



Govt. of Bihar
Department of Agriculture
Bihar Horticulture Development Society, Patna.
(State Horticulture Mission)
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001,
Phone Fax: 0612-2547772, e-mail: dir-bhds-bih@nic.in,
Website : horticulture.bihar.gov.in

NOTICE – INVITING e-TENDER.

Through e-procurement mode only over (<https://eproc2.bihar.gov.in>)

Very Short e-Tender notice for empanelment of agency to provide Computer Operators/ Data Entry Operators on contract basis for deployment at Bihar Horticulture Development Society and affiliated offices.

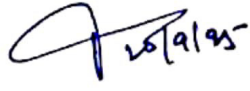
Bihar Horticulture Development Society, Patna requires around 30 computer operator/ Data Entry operator at its district and HQ offices. A total of around 30 Computer Operator/ Data Entry Operator is to be obtained on contract basis through agency/ firms on contract basis under temporary arrangement. For the above work, proposals are invited in the prescribed form by such qualified firms for the empanelment of competent and qualified service providers (agency /firms) located in the state of Bihar.

e-tender forms including terms and conditions for technical qualification and procedure of empanelment to be empaneled is available on website: [horticulture.bihar.gov.in](https://eproc2.bihar.gov.in). Applicants may upload/submit their tender along with all required documents for technical qualification through the online portal. Financial proposals should also be proposed on that portal in prescribed form separately.

The applicants need to upload/submit scanned copy of demand draft of EMD and tender document cost drawn in favor of "Mission Director, Bihar Horticulture Development Society" payable at Patna on online portal and also necessary to submit in original to BHDS official address mentioned above on or before the time of opening date of tender for technical evaluation. It will also be essential for the successful applicants to submit all the uploaded documents in original for verification only, if asked by the BHDS. Proposal can only be uploaded/submitted through online e-tender on website : (<https://eproc2.bihar.gov.in>)

SN	Activity	Date/Time : Duration
1.	Start Date & Time for Downloading of Tender document	23/09/2025 (11:00 Hrs)
2.	Date, Time and Place for attending pre-bid meeting. The mode of meeting will be hybrid (physical & virtual).	27.09.2025 (12.30 Hrs) Virtual Link for virtual pre-bid meeting will be published on BHDS website. https://eproc2.bihar.gov.in
3.	Last Date & Time for Downloading of Tender document	28.09.2025 (15:00 Hrs)
4.	Last Date & Time for submission/ uploading of offer/Bid	29.09.2025 (15:00 Hrs)
5.	Date and time of Technical bid opening	30.09.2025 (15:00 Hrs)
6.	Date and time of Financial bid opening	To be intimated to technically successful bidder only
7.	Nodal officer/Contact person for queries	Sri Nitesh Kumar Ray, Deputy Director, Administration and Evaluation, Directorate of Horticulture Mobile No. : 9031643034
8.	Mode of Empanelment	Empanelment and rate fixed on Least Cost Based Selection – LCBS(L1)

Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/ cancel the proposal without assigning any reasons thereof.


