

Bihar Rural Roads Development Agency (BRRDA)

(Rural Works Department, Government of Bihar)

3rd Floor, Land Development Bank,

Budh Marg. Patna-800001

Phone: (0612) 2233198, 2233063, Fax: (0612) 2233199

Email- reobihar@yahoo.com

पत्रांक - BRRDA(HS) - Cont./out. Ren / 611 / 2016 - 781 अज्ञो

पटना / दिनांक - 23.03.2022

Notice Inviting RFP

Bihar Rural Roads Development Agency, Patna invites RFP from registered firms/agencies for providing outsourced manpower services for RWD headquarter, BRRDA and field offices situated in Bihar.

Interested firms/agencies may participate in the bidding process by sending his Tender/Proposals in two envelope one "Technical Bid" and second for "Financial Bid", contained in a single big size envelope, duly sealed and super scribed as "**RFP for Selection of Agency for Outsourcing of Manpower**" address to **Additional Chief Executive Officer-cum-Secretary, Bihar Rural Roads Development Agency.**

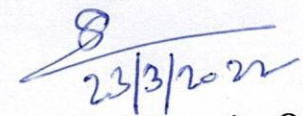
The Bid Document can be downloaded from www.rwdbihar.gov.in or can be obtained from Finance & Accounts Section, BRRDA from 28.03.2022 to 18.04.2022.

A Pre-bid meeting will be held at conference hall of BRRDA office on 11.04.2022 at 1:00P.M.

The sealed Tender(s)/ Proposal(s) should reach the office of undersigned on or before 18.04.2022 by 1:00 P.M. through Registered Post/Speed Post/by Hand Delivery only. Conditional tender/incomplete tender or tenders received after the due time and date shall not be entertained in any circumstances.

The tender(s) (technical part) will be opened on 18.04.22 at 04:00 P.M. by the competent officer in the presence of bidders or their authorized representative.

BRRDA reserves right to cancel or postpone or to modify any of term and condition of the tender at any stage without assigning any reason at its own discretion.


23/3/2022
Additional Chief Executive Officer
cum Secretary, BRRDA





Instructions to Bidders

1. **INTRODUCTION:** Bihar Rural Roads Development Agency is a part of the Rural Works Department (RWD), under Govt. of Bihar. For the implementation of the rural roads Development Programmes in the state of Bihar, 'Bihar Rural Roads Development Agency (BRRDA) was formed on 12-12-2003 under the Society Registration Act, 1860, to provide technical and managerial support to the Programmes through advice on technical specifications, detailed project report preparation, project appraisal, fund flow and execution, engagement of Quality Control Monitors, management of monitoring systems and submission of periodic reports to the Ministry of Rural Development, Government of India as well as the Government of Bihar. This Agency is a compact, professional, and multidisciplinary body under direct administrative control of Rural Works Department, Govt. of Bihar. It has a separate office which is well-equipped with communication and necessary facilities. BRRDA has an independent and senior-ranking Additional Chief Executive Officer to oversee the working of the Agency.
2. BRRDA invites proposal for engagement of Manpower Supply Agency for hiring of manpower on outsources basis to achieve the stated goals and objectives of the department.
3. Under this engagement, BRRDA will appoint Human Resource Service Providing Agencies for:
 - a) Sourcing of candidates through Hiring on agreement basis for various positions to cater the requirement of BRRDA as intimated from time to time. Preference will be given to those candidates who are already working in BRRDA through any other agency if the candidate is otherwise eligible and give his consent to work in BRRDA through appointed agency on outsource/ agreement basis.
 - b) The Bidder(s) referred to hereafter in this document is defined as the company (i.es) / firm(s)/ agency (i.es) that are participating in response to this RFP.
 - c) The Agency (i.es) referred to hereafter in this document is defined as the company (i.es) / firm(s) / agency (i.es) that are successfully empanelled at the completion of the RFP process.
4. BRRDA expressly stipulates that engagement of successful bidders under this RFP is on the understanding that this RFP contains only the principal provisions for

the entire assignment and that any other services which may be required in connection with the successful implementation of the assignment will be deemed to be a part of the assignment. **Engaged bidder will be required to undertake to perform all such tasks, render requisite services as may be required for the successful completion of the entire assignment.**

