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Bihar Prashasnik Sudhar Mission Society
General Administration Department
Government of Bihar

Notice Inviting Bids from agencies/companies for providing services of contractual resources for Office Manager of the BPSM Society office at Sinchai Barrack No.1, Harding Road, Patna.

BPSM Society invites Bids from experienced agencies/companies for provision of contractual resources for Office Manager. The nature of work, requirement of staffs and eligibility conditions have been explained below:-

Recruitment of staff:

Sl. No.	Nature of Work	Staff Requirement No.	Max. Expenditure including all taxes	Min Qualification
1	Office Manager	1	15,000/-	1. Graduate in any Discipline 2. Working Knowledge of Computers as MS Office, Internet etc 3. Preference will be given to the candidates residing in Patna.

No. of Staff mentioned in the table above can be decreased or increased by BPSMS.

Eligibility Criteria:

The Interested party must meet the following criteria (and submit supporting documents as part of technical bid):

- Agency/ company should be registered with the state government and should have a local office in Patna Municipal Corporation area.
- Prior Experience:** Agency should have a minimum experience of 3 years of having provided similar kind of services to governmental/semi governmental offices (work order/completion certificate to be provided)
- Financial Criterion:** Average annual turn over of the bidder should be at least Rs. 1 Crore over the last three financial years 2013-2014, 2014-2015 and 2015-2016 (relevant audited report to be submitted)
- Indictment Criterion:** The bidder should have never been indicted by any court of law or any office of any state/central governmental agencies (Self Declaration on letter head to be submitted)
- PF Contribution:** The bidder should be registered with Provident Fund Commissioner (PF Account No. allotted by PF commissioner to be provided)
- The bidder should have Service Tax Registration (Service Tax Registration no. to be provided)
- Bidder should submit a detailed CV of minimum 5 candidates having above mentioned requisite qualification.
- Interested Parties should submit their bids as a single/individual entity consortiums, associations or joint ventures will not be allowed.*

Submission and Evaluation Details:

- The technical and Financial bid may be submitted separately by the interested bidders in separate sealed envelopes and both of them should be enclosed in one sealed envelope clearly super scribed "**Bids for providing services of contractual resources for Post of Office Manager of the BPSM society office at the under-mentioned address**".
- Last date of submission of Tender-Not later than 02.00 PM on 21st September, 2016. The Bids will be opened on 21st September, 2016 at 03.00 PM in the BPSMS office.
- Contact Details for submission of Bid:

Bihar Prashasnik Sudhar Mission Society
Sinchai Barrack No.1,
Harding Road, Patna-800001

- The financial bid should be in the form of a **per person monthly rate** (inclusive of all taxes and other charges) separately for each of the specified category above.
- The Bidder will be evaluated on the least quote basis provided that the bidder qualifies technically. The basis for deciding least quote would be the aggregation of the monthly charges for all the specified staffs that are required as per the table above.

The department/BPSM reserves the right to withdraw from the process or any part thereof, to accept or reject any or all offers at stage of the process and/or modify the process or any part thereof or to vary terms at any time without assigning any reason whatsoever. No financial obligation will occur to the Department/BPSM in such an event. Further, the Department/BPSM shall not be responsible for non receipt of any correspondence sent by post/courier/e-mail/fax. Bids in unsealed envelops will not be accepted.