Mission Director
State Horticulture Mission, Bihar

1. Technical Qualification for Agency: -

Sr No	Particulars		Details	Required Documents
i.	Agency	:-	The firm/agency should be registered corporate body under Companies Act/Partnership Act, LLP Act Societies Registration Act or under Shop and Establishment Act.	Certificate of Incorporation/Registration certificate to be attached with the technical tender.
ii.	Agency's Office	:-	The Agency/ firm must have a registered office/Branch office in the state of Bihar. Mention full address, concerned person's name, mobile number, email, etc. of the firm's registered office located in the state of Bihar.	Rent Agreement of Registered Office if office is on Rent and Ownership Documents if office is owned by Bidder.
iii.	Agency's Annual Turn Over	:-	Average annual turnover should be minimum Rs. 100.00 lakh during each of the last 3 Financial Year 2021-22,2022-23 and 2023-24. For the annual turnover proof, firm must provide copy of the Income tax Return of the above period (With computation) along with self-attested copies of Profit and Loss Account and Balance Sheet -with UDIN Number (Attach Firms PAN card also).	1.CA Certified Audit Report/ Audited Balance Sheet and Profit and Loss Statement (With UDIN) of the agency should be submitted as supporting documents. 2. IT Return of Last three years (FY 2021-22,2022-23,2023-24) must be submitted. (Annexure -II)
iv.	Experience	:-	The firm/agency should have a minimum three consecutive years relevant service experience of providing computer operator/ Data Entry operator or IT Support experience on outsource basis in Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other reputed organizations.	Firm should attach Bills raised for each of the 3 years (minimum 3 bill each year) and its corresponding payment proof highlighted in the bank statement. Note: The above documents should be in Linear Order and payment proof must be highlighted and should match with Invoice Bill/Voucher. If the Payment proof is not matching with bill voucher, then kindly submit the Reconciliation Statement of the difference. (Annexure- II)
v.	Document' Cost	:-	Rs. 5000/- (Five thousand only)	Annexure-(IIIb)
vi.	Earnest Money Deposit	:-	The firm needs to attach an EMD (Bid Security) in the form of demand draft of Rs. 2,00,000/- (Rupees Two Lakh	BHDS shall not be liable to pay any Interest on the EMD so made and the same shall be interest

			only) in the name of Mission Director, Bihar Horticulture Development Society, Patna” along with the technical tender proposal.	free. Bids not accompanied by EMD shall be rejected by the BHDS as non-responsive. EMD exemption is not allowed Annexure-(IIIa)
vii.	Empanelment Fee	:-	Empanelment fee will be Rs. 1,00,000/- for one year which will be non-refundable. The successful agency will have to submit an annual empanelment fee for one year in the form of demand draft payable to Mission Director, Bihar Horticulture Development Society, Patna	
viii.	Performance Security	:-	The selected Computer operator/ Data Entry operator firms must provide performance security of 5 % of contract value (incl. GST) as Performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favor of the Mission Director, Bihar Horticulture Development Society payable at Patna, Bihar..	
ix.	Tenure	:-	The tenure of the Agency/ firm will be for 3 years which will be extended on yearly basis on the basis of performance and on the actual requirement of manpower at the end of contract.	
x.	Affidavit	:-	Affidavit from the notary on non-judicial stamp of Rs 1000 (Rupees One Thousand Only) that the firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.	Annexure-(IV)
xi.	BHDS rights	:-	BHDS reserves the right: 1. To increase or decrease the number of manpower 2. To shift any Computer Operator/ Data Entry Operator from district to district or district to HQ or HQ to district without assigning any reason and	

			without any security of tenure at any office. Evaluation will be done according to the terms and conditions cited in proposal documents under BFR, 2005.	
xii.	E.P.F/ ESI	:	It is mandatory for the Firm to be registered under ESI and EPF. Contract Labor License under Regulation and Abolition Act 1970	Certificate of Registration under EPF and ESI and last 12 Months EPF and ESI Returns
xiii.	GST	:	Agency/Firms/Companies must be registered under GST.	Copy of GST Registration Certificate. Copy of GST Return (GSTR 3B) of Last 2 years and it should match with Audited Balance Sheet and Profit and Loss Statement of respective years.
Xiv	Successful bidder firms who passes technical tender submits an affidavit and agreeing to work on L1 will be empaneled with Bihar Horticulture Development Society, Patna. One successful bidder may be allotted more than one district			

