

Request for Proposal

For

**Providing Manpower Services to the A. N. Sinha Institute of Social
Studies, Patna on Outsource Basis.**

Tender No: ANSISS/2026/01 Date:- 01.10.2026



**A. N. Sinha Institute of Social Studies,
North-West Gandhi Maidan,
Patna - 800001**

1. Invitation for Bids

- I. ANSISS ("A. N. Sinha Institute of Social Studies, Patna") invites online bids from reputed, eligible and financially sound Manpower Service Providers for supply of highly skilled, skilled, semi-skilled and unskilled personnel on an outsourcing basis.
- II. The bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP document. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

2. Schedule of Bid Process

Sl. No.	Information	Details
1.	Online Sale/Download date of Tender documents	From 01.10.2026
2.	Tender Document Fee (Non-Refundable)	Rs. 5,000/- (Rupees Five Thousand Only) through online payment on the e-Procurement Portal.
3.	Tender Processing Fee (Non-Refundable)	Rs. 1180/- (Rupees Five Hundred Ninety Only) or as reflected on e-Procurement Portal in the through online payment on e-Procurement Portal.
4.	Earnest Money Deposit	Rs. 2,00,000/- (Rupees Two Lakhs Only) in the through online payment on e-Procurement Portal or Bank Guarantee in favor of Registrar, A.N. Sinha Institute of Social Studies, Patna,
5.	Last Date for Sending Pre-Bid queries by e-mail	11.10.2026, 02:00 PM Email: registraransiss@gmail.com
6.	Date and venue of pre-bid conference	12.10.2026, 03:00PM at A.N. Sinha Institute of Social Studies, North-West Gandhi Maidan, Patna - 800001
7.	Last date of submission of bid	23.10.2026 up to 3:00 PM
8.	Last date for submission of Hard Copy of EMD in case of being submitted as DD/BG	24.10.2026 up to 05:00PM
9.	Opening of Technical Bids	26.10.2026 at 11:00 AM.
10.	Opening of Financial Bids	To be intimated later.
11.	Method of Selection	Least Cost Method (L1)
12.	Bidding in Consortium/Joint Venture	No
13.	Bid Validity	180 days from the last date of bid submission

Sl. No.	Information	Details
14.	Agreement Period	01 year from the effective date of contract; extendable further on yearly basis for a maximum of two extensions based on satisfactory performance and the mutual agreement between the Selected Bidder and ANSISS.
15.	Contact person for queries	Prof. (Dr.) Nagendra Prasad Verma Email - registraransiss@gmail.com

CONDITIONS

1. Bidders may download the tender documents from e-Procurement Portal (<https://e-Procurement Portal.bihar.gov.in/>) and submit their bid according to the guidelines specified in the tender document <https://eproc2.bihar.gov.in/>
2. All proposals submitted in response to the RFP document must be accompanied by an EMD of Rs 2,00,000 (Rupees Two Lakhs Only) in the through online payment on e-Procurement Portal or Bank Guarantee in favor of Registrar, A.N. Sinha Institute of Social Studies, Patna, Account No. 34831947840 IFSC Code: SBIN0000152 Branch Name – State Bank of India, Patna Main Branch, Gandhi Maidan, Patna, payable at Patna. Bid submitted without EMD will be liable for rejection.
3. No bids will be accepted after closing date and time in any circumstances.
4. The technical and financial bids must be submitted through e-Procurement Portal (<https://e-Procurement Portal.bihar.gov.in/>) on or before the date and time specified in the NIT/RFP. The TIA doesn't take any responsibility for the delay/Non-Submission of Tender/Non-Reconciliation of online Payment caused due to non-availability of Internet connection, Network Traffic/Holidays, or any other reason. <https://eproc2.bihar.gov.in/>
5. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal (<https://e-Procurement Portal.bihar.gov.in/>) at the respective stage(s), as applicable. <https://eproc2.bihar.gov.in/>
6. The bidders shall upload the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement Portal (<https://e-Procurement Portal.bihar.gov.in/>). <https://eproc2.bihar.gov.in/>
7. The technical bids will be opened online on e-Procurement Portal on the scheduled date. In the event of any of the above-mentioned day being declared a holiday/closed day for ANSISS, the bids will be opened on the next working day at the scheduled time.
8. The bids must be uploaded online at the e-Procurement Portal (<https://e-Procurement Portal.bihar.gov.in/>). <https://eproc2.bihar.gov.in/>
9. The TIA reserves the right to accept or reject any or all tenders or change the terms and condition of NIT or cancel the NIT/RFP without assigning any reasons at any stage and time.
10. All further notifications, corrigenda/addenda, if any shall be posted on e-Procurement Portal (<https://www.e-Procurement Portal.bihar.gov.in/>) which shall form an integral part of this RFP. <https://www.eproc2.bihar.gov.in/>

