

## REQUEST FOR PROPOSAL

**For**

**Establishing and Operating Residential Special Training Centre/ School one each in the Seven (7) Districts of Bihar, by NGOs for Rescued Child labour between the age group of 6-14 Years**

**RFP No.: 01/CL-10-09/2017 (Khand-I), L.R-01  
Date: 16.08.2025**

**Department Of Labour Resources  
Government of Bihar  
Block 'C', 2<sup>nd</sup> Floor, Niyojan Bhawan, Patna- 800001  
Email Id: seclab-bih@nic.in  
Website: <https://state.bihar.gov.in/labour>**

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**Department of Labour Resources, Government of Bihar**  
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Bailey Road, Patna - 800001  
Phone: 0612-2215142 Fax: 0612-2215004  
Email: seclab-bih@nic.in Website: <https://state.bihar.gov.in/labour>

**Notice Inviting Request for Proposal**

**RFP No: 01/CL-10-09/2017 (Khand-I), L.R-01**

**Date- 16-08-2025**

Secretary, Dept. of Labour Resources, Govt. of Bihar invites bids from eligible NGOs for Establishing and Operating "Residential Special Training Centre/ School", for Rescued Child Labour between the age group of 6-14 Years in Seven (7) Districts of Bihar viz. Patna, Gaya, Nawada, Nalanda, Banka, Sitamarhi & Jamui District wherein the organization (s) have to create suitable infrastructure and resource establishment (man power etc.) for establishing and operating such Residential Special Training Centre/School for at least 100 rescued child labour per Centre. Financial assistance shall be provided by the State Government to NGOs for establishing and operating such Residential Special Training Centre/ Schools.

**The Organization must be registered on or before 31.03.2015 and organisation should have registered on NGO Darpan Portal.**

Kindly note that the selection of agency under this RFP will not guarantee allocation of work and Labour Department will assume no liability or cost towards it. Labour Department makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**Document Fee and Tender Processing Fee:** All Applicants have to pay a **non-refundable Document Fee of Rs. 10,000/-** (Ten Thousand only) and Tender Processing Fee of Rs. 590.00 or as applicable (Five Hundred Ninety only) (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

**Earnest Money Deposit (EMD):** An EMD of **3,50,000/-** (Three Lakh Fifty Thousand only) **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal must be paid well before the last date/time for submission/uploading of the offer/bid, failing which the bid will be rejected. The EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

**The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab "Tender" on home page of above website and then going to Latest Tender by searching Department Name as "Labour Resources Department".**

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the "e-Procurement Portal <https://www.eproc2.bihar.gov.in> and departmental website: <https://state.bihar.gov.in/labour>. The RFP will be available to download from the above websites from **16.08.2025**. The last date for uploading of proposal/bid will be **08.09.2025 up to 15.00 Hrs**. Technical Bid will be opened on or after **08.09.2025 post 16:00 Hrs**. **The Evaluation of Bids will be under Least Cost System**. Please refer RFP document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned for the same.

**Secretary,  
Department of Labour Resources,  
Govt. of Bihar**

**Department of Labour Resources, Government of Bihar**  
 Block 'C', 2nd Floor, Niyojan Bhawan, (Near Income Tax round about),  
 Bailey Road, Patna - 800001  
 Phone: 0612-2215142 Fax: 0612-2215004  
 Email: seclab-bih@nic.in Website: <https://state.bihar.gov.in/labour>

LETTER INVITIG e-TENDER (Letter of Invitation)

**RFP No: 01/CL-10-09/2017 (Khand-I), L.R-01**

**Date- 16.08.2025**

Proposals (**Two Bid System**) are invited from reputed and experienced NGOs for Establishing and Operating Residential Special Training Centre/ School one each in the Patna, Gaya, Nawada, Nalanda, Banka, Sitamarhi & Jamui district of Bihar, by NGOs for Rescued Child labour between the age group of 6-14 Years.