2. General terms & conditions for empanelment in BHDS :-

- Agency/ firms should have at least 3 years of experience of deploying/supplying Computer/ Data Entry Operator to government departments in the immediately preceding three years. Also submit necessary proof of execution of such order within the last three years and complete set of work order from at least three government agencies- Self attested.
- Proposal should be submitted only through online e-tender on website: www.eproc.bihar.gov.in or <https://eproc2.bihar.gov.in>
- Proposal submitted without relevant papers/documents will be rejected.
- Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in proposal documents.
- The selected agencies shall have to submit an undertaking on non judicial stamp paper of Rs. 1,000/ (Rupees One Thousand Only) to BHDS prior to the issue of work order covering the following points:
 - Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.
- EMD and Document costs will be the part of Technical Proposal only.
- The **Technical Proposal** along with all required documents for technical qualification should be uploaded/submitted through online e-tender on website horticulture.bihar.gov.in/ <https://eproc2.bihar.gov.in> or <https://eproc2.bihar.gov.in>. Applicant needs to upload scanned copy of demand draft of EMD and tender document cost drawn in favour of **Mission Director, Bihar Horticulture Development Society** payable at Patna on online portal and also necessary to submit in original to BHDS official address mentioned above on or before the time of opening date of tender for

technical evaluation. Financial proposal should also be proposed on that portal in prescribed form separately.

8. **The Technical Proposals will be opened first** and will be evaluated by the evaluation committee constituted at the society. Only such proposal will be opened and evaluated, for which required Earnest Money and Proposal document cost demand draft will be submitted by proposer in original to BHDS office on or before the opening date of technical bid. Evaluation of the Technical Proposal shall be carried out by a committee constituted by the Society, which shall look into compliance of specifications and other Terms & conditions for empanelment. At the second stage, **Financial Proposal of only technically acceptable agencies will be opened**, for further evaluation.
9. Mission Director, BHDS, Patna reserves the right to reject/cancel the empanelment of agency at any time if he/she is satisfied that it is desirable to do so in Society's interest. The decision of Mission director, BHDS, Patna shall be final and binding.
10. Proposers or their duly authorized representative's may should remain present at the time of opening the financial Proposal. Time and Place for opening of Financial Proposal shall be announced after technical evaluation and shall be communicated through a notice at the office of Mission Director.
11. Participation for the empanelment process will automatically imply the acceptance, on part of the participating agency of all the terms and conditions of this notice for empanelment.
12. Agency/ firms will have to provide list of suitable candidates to Bihar Horticulture Development Society within one week from the issuance of allotment letter.
13. An MOU will be signed between the selected Agency/ firms and Bihar Horticulture Development Society for the terms and conditions of the invitation proposal.
14. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws and minimum wages Act, 1948.
15. The bidders should submit their financial bid keeping in mind circular regarding service charge for outsourced manpower which has been issued by Finance Department, GOB vide Memo No 2988 dated 23.03.2023 under para 4(i) of the circular, where service charge rates for outsourced manpower has been fixed at minimum 3.85% and maximum 7% (including transaction charges).

3. Financial Proposal by Agency/ firm: -

The agreement will be signed by Bihar Horticulture Development Society, Patna subject to the condition of deduction of GST TDS and Income Tax TDS, if applicable.

Bihar Horticulture Development Society needs experienced Computer Operator/ Data Entry Operator for MIDH, PDMC and other schemes funded by State and Central Government.

The Computer Operator/ Data Entry Operator must have a minimum educational qualification of valid BCA or B.sc IT degree. The personnel should possess fair knowledge of software such as MS Word, MS Excel and MS Power point etc. Web based networking and hardware of computers. The personnel should have minimum speed of typing at 40 w.p.m (English and Hindi). The age of person should be between 20 to 40 years with preference to younger age group. Agency/ firms will be paid minimum of Beltron rate per month per computer operator/ Data Entry operator (excluding GST) as decided by Bihar Horticulture Development Society. Agency/ firms must provide break up of Basic Pay and other allowances that will be paid to Computer Operator/ Data Entry Operator, Service charges, break up of taxes etc. The same has

to be submitted in a sealed envelope superscribing the '**Financial Proposal**' on the top.

