

BIHAR RAJYA BEEJ NIGAM LIMITED

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING MANPOWER SUPPORT TO BIHAR RAJYA BEEJ NIGAM LIMITED

e-Procurement Portal

<https://www.eproc.bihar.gov.in/BELTRON>



2019

eTendering/ eProcurement system of Government of Bihar

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Mobile : 081-7644921/66
Phone : 0812-2625008
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Certification

User Login

Username*
Password*
Activity: Tender
Login

Forgot your password?
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News

- BIHAR - KCCO News on 02/06/2019
- Important Information: As per G.O. no. 12 Percent GST will be applicable in place of 18 percent Service Tax with effect from 1st July 2017.
- Important Information: Vendor

Departments

- Department of Revenue and Land Returns
- BIHAR POLICE BUILDING CONSTRUCTION CORPORATION
- Road Construction Department

Strategic Partner

Latest Tenders

Department	Tender	Tender Description	Document Request Date
Urban Development and Housing Department	NITQ/NPMIRGANJ/2019-20	150 HH Water Supply Scheme for ward no. 05 Under Nagar Panchayat Mitiganj Gopalganj.	23-06-2019 15:00
Urban Development and Housing Department	NITQ/NPMIRGANJ/2019-20	239 HH Water Supply Scheme for ward no. 07 Under Nagar Panchayat Mitiganj Gopalganj.	23-06-2019 15:00
Urban Development and Housing Department	NITQ/NPMIRGANJ/2019-20	250 HH Water Supply Scheme for ward no. 06 Under Nagar Panchayat Mitiganj Gopalganj.	23-06-2019 15:00

Partners: BEST, Antores, KEONICS

Bihar Rajya Beej Nigam Limited, 6th Floor, Pant Bhawan, Bailey Road, Patna-800001, brbn.bih.mail@gmail.com



REQUEST FOR PROPOSAL (RFP)

FOR

Selection of Agency for providing

Manpower Support to

Bihar Rajya Beej Nigam (BRBN)

Only Online Mode

<https://www.eproc.bihar.gov.in/BELTRON>

**Bihar Rajya Beej Nigam
6th Floor, Pant Bhawan,
Jawahar Lal Nehru Marg, Patna-
800001, Bihar (T):0612-254706
(E Mail): brbn.bih.mail@gmail.com,**



Bihar Raja Beej Nigam Limited

6th Floor, Pant Bhawan, Baily Road,
Patna-800001

NOTICE INVITIG e-TENDER

Through e-Procurement mode only over <https://www.eproc.bihar.gov.in/BELTRON>

Tender Notice No: 01/2019-20/BRBN

Date: 24./06/2019

Bihar Raja Beej Nigam Limited, invites tender under two bid systems from reputed **organizations/companies** for providing manpower support to BRBN

SL No.	Name of work	Cost of tender document (In Rupees)	Tender processing Fee(Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card)(in Rupees)	Earnest Money Deposit (In Rupees)
1	2	4	5	6
01.	Hiring of Agency for Providing Manpower to BRBN.	Rs. 1000	Rs. 1180.00	Rs.2 Lakhs only

Tender Schedule/Programme:

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	Till 12/07/2019 (15:00 Hrs.) one-Procurement Portal : https://www.eproc.bihar.gov.in
2.	Date/Time for submission/ uploading of offer/Bid	15/07/2019 Up to 15.00 Hrs. one-Procurement Portal : https://www.eproc.bihar.gov.in
3.	Submission of EMD in Hard copy/Original	17/07/2019 Up to 17:00 Hrs
4.	Date & time for opening of Technical Bid	18/07/2019 at 12 Noon on e-Procurement Portal : https://www.eproc.bihar.gov.in
5.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

- Detailed descriptions of the item and instructions for submitting your offer can be downloaded from e-tender website (<https://www.eproc.bihar.gov.in>).
- Cost of Tender Document of Rs. 1000/- only and Bid Processing Fee of Rs. 1180/- only shall be paid online by the bidder and EMD of Rs. 200000 in the in the form of Demand Draft issued by any Nationalized Bank/ Scheduled Commercial bank in name of Bihar Raja Beej Nigam Limited payable at Patna shall be submitted manually at the office of BRBN.

8. Bids along with necessary online payments (Tender Processing Fee) must be submitted through **e-Procurement Portal** (<https://www.eproc.bihar.gov.in/BELTRON>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
9. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in in the RFP in the online standard formats given in **e-Procurement Portal** (<https://www.eproc.bihar.gov.in/BELTRON>) at the respective stage only.
10. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the **e-Procurement Portal** (<https://www.eproc.bihar.gov.in/BELTRON>).
11. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
12. The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents on the e-Procurement Portal <https://www.eproc.bihar.gov.in/BELTRON>. This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded/readable.
13. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: **0612-2523006**, Mob- **7542028164**" or may visit the link "Vendor Info" at (<https://www.eproc.bihar.gov.in/BELTRON>).
14. **Corrigendum/ Addendum**, if any, will be published on the **e-Procurement Portal** (<https://www.eproc.bihar.gov.in/BELTRON>) and departmental website www.brbn.bih.nic.in or <http://www.krishi.bih.nic.in> itself.

