

Invitation of Bid for Empanelment of Private Security Agency regarding outsourcing of manpower for Housekeeping & Security under various Category unskilled/semi-skilled/skilled/highly skilled to Bihar State AIDS Control Society, Bihar (BSACS)

Bihar State AIDS Control Society (BSACS) is an autonomous body constituted by the Govt. of Bihar for implementation of National AIDS Control Programme.

Sealed quotation are invited under two bids system (**Technical Bid & Financial Bid**) from reputed and experienced established companies, entity/partnership firm/proprietorship firm having valid license from Home Department (Special Branch), Bihar, Patna under PSRA Act 2005 (Bihar Private Security Rule 2011) including Contract Labour (Regulation & Abolition) Act 1970 regarding empanelment for outsourcing of manpower for Housekeeping & Security under various category unskilled/semi-skilled/skilled/highly skilled manpower to Bihar State AIDS Control Society, Bihar (BSACS), 6th Floor Swasthya Bhawan, Sheikhpura, Patna-14 (BSACS). The contract period will be effective from date of awarding the contract upto 31.03.2027 extendable on same terms and condition on the basis of satisfactory performance on mutual consent for a period of three years. **The performance will be reviewed on half year basis by the Society.**

1. The detailed tender documents including terms and conditions, eligibility, quantity and BOQ (Bill of Quantity) can be obtained from the Procurement cell of Bihar state AIDS Control Society, Patna on all working days (Monday to Friday) between 11.00 hours and 16.00 hours. **It may also be downloaded from the website of BSACS (www.bsacs.bihar.gov.in).**

2. **Schedule of Selection Process:**

S.N.	Event Description	Timeline
1.	Pre Bid Meeting	10.04.2026 at 4:00 PM
1.	Closing Date and Time for Submission of Bid	27.04.2026 at 3.00 PM
2.	Date and Time for opening of Technical Bid.	27.04.2026 at 4.00 PM
3.	Date and Time for opening of Financial Bid.	04.05.2026 at 4.00 PM

3. **The bid must be submitted through Courier/Speed Post/Registered Post only** at the following address of Bihar State AIDS Control Society, State Institute of Health and Family Welfare Building, Sheikhpura, Patna-14. Bids submitted by hand or by any other means will not be accepted. The Society will not be responsible for any postal delay.

4. The technical bid will be opened as above mentioned timeline in presence of the bidders or their authorized representatives who choose to attend. The financial bids of the technically qualified bidders will be opened as per above mentioned timeline in presence of the bidders or their authorized representatives who choose to attend.

5. In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

Bihar State AIDS Control Society reserves the rights to accept or reject any or all tender or change the terms and condition of bid or cancel the bid without assigning any reasons at any journey stage of this IFB.


Additional Project Director

सही और पूरी जानकारी दूर रखे एड्स की बीमारी।

To,

Dear Sir/Madam,

Sub:- Invitation of Bid for Empanelment of Private Security Agency regarding outsourcing of manpower for Housekeeping & Security under various Category unskilled/semi-skilled/skilled/highly skilled to Bihar State AIDS Control Society, Bihar (BSACS)

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The performance will be reviewed on half year basis by the Society.

1. Bid price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- The Commission/ service must be charged in percentage form (upto 2 decimal figures) and shall be fixed till the period of the contract except reimbursement of the minimum wages and GST if it is revised by the Govt. of Bihar.**
- Each bidder shall submit only one tender.
- Financial Bid must be submitted on the letterhead of the bidder in the format provided with this document (Annexure-III). Those bid/s which are not submitted on the letter head will not considered for financial evaluation.

2. Eligibility Criteria

- The Bidder may be a Proprietary Firm, Partnership Firm, Limited Company or Corporate Body who possess the required licenses such as Home Department (Special Branch), Bihar, Patna under PSRA Act 2005 including Contract Labour (Regulation & Abolition) Act 1970, and also registered with any other Govt. office relevant for providing housekeeping & other similar services as per law valid at least for 12 months from the date of the opening of tender.
- The Bidder must have an experience of handling the housekeeping work / Security services in reputed organisation including Govt./Semi-Govt./PSUs / Autonomous Institution/organisation for at least five years.