Annexure-(V)

- **Financial Proposal should not be part of Technical Bid Submission.**

4. General Conditions of Tender: -

- I. In Tender eProc2, the financial proposal will be submitted by the Agency/ firm according to 'Annexure V', in which the firm will mention the amount to be given to the computer operator/ Data Entry operator after deducting statutory liabilities, etc.. The firm that will pay the maximum amount to the computer operator/ Data Entry operator and costs minimum to the BHDS, Patna will qualify as **L1**. Other qualified bidders will be given an opportunity to work at the L1 price, if they agree for.
- II. Financial proposals will be opened only of such firms, which are found technically suitable.
- III. Other conditions, if any, may be declared at the time of opening of tender.
- IV. Demand Draft of EMD amount and document cost must be attached in the technical proposal.
- V. Conditional proposals will be rejected.
- VI. Proposals submitted without required documents will be rejected.
- VII. Any dispute will be settled only in consultation with Mission Director, BHDS, Patna.
- VIII. Firms must have license under Contract Labor Act, 1970 provide details of EPF, ESI and other taxes deposited along with proof to the Bihar Horticulture Development Society on quarterly basis. In the event of non-compliance of this condition by the firm, the bills submitted by the Firm will be withheld from the next month and penalty from performance security may be deducted for which the firm will be fully responsible.

5. Eligibility of Computer operator/ Data Entry operator: -

- a. The Computer Operator/ Data Entry Operator must have a minimum educational qualification of valid diploma/Certification in Computer Applications (DCA/PGDCA/O level from a recognized institute.
- b. The personnel should possess fair knowledge of software such as (MS office Word, MS Excel and MS Power point etc.), Web based networking and hardware of computers, file management.
- c. The personnel should have minimum speed of typing at 40 w.p.m (English and Hindi). Familiarity with office automation tools and online government portals.
- d. Preference will be given to personnel having knowledge of PFMS/CFMS (a web based Indian Government platform for tracking funds and real-time expenditure).
- e. The age of person should be between 20 to 40 years with preference to younger age group.
- f. At least three years' work experience in any government organization will be mandatory.
- g. Curriculum Vitae of all the computer operator/ Data Entry operator is mandatory attested by agency/firms.

- h. Age Limit: As on 01.06.2025, the category wise maximum age limit prescribed by the General Administration Department of Bihar Government for admission to government service will be followed.
- i. The total amount will be given to the Firm at the Beltron minimum rate (inclusive of taxes) subject to deduction of TDS and other statutory deductions.
- j. The contract period will be for three years. The contract can be extended if the work is satisfactory by a maximum of 2 years, one year at a time. Based on the performance, the BHDS reserves the right to increase the contract value up to 10% on initial contract value and decision of the BHDS in this regard shall be final and binding.
- k. The Computer Operator/ Data Entry Operator will work at district and Head Office as per the requirement of Bihar Horticulture Development Society. The computer operator/ Data Entry operator may be asked to shift to some other location within Bihar, in case it is required.
- l. If the work of computer operator/ Data Entry operator(s) is/ are found unsatisfactory, the services of Agency/ firm will be withdrawn without any notice. In case of any loss that might be caused to the BHDS due to lapse on the part of personnel deployed by agency discharging their responsibilities, such loss shall be compensated by the contracting agency and in this connection, the BHDS shall have the right to deduct appropriate amount from the bill and performance security.
- m. In the event of person deputed by agency being on leave/absent the agency, shall ensure suitable alternative arrangement to make up for such absence.
- n. The person deployed by agency shall have required qualifications. In case of non-compliance/ non-performance of the service accordance to the terms of the contract, the BHDS shall be at liberty to seize PA and blacklist from the DoH without prejudice to its right under any other provisions of the contract. Penalty up to 5% may also be imposed, if there are frequent changes of employees deployed at this office.
- o. Agency cannot replace the manpower without approval of Mission Director and should submit reason for change in manpower in writing. The full particulars of the personnel (Curriculum Vitae) to be deployed by the agency shall be furnished to the BHDS, seven days in advance before they are proposed to be deployed in the BHDS.
- p. Any increase in statutory taxes during the contract period will be borne by the BHDS.
- q. Number of Computer/Data entry operator may be increased or decreased as per requirement.
- r. The agency shall maintain attendance, leave records, and performance monitoring.

