /LNMIPAT/04/2025-26 Dated 20/02/2026)

A. Proposal/Tender Guidelines

1. Definitions:

- **LNMI** - L. N. Mishra Institute of Economic Development & Social Change, Patna
- **PO** - Purchase Order
- **EMD** - Earnest Money Deposit
- **PSD/PS** - Performance Security Deposit/Performance Security
- **FDR** - Fixed deposit receipt
- **BG** - Bank Guarantee
- **LNMI** - L. N. Mishra Institute of Economic Development & Social Change, Patna
- **Client** - L. N. Mishra Institute of Economic Development & Social Change, Patna
- **Bidder** - Who have submitted the Valid RFP/Tender Document
- **Supplier** - Successful/Empaneled bidders
- **Agency** - Successful/Empaneled bidders
- **Service provider** - Successful/Empaneled bidders
- **Contractor** - Successful Bidder who has been awarded work and signs the agreement

2. General Guideline:

- a) The Bidders shall submit Technical and Financial bid as per process given in the tender.
- b) The Financial bid of only those technically qualified bidders who have scored minimum of **70** marks out of 100 in technical bid, will be considered.
- c) The bidders for empanelment will be selected at the lowest financial bid quoted by the bidder.

3. Important Information

Name of the Work	Empanelment of Agencies for Supply of different kind of Manpower in the Institute in Lalit Narayan Mishra Institute of Economic Development and Social Change, Patna
Non-Refundable Tender Cost	Rs. 5,000.00 (Five Thousand only) through demand draft in favour of Director, LNMI – Patna payable at Patna (Non-Refundable).

RFP Document	RFP Document Can be downloaded from Institute website www.lnmipat.ac.in In case, downloaded bidding document is used, Bidder(s) will have to submit the cost of the Tender Document (Non-Refundable) along with the completed documents in the form of demand draft in favour of Director, LNMI, Patna, payable at Patna towards cost of the “Tender documents” Bidder is required to attach separate Demand Draft for the same in a separate envelop super scribed with “ cost of bidding document ” if the cost of tender document is not submitted by the bidder, his offer shall be outright rejected.
EMD/Bid Security	Rs. 5,00,000.00 (Rs. Five Lakhs Only) in the form of Bank Guarantee / Demand Draft/ Fixed Deposit Receipt in favour of Director, LNMI. Patna from any scheduled bank.
Performance Bank Guarantee (PBG)	Performance Guarantee will be submitted in the form of Bank Guarantee @ 2 % of Project Cost Value by successful bidder.
Last date for submission of Bid	16.03.2026 Till 4.00PM
Date of Pre-Bid Meeting	28.02.2026 at 2:00 P.M. in the Conference Hall of the Institute.
Opening of Bids (Technical Only)	17.03.2026 1.00PM

B. Eligibility Criteria and Scope of Work

1. Eligibility Criteria: -

- I. EMD should be submitted in the form of Fixed Deposit Receipt/ Bank guarantee/Demand draft of Scheduled/Nationalised bank in favour of “**Director, L.N Mishra Institute, Patna**” payable at Patna. The tender received without EMD will be rejected summarily.
- II. The Bidder can be an Agency/ Company/ Contractor/ Organization/ Firm/ Trust/ Society legally constituted fulfilling other eligibility criteria.
- III. The bidder must have valid Labour licenses from Bihar.
- IV. The bidder must be having at least five (5) years of standing and have registered in Bihar (including state GST registration) with minimum of One (1) year of operational experience in Bihar on the date of publication of this RFP.
- V. The Bidder has to submit the valid character certificate.
- VI. The Bidder has to submit ‘**PSARA**’ License.
- VII. All the documents/ certificates/ licenses necessary for the bidder to qualify for the technical and/or financial rounds of the bid evaluation process must be obtained before last day of submission of the Bid.
- VIII. The bidder must have a **minimum average turnover of Rs. 10.00 Crores** with UDIN Number from similar business operations in the previous three financial years (i.e., 2022-23, 2023-24 & 2024-25), supported by Valid balance sheet, profit & loss account and ITR.
- IX. The Net-worth of the bidder should be positive and should be a minimum of 3 Crores in the last financial year 2024-25.
- X. The bidder must have a minimum 3 (three) continuous complete years of experience of providing a minimum of average 250 manpower in Government or Semi-Government sector/ PSUs & of it a minimum 1(one) assignment/ work / project running in providing manpower for financial year 2024-25.