**Managing Director
Bihar Rajya Beej Nigam**

1. Background

Bihar Rajya Beej Nigam Limited (BRBN) was incorporated on July 18, 1978 under the aegis of Companies Act, 1956 and works under the overall jurisdiction of Department of Agriculture, Government of Bihar. State government has entrusted **Bihar Rajya Beej Nigam (BRBN)** for procurement of foundation seeds from state seed farms, other government corporations and agencies, produce certified seeds through registered growers and supply certified seeds to farmers. The seed corporation is also playing important role of seed supply in several government schemes such as Chief Minister's Crash Seed, Seed Village programme, ISVP, seed minikit scheme etc.

Rationale behind establishment of BRBN was to achieve '*self-reliance stage*' in seed production while meeting the growing demands of quality seeds of HYVs (high yielding varieties) from the farmers within the state and at a reasonable price. The head office of BRBN is located in Patna with regional offices cum plant in Kudra (Kaimur), Begusarai, Hajipur, Bhagalpur and Ranchi. The Corporation also has its production and sales centers in Bhabua, Mohania, Sasaram, Dihri, Bikramganj, Kochas, Buxar, Arrah, Bihta, Biharsharief, Muzaffarpur, Chappra, Motihari and Purnea.

The Agricultural Roadmap of Bihar clearly defines role of public sector in ensuring timely availability of quality seeds, wherein role of BRBN is paramount. Specific function of BRBN is to meet the existing as well as latent demand of quality certified seeds and making the state self-reliant in seed requirement. Furthermore, BRBN is entrusted to act as an institutional leader among different seed suppliers, in terms of pricing decisions and distribution of seeds under state and centrally sponsored schemes.

1.1. About the Assignment

Ever since its revival in 2006 BRBN has been able to furnish a very miniscule part of the state's certified seed requirements. One of the major reasons behind sub optimal performance from BRBN has been shortage of manpower in almost all key functional areas. Presently, several restructuring and strengthening plan of BRBN has been undertaken. As part of this strengthening exercise BRBN has decided to fill some necessary posts in the Corporation on contractual basis. This hiring will be done by engaging the services of an agency/company/proprietorship firm that specializes in providing manpower. **Through the present RfP (Request for Proposal) BRBN seeks to hire the services of an agency/company/proprietorship firm that specializes in providing quality manpower.**

1.2. Broad Objectives of the Assignment

The objective of the assignment is to provide human resources as mentioned in the RFP at various levels and locations of the BRBN (details mentioned in the document in the section on Personnel to be engaged by BRBN through service providing agency).

1.3. Scope of work

(i) The Agency will be responsible for deployment of qualified manpower. The manpower will be deployed as agreed to in the Terms of Reference. This dedicated team of professionals would be engaged by the Agency for carrying out the assignment.

(ii) The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the Agency shall support in developing different modalities, policies and guidelines for managing the manpower deployed for the purpose. The selected Agency will provide services through deployment of suitable manpower, having result orientation with potential to deliver at various levels of their placement.

(iii) For delivering the services, it is estimated that **90 professionals of desired experience** will be required for BRBN for a period of **three years** who will be hired through a manpower providing agency/company/proprietorship firm Subject to satisfactory performance of agency and annual contract

renewal after every 11 months, the contract is extendable to a maximum period of another two years subject to mutually agreed upon terms and conditions of both parties. Number of persons hired might increase or decrease according to business requirements of BRBN. Hiring will be done in a phased manner. In later phases, BRBN might decide to hire new categories of manpower also.

1.4. Duration of the Contract

The contract period of this assignment will be **for three years** from the date of commencement of services subject to extension of maximum **two more years**. However, the **contract will be renewed after every 11 months**, based on the performance of the Agency and the need of the BRBN.

1.5. Earnest Money Deposit

The bid must be accompanied by a **refundable** Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees two lakh only) of Demand Draft drawn in favor of “**Bihar Rajya Beej Nigam Limited**”, payable at Patna. The amount of EMD shall be refunded to the unsuccessful Bidders within one month of finalization of bids. The EMD of the successful Bidder shall be retained by the BRBN till the completion of the assignment.

