

RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW (SAKSHAM), Bihar, Patna,



SAKSHAM
State Society for Ultra Poor & Social Welfare (SSUPSW)
 Deptt. of Social Welfare, Govt. of Bihar
 2nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road,
 Patna – 800023, Bihar
 Website: www.ssupsw.in, Tel: +91-612-2546510/11,
 Email: ssupsw@gmail.com



Request for Proposal (RFP)

for

**Hiring of Agency to provide outsourced Manpower Services of
support staffs for SSUPSW (SAKSHAM), Bihar, Patna**

Date of Issue : 08.10.2026
 Deadline for Submission : 29.10.2026

Published By:

State Society for Ultra Poor & Social Welfare (SSUPSW)
 Deptt. of Social Welfare, Govt. of Bihar
 2nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road, Patna – 800023, Bihar
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1. LETTER INVITIG e-TENDER (Letter of Invitation)

RFP No:.....1442.....

State Society for Ultra Poor & Social Welfare (SSUPSW) Dept. of Social Welfare, Govt. of Bihar, invites proposals (Two Bid System) from reputed Company/Firm/Agency for Hiring of Agency to provide outsourced Manpower services of support staffs for SSUPSW, Bihar, Patna.

Tender Schedule/Programme:

SN	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 08.10.2026 (https://www.eproc2.bihar.gov.in)
2.	Last Date of sending Pre-Bid queries by e-mail	15.10.2026 up to 05.00 PM on ssupsw@gmail.com with subject line as "Pre bid queries-RFP Hiring of Agency to provide outsourced Manpower services of support staffs for SSUPSW, Bihar, Patna."
3.	Date, Time and Place of Pre-Bid Meeting	State Society for Ultra Poor & Social Welfare # 2 nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road, Patna-800023, on 16.10.2026
4.	Publishing of Pre-Bid queries response	Latest by 23.10.2026 on e-proc website (https://www.eproc2.bihar.gov.in) (best effort basis)
5.	Last Date/Time for submission/ uploading of offer/Bid	29.10.2026 up to 05.00 PM (https://www.eproc2.bihar.gov.in)
6.	Date & time for opening of Technical Bid	On or after 30.10.2026 post 11:30 AM (https://www.eproc2.bihar.gov.in)
7.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per decision by competent authority.
8.	Method of Selection	Least Cost Selection (LCS)
9.	Bidding in Consortium	No
10.	Bid Proposal Validity	180 days from last date of bid submission.
11.	Agreement Period	01 (One) Year, extendable to two more years
12.	Contact Person/Nodal Officer for queries	Procurement Specialist, contact no: 9304830255, Email: pssakshambihar@gmail.com

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website(<https://www.eproc2.bihar.gov.in>).

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- **Tender Processing Fee:** All Applicants have to pay a **non-refundable** Tender Processing as applicable **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.
- **Earnest Money Deposit (EMD):** An EMD of Rs. 3,00,000/- (Three Lakh) **through e-payment mode only** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, well before the last date/time for submission/ uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.
- **Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority 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."
- **The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab "Tender" on home page of above website and then going to Latest Tender by searching Department Name as "State Society for Ultra Poor & Social Welfare".**
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
- The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at bidder's own risk and may be liable for rejection.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder 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 web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
 - ❖ SSUPSW shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system
 - ❖ SSUPSW will notify the bidders for submission of original hardcopies of the uploaded documents, if required.

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- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- Conditional Bids shall be out-rightly rejected.
- **Validity of Bids:** 180 days from last date of bid submission.
- **For support related to e-tendering process, bidders may contact at following address:**
eproc 2.0 HELP DESK Address: RJ Complex, 2nd Floor, Opposite Vidyapeeth Institute, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. "Toll Free Number: 1800 572 6571" Email ID: eproc2support@bihar.gov.in.
- **Corrigendum/ Addendum/ amendments** if any, will be published on the website <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- Associates or JV arrangement or networking is not allowed under the assignment.
- Kindly note that the selection of agency under this RFP will not guarantee allocation of work and SSUPSW will assume no liability or cost towards it. SSUPSW makes no commitments, express or implied, that this process will result in a business transaction between anyone.
- The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the "e-Procurement Portal <https://www.eproc2.bihar.gov.in>. The RFP will be available to download from the above websites from ~~08~~ ^{29.10.2026} /10/2026. The last date for uploading of proposal/bid will be ~~29.10.2026~~ ^{up to 17.00 Hrs.} Technical Bid will be opened on or after ~~30.10.2026~~ ^{post 11:30 Hrs.} The Evaluation of Bids will be under **Least Cost System**. Please refer RFP document for complete details.
- The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned for the same.

SD/-

**Chief Executive Officer,
State Society for Ultra Poor & Social Welfare,
Department of Social Welfare, Govt. of Bihar**

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e-Tendering Process Related Instructions.

Submission of Proposals Through electronic mode only:

1. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc2.bihar.gov.in.
2. The bidder must have the Class III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. 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 web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc2.bihar.gov.in before the date and time specified in the NIT/RFP. The department / Tendering Authority 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."