The bidder must have experience of providing minimum 100 nos. of manpower comprising of housekeeping works/ other related services under various category (unskilled/semi-skilled/skilled/highly skilled) to the Government (Central or state) Sector/PSU/ Autonomous Institution/organisation annually, in each at least three financial years (FY)(2022-23, 2023-24 & 2024-25). **Documents (Work order) attached for only desired financial years will be considered as inexperience/ less experience.**

Note: Any deployment of less than 3 months duration will not be considered.

4. Average annual turnover of Rupees Fifty Lakh (50 Lakh) for the last three financial years 2022-23, 2023-24 & 2024-25. Last three financial years Audit Report from duly qualified Chartered Accountant Report showing details (balance sheet and profit & loss) of their annual turnover should be submitted. Auditor/only C.A. Certificate of turnover will not be accepted.

5. The Bidder should have an established Office Premises in PATNA having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient housekeeping & security services.

3. General Terms and Condition

1. **The selected agency will not allow to take any additional charge such as in the name of registration charge, uniform charge etc. from the existing personnel already working in the Society.**

2. There should be no case pending with the police against the Proprietor/Firm/Partner/ or the Company (Agency).

3. **The agency shall provide dedicated manpower/personnel and any change in the personnel supplied should be made only in very exceptional circumstances only after getting the permission from the Society.** In the same way replacement of manpower/personnel should be provided in event of sickness or in any other circumstances or when the manpower/personnel is absent only after getting the permission from the Society. The manpower/personnel must report to duty strictly for eight hours (in each shift), six days a week as per the roster of duty schedule to be prepared in this regard. In case of weekly off, substitute personnel should be provided by the agency immediately with proper intimation to Society.

4. The agency should ensure to maintain adequate no. of manpower and also arrange a pool of stand-by housekeeping staff in case any housekeeping staff absences from the duty, the reliever of equal status shall be provided by the agency from an existing pool of housekeeping staff.

5. In case of emergency the agency has to deploy and work during holidays, late hours and Sundays as well according to the requirement and convenience of BSACS, while ensuring weekly offs of his / her employees as per statutory requirements. The agency will not charge the additional payment to provide services during holiday, Sunday and odd hours during Society's emergency.

6. The Agency shall provide good uniform & shoes (for summer, winter and rainy season) at its own cost to its personnel deployed and ensure that uniform is used by the personnel deployed and are maintained in good condition. The incidentals such as, belt, shoes, socks, caps, torch with cell, cane stick, whistle etc shall be borne/supplied by the Agency at its own cost. (The expenses on uniforms, and other accessories, rainy-wear etc. shall be borne by the agency alone). Service charge/ Commission charged by the Agency shall include all the incidental charges for above items and all expenditure incurred on maintenance of the above items. Nothing extra will either be deducted from workers salary or be paid by the Society, whatsoever, it may be.

7. Once the personnel have been allotted a spot/site he/she shall remain in the same place till he/she is shifted only by the Society discretion.

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8. In case of any personnel remaining absent from duty, action will be taken as per terms and condition provided in work order.
9. The agency will ensure that all its personnel are physically fit and mentally alert and its personnel are properly trained to carry out their duties. Specifically they must be trained to handle public office in a polite, professional and disciplined manner.
10. Minimum age of personnel should be twenty one (21) years and maximum age should be Sixty (60) years.
11. In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by personnel of the agency, the agency will take proper disciplinary action against such personnel as and when intimated. The Society will be at liberty to take its own civil/criminal action.
12. If the Agency denies/withdraw/refuses to accept the work order as successful bidder then the EMD deposited by the Agency will be forfeited. In the same manner if the agency refuses to carry out the work so allotted after signing of the agreement, the performance security will be forfeited and the Agency may also be blacklisted.
13. The agency is responsible for (but not limited to)
 - a. Security of the personnel, property and assets, both movable and immovable of the organization at the Office and in office campus along with the persons, property and assets of the organization referred to above, by day and night/ twenty four hours. Locking of all office rooms, switching off lights, fans, air conditioners, heaters, room Coolers, water taps etc.
 - b. To ensure that no unauthorized person enters into the office premises and creates any nuisance or disturbance.
 - c. To keep vigil inside the office premises.
 - d. To carry out any other task allotted by the Society.
14. The agency will execute the jobs undertaken by it directly and with its own resources and will not give out any part of the assignment sublet/ on sub-contract or transfer the contract to any other person or agency in any manner. In any such case the contract will be rescinded.
15. The Agency shall be solely responsible for compliance to provisions of various labours, Industrial and any other laws applicable and all statutory obligations relating to personnel deployed in the BSACS. The BSACS shall have no liability in this regard.
16. The Agency shall be solely responsible for any accident/medical insurance/health related liability/compensation for the personnel deployed by it at BSACS.
17. Failure to comply with the above condition or furnishing of any incorrect or incomplete information will make the tender liable for rejection and suitable penal action.

