

1205

## Collectorate, Arwal

PH No.: 06337-228994

<https://arwal.nic.in>

### Invitation for Submission of Proposal

Arwal administration invites Expression of Interest from Human Resource Agency for providing Manpower to run the "Sakhi" One Stop Centre, Arwal.

Arwal administrator intends to hire the service of a Human Resource Agency for providing Manpower to run "Sakhi" One Stop Center(OSC) in Arwal district. 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 Arwal district for establishment and running of One Stop Centre Scheme being implemented by the District Administration. The manpower is to be recruited and placed at the district.

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 for Arwal 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-----
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 details salary breakup to be paid to the employees, which shall be approved by the WDC.

GST Shall be paid extra.

The Post-wise details ToR is attached as Annexure-A

Expressions of interest are invited from HR agency who meets the following requirements: Interested agencies may apply by..13.10.2020..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 favor of District Magistrate, Arwal Payble at Arwal and non refundable.

Following document shall be sealed in an envelope as technical Bid Marked 'A'

- 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. Audited balance sheet of last 03 years.
- The Agency should submit GST registration
- The Agency should submit PAN and latest IT return
- The Agency Should not have been balcklisted 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 be complied by the selected agency.
- The agency should be registered under EPF/ESI.

Following document shall be sealed in an envelope as technical Bid Marked 'B'

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

SI No.	Activity	Service Charge as %
1	Manpower Supply in Arwal District as detailed in advertisement guideline. (on Gross amount i.e. without employer contribution of EPF/ESI)	

**NOTE:**

The bid completed with all details shall be submitted in the office of the undersigned by.....13.10.2020..... The technical bid (Envelope A) shall be opened on the same day at 4 PM. The financial bid of only the shortlisted agency will be opened, date and time for which shall be intimated later.

*[Signature]*  
District Magistrate,  
Arwal.

203

**Collectorate, Arwal**

PH No.: 06337-228994

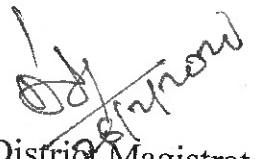
<https://arwal.nic.in>

**Invitation of Proposal from Manpower Supply Agency**

Arwal Administration plans to hire the Services of Manpower supply agency for supply of manpower in Arwal district 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 Arwal District. The complete proposal may be submitted in the office of the undersigned by.....13.10.2020.

The technical bid will be opened on the same day at 4 PM in presence of the Bidders or their authorized representative.

  
District Magistrate,  
Arwal.