5. The tender opening will be done online only.



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DISCLAIMER

1. This Request for Proposal (RFP) is issued by State Society for Ultra poor & Social Welfare (SSUPSW) "SAKSHAM", a society promoted by Department of the Social Welfare, Government of Bihar, an organization constituted by Government of Bihar. The intent of this RFP is to solicit proposals from firms (bidders) who are interested to provide outsourced manpower services of support staffs for SSUPSW, Bihar, Patna, in line with the terms and conditions described in this RFP.
2. This RFP is not an agreement and is neither an offer nor invitation by the SSUPSW, to the prospective bidders or any other person. The issue of this RFP does not imply that the SSUPSW is bound to select a bidder or to appoint the preferred bidder, as the case may be, for the Project.
3. Whilst the information in RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. It does not and does not purport to, contain all the information that a recipient may require. The information contained in this RFP is selective and the SSUPSW may in its discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
4. Neither the SSUPSW nor any of its officers or employees, nor any of their advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed proposal, or makes any representation or warranty, express or implied, with respect to the Information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisors and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed. Neither the SSUPSW nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent.
5. Information provided in this RFP to the bidders(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The SSUPSW accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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2. INSTRUCTION TO BIDDERS

General Provisions

Definitions

"Guidelines" means the policies of the SSUPSW set forth in this RFP.

"Client" means State Society for Ultra Poor & Social Welfare, Department of Social Welfare, Government of Bihar that signs the Contract for the Services with the selected Agency.

"Agency" means a legally-established outsourced manpower services providing firm or an entity that may provide or provides the Services to the Client under the Contract.

"Contract" means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed.

"Data Sheet" means detailed instruction to the Agency (ITA) for preparation of the RFP.

"Government" means the government of the Client's State.

"ITA" mean the Instructions to Agency that provides the information needed to prepare their Bids.

"Bid" means the Technical Bid and the Financial Bid of the Agency in response to the RFP.

"RFP" means the Request for Proposal to be prepared by the Client for the selection of Agency.

"Services" means the work to be performed by the Agency pursuant to the Contract.

"TORs" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

1. Introduction

The Client named in the **Data Sheet** intends to select an Agency, in accordance with the method of selection specified in the **Data Sheet**.

The Agencies are invited to submit a Technical Bid and a Financial Bid, as specified in the **Data Sheet**, for services required for the assignment named in the **Data Sheet**. The Bid will be the basis for negotiating and ultimately signing the Contract with the selected Agency.

The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports required for the preparation of the Agency's Bid as specified in the **Data Sheet**.

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SSUPSW (SAKSHAM), Bihar, Patna**

2. Conflict of Interest

2.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

2.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

3. Unfair Advantage

Selection of the Agency would be strictly in accordance to the ToR.

4. Corrupt and Fraudulent Practices

The Client requires compliance with its policy in regard to corrupt and fraudulent practices as set forth by the SSUPSW.

In further pursuance of this policy, Agency shall permit the Client to inspect all accounts, records, and other documents relating to the submission of the Bid and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

Preparation of Bids

5. General Considerations

In preparing the Bid, the Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Bid.

6. Cost of Tender

6.1 The Agency shall bear all costs associated with the preparation and submission of its Bid, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any Bid, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.

PERFORMANCE SECURITY

After contract is awarded, the Agency will submit a Performance Security 5% of the Contract value. EMD of successful tenderer can be adjusted towards Performance Security.

Performance Security shall be with client for a period of 15 Months or any other period agreed by both the parties.

Performance Security may be furnished in the form of Bank Guarantee from a commercial/nationalised bank in favour of Authority covering the period of contract.

(Handwritten signatures and initials)

- 7. Language** The Bid, as well as all correspondence and documents relating to the Bid exchanged between the Agency and the Client shall be written in the English language.
- 8. Documents Comprising the Bid** The Bid shall comprise the documents and forms listed in the **Data Sheet**.
- 9. Only One Bid** The Agency shall submit **only one Bid**. If the Agency submits or participates in more than one Bid, all such Bids shall be disqualified and rejected.
- 10. Bid Validity** **The Data Sheet** indicates the period during which the Agency's Bid must remain valid after the Bid submission deadline.

During this period, the Agency shall maintain its original Bid without any change, including the proposed rates and the total price.
- 11. Sub-Contracting** The Agency shall not be entitled to subcontract the Services without prior written consent of the Client.
- 12. Technical Bid Format and Content** The Technical Bid shall not include any financial information. A Technical Bid containing material financial information shall be declared non-responsive.
- 13. Financial Bid** The Financial Bid shall be prepared for the Service Charges excluding Goods and Service Tax (GST) using the Standard Form provided in the Excel format given at <https://www.eproc2.bihar.gov.in>
- 14. Taxes** The Agency is responsible for meeting all tax liabilities arising out of the Contract.