4. General Instruction to Bidder

1. The bidder should prepare and submit its offer as per instructions given in this section.
2. Before preparing the tender and submitting the same to the Society, the bidder should read and examine all the terms & conditions, instructions, checklist etc. contained in the Tender Documents. Failure to provide required information or to comply with the instructions incorporated in these Tender Documents may result in rejection of tender(s) submitted by bidders.
3. The tenders which are for only a portion of the components of the job /service shall not be accepted. (The tenders /bids should be for all components of the job /service.).
4. **All tender documents must be serially numbered and properly attached.**

5. Documents required to be submitted along with the Technical bid (Envelope A)

S.N.	Eligibility Criteria for the tenderer	Supporting Documents
1.	The pro forma at Annexure - I	The pro forma at Annexure - I, duly filled in and signed and stamped, along with relevant documents/information
2.	The Bidder should be established firm/agency registered under Shops & establishment Act, Companies Act and should have been in operation for a period of at least 3 years.	For Company- Copy of the Certificate of Incorporation issued by the Registrar of Companies (ROC) under companies act For Partnership Firm- Registration Certificate issued by registrar of firm under partnership act. For Proprietorship firm- Certificate issued under shop and establishment act.
3.	Valid license from Home Dept. (Spl. Br.) under PSRA Act 2005.	Self Attested Copy of license issued by Home Dept. (Spl. Br.) under PSRA Act 2005 valid at least for 12 months from the date of the opening of tender.
4.	Copy of Labour license registration certificate under the Contract Labour Act.	Self Attested Copy of registration certificate under the Contract Labour Act.
5.	The bidder must have experience of providing minimum 100 nos. of manpower comprising of housekeeping works related services under various category (unskilled/semi-skilled/skilled/highly skilled) to the Government (Central or state) Sector/PSU/ Autonomous Institution/organisation, in each of the last three financial years (FY) (2022-23, 2023-24 & 2024-25). Note: Any deployment of less than 3 months duration will not be considered.	Self-attested copy of work order(s) or Contract Agreement(s) and Experience Certificate(s) clearly mentioning the tenure and nature of services and involved manpower as evidence of providing minimum 100 nos. of manpower comprising housekeeping works related services/ security services under various category (unskilled/semi-skilled/skilled/highly skilled) to the Government (Central or state) Sector/PSU/ Autonomous Institution / organization annually, in each of the last three financial years (FY)(2022-23, 2023-24 & 2024-25). Annexure-II filled with correct details.
6	The bidder has to submit minimum 05 satisfactory report duly signed by the competent authority where at present Security agency is providing services.	Certificate of minimum 05 satisfactory report duly signed by the competent authority where at present Security agency is providing services.
7.	Copy of EPF registration certificate.	Self Attested Copy of EPF registration certificate.
8.	Copy of the PAN card.	Self Attested Copy of PAN Card
9.	Copy GST Registration Certificate	Self Attested Copy of GST Registration Certificate
10.	Copy of latest GST Payment Receipt/Certificate.	Self Attested Copy of latest GST Payment Receipt/Certificate.
11	Copy of Income Tax Return for the last three assessment years (2022-23, 2023-24 & 2024-25)	Self Attested Copy of Income Tax Return for the last three assessment years (2022-23, 2023-24 & 2024-25)