Prof. (Dr.) Nagendra Prasad Verma
Registrar,
ANSISS, Patna

3. Scope of Work

A. N. Sinha Institute of Social Studies, Patna, Bihar requires the services of a reputed, well established and financially sound Manpower Service Provider registered with appropriate authorities for providing manpower to perform the jobs assigned to outsourced staff. The Service Provider must comply to all relevant statutory norms like minimum wages, employees' provident fund, Employees' State Insurance and applicable taxes etc.

The scope of services of the selected bidder shall include but not limited to:

- I. Tentative (initial) requirement of the number of persons will be 25 (Approx) in total category.

Sl. No.	Category	Remarks	
1	Highly Skilled	The Monthly wages payment for this category will be decided by ANSISS at the time of commencement of contract.	
2	Skilled	The Monthly wages payment for this category will be decided by ANSISS at the time of commencement of contract.	
3	Semi-Skilled	The Monthly wages payment for this category will be decided by ANSISS at the time of commencement of contract.	
4	Unskilled	The Monthly wages payment for this category will be decided by ANSISS at the time of commencement of contract.	

- II. The selected bidders shall be responsible for providing the manpower as specified above.
- III. The candidates proposed by the bidder for the designations shall be subject to screening and approval by ANSISS prior to deployment.
- IV. The selected bidder will be responsible for providing qualified resources/personnel as per the requirement of the A. N. Sinha Institute of Social Studies, Patna, Bihar (ANSISS).
- V. The bidder shall ensure that staff deployed at the A. N. Sinha Institute of Social Studies, Patna, Bihar (ANSISS) shall behave in a courteous manner. The bidder shall be held responsible for any loss or damage to the ANSISS's property.
- VI. The bidder shall ensure insurance of all the resources and shall be responsible for any consequence arising out of providing the services.
- VII. The deployed resources shall ensure the maintenance of infrastructure as per the maintenance policy suggested by the ANSISS.
- VIII. The deployed resources must report to the ANSISS campus in the specified dress code by ANSISS.
- IX. Deployed resources must mark their biometric attendance on the attendance system deployed at

ANSISS.

- X. The bidder shall be liable to pay the wages, dues etc. of the personnel deployed under various Labour Regulations and other statutory obligations. The bidder shall be responsible for all the claims of the employees of the selected bidder and shall not make and claim whatsoever against the ANSISS. The bidder shall be responsible for all statutory requirements e.g. ESI, PF, labour registrations, Insurance coverage etc. The Service Provider shall be responsible for compliance of all the rules & safety regulations etc.
- XI. The bidder shall ensure that the persons are punctual and remain alert in performance of their duties. The agency should ensure the continuous availability of personnel in case of leaves absenteeism etc. ANSISS will issue a separate policy on duties and responsibilities, working hours and entitled leave policy for each type of resources after on boarding of the agency.
- XII. The bidder shall be responsible for all injury to the worker or workmen or persons, animals or things and for all damages to the project works, materials, equipment, structural and / or decorative part of property which may arise from the operations or neglect of himself or any of his employees whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract.
- XIII. In case the personnel deployed by agency commits any misconduct or any disciplinary action, the agency shall be liable to take immediate action against such personnel on the report of the authorized officers of the ANSISS in this respect.
- XIV. In case of resignation, disengagement, long absence, or any other form of separation of a deployed personnel, the agency shall mandatorily provide a replacement resource possessing the same or higher qualification and experience within five working days. The replacement shall be deployed only after screening and approval by ANSISS.
- XV. The bidder shall not indulge in arbitrary and adhoc transfer or shifting of any of its employees from their designated duties without prior consultation with the authorities of the ANSISS.
- XVI. The bidder shall communicate the manpower details like name, residential address, code number, photograph, etc. of the persons deployed at each duty points.
- XVII. The bidder shall provide Identity Cards to the personnel deployed in the respective offices of the ANSISS to execute the work.
- XVIII. The bidder shall be solely responsible for redressing grievances or resolution of disputes relating to the personnel deployed.
- XIX. The place of jurisdiction shall be Patna, Bihar for handling any disputes arising out of this contract/agreement.
- XX. The contractor shall ensure full compliance with tax laws and labour laws of India with regard to this contract and shall be solely responsible for the same.
- XXI. The successful bidder shall submit a Performance Bank Guarantee (PBG) amounting to 5% of the total contract value. This PBG must be furnished on or before the signing of the subsequent contract, typically within fifteen (15) days from the issuance of the Letter of Intent (LOI), unless specified to the contrary. Total contract value will be calculated as below: The Performance Bank Guarantee (PBG) will remain valid up to 6 month from the date of expiry of contract.