1.6. Personnel to be engaged by the Agency for BRBN

Sl.	Post	Educational Qualification/Experience	Consolidated Pay	Number of Personnel Required
1	Field Officer	B.Sc. (Agriculture) from Institutes/Colleges and courses recognized by ICAR. Minimum 3 years of post-qualification experience.	Rs. 38,000	20
2	Civil Engineer	B.Tech. (Civil Engineering) from Institutions/Colleges recognized by AICTE with minimum 3 years of post-qualification experience in general civil works.	Re. 38,000	1
3	Asst. Plant Engineer	B.Tech. (Agriculture Engineering) from ICAR approved Institutions/Colleges. Must be having post qualification 3 years of experience of working in Seed Processing Unit.	Rs. 38,000	6
4	Accountant/Cashier	B.Com. with minimum 3 years of post-qualification experience of working in accounts division of any institution.	Rs. 31,500	8
5	Account cum Store Assistant	B.Com. with minimum 3 years of post-qualification experience of working in accounts division of any institution.	Rs. 31,500	10
6	Lower Division Clerk	Intermediate with 2 years of post-qualification experience of working in a recognized Institute.	Rs. 27,500	5
7	Storekeeper cum Sales Person	Intermediate with 2 years of post-qualification experience.	Rs. 27,500	20
8	Junior Electrician	Must be having Polytechnic Diploma in electrical (3 year's course) from AICTE approved institution.	Rs. 27,500	2
9	Operator cum Junior Mechanic	Diploma in Mechanical/Electrical trade from NCVT approved ITI with one year experience.	Rs. 21,600	18
Total				90

2. General Terms & Condition for Personals to be hired by BRBN through manpower supplying Agency/Company/Proprietorship Firm

- a) The Salary for resources provided by the agency for the First year will be enhanced by 3% per annum for subsequent years on a cumulative basis. However, this would not lead to enhancement in fees provided annually to the agency/ firm, providing these resources.
- b) Candidates appearing for the job through the service providing agency will have to obtain Character Certificate from concerned SP/SSP of their places of residence and /or from their native place. The service provider will ensure about this for all the candidates appearing through it.
- c) The rules regarding reservation to various posts as issued by General Administration Department, Government of Bihar will be strictly followed¹. Caste and non-creamy layer certificates for this purpose should be obtained from concerned SDM. All the manpower supplying agency participating in this bid will follow these rules while shortlisting candidates.
- d) The manpower supplying agency will screen and ensure accuracy of all the facts presented by the candidates and their credentials thoroughly, before presenting them to BRBN. Information about educational qualification/character/caste and domicile provided by the candidates will be cross verified by BRBN and any forgery in document provided will be strictly dealt with.
- e) **Age Limit:** Age limit for all the candidates for all the posts will be Minimum **22**Years and Maximum **55** Years.
 - i. Calculation of age will be done by considering **01.07.2019** as cutoff date.
 - ii. Matriculation or Equivalent Certificate will be used for verifying age of the candidates.

2.1. Role of the Agency in engaging Manpower

- i. The Agency has to select suitable Manpower, fulfilling the eligibility criteria and job description through a properly designed selection process.
- ii. BRBN will cross check the credentials of the staff recommended by the Agency vis-à-vis job description and eligibility criteria.
- iii. The professional will be screened by a “*Screening Committee*” formed by BRBN under the Chairmanship of Managing Director; BRBN and will be eligible for deployment subject to recommendation by the committee.
- iv. The selected personnel provided by the Agency will be on the pay roll of the Agency. The Agency shall ensure placement of the personnel at the respective BRBN offices and units within 15 days of award of contract.
- v. The staff shall not have any claims, what-so-ever, with regards to their service matter with BRBN, Department of Agriculture or Government of Bihar
- vi. BRBN or Department of Agriculture, GoB will have no obligation with regard to the service matters of the staff. For all purposes the staffs are engaged by the Agency and not by the BRBN or Department of Agriculture.
- vii. If directed by BRBN, the Agency shall ensure that candidates are repositioned to any other BRBN units other than their current division of working within 15 days of receiving such notice.
- viii. The working logistics and office space for official purpose and during office time will be provided by the BRBN.

¹ The rules regarding reservation can be accessed from the website of General Administration Department, Government of Bihar and also from BRBN.