S.N.	Eligibility Criteria for the tenderer	Supporting Documents
12	Average annual turnover of Rupees Fifty Lakh (50 Lakh) for the last three financial years, 2022-23, 2023-24 & 2024-25. Last three financial years Audit Report from duly qualified Chartered Accountant Report showing details (balance sheet, & profit & loss) of their annual turnover should be submitted. Auditor/only C.A. Certificate of turnover will not be accepted.	Audited balance sheet, & profit & loss showing details of their annual turnover for the last three years (2022-23, 2023-24 & 2024-25)
13	The Bidder required to furnish a copy of the Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage Month not older than two months prior to the tender opening date.	A Self attested copy of the ECR to be provided
14	The Bidder required to furnish a copy of the previous "Return of Contributions"(Form-5) submitted to the ESIC or a copy Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.	A shelf attested copy of the 'RC' or EC history sheet, as applicable
15	Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only).	Demand Draft of Rs. 1,00,000/- (Rupees One Lakh only) issued by a local Nationalized Bank in the Name of Project Director, Bihar State AIDS Control Society, Patna payable at Patna towards Earnest Money Deposit (EMD).
16	The Bidder must not be 1. Blacklisted / banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt fraudulent or any other unethical business practices or for any other reason during the last 03 years from the last date of submission of bids, and 2. No criminal/ vigilance case related to cheating, forgery, criminal breach of trust, theft and prevention of corruption act is pending in any court of law against the bidder. 3. The bidder shall declare all ongoing litigation it is involved in with any government agency/ state/ central department / PSU.	Copy of the Affidavit sworn before Public Notary/ Executive Magistrate.
17	Checklist as per Annexure IV	Signed and stamped copy of checklist as per prescribed format attached in Annexure IV
18	Copy of Tender Documents	Self Attested and signed Copy of Tender Documents

6. Documents required to be submitted along with the Financial bid (Envelope B)

Quotation on the letterhead of the bidder according to the format attached with the tender documents (Annexure III).

Performance guarantee-

The successful bidder will submit the performance security for Rs **6.00 Lakh (approximately 10% of the total contract value)** in the form of Demand Draft/ Bank guarantee issued by a local nationalized bank in favour of Project Director, Bihar State AIDS Control Society, Patna payable at Patna within 07 (seven) days after awarding the work valid up to ninety (90) days after the date of completion of all contractual obligations by the contractor.

8. Bid Validity

Quotation shall remain valid for a period of not less than 120 days after the deadline date specified for submission/ last date of submission of Bid.

9. Penalty

- a) **For delay in providing or releasing wages to Personnel/ manpower after receiving the order** - 2% of the value of the commission or service charge per week or part thereof after expiry of the deadline subject to a maximum of 30% will be deducted from the bills.
- b) **Failure in providing Personnel/ manpower** - If the agency fails to provide the personnel or manpower as and when required, then the Society may forfeit the performance security and may blacklist the contractor for specified period of time as decided by the Society.
- c) On the instruction of the Society the agency shall immediately replace the personnel/ manpower whose work is not found satisfactory or who is incapable to perform the allotted work.

10. Termination of Contract

- a. Delays in the Bidder's performance- Performance of the Contract shall be made by the Bidder in accordance with the service level agreement as indicated in tender document. Any delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:
 1. Forfeiture of its performance Bank Guarantee & termination of the Contract for default and blacklisting of agency for a specific period as decided by the Society.
 2. The Society may terminate this contract, by giving a written notice of termination of minimum thirty days, to the Selected Bidder.
 3. It is found that the terms and condition incorporated in the work order/ tender documents are not being adhered to.
 4. The selected agency stops giving service and such stoppage has not been authorized by the BSACS.
 5. If at any point of time it is found that the bidder has suppressed or misrepresented any material fact or made a statement which is factually incorrect or if the bidder doesn't comply the terms and conditions of the tender document or work order, Society may reject the work order or cancel the contract/ agreement with immediate effect, forfeit the performance security and / or debar the bidder from bidding prospectively for a period as decided by the Society or take any other action as deemed necessary.

