

# NAGAR PNCHAYAT, BAISI (PURNEA)

(Govt of Bihar)

## NOTICE INVITING TENDER

NIT NO-01/2026-2027

DATE:-09-06-2026

LETTER OF INVITATION (LOI) FOR BIDS REQUEST FOR PROPOSAL

**Nagar Pnchayat Baisi invites online proposal for Selection of Agencies for Providing Works/Tasks on work Contract Basis through Deployment of Manpower at NAGAR PANCHAYAT BAISI**

Detail of schdule for the bid are given below

Sl No		
1	website for submission of proposal	<a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
2	Date Of Issue Of Tender Notice	DATE:-09-06-2026
3	Start Date Of uploading Tender .	DATE:-13-06-2026 ( On website eproc2.bihar.gov.in)
4	Date , Time & Place Of Pre -Bid Meeting .	DATE:-16-06-2026 Time 02:00 Pm Place- Office of the Nagar Panchayat Baisi .
5	Last Date & Time For Uploding tender by the Contractor	DATE:-09-07-2026 Up to 3.00 Pm on website eproc2.bihar.gov.in
6	Date And Time Of Opening Technical Bid .	DATE:-13-07-2026 After 03:30 Hrs Pm on website eproc2.bihar.gov.in
7	Date and Time Of Opening Finacial Bid	To be Infromed Letter After the Approval of Technical Bid
8	Last Date And Time Of Submission Of Hard Copy Of EMD (In original) Along With Copy Of Uploaded Documents .	DATE:-13-07-2026 UP To 3.00Hrs Pm in The Office Of the :- Executive Officer Nagar Panchayat Baisi

### 09. Name of work

Group No.	Name Of Scheme	Earnest Money	Cost OF Tender Document (Non-Refundable )(in Rs)	BSEBDC Bid Processing Fee (in Rs )	Period
1	Providing Works/Tasks on work Contract Basis through Deployment of Manpower at NAGAR PANCHAYAT BAISI	50,000/-	5000/-	As Per eproc2.	03 month

  
09/06/26

**Executive officer  
Nagar Panchayat Baisi**

**NAGAR PANCHAYAT BAISI  
(PURNEA)**

**NOTICE INVITING TENDER FOR**

**Outsourcing of various job Works/Tasks on work Contract Basis through  
Deployment of Manpower at NAGAR PANCHAYAT BAISI**

## NOTIC INVITING TENDER

### 1- Scope of work:

Description of job work and an illustrative list manpower likely to be deployed is indicated in Annexure-I The lists illustrative note exhaustive, The number of persons, job descriptions and related criteria to be outsources may vary depending on actual requirement.

### 2- Period of contract

The contract shall be initially for a period two year, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement of NAGAR PANCHAYAT BAISI

### 3- General Terms & Conditions

- (a) The personnel provided will be required to perform duties as assigned to them by the municipal authorities from time to time.
- (b) Every personnel deployed under this tender by the agency shall be the employee of said agency and the personnel shall not a claim any benefits/compensation/absorption regularization of service with the municipally under any provisions of laws force. Undertaking from the personnel to this effect will be required to be submitted through the Agency to the Nagar Panchayat Baisi.
- (c) The agency shall ensure that the personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person during and after the contract period with the agency.
- (d) The service provider has to provide the photo identity card to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed when own work and their loss to be reported immediately.
- (e) Salary of a particular month will be disbursed by the agency to its employees on or before 10<sup>th</sup> day of next month through bank accounts only.
- (f) The payments shall be done on the basic of a attendance certified by authorized user/official of Nagar Panchayat Baisi as per contract rate term

and condition. The contract shall also make payment for all statutory due in time as per contract terms and condition.