- ix. The Agency will also be responsible for replacement of staff within a period of 15 days from the receipt of intimation in this regard. If any staff is found not upto the mark, at any point of time, BRBN may ask for his/her replacement which the Agency has to comply within 15 days. Any such replacement needs to be approved by the Screening Committee of BRBN.
- x. The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The Agency shall be responsible for contributions towards EPF & ESI etc. wherever applicable.
- xi. Employer's share of contribution towards EPF and ESI will be paid by the BRBN to the agency as per government rules.
- xii. The employee's share of PF will be deducted by the agency as per rules and matching the employer's share and deposited in Employee's PF account.
- xiii. TDS on payment to all the personnel will be the responsibility of Service Provider.
- xiv. The Selected Bidder shall submit the Attendance Sheet, Payment Receipt, EPF Deposit Challan, ECR for EPF deposits, ESI Deposit Challans along with ECR for ESI deposits, of the personnel deployed along with bill for every month, failing which payment will not be made by BRBN, Patna.
- xv. The Bidder shall provide ESI cards to all the deployed personnel, wherever ESI is applicable.
- xvi. The Bidder shall provide PF A/c No. to all the deployed personnel, wherever PF is applicable.
- xvii. The Selected Bidder has to ensure and furnish a Certificate along with the monthly bill that payments to the personnel deployed at the request of BRBN, Patna have been made in strict compliance of the provisions of the Minimum Wages Act and that necessary payments on account of statutory provisions, for e.g. ESI / PF / Gratuity, etc., have been deposited with the concerned authorities, failing which the contract shall not only be terminated and performance security deposit forfeited, but also any other action, as deemed fit by BRBN, Patna shall be taken. The contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, Payment of Wages Act, 1936. The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer' Liability Act, 1923, Employment of Children Act, 1938 and/ or any other Rules/Regulations and/or statues that may be applicable to them and shall further keep the BRBN, Patna indemnified from all acts of omission, fault, breaches and /or any claim, demand; loss; injury and expense arising out from the noncompliance of the aforesaid statutory provision. Contractor's failure to full fill any of the obligations here under and/or under the said Act's rules/regulations and/or any bye-laws or rules framed under or any of these BRBN, Patna shall be entitled to recover any of the such losses of expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
- xviii. The Selected Bidder shall furnish a comprehensive list of all employees deployed by it at BRBN, Patna with the details of PF account numbers and ESI card numbers of each employee and as and when a new personnel is deployed by the Bidders, such details in respect of the said personnel shall be furnished within a month from the date of his/ her deployment.
- xix. **The service charges/ administrative charges quoted by the agency should be reasonable but not zero or NIL**
- xx. The manpower deployed shall remain under the control and supervision of the Selected Bidder and the Selected Bidder shall be liable for payment of their wages and all other dues payable under various labour regulations and other statutory provisions.
- xxi. The deduction of income tax from the bills of the Selected Bidder will be made at source as per the provisions of the Income Tax Act 1962 and that the GST will be paid to the Bidder as per provisions of the GST Act, wherever applicable.
- xxii. There will be quarterly review of performance of the staff engaged and based on performance for each quarters, the service of the man power engaged will be renewed annually.

- xxiii. All remuneration to the staff shall be paid by the Agency by way of electronic money transfer. Payment through cheque / cash is strictly prohibited. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff.
- xxiv. BRBN reserves the right to engage more number of resources to meet the emerging requirements of the program. In such an eventuality, the additional resources shall be deployed by the consultant at a rate applicable for similar resources and as per the man-month rates in the financial bid.
- xxv. For all the posts to be hired by BRBN the agency will provide BRBN an option of at least 3 candidates per post, who will then be screened by the selection committee formed at BRBN for final selection. Decision of the screening committee and Managing Director BRBN will be final in this regard.

3. Eligible Agencies

- i. The bidder should be a registered firm for a minimum period of **3 years** under the Indian Companies Act, 1956 Amended in 2013/ Societies Registration Act/ Trust Act/ Any Other relevant Act in India.
- ii. The manpower supplying agency must be having a minimum of **3 years** of similar experience of supply of technical manpower to Govt./Corporations/ Board or important private sector entities. The bidder will have to submit certificates of similar work experience along with their Technical bid.
- iii. The bidder should have a labour license and a copy of the same should be submitted with the technical bid.
- iv. The bidder should have handled minimum deployment of **500 personnel for a minimum period of 11 months every year** in the last three financial years.

Financial Year	Number of Personnel Provided for a minimum period of 11 months
2016-17	
2017-18	
2018-19	

- v. The Agency/Company must be registered for EPF, ESI and GST payment (Certified copies to be attached).
- vi. The bidder should have the average annual turnover of at least **5 crores** during the last three Financial Years 2016-17, 2017-18 and 2018-19.
- vii. The firm or any partners of the firm should not be black listed by any Government or any other organization in respect of any assignment or behavior. A notarized undertaking to this effect must be submitted with the Technical Proposal

4. Selection of the Agency

- a) The selection will follow **L1 (Lowest Cost 1) Based Selection**.
- b) The Financial Bid of those agencies qualifying the eligibility criteria mentioned at Section 3 of this RFP will be opened and the agency with lowest quote will be awarded the contract.
- c) Agency will quote its administrative expenses for one year (excluding GST) which will be computed and will form basis for evaluating the Financial Quote.
- d) The price quoted shall be applicable for three years and can be extended for the next two years without any enhancement in the administrative cost of the agency.

- e) If the agency selected on L1 basis is found deficient in providing services the other qualified agencies can be invited to provide services at L1 rate.

5. Submission of Bids

- a) Submission of Bids will be only made on e-Procurement Portal :<https://www.eproc.bihar.gov.in/BELTROON>.
- b) Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

6. Evaluation Committee

An Evaluation Committee headed by Managing Director, BRBN would be constituted to evaluate the Technical and Financial Proposals. The Evaluation Committee will make the final selection of agency/agencies for supply of human resources to BRBN.