**Tender Schedule/Programme:**

SN	Activity	Date/Time: Duration
1.	Online Sale/Download date of Tender documents	From 16.08.2025 ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.	Last Date/Time for submission/ uploading of offer/Bid// Submission of Earnest Money Deposit	08.09.2025 up to 15.00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
3.	Date & time for opening of Technical Bid	On 08.09.2025 post 16:00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
4.	Date and time for Technical Presentation and demonstration.	Date and time for Technical Presentation and demonstration shall be communicated later
5.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per decision of competent authority.
6.	Method of Selection	Least Cost Selection (LCS)
7.	Bidding in Consortium	No
8.	Bid Proposal Validity	180 days from the last date of bid submission.
9.	Agreement Period	3 years from the date of signing of contract; extendable further based on satisfactory performance and /project requirement and based on the sole discretion of Secretary, Labour Resource Department.
10.	Contact Person/Nodal Officer for queries	Mr. Rajesh Kumar Designation - Joint Labour Commissioner Email: <a href="mailto:lcbihar@bihar.gov.in">lcbihar@bihar.gov.in</a> Contact no: 9472257609/ 7488052148

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.

- The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at the bidder's own risk and may be liable for rejection.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be the bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
  - ❖ The department shall carry out the evaluation based on the uploaded certificates/documents in the e-Procurement system.
  - ❖ The department will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- Conditional Bids shall be outrightly rejected.
- **Validity of Bids:** 180 days from last date of bid submission.
- **For support related to the e-tendering process, bidders may contact at following address:**  
"e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2<sup>nd</sup> Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. "Toll Free Number: 1800 572 6571" Email ID: eproc2support@bihar.gov.in.
- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <https://state.bihar.gov.in/labour> and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- Associates or Joint Venture arrangement or networking is not allowed under the assignment.
- Kindly note that the selection of agency under this RFP will not guarantee allocation of work and the department will assume no liability or cost towards it. The department makes no commitments, expresses or implied that this process will result in a business transaction between anyone.

Secretary,  
Department of Labour Resources,  
Govt. of Bihar

**Submission of Proposals Through electronic mode only:**

1. The bidder shall submit his bid/tender on the e-Procurement platform at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get themselves registered on e-Procurement Portal <https://www.eproc2.bihar.gov.in> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published on an e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."**

5. The tender opening will be done online only.
6. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
7. For support related to e-tendering process, bidders may contact at "e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. "Toll Free Number: 1800 572 6571" Email ID: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in).

## Disclaimer

- i. The information contained in this Request for Proposal document (RFP) or subsequently provided to bidders, whether verbally or in documentary or in any other form, by or on behalf of the Tendering Authority (Tenderer) or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is not an agreement and is neither an offer nor invitation by the Tendering Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tenderer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Tenderer, its employees or advisers to consider the objectives, technical expertise and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- iii. Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tenderer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. The Tenderer, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- v. The Tenderer also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- vi. The issue of this RFP does not imply that the Tenderer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Tenderer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- vii. The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tenderer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Tenderer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**Section 1 – Letter of invitation****RFP No: 01/CL-10-09/2017 (Khand-I), L.R-01****Date-16.08.2025**

To:

*The Prospective Bidder.*

Attention: Mr/Ms

The Department of Labour Resources, Govt. of Bihar (here in after will be referred as department) intends to enter into an arrangement for the provision of services outlined in this RFP document. In this respect we would like to invite your organization to submit a proposal as outlined in this RFP.

1. The Secretary, Labour Resource Department, invites proposals (Two Bid System) from reputed and experienced NGOs to provide the following services:  
**For establishing and operating "Residential Special Training Centre/ School" for Rescued Child Labour between the age group of 6-14 Years for allotment of Residential Special Training Centre/ School one each in Patna, Gaya, Nawada, Nalanda, Banka, Sitamarhi & Jamui District wherein the organization have to create suitable infrastructure and resource establishment (man power etc.) for establishing and operating such Residential Special Training Centre/School for at least 100 rescued child labour per Centre.**
2. Please note that only one Residential Special Training Centre/ School will be established and operated in each of these districts as mentioned above.
3. However, an organization can apply for one or more or all of the seven centres or school as mentioned above but have to specify the same in the Tech Forms given in the RFP and separately quote on the eProc Financial Form for respective Center/school.
4. Financial assistance shall be provided by the State Government to NGOs for establishing and operating such Residential Special Training Centre/ Schools.
5. The Background Information and Terms of Reference for the services, Scope of Work are provided in Section 5 of the Request for Proposal (RFP)
6. The Organization must be registered on or before 31.03.2015 and organisation should have registered on NGO Darpan Portal.
7. A firm will be selected under the Least Cost basis Method and as per procedures described in this RFP.
8. The RFP includes the following documents:  
Section 1 - Letter of Invitation  
Section 2 - Instructions to Bidders  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 - Terms of Reference  
Annexures: I and II
9. The bidders shall submit their proposal, eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
10. The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be the bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
11. Financial Proposal of Only those bidders will be opened who have qualified the Technical Proposal.
12. **The Financial Bid in the FIN-I Form should be filled for each district the applicant is applying for.**
13. The L-1 bidder for a particular district shall be selected from the financial routes of various bidders received for that particular district.
14. Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. Each document/ attachments/ enclosures/ proofs comprising technical bid and financial bid should be digitally signed and stamped by the authority / authorized representative and properly bound and each page numbered clearly supported by the index.



