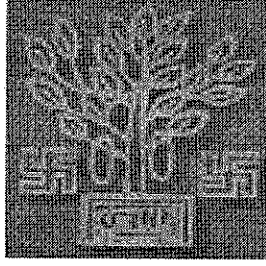


NAGAR PARISHAD, HAJIPUR

(Govt. of Bihar)



REQUEST FOR PROPOSAL FOR

**Empanelment of Agencies for Providing
skilled/Semi skilled/Unskilled Manpower on
Outsourcing Basis to Nagar Parishad, Hajipur.**

NITNO: 05/2026-27
Issued on Date :- 08/06/2026

Issued By:-

Office, Nagar Parishad, Hajipur.
Rambalak Chowk, Ward No.- 28, Hajipur, (844101)
Dist.- Vaishali (Bihar)
Email: hajipurnagarparishad@gmail.com
Website: <https://state.bihar.gov.in>

✍

Nagar Parishad, Hajipur

E-mail- hajipurnagarparishad@gmail.com

NIT No. 05/2024-25

Date : 08.06.2026

NOTICE INVITING TENDER **REQUEST FOR PROPOSAL**

Through e-procurement mode only https://eproc2.bihar.gov.in		
Nagar Parishad Hajipur invites online proposals for Empanelment of Agencies for Providing skilled/Semi skilled/Unskilled Manpower on Outsourcing Basis to Nagar Parishad, Hajipur.		
Details of schedule for the bid are given below:-		
Sl. No.	Activity	Timeline & Address
1	Online Sale/ Download Date of Tender documents	16.06.2026 (10:30 AM) (https://eproc2.bihar.gov.in)
2	Pre-bid Meeting Date (Only two members per bidder are allowed).	16.06.2026 (Offline) at the Nagar Parishad Hajipur Office, at 11:00 AM
3	Last Date for Submission of Bids (online)	22.06.2026 (03:00 PM)
4	Opening of Technical Bids	22.06.2026 (03:30 PM)
5	Date of opening of Financial bids	To be informed later to technically qualified bidder
6	Cost of bidding document (tender fee)	Tender fee rupees 10,000.00 (Non Refundable) to be paid through Online mode i.e. Internet payment gateway (Credit card, Debit Card), Net banking, Online challan and NEFT/RTGS.
7	EMD	Rs.- 1,00,000.00 [(Rupees One lakh only) (refundable)] in the form of Online mode i.e. Internet payment gateway (Credit card, Debit Card), Net banking, Online challan and NEFT/RTGS. bank guarantee (BG)/ in Favor of "EXECUTIVE OFFICER, NAGAR PARISHAD HAJIPUR" Payable at HAJIPUR

RFP Document shall be available on website : <https://eproc2.bihar.gov.in>

For Queries & Clarification, send e-mail to : hajipurnagarparishad@gmail.com


Executive Officer,
Nagar Parishad, Hajipur

INVITATION FOR BIDS REQUEST FOR PROPOSAL

Nagar Parishad Hajipur invites online proposals for Empanelment of Agencies for Providing skilled/Semi skilled/Unskilled Manpower on Outsourcing Basis to Nagar Parishad, Hajipur.

1. Upon award of the Contract, the successful bidder, referred below as Outsourcing Service Provider, shall provide the following services in Nagar Parishad Hajipur deploy resources (The final number of each category may be as per requirement of Nagar Parishad Hajipur):

क्र० सं०	पदों की विवरणी	पदों की संख्या	मासिक मानदेय	कार्य दायित्व
1	2	3	4	5
1	सुरक्षा गार्ड	30	15729	
2	बागवान (माली)	10	15764	
3	ट्रक चालक	12	23436	
4	कार/जीप चालक	14	19216	
5	पंप ऑपरेटर	65	15764	
6	बिजली मिस्त्री	4	19216	
7	मजदूर	15	15206	

2. Important Dates and Times/Bid Document

- 2.1 Last Date & Time for Submission of bids: 22/06/2026 till 03:00 PM
- 2.2 Date & Time of Bid Opening: 22/06/2026 at 03:30 PM

3. Eligibility Criteria

- 3.1 Organization must be registered under Companies Act 1956 /2013 Shop & Establishment Act/ Agency/Firm/NGO Act.
- 3.2 Minimum average turnover must be more than 20.00 lakh in last three financial years which should be supported by audited Balance Sheet.
- 3.3 Must have GST Registration.
- 3.4 Must have registered office in Bihar.
- 3.5 Must have Income Tax Registration.
- 3.6 Must have EPF and ESIC Registration.
- 3.7 The agency should have similar experience of working in Govt. organizations and they must have provided / providing similar services to more than two Govt. Organization.
- 3.8 The agency should not be blacklisted, an affidavit to this effect will have to be submitted.