Total Contract Value = (1 year salary cost of all resources) + Service Charges + GST

- XXII. The copies of the appointment letter issued to the personnel deployed shall be provided to the Institute.
- XXIII. The service provider shall be responsible for character certificate / verification and medical fitness of personnel deployed.

- XXIV. The service provider shall provide the pay slip duly indicating details of payment of all concerned and deduction thereon.
- XXV. The number of personnel deployed by service provider may increase or decrease in any category as per the requirement of ANSISS for which ANSISS will inform to the service provider.
- XXVI. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
- XXVII. The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required be submitted by the Service Provider to this office.
- XXVIII. The contracting Service Provider shall ensure that the manpower deployed in the A. N. Sinha Institute of Social Studies Patna conforms to the eligibility conditions of age and educational and professional qualification, language skills and experience prescribed etc. by the Institute from time to time.
- XXIX. The selected Service Provider shall ensure that the annual attrition rate of manpower does not exceed 5%. The selected Service Provider shall immediately provide a substitute in the event of any person leaving the job due to personal reasons.
- XXX. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of applicable labour legislation in respect of the manpower employed and deployed at the Institute. The persons deployed by the Service Provider at the A. N. Sinha Institute of Social Studies shall not have any claim of an employer-employee relationship with ANSISS.
- XXXI. The work order may be extended further on yearly basis for a maximum of two extensions based on satisfactory performance and the mutual agreement between the Selected Bidder and ANSISS. Wages increased during the extension period (if any) shall be communicated at the time of extension of the contract at the discretion of the ANSISS.

4. Insurance of work:

- I. During the contract period, the bidder shall be responsible for any loss or damage to property or life arising from any cause for which the bidder is responsible.
- II. For any loss or damage caused by the bidder in the course of carrying out any work required for performance of its contractual obligations.
- III. It shall be the responsibility of the bidder to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract.

5. Dispute Resolution:

- I. The bids and any contract resulting there from shall be governed by and construed according to the laws of India.
- II. All settlement of disputes or differences whatsoever, arising between the parties out of or in connection to the construction, meaning and operation or effect of this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably between ANSISS and the vendor's representative.
- III. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by **the other party, then the same shall be resolved as follows:**

- a) Conciliation: -All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be first settled by way of conciliation and failing which, by way of arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.
 - b) The dispute shall be first referred to the Development Commissioner for conciliation who shall conduct conciliation proceedings which will be held at Patna, Bihar.
 - c) Arbitration: - In case the conciliation proceedings fail, the dispute shall be referred to the arbitration as per the Arbitration Act.
 - d) All legal disputes will come under the sole jurisdiction of Patna, Bihar. The venue of the arbitration shall be Patna.
- IV. The Arbitral award shall be final and binding on both the parties.
- V. Work under the contract shall be continued by the vendor during the arbitration proceedings unless otherwise directed in writing by ANSISS unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the contract, no payment due, or payable by ANSISS, to the vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

6. Fraud or Corrupt Practices

- I. The Bidders shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOA and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained in this RFP, or in LOA or the Agreement, the ANSISS may reject a bid, withdraw the LOA, debar the bidder for a period of one year from participating in the future projects of the ANSISS or terminate the Agreement, as the case may be without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices. In such an event, the ANSISS shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidders Proposal.
- II. Without prejudice to the rights of ANSISS under Clause above and the rights and remedies which the ANSISS may have under the LOI or the Agreement, if a Bidder, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by ANSISS during a period of 1(one) year from the date such Bidder, is found by ANSISS to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- III. For the purposes of this Section, the following terms shall have the meaning here in after respectively assigned to them:

- “corrupt practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of tendering and execution of the project,
- “Fraudulent practice” means aim is representation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process,
- “Coercive practice” means impairing or harming or threatening to impairer harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process,
- “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by Department with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process, or (ii) having a Conflict of Interest, and
- “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection process.