6. Pre Bid Meeting

- i. All those bidders who have obtained bid document can participate in pre bid meeting seeking clarification on the bid, if any.
- ii. Not exceeding two employees from each of the bidding firm / company /organization are invited to attend the Pre-Bid Conference at their own cost, which is to be held at the venue “**2nd Floor, Krishi Bhawan, Mithapur, Patna-800001**”.
- iii. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- iv. Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder

Mission Director,
Bihar Horticulture Development Society,
Patna

Letter head of the proposer)

Name of Firm:

Address:

Phone No. /Mobile No.:

To,

**The Mission Director,
State Horticulture Mission, Bihar
2nd floor, Krishi Bhawan,
Mithapur, Patna-800001**

Sir,

Subject: TECHNICAL PROPOSAL

In accordance with the terms & conditions of the notice for Empanelment of Agency/ firms to provide Computer Operator/ Data Entry Operator on contract basis for day to day work of Dept. Of Horticulture, Bihar Horticulture Development Society and affiliated offices.

I /We submit the **technical proposal** containing the following documents mentioned in checklist. (Please enclosed below documents Serially in proposal to be submitted)

Check List

Sl. No.	Activity	Remarks (Yes/No)
1.	Authority Letter (Annexure I)	
2	Information Sheet (Details of firm) (Annexure II)	
3	Details of Earnest Money along with Bank Draft (Annexure IIIA)	
4	Details of proposal document cost and draft (Not applicable for proposal document purchased in person) (Annexure IIIB)	
6	Submission of Affidavit (Annexure IV)	
7	Financial Proposal – (Annexure V)	
8	Photocopy of ESI and EPF Certificate	
9	GST Registration Certificate (optional)	
10	Photocopy of Income tax return for FY 2021-22, 2022-23 and 2023-24 along with computation and PAN Card and self-attested copies of Profit and Loss Account and Balance Sheet	
11	Firm Constitution Certificate	

Further, it is certified that the information furnished in this proposal documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms

EOI for empanelment of Chartered Computer operator/ Data Entry operator Firms



and conditions mentioned and undertake to abide by the terms & conditions and rules & regulations mentioned in the proposal document.

It is also certified that the proposer has never been blacklisted/debarred by Union or any State Government department or institute in any matter and the owners or partners/ directors have never been legally prosecuted & in any legal dispute with Union or any State Government department.

Signature of Authorized Signatory
Name
Designation

Seal of the firm

Dated.....

A handwritten signature in blue ink, consisting of a single, fluid, cursive stroke that loops back to the starting point.

(Letter head of the bidder)
AUTHORITY LETTER

Mr./Ms./ M/s.

.....
..... (Name & address with
mobile no. of Empanelment Computer operator/ Data Entry operator) is working
with/on behalf of our firm as our Agencyfor the State of Bihar.

He is authorized to submit, collect & correct all EOI/quotation/project
documents on behalf of the firm.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

INFORMATION SHEET

(General Information to be supplied along with the Proposal)

S.No	Particulars		Particulars
1	Name of Agency	:	
2	Firm Registration Number & date of registration	:	
3	PAN Number of Firm	:	
4	Address of Head Office of Firm	:	
5	Address of Agency in the state of Bihar	:	
6	Type of Firm (Proprietor/ Partner/Company)	:	
7	Name of Proprietor/ Main Partner(s)	:	
8	Mobile Number	:	
9	Email Id	:	
10	ESIC Registration Number	:	
11	EPF Registration Number	:	

10. Minimum three consecutive years' relevant service experience of providing computer operator/ Data Entry operator of different category on outsource basis in Office of Government or Semi-Government sector/PSUs/Autonomous Bodies or other organizations. Firm should attach Bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement-

S.No.	Year	Name of Govt/ Non Govt Organization	Invoice Amount	Date of Invoice	Date of Receipt
1	FY 2021-22				
2	FY 2022-23				
3	FY 2023-24				