Necessary documents substantiating this like work order, “work completion with satisfactory certificate or ongoing project with satisfactory certificate by the client”, payment certificate etc. must be submitted with the bid.

- XI. The bidder must have engaged 50% of the local people (Resident of Bihar) with respect to total employment generated by it in the state of Bihar prior to bid publication.
- XII. The Bidder should be ISO Certified Firm (ISO 9001: 2015 or any latest standard).
- XIII. The bidder must have valid registration with EPF and ESI for a minimum of 5 (five) years. Proof of 100% compliance report of EPF and ESI contribution of 250 or more manpower for the last three months (of the period prior to publication of the tender) shall be submitted with challan and payment receipt.
- XIV. The bidding agency/any of its directors should not have been held guilty by court for any inappropriate action/ unrelated or objectionable work. For this, a notarized affidavit should be submitted.
- XV. The Agency should not be blacklisted by any Govt. organization or public sector undertaking. A notary affidavit for this should be submitted.
- XVI. All pages of the bid documents should be signed with a seal and properly numbered with an index, failing which the bid will be summarily rejected.
- XVII. All pages of the RFP/Tender documents submitted must be duly signed and stamped up by the firm as confirmation of acceptance of terms and conditions.
- XVIII. **L. N. Mishra Institute of Economic Development & Social Change**, Patna reserves the right to reject/accept any/all the tenders without assigning any reason.
- XIX. Bidders should compulsorily submit a checklist (Form-D).
- XX. Non-compliance of any of the eligibility criteria shall disqualify the Bidders from the tender exercise.

2. Earnest Money Deposit (EMD)

- a. EMD should be submitted in the form of Bank Guarantee / Demand Draft/ Fixed Deposit Receipt amounting Rs. - 5,00,000/- (Five lakh only) from a scheduled commercial bank in favour of “**Director, L.N Mishra Institute, Patna**” payable at Patna and will be placed in cover-I with technical bid.
- b. **Validity:** Bid and EMD should be valid for a minimum period of six months.
- c. EMD would be refundable under following conditions:
 - (i) Tender is closed at any stage of procurement.
 - (ii) After issuance of rate contract/purchase order for the successful bidder/s.
- d. Non submission of EMD will make the bidder liable for disqualification.
- e. EMD shall be forfeited if the bidder withdraws the bid.
- f. EMD shall be forfeited if the successful bidder fails to accept the work order.

3. SCOPE OF WORK

The agency shall be liable to provide suitable manpower broadly categorized in different categories (Accountant with Knowledge of tally, Marketing officer, Admission counsellor, Data Entry operator, Multitask office assistant with computer knowledge, Driver, Sweeper or Sweeper-cum-night guard, and Any Post which will be required by department time to time) with requisite qualification, skills and experience as per requirement decided by the LNMI to carry out the different duties /roles. Remuneration/ CTC will be decided by the LNMI and in any case, it will be not less than the provisions of Minimum Wages Act of Bihar. **A tentative requirement for manpower is mentioned below which may increase or decrease as per requirement, Government decision and availability of fund: -**

Sr. No.	Type of Manpower	Required Number
1	Head clerk	1
2	Accountant	01
3	Assistant Accountant	02
4	Advisor	1
5	Media/ Marketing	1
6	Student Counsellor	1
7	Admission Counsellor	1
8	Multimedia Operator	1
9	Assistant Clerk	12
10	Data Entry operator cum Assistant	10
11	Caretaker	2
12	Electrician	2
13	Driver	2
14	Peon/ Helper	13
15	Sweeper	13
16	Mali	02
17	Guard (Security Personal)	23
Grand Total		79