7. Miscellaneous

7.1. Penalty Clause

After being selected, for non-performance in relation to scope of work related to Second Party, following penalty would be imposed on the Second Party by First Party, until and unless such delay is condoned by BRBN, for valid and acceptable reasons, after due consideration:

- I. Holding up at 1% (one percent) of fee for each week of delay or part thereof, wherever any deadline is fixed.
- II. Forfeiture of security.

Provided however, that no penalty shall be payable by **Selected Agency** for delays attributable to BRBN and/or project implementing agency and /or occurrence of a Force Majeure event.

The maximum penalty in any such case/s would be limited to 10 percent of the total contract value or fee paid till the time, whichever is lower.

7.2. Performance Security Deposit

After selection of suitable applicant in RFP, the amount of EMD shall be refunded to the unsuccessful bidders. The EMD of the successful Bidder shall be retained by BRBN till the completion of the assignment. In addition, performance security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value². Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

7.3. Validity of Bid

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

7.4. Withdrawal/Amendment to Bid

At any time prior to the last date of receipt of Bids, BRBN, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, BRBN may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP. BRBN reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

7.5. Rejection of Application/Bid

The application / Bid for selection of Agency is liable to be rejected, if:

- a) It is not in prescribed form and not containing all required details/ information/ documents.
- b) It is not properly signed.
- c) It is received after the due date and time.
- d) Bid is received by telex, fax, telegram or e-mail.
- e) Bid received without cost of Bid document and EMD

² **Administrative cost mentioned by the selected Agency in this bid shall be reckoned to be the contract value for calculating performance security amount**

7.6. BRBN reserves the right to:

- a) To reject any/all application without assigning any reasons thereof
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the BRBN and the objective of the scheme without assigning any reasons thereof
- c) To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the scheme.

7.7. Conflict of Interest

The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

7.9. Unfair Advantage, Corrupt and Fraudulent Practices

Selection of the Agency would be strictly in accordance to the ToR. BRBN requires compliance with its policy in regard to corrupt and fraudulent practices as set forth by the Government of Bihar (GoB). In further pursuance of this policy, Agency shall permit the BRBN to inspect all accounts, records, and other documents relating to the submission of the Bid and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

7.10. Confidentiality

From the time the Bids are opened to the time the Contract is awarded, the Agency should not contact the BRBN on any matter related to its Technical and/or Financial Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Agencies who submitted the Bids or to any other party not officially concerned with the process, until the publication of the Contract award information.

Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the BRBN in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

Notwithstanding the above provisions, from the time of the Bids' opening to the time of Contract award publication, if the Agency wishes to contact the BRBN on any matter related to the selection process, it should do so only in writing.

8. e-Tendering Process Related Instructions (<https://www.eproc.bihar.gov.in/BELTRON>)

e-Tendering Process Related Instructions. Submission of Proposals Through electronic mode only :

- i. The bidder shall submit his bid/tender on e-Procurement platform at <https://www.eproc.bihar.gov.in/BELTRON>
- ii. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process.
- iii. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc.bihar.gov.in/BELTRON> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
- iv. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- v. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
- vi. Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
- vii. Earnest Money Deposit (EMD) has to be submitted through manual mode (DD) only and has to be submitted in the office of the tendering authority before the stipulated time and date. Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc.bihar.gov.in before the date and time specified in the NIT/RFP. The department / Tendering Authority don't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."
- viii. The tender opening will be done online only <https://www.eproc.bihar.gov.in/BELTRON>
- ix. Any Corrigendum/Addendum or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in/BELTRON> or at website of BRBN and department website mentioned above.
- x. For support related to e-tendering process, bidders may contact at following address "e-Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at <https://www.eproc.bihar.gov.in/BELTRON>.

9. Instruction to Bidders

- a) The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

- b) The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.
- c) In responding to the RFP, bidding Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Bid.
- d) The Agency shall bear all costs associated with the preparation and submission of its Bid, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any Bid, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.
- e) After contract is awarded, the Agency will submit a Performance Security 5% of the Contract value.
- f) Performance Security may be furnished in the form of Bank Guarantee from a commercial/nationalised bank in favour of Authority covering the period of contract.
- g) The Agency shall submit **only one Bid**. If the Agency submits or participates in more than one Bid, all such Bids shall be disqualified and rejected.
- h) The Agency shall not be entitled to subcontract the Services without prior written consent of the Client.
- i) All Clarification in the document should be sought during the Pre- Bid conference. If any suggestion towards amendment in the RFP Document is deemed necessary by the client then it would be communicated to all the bidders in writing or by an e-mail.
- j) The Technical Bid shall not include any financial information. Technical Bid containing material financial information shall be declared non-responsive.
- k) The Financial Bid shall be prepared for the Administrative Cost for 1st Year excluding Goods and Service Tax (GST)

10. Arbitration

In the event of any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred (as per the Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof) to the sole arbitrator who in this case will be the Chairman, The decision of the Chairman, BRBN, Patna on any dispute, arising out of or relating to the contract, including the interpretation of a part or full of this document, shall be final and binding on the parties.