4. Bid Price

- 4.1 The Service Charge should be quoted in percentage only.
- 4.2 The Rates (service charges) quoted by the bidder shall be fixed for the duration of the contract and service charges should be inclusive of all statutory liabilities (Workman Compensation Insurance etc.)
- 4.3 Applicable GST must be clearly stated. All taxes, insurance and other levies payable by the contractor /supplier under the contract shall be included in the quoted price.

- 4.4 Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
- 4.5 Tax will be deducted at source if applicable.

5 Submission of Bids:

- 5.1 The RFP document containing the project profile, invitation for qualification and criteria for evaluation may be obtained from the website: <https://eproc2.bihar.gov.in/>
- 5.2 For support related to e-tendering process, bidders may contact at following address "M junction Services Limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Chapra-800 014, Bihar, Toll Free Number: 1800 572 6571". Vendor may visit <https://eproc2.bihar.gov.in/>
- 5.3 For participating in e-tendering process, the contractor shall have to get themselves registered to get user ID, Password and digital signature. This will enable them to access the website <https://eproc2.bihar.gov.in/> and download/participate in e-tender.
- 5.4 Detailed RFP/N.I.T can be seen on website <https://eproc2.bihar.gov.in/>
- 5.5 The bidder has to select the payment option as per e-proc 2.0 instructions.
- 5.6 Corrigendum/ Addendum, if any, will be published on the website itself.
- 5.7 NPH will not be responsible, in case of any delay, due to any reason whatsoever, in receipt of Bid Documents by the Bidders.
- 5.8 For bids submitted by post or courier or by hand, it is agency's responsibility that bids reach the Nagar Parishad Hajipur before the scheduled time of closure of submission of bids.
- 5.9 Each page of the bid documents should be signed and stamped at the bottom right hand corner by the agency. In case the bid is submitted by partnership firm or company/Corporation, the same shall be signed by the authorized partner (s) or President/Director/Secretary or other authorized representative (s) of firm/Company. Satisfactory evidence of authority of the person signing on behalf of the agency shall be furnished with the tender. All the corrections, wherever made shall be initialed by the agency. It should be kept in technical Bid envelop.
- 5.10 For any queries regarding Tendering process, the bidders may contact at address as Provided in the tender document(RFP).

6 EMD/Bid Security

Rs.- 1,00,000.00 [(Rupees One lacs only) (refundable)] in the form of Online mode i.e. Internet payment gateway (Credit card, Debit Card), Net banking, Online challan and NEFT/RTGS. bank guarantee (BG)/ in Favor of "EXECUTIVE OFFICER, NAGAR PARISHAD HAJIPUR" Payable at HAJIPUR.

7 Performance Security

Successful bidder shall have to submit 5% as performance security of the ordered/contract value. The performance security can be either in the form of Bank draft or Bank Guarantor.

8 Validity period of Quotation

Quotation shall remain valid for a period not more than 120 days after the deadline date specified for submission.

9 Evaluation of Quotations

- 9.1 The Nagar Parishad Hajipur will evaluate and compare the quotations determined to be substantially responsive i.e., which
- Are properly signed;
 - Conformed to the terms and conditions, Qualification and Eligibility criteria are submitted.

10 Terms of Service

- 10.1 The period of this contract shall be initially for one year from the date of award of contract. The same may be extendable for next year (Maximum 3 Years from the date of

award of contract) only at the discretion of the Nagar Parishad Hajipur subject to satisfactory completion of work during contract period/ extended contract period.

- 10.2 Wages of personnel deployed by the agency shall not be below the wages as decided by Nagar Parishad Hajipur.
- 10.3 Increase in wages for the personnel on account of revision in Minimum Wages by the Govt. of Bihar shall be incorporated by the Nagar Parishad Hajipur.
- 10.4 In case of requirement of manpower in the Nagar Parishad Hajipur, the tender has to provide personnel at the same rate which they quote for Nagar Parishad Hajipur.
- 10.5 Statutory Components e.g. EPF & ESIC shall be paid to the agency as per applicable rates.
- 10.6 The contractor's profit will remain fixed for the scope in the original Agreement during the currency of the contract.