C. Bidding procedure

1. RFP/Tender can be submitted for Supply of different kind of Manpower in the Institute fulfilling the eligibility criteria, terms and conditions enumerated in this document.
2. The tender/proposal should be submitted in two bid system under which two separate sealed covers/envelope superscribed **(i) Technical Bid and (ii) Financial Bid** should be kept in third envelop superscribed **“RFP for Empanelment of Agencies for Supply of different kind of Manpower in LNMI”**
3. **Bid documents:**
It shall include the following document/information about the firm and/or its proposal (including as mentioned in other sections)
 - a. Cover letter - **Form- A**
 - b. Application form-T (Technical Bid) - **Form- B**
 - c. Financial Bid - **Form- C**
 - d. Check list - **Form- D**

4. **Technical Bid:**

It should follow following parameters:

- a. It should contain all the relevant documents required for Technical Bid evaluation.
- b. In the technical bid all the pages should be **mandatorily numbered with indexing** for technical evaluation.
- c. Non-Refundable bid cost of **Rs. 5,000.00 (Five Thousand only)** through demand draft in favour of Director, LNMI – Patna payable at Patna.

5. **Financial bid:**

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

6. **Any kind of amendment/corrigendum will be published on the website of the Institute.**

7. All the entries in the Technical Bid form (**Form-B**) and Financial Bid (**Form-C**) should be made clearly.
8. A financial bid of only those bidders will be considered who are found technically qualified by the committee.
9. All the supporting enclosures to be provided as part of a technical bid should be self-attested by the bidder or the person authorized by him on his behalf.
10. **All the pages of the tender document should be signed and stamped by the bidder and to be submitted with the technical bid.**
11. All pages of the bid documents should be properly numbered with indexing.
12. The tender form should be filled in by the bidder neatly and accurately. Any alteration, erasing or overwriting may render the tender.

D. Bid Evaluation Procedure

1. Opening of bids:

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

2. Technical bid evaluation:

Technical bid documentation shall be evaluated on the basis of documents furnished by the Bidder. |After evaluation of eligibility criteria technical proposal will be evaluated on the basis of marks criteria as per following table:

Table- I

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

Sr.No.	Parameter	Max. Marks
1	Average Annual Turnover of the Bidder from the last three financial years (i.e., 2022-23, 2023-24 & 2024-25) min turnover as per eligibility criteria i.e. 10 Crore. Rs. 10 Crores and up to 20 Crores – 20 marks Above 20– 25 marks	25
2	Number of outsourced employees presently working for the bidder as certified by latest proof of EPF contribution of last three months (in average per month) 250 - 299 persons in average– 10 marks 300 - 349 persons in average– 15 marks Above 350 persons in average – 25 marks	25
3	Quantum of EPF payment per month Rs. 5 Lacs and up to 10 Lacs – 10 marks Above 10 Lacs and up to 15 Lacs – 15 marks Above 15 Lacs and up to 20 Lacs – 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. The work order value of each project should be above 2 Crores or above. <ul style="list-style-type: none">• 2 projects: 10 Marks• 3-4 projects: 20 Marks• 5 or Above projects: 25 Marks	25

The offers of the prospective bidders which do not meet the minimum eligibility requirements are liable to be rejected. A qualifying score of 70 marks out of 100 in the four parameters mentioned above is required to qualify for participation in Financial Bid. The bidders which will get technically less than 70 marks out of 100 will be considered technically disqualified.