5. SCOPE OF WORK

The bidders, on successful award of Proposal for hiring, are expected to provide services as stated below:

- Identifying and sourcing adequate pool of eligible suitable candidates in each applicable category based on experience, skill sets, academic qualifications and other required parameters as described in respective Job Description for positions, as specified by BRRDA.
- Evaluate the candidate's interest, attitude & aptitude towards working for BRRDA and coordinating with them for their participation in the hiring process.
- The Agency is expected to source and recommend suitable candidates through internal databases, targeted search and / or any other suitable methods.
- Screening of applications on the basis of information and documents provided along with the application by the candidate for establishing validity of eligibility and auto-generated marks. **However in case of application is given by existing outsources manpower working for BRRDA, the agency will only check whether the candidates is otherwise eligible or not on prescribed eligible criteria and employer has any objection for applicant.**
- Maintain communication with the selected candidates after issuance of offer letters to ensure their joining.
- Without prior written approval of RWD/BRRDA, the agency will neither use RWD/BRRDA's name, nor place advertisements regarding recruitment on behalf of RWD/ BRRDA in the print or electronic media or in any other manner whatsoever.
- The agency is expected to complete the hiring process of recommended candidates to BRRDA within 30 days from issue of work order.

6. TERMS & CONDITIONS OF TENDER

- a. The service provider shall not assign, transfer, pledge or sub-contract the services of manpower supply to BRRDA to any other agency.
- b. All services shall be performed by persons qualified and skilled in performing such services.
- c. **Preference shall be given to persons already working in BRRDA through any other service providing agency. Opportunity to work on any post shall be given to other person, if the person already working with BRRDA incurs any disability or disqualification or refuses to remain in that position.**
- d. The service provider agency shall follow the reservation related rules/guidelines/circulars issued by the general administration department for outsourced personals/ contract workers from time to time.
- e. The contract will initially be awarded for a period of one year and may be extended further for 3 years on the same terms and conditions depending on the satisfactory performance.
- f. BRRDA would be free to terminate the contract without giving any reason at any time after giving advance notice of one month in writing.
- g. The agency should ensure that person deployed should be of good character and antecedents.
- h. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- i. The service provider shall replace immediately any of its personnel, if they are unacceptable to the BRRDA because of security risk, incompetence, conflict of interest and breach of confidentiality, improper conduct or any other reason upon receiving written notice from BRRDA office.
- j. The service provider shall restrain from removing any of its personnel deployed in BRRDA whose conduct, competence and behaviour is found satisfactory to BRRDA. If necessity arise at all, the service provider shall obtain consent of the BRDDA before removing any such personnel.
- k. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
- l. That the persons deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
- m. The service provider shall comply with the provision of minimum wages act.

- n. Any penalty, interest or fine levied on service provider by the statutory authorities for non compliance of any of the applicable statutory provisions including delay in statutory payments and/or filing of returns shall be the liability of the service provider.
- o. 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 and Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect will be required to be submitted by the service provider to this office before execution of the work.
- p. The Contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the Contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the Contractor before execution of the contract agreement. The workers employed by the Contractor will not be treated as the employees of the BRRDA for any purpose whatsoever.
- q. The person deployed shall not claim any Master & Servant relationship against this office. The service provider's personnel will not claim any employment at BRRDA at any time. The Service provider will submit the certificate from all persons engaged at BRRDA in this effect.
- r. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- s. The service provider shall engage the supervisor as required by our office. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the service provider. There is no Master & Servant relationship between the employees of the service provider and this Department further that the said person(s) of the service provider shall not claim any benefit. The service provider should not stop the payment of salary on account of delays not attributed to the engaged persons.
- t. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider (Contractor). This shall include payment of PF, ESI, and Service Tax and deduction of TDS etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the service provider. The service provider shall provide ESI card to the outsourced employees.
- u. Working hours will be 8 ½ hours between 9.30 A.M. to 6.00 P.M. including half an hour lunch break normally from 1.00 p.m. to 1.30 p.m.
- v. The personnel may be called on beyond office hours and on holidays / Saturdays/ Sundays, if required.