Submission, Opening and Evaluation

- 15. Submission of Bids** 15.1 The Agency shall submit a signed and complete Bid comprising the documents and forms thorough online at portal <https://www.eproc2.bihar.gov.in>

An authorized representative of the Agency shall sign the Bid.
Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

The Technical Bid duly supported with required document with signature of authorized person & stamped shall be submitted at <https://www.eproc2.bihar.gov.in>
- 15.2 The Financial Bid shall be submitted in excel format given at <https://www.eproc2.bihar.gov.in>. And the rate of Service Charge should be filled as per resolution No.M-4-06/2023/2988/Vo Dated 23rd March 2023 of Finance Department, Bihar,

16. Confidentiality

From the time the Bids are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Agencies who submitted the Bids or to any other party not officially concerned with the process, until the publication of the Contract award information.

Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

Notwithstanding the above provisions, from the time of the Bids' opening to the time of Contract award publication, if the Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

17. Opening of Technical Bids

The Client's evaluation committee shall conduct the opening of the Technical Bids and evaluate the criteria in the presence of the Agencies' authorized representatives who choose to attend. **The Agencies which qualify the Technical evaluation shall be considered for opening of Financial Bid.**

The opening date, time and the address are stated in the **Data Sheet**.

The evaluators of the Technical Bids shall have no access to the Financial Bids until the technical evaluation is concluded.

18. Bids Evaluation

The Agency is not permitted to alter or modify its Bid in any way after the Bid submission deadline. While evaluating the Bids, the Client will conduct the evaluation of the Technical and Financial Bids.

19. Evaluation of Technical Bids

The Client shall evaluate the Technical Bids on the basis of their responsiveness to the **format for Technical Bid**. A Bid shall be rejected at this stage if it does not respond to the aspects of the Technical Bid format

20. Opening of Financial Bids

The Financial Bids shall be opened by the Client in the presence of the representatives of those Agencies whose Bids have qualified technical round and who choose to attend.

21. Correction of Errors

21.1 No corrections are to be made to the Financial Bid.

21.2 Terms & Conditions for Contract is included in the RFP, the Agency is deemed to have included all prices in the Financial Bid, and so neither arithmetical corrections nor price adjustments shall be made. The total price specified in the Financial Bid shall be considered as the offered price.

22. Taxes

The Client's evaluation of the Agency's Financial Bid shall exclude taxes and duties in the state in accordance with the instructions in the **Data Sheet**.

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23. Single Currency For the evaluation purposes, prices shall be considered in single currency INR.

24 Least Cost Selection The firm will be selected based on Least Cost Selection method as per Bihar Financial Rules

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Negotiations and Award

25. Technical negotiations

The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

26. Financial negotiations

The negotiations include the clarification of the Agency's tax liability in the Client's State and how it should be reflected in the Contract.

The total price stated in the Financial Bid shall not be negotiated.

27. Conclusion of Negotiations

The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Agency's authorized representative.

If the negotiations fail, the Client shall inform the Agency in writing of all pending issues and disagreements and provide a final opportunity to the Agency to respond. If disagreement persists, the Client shall terminate the negotiations informing the Agency of the reasons for doing so. The Client will invite the next less price quoting Agency to negotiate a Contract. Once the Client commences negotiations with the next Agency, the Client shall not reopen the earlier negotiations.

28. Award of Contract

After completing the negotiations the Client would sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other shortlisted Agencies.

The Agency is expected to commence the assignment on the date and at the location as specified by the client.

Handwritten initials and marks: (R, a circled X, and other scribbles)

3. Data Sheet

General	
1	Place: Patna, Bihar
2	Name of the Client: <u>State Society for Ultra Poor & Social Welfare (SSUPSW), Department of Social Welfare, Government of Bihar</u> Method of selection: <u>Least Cost Selection</u>
3	Technical Bid to be submitted together with all required supporting documents through online mode on https://www.eproc2.bihar.gov.in The name of the assignment is "Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW (SAKSHAM), Bihar, Patna
4	The Client will provide the inputs, project data, reports, etc. to facilitate the preparation of the Bids: All relevant information and guidelines related to SSUPSW
5	Financial Bid to be submitted through online mode on https://www.eproc2.bihar.gov.in The name of the assignment is "Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW (SAKSHAM), Bihar, Patna.
6	The Client will provide the inputs, project data, reports, etc. to facilitate the preparation of the Bids: All relevant information and guidelines related to SSUPSW
Preparation of Bids	
1	Bids shall be submitted in English language
2	The Bid shall comprise the Technical Bid along with the required document & proof of EMD. Financial Bid: Summary of Cost in specified excel format given on https://www.eproc2.bihar.gov.in
3	Bids must remain valid for: 180 Days after the Bid submission deadline.
4	Clarifications may be requested The queries should necessarily be submitted in the given format with editable file (in word or excel only) only, else the queries may not be entertained by SSUPSW. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the websites (https://www.eproc2.bihar.gov.in) and no bidders/participant would be intimated individually about the responses of SSUPSW.
Submission, Opening and Evaluation	
1	The Agencies shall to submit their Bids through online mode on https://www.eproc2.bihar.gov.in
2	The Agency must submit (A) Technical Bid: Through online mode on https://www.eproc2.bihar.gov.in (B) Financial Bid: In excel format given at https://www.eproc2.bihar.gov.in

