

<b>Response of Pre Bid Queries</b>
Request For Proposal (RFP) for Empanelment of HR Agency for Supply of Manpower

<b>Sl No.</b>	<b>Content of RFP</b>	<b>Point of Clarification Required</b>	<b>Response by BSTDCL</b>
1	<b>5. Eligibility Criteria</b>		
	<b>Legal Entity</b> <ul style="list-style-type: none"> <li>The bidder should be an established entity under Companies Act, 1956/2013 or Partnership Act, 1932 or LLP 2008 or a proprietorship firm.</li> </ul>	<p>a) Request you to add a joint venture/consortium.</p> <p>b) We are a registered society under the Societies Registration Act, 1860, Section 8 of the Companies Act, 2013 is also Non-profit companies (formerly Section 25 under Companies Act, 1956). And Societies Registration Act, 1860 is also a Non-Profitable act. If Companies Act 1956/2013 can be considered. Societies Registration Act, 1860 may be considered.</p> <p>c) As a partnership firm under the Indian Partnership Act, 1932, we would like clarification on whether the partnership deed alone can be considered</p>	As per RFP

		<p>a valid substitute for formal partnership registration under the Act. Our firm is legally constituted through a properly executed partnership deed, and we request your kind confirmation if this would suffice for meeting the tender eligibility criteria.</p>	
	<p><b>Turnover</b></p> <ul style="list-style-type: none"> <li>Agency should have Average annual turnover of at least Rs. 25 Crore in any last 3 financial years out of 5 years related to supply of manpower.</li> </ul>	<p>a) Requesting to decrease the Annual Turnover to Rs. 5 Crore</p> <p>b) Request you add Turnover of the agency should have minimum 5 crore from manpower services in last 3 FY (2022-23,2023-24 &amp; 2024-25)</p> <p>c) Please consider Average annual turnover of at least 18 Crore in the last three (3) financial years (FY 2021-22, FY 2022-23, and FY2023-24) OR Kindly consider the amended turnover for the last 3 years as 225 crore, including the provisional certificate for financial year [2024-2025.]</p>	As Per RFP

		d) Agency should have Average annual turnover of at least Rs. 3 Crore in any last 3 financial years out of 5 years related to supply of manpower/hr services.	
	<b>Networth</b> <ul style="list-style-type: none"> <li>The net worth of the bidder as on 31<sup>st</sup> March 2025 should be at least Rs. 20 crore</li> </ul>	a) Requesting to decrease the Net Worth to Rs.50 Lakh b) We need a clarification that 20 crore net worth is calculating from starting of company or last three financial year. c) Request you to add Net worth should be minimum 50 lakhs as on 31" march 2025 d) We need a clarification that 20 crore net worth is calculating from starting of company or last three financial year. e) Please consider Value 7 to 8 cr. Net Worth f) The net worth of the bidder as on 31st March 2025 should be at least Rs. 20 crore. g) Agency should have Average annual turnover of at least Rs. 5 Crore in any last 3 financial years out of 5 years	The net worth of the bidder as on 31 <sup>st</sup> March 2024 should be at least Rs. 20 crore

		<p>related to supply of manpower.</p> <p>h) Kindly consider revising the requirement to a net worth of Rs. 4 crore as on 31st March 2024, in order to allow qualified midsize agencies. to participate meaningfully.</p> <p>i) Data up to 31 March 2025 is still not completed, requesting to ask the data for the last 3 years (2021-22,2022-23 &amp; 2023-24).</p> <p>j) The net worth of the bidder as on 31st March 2025 should be at least Rs. 1 crore</p>	
	<p><b>Experience in Relevant field</b></p> <ul style="list-style-type: none"> <li>• The agency must have prior experience of having successfully completed projects entailing HR personnel in the hospitality/hotel in Govt./Private sector with a minimum of 05 clients.</li> <li>• Copy of work order and completion certificate</li> </ul>	<p>a) In Scope of work, which type of manpower is requiring, in not related to hospitality. If you will consider same type of manpower, we would be eligible to participate in this tender.</p> <p>b) The agency must have prior experience of having successfully completed projects entailing HR personnel in MTS/Manpower/hospita</p>	<p>The agency must have prior experience of having successfully completed projects entailing HR personnel in the hospitality/hotel in Govt./ Govt. undertaking /Private sector with a minimum of 05 clients.</p>