- (g) Considering the needs of the time the Executive officer of may revise the staff requirements.
- (h) The Selected Agency should raise invoice to ULB 1<sup>st</sup> day of the next month based on attendance certified by Executive officer.
- (i) The ULB should ensure that agency would get paid within one month of submitted. In case of unforeseen delay, agency must pay employees.
- (j) Any bank charges are to be borne by the agency.
- (k) Payment to contractor shall be carried out on the basis of number of Manpower employee as required by Municipality. The quantity in tender document is not exhaustive.
- (l) The contractor needs to put monthly rates of the category of Manpower as given in Annexure-I along with their monthly profit. The contractor is to quote final monthly amount as detailed in Annexure-I in the bid.
- (m) The tender signed reserve the right to accept/reject all or any of the tender without assigning any reasons.
- (n) The person/persons deputed for the service by Agency should attain age of 21 years at the time of contract and should not be more than 50 years & person should be physically fit. They should submit is proof certificate at the time of joining duty, if asked.
- (o) In the event of any person/persons of the agency being on leave/absent the agency cell ensure suitable alternative agreements to make up for such absence.
- (p) The department of Executive officer will not of responsible for any injury sustained to the agency worker during the performance of their duties and also for any damage of in compensation due to any disputes between the agency and its works. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the agency. The agency will be responsible for the payment of compensation.
- (q) The persons deployed by the Agency should work under the control of Executive officer or by the officer authorized representative.
- (r) The Executive officer reserve right to the termination the service of any deployed person without Stating and reason at any time or ask for the replacement.
- (s) Executive officer reserves rights to terminate the service of agency without stating any reasons at the any time.

#### 4 - Terms of Payment:

- a. No advance payment shall be made. However the payment shall be released only after the end of every month provided the services are satisfactory. In case the agency submit incomplete bills and/or without necessary documentary proof and attendance of the person engaged duty signed by the agency and counter signed by the Concern Authority the officer of Nagar Panchayat Baisi shall not be held responsible for any delay in marking payments.
- b. The Agency shall be disburse wages to its employees on or before the 7th day of succeeding month to in respect where of wages are payable irrespective of the fact whether it has received amount of consideration from the department or not.
- c. Any taxes and/or other government levies as applicable or becoming applicable later due to or under any law shall be deducted from the bill.

#### 5- Jurisdiction:

All disputes or difference between the Parties to this agreement, meaning or effect of this agreement of the respective rights and liabilities of the parties here to or their enforcement there under, shall be referred as per the provision of the Indian Arbitration Act and only the Civil courts in Purnia Bihar shall have jurisdiction in all matters arising out of or connected with the agreement.

#### 7-Subcontractors:

The Tender shall not assign, in whole or any part, its obligations to perform under this contract, to other agency.

#### 8- Technical Qualification:

Agencies are requested to go through with ACT attachment to check eligibility, those who fulfils the conditions are required to apply for this bid.

**Scope of Work:** out sourcing of various job tasks and assignments on a work contract basis, focusing on manpower development and supervision for Nagar Panchayat Baisi.