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3	Last Date/Time for submission/ uploading of offer/Bid 29.12.2026 up to 05:PM The Bid submission address is: <u>https://www.eproc2.bihar.gov.in</u>
4	Technical Bid will be opened on or after 30/12/2026 post 11:30 AM Date & Time of opening of Financial Bid will be intimated later.
5	For the purpose of the evaluation, the Client will exclude: GST, or any other taxes levied on the contract's invoices; and (b) If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Agency and which taxes are withheld and paid by the Client on behalf of the Agency
Negotiations and Award	
Address for Communication: Chief Executive Officer State Society for Ultra Poor & Social Welfare Department of Social Welfare, Government of Bihar, 2 nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road, Patna - 800 023	



4. Key Eligibility Criteria

The Agency fulfilling the following requirements is only eligible to apply. In case of absence of the following verifiable documents, the agency shall not be considered for evaluation.

1	The bidder should be registered for a minimum period of 3 years under the Indian Companies Act/ Societies Registration Act/ Trust Act/ Any Other relevant Act in India.
2	The bidder should have the average annual turnover of at least 3 (Three) crore during the last three Financial Years 2022-23, 2023-24 and 2024-25.
3	The bidder should have successfully undertaken at least three similar assignments/projects with at least 50 human resources in a single order (Supply of similar Manpower to Central/State Government/ Government organizations/ Govt. PSU during the last three financial years (2022-23, 2023-24 and 2024-25) for Central/State Government/ Government organizations.
4	Self-attested copy of the Income Tax Returns (ITR) for three Assessment Years (2023-24, 2024-25 and 2025-26).
5	The firm should not be black listed by any Government or any other organization in respect of any assignment or behavior and there is no case is registered against the firm . Notarised Affidavit to this effect must be submitted.
6	Bid Security (EMD) Rs. 3,00,000/-/
7	Firm should have: Valid Registration in Labour Department of any State / Central Govt. (Registration in Man Power Supply is mandatory) Branch office in Patna. (The bidder must have branch-office in Patna. Copy of rent agreement or registration under Bihar Shops & Establishment Act, if applicable, has to be enclosed. (Proof to be submitted). EPF and ESIC Registration, and deposit supporting document during for last 3 months (Between 01.01.2026 to 31.03.2026). GST Registration
In the above purchase, preference will be given to the local enterprise in the light of Bihar Purchase Preference Policy, 2024 issued via ref No. 8550 Dated-07.08.2024/ on the basis of requisition and documents submitted by them.	

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5. Terms of Reference

RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for the State Society for Ultra Poor & Social Welfare, Bihar, Patna

5.1 Objectives of the Assignment:

The objective of this assignment is to provide outsourced Manpower Services of support staffs for the State Society for Ultra Poor & Social Welfare, Bihar, Patna Scope of work:

- (i) The Agency will be responsible for deployment of qualified manpower. The manpower will be deployed as agreed to in the Terms of Reference. This dedicated team of Manpower would be engaged by the Agency for carrying out the assignment.
- (ii) The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the Agency shall support in developing different modalities, policies and guidelines for managing the manpower deployed for the purpose. The selected Agency will provide services through deployment of suitable manpower, having result orientation with potential to lead a thematic unit and ability to extend quality support to State and Districts/Division level.
- (iii) For delivering the services envisaged in the program, it is estimated that outsourced manpower of desired qualification & experience will be required initially for one year extendable to two more years, subject to satisfactory performance of Agency.

5.2 Ownership:

All information collected by the Agency will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the SSUPSW. All material and data collected shall be the property of the SSUPSW.

5.3 Reporting

The Agency will report to Chief Executive Officer, SSUPSW or designated officer. All reports (including the Inception Report, monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report, if applicable) are to be submitted by the Agency.

5.4 Duration of the Contract:

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 SSUPSW subject to satisfactory completion of work during contract period/ extended contract period. The decision of the SSUPSW shall be final and binding on the Service Providing Agency in this regard.