15. The Proposal should be uploaded on the e-proc portal latest by the date and time mentioned above. The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof.
16. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
17. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and will result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.
18. RFP should be submitted by the organizations as Sole applicants only. No form of Consortiums/ Joint Ventures or sub-contracting model is allowed.
19. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/ presentations, in providing any additional information required by the Department to facilitate the evaluation process and Awarding of Contract.
20. RFP document submitted by the bidder should be concise and contain only relevant information as required. **Irrelevant document will not be considered.**
21. Any proposal received by the department after the prescribed deadline shall be rejected and returned unopened to the Bidder.
22. The bids submitted by telex/telegram/fax/e-mail/courier/post etc. shall not be considered. No correspondence will be entertained on this matter.
23. The undersigned reserves the right to amend or add or modify scope of work or terms of this RFP at any stage i.e. even at post agreement execution stage.
24. The bidders who have qualified the technical proposal, have to make a presentation on current projects undertaken by the organization as well as on the approach and methodology for the proposed assignment.
25. The Tendering Authority reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Secretary  
Department of Labour Resources  
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## Section 2- Instructions to Bidders

### 1. Introduction

#### General

- 1.1 The Tendering Authority will select a agency in accordance with the method of selection specified in the RFP.
- 1.2 The bidders should familiarize themselves with department functions, Scope under this assignment, local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, bidders are encouraged to visit the project site.
- 1.3 Bidders shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.
- 1.4 The Tendering Authority is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder/s.
- 1.5 In preparing their Proposals, bidders are expected to examine in detail the documents comprising the RFP. Deficiencies in providing the information requested may result in rejection of a Proposal.

#### 1.6 **Conflict of Interest**

The selected Agency shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Agency and its affiliates shall not engage in consulting activities that conflict with the interest of the department under the contract. It should be the requirement of the consultancy contract that the Agency should provide professional, objective and impartial advice and at all times hold the department's interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Agency shall not be hired for any assignment that would be in conflict with their prior or current obligations to the department, or that may place them in a position of being unable to carry out the assignment in the best interest of the tender issuing authority.

The Agency has an obligation to disclose to department any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Tender issuing authority. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

#### 1.7 **Fraud and Corruption**

- (i) The Tendering Authority requires that the agency observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, The Tendering Authority defines, for the purposes of this provision, the terms set forth below as follows:
  - (a) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  - (b) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the tender issuing authority and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the tender issuing authority of the benefits of free and open competition).
- (ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
- (iii) will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract under the purview of Tendering Authority.

#### 1.8 **Only one proposal:**

If a bidder submits more than one proposal/bid, such proposals/bids shall be disqualified.

#### 1.9 **Proposal Validity:**

180 days from the last date of bid submission.

#### 1.10 **Extension of Validity Period:**

- i. The Tendering Authority will make its best effort to complete the processing within the proposal's validity period. However, should the need arise, The Tendering Authority may request, in writing, all the bidders who submitted Proposals prior to the submission deadline to extend the Proposal's validity.

- ii. If the bidders agree to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
- iii. The bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

#### 1.11 Eligibility:

It will be the Bidder's sole responsibility to ensure that it meets the eligibility requirements of the RFP.

#### 1.12 General Considerations:

In preparing the Proposal, the bidder is expected to examine the RFP in detail. Deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

#### 1.13 Cost of Preparation of Proposal

The bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Tendering Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Tendering Authority is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidder/s.