11. Turnover of last 3 years (Attach copy of Income Tax return along with computation and self-attested copies of Profit and Loss Account and Balance Sheet: -

- (i) FY 2021-22-
- (ii) FY 2022-23-
- (iii) FY 2023-24-

12. Details of Proprietor/ Partners

S.No.	Name of Partner/ Proprietor	Membership Number	Address	Mobile Number and Email Id
1				
2				
3				

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage. I/We will be blacklisted and will not have any dealings with the department in future.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

DETAILS OF EARNEST MONEY

Earnest money as per details below is enclosed for the purpose for Empanelment of Agency/ firms to provide Computer Operator/ Data Entry Operator on contract basis for day to day work of Bihar Horticulture Development Society and affiliated offices.

Bank Draft No.....

Name of the bank.....

Branch.....

Dated.....

Amount (In figures & words).....

.....

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

DETAILS OF PROPOSAL DOCUMENT COST

PROPOSAL document cost as per details below is enclosed for the purpose FOR Empanelment of Agency/ firms to provide Computer Operator/ Data Entry Operator on contract basis for day to day work of Bihar Horticulture Development Society and affiliated offices.

Bank Draft No.....
Name of the bank.....
Branch.....
Dated.....
Amount (In figures & words).....
.....

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Submission of Affidavit (For Technical proposal)

(Through Notary Public on Non-Judicial stamp paper)

- Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

FINANCIAL PROPOSAL**Name of Firm:****Address:****Phone No. /Mobile No.:**

To,

The Mission Director,
 State Horticulture Mission, Bihar
 2nd Floor, Krishi Bhawan, Mithapur, Patna-800001

Sir,

I / we do hereby propose following price:

Computer operator/ Data Entry operator's proposed honorarium			Service fee Rs.	EPF Rs.	ESI Rs.	If there is other tax then Rs.	GST (18%), if applicable	Company's Profit Percentage	Total Amount
Basic Remuneration (Rs.)	Other Allowance (Rs.)	Total amount Rs. (1+2)							
1	2	3	4	5	6	7	8	9	10
Beltrons Minimum rate									

I/ we do understand that I will have to provide details of EPF, ESI and GST paid on quarterly basis along copies of return. In case any information is found wrong, action can be taken against me/ us.

Financial Proposal should not be part of Technical Bid Submission.

Financial proposal should also be uploaded through online e-tender on website <https://eproc2.bihar.gov.in> in the prescribed format given on eproc2.

Financial Quote should strictly be filled in the BoQ (excel sheet format) of the eproc2. Any scanned upload of financial format will cause rejection of financial format. Evaluation will be done on the basis of Excel Sheet uploaded in BOQ Section.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

Schedule - 1

General instructions related to the procedure to be followed for selection and submission of tender by the service provider organization / Agency/ firm for providing manpower in Bihar Horticulture Development Society.

Bihar Horticulture Development Society, Patna, under Directorate of Horticulture, Department of Agriculture, which operates various schemes of horticulture development is a registered society under the Societies Registration Act, 1880. Its headquarter is located in Patna and District Horticulture Development Committee has been constituted in all 38 districts of the state.

Services of qualified Computer Operator/ Data Entry Operator will be obtained on contract through Agency/ firm for the completion of accounting works in Bihar Horticulture Development Society.