7. Termination & Blacklisting:

- I. The ANSISS may terminate the Agreement/work order/ contract and Blacklist/Debar the vendor, in case of occurrence of any of the events specified below. In the event of such an occurrence, the First Party may give not less than 30 days written notice of termination to Second Party. If the vendor is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 days.
 - a) If the vendor is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 days.
 - b) If the vendor becomes insolvent or goes into compulsory liquidation
 - c) If the vendor, in the judgment of ANSISS, has engaged in corrupt or fraudulent practices in competing for or in executing the contract
 - d) If the vendor submits to ANSISS a false statement which has material effect on the rights, obligations, or interests of ANSISS.
 - e) If the vendor places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to the ANSISS.
 - f) If the vendor fails to provide Quality services as envisaged under this Agreement.
 - g) Serious discrepancy and delay in delivery of services or the performance levels agreed upon, which might have an impact on the functioning of the Call Centre.
 - h) Failure of the vendor to mobilize manpower, follow local laws, clumsy execution of work, and total disregard to public safety and its own employees.
 - i) Failure to abide by any lawful directions of the ANSISS.

Note: - *Blacklisting/Debarment of the vendor shall be natural consequence of the termination. The Blacklisting/Debarment shall be for such a period as may be specified by the ANSISS provided that before placing the vendor in the blacklist, with or without the termination of the contract, the ANSISS shall issue a notice given 15 days of time to the vendor*

- II. **Penalties:** - The ANSISS may impose a suitable penalty not exceeding 5% of monthly bill value (excluding proposed salary of manpower) of the vendor of the failure of such activities as mentioned above. Such penalties shall be deducted from the pending bills/bank guarantee of the vendor. However, the ANSISS shall issue a notice given 15 days of time to the vendor

before imposing such penalty.

- III. **Termination Payments:** - These payments shall mean the amount of payment by either party to the other party upon termination. Upon termination of the contract, the ANSISS may encase the performance security/bank guarantee etc. The ANSISS may clear outstanding dues of the sub-vendors of the second party out of such encashment and/or from the pending bills of the second party. After clearing such liabilities, any valid dues of the second party may be paid thereafter.
- IV. **Blacklisting without termination:** - **The ANSISS may blacklist the vendor without terminating the contract for any of the failures or acts of commissions or omissions under this Agreement.**
- V. **Foreclosure with Mutual consent:** -
 - a) Without prejudices to any provisions of this agreement, ANSISS and the vendor may foreclose this agreement by mutual consent in circumstances which does not constitute either party's default without any liability or consequential future liability for either party.
 - b) Should a Party intend to foreclose this Agreement by mutual consent, the intending Party shall issue a notice to the other Party and upon issuance of such notice, the other Party may within 15 days from receipt of such notice either agree to such foreclosure or raise objection(s) to the same by intimating either of the two possible positions to the intending Party in writing.
 - c) In either case of the other Party agreeing to the proposed foreclosure or otherwise, the Parties may negotiate the proposed foreclosure and sign a Supplementary Agreement for foreclosure to the main Contract Agreement within 30 (thirty) days of the date agreeing by both Parties. Foreclosure shall not come into effect unless and otherwise Supplementary Agreement is signed.
 - d) Any attempt or endeavor for foreclosure by mutual agreement shall be without prejudice to the rights and obligations of the Parties herein and the factum of such an attempt or exercise shall not stop either of the Parties from discharging their contractual obligations under this Agreement.
- VI. For the avoidance of doubt, it is clarified that such foreclosure will be without prejudice to the Vendor and shall not affect the Vendor in any way if it wishes to bid in future projects of ANSISS
- VII. **Transition and Exit Plan:**

The vendor shall ensure that the transition is smooth in case the contract is terminated or foreclosed with mutual consent. In addition to the cancellation of contract, ANSISS reserves the right to charge appropriate penalties and liquidated damages from the selected agency. Further: -

- a) All risks during transition stage shall be properly documented to ensure smooth transition without any service disruption.
- b) The transition plan along with the period shall be mutually agreed between vendor and the ANSISS when the situation occurs. Vendor shall be released from the project once successful transition is done meeting the parameters defined for the successful transition.