11 Award of contract

- 11.1 The Nagar Parishad Hajipur will award the contract in accordance with the followings bid.
 - i. The financial bid of only those Agencies will be opened who qualifies the technical bid.
 - ii. The contract will be awarded to the Agency, having quoted the lowest price in percentage.
 - iii. Nagar Parishad Hajipur reserves the right to award the contract to the agency that is found to have the technical & financial Capability to execute the contract.
- 11.2 Not with standing the above, the Nagar Parishad Hajipur reserves the right to accept or reject any tender and to cancel the bidding process at any time prior to the award of contract.
- 11.3 The agency must furnish all the necessary license/certificates/tax clearance certificates from concerned authorities for carrying similar services.
- 11.4 Prior to expiration of the quotation-validity-period, the award of contract/contracts by the Nagar Parishad Hajipur will be notified to the agency/agencies, whose offer/ offers have been accepted. The terms of the accepted offer/offers shall be incorporated in the work order/Agreement.

12 Other Conditions

- 12.1 The number of personnel to be taken on hire may increase/decrease or deleted subject to the requirement of Nagar Parishad Hajipur /Project.
- 12.2 Staff/Staffs deployed by the agency will be posted at male/female as per the requirement of Nagar Parishad Hajipur.
- 12.3 The agency shall have to submit along with the bill, the copy of the attendance register and biometric attendance sheet and salary register & challans for having made payment to the manpower provided, necessary copies of the challans for having made payments of the statutory deductions like E.P.F., ESIC contribution, Labour Cess etc. in respect of the previous month's payment.
- 12.4 If any staffs of the selected agency remain absent from the duty for more than three (03) days, the selected agency will have to provide alternative manpower.
- 12.5 The working hour will be minimum 8 hours in a day.
- 12.6 All the required manpower should be medically fit, well disciplined, and have to follow Nagar Parishad Hajipur rules, instruction and directions.
- 12.7 The responsibility lies with the selected agency for and in respect Workman Compensation Act and other Labour Laws.
- 12.8 Any other job not specifically mentioned but reasonably implied to be executed for satisfactory completion of Job in all respect shall have to be carried out by the personnel without any claim for extra cost. Decision of Nagar Parishad Hajipur shall be final and binding in this regard.
- 12.9 The selected agency will be responsible for the conduct of personnel deployed by them.
- 12.10 The selected agency will deposit the PF & ESI contribution (Employee + Employer's) using their firm's EPF & ESIC number and copy of chalan for month e.g. "January" shall be submitted along with the bill for the month of e.g "March" Nagar Parishad Hajipur

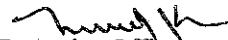
- 12.11 If the selected agency fails to do the jobs satisfactorily or is unable to complete the job, Nagar Parishad Hajipur reserves the right to cancel the Contract and forfeit the performance security without assigning any reason.
- 12.12 चयनित आउटसोर्सिंग एजेंसी के द्वारा उपलब्ध कराये जाने वाले मानव बल/कर्मियों की समीक्षा हेतु कार्यपालक पदाधिकारी की अध्यक्षता में एक समिति गठित की जायेगी। उक्त समिति में कार्यपालक पदाधिकारी द्वारा नामित पदाधिकारी (सदस्य) रहेंगे। इस समिति द्वारा आउटसोर्सिंग एजेंसी के स्तर से उपलब्ध कराए जाने वाले प्रस्तावित मानव बल को उपयुक्त पाये जाने के उपरांत ही प्रस्तावित मानव बल की सेवा चयनित आउटसोर्सिंग एजेंसी द्वारा ली जायेगी।
- 12.13 उदाहरण के लिए चयनित लिए यदि किसी कामगार को आउटसोर्सिंग के माध्यम से रखा जाना है, तो उसके एक दिन के लिए निविदा में न्यूनतम मजदूरी की गणना कुछ इस प्रकार से होगी:-

कामगार की प्रकृति	कामगार की संख्या	एक दिन की न्यूनतम मजदूरी की दर	ESI की राशि @3.25%	EPF की राशि @13%	योग (3+4+5)	सेवा शुल्क @3.85% (न्यूनतम)	कुल योग (6+7)
1	2	3	4	5	6	7	8
सुरक्षा गार्ड	1	451	14.66	58.63	524.29	77.73	602.02