		<p>lity/hotel the any state/central Govt departments/Private sector with a minimum of 05 clients.</p> <p>c) The agency must have prior experience of having successfully completed projects entailing HR personnel in the hospitality/hotel/manpower in Govt/Private sector with a minimum of 03 clients</p> <p>d) Copy of work order/completion certificate</p> <p>e) Kindly clarify - Hospitality Service. Manpower deployment work orders in Govt./Private sector will be valid.</p> <p>f) The agency must have prior experience of having successfully completed projects entailing HR personnel in the hospitality/hotel/manpower in Govt/Private sector with a minimum of 02 clients</p> <p>g) Request you to kindly consider those bidders</p>	
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		who have experience of providing Manpower services in State Govt./Central Govt/PSUs.	
2	<p><b>Service Charge Evaluation</b></p> <p><b>Service Charge Evaluation:</b></p> <p>The minimum service charge for outsourcing manpower services has been set at 3.85%, which includes a 3% labor cost and a 0.85% transaction fee, while the maximum allowable service charge is capped at 5%. The contract will be awarded to the bidder offering the lowest service charge within this specified range, provided that all other technical and financial criteria are satisfactorily met. In case any two or more agencies propose identical service charges within this range (3.85% to 5%), the selection will be made through a lottery system.</p>	<p>a) Request you to please add a presentation if the service charge is the same. Presentation based marking on approach and methodology and manpower service and recruitment of manpower through CBT is required; higher scorers may be awarded the contract.</p> <p>b) The minimum service charge for outsourcing manpower services has been set at 3.85%, which includes a 3% labor cost and a 0.85% transaction fee, while the maximum allowable service charge is capped at 5%. The contract will be awarded to the bidder offering the lowest service charge within this specified range, provided that all other technical and financial criteria are satisfactorily met. In case any two or more agencies propose</p>	As per RFP

		<p>identical service charges within this range (3.85% to 5%), then preference will be given to the bidder having a single larger annual work order value (Supported by experience certificate) for providing manpower services in Govt./Central Govt./PSU's Sector.</p>	
3	Additional	<p>a) Since this RFP is related to manpower services inviting experience bidders to participate thus request you to include EPF/ESIC Challan of Minimum 500 hundred manpower, on their payroll (Minimum 3 months challan, Jan, Feb, March should be ask to check experience and authenticity of the bidder in manpower services.</p> <p>b) Request you to add GST 3B return to be submitted to prove billing in Manpower Services.</p> <p>c) Request you to kindly clarify whether the bid needs to be submitted both online and in hard</p>	<p>a) The bidder needs to submit the EPF/ESIC challan of the previous 3 months along with the last GST 3B return.</p> <p>b) The bid needs to be submitted only in online mode.</p> <p>c) Last date and time for receipt of bids online: 12.06.2025, Time: 3:00 Pm</p> <p>d) Time and Date of opening of technical bids: 13.06.2025, Time: 3:00 Pm</p>

		<p>copy.</p> <p>d) Request you to kindly clarify how much manpower is required in this unit of NVIDIA.</p> <p>e) Request you to kindly extend the bid submission date by 15 days.</p> <p>f) Supportive documents for uploading required on Eproc-2 portal is the repetition of the same documents more.</p>	
4	<p><b>37. Legal</b></p> <p>The tendering agency shall be responsible for ensuring compliance with all statutory provisions related to Provident Fund, Employees' State Insurance, and other applicable regulations for personnel deployed at BSTDC. The agency must also ensure the timely payment of minimum wages and implement any wage revisions mandated by the Labour Department from time to time.</p>	<p>a) As per notification no. 4/MW-40-01/2024 1020 Dated: 21-02-2024 Labour Resources Department, Government Of Bihar. As it is mentioned that Bonus and Gratuity is mandatory for all outsourcing employees. So, request you to kindly incorporate the Bonus and Gratuity in Monthly Remuneration.</p>	As per RFP
5	<b>Annexure 6</b>	<p>a) Please attach the list of star</p>	Revised Annexure 6 is attached



		<p>hotel/hospitality clients</p> <p>b) Format is not clear.</p>	
6	<b>EMD</b>	<p>a) We are registered company with MSME &amp; NSIC, hence looking exemption from</p>	As Per RFP

**Annexure 6- Agency's Experience (Maximum- 1 page per project/engagement)**

[Using the format below, provide information on each assignment of which your firm was legally contracted either individually as a corporate entity, for carrying out consulting services similar to the one requested under assignment.]

<b>Sl. No</b>	<b>Assignment Name.</b>	<b>Approx. value of the contract:</b>
1	Location within India: (City and State)	
2	Name and Address of Client:	
3	Start Date (Month/Year):	
4	Completion date (month/year):	
5	Details of HR services Provided by your staff within the assignment	
6	Firm's Name	
7	Duration of Assignment:	
8	Details of the HR Agency:(in terms of number of human resources recruited, nature of HR, selection procedure etc)	
9	Approx. value of the service provided by your firm under the contract.	
10	No. of Professional staff months provided by the associated consultants.	

[Please attach work commencement order and Completion certificate from the client for each of the above assignments]

Please attach the list of hotel/hospitality clients