8. Indemnification

The selected agency shall indemnify, defend and hold harmless A. N. Sinha Institute of Social Studies (ANSISS), its officers, employees, representatives and agents from and against any and all losses, liabilities,

claims, damages, penalties, expenses, or costs (including litigation costs, attorney fees, and any third-party claims) arising out of or in connection with:

1. Any act of omission, negligence, misconduct, or willful default **of the personnel deployed by the agency;**
2. Any breach of statutory obligations, **labour laws, regulations, or non-compliance with EPF/ESI, Minimum Wages, GST, or any applicable laws;**
3. any accident, injury, or death **caused to the manpower deployed or to any third party during the course of performance of duties under this contract;**
4. Any theft, loss, or damage to the property **of ANSISS caused by the agency or its deployed personnel;**
5. Any claims, demands or legal proceedings **by the deployed personnel or any third party arising from the engagement under this contract.**

The agency shall be solely responsible for defending any such claims and for payment of all associated costs, damages or compensation. ANSISS shall not be liable for any act or omission of the agency or its personnel.

9. Payment Terms:

1. Payment to the firm/agency shall be made on monthly basis at the agreed rates after deducting necessary penalty (if any). Payment of wages to all staff engaged shall be done by the bidder.
2. The agency shall attach following documents with the Monthly running bill.
 - i. Copy of EPF deposit Monthly Challan of previous month.
 - ii. Copy of ESI deposit Monthly Challan of previous month
 - iii. Copy of Wages disbursement sheet ensuring minimum wages act.
 - iv. Copy of labour license (With 1st RA Bill only)

10. Timelines:

The bidder shall deploy the required personnel at ANSISS within two weeks from the date of issue of the Work Order/Purchase Order.

11. Penalty

Particulars	Penalty
Absence of Manpower during the working hours	Absence of manpower deployed during the working hours, • Shall attract penalty @1% of total monthly service charge per day per resource till 3 days. • From 4th day onwards a penalty @2% of total monthly service charge per day per resource will be levied. • The penalty shall not be levied in case of approved leaves and holidays. • Total penalty in any month shall not exceed 15% of the total payable service charge in that month. • In case the penalty amount reaches to 15% for more than 3 consecutive months, ANSISS may initiate the process for forfeiting the performance bank guarantee, blacklisting of vendor or termination of contract. Please note that payment of resource for the absent days will not be made. This

	penalty will be over and above the monthly salary deduction.
Major/emergent complaints shall be attended Within 24 hours from the time of intimation	Penalty @2% of total monthly service charge per day till the services is restored, subject to maximum 15% of the total payable service charge in that month. Post which ANSISS may initiate the process for forfeiting the performance bank guarantee, blacklisting of vendor or termination of contract.
Routine/non-emergent complaints shall be attended within 48 hours from the time of intimation	Penalty @0.5% of total monthly service charge per day till the services is restored, subject to maximum 15% of the total payable service charge in that month. Post which ANSISS may initiate the process for forfeiting the performance bank guarantee, blacklisting of vendor or termination of contract.

In any case, the total penalty shall not exceed 10% of the total service charges payable for the contract period.

12. Instructions to the Bidders

12.1 General

- I. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the ANSISS on the basis of this RFP.
- II. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the ANSISS. Any notification of preferred bidder status by the ANSISS shall not give rise to any enforceable rights by the Bidder. The ANSISS may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the ANSISS.
- III. This RFP supersedes and replaces all previous public documents and communications relating to this procurement. Bidders shall not rely on such previous documents or communications.

13. Compliant Proposals / Completeness of Response

- I. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- II. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
- III. Include all documentation specified in this RFP

- IV. Follow the format of this RFP and respond to each element in the order as set out in this RFP
- V. Comply with all requirements as set out within this RFP.

14. Key Requirements of the Bid

14.1 Right to Terminate the Process

- a. The ANSISS may terminate the RFP process at any time and without assigning any reason. The ANSISS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by the ANSISS. The bidder's participation in this process may result the ANSISS selecting the bidder to engage towards execution of the contract.