5.5 Suggestive list of Personnel to be engaged by the Agency

Sl. No	Description items	Qualification & Experience	Est. Qty.	Classification
1	Multi Tasking Staff (MTS)	At least 10 th Pass from any recognized institution / board, and having experience of working in any govt. institution.	09	Un Skilled
2	Security Guard	At least 10 th pass from any recognized institution /board and having experience of working in any govt./pvt. Institution on similar job profile.	03	Skilled
3	Office Assistant	Graduate in any discipline with at least 06 years of experience in clerical work or Retired person from any Govt./Semi Govt./PSU/Undertaking in at least clerical cadre before the age of 65 Years.	01	Skilled
4	Driver	At least 10 th pass from any recognized institution /board with valid Driving license for Commercial Four wheeler Vehicle and having experience of working in any govt. institution on similar job profile.	02	Highly Skilled
5	Outreach Worker (Community Mentor)	At least graduate in Social Sc./Social work/Rural Development with 01 year relevant post qualification work experience.	17	Highly Skilled
6	Computer Operators	At least 12 th Pass with certificate of a recognised Institute imparting computer application and have Good knowledge of English & Hindi Computer typing with at least 2 years work experience in any Govt./Semi Govt./PSU of central or State Govt as computer operator.	01	Skilled
7.	Additional similar nature Manpower	In case of requirement of additional similar nature manpower."Description of item, Qualification & Experience alongwith classification shall be decided by the SSUPSW	To be decided by SSUPSW	

- Note:** 1. In case of requirement of manpower in the district offices of the Society, the tenderer have to provide personnel at the same rate which they quote for Head office of the society.
2. The number of personnel to be taken on hire may increase/decrease or deleted subject to the requirement of SSUPSW.

5.6 Role of the Agency in engaging Manpower and Terms of Services:

- 5.6.1 The selected agency shall be liable to follow roster as per reservation policy of Government of Bihar towards outsourced workers.
5.6.2 Wages of personnel deployed by the agency shall not be below the minimum wages or wages as decided by SSUPSW.
5.6.3 TA/DA to outsourced workers to be paid by SSUPSW on the basis of actual expenses for project work purpose as per norms of HR Policy of SSUPSW.
5.6.4 In case of requirement of manpower in the district/subdivision level offices of the Society, other offices of Social Welfare Department such as Directorate and Societies of the Department the tenderer have to provide personnel at the same rate which they quote for Head office of the society.
5.6.5 Statutory Components e.g. EPF/EDLI & ESIC shall be paid to the agency as per applicable rates

RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW (SAKSHAM), Bihar, Patna,

- and its compliance shall be solely responsibility of the agency.
- 5.6.6 The **agency service charges** will remain fixed for the scope in the original Agreement during the contract period.
 - 5.6.7 The selected agency shall have to take registration of PF/ESI in Bihar within two months from the date of signing of agreement.
 - 5.6.8 The selected agency shall have to create ESI Card & PF/ESI UIN of deployed manpower within two months from the date of signing of agreement.
 - 5.6.9 The selected agency shall be liable to deposit timely the contribution of of EFP, ESI etc and provide necessary documents/ testimonials of the same for verification by the accounts department of SSUPSW.

5.7 Selection of the Agency:

- (i) The selection will follow Least Cost Selection (LCS) method.
- (ii) The Financial Bid of those agencies qualifying the Technical Bid will be opened.
- (iii) The Eligibility Criteria for qualification in the Technical Bid are detailed in the Request for Proposal (RFP) document.
- (iv) Agency will quote its Service charges in percentage only (excluding GST) which will form basis for evaluating through Least Cost selection method.
- (v) 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.)
- (vi) Regarding services charges, Selection of agency in case of minimum service charges quoted by more than one agency, Payment of Salary, P.F., ESIC etc. shall be applicable as per the resolution No.M-4-06/2023/2988/V₀ Dated 23rd March 2023 of Finance Department, Bihar (Attached as Annexure-E).

5.8 Mode of Release of Payment to Agency:

Mode of Release of Payment to Agency shall be applicable as per the resolution No. M-4-06/ 2023/2988/V₀ Dated 23rd March 2023 of Finance Department, Bihar (Attached as Annexure-E).

5.9 Other Conditions

- 5.9.1 The number of personnel to be taken on hire may increase/decrease or deleted subject to the requirement of SSUPSW.
- 5.9.2 Staff/Staffs deployed by the agency will be posted at SSUPSW office or as per the requirement of SSUPSW.
- 5.9.3 The working hour will be minimum 8 hours in a day.
- 5.9.4 If any staffs of the selected agency remains absent from the duty for more than three (03) days, the selected agency will have to provide alternative manpower.
- 5.9.5 Selected agency shall adopt the existing outsourced staffs already deployed by the existing agency.
- 5.9.6 All the required manpower should be medically fit, well disciplined, and have to follow SSUPSW rules.
- 5.9.7 The responsibility lies with the selected agency for and in respect Workman Compensation Act and other Labour Laws.
- 5.9.8 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 SSUPSW shall be final and binding in this regard.

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- 5.9.9 The selected agency will be responsible for the conduct of personnel deployed by them.
- 5.9.10 The selected agency will deposit the PF & ESI contribution (Employee + Employer's) using their firm's PF & ESIC number.
- 5.9.11 If the selected agency fails to do the jobs satisfactorily or is unable to complete the job, SSUPSW reserves the right to cancel the Contract and forfeit the performance security without assigning any reason.
- 5.9.12 The Manpower hired by the Agency will have no right or claim of any appointment in SSUPSW or its any project.
- 5.9.13 The minimum wages shall be applicable as per Government of Bihar and PF, ESI, EDLI & PF Administrative charges as per applicable provisions/rule.
- 5.9.14 The selected agency shall have to attend a meeting for technical negotiation before award of contract.
- 5.9.15 Work performance will be reviewed quarterly and accordingly necessary action will be taken.
- 5.9.16 Any unlawful activities by the Agency/deployed Manpower is liable to invite termination of the contract.