- w. The personnel may be deployed for a period of entire contract period. But if their performance is unsatisfactory, they may be substituted by the contractor.
- x. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- y. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- z. If for any reason the personnel deployed by the service provider proceeds on absence/leave, he/she should properly intimate the Controlling Officer and the concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceeds 5 days or even earlier, in case the agency fails to provide substitute beyond five days liquidated damage @ Rs. 500 per day shall be charged.
- aa. The service provider shall make payments for the outsourced employees through cheque / ECS within time as per rules from their own resources and raise an invoice for the amount together with duly approved attendance records from the place of employment of each staff. BRRDA will reimburse salaries against the invoice following verification of attendance records
- bb. In case outsourced employee is absent proportionate deduction shall be made from his pay, on monthly basis.
- cc. The service provider shall be available at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone/SMS from the Department to the service provider shall be acknowledge on receipt on the same day.
- dd. The service provider shall provide the manpower within a week from the date of receipt of the requirement.
- ee. 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 on employment by the personnel of the agency, it shall be the entire responsibility of the agency/service provider to pay and settle the same.

7. TENDER SUBMISSION, EVALUATION AND AWARD

- i. The participating agency has to fulfil the eligibility criteria as mentioned below-

ELIGIBILITY CRITERIA

SL.NO	DESCRIPTION	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID
1	The organisation must be registered under Companies Act/ Shop & Establishment Act/ Societies Registration Act 1896 or Partnership Act . (Joint venture not allowed)	Attach copy of Registration Certificate or Copy of registered Agreement
2	Must have registered office in Patna	Same as above
3	Must have ESI and EPF registration	Attach copy of ESI and EPF registration certificate
4	Must have GST Registration	Attach copy of Service Tax Registration
5	The agency must not be blacklisted by any department or government offices	Affidavit to Notary public
6	Average Annual turnover in last three financial years must be more that Rs 500 lakh per annum. FY 2020-21- FY 2019-20- FY 2018-19-	Audited financial statement of last three financial year
7	Must have experience of providing at least 200 man power of similar profile as required by BRRDA in minimum three different government organisations in aggregate. The service of security guards will not be considered for calculating the experience above purpose.	Attach copy of work order of Government organisation.
8	Affidavit of Authorized signatory	Affidavit from authorized Signatory Refer Enclosure No-4

- ii. The bids are to be submitted in two envelopes - one sealed envelope super scribed as 'Technical Bid' giving details in the format given as per annexure – 1 and the second sealed envelope super scribed as 'Financial Bid' in the format at annexure-2. The two sealed envelopes as above will be placed in one big size sealed envelope superscribed as 'RFP For Selection Of Agency For Outsourcing of Manpower' The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be submitted at BRRDA office at 3rd Floor, Bhumi Vikas Bank Building, Budha Marg, Patna. Bid

Submitted in single envelop shall be summarily rejected.

- iii. The sealed bids will be received by BRRDA up to 1.00 PM on 18.04.2022. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Technical Bids will be opened on the same date i.e. 18.04.2022 at 4.00 PM in presence of the representatives of the bidders.
- iv. Financial bid of only those bidders will be opened for evaluation who qualifies in Technical bid. Date of opening of financial bids of such firms will be notified separately.
- v. Earnest Money Deposit (EMD) of Rs 2,00,000/- (Rupees Two Lacs Only) should accompany the Technical Bid document. The EMD shall be paid in the form of Bank Guarantee from a Nationalized Bank/Scheduled Commercial Bank in favour of 'Additional Chief Executive Officer cum Secretary, BRRDA payable at Patna.. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected.
- vi. The bid shall remain valid for a period of 3 months (90 days) from the date of receipt of the bid.
- vii. The manpower requirement may vary depending upon the volume of work, functional requirements etc during the continuation of contract. In addition to above BRRDA may also require manpower with new designation, qualification and remuneration which will be decided by BRRDA and the agency has to provide the manpower as per requirement of BRRDA

