



Build Green, Live Green!
CIN:U45200BR2008SGC013513

BIHAR STATE BUILDING CONSTRUCTION CORPORATION LTD.

An ISO 9001:2008, 14001:2004&OHSAS 18001:2007 Certified Company

A Government of Bihar Undertaking

Website: www.bsbcccl.bih.nic.in

E.O.I: 01/2018-19

EXPRESSION OF INTEREST FOR MANPOWER SUPPLY SERVICES

Bihar State Building Construction Corporation Ltd, Patna invites sealed tender/proposals under two bid systems from registered firms/agencies for providing manpower services for its head quarter office / regional offices situated in Bihar. Interested firms/ agencies may participate in the bidding process by sending his tender/Proposals in a single big size envelope containing two envelope one "Technical Bid" and second for "Financial Bid" duly sealed and super scribed as "**Re-EOI for providing Manpower Supply services**" addressed to **Chief General Manager, Bihar State Building Construction Corporation Ltd, Hospital Road, Shastri Nagar ,Patna- 800023**. The sealed tender(s)/Proposal(s) should reach the office on or before **20.04.2018** by 03.00 p.m. through Courier/Registered Post/Speed Post/hand to hand only. Conditional tender/incomplete tender or tenders received after the due date and time shall not be entertained in any circumstances. Technical part of this tender will be opened on the same day i.e. **20.04.2018** at 03.30 p.m. by the competent officer of BSBCCL. Other relevant Details Regarding this tender are available on our official website www.bsbcccl.bih.nic.in . Any changes/corrigendum regarding this EOI/tender will be flash through official website www.bsbcccl.bih.nic.in only. Pre-bid meeting is scheduled on .10/04/2018 at 05 PM in BSBCCL HQ meeting hall.

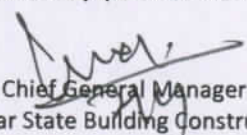
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Chief General Manager
Bihar State Building Construction
Corporation Ltd. Patna

Memo: - 1070

Date:- 03.4.18

Copy: - To Director, Information and Public relations Department, Patna. For e-Advertisement by publications in Newspaper.


Chief General Manager
Bihar State Building Construction
Corporation Ltd. Patna



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"Re-EXPRESSION OF INTEREST FOR MANPOWER SUPPLY SERVICES"

Bihar State Building Construction Corporation Ltd, Patna invites sealed tender/proposals under two bid systems from registered firms/agencies for providing manpower services for its head quarter office and/or regional offices situated in Bihar. Interested firms/ agencies may participate in the bidding process by sending his tender/Proposals in a single big size envelope containing two envelope one "Technical Bid" and second for "Financial Bid" duly sealed and super scribed as "**Re-EOI for providing Manpower Supply services**" addressed to **Chief General Manager, Bihar State Building Construction Corporation Ltd, Hospital Road, Shastri Nagar ,Patna- 800023**. The sealed tender(s)/Proposal(s) should reach the office on or before by p.m. through Courier/Registered Post/Speed Post/hand to hand only. Conditional tender/incomplete tender or tenders received after the due date and time shall not be entertained in any circumstances. Technical part of this tender will be opened on the same day i.e. at p.m. by the competent officer of BSBCL. Any changes/corrigendum regarding this EOI/tender will be flash through official website only.

The Tender has to be submitted in two parts:

- (1) The first part i.e. "technical bid" Constituting minimum eligibility criteria is to contain self-attested photocopies of the documents/papers as follows:

Minimum Eligibility Criteria/ following documents must be attached in Technical bid:

- A. The firm/agency should be registered with GST.
- B. The firm/agency should have PAN No.
- C. The agency must have ISO: 9001:2008. (updated)
- D. The firm/agency must have Provident Fund Account No.
- E. If the firm/agency is company/Partnership firm (registered) LLP then must be registered for deployment of manpower services under Companies Act, 1956/clearly mentioned deed. (Relevant documents of MOA/AOA of company/copy of deed must be attached)
- F. The firm/agency must have ESI Reg. No.
- G. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page with seal.
- H. The firm must have their office in Patna/Bihar. If not, they will have to establish their office within one month after award of work.
- I. The Bidders should have a minimum **annual turnover of Rs. 500 (five hundred) Lacs i.e. Five Crore only** in each of the three F/Y: 2014-15, 2015-16 & 2016-17 duly supported by Annual Audit Report Containing balance sheet, P&L A/c for each of the Year certified by

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the Chartered Accountant. (Provisional Balance Sheet, Provisional P&L A/c, Merely Turnover Certificate from C.A. will not be sufficient.