11. Applicable Law

- a. The contract shall be interpreted in accordance with the laws of the Union of India and the Government of Bihar.
- b. The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at Patna (Bihar, India)
- c. Any suit/legal action filed by any third party on account of the manpower services provided by the contractor against any individual(s) related/pertaining to this project shall be settled by the contractor at its own cost. BRBN Patna will NOT be a party to the same.

Annexure 1. Documents forming part of the bid

Technical Bid:

- EMD and Bid processing fee
- Applicant Proposal
 - Firm / company profile.
 - Certified copy of Certificate of Incorporation/ Registration of the organisation
 - Authenticated copy of GST registration certificate
 - PAN and TAN copy of firm
 - A declaration from the company that the firm has not been blacklisted by any Government organization
 - IT Return for last three financial year
 - Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2019).
 - Details of the assignments executed during the last three years for the Central/ State Government/ PSU/ Private sector highlighting assignments wherein the agency has been engaged for supply of manpower/human resources. Certified copies of signed agreements should be enclosed in support. Description of each assignment to be limited to 250 words each.
 - Proof of providing a minimum number of 500 personnel for a minimum period of 11 months in each of the last three financial years.
 - Any other relevant documents in support of the eligibility criteria (the documents carrying various financial details should be certified by Chartered Accountants.)
 - Certified copy of the Labour license of the bidding firm
 - Certified copy of EPF registration of the firm
 - Certified Copy of ESI registration of the firm
 - Certified copy of firm's registration for GST payment

बिहार राज्य बीज निगम लि० के लिए सेवा प्रदाता एजेन्सी के चयन हेतु समाचार पत्रों के माध्यम से विज्ञापन प्रकाशित कराया गया है। इस हेतु आज दिनांक 19.06.2019 को 11:00 बजे पूर्वाह्न में Pre-Bid meeting संपन्न हुई। संपन्न बैठक की कार्यवृत्त।

उपस्थिति संलग्न।

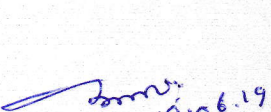
बिहार राज्य बीज निगम लि० के लिए सेवा प्रदाता एजेन्सी के चयन हेतु समाचार पत्रों के माध्यम से विज्ञापन प्रकाशित कराया गया है। मुख्यालय के आंतरिक पत्र संख्या 815 दिनांक 17.06.2019 के द्वारा निविदा समिति के सभी सदस्यों को दिनांक 19.06.2019 को 11:00 बजे पूर्वाह्न में Pre-Bid meeting में भाग लेने हेतु पत्र निर्गत किया गया। दिनांक 19.06.2019 को Pre-Bid meeting संपन्न हुआ जिसमें निम्नलिखित सदस्य एवं विशेष आमंत्रित सदस्य भाग लिये जो निम्नवत् है—

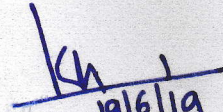
श्री सर्वजीत कुमार, उत्पादन-सह-अभिसंस्करण प्रमुख/श्री राजेन्द्र कुमार वर्मा, विपणन प्रमुख/श्री संजय चन्द्र, सचिव-सह-वित्त प्रमुख/श्री अब्दुल मन्नान, वरीय लेखा पदाधिकारी-सह-आंतरिक अंकेक्षक, सदस्य/श्री राकेश कुमार चौबे विशेष आमंत्रित (बागरी)/श्री पवन कुमार सिंह, ई० टेन्डर/श्री राकेश कुमार (RKVIT) एवं पाँच सेवा प्रदाता एजेन्सी ने भाग लिया।

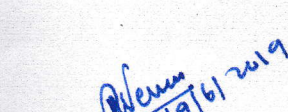
निगम से तैयार निविदा पत्र में उपस्थित सेवा प्रदाता द्वारा निविदा प्रपत्र में निम्नलिखित संशोधनों का अपना-अपना पक्ष मौखिक रूप से रखा गया, जो निम्नवत् है—

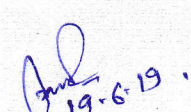
1. तैयार निविदा प्रपत्र में कर्मचारी का ई०पी०एफ० का अंशदान और नियोक्ता अंशदान को स्पष्ट रूप से अंकित कर दिया जाय।
2. उपस्थित सभी सेवा प्रदाता द्वारा यह बात उठाई गयी कि निविदा प्रपत्र में सेवा प्रदाता को दी जाने वाली सर्विस चार्ज न्यूनतम 5 से 10 प्रतिशत निर्धारित किया जाय।
3. सेवा प्रदाता के द्वारा लिये गये विभिन्न कर्मियों को भुगतान अगले माह के 25 तारीख के जगह 10 तारीख तक सुनिश्चित करने का प्रावधान किया जाय।
4. कुछ सेवा प्रदाता द्वारा यह सुझाव दिया कि सेवा प्रदाता का टर्न ओभर कम से कम 10 करोड़ होना चाहिए।
5. एक सेवा प्रदाता द्वारा यह सुझाव दिया गया कि सेवा प्रदाता को विगत तीन वर्षों में प्रत्येक 500 व्यक्ति के स्थान पर 100 व्यक्ति का प्रावधान किया जाय।
6. कुछ सेवा प्रदाता द्वारा कंपनी का Insolvency न्यूनतम पाँच करोड़ का हो, इस प्रावधान को रखने का प्रस्ताव दिया गया।