5.10 Resolution of disputes

- 5.10.1 Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
- 5.10.2 If the dispute is not settled as per clause 5.11.1 above, the decision of Secretary, Deptt. of Social Welfare-Cum-Chairman, EC of SSUPSW shall be final.
- 5.10.3 If any further dispute arises between the parties thereupon, the same will be settled as per the extant law of land through the competent court of law under the territorial jurisdiction of the Patna only.

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Annexure - A
Proposal Submission Form

[Location, Date]

To

Chief Executive Officer
State Society for Ultra Poor & Social Welfare
2nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road
Patna- 800 023

RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW (SAKSHAM), Bihar, Patna

Dear Sir/ Madam,

With reference to your RFP Document dated, we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW (SAKSHAM), Bihar, Patna, ("Consultant"). The Proposal is unconditional and unqualified.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RFP. Our Proposal is binding upon us, subject only to the modifications resulting from technical discussions in accordance with the RFP.

We understand you are not bound to accept any Proposal you receive. Further:

1. We acknowledge that Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
3. We shall make available to Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public Authority nor have had any contract terminated by any public Authority for breach on our part.
6. We declare that:
 - a. We have examined and have no reservations to the RFP, including any Addendum issued by the Client;
 - b. We do not have any conflict of interest in accordance with the terms of the RFP;
 - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with Client or any other public sector enterprise or any government, Central or State; and
 - d. We hereby certify that we have taken steps to ensure that no person acting for us or on our

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RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW
(SAKSHAM), Bihar, Patna,

behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants.
8. We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory Authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
9. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that we have not been barred by the central government, any State government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP.
10. We further certify that no investigation by a regulatory Authority is pending either against us or against our affiliates or against our CEO or any of our Directors/Managers/employees.
11. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Authority in connection with the selection of Consultant or in connection with the selection process itself in respect of the above mentioned Project.
12. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the consultancy for the Project is not awarded to us or our proposal is not opened or rejected.
13. In the event of our being selected as the Consultant, we agree to enter into a Contract
14. In accordance with the contract prescribed in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
15. We have studied the RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by Client or in respect of any matter arising out of or concerning or relating to the selection process including the award of consultancy.
16. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall be binding on us.
17. We agree and undertake to abide by all the terms and conditions of the RFP document.
18. We acknowledge that Authority in the capacity of The Employer invites proposals from prospective Bidders to participate in bidding

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm: Address:

(Name and seal of the Applicant)



Annexure - B
Format for Technical Bid

Sl No	Particulars	Details			Required Document	Page No.
1	The Agency must be registered under the Indian Companies Act/ Societies Registration Act/ Trust Act/ Any Other Act in India since more than 3 years.	Yes/No			Registration certificate	
2	Annual turnover in each of the last three Financial Years	2022-23	2023-24	2024-25	Audited Balance Sheet with UDIN for last three Financial Years.	
3	Experience of Providing manpower for Central/State Government/ Government organizations. (During last three Financial Years 2022-23, 2023-24 and 2024-25)	No. of Assignments			[Separate table containing list of projects with details and post wise number of Personnel employed for the assignments to be attached and Copy of Work orders/Contract/ MoU along with successful work completion/working certificate to be Attached]	
4	Income Tax Returns (ITR) for three assessment years.	2023-24	2024-25	2025-26	Self-attested copy of the ITR	
5	Notarized Affidavit towards firm is not blacklisted and there is no case is registered against the firm or its owner/partners				Notarized Affidavit issued after the date of Publication of this RFP.	
6	Bid Security (EMD)				Proof of payment of EMD	
7	Firm should have:					
	a. Registration in Labour Department of any State / Central Govt. (Registration in Man Power Supply is mandatory)	Yes/No			Registration Certificate	
	b. Branch office in Patna.	Yes/No			The bidder must have branch-office in Patna. Copy of rent agreement or registration under Bihar Shops & Establishment Act, if applicable, has to be enclosed. (Proof to be submitted).	
	c. EPF and ESIC Registration	Yes/No			EPF & ESI Registration certificate and latest deposit supporting document during for last 3 months (Between 01.01.2026 to 31.03.2026)	
	d. GST Registration	Yes/No			GST Registration certificate	
	e. Authorized Signatory	Yes/No			Authorization Letter.	
	f. For Purchase preference under Bihar Purchase Preference Policy, 2024	Yes/No			Supporting relevant Document	

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RFP for Hiring of Agency to provide outsourced Manpower Services of support staffs for SSUPSW
(SAKSHAM), Bihar, Patna,

	issued via ref No. 8550 Dated-07.08.2024			
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Signature of authorised Person of Agency with Seal
Name of the authorised Person
Business Address:
.....
.....
Place:
Date:

  



Annexure - C
Format for Financial Bid

(To be filled ONLINE in Excel format at e proc portal under Financial Bid part)

SUMMARY OF COSTS

Description of the Service	Rate of Service Charge (inclusive of all administrative , Management cost and all overheads and EXCLUSIVE GST)	GST
	[a]	[b]
As per - Terms of Reference "Suggestive list of Personnel to be engaged by Agency"	...	...
In Words	...	...

Note:

- The Minimum wages of Labour Department, Bihar or wages as decided by SSUPSW shall be applicable.
- EPF, ESI, EPF Administrative Charges & EDLI shall be as per applicable rule.
- Regarding services charges the resolution No.M-4-06/2023/2988/Vo Dated 23rd March 2023 of Finance Department, Bihar shall be applicable (Attached as Annexure-E).
- In case of requirement of manpower in the district offices of the Society, the tenderer have to provide personnel at the same rate which they quote for Head office of the society.

We agree to provide above service in accordance with the technical specifications as above for a contract price quoted above.

Signature of authorised Person of Agency with Seal

Name of the authorised Person

Business Address:

Place:

Date:

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Annexure – D

Declaration for Forfeiture of EMD/ Performance Security

To

Chief Executive Officer
State Society for Ultra Poor & Social Welfare
2nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road
Patna- 800 023

Dear Sir/ Madam,

We hereby declare that neither we nor any of our partners is indicted by any court of law. If contrary to it is proved, the EMD/Performance Security shall be forfeited.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

In the capacity of:

Address:

Contact information (phone and e-mail):



Annexure -E

पत्रांक:-एम-4-06/2023...2988...वि०,

बिहार सरकार

वित्त विभाग

संकल्प

विषय :- आउटसोर्सिंग के माध्यम से मानव बल की सेवाएँ प्राप्त करने एवं पारिश्रमिक भुगतान हेतु प्रक्रिया निर्धारण के सम्बन्ध में।

सम्प्रति विभागों एवं विभागान्तर्गत कार्यरत बोर्ड/निगम/सोसाईटी इत्यादि के द्वारा आउटसोर्सिंग के आधार पर विभिन्न प्रकार के मानव बल की सेवाएँ प्राप्त की जा रही हैं। इस क्रम में विभिन्न विभागों द्वारा आउटसोर्सिंग के माध्यम से मानव बल की सेवा प्राप्त करने की प्रक्रिया में सेवा शुल्क की दर के संबंध में वित्त विभाग से परामर्श की अपेक्षा की जा रही है।

2. ऐसा पाया जा रहा है कि इस प्रकार की निविदा के क्रम में कई निविदादाता द्वारा निविदा प्राप्त करने हेतु न्यूनतम बोली के रूप में सेवा शुल्क की अव्यवहारिक दर (यथा, 1.00 रुपये से भी कम) अंकित कर दिया जाता है। इस प्रकार के दर का कुप्रभाव सेवा दे रहे मानव बल के पारिश्रमिक पर पड़ता है, क्योंकि ऐसी स्थिति में एजेंसी द्वारा सेवा शुल्क की भरपाई हेतु अनुचित तरीके अपनाने की संभावना रहती है।

3. ऐसी स्थिति में सेवा शुल्क की दर के साथ-साथ आउटसोर्सिंग से प्राप्त मानव बल के न्यूनतम पारिश्रमिक एवं अन्य वैधानिक देयता का भुगतान ससमय सुनिश्चित कराये जाने हेतु प्रक्रिया एवं दिशा-निर्देश निर्धारित किये जाने की आवश्यकता है। वित्त मंत्रालय, व्यय प्रभाग, भारत सरकार के Office Memorandum संख्या-F.6/1/2023-PPD दिनांक-06.01.2023 द्वारा आउटसोर्सिंग के आधार पर मानव बल की सेवाएँ प्राप्त करने हेतु सेवा शुल्क की न्यूनतम एवं अधिकतम दर निर्धारित की गई है।

4. सम्यक विचारोपरांत आउटसोर्सिंग के आधार पर मानव बल की सेवा प्राप्त करने हेतु सेवा शुल्क की दर एवं ऐसे मानव बल के पारिश्रमिक का ससमय भुगतान हेतु निम्नवत् प्रक्रिया निर्धारित की जाती है:-

(i). आउटसोर्सिंग के माध्यम से मानव बल की सेवा प्राप्त करने हेतु सेवा शुल्क न्यूनतम 3.85 प्रतिशत (3 प्रतिशत लाम और 0.85 प्रतिशत संव्यवहार शुल्क के रूप में) तथा अधिकतम 7 प्रतिशत (संव्यवहार शुल्क सहित) होगी। इसी आधार पर निविदा आमंत्रित की जायेगी।