- J. The bidder shall furnish a notarized affidavit of non-blacklisting (by any Govt./ Private Institution)/ non-pendency of vigilance/CBI/CID/ Police case against firm.
- K. At least Five years of experience in this field supported by experience certificates along with the 'List of customers' with work order. Out of Five Years at least 3 (three) year of experience of this type of services to Govt./ Semi Govt./ Semi Govt./ PSUs in Bihar is mandatory. & single work done value of Rupees 50.00 lakhs certificate issued by Govt./Semi Govt./PSU in single year during last three years (2017-18, 2016-17, 2015-16) is mandatory. And single work done value of rupees 50.0 Lakhs certificate issue by Govt./ Semi Govt./ PSUs in any year during last three years (2017-18, 2016-17, 2015-16) is mandatory.
- L. The intending bidders shall have to deposit an amount of Rs.2,00,000 (Rs. Two Lakh only) as token refundable earnest money in the shape of Bank draft from any Nationalized/commercial Bank Payable to the Bihar State Building Construction corporation Limited, Payable at Patna.
- M. Non- Refundable Demand Draft of Rs. 10,000/- (Rs. Ten Thousand) only form any Nationalized/ commercial Bank in favor of Managing Director, Bihar State Building Construction Corporation Ltd, payable at Patna.
- N. Bidder must be registered under Bihar Private security Agency Rules 2011.

Note (Grounds of Outright Rejection of Bid):-

- i. The EMD and the self-attested copies of all the required documents are mandatorily to be furnished along with the bid.
- ii. It should be ensured that every page of tender document is duly marked and signed with seal without cuttings/over writings.
- iii. In no case any opportunity shall be provided to any bidder to correct the bid or submit documents not originally submitted.

(2) The second part i.e. Financial Bid is to contains:- As per Annexure III

Note:- Non adherence to these stipulated conditions may lead to no-consideration of the bid at all.

TERMS & CONDITIONS OF TENDER

- 1. The reservation policy of the Govt. of Bihar must be followed by the selected Agency (ies) in supply of manpower to the corporation (BSBCCL).
- 2. The deployed manpower through the external agency (ies) must be put their attendance as per the direction of the Corporation (BSBCCL).
- 3. Personnel deployed by agency must have good knowledge of working in the specified field.

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4. Agency must follow the provisions contained in Bihar Minimum Wages Act & the labor rules. The quoted rate should be reasonable and not less than minimum wages rate notified by Labor department, Govt. of Bihar.
5. Quoted rate will be valid for 1 year from the date of agreement. The agreement can be extended further for one year on satisfactory service.
6. The quoted rate shall stand revised with the date of revision by the labour department, GOB during the terms of the agency.
7. An amount of Rs.2,00,000/- (Rupees Two Lakh only) will be required to be submitted by the selected agency in the form of Bank Guarantee which shall serve as performance guarantee and shall be valid for forth five days (45 days) beyond the period of the contract.
8. The agency will have to provide the personnel throughout the month providing proper replacement for the absent ones, otherwise penalty equal to twice the amount of loss suffered will be deducted. (however except security personnel, weakly off and govt. notified holidays are allowed to Drivers, Peons, Electrician, Care Taker, cook, office assistant-cum-computer operator, steno for security personnel rate quoted by bidder should be inclusive of leave pay, weakly off pay etc. coz weakly off and holidays are not allowed to security personnel.)
9. Uniform and other items (ID card, shoes etc.) shall be provided to the employed personnel by the agency for which no extra payment shall be made.
10. The corporation may increase or decrease the number of person to be employed depending on requirement.
11. Minimum age of staff employed for the work should be at least 18 Years and maximum 60 years (Maximum age 45 years in case of security Guard).
12. Agencies/Organization should preferably have been incorporated in Bihar. If incorporated elsewhere, should have necessary permission/license to operate in Bihar. At least 50% of staff deployed for these services should be from Bihar.
13. Payment will be made on receipt of the bill along with docs./provisions specified in page no.43 by the agency on 10th of every month subject to the usual deduction of wages for the personnel absent without information.
14. TDS will be made on receipt of the bill by the agency on 10th of every month subject to the usual deduction of wages for the personnel absent without information.
15. BSBCCCL reserves the right to accept or reject any offer/all offers, without assigning any reason.
16. The agency shall have to execute an agreement after award of the contract.
17. The service Provider/Agency must have proper mechanism for intake, verification of candidates' character and antecedents, Management and Placement of the skilled manpower. The persons engaged by the Agency should not have any adverse Police records/ criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons deployed. Proofs of identity like driving license, Aadhar Card, (any other ID issued by Govt.) Bank account details,