14.2 RFP Document Fees

RFP document can be downloaded from the website www.e-Procurement Portal.bihar.gov.in after paying tender fee of Rs. 5000/-and processing fee of Rs. 590 /-.The fees will have to be paid through online on the above mentioned website. Proposals received without or with inadequate RFP Document fees shall be rejected.www.eproc2.bihar.gov.in

14.3 Earnest Money Deposit (EMD)

- I. Bidders shall submit, along with their Bids, EMD of INR 2,00,000 only in the through online payment on e-Procurement Portal or Bank Guarantee issued by any Scheduled Bank.
- II. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- III. Exemption on submission of EMD to Micro, Small and Startup Enterprises registered under MSME Act for doing similar work will be provided as per the provisions of Revised Bihar Financial Rules, 2024, subject to submission of valid registration certificate and other documents with the bid.
- IV. The EMD may be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity.
 - b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

14.4 Submission of Proposals

- a) The bidders should submit their responses as per the format given in this RFP in the following manner
 - Technical Proposal
 - Commercial Proposal
- b) Please Note that prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.
- c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the

rejection of the Bid.

- d) The bids shall be uploaded through <https://e-Procurement Portal.bihar.gov.in> as per the instructions available on the website <https://eproc2.bihar.gov.in>

14.5 Preparation of Proposal

14.5.1 Proposal Preparation Costs

- a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by ANSISS to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- b) The ANSISS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

14.5.2 Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

14.5.3 Tender Opening

- I. The Proposals submitted up to due date and time will be opened at a date to be notified by a committee authorized by ANSISS, in the presence of such of those Bidders or their representatives who may be present at the time of opening.
- II. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bona fides for attending the opening of the proposal.

14.5.4 Bid Validity

The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of submission of bid.

14.5.5 Tender Evaluation for responsiveness

- I. Initial Bid scrutiny will be held, and incomplete details as given below will be treated as non-responsive, if Proposals:
 - Are not submitted in as specified in the RFP document
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the RFP
 - With lesser validity period

- II. All responsive Bids will be considered for further processing. The Department will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

15 Criteria for Evaluation

- I. Technical evaluation: The Bidder shall be examined prima facie to substantiate the compliance with the Bidder's eligibility criteria as set out for this project in terms of organizational, financial and technical experience etc. The bid will be rejected in case it does not meet the Eligibility criteria.
- II. Proposal may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been blacklisted by a central or any state government or any PSUs or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere.
- III. After the technical evaluation is completed and approved, ANSISS shall inform all Bidders who have submitted proposals, the detailed compliance of their Technical Proposals, and shall notify those Bidders whose Proposals did not meet the minimum technical criterion or were considered non-responsive to the RFP, that their Financial Proposals will be returned unopened after completing the evaluation process. ANSISS shall simultaneously notify in writing to the Bidders that have complied with the Technical Criterion specified in the RFP the date, time and location for opening the Financial Proposals.
- IV. Please note that no conditional bid will be entertained.

16.1 Eligibility Criteria

Sl. No.	Criteria	Requirement	Documents Required
1	Legal Status	The bidder must be a legally established entity registered as a Company under the Companies Act 1956/2013, or a Limited Liability Partnership (LLP) under the LLP Act 2008.	Registration Certificate / Incorporation Certificate
2	Turnover	The bidder must have achieved a minimum annual turnover of ₹2 Crore in each financial year of the last 3 financial years (2022-23, 2023-24 and 2024-25) (Only through manpower services)	CA Certificate with UDIN certifying an Average Annual Turnover of ₹2.00 Crore or above during the last three Financial Years (2022-23, 2023-24 & 2024-25), along with Audited Balance Sheets, Profit & Loss Accounts and Income Tax Returns
3	Experience	The agency should have a minimum of 3 years of experience in providing manpower of similar nature for the	Work Order/ Contract along with Completion/Satisfactory

Sl. No.	Criteria	Requirement	Documents Required
		last three years ending on 31 Mar 2025.	Certificate/ Proof of payment received
4	Projects	The bidder should have successfully executed the following work in the last three years: 1 contract involving minimum 100 outsourced manpower of value not less than Rs. 1 Crore OR 2 contracts involving minimum 50 outsourced manpower of value not less than Rs. 50Lakh of each contract.	Work Order/ Contract along with Completion/ Satisfactory Certificate/ Proof of payment received
5	Statutory Compliance	The bidder should have valid 1) GST 2) EPF 3) ESIC 4) PAN 5) ITR (AY 2022-23, 2023-24 and 2024-25)	GST/EPF/ESI Certificates, PAN, ITR (2022-23, 2023-24 and 2024-25)
6	Manpower	The bidder should have a minimum of 50 personnel on its payroll	EPF/ESI registration copies shall be submitted with last payment details clearly showing payment to more than 50 staffs.
7	Non-Blacklisting	The bidder should not be blacklisted by any Govt./PSU/Autonomous/Private	Form 7 affidavits to be submitted.
8	Office in Patna	Bidder must have an operational office in Patna, Bihar	Proof of office address in Patna