#### 1.14 Participation of Government Employees

No current government employee shall be deployed by the agency without the prior written approval by the appropriate authority.

#### 1.15 Earnest Money Deposit (EMD):

- a Please refer details in the Tender Notice.
- b The tender authority shall reject any bid not accompanied by appropriate EMD, as non-responsive.
- c The EMD of unsuccessful applicants will be returned within 60 days after completion of RFP process or completion of Bid validity period whichever is earlier. However, in case of successful applicants, the bidder may request for the refund of EMD, only after submission of Performance Guarantee for all the centers allotted to it by the respective department.
- d The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of Bid Validity
  - In the case of a successful bidder, if the bidder fails to submit the required Performance Bank Guarantee within 30 days of issue of the Letter of Award (LoA).
  - if the successful Bidder fails to sign the Contract within required time frame.

#### 1.16 Performance Guarantee (PG):

- The selected bidder/s have to submit for each allotted center/school, **a performance Bank Guarantee of 10% of the contract value** in the form of an irrevocable unconditional bank Guarantee valid for 42 months issued from a scheduled bank **in favour of Secretary, Labour Resources Department, Payable at Patna** or in the form of Demand Draft within 30 days of issuing of Letter of Award (LoA).
- In case the organization fails to submit the required PG for the allotted school, then the EMD For that school will be forfeited. The PG may be forfeited if their performance is found to be unsatisfactory or the organization engages itself in unwarranted/undesirable activities i.e. other than the purpose for which such school has been allotted to the Organization besides liabilities towards prosecution under appropriate law. **The PG will be returned within six months from the end of the period of allotment for that school. In case of extension of the period of allotment, the PG will have to be extended for further period and will be returned within six months from the end of extended period of allotment for the school.**

## 2. Amendments to RFP Documents

- 2.1 At any time before the submission of proposals, the tender issuing authority may, on its own initiative, amend or modify the RFP by issuing an addendum/corrigendum. The addendum shall be published on website of e-proc and will be binding on all bidders. To give bidders reasonable time in which to take an amendment into account in their proposals, the tender issuing authority may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

## 3. Preparation of the Proposal

**3.1 The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in>**

**3.2** The bidders should ensure that all the required documents as mentioned in the tender document are

submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded. Care should be taken that no Financial Proposal or scan thereof should be uploaded with technical proposal documents else the bid will be outright rejected.**

- 3.3** The bidder will be owning responsibility for the correctness/authenticity of the supporting statements, documents, certificates, uploaded by him.
- 3.4** The bidders must upload all evidence to support the bid eligibility under Technical Bid. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.
- 3.5 Language of Proposal:** The Proposal, as well as all related correspondence exchanged by the Bidders and the Tender issuing authority, shall be in English. All reports prepared by the contracted bidder shall also be in English.
- 3.6** The Technical Proposal should clearly demonstrate the bidder's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

## 4. Technical Proposal

### General

- 4.1** The Technical Proposal shall not include any information related to financial proposal and any Technical Proposal containing information related to financial proposal shall be declared non-responsive and will be rejected.

### Technical Proposal Format

- 4.2** The bidder shall submit technical proposal as per the Tech Forms in the prescribed format only. Submission of the wrong type of Technical Proposal may result in the Proposal being deemed non-responsive and will be rejected.

### Technical Proposal Content

- (i) The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vi) and other required information, using the Standard Technical Proposal Forms (Form TECH-1 A & TECH 1 B) along with all required documentary proofs which all should be properly scanned and uploaded. All Tech Forms and Annexures I and IV have to be properly filled and scanned and mandatorily uploaded.
- (ii) *No hard copy submission. The hard copy proposals will be out right rejected.*
- (iii) **A brief description of the organization and outline of relevant experience of the bidder on assignments of a similar nature and as required under evaluation criteria is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the bidder's involvement. Information should be provided only for those assignments for which the bidder was legally contracted by the respective tender issuing authority as a corporate entity or as one of the major participating firms within an association (Joint venture). Assignments completed by individual experts working privately or through other agency cannot be claimed as the experience of the bidder. Bidders should be prepared to substantiate the claimed experience if so requested by the Tender issuing authority.**
- (iv) A concise, complete, and logical description of how the bidder's team will carry out the services to meet all requirements of the TOR.
- (v) An organization chart of the bidder firm.