11. Empanelment of bidders

- a. Empanelment will be valid for a period of 36 (Thirty Six) months from the date of empanelment. It may be extended for a further period of one year with mutual consent.
- b. Empanelled Bidders shall have to enter into a written agreement with ~~BSAC~~^{BSACS} to honour terms and conditions of Tender Documents
- c. and adherence to fair trade practices in executing the Work Order placed by the Society. Further there is no fixed commitment for the obtaining the services under the empanelment list. Services will be taken as per the requirements of the Society from time to time during the contractual period.



2. Signing of Contract for Empanelment

Bidders will be issued LOI for empanelment. Acceptance of LOI must be provided by bidders within 7 days from date of receipt. Bank guarantee must be submitted by bidders within 15 days from date of receipt of LOI.

13. Evaluation of Bid

The purchaser shall evaluate and compare the bids determined to be substantially Responsive i.e. which

- a. are properly signed; and
- b. Conforms to the terms and conditions and specifications.
- c. **Evaluation and Comparison of substantially responsive bids:**
- d. **The financial bid will be evaluated on the basis of the Service or Commission charge quoted by the bidder/s in a percentage form (upto two decimal form).**

The bidder must quote single service charge in percentage form (upto 02 decimal figure) of total payment to be made per month. Moreover "If any firm quotes "Nil" charges / consideration or less than or equal to 3.85%, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government or any other amenities. In case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected."

14. Award of Contract

The Society shall consider award of contract only to those eligible bidders whose offers have been found technically acceptable.

- a. The work will be awarded as per requirements to L1 Bidder. The L1 Bidder will have to accept the work awarded to it and will not claim for any particular work.
- b. If more than one bidder is declared L1 than work will be awarded as decided by the Society and that will binding on the bidders. **The selection may be based on the basis of most oldest & experienced agency registered in Bihar along with higher working experience in Government (Central or State) Sector or on highest turnover whichever is applicable or clauses mentioned in the tender document as above.**
- c. **The purchaser reserves the right at the time of placement of purchase order to increase or decrease the required number of personnel as per the requirement.**

15. The Society has following tentative/provisional requirements initially purely on temporary basis with their estimated Annual cost for the financial year.

S.No.	Category	Tentative/provisional requirement	Estimated Annual Cost for the f.y.	Description of Services Required
1.	Highly Skilled	05	60.00 Lakh approx	Messenger for Dispatch Section of the Society.
2.	Skilled	10		Gunman & Driver
3.	Semi Skilled	30		Guard, Office Boy, Khalasi etc.
4.	Unskilled	05		Sweeper, toilet cleaner

The number of manpower mentioned above is provisional or tentative and it may increase or decrease, at the sole discretion of the Society and they may be relocated/reallocated as per the requirements, at the discretion of the Society.



16. Payment

- a) No advance payment will be made. Payment will be made on receipt of /bills/ invoices (as prescribed under GST Act 2017).
- b) The agency has to submit the Xerox copy of the deployment of staff with place, EPF and GST deposit receipts/ challans for the previous month to the Society with the current bills of each and every month for releasing the payment of the following month otherwise the payment of the service charge/commission of the following month will be totally held up.
- c) The payment shall be released after necessary verifications and deducting penalties (if any) upon submission of Invoice as prescribed under GST Act 2017 and Income Tax etc.
- d) All statutory deductions such as Income Tax etc. will be made from each month's bill.
- e) **After receiving the payment from the Society the contractor must disburse the wages to the deployed manpower within 03 working days otherwise a suitable penal action will be taken in this regard by the Society as mentioned in clause no 09 sub clause "a" above.**
- f) The payments will be made only through Public Financial Management System (PFMS) to agency.

17. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period to the agency along with blacklisting.

18. Pre-Bid Meeting

In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BSACS as per details given hereunder:

Date & Time:	10.04.2026 (Friday) at 4:00 PM
Venue:	Chamber of Project Director, Bihar State AIDS Control Society, 6 th Floor Swasthya Bhawan, Patna-14

19. Submission of Bid:

The last date and time for submission of the completed bids (Technical & Financial) is 15.00 hrs April 27, 2026. The bid must be submitted through Courier/Speed Post/Registered Post only at Dispatch Section of Bihar State AIDS Control Society. The bid submitted by hand or any other means will not be accepted. The Society will not be responsible for any postal delay. The Technical Bid and the Financial Bid should be sealed by the bidders in separate covers super scribed with "Technical Bid" or "Financial Bid" and "Tender Opening Date". Both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with "Bid regarding Outsourcing Manpower for Housekeeping and other related Service to Bihar State AIDS Control Society".