16.2 General Evaluation Elaboration

An evaluation committee so constituted by ANSISS will evaluate the bids as per the following pattern:

- i. Conditional bids shall be summarily rejected.
- ii. Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
- iii. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- iv. The Tenderer is expected to submit all documents along with General Bid for General

Evaluation, in case document is not provided or provided but not a valid document, then the same parameter shall not be considered for marking for the specific Bidder. It is the Bidder's responsibility that all documents pertaining to every parameter of "General Evaluation Elaboration" needs to be submitted and tagged/referenced to the evaluation parameter.

- v. The Tenderer may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise.
- vi. Further, the scope of the evaluation committee also covers taking of any decision with regard to the RFP, execution/ execution/implementation of the contract, including the contract management period.

16.3 Commercial Bid Evaluation

- a) The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b) Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- c) Any conditional bid would be rejected.
- d) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- e) If there is no price quoted for certain material or service, the bid shall be declared as disqualified.

16.4 Award Criteria

- a) The Contract shall be awarded on the basis of the Least Cost Method (L1). The technically qualified bidder quoting the lowest service charge in the Financial Bid shall be declared as the L1 bidder.
- b) Work will be awarded to L1 Bidder if there is only one L1 bidder identified during financial evaluation.
- c) In case of tie in rate, there will be more than one L1 bidders. In this case, the selection will be done through a transparent lottery system as prescribed in Revised Bihar Financial Rules, 2024. Upon evaluation, notification on award of contract will be intimated to the successful bidder.

16.5 Right to Accept Any Proposal and to Reject Any or All Proposal(s)

The ANSISS reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ANSISS action.

16.6 Contract Finalization and Award

- a. The ANSISS shall reserve the right to seek clarifications from the technically qualified

bidder(s), as permissible under applicable procurement rules, and finalize the contract agreement for award and signing.

b. The ANSISS may also like to reduce or increase the quantity of any item in the Scope of Work defined in the RFP. Accordingly, total contract value may change on the basis of the rates defined in the financial proposal.

16.7 Signing of Contract

After the ANSISS notifies the successful bidder that its proposal has been accepted, ANSISS shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between ANSISS and the successful bidder and the agreement shall be executed by the successful bidder at Patna on non-judicial stamp paper of Rs. 1000/- and the successful bidder shall bear all legal expenses of execution of the agreement.

16.8 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event ANSISS may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, ANSISS shall invoke the PBG of the most responsive bidder

17 Annexure

Form 1 Bid Securing Declaration

Date: _____

RFP No. _____

To

The Registrar

A. N. Sinha Institute of Social Studies,
North-West Gandhi Maidan,
Patna - 800001

Subject: Submission of the bid for "" _<Bidder's Name>"

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you and Contracting Department for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid, or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder, or (ii) thirty days after the expiration of the validity of my/our Bid

Signed: *(insert signature of person whose name and capacity are shown)*

in the capacity of *(insert legal capacity of person signing the Bid Securing Declaration)*

Name: *(insert complete name of person signing the Bid Securing Declaration)* Duly authorized to sign the bid for an on behalf of *(insert complete name of Bidder)*

Dated on _day of _____ *(insert date of signing)* Corporate Seal *(Where appropriate)*

Form 2 Technical-Qualification Bid Covering Letter

<Original signed copy on company letterhead>

To

The Registrar

A. N. Sinha Institute of Social Studies,
North-West Gandhi Maidan,
Patna - 800001

Subject: Submission of the Technical-Qualification bid for “_<Bidder’s Name>”

Dear Sir,

We, the undersigned, offer human resource in the form of various posts as mentioned in the RFP, for A. N. Sinha Institute of Social Studies, Patna, Bihar with reference to your Request for Proposal dated <insert date> and our Bid. We are hereby submitting our Technical-qualification bid.

