

123

Women Development Corporation, Bihar
(Dept. of Social Welfare, Govt. of Bihar)
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Invitation of Proposal from Manpower Supply Agency

Women Development Corporation, Bihar plans to hire the Services of Manpower supply agency for supply of manpower in 8 districts of Bihar for Govt. of India supported One Stop Centre programme.

The details of supply and eligibility criteria for submission of bids may be downloaded from the website of the Corporation. The complete proposal may be submitted in the office of the undersigned by 25th Sept. 18 3 PM. The technical bid will be opened on the same day at 4 PM in presence of the bidders or their authorized representative.


Managing Director


122

Women Development Corporation, Bihar
Dept. of Social Welfare,
Govt. of Bihar

Invitation for Submission of Proposal

Women Development Corporation Bihar invites Expression of Interest from Human Resource Agency for providing Manpower to run the "Sakhi" One Stop Centre .

Women Development Corporation, Bihar intends to hire the service of a Human Resource Agency for providing Manpower to run of **"Sakhi" One Stop Center (OSC)** in presently 08 districts of the state. The One Stop centre is mandated by the Ministry of Women and Child Development, Government of India to provide integrated support and assistance to women and children affected by gender-based violence. The Agency is required to provide manpower support, approx. **10** personnel (may increase / decrease) in **08** districts for establishment and running of One Stop Centre scheme being implemented by the District Administration. These districts include Patna, Gaya, Gopalganj, Purnea, Saran, Begusarai, Darbhanga and Nalanda. The manpower is to be recruited and placed at the districts.

The position for which manpower is to be recruited includes Centre Manager, Case Workers, Data Entry Operator, Security Guard & Multipurpose Workers.

The tentative details of the required manpower per district are as follows:

Sl No	Name of the position	No of position	Honorarium per person per month	EPF/ESI
1	Centre Manager	1	17000/-	As applicable
2	Case Worker	3	12000/-	---do---

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121

3	Data Entry Operator	1	12000/-	---do---
4	Security Guard	3	8000/-	---do---
5	Multipurpose Worker	2	6180/-	---do---

- *Employer contribution of EPF/ESI shall be borne by the project/WDC. The agency to whom the contract is allotted shall submit the detail salary breakup to be paid to the employees, which shall be approved by the WDC.*
- *GST shall be paid extra*

The post-wise detail ToR is attached as Annexure-A.

Expressions of interest are invited from HR Agency who meets the following requirements:

- The agency can be Company/Ltd Company /Propriety Firm/Partnership firm. It should be registered under Companies Act 1956/ Shops and Establishment Act 1953 or any other act of the land.
- The agency shall have experience of at least 5 years of manpower supply, including technical / specialized manpower supply in government departments and PSUs.
- The Agency should submit satisfactory performance report/letter for the last 5 years from their client in PSUs/ Govt. Sector.
- Annual average turnover for the last 3 completed financial years shall be Rs.50 lakhs.
- The Agency should submit GST registration.
- The Agency should submit PAN and latest IT return
- The Agency should not have been blacklisted by any Govt. / Public Sector agency. A self declaration in this regard may be submitted.
- All Statutory and Legal obligations for taking the services of manpower to

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be complied by the selected agency.

- The agency should be registered under EPF/ESI.

Interested agencies may apply by ^{25th Sept.} 2018 with all the required proofs for fulfilling the above criteria along with the following

- A covering letter stating purpose of applying for empanelment.
- 2-page brief report of vision and mission statement, activities undertaken, and contact details of individuals in charge of Agency.
- A bank draft for Rs. 1000/- as processing fees, drawn in favour of 'Managing Director WDC Bihar, payable at Patna and non refundable.

The above documents shall be sealed in an envelope as TECHNICAL BID, marked 'A'.

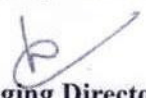
Envelope 'B' : Financial Bid.

The agency has to quote the service charge in percentage as the financial bid.

Sl No	Activity	Service Charge as %
1	Manpower supply in 08 districts as detailed in advertisement guideline. (on Gross amount i.e. without employer contribution of EPF/ESI)	

NOTE:

The bid completed with all detail shall be submitted in the office of the undersigned by 3PM. ^{25th Sept. 18} The technical bid (Envelope A) shall be opened on the same day at 4PM. The financial bid of only the shortlisted agency will be opened, date and time for which shall be intimated later.


Managing Director.