20. Tender Opening

Technical bid will be opened on the last day of submission of bid (i.e. April 27, 2026) at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend. The financial bids of the technically qualified bidders will be opened on hrs May 04, 2026 at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend.

In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

Bihar State AIDS Control Society reserves the rights to accept or reject any or all tender or change the terms and conditions of bid or cancel the bid without assigning any reasons at any stage and time.

23/13/2026
Additional Project Director

AGENCY/FIRM/COMPANY PROFILE

S.N.	Particulars	To be Filled by the Bidder
1.	Name and registered address of the agency/firm/company	
2.	Full Address of Operating Branch/Office in Patna: Contact No: FAX No: E-Mail Address: Website:	
3.	Legal status (individual / proprietor, partnership firm, limited Company.	
4.	Name, designation, and telephone nos. Of the contact person / persons. Fax No. E-mail id website	
5.	Month and Year of commencement of service business.	
6.	Statutory details (Photocopies to be attached) a. EPF registration number. b. PAN Card Number c. GST registration number d. Annual Turnover of the Company 2022-23, 2023-24 2024-25	
7.	Details of Earnest Money Deposit	DD No.- Date-
8.	Name and addresses and designation of the persons who will represent the Bidder while dealing with the BSACS (Attach letter of authority)	
9.	Are you governed by minimum wages rules of the Govt. If yes, please give details.	
10.	Has the organization blacklisted by any state or central government entity or any of its undertakings If yes, kindly give details of the govt. entity and reason for blacklisting, as on date for submission of bidding document.	

It is the responsibility of bidder to go through the bidding document to ensure furnishing of all required documents in addition to above, if any.

Note:- All the relevant papers/documents must be submitted by bidder in their technical bid in support of their eligibility for the tender.

Signatures of authorized signatory

Name _____

Designation _____

Seal:

ASSIGNMENT REGARDING OUTSOURCING MANPOWER FOR HOUSEKEEPING AND SECURITY SERVICES SUCCESSFULLY COMPLETED

Sr. No.	Full Address of the Organization with Phone No. where Assignment done	Assignment Contract No./Work Order No.& Date	Description of Work/ Services Provided	Date of Commencement	Date of completion	Total No. of manpower provided to Government (Central or State) Sector/PSU / Autonomous Institution / organization	Please indicate the Page nos. mentioned in submitted Bid to verify/check the details

(Note:- Bidders may increase the rows to include additional Experience details for the purpose of technical evaluation. Documents attached for only desired financial years will be considered as inexperience/less experience.)

We certify that all the above details are correct in my knowledge and further confirm that we are aware that, our application for the captioned scope of work defined in this tender document would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2026

Name of the Bidder/agency:
Signature of the Authorized Person:
Name of the Authorized Person:
Designation of the Authorized Person:

(04)

INSTRUCTIONS FOR THE FINANCIAL BID

Date:-

To,

The Project Director

Bihar State AIDS Control Society

Department of Health and Family Welfare

State Institute of Health and Family Welfare Building

Sheikhpura, Patna-800012

Sub: - Submission of quotation for "....."

Ref: - AIDS No. -Dated.....

FORMAT OF QUOTATION

S.N.	Category of Manpower	Rate as per Bihar Govt. Minimum Wages Act	EPF @ % on (A)	ESIC @.....@	Agency service charge/ commission in percentage form upto 2 decimal figure/place including all liability and charges	Total	GST as per applicable rate	Gross Total (A to F)	
								(G)	
								In word	In figure
1.	Highly Skilled				Must be quoted in percentage form upto 02 decimal				
2.	Skilled								
3.	Semi Skilled								
4.	Unskilled								

Note:

- The BSACS will pay the agency/bidder minimum wages, EPF, GST as per the prevailing rates along with service charges of the total payment to be made per month as per the financial bid quoted above by the bidder/agency.
- The rate quoted should be inclusive of all due taxes and in accordance with the provisions of Minimum Wages Act/Other related acts on the subject/Contract Labour (Regulation & Abolition) Act 1970, Private Security Agencies (Regulation) Act. 2005.
- Quoting less in violation of minimum wages act, Contract Labour Act, Govt. of India, Ministry of Labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons, No communication will be entertained in this regards.