3. Financial bid evaluation:

Financial bid of only those bidders, who are technically qualified, will be opened. The bidder shall quote rate in percentage up to 2 decimal points. If the bidder quote percentage has more than 2 decimal points, then up to two decimal points will be taken into consideration without rounding off. Least quoted rate following rules of Government of Bihar will be declared as L₁ rate. Other bidders desirous of working at the L₁ quoted rate will be empaneled as well. No additional payment shall be made to the bidder except the remuneration (fixed by the department) and service charge & the GST (if applicable) on remuneration.

E. Terms & Conditions and General Instructions to the Bidder

1. All successful bidders will be selected for empanelment. However, Institute may award the work to any one of the empaneled bidders or distribute the work amongst a few or all of the empaneled bidders, in any ratio it may deem fit.
2. The initial period of the contract is for 3 (three) years which may be extended further by 2 (two) years on mutual consent. Extension of contract will be subject to satisfactory performance of assigned jobs by deployed employees and on the actual requirement of manpower at the end of contract.
3. The bidder has to bid for the **service charge only** as indicated in the financial bid (**Form-C**) excluding applicable GST, if any. No bonus and privilege leave is payable to the deployed personnel.

4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liability covered under the Bid Agreement to any other agency or organization by whatever name be called at any circumstances.
5. Agency shall furnish monthly remuneration payment of deployed personnel in bank. Submission of Monthly remuneration payment statement with account number of employees is mandatory for the successful bidder.
6. Payment of EPF and ESI will be the sole responsibility of the selected agency. The Department will only pay remuneration/CTC in this regard.
7. Deduction of income tax (If applicable) and deposition according to the income tax rules will be the sole responsibility of the selected agency.
8. Tenderer will be bound by the documents furnished by it to LNMI. In case any furnished document/s is/are subsequently found to be false/ forged/ counterfeit at any stage, it would be deemed to be a breach of terms of contract and such agency will be liable for legal action besides termination of contract.
9. **Performance Security Deposit (PSD):**
 - a. Within 7 days of receipt of work order the bidder shall furnish performance security in favour of L.N.Mishra Institute of Economic Development & Social Change, Patna.
 - b. Total PSD will be 2% of the total contract value as BG/FDR/ DD valid for 180 days beyond **the contract period (3 Years)**. **PSD will be calculated on total amount paid as remuneration/ CTC in one year. All empaneled agencies will deposit initially BG/FDR/DD** (in favour of “**Director, L.N Mishra Institute, Patna**” payable at Patna.) of Rs 1,00000/- (One Lakh) and will sign a contract to supply the manpower as per terms and condition defined in RFP. Balance of PSD amount in form of BG/ FDR/ DD will be deposited before award of work order.
 - c. However, if the outsourcing agency fails to execute contract or fails to comply with any of the terms & conditions of the contract, in addition to other penal actions, the PSD shall be liquidated/ encashed & the amount will be forfeited.
10. After award of work order, the Service Provider shall mention the Individual EPF account/ ESI Registration number of deployed staff as well as the GST number of Agency in the preferred claim.
11. Canvassing in any form is prohibited and such bids will be rejected.
12. Conditional quotations like “subject to immediate acceptance” or “subject to prior confirmation” etc. shall be summarily rejected.
13. The successful bidders shall provide services/ suitable candidate(s) against each post which will be subject to selection.
14. In case of inadequacy in providing quality service, the Service Provider is liable for penalty as decided by the Institute and it will be deducted from the monthly bill claim/bill or from performance security deposit.
15. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Patna. If at the time of bidding such an office at Patna is not available, the successful bidder must open office within 15 days from the date of award of work order.
16. The service provider shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, Income tax, etc., relating to personnel deployed in **the Institute**.
17. The service provider shall be solely responsible for any accident/ medical/ health related liability/ compensation for the personnel deployed at LNMI. The LNMI shall have no liability in this regard. LNMI 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/hostel/MDC premises.
18. LNMI shall not be responsible for any compensation which may be required to be paid to the personnel of the contractor consequent to any injury/mishap. In such a case responsibility for treatment of injured personnel will be with the service provider/contractor. The contractor is advised to take adequate insurance

cover against the same at his own cost. If contractor fails to do so, then this compensation if any will be the liability of the service provider.

19. The service provider shall bear EPF, ESI and other liabilities and the Institute/Client shall not accept any responsibility for the personnel engaged by the agencies for any matter. The Institute/client shall have no concern whatsoever in the matter. Any risk involved in performing the duty by the personnel would be the sole concern of the firm/ agency/service provider. Any dispute between the firm/agency and his/her personnel shall be settled by the agency as per prevailing government laws/rules and regulation.
20. The number and arrangement of deployment of the manpower is without prejudice to the right of client to deploy the personnel in any other number or manner considered necessary in the interest of the Client.
21. The Security Guard under the unskilled category should be matriculate or above. He should be presentable, soft but firm in handling personnel, visitors and situations. He should have good communication skills. Also, other personnel deployed shall not be below the age of 18 (Eighteen) years.
22. Client shall have the right, within the reasons, to have any person removed that is considered to be undesirable or otherwise and similarly successful bidder/bidders reserves the right to change the personnel under prior approval of the Client in writing.
23. The manpower deployed to work/job in the different sections of client will have to follow the job time schedule of department concerned operational area. No extra payment will be made on this account.
24. The payments of remuneration/CTC and other benefits to the employees shall be the sole and exclusive responsibility of the supplier and persons so employed by supplier shall have no claim whatsoever to the client.
25. Agency must pay the remuneration/CTC to the employee till 5th of every month.
26. Client would reimburse/Pay the bill/invoice (arises after payment of Manpower personnel) after getting the bill/invoice within seven working days barring if correction needed in presented bill/invoice.
27. **The service provider shall nominate an HR manager on its own payroll who shall be responsible for regular interaction with Client so that optimal services of the deployed person may be availed without any disruption.**
28. The relationship between Client and the Service provider shall not be of “Master” and “Servant”. The manpower deployed by the service provider shall not claim nor shall be entitled to the pay perks and other facilities admissible to casual, ad hoc, regular/confirm employees of this Institute during or after expiry of the contract.
29. Working hours would be normally 08 hours per day (or as decided by Client) during working days. However, the concerned person may have to work beyond office hours, in the exigencies of work. The working hours will be as prescribed by the client but the same may vary from unit to unit as per requirement.
30. The deputed manpower may be called on Sundays and other Gazette holidays, if required.
31. The service provider should provide a substitute well in advance, if there is any probability of a person leaving the job due to his/her own personal reasons.
32. In case of termination of the contract on its expiry or otherwise, the person deployed by the service providing Agency shall not be entitled to and will not have any claim for absorption or any relaxation for absorption in the regular or any other capacity in future jobs/posts in the office of client.
33. The Service providers shall have to ensure correct and satisfactory performance with respect to their liabilities and responsibilities under the contract. Timely salary payment to the manpower provided by the agency should be ensured. Any attempt to delay payment or misappropriate the fund shall invite strictest action by the institute
34. **Execution of Agreement**
The successful bidder/s shall have to execute an agreement to provide the said service/s mentioned above, on Rs 1000/- Non-Judicial Stamp Paper as per proforma with LNMI immediately after the acceptance of tender. The cost of stamp paper shall be borne by the service provider only.
35. The successful bidder/s will follow the entire rule and regulation of the Institute and other Government rules.

36. TDS

Client 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 agreement) which may be extended on mutual consent for maximum of two years on yearly basis by the Institute.

38. Arbitration Clause:

In the matter of dispute arising between Client and the service provider regarding terms and conditions and execution the decision of Director, LNMI shall be final.