उक्त के क्रम में निगम के सदस्यों द्वारा उपस्थित सभी सेवा प्रदाता एजेन्सी को निदेशित किया गया कि जिस कंपनी का जो जो निविदा शर्त में कोई आपत्ति हो वे अपना आपत्ति लिखकर निगम के ई-मेल पर दें। साथ ही यह भी निर्णय लिया गया कि उपरोक्त बिन्दुओं पर प्रबंध निदेशक के आदेश के पश्चात् निविदा प्रपत्र में संशोधन या परिवर्तन किया जा सकेगा।


(अब्दुल मन्नान)
वरीय लेखा पदाधिकारी
-सह-आंतरिक अंकेक्षक


(संजय चन्द्र)
सचिव-सह-वित्त प्रमुख


(राजेन्द्र कुमार वर्मा)
विपणन प्रमुख


(सर्वजीत कुमार)
उत्पादन-सह-अभिसंस्करण प्रमुख

क-1 स्वीकृत शेष अस्वीकृत
3
19.06.19

TECHNICAL BID SHEET

Name of Department		:	BIHAR RAJYA BEEJ NIGAM LIMITED
NIT No		:	01/2019-20/BRBN
Group No		:	01
Name of Work		:	Selection of Agency for Providing Manpower Support to RBN
Sl No.	Details		To be Filled in color cells by Contractor
1	Name of the Contractor		
2	Address of the Contractor		
3	Name of the contact person to whom all references shall be made regarding this Bid		
4	Designation of the person to whom all references shall be made regarding this Bid		
5	Address of the person to whom all references shall be made regarding this Bid		
6	Bid Processing Fee	(A) As prescribed in Tender document, (Non-Refundable) and to be paid only through e-Payment modes i.e. Internet Payment Gateway (Master or Visa Card) /Internet Banking/NEFT or RTGS	
		Bid Processing Fee Amount - Rs. 1,124.00	
7	Form Fee	(A) As prescribed in Tender document, in favor of _____ ----- ------(in shape of Demand Draft only)	
		Form Fee Amount - Rs. 1,625.00	
		Form Fee Amount	

8	Earnest Money	(A) As prescribed in Tender document, duly pledged in Favour of E.E, ----- ----- DEPARTMENT		
		Bid Security Amount - Rs. 99,500.00	Bid Security	
A.	QUALIFYING CRITERIA			
1	Date of commencement of Business (Proof to be submitted to support the statement)			
2	Labour License No. & Date (Attach Copy)			
3	Status of the Organization (i.e. Whether Proprietorship/ Partnership/ Private Limited/ Public Limited Company/ Registered under Societies Registration Act. etc.)			
4	Registration No. of the Organization (Please attach Certificate of Registration/ Incorporation)			
5	Annual Turnover during the last three years 2016-17, 2017-18 and 2018-19 (attach copies of audited Profit Loss Account/ Income & Expenditure statements and Balance Sheet)			
6	GST No.			
7	PAN & TAN No.			
8	Details of Contract(s) successfully completed Provide Name, Address and Annual Cost of Contract, details of Contact Person Attach copies of Contract(s) and Certificate of Satisfactory Completion of the Contract(s))			
9	Proof of handling of deployment of minimum 500 personals for a minimum period of 11 months for every year in the last three financial years.			
10	PF Registration No. and Date (enclose a copy of relevant documents)			

11	ESIC Registration No.		
12	Notarized undertaking that the firm or any partners of the firm should not be black listed by any Government or any other organization in respect of any assignment or behavior.		
13	A declaration from the company that the firm has not been blacklisted by any Government organization		
14	IT Return for last three financial year		
15	Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2018).		
16	Details of the assignments executed during the last three years for the Central/ State Government/ PSU/ Private sector highlighting assignments wherein the agency has been engaged for supply of manpower/human resources. Certified copies of signed agreements should be enclosed in support. Description of each assignment to be limited to 250 words each.		
17	Proof of providing a minimum number of 500 personnel for a minimum period of 11 months in each of the last three financial years.		
18	Any other relevant documents in support of the eligibility criteria (the documents carrying various financial details should be certified by Chartered Accountants.)		
19	Certified copy of the Labour license of the bidding firm		
20	Certified copy of EPF registration of the firm		
21	Certified copy of EPF registration of the firm		
22	Certified copy of firm's registration for GST payment		

BIHAR RAJYA BEEJ NIGAM LIMITED

Tender Number	01/2019 - 20/BRBN
Work Number	01 (One)
Name of Work	REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING MANPOWER SUPPORT TO BIHAR RAJYA BEEJ NIGAM LIMITED
Financial Bid format	https://www.eproc.bihar.gov.in/BELTRON
Name of the Bidder	
Address of the Bidder	