Service Conditions for Computer operator/ Data Entry operator:

1. The person employed through the service provider Agency/ firm can be relieved in the event of any misconduct/ dereliction of duty/ incompetence / negligence / unsatisfactory work.
2. Computer operator/ Data Entry operator is required in the offices of Bihar Horticulture Development Society based on rates as mentioned in the tender. The claim of any kind of government or permanent employment by the persons employed on the post of Computer Operator/ Data Entry Operator through the service provider Agency/ firm will be invalid. From the date of termination of services of the Agency/ firm, the services of the Computer Operator/ Data Entry Operator provided by them will also automatically be terminated from that date.
3. The contract will be of one year. If required by the society, the service of the organization doing satisfactory work can be renewed up to a maximum of 3 Years.
4. The persons to be employed will not have any right of Bihar Horticulture Development Society as any office or office bearer. Agency/ firm will enter into contract with Computer Operator/ Data Entry Operator and Agency/ firm will enter into agreement with Bihar Horticulture Development Society, Patna. Under no circumstances the contractual service of the computer operator/ Data Entry operator shall be the basis for permanent employment in the society.
5. The Agency/ firm will be liable to take care of all statutory compliances like ESI, EPF and others as mandated by the Labor Resources Department and other central or state government departments. Bihar Horticulture Development Society is not responsible for such compliances.
6. The Agency/ firm will be paid a fixed based on Rs 35000/- per month per computer operator/ Data Entry operator (excluding GST). Apart from this, no other type of amount will be paid. The honorarium will be calculated on the basis of working days'/absence report of the concerned computer operator/ Data Entry operator.
7. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The

Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this office, same shall be reimbursed/indemnified by the Service Provider.

8. All existing statutory regulations of both the States as well as the Central Governments, shall be adhered to by the Service Provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate.

9. The Service provider shall at this own cost comply with the provision of labour law, rules, orders and notifications whether Central or State or Local as applicable to him or to this contract from time to time. These Acts/Rule include without limitation to the followings:

The Central Minimum Wages Act/ The Workmen's Compensation Act/The payment of Gratuity Act/ The Shop and Establishment Act/The Payment of Bonus Act/The Employees Provident Fund & Miscellaneous Provisions Act/The Employees State Insurance Act/ All other Acts/Rules/Buy-laws; orders notifications, etc., present or future applicable to the Service provider from time to time for performing the contract job.

The Service provider shall pay wages to various category of manpower provided as per the prevailing wages prescribed by the Central Minimum wages Act. The Service provider shall maintain proper records under minimum wages Law/Acts. Any statutory enhancement in wages by notification shall be claimed from the Department by the Service Provider by furnishing documentary proof and get the rate approved by the Department for payment to its employees.

10. The payment shall be made to the Service Provider on or before 10% of the following month. At the time of submission of Monthly bill for payment, the Contractor/Service Provider should submit the proof for the previous payment made towards statutory liabilities and wages to Data Entry operator/Typists (DEO). The Service provider shall make only statutory deduction from the wages paid to the person. In case of any delay in submission of bill/passing the bill/ funds not available for passing the bill, the service provider should pay wages to the employees every month and should not interrupted. The contractor must ensure that accept the delayed payment up to 90 days without claim of any interest on his bill payment.

11. Payment to the Service Provider will be made by Account Payee ECS only, on presentation of the bill. Income-tax shall be tax deducted source as per the rates notified by the CBDT. GST shall be deducted as per the rates notified by the CBIC.

12. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Agency/Service Provider only.

13. The Contractor/Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.

14. The Service provider shall be liable for all damages caused by the personnel to the property of the office and the same shall be recovered from the Service Provider
15. Proper uniform and identification card shall be provided by the contractor/bidder to the person deployed as Data Entry operator/Typists (DEO) and it must be ensured that the same are worn during working hours & I.D. cards are displayed on person, as issued by the vendor
16. The Contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.
17. Any incidence of inappropriate behavior by any of the Data Entry operator/Typists (DEO) or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.

10. Selection Process: -

- 10.1 The verification of educational qualification will be done by the concerned institutions (institutions from which they have been qualified). Legal action will be taken if the certificate is found to be fake.
11. The Agency/ firm will provide the list of candidates to the society to work on contract on an average 2-3 times of each post to be employed. The interview will be conducted by the evaluation committee constituted under the chairmanship of the Mission Director, Bihar State Horticulture Mission or under the chairmanship of any officer authorized by him and the name will be recommended. The service of this recommended candidate will be provided by the Agency/ firm to the society to work on contract.