### Personnel

The agency should deploy a sufficient number of personnel as mentioned in the ToR of RFP for

## 5. Financial Proposal

- 5.1 Strictly as per Excel format given under e-proc portal.
- 5.2 No proposed schedule of payments should be included in bidder's Financial Proposals.
- 5.3 Bidders shall quote the rates in Indian National Rupees only.
- 5.4 Form FIN-1 (Excel Form- Financial Proposal Format) is an acknowledgement that, in preparation and submission of the Technical and Financial Proposal, bidder have:
  - (i) Not taken any action which is or constitutes a corrupt or fraudulent practice; and
  - (ii) Agreed to allow the Tender issuing authority, at their option, to inspect and audit all accounts, documents, and records relating to the Bidder's Proposal and to the performance of the ensuring Bidder's Contract.
- 5.5 The rates to be quoted shall be in the Excel format given in e-proc portal only, and it shall include all costs / expenses by whatever name called and statutory taxes excluding GST. The tender issuing authority shall pay GST as applicable on prevailing rates.

## 6. Submission, Receipt and Opening of Proposals

**As per stipulated timelines and through e-procurement only. No hard copy submission will be accepted.**

## 7. Proposal Evaluation

### General

- 7.1 From the time the proposals are opened to the time the contract is awarded, the bidder should not contact the tender issuing authority on any matter related to its Technical and/or Financial Proposal. Any effort by a bidder to influence the tender issuing authority in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Bidder's Proposal.

## Evaluation of Technical Proposals

### Eligibility Criteria:

1. The Organization must **be registered on or before 31.03.2015**. (Consortiums/ Joint Ventures are not allowed.)
  - The Registration Certificate is to be submitted as proof of Registration under the Societies Act, 1860.
2. The Organization must have a **Minimum Annual Turnover of at least Rs. 500.00 Lakh** (Five hundred lakhs) in each of the last three financial years (FY 2021-22, 2022-23 and FY 2023-24) of which at least Rs. 50.00 lakh (Fifty lakhs) in each of the last three financial years (FY 2021-22, 2022-23 and FY 2023-24) should be from running Residential Special Training Centre/ School /Residential Educational institutions.
  - Audited financial statement must be mandatorily provided along with a CA Certificate certifying the total turnover and also the turnover from running Residential Special Training Centre/ School / Residential Educational Institutions for financial year FY 2021-22, 2022-23 and FY 2023-24.
3. The Organization must have a track record of operating/ running a minimum of two (2) Residential Special Training Centre/ School / Residential Educational Institutions in the last three (3) financial years (FY 2021-22, FY 2022-23 and FY 2023-24) wherein each centre should have more than 50 Students
4. The Organization must possess at least 10 (ten) years of experience of working in the area of child labour and working children.
5. The Organization who has done innovation in improving the situation of street/ working children and child labour will be given preference.

## 8. Opening and Evaluation of Financial Proposals

**Opening of Financial Proposals will be done through e-proc.**

### **Evaluation of Financial Proposals**

- 8.1 Financial bids of only those bidders who have passed the technical eligibility criteria will be opened on a date to be communicated later.
- 8.2 Under Least Cost System, Financial Proposals shall be opened; The Tender issuing authority will select the lowest Financial Proposal of a bidder whose Technical Proposal has qualified.
- 8.3 The financial evaluation will be conducted by comparing the bidders' quotes submitted under the Financial Proposal through eProc against the district-specific quote.
- 8.4 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Tender issuing authority personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any bidder, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure that these are:
  - (i) complete, and as per prescribed format only
  - (ii) computational errors, if there are errors these will be corrected.
- 8.5 The detailed contents of each Financial Proposal will be subsequently reviewed by the tender issuing authority.
- 8.6 In the case of the tie between the least cost quoted by eligible bidders, the selection will be made through a lottery system. The decision of the Secretary, Labour Resource Department will be final and conclusive in this regard.