SUMMARY OF COSTS

Personals/Specialists	Consolidated Salary	Number of Personals	Total Salary Per Month	Total Per Annum (Rs)
Regional Officer	Rs. 38,000	20	760000	9,120,000.00
Civil Engineer	Rs. 38,000	1	38000	456,000.00
Asst. Plant Engineer	Rs. 38,000	6	228000	2,736,000.00
Accountant/Cashier	Rs. 31,500	8	252000	3,024,000.00
Account cum Store Assistant	Rs. 31,500	10	315000	3,780,000.00
Lower Division Clerk	Rs. 27,500	5	137500	1,650,000.00
Storekeeper cum Sales Manager	Rs. 27,500	20	550000	6,600,000.00
Junior Electrician	Rs. 27,500	2	55000	660,000.00
Operator cum Junior Mechanic	Rs. 21,600	18	388800	4,665,600.00

Total Amount of Estimated Salary (Rs. Per annum)

32,691,600.00

Name of Work	REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING MANPOWER SUPPORT TO BIHAR RAJYA BEEJ NIGAM LIMITED
Financial Bid format	https://www.eproc.bihar.gov.in/BELTRON
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Operator cum Junior Mechanic	Rs. 21,600	18	388800	4,665,600.00

Total Amount of Estimated Salary (Rs. Per annum)

32,691,600.00

**Administrative Cost sought by the Agency from BRBN
(as a percentage of Total amount of salary per annum)
This should be excluding GST**

Corrigendum No.1.**Selection of Agency Providing Manpower Support to Bihar Rajya Beej Nigam (BRBN)**

This is in reference to Request for proposal (RFP) Reference No. BRBN/2019-20/01 for selection of Agency for providing manpower support to BRBN uploaded on the department website on 10 June, 2019 and published in all the leading newspapers on 9 June 2019. As per schedule in the tender document, a pre-bid meeting was held at the office of Managing Director, BRBN, Patna on 19th June 2019 for seeking clarifications and suggestions. The issues raised in pre-bid meeting and MD, BRBN's response has been uploaded on the tender site as well as on the website of BRBN and department, and can be accessed on www.brbn.bih.nic.in or <http://www.krishi.bih.nic.in>.

Through this corrigendum BRBN wishes to make following amendments in the dates schedules and some clauses of the RFP document published and uploaded on department's website and various newspapers. These amendments can be read as following:

- i. The tendering process will be through e-Procurement mode only over <https://www.eproc.bihar.gov.in/BELTRON>.
- ii. Cost of tender document of Rs. 1000/- only and bid processing fee of Rs. 1180/- only will be paid by the bidders online only and payment of EMD of Rs. 2,00,000/- only shall be made in offline mode and submitted at the office of BRBN by the date as mentioned in the RFP document and as mentioned in the revised timeline below. .
- iii. The important timelines related to tendering process have been revised and the original provisions and revised timelines are as shown in the Table below:

S. No.	Particulars	Original Provision	Changed Provision through this corrigendum
1.	RFP / Tender Availability	Date: From 11:00 hrs.10/06/2019 to 16:00 hrs. 25/06/2019	Date: From 24/06/2019 to 16:00 hrs. 12/07/2019 on e-Procurement Portal : https://www.eproc.bihar.gov.in/BELTRON
2.	Date & time of submission of tender Document	Date: 01/07/2019 Up to 16:00 hrs.	Date: 15/07/2019 Up to 16:00 hrs. e-Procurement Portal : https://www.eproc.bihar.gov.in/BELTRON
3.	Mode of submission	In hard copies containing financial and technical bids in separate envelopes at the office of BRBN	Through e-Procurement mode only over https://www.eproc.bihar.gov.in/BELTRON .
3.	Submission of EMD in hard copy/original in the office of BRBN		Date: 17/07/2019 by 17:00 hrs.
4.	Date & Time of opening of technical Bid	Date: 02/07/2019 at 16:30 hrs.	Date: 18/07/2019 at 12 noon on e-Procurement Portal : https://www.eproc.bihar.gov.in/BELTRON
5..	Website for Tender Documents		e-Procurement Portal : https://www.eproc.bihar.gov.in/BELTRON

- iv. Employer's share of contribution towards EPF and ESI will be paid by the BRBN to the agency as per government rules.

- v. The employee's share of PF will be deducted by the agency as per rules and matching the employer's share and deposited in Employee's PF account.
- vi. That this revised RFP containing all terms and conditions published **on e-Procurement Portal : <https://www.eproc.bihar.gov.in>** shall be regarded as full and final for all purposes by the prospective bidders

Managing Director
Bihar Rajya Beej Nigam
6th Floor, Pant Bhawan
Jawaharlal Nehru Marg (Bailey Road)
Patna - 800001