8. BRRDA will award the contract in following manner-

- Technical Bid shall be evaluated on the basis of Eligibility Criteria prescribed for the bid. Financial bid shall be opened of only those bidders who qualifies in technical bid.
- Financial bid shall be evaluated on the basis of **Service Charges only quoted by the bidder**. Contract will be awarded to agency, having quoted the minimum service charges .
- BRRDA reserve the right to award the contract to agency that is found to have technical and financial capability to execute the contract.

9. **SERVICE CHARGES**

Bidders shall quote the Service Charges exclusive of taxes/duties applicable, if any, in the format given in Annexure-2. The statutory duty or taxes applicable on value of supply shall be paid at the rate prevailing at the time of billing.

However, service charge of the service provider agency will remain constant at the rate decided by tender process.

GST applicable on value of supply at the time of bill submission will be paid extra.

10. Employees Remuneration

The remuneration of Outsourced Employees will be decided by the Executive Committee of BRRDA and BRRDA will pay the remuneration so decided to the employees through the service providing agency.

Executive Committee may revise the remuneration of outsourced employees as it may think justified and thereafter BRRDA will pay remuneration at revised rate with effect from decided by the it.

However service charges of the service provider will remain fixed /constant as decided at time of tender finalization.

Presently, remuneration last fixed by the executive committee in meeting held on dt-10.01.2022 being notified in reproduced in Financial bid format (Annexure-2). Which will hold good till its revision. The monthly remuneration indicated in Annexure-2 is the inclusive of employer & employees share of contribution towards P.F, and ESI and other employees benefit schemes, if any

Payment will be released within a month after receipt of bill its approval by BRRDA.

The following should be enclosed with bill-

- 1) Attendance for the previous month
- 2 proof of payment to the contract person.
- 3) proof of payment of EPF
- 4) proof of Payment of ESIC
- 5) proof of Payment of GST if any

11. Detail Requirement of Outsourced Manpower

Sl. No.	Category of Manpower	No.	Educational Qualification / Skills Desired from the Proposed Manpower
1	Account Officer	1	M. Com; Knowledge of Tally; At least 5 years work experience in Government Organisation
2	Assistant Accounts Manager	1	CA (inter)/B.Com with 5 years of work experience/ M.Com with 2 years work experience
3	Accountant	1	Commerce Graduate; Expert knowledge of Tally; At least 3 experience in Government Organisation
4	Computer Programmer	2	B.E./B.Tech/BSC IT./MCA or equivalent degree with three year of works experience in Government organisation/PSUs in database management
5	Data entry Operator	47	10+2 with one year computer course and having Hindi/English Typing knowledge
6	Stenographer	0	Graduate and having knowledge of Hindi and English shorthand with 30wpm speed/45 wpm respectively in hindi and English and at least 2years work experience in similar organisation..

7	Driver	2	10 th pass possessing valid Driving License for LMV
8	Receptionist	1	At least 12 th passed with computer knowledge from any recognised Institution/Board, and having experience of working in any Gov. Organisation
9	Peon	27	Matriculation/ 10th Pass from any recognised Board
10	Sweeper	4	NA







Annexure-1
(CONTENTS OF ENVELOPE - 1)
TECHNICAL BID SUBMISSION FORM

Date : _____

From:
[Name, address and telephone nos. of the bidder]

To
Additional Chief Executive Office cum Secretary
Bihar Rural Roads Development Agency,
3rd Floor, Bhumi Vikas Bank Building
Budha Marg, Patna-800001

Sub:- Submission of Technical Bid for Empanelment of Agencies for Outsourcing of
Manpower against your Tender Enquiry No. :

Dear Sir,

I the undersigned, am submitting our technical bid for empanelment of agencies for
outsourcing of Manpower in accordance with your Tender Enquiry No. -
I hereby submit our bid, in a sealed envelope.