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previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this corporation. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Department.

18. The service provider's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this corporation. The Service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
19. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, Paan, smoking, loitering without work.
20. The transportation, food, medical, PF, ESIC, Bonus and other statutory obligations/requirement in respect of each personnel (provided by service provider) of the service provider shall be borne by the service provider.
21. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services in this office under the provision of industrial Disputes Act, 1947 of contract Labor (regulation & Abolition) Act, 1970. Undertaking from the each person to this effect will be required to be submitted by the service provider to this office.
22. Bihar State Building Construction Corp Ltd. reserved the right to cancel the contract/agreement at any stage without assigning any reason by giving one month's notice in advance.
23. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of agency to pay and settle the same.
24. Financial bid of only those Tenderers who are declared qualified technically shall be evaluated.
25. The service Provider shall be responsible for compliance of all applicable statutory Law/Provisions including minimum wages Act, Provident Fund Act, employees State Insurance Act, Payment of wages Act, etc. in respect of the persons deployed by it in this Corporation.
26. The service provider shall also be liable for depositing all taxed, levies, cess etc. on account of service rendered by it to the Corporation to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
27. The Service provider shall maintain all statutory registers under eth applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Corporation or any other authority under Law.
28. Force Majeure: Neither party shall be liable to other for any loss or damage occasioned by or arising out of acts of GOD such as Unprecedented flood, Volcanic eruption, Earthquake or

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other convulsion of nature and other acts such as general/partial strikes by a section of government employees/invasion, the act of foreign countries/ hostilities or war like operation before or after declaration of war, rebellion/military or usurped power which prevent performance of the contract and which could not have been foreseen or avoided by a prudent person.

29. Recover: Any amount found recoverable from the contractor shall be recovered as public demand under the Bihar Public Demand Act without prejudice to any other mode of recover.
30. It is obligatory on the Contractor/ agency to ensure that wages paid should not be less than the minimum wages fixed by the Central Government/ State Government whichever is applicable, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in salary.
31. The personnel deployed shall be removed immediately if the BSBCCCL considers such removal necessary on administrative grounds. The agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the BSBCCCL.
32. A local representative of agency shall be in-charge of the security system and shall be responsible for the efficient retendering of the service under the contract. The security personnel shall be equipped with latest communication system (Walkie-Talkie/Mobile) Night guard shall be equipped with proper protection and lighting devices.
33. Ensure persons are smart and turn out properly with boots/shoes, belt, caps, whistle etc., and carry an identity card duly attested by the executive of security agency. (for security Guards) Security Guards is also responsible for ensuring security of the assets of BSBCCCL against theft, misappropriation etc., Prevention entry of unauthorized persons, Maintaining records of visitors as directed by BSBCCCL
34. The Service Provider shall not assign, transfer, pledge or subcontract the performance or services without the prior written consent of the Corporation.
35. In case, the tendering Agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof the Corporation is put to any loss/obligation, monetary or otherwise, the Corporation 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 terms.
36. Location for providing manpower is BSBCCCL HQ, regional offices situated in Bihar, and/or Adhiveshan Bhawan, (only Guard/Gunman), Maulana Majaharul Haque Auditorium (only Guards/Gunman). It may be increase or decrease as per need of corporation.
37. Joint Venture & Consortium is not allowed.
38. Each personnel (provided by agency) should have at least 2 years of experience in their relevant field.