**Annexure -III**

**Eligibility Conditions – All are mandatory.**

1. The Service Provider must be registered with the competent authority for **PAN, GST, EPF, ESIC, CVC, etc.**
2. There should be **no civil or criminal case pending** against the owner/director/partner of the Service Provider. They must not have been convicted or found guilty of any offence involving **moral turpitude** or violation of any prevailing law.
3. In this regard, the Service Provider must submit an **Affidavit on ₹1000 stamp paper**. The affidavit must be **dated after the publication of the tender**. The **original affidavit** must be submitted in the office **before the opening of the tender**.
4. The Service Provider must have its **Head Office or Branch Office located anywhere in the State of Bihar**. For this, an **Affidavit on ₹100 stamp paper** is mandatory. The affidavit must be **dated after the publication of the tender** and its **original copy** must be submitted before tender opening.
5. The Service Provider must have a **minimum average annual turnover of ₹15,00,000/- (Fifteen Lakhs)** for the financial years **2021-22, 2022-23, and 2023-24**. The turnover certificate must be issued by a **Chartered Accountant**. The certificate must contain the **UDIN number**.
6. The Service Provider must deposit **₹50,000/- (Fifty Thousand Rupees)** as **EMD** in favour of the **Executive Officer, Nagar Panchayat Baisi**. The EMD must be **dated after the publication of the tender**. The **original EMD** must be submitted in the office before tender opening. **No exemptions** of any kind will be allowed.
7. The Service Provider must possess the following **ISO Certifications**:
  - o **ISO 9001:2015**
  - o **ISO 14001:2015**
  - o **ISO 45001:2018**
8. The Service Provider must **not be blacklisted** by any State or Central Government Department. For this, an **Affidavit on ₹500 stamp paper** is mandatory. The affidavit must be **dated after the publication of the tender**, and the **original copy** must be submitted before the tender opening.
9. The agency must comply with all **relevant labour laws** of the Central and State Government. For this, an **Affidavit on ₹100 stamp paper** is mandatory. The affidavit must be dated after the tender publication, and the original copy must be submitted before tender opening.
10. The agency must verify the **Character Certificate of each deployed employee**. Verification must be done by the agency itself on **₹100 stamp paper**, separately for each employee, **notarized**, and the **original copies** must be submitted to the office.
11. All employees appointed by the agency must be provided **EPF, ESIC, and all other statutory wage-related benefits**. For this, an **Affidavit on ₹100 stamp paper** is mandatory.
12. The agency will verify the **required educational qualifications** of employees deployed in respective positions in Nagar Panchayat. For this, an **Affidavit on ₹100 stamp paper** is mandatory.

माननीय सदस्य **श्री. राजेश** साहू

1) **पार्स** **₹ 100** **नगर पंचायत** **बायसी**

2)  
3) **कॉन्ट्रिब्यूशन**  
**₹ 100**  
**उप मुख्य अधिकारी**  
**नगर पंचायत, बायसी**

**Chief Councilor**  
**श्री. राजेश साहू**  
**Nagar Panchayat Baisi Purnea**  
**मुख्य अधिकारी**  
**नगर पंचायत, बायसी**

**₹ 100**  
**17/12/25**  
**Executive Officer**  
**नगर पंचायत बायसी**  
**पुर्णिया**

## NAGAR PANCHAYAT BAISI (PURNEA)

### Annexure-I

Area of work and positions (Description of required job and service)

The details given here are indication and the Department may modify all or any of the terms and conditions as per the requirements during the period of contract. (ULB reserves the right to alter and delete any item/s)

SL No	Type of Staffs	Qualification	Level	Number	Daily Wages rate as per Govt. of Bihar	EPF Per day @13% (12+1)	Employer ESIC @3.25%	Working days in a months	Minimum Wage in a Month per employee	Total cost in one month required employees
1	2	3	4	5	6	7	8	9	10 = (6+7+8)*2 6 days	11 = (10*2)
1	MTS	Graduate and specific education/experience	HIGHLY SKILLED	4	660	85.80	21.45	26 days	19948.50	79,794.00
2	MTS	Graduate	SKILLED	4	541	70.33	17.58	26 days	16351.66	65,406.64
3	ADESHPAL/NIGHT GAURD	Matric	SEMI SKILLED	4	444	57.72	14.43	26 days	13419.90	53,679.60
4	<b>Sum Total Cost to be incurred in one month</b>									1,98,880.24
5	<b>Service Charge maximum as per finance department rule</b>									
6	<b>Total Cost Before GST</b>									
7	<b>GST @ 18%</b>									
8	<b>Total Cost After GST in one month</b>									

माननीय सदस्य पार्षद स्वामी समिति

1) नगर पंचायत  
निलापूर्णिमा

2)

3) कौटिली नगर पंचायत बायसी, पूर्णिमा

उप मुख्य पार्षद  
नगर पंचायत, बायसी

Chief Councilor  
Nagar Panchayat Baisi Purnea  
मुख्य पार्षद  
नगर पंचायत, बायसी

27/12/25  
मुख्य पार्षद पदाधिकारी  
नगर पंचायत, बायसी  
पूर्णिमा