5. The bidder must quote single service charge (in percentage form) of total payment to be made per month. Moreover "If any firm quotes "Nil" charges / consideration or less than or equal to 3.85%, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government or any other amenities. In case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected."
6. The bidders have to quote upto 2 decimal figure/places means whole number and two digits after the dot/point. If Service Charge is having more than 2 decimal places after the whole figure will be rejected summarily.
7. If two or more agencies quote the same service/commission charge then decision of Principal Employer ie BSACS and its purchasing committee will be final for selection of L-1 vendor. The selection may be based on oldest & most experienced agency registered in Bihar along with higher working experience in Government (Central or State) Sector or on highest turnover whichever is applicable or clauses mentioned in the tender document as above.
8. BSACS is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch of contract if the Committee is not convinced or satisfy with the details and proofs submitted by the bidder/s.

Signatures of authorized signatory

Name _____

Designation _____

Seal

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Annexure-IV

S.N.	Document to be attached with technical bid	Yes	NO	Indicate Ref pg no
5.	The pro forma at Annexure - I			
6.	The Bidder should be established firm/agency registered under Shops & establishment Act, Companies Act and should have been in operation for a period of at least 3 years. (Consortium is not allowed.)			
7.	Valid license from Home Dept. (Spl. Br.) under PSRA Act 2005.			
8.	Copy of Labour license registration certificate under the Contract Labour Act.			
5.	The bidder must have experience of providing minimum 100 nos. of manpower comprising of housekeeping works related services under various category (unskilled/semi-skilled/skilled/highly skilled) to the Government (Central or state) Sector/PSU/ Autonomous Institution/organisation, in each of the last three financial years (FY) (2022-23, 2023-24 & 2024-25). Note: Any deployment of less than 3 months duration will not be considered.			
6	The bidder has to submit minimum 05 satisfactory report duly signed by the competent authority where at present Security agency is providing services.			
7.	Copy of EPF registration certificate.			
8.	Copy of the PAN card.			
9.	Copy GST Registration Certificate			
10.	Copy of latest GST Payment Receipt/Certificate.			
11	Copy of Income Tax Return for the last three assessment years (2022-23, 2023-24 & 2024-25)			

It is the responsibility of bidder to go through the bidding document to ensure furnishing of all required documents in addition to above, if any.

Note:- All the relevant papers/documents must be submitted by bidder in their technical bid in support of their eligibility for the tender.

Signatures of authorized signatory

Name _____

Designation _____

Seal:

(16)

S.N.	Document to be attached with technical bid	Yes	NO	Indicate Ref pg no
12	Average annual turnover of Rupees Fifty Lakh (50 Lakh) for the last three financial years, 2022-23, 2023-24 & 2024-25. Last three financial years Audit Report from duly qualified Chartered Accountant Report showing details (balance sheet, & profit & loss) of their annual turnover should be submitted. Auditor/only C.A. Certificate of turnover will not be accepted.			
13	The Bidder required to furnish a copy of the Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage Month not older than two months prior to the tender opening date.			
14	The Bidder required to furnish a copy of the previous "Return of Contributions"(Form-5) submitted to the ESIC or a copy Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.			
15	Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only).			
16	The Bidder must not be 4. Blacklisted / banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt fraudulent or any other unethical business practices or for any other reason during the last 03 years from the last date of submission of bids, and 5. No criminal/ vigilance case related to cheating, forgery, criminal breach of trust, theft and prevention of corruption act is pending in any court of law against the bidder. 6. The bidder shall declare all ongoing litigation it is involved in with any government agency/ state/ central department / PSU.			
17	Checklist as per Annexure IV			
18	Copy of Tender Documents			

It is the responsibility of bidder to go through the bidding document to ensure furnishing of all required documents in addition to above, if any.

Note:- All the relevant papers/documents must be submitted by bidder in their technical bid in support of their eligibility for the tender.

Signatures of authorized signatory

Name _____

Designation _____

Seal: