



Phone :- 0612-2219819
Fax :- 0612-2232377
E-mail :- biscomaun@gmail.com
info@biscomaun.co.in
Website :- www.biscomaun.co.in

Bihar State Co-operative Marketing Union Ltd.
(BISCOMAUN)
Bihar & Jharkhand

Ref. No :- Est/177/M-965

Date : 20/11/2025

Notice Tender

Sealed tender is invited from established, experienced and reputed firms/organization and financially sound agencies for the work of **“engagement of Manpower Service Provider for outsourcing of ‘Skilled staff’ “** in **BISCOMAUN** (Bihar & Jharkhand), Addressed to Managing Director, BISCOMAUN (Bihar & Jharkhand), 3rd Floor, BISCOMAUN TOWER, West Gandhi Maidan, Patna-800 001. Interested organization fulfilling all the term and condition may participate and submit the tender document.

SCHEDULE FOR INVITATION FOR BIDS:

- | | | |
|---|---|------------------------|
| i) Date of issue/opening/publish of Tender document | : | 21-11-2025, 5.30 P.M. |
| ii) Last date of receipt of Tender | : | 05-12-2025, 5.30 P.M. |
| iii) Date and time of opening of Tender (Technical Bid) | : | 06-12-2025, 11.30 A.M. |
| iv) Date and time of opening of Financial Bid | : | 08-12-2025, 1.30 P.M. |

PERIOD FOR VALIDITY OF TENDER DOCUMENT: Six months from the date of opening of the Tender.

TYPE OF BID: Two bid system (Technical & Financial in Two separate envelop.

SCOPE OF WORK:

To provide the requisite manpower in the Head office/Branch office of **BISCOMAUN** (Bihar & Jharkhand).

3rd Floor, Biscomaun Tower, West Gandhi Maidan, Patna - 800001

Requirement of Manpower:

Types of Manpower	Nos. required

The number of manpower may be increased or decreased at the option/ requirement of the Office from time to time.

TERMS AND CONDITIONS FOR CONTRACTOR TO PAY WAGES TO DEPLOYED MANPOWER:

- i) BISCOMAUN (Bihar & Jharkhand) Office will provide the monthly attendance details of deployed manpower to prepare a bill by contractor.
- ii) On the basis of bill, contractor shall pay the wages, ESI and EPF to each employee.
- iii) After transferring the monthly wages, EPF and ESI to his deployed manpower, contractor shall submit the bill to BISCOMAUN (Bihar & Jharkhand) office with pay bill, EPF and ESI Details.
- iv) Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the BISCOMAUN (Bihar & Jharkhand) Office every month.
- v) The deployed manpower may be the employee / contractual employee of the bidder firm but they cannot be employee of BISCOMAUN (Bihar & Jharkhand) Office.
- vi) The contractor shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures.
- vii) Requisite manpower shall be provided within 10 days from the acceptance of the contract.

TECHNICAL BID:**ELIGIBILITY CONDITIONS:**

The tendering Company/Firm/Agency shall fulfill the following technical specifications for Technical Bid:-

- i) The Company/Firm/Agency shall have at least three years' experience in successfully providing manpower in at least two Banks/ Government Department/ two Cooperative Organisations.
- ii) The Company/Firm/Agency shall have financial turnover of at least Rs.50 lakhs per annum for each of the last three years.



- iii) The manpower Company/Firm/Agency shall have been registered with the appropriate registration authority.
- iv) The Company/Firm/Agency shall have been registered with the Income Tax and Service/GST Tax Department
- v) The Company/Firm/Agency shall have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

Note: Documentary evidence is required to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID.

TERM AND CONDITION

- i) Total number of Bids received will be announced to bidders during Bid opening time
- ii) Technical and financial Bid will be opened by Designated Evaluation Committee in presence of bidders.
- iii) Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
- iv) Price quoted in financial bid will be announced to bidders.
- v) Evaluation committee will evaluate the Technical and Financial Bid and submit their reports to the competent authority.
- vi) On the approval of Competent Authority, Lowest One (L-1) bidder name will be declared.

PERIOD OF CONTRACT / TERMINATION NOTICE

The contract shall be valid initially for a period of one years from the date of award of work order. This contract may be renewed for further period of one year on the same terms and conditions as mentioned in the tender document, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. Either party can terminate the contract at any time by giving three months prior notice in writing.

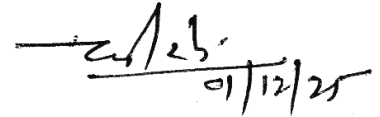
ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

- 1. Application - Technical Bid.
- 2. Self Attested copy of the registration of agency.
- 3. Self Attested copy of PAN/GIR Card.



4. Self Attested copy of the latest IT return filed by the agency.
5. Self Attested copy of the GST certificate.
6. Self Attested copy of the PF registration letter/certificate.
7. Self Attested copy of the ESI registration letter/certificate.
8. Completion / Continuation Certified of Manpower deployed in at least two Banks /Government Department/ two Cooperative Organisations signed by authorized signatory of the Bank/ Government Department/Cooperative Organisations.

Bank has right to reject or cancel the tender without assigning any reason.

A handwritten signature in black ink, appearing to read 'Dharendra Kumar', with a horizontal line underneath it.

(Dhirendra Kumar)
Managing Director

JUST SAMPLE FORMAT (on the letterpad)

TENDER DOCUMENT QUOTATION

FOR PROVIDING MAN POWER ABC LTD, NEW DELHI

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person	
2. Experience in the work of providing Man Power. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works approximate magnitude and duration carried out and/or on hand for last 3 years	
3. Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also Indicate the number of muster roll staff available for performing this service: a) Is the establishment registered with the Government and/or under any law for the time being in force; please give details with Document/evidence. b) Do you have labour license. Please provide details and attach a copy.	
4. Are you covered by the labour Legislations, such as, ESI, EPF, and Gratuity Act etc.	
5. Please give EPF No: ESI Code: Gratuity Act Regn. No:	
6. Are you governed by minimum wages rules of the Govt. If yes, please give details.	
7. Please attach copy of last return of Income Tax	
8. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.	
9. PAN No. (Please attach copy)	
10. Vat No. (Please attach copy)	

11. Trade License No. (Please attach copy)	
12. GST No. (Please attach copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. Power of Attorney/authorization for signing the bid documents	
15. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
16. Details of the contract with any Govt. /Public sector etc. with contact person's name & tel. /cell No. etc.	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

JUST SAMPLE FORMAT (on the letterpad)

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

Date : 06-MAY-2022

To,

The Managing Director
ABC Bank Ltd.
BIHAR ---- etc.

We hereby confirm and declare that we, **M/s XYZ COMPANY LTD.**, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/Any regulatory authorities or any other agency for which we have Executed Undertaken the works.

For **XYZ COMPANY LTD**

(Authorized Signatories)
Signature with seal

JUST SAMPLE FORMAT (on the letterpad)

AUTHORIZATION LETTER FOR PARTICIPATION IN THE BIDDING PROCESS

Mr. _____ (DESIGNATION), Employee ID _____ is authorized to attend the bidding process either physical or through digital and virtual platform as per the discretion of the **ABC ----- LTD.**

For **XYZ COMPANY LTD**

(Authorized Signatories)
Signature of Vendor with seal

JUST SAMPLE FORMAT (on the letterpad)

UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing manpower services at BISCOMAUN(Bihar & Jharkhnad). I/We agree to all these conditions and offer to provide manpower services at BISCOMAUN(Bihar & Jharkhnad). I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Signature of Agency

Date: _____

Address: _____

Mob: _____

Email ID: _____