13 Payments:

- 13.1 Payment of deployed manpower net salary (except EPF, ESI and other statutory obligations) shall be directly transferred in their account through ESCROW account/RTGS/NEFT on monthly submission of attendance & details for salary part i.e. Salary, EPF, ESI etc. with due certification from Nagar Parishad Hajipur nodal official.
- 13.2 The EPF, ESI, Service Charges & GST shall be transferred in Bank account of the Agency deducting applicable TDS after submission of the invoice.
- 13.3 Payment shall be done as per the availability of the fund.
- 13.4 Any sort of payment of statutory obligations lies with the agency/firm. Nagar Parishad Hajipur shall have no obligation in such matters.
- 14 Interested Firms/Agencies are requested to provide / submit their offer in sealed cover latest by 3:00 p.m. on 22-06-2026 along with following documentation:
- 14.1 Annexure-1 (Filled Format of **Quotation**) in Separate sealed envelope.
- 14.2 Annexure-2 (Filled Format of **Check List**) as a Top Sheet of Technical Bid.
- 14.3 Annexure-3 (Filled Format of **Technical Evaluation Format**).
- 14.4 EMD (Hard Copy) If Bank Guarantee.
- 14.5 Xerox Copy of **Registration certificate** of firm/agency.
- 14.6 Xerox copy of **Audit Report** of last three years (2024-25, 2023-24 & 2022-23)
- 14.7 Xerox copy of **GST** Registration certificate.
- 14.8 Xerox copy of Proof of **Registered Address**.
- 14.9 Xerox Copy of **PAN Card**.
- 14.10 **EPF/ESIC** Registration number along with certificate of registration as applicable.
- 14.11 Annexure-4 (Filled Format of **Experience** Details of Agency supported by relevant documents).
- 14.12 **Affidavit from notary public** of declaring that the agency is not blacklisted by any Govt./Semi Govt organisation/Department.

We look forward to receive your bids and thank you for your interest in Nagar Parishad Hajipur.


Executive Officer
Nagar Parishad Hajipur.

Enclosures:

- 1) Annexure-1 (Format of Quotation)
- 2) Annexure-2 (Format of Check List)
- 3) Annexure-3 (Format of Basic Eligibility Criteria Evaluation)
- 4) Annexure-4 (format of Experience Details of Agency)



Annexure-1 (Financial Bid)

Nagar Parishad Hajipur invites online proposals for Empanelment of Agencies for Providing Skilled/Semiskilled/Unskilled Manpower on Outsourcing Basis to Nagar Parishad Hajipur.

FORMAT OF QUOTED SERVICE CHARGE FOR Skilled/Semiskilled/Unskilled STAFF

क्र० सं०	पदों की विवरणी	योग्यता एवं अनुभव	पदों की संख्या	मासिक मानदेय	कार्य दायित्व
1	2	3	4	5	6
1	सुरक्षा गार्ड	30			
2	बागवान (माली)	10			
3	चालक	25			
4	पंप ऑपरेटर	65			
5	बिजली मिस्त्री	4			
6	मजदूर	15			
7					

नोट :-

1. वित्तीय निविदा में एजेंसी का वांछित सेवा शुल्क (प्रतिषत में) उद्धृत करना होगा तथा निविदा प्रक्रिया में न्यूनतम सेवा शुल्क (प्रतिषत में) Quote करने वाले आउटसोर्सिंग एजेंसी को ही चयनित किया जायेगा। निविदा प्रकाशन के क्रम में वित्त विभाग के पत्रांक-2988 दिनांक-23.03.2023 के आलोक में आउटसोर्सिंग के माध्यम से मानव बल की सेवा प्राप्त करने हेतु सेवा शुल्क न्यूनतम 3.85 प्रतिषत (3 प्रतिषत लाभ और 0.85 प्रतिषत संव्यवहार शुल्क के रूप में) तथा अधिकतम 7 प्रतिषत (संव्यवहार शुल्क सहित) होगी। निविदा में यदि एक से अधिक निविदादाता द्वारा उद्धृत (Quoted) न्यूनतम सेवा शुल्क की दर सामान पाई जाती है तो वैसी स्थिति में लॉटरी के माध्यम से निविदा का निष्पादन किया जायेगा तथा इस पूरी प्रक्रिया की विडियोग्राफी करायी जायेगी।
2. मैनपॉवर के लिए निर्धारित इंगित मासिक मानदेय सभी प्रकार के कर एवं कटौतियाँ सहित है। उपर वर्णित पदों के लिए इंगित मानदेय राशि में से नियोक्ता का EPF & ESIC Contribution share की कटौती के उपरांत चयनित निविदादाता के सेवा शुल्क का भुगतान किया जाएगा।

Signature of authorised

Person of Agency with Seal

Name of the authorised Person

Business Address:

.....