I hereby declare that all the information and statements made in this bid are true and accept
that any misinterpretation or false information / documentation contained in it may lead to
our disqualification.

I accept all the terms and conditions of this tender document and we are not deviating from
your terms and conditions. Our bid is binding upon us. We understand you are not bound to
accept any bid you receive.

I declare that I have signed all the papers included in the tender document with stamp.

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Telephone (Office): _____

(Mobile): _____

Email: _____

Table -A

Sl. No.	General particulars of the Agency	Details to be filled up by the Bidder
1	(a) Name of Firm	
	(b) Regd. Address	
	(c) Address of Office in Patna	
	(d) Year of Establishment of the firm	
	(e) Contact Person's	
	a. Name & Designation	
	b. Tel. No. Landline	
	c. Email ID	
	d. Mobile	
	e. Fax	
2	Type of Firm: Private Ltd./Public Ltd./Cooperative/ NGO/ PSU. (Please enclose copy of Memorandum/Articles of Association / Certificate of incorporation)	
3	PAN No	PAN No _____
4	GST Registration No	GST Reg. No
5	ESI No.	ESI No.
6	Provident Fund Account No	
7	Bank A/c No. & Bank Name	Account No. _____ Bank Name _____ Branch Name _____
8	Details of Earnest Money Deposit	BG No /DD No & Date. :

	(EMD)	
		Amount :
		Drawn On :

Signature with stamp _____

Date _____

Full Name _____

Address _____

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Table-B

Work Experience of Agency with Government Organisation

Sl. No.	Name of Organisation/ Department	Type of Outsourced Staff Supplied	Contract Value	Period		Total No. of Years	Ref. Page No.
				From	To		

Signature with stamp _____

Date _____

Full Name _____

Address _____

Annexure-2
(Contents of Envelope -2)

FINANCIAL BID SUBMISSION FORM

Date: _____

From:
[Name, address and telephone nos. of the bidder]

To
Additional Chief Executive Office cum Secretary
Bihar Rural Roads Development Agency,
3rd Floor, Bhumi Vikas Bank Building
Budha Marg, Patna-800001

Subject- Submission of Financial Bid for Engagement of Agencies for Outsourcing of Manpower against your Tender Enquiry No.:-

Dear Sir,
I, the undersigned, am submitting our Financial Bid for empanelment of agencies for Outsourcing of Manpower in accordance with your Tender Enquiry No. :

I hereby submit the bid, in a sealed envelope.

I hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

I accept all the terms and conditions of this tender document and I am not deviating from your terms and conditions. The bid is binding upon us. I understand that you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Telephone (Office): _____

(Mobile): _____

Email: _____

Financial Bid

(Amount in Rupees)

Sl. No.	Category of Manpower	No. of post	Monthly Remuneration/ Wages (Including PF & ESI) per person	Service Charges per person per month	Total Service Charges
1	2	3	4	5	6 (3x5)
1	Account Officer	1	28,000/-		
2	Assistant Accounts Manager	1	28,000/-		
3	Accountant	1	24,218/-		
4	Computer Programmer	2	22,557/-		
5	Data entry Operator	47	16,349/-		
6	Stenographer		19,514/-		
7	Driver	2	16,222/-		
8	Receptionist	1	16,349/-		
9	Peon	27	13,284/-		
10	Sweeper	4	13,284/-		
Grand Total					

Table-E

Sl. No.	Component	Quotation (Amount in Rupees)
1.	Commission/ Service Charges for Outsourcing of Manpower on Contract Basis	In Figures :-
		In Words:-

- GST is payable extra at rate applicable at the time of submission of invoice.
- The monthly remuneration indicated in Table-D above is inclusive of employer's & employees share of contribution towards P.F, and ESI and other employees benefit schemes, if any

Signature with stamp _____

Date _____

Full Name _____

Address _____