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39. The Courts at Patna will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
40. The selected manpower agency shall pay the remuneration to employees engaged for the service of BSBCCCL directly through their bank accounts after proper deduction of all statutory deduction.
41. The Selected Agency will issue the Employment Card to all deployed manpower in the Corporation.
42. Agency will also arrange to get registered the mobile numbers of all deployed manpower's in the Corporation with their EPFO account, so that their deployed employees persons can be ensured themselves that their EPF deduction has been deposited into the concerned EPF Accounts(s).
43. The agency will firstly pay the remuneration to the deployed employees and deposit their all related statutory deduction to the concerned authorities and thereafter they will submit the bill to the corporation for reimbursement along with proof of payment/deposit (as mentioned in clause 41).
44. The remuneration of the manpower provided by the Agency may be enhanced by the Management time to time in future. The Agency will quote their charges/commission for providing such manpower on the basis of fixed amount (per person, per month). In case of enhancement of remuneration, the charges/ Commission of the selected agency will remain be same.
45. Pre-bid meeting is scheduled on at AM in BSBCCCL HQ meeting hall.

Chief General Manager

Bihar State Building Construction Corporation Ltd.
Patna

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PROFORMA

To,

The Chief General Manager
Bihar State Building Const. Corp. Ltd.

Sub: Providing Manpower services on Contract Basis.

Sir,

The undersigned have read and examined in detail the tender document in respect of providing manpower services on contract basis, do hereby express our interest to provide such services.

Corresponding Details:

1	Name of Company	
2	Address of the Company	
3	Name if the Contact Person to whom all references shall be made regarding this tender.	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	PAN details	
6	GST details	
7	Reg. No/CIN no. of the Firm/Company	
8	Telephone (with STD Code)	
9	E-mail of the contract person	
10	Fax No. (with STD Code)	

It is certified that the person, who shall engage in duties are competent enough and have necessary qualification for taking up this assignment.

Thanking you,

Yours faithfully,
(Signature of Authorized Person)

Place:

Date:

Name

Designation

Business Address

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ENCLOSURE LIST

(Fill the Pages Nos., where the documents mentioned are places)

1. Duly completed Tender Form at Page No
2. Earnest Money Deposit (as per minimum eligibility condition no.-M) Demand Draft No Dated for 2,00,000/- in favor of Page No
3. Non-Refundable Demand Draft of Rs. 10,000/-(Rs. Ten Thousand) (as per minimum eligibility condition no.-N) DD No-dated.....Page No.....
4. Notice Inviting Tender at Page No.....
5. Forms I & Annexure II attached with the Tender Notice have been duly filled in and enclosed at Page Nos.
6. Registration No./ CIN no. of the Firm/ Company attested copy placed at Page No.....
7. PAN Card of Firm/ Company (as per minimum eligibility condition no.-S) attested copy placed at Page No.
8. Service Tax Reg. Certificate (as per minimum eligibility condition no.-A) attested copy placed at Page No.
9. Bihar Private Security Agency Rules 2011 reg. certificate (as per minimum eligibility condition no.-O) attested copy placed at Page No
10. Provident Fund Account No. of Firm / Company (as per minimum eligibility condition no.-D attested copy placed at Page No
11. ESI No. of Firm/ Company (as per minimum eligibility condition no.-F) attested copy placed at Page No.
12. Details of Turnover of the Firm / Company (as per minimum eligibility condition no.-I) to be submitted in the letterhead of the Tenderer and related docs. – placed at Page No.
13. Details of work experience by the Firm / Company (as per minimum eligibility condition no.-L) in its letterhead and related docs. Placed at Page No
14. Notarized affidavit of non-blacklisting (as per minimum eligibility condition no.-J) ORIGINAL copy placed form Page No. to
15. MOA/AOA/Deed of company /Firm (as per minimum eligibility condition no.-E) attested comply placed at Page No.
16. Certificate of Registration under ISO: 9001: 2008 placed at paged no.-
17. Proof of local Office at Patna/Bihar placed at page no.-
18. Any other required documents placed at
19. Financial bid in Pocket-II