.....

Place:

Date:

Annexure-2

Documents and Information (copies to be enclosed) to be submitted by the Agency
Checklists

Sr.No	Particulars	Ref. Page number (To be filled by Agency)												
1	Check List	1												
2	Annexure-3 (Basic Eligibility Criteria Evaluation Format)	2												
3	Agency Profile													
3.1	Detailed office address of the Agency with Office Telephone Number, Fax Number Mobile Number, e-mail id and the name of the contact person													
3.2	Name and address of the CEO/Director/Owner of the Agency with Tel./Mobile No:													
4	EMD Rs. 1,00,000/- in favour of Executive Officer, Nagar Parishad Hajipur payable at Hajipur. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">3.1</td> <td style="width: 40%;">Amount</td> <td style="width: 50%;"></td> </tr> <tr> <td>3.2</td> <td>Draft No</td> <td></td> </tr> <tr> <td>3.3</td> <td>Date</td> <td></td> </tr> <tr> <td>3.4</td> <td>Issuing Bank</td> <td></td> </tr> </table>	3.1	Amount		3.2	Draft No		3.3	Date		3.4	Issuing Bank		
3.1	Amount													
3.2	Draft No													
3.3	Date													
3.4	Issuing Bank													
5	Xerox Copy of Registration certificate of agency.													
6	Xerox copy of Audit Report of last three years (2024-25, 2023-24 & 2022-23)													
7.	Xerox copy of GST Registration certificate.													
8.	Xerox copy of Proof of Registered Address													
9.	Xerox Copy of PAN Card .													
10.	EPF/ESIC Registration number along with certificate of registration as applicable.													
11	Relevant experience Details													
11.1	Documents of Relevant Experience Details of Agency													
12	Affidavit from notary public for declaration of agency is not blacklisted by any Govt./Semi Govt organization.													

Note:

- 1) It is mandatory to get print out of this page on letter Head of Agency and attach this page as a first page of Technical Proposal.
- 2) It is mandatory to fill required columns (page nos.) & Bank Draft Details of this page.

Date:

Place:

Signature of Authorized Officer of the Agency
Full Name
Seal



Annexure-3

Basic Eligibility Criteria Evaluation Format

Sr. No	Particulars	Status	To be Filled by agency (Yes / No)								
1.	Bank Draft (EMD) of Rs. 1,00,000/-	Original Attached									
2.	Registration certificate of firm/agency. Under relevant Acts	Xerox Copy Attached									
3.	Attached Xerox copy of Audit Report of last three years. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year</th> <th>Turnover (In Lakh.)</th> </tr> </thead> <tbody> <tr> <td>2024-25</td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> </tr> </tbody> </table>	Year	Turnover (In Lakh.)	2024-25		2023-24		2022-23		The Average turnover in last three years is More than Rs. 20 Lakh.	
Year	Turnover (In Lakh.)										
2024-25											
2023-24											
2022-23											
4.	GST Registration certificate	Xerox Copy Attached									
5.	Proof of Registered Address in Bihar	Xerox Copy Attached									
6.	Income Tax Registration	Xerox Copy of PAN Card Attached.									
7.	EPF/ESIC Registration number along with certificate of registration as applicable.	Xerox Copy Attached									
8.	Similar experience of working in or more than two govt. organizations	Xerox Copy of relevant Documents attached.									
9.	Declaration of agency regarding is not blacklisted by any Govt./Semi Govt organization / Deptt.	Affidavit from notary public (Original) attached.									

Note:

- 1) It is mandatory to fill turnover column of Sr.No.3 and all other required column with **Yes** or **No** only as applicable.
- 2) It is mandatory to attach the self attested copy of required certificates/proof with above information.

If in future any information provided above formed to be wrong the bidder may be declared in illegible.

Date:

Place:

Signature of Authorized Officer of the Agency
Full Name
Seal

✱

Annexure-4

Experience Details of Agency with Govt. Organization

Sl. No	Name of Organization / Department	Type of Supplied Manpower	Contract Value	Period		Total No. of Year	Attached on Ref. Page No.
				From	To		

Note:

1. It is mandatory to appropriately fill each column. Use extra sheet if the space below is insufficient.
2. Enclose photocopies of the Work Completion Certificate in chronology and must mention reference page no. on required column.

Date:

Place:

Signature of Authorized Officer of the Agency
Full Name
Seal