39. Jurisdiction:

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

40. Reimbursement of Bills:

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

41. 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 Institute/client reserves the right to impose the penalty as detailed below: -

- a) In case the Services Provider fails to deploy the personnel within the stipulated period mentioned in work order.
- b) In case of misconduct/misbehavior of supplier's personnel and after enquiry found correct, a penalty of Rs. 10,000/- for each such incident shall be levied and the same shall be deducted from the Service Providers bill. Besides, the manpower found involved in the incident shall be removed immediately.
- c) Deduction of 1% of fees of installment due to each week of delay of the manpower deployed by them or part thereof whatever any deadline is fixed subject to ceiling limit of 5%.

42. Whenever there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favorable to the LNMI will be considered applicable at

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

43. Exit Clause

- i. LNMI, at its sole discretion, can terminate the contract without assigning any reasons whatsoever by giving one month's notice to the service provider.
- ii. If the Service Provider fails to deliver the quality services or fulfil any obligations as specified in the work order, the contract can be terminated and agency may be blacklisted.
- iii. If it has come to the knowledge of the Institute at any time, even after awarding the contract or during the tenure of the contract period that the Service Provider, has engaged in corrupt or fraudulent practices in competing for or in executing the contract, the contract will be terminated and agency may be blacklisted.

44. Check List

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

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. Authorization (in case of authorization / Declaration letter (in case of Proprietor/ Director with proof) is attached for signing the bid is attached with this letter.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place:

Signature :

Date:

Name :.....
(Authorized Signatory)

Designation :

(Capacity in which signed)

Full Address :

Company Seal :

APPLICATION FORM
for Empanelment of Agencies for Supply of different kind of Manpower at LNMI,
Patna
(To be part of Technical Bid)

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

12. Earnest Money (EMD) : Amount :.....
: Details of FDR/BG/DD (No.)
: dated
: Name of the Bank

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

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

Financial year	Annual turn Over (In Crores Rs.) from similar business operations (as per audited financial statement)
2022-23	
2023-24	
2024-25	

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

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

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

Sl. no.	Item	Page No
i	EMD as per tender document.	
ii	Identity proof of person signing the tender document - Self attested photocopy of Passport/ Driving Licence/ Voter Identity card/Aadhar card etc.	
iii	Self-attested copy of registration of the company / agency.	
iv	Valid Labour licenses from Bihar before the date of publishment of bid.	
v	Average Turnover proof of Rs. 10.00 Crores with UDIN Number from similar business operations in the previous three financial years (i.e., 2022-23, 2023-24 & 2024-25), supported by Valid balance sheet, profit & loss account and ITR.	
vi	Self-attested copy of PAN Card for payment of income tax.	
vii	Self-attested copy of proof of experience of the bidder.	
viii	Self-attested copy of GST registration.	
ix	Self-attested copy of EPF and ESI registration for Minimum five (5) year.	

x	Latest EPF & ESI contribution challan for 250 or more manpower in one month for the last three months (Last month means preceding months from the last date of publication of tender)	
xi	Certified copy of authorization on company letter head if documents are signed by the authorized signatory.	
xii	The Bidder must be registered with EPF and ESIC. The bidder must have a minimum of 250 employees on their own payroll (covered under EPF and ESIC) during the last three months. The bidder should have submit evidence of EPF payment receipts of last three months (from i.e. date of publication of tender).	
xiii	Notary Affidavit regarding 'bidding agency'/ any of its director is "not been held guilty by court for any inappropriate action/ unrelated or objectionable works".	
xiv	Notary Affidavit regarding Non-Blacklisting of 'bidding agency'/ any of its director by central Govt. /State Govts. /Any PSUs/ Semi Govt. organization/ Agency.	
xv	Bid documents should be signed with seal and properly numbered with an index.	
xvi	Valid Character certificate of Proprietor/ Director/ authorised person	
xvii	Valid PSARA Licence	
xviii	Proof of Net-worth the bidder of minimum 3 Crore in last financial year 2024-25	
xix	Proof of minimum three continuous complete years' experience of providing a minimum of 250 manpower in average in Government or Semi-Government sector/PSUs & minimum 1 assignment/work /project running in providing manpower for financial year 2024-25. Necessary documents to this effect like work order, "work completion with satisfactory certificate or ongoing project with satisfactory certificate by the client", payment certificate, etc. must be submitted with the bid.	
xx	Proof of engagement of 50% local people (Resident of Bihar) with respect to total employment generated by it in the state of Bihar prior to bid publication.	
xxi	Copy of ISO Certified Firm (ISO 9001: 2015 or any latest standard mentioned	
xxii	Check list	