Place:

Date:

Signature of the Tenderer
(with Name & Seal)








DEACLARATION

I,Son / Daughter /Wife of Shri
.....Proprietor/Director, authorized signatory of the
Agency/Firm, mentioned above, id 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 to them;

3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/We,am / are well aware of the fact
that furnishing of any false information/fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

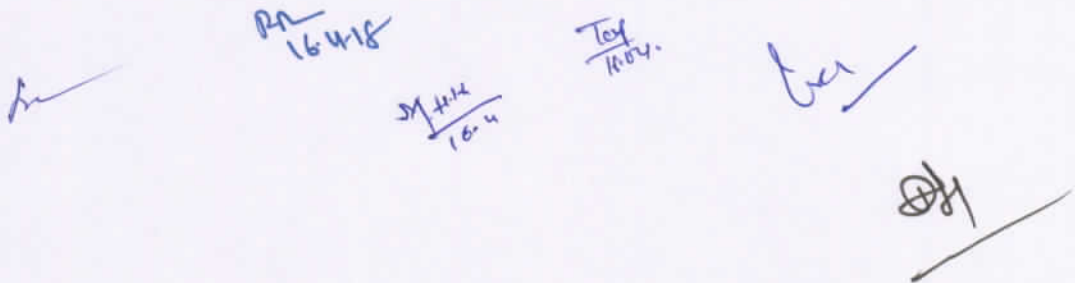
Date:

Place:

Signature of authorized person

Full Name:

Seal

The block contains several handwritten signatures and dates in blue ink. From left to right, there is a signature, a date '16/4/18', a signature with '16.4' below it, a date '16.4', a signature, and a signature with a large 'X' mark.

(1) The second Part i.e. - Financial Bid is to be contain :-

- prince Bid (taman liad bid) properly sealed separately without cutting, filding and overwriting.
- Quated rate should be for one employee (person) per month.

Annexure-III

Sr. No.	Name of Post	Qualification	Grade	Basic wage (should not be less than rate notified by labour dep. Govt. of Bihar) (updated)	Add :- Variable dearness allowance (VDA)	Gross wages (5+6)	Add:- PF (on basic+VDA) @ 13.36 %	Add:- ES (on basic+VDA) @ 4.75 %	Total wage for 26 man days (7+8+9)	Total wages	Commission (if any)	Taxes (11+12)	Total (11+12+13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Multy Tasking Staff	Graduate degree/ intermediate from a recognised university with DCA/DSE (Diploma)	Highly Skilled										
2	Driver	10th passed with valid professional driving licence	Highly Skilled										
3	Electrician	ITI with Electrician	Highly Skilled										
4	Plumber	8th passed	Skilled										
5	Peon	10th passed	Highly Skilled										
6	Cook	8th passed	Highly Skilled										
7	Care taker	10th passed	Highly Skilled										
8	Supervisor (for 8 hours)	10th passed	Highly Skilled										

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9	Security Guard (without arm) for 8 hours	8th passed	Semi Skilled											
10	Security Guard (with arm) for 8 hours	8th passed	Skilled											

Note :-

- * The minimum wage rate of manpower should be as per State Labour Rules and shall vary according to the amendments/increment enforceable by Govt. from time to time.
- * Lowest 1 will be decided on collectively basis i.e. rate quoted (in column-14 for all the post will be taken together then L1 will be decided).
- * Amount of commission (in column no.-12) should be reasonable and not be less than the amount of T.D.S. as applicable.

Declaration by the Bidder :

This is to certify that I/we before signing this tender have read and fully understood all the content, terms and condition contained anywhere in this tender and undertake myself/ourselves to abide by them.

SIGNATURE OF AUTHORIZED PERSON OF AGENCY WITH SEAL