We hereby declare that all the information and statements made in this Technical-qualification bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of this RFP document. We would hold the terms of our bid valid for the number of days as stipulated in the RFP document.

Yours sincerely,

(Authorized Signatory)Signature:

Name:

Designation:

Address:

Seal:

Date:

Form 3 Bidder's General Information

S. No.	Item	Bidder's Response			
1.	Company Name				
2.	Year of Establishment				
3.	Incorporated in India (Yes or no) Incorporation No.				
4.	Name & Designation of Authorized person				
5.	Contact Name				
6.	Email Address and Phone No.				
7.	Mobile				
8.	PAN and GSTN				
9.	Official Address				
10.	No. of Manpower on Bidder's Payroll				
11.	Brief Description of the Organization				
12.	Turnover	Years	2022-23	2023-24	2024-25
		Turnover			

Form 4 Bidder's Experience

S. No.	Item	Bidder's Response
1.	Name of Bidder entity	
2.	Assignment Name	
3.	Name of Client	
4.	Country	
5.	Contact Details (Contact Name, Address, Telephone Number)	
6.	Value of the Contract	
7.	Duration of Assignment (months)	
8.	Award Date (month/year)	
9.	Completion Date (month/year)	
10.	Narrative/ description of the project	
11.	Details of Work that defines the scope relevant to the requirement	
12.	Documentary Evidence attached	

Form 5: Undertaking on Total Responsibility

RFP No.:

Date:

To,

The Registrar

A. N. Sinha Institute of Social Studies,

North-West Gandhi Maidan,

Patna - 800001

Sub: Self-Certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for providing manpower to ANSISS, as per the requirements of the RFP.

Thanking you.

Yours faithfully,

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation :

Date :

Time :

Seal :

Business Address:

Form 6: Bank Guarantee for Earnest Money Deposit

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP #<RFP Number> dated<Date> for <Name of the assignment> (hereinafter called "the Bid") to ANSISS.

Whereas <Name of the Bidder> (hereinafter called "the Bidder") has submitted its bid for the submission of RFP No. <RFP Number> dated <Date> for <Name of the Assignment> (hereinafter called "the Bid");

The conditions of this obligation are as follows:

- 1) If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form, or
- 2) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document, or
 - b) Fails or refuses to participate in the subsequent Tender process after having been shortlisted,

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Form 7: Format of Non-Blacklisting Affidavit

FORMAT OF NON-BLACKLISTING AFFIDAVIT
(To be submitted on ₹100/- Non-Judicial Stamp Paper duly notarized)

Date: _____

I, _____, Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and declare that:

1. The Firm/Company has not been blacklisted, debarred or banned by any Central Government, State Government, University, Autonomous Institution, PSU or Local Authority.
2. No criminal case relating to fraud, corruption or financial irregularity is pending against the Firm or its Directors/Partners.
3. The information furnished in the Tender is true and correct.
4. If any statement is found false, A. N. Sinha Institute of Social Studies, Patna shall be free to reject the bid, terminate the Agreement, forfeit the EMD/Security Deposit and initiate legal proceedings.

Date:

Place:

(Signature of Deponent)

Verified before me

Notary Public

Form 8: Financial Proposal

(To be filled in company letter head in separately in single sheet with sealed envelope)

Sr No	Service Description	Service Charge to be quoted as a percentage of the monthly cost per manpower (Without GST) as defined in the RFP (not below 3.85%)
1	Providing manpower resources on a monthly service charge calculated on the total monthly cost per manpower resource	
Service Charge (in Words):		

Note: -

- 1) The agency is expected to provide a comprehensive financial quotation that factors in all expenses related to the engagement of resource persons. The financial proposal shall include all costs associated with the scope of work. The ANSISS shall not bear any cost other than the total cost mentioned in the financial proposal.
- 2) Evaluation of tender will be based on the lowest service charge quoted by the bidders.

Form 9: Performance Bank Guarantee

PERFORMANCE SECURITY:

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<email id>

Whereas, <name of the supplier and address>(hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide manpower services for <name of the assignment> to the DEPARTMENT (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract,

And whereas we, **<Name of Bank>** a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs. <Insert Value>(Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value>(Rupees<Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <Insert Date>) notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs. <Insert Value>(Rupees <Insert Value in Words> only).
- II. This bank guarantee shall be valid up to <Insert Expiry Date>)

It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

-----X-----