I/we, hereby, declare that: -

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

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

That I/We understand that in case of any of the above information/documents (as given by us) is found to be incorrect, LNMI 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 LNMI and the same are to be allotted on “as is where is” basis.

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

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

Place:Signature :

Date:

Name :.....
(Authorized Signatory)

Designation :
(Capacity in which signed)

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

Seal :

FINANCIAL BID

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

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

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

* Service Charges: In Words.....

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

Place:

Signature :

Date:

Name :.....

(Authorized Signatory)

Designation :

(Capacity in which signed)

Full Address :

.....

.....

Company Seal :

CHECK LIST

Tender No. and Dated. : Tender No.

Dated.....

Name of the Work:-RFP for Empanelment of outsourcing Agency/ Company/Contractor/Organization /Firm/Trust/Society for Supply of different kind of Manpower in L.N.Mishra Institute of Economic Development & Social Change, its subordinate offices and in LNMI, Patna.

Sl. No.	Particulars of Completed Tender Document	Status of Submission (Indicate Yes/No)	Ref. Page No. of Bid
1	Earnest Money in the form of FDR/BG/DD		
2	Technical Bid		
a)	Agency profile as per Form-B		
b)	Registration Certificate of Agency in support of agency registered under Contract Labour (Regulation and abolition) Act, 1970 having valid labour license as on last date of submission of bid of 250 manpower)		
c)	Registration Certificate under Bihar shops and Establishment Act 1953 in support of Infrastructure available for logistical support in the State of Bihar		
d)	Copy of ISO Certified Firm (ISO 9001: 2015 and other latest standard mentioned in Table- I)		
e)	Copies of PAN/TAN		
f)	Copy of Bank Details		
g)	Copy of Registration under ESIC		
h)	Copy of Registration under EPFO		
i)	Latest EPF & ESI contribution challan for 250 or more manpower in one month for the last three months (Last month means preceding months from the last date of publication of tender)		
j)	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. 2022-23, 2023-24 and 2024-25)		
k)	Valid Character Certificate		
l)	Valid PSARA License		
m)	Proof of minimum three continuous complete years' experience of providing a minimum of 250 man power in average in Government or Semi-Government sector/PSUs & minimum 1 assignment/work /project running in providing manpower for financial year 2024-25. Necessary documents to this effect like work order, "work completion with satisfactory certificate or ongoing project with satisfactory certificate by the client", payment certificate, etc. must be submitted with the bid.		
n)	Proof of engagement of 50% local people (Resident of Bihar) with respect to total employment generated by it in the state of Bihar prior to bid publication		
o)	Certificate of good conduct of any two Govt. agency where the services have been /are being currently provided.		
3	Affidavit/Undertaking with regard to-		
a)	Affidavit from the Notary that- (i) The sole proprietor or the partners of the firm/company have never been punished by any Court of Law, and (ii) The agency should not have been blacklisted by any Government or Semi Government Department or any PSU or any other Organization or changed the name of the firm.		
4	Whether all the documentary evidence duly self-attested and enclosed?		
5	Whether all the pages of tender documents duly filled, signed and stamped?		
6	Whether Price Bid is properly filled as per Tender Document stipulation?		
7	Whether FDR/BG towards EMD kept in a separate envelope and duly sealed with index?		
8	Whether Technical Bid, duly sealed as required?		
9	Whether all above envelopes are kept inside one envelope?		

Signature of Bidder: -.....

Name and full address:.....

Date:.....

Telephone No.:.....

Email:.....

Mobile No.:.....