

Directorate of Fisheries Officers' Hostel, Block A, Bailey Road, Patna-1

Directorate of Fisheries, Patna invites sealed tenders under two-bid system from reputed and experienced agencies for providing services of Clerical Staff & Office Hosting on Contractual Basis at the above address. Minimum educational qualification for clerical staffs will be Intermediate with Diploma in Computer Application (DCA) and proficiency in computer typing in Hindi and English with minimum typing speed of 25 words and 30 words per minute respectively. The clerical staff should have sound knowledge of MS word, MS Excel, MS power point, Mail merge, internet etc and, those for Office Hostings it will be Matric Pass with minimum requirement of photocopying.

The Interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing " Technical Bid" and another Sealed Cover-II Containing " Financial Bid" should be further placed in a third sealed cover super scribed "Tender for Providing service of Clerical Staff & Office Hosting On Contractual Basis" and should reach to Directorate of Fisheries, Officers Hostel, Block-A, Bailey Road, Patna-800001 on or before 10.01.2018.

The technical bids shall be opened on 11.01.2018 at Directorate of Fisheries in the presence of authorised representative of bidders.

After technical evaluation of bids, the financial bids shall be opened of only those bidders who qualify in technical evaluation. The intimation of opening of only those bidders who qualify in technical evaluation. The intimation of opening of financial bids shall be given over cell phone/e-mail to technically qualified bidders. They are advised to write their current phone number/mail to technically qualified bidders. They are advised to write their current cell phone /e-mail in technical bid/ attendance sheet at the time of opening of technical bids.

Sr. No.	Eligibility Criteria
1	The Company/firm must be in operation for at least 5 years.
2	The Bidder Shall be manpower supply company/firm
3	The bidder should have GST registration .
4	The bidder should be registered with Labour law Act. with State of Bihar.
5	The bidder must have office in Bihar.

6	The bidder must be registered under EPFO and ESIC from last three years. This registration at Patna is mandatory.
7	The bidder should be registered with ISO 9001:2008 and ISO 27001.
8	The bidder should have PAN registration of firm/company
9	The bidder should have average annual turnover of INR Ten Crore and above in the last three financial years related to supply of manpower.
10	Net worth of the company/Firm is positive.
11	The Bidder must have experience of supplying of Technical manpower for at least three clients in govt./PSUs in last three financial years and must have such atleast one running contract.
	The bidder must have successfully completed at least one project of deploying 300 Technical Man Power in each year in the last three financial years in govt./PSUs
	OR
12	The bidder must have successfully completed at least two project of deploying 200 Technical Man Power in each year in the last three financial years in govt./PSUs (2014-15, 2015-16, 2016-17)
	OR
	The bidder must have successfully completed at least three project of deploying 150 Technical Man Power in each year in the last three financial years in govt./PSUs. Certificate should be attached.
13	An Affidavit that the Company/firm has not been black listed by any central / State Govt./ PSU/ UN- Agency.
14	EPFO Challan for the last three years and ECR for the last month related to work order/ Experience must be submitted.
15	ESIC challan for the last three years and contribution sheet for the last month related to the work order/ Experience must be submitted.
16	Bidder should quote as per Tax Deduction rate applicable to type of entity as well as statutory rate compliance governed by business financial rule specific to State/ Central government. So that rate quote must not go negative after tax obligations. If bidder quoted negative rate, Bidder shall financially disqualify.
17	Earnest Money Deposit:- ₹5,000,00/- (Rs. Five lakh only) in form of Demand Draft in favour of "Director Fisheries, Bihar, Patna" from any scheduled commercial Bank. Exemption is not allowed.

1. The Bidder may be a Proprietorship firm, Partnership firm, Company Act, Corporate body legally constituted, as per law with valid registration no. Copy of the certificate to be annexed.

2. There should be no case pending with the police against the proprietor/firm/company or partner. The firm should give such undertaking with the technical bid.
3. The bidder shall submit bid security (EMD) of Rs. ₹5,00,000/- (Five Lakhs Only) along with the technical bid in form of DD in favour of Director Fisheries, Bihar drawn on any commercial bank and payable at Patna. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to be unsuccessful bidders after finalization of contract.
4. An agreement shall be signed with the successful bidder.
5. All entries in the Tender must be written in ink or typewritten. Overwriting lead to disqualification.
6. Tender received late (including postal delay)/ in open condition/without EMD / not meeting the tender condition / incomplete in any respect are liable to be rejected.
7. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
8. The rates should be indicated both in words and figures. Rate should be provided per Clerical Staff as well as per Office Hosting Per month inclusive of all taxes. In case of discrepancy between the figure (number) and words, the rates given in the word only will be taken as authentication and no further clarification will be sought from the bidder.
9. Forfeiture of EMD (Bid Security) :- EMD shall be forfeited in the following cases: (a) Bidder's withdrawing or altering its bid during the bid validity period, (b) Withdrawal of offer during the validity period of the offer, (c) No-acceptance of order when placed, or (d) No-confirmation of acceptance of order within the stipulated time after placement of offer, (e) Any unilateral revision made by the bidder during the validity period of the offer.

10. Salary Break of the Clerical Staff & Office Hosting as per detail given below:-

Details of Salary disbursement											Service Charge to be quoted per man per month in percentage (Excluding all Taxes)
				Employer share		Employee share				G	
Sl no	Description	A Basic INR	B Other allowance INR	C		D Gross Pay (A+B)	E		F Net Payable (C+D)		
				EPF @13.36% on A	ESI @4.75% on (A+B)		EPF @12% on A	ESI @1.75% on A+B		In hand payable (A+B)-E	
1	Clerical Staff	2300	8232	307	500	10532	276	184	11340	10072	
2	Office Hosting	2100	5781	281	374	7881	252	138	8536	7491	

*GST will be paid as per current tax regime extra .

*EPF/ESI subject to change as per Govt. norms.

*Both the above mentioned categories shall be decided L₁ Separately.



Director Fisheries
Bihar, Patna.