(ii). उक्त निर्धारित न्यूनतम सेवा शुल्क की अधिसीमा से न्यून एवं निर्धारित अधिकतम सेवा शुल्क की अधिसीमा से उच्च दर अंकित करने वाले निविदादाता की वित्तीय निविदा विचारणीय नहीं होगी। सेवा शुल्क के दर में अंकित रुपये में दशमलव के पश्चात 2 अंक से आगे अंकित अंक को नजरअंदाज कर दिया जायेगा।

(iii). निविदा में यदि एक से अधिक निविदादाता द्वारा उद्धृत (Quoted) न्यूनतम सेवा शुल्क की दर समान पाई जाती है तो वैसी स्थिति में लॉटरी के माध्यम से निविदा का निष्पादन किया जायेगा तथा इस पूरी प्रक्रिया की विडियोग्राफी करायी जायेगी। निविदा के निष्पादन की पूरी प्रक्रिया में बिहार वित्त नियमावली के सुसंगत प्रावधानों का अनुपालन अपेक्षित होगा।

(iv). मानव बल को श्रम संसाधन विभाग द्वारा निर्धारित न्यूनतम मजदूरी एवं उस पर लागू वैधानिक देयता का भुगतान अनिवार्य होगा और इसे निविदा (Bid) का आधार नहीं बनाया जायेगा।

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(4.12.23)

(v). चयनित एजेंसी द्वारा सेवा प्रदान कर रहे मानव बल को प्रतिमाह पारिश्रमिक के भुगतान में श्रम संसाधन विभाग, बिहार सरकार द्वारा अधिसूचित न्यूनतम पारिश्रमिक के प्रावधानों का अनुपालन किया जाना आवश्यक होगा। इसके साथ ही पारिश्रमिक का भुगतान मानव बल के आधार संबंध बैंक खाता में Real Time Gross Settlement (RTGS) की प्रक्रिया से किया जायेगा। यह भुगतान सेवा प्राप्त कर रहे विभाग/प्राधिकार द्वारा आउटसोर्सिंग एजेंसी को राशि विमुक्ति की तिथि के तीन कार्य दिवस के अन्दर संबंधित एजेंसी द्वारा किया जायेगा। संबंधित कार्यालय/प्राधिकार द्वारा आउटसोर्सिंग एजेंसी को प्रत्येक माह की 5वीं तारीख तक प्राप्त विपत्र के आलोक में राशि का भुगतान किया जाना होगा। साथ ही सभी वैधानिक कटौती की राशि को ससमय संबंधित प्राधिकार (यथा, कर्मचारी भविष्य निधि संगठन एवं कर्मचारी राज्य बीमा निगम इत्यादि) में आउटसोर्सिंग एजेंसी द्वारा जमा कराना होगा।

(vi). आउटसोर्सिंग एजेंसी द्वारा कर्मियों/मानव बल के मासिक पारिश्रमिक भुगतान (आधार संबंध खाते में) का साक्ष्य अगले माह के विपत्र के साथ उपलब्ध कराया जाना आवश्यक होगा, अन्यथा विपत्र की राशि का भुगतान अनुमान्य नहीं होगा। साथ ही वैधानिक कटौती/देयता (यथा, कर्मचारी भविष्य निधि एवं कर्मचारी राज्य बीमा अंशदान) की राशि जमा करने का साक्ष्य सहित त्रैमासिक प्रतिवेदन भी आउटसोर्सिंग एजेंसी द्वारा सेवा प्राप्त कर रहे विभाग/प्राधिकार को उपलब्ध कराया जाना आवश्यक होगा।

आदेश :- आदेश दिया जाता है कि इस संकल्प को बिहार राजपत्र के असाधारण अंक में प्रकाशित किया जाय।

बिहार राज्यपाल के आदेश से,

(लोकेश कुमार सिंह)
सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023-2988/वि०, पटना, दिनांक 23/03/2023
प्रतिलिपि:-प्रधान महालेखाकार (ले० एवं ह०), बिहार, वीरचन्द पटेल पथ, पटना को सूचना एवं आवश्यक हेतु प्रेषित।

सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023-2988/वि०, पटना, दिनांक 23/03/2023
प्रतिलिपि:-मुख्य सचिव, बिहार/विकास आयुक्त, बिहार/सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव/सभी प्रमंडलीय आयुक्त/सभी जिला पदाधिकारी एवं सभी कोषागार पदाधिकारी, बिहार को सूचना एवं आवश्यक हेतु प्रेषित।

सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023-2988/वि०, पटना, दिनांक 23/03/2023
प्रतिलिपि:-माननीय वित्त मंत्री के आप्त सचिव/अपर मुख्य सचिव के आप्त, वित्त विभाग, बिहार, पटना को सूचनार्थ प्रेषित।

सचिव (संसाधन)।

ज्ञापांक:-एम-4-06/2023-2988/वि०, पटना, दिनांक 23/03/2023
प्रतिलिपि:-ई-गजट प्रशाखा, वित्त विभाग, बिहार, पटना को सूचना एवं आवश्यक हेतु प्रेषित।

सचिव (संसाधन)।