## 9. Confidentiality

- From the time the Proposals are opened to the time the Contract is awarded, the bidder/s should not contact the Tendering Authority or its officials on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the bidder who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.
- Any attempt by shortlisted bidder/s or anyone on behalf of the bidder to influence improperly the Tender issuing authority in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal
- Notwithstanding the above provisions, from the time of the Proposal opening to the time of Contract award publication, if a bidder wishes to contact the Tendering Authority, on any matter related to the selection process, it should do so only in writing.

## 10. Award of Contract and Commencement of services

- The selected bidder will then be issued a Letter of Award (LOA). The selected bidder will then execute an agreement with the tender issuing authority and is expected to commence the Assignment as per the requirements of tender issuing authority. The LOA, its acceptance by the selected bidder, and this RFP along with amendments etc. will constitute a binding agreement between the selected bidder and the tendering authority, till the time a formal contract is executed or in absence of execution of the same.
- Expected time for commencement of services: The agreement must be executed within 30 days of issuance of LOA else the LOA may get cancelled. The selected bidder will then be expected to commence the services immediately after execution of agreement.

## 11. Limitation of Liability

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

## 12. Correction of Errors

- Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections will be made to the financial proposal.
- The Tendering Authority will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

## 13. Interpretation

- Entire Agreement: The Contract constitutes the entire agreement between the Tendering Authority and the Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## 14. Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the Bihar State/ the Country (India) and under the jurisdiction of Patna Court



## Section 3- TECHNICAL PROPOSAL - STANDARD FORMS

### Form TECH-1 A: Technical Proposal Submission Letter

[Location, Date]

To:

The Secretary,  
Labour Resources Department,  
Govt. of Bihar

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal through e-proc.

We hereby declare that:

- a. We are submitting our Proposal in individual capacity without entering in any association with/ or as a Joint Venture or consortium. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. We meet the eligibility requirements as stated in RFP.
- c. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- d. We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in the RFP in this respect.
- e. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_

Address: \_\_\_\_\_



**Form TECH-1 B: Important Information and details****Proforma for organization applying for Residential Special Training Centre/ school.**

1. Name of the Organization :-
2. Postal Address :-
3. Telephone No. :-
4. Fax :-
5. E-Mail :-
6. Mobile No. :-
7. Legal Status :- ( NGO) Society
8. Registration Details: - Registration No.- ..... Date.....
9. Registered Office Address :-
10. Contact Person :-
11. Designation of Contact Person :-
12. PAN Number :-
13. Service Tax number/GSTIN No:-
14. List of the districts applied for:

Sl. No.	Name of District	Whether Applied (Yes/No)
1.	Patna	
2.	Gaya	
3.	Nawada	
4	Nalanda	
5	Banka	
6	Sitamarhi	
7	Jamui	

15. Core Staff Strength.

S.N.	Name of the Staff	Designation	Qualification	Temporary /Permanent	Salary per month

16. Assets / Infrastructure of the Organization.

S.N.	Particulars	Worth in Rupees	Remarks

17. Provide the details of the current project running for Child Labour, Working Child etc.

S.No.	Project Name	Location	Funded by	Year	Type of beneficiaries (Child Labour, Beggars, Street and working children, rag pickers, small vendors, orphaned deserted, trafficked run away children etc.	Total Number of Beneficiaries

18. Turnover of last 3 years.

Financial Year (Figure in Rs. Lac)	2021-22	2022-23	2023-24	Net-worth as on 31-03-2024
Total Turnover				
Turnover from running Residential Special Training Centre/ School /Residential Educational institutions.				

**20. Please provide basic information for each of the key projects carried out by your organization since the last three years (5 lines for each subject attach separately)**

- Name of the Project
- Community Served
- Experience of working with child labour, working children, beggars, street & working vendors, orphaned, deserted, trafficked run away children etc.
- Objective
- Strategies
- Main outcome
- Evaluation methods
- Evaluation results

21. A brief writes up on the Programme, the organization currently runs (Not more than three page)

22. A detailed write up (not more than 5 pages) on the Approach & Methodology (A&M) for the setting up and operating of proposed residential special centre/school for child/rescued labour of Bihar. (It is essential for the purpose of evaluation).

**Attachment Required (Mandatory Attachments) along with Technical Bid**

1. Copy of Registration Certificate
2. Copy of Audit report for financial year 2021-22, 2022-23 and 2023-24.
3. Mandatory CA Certificates as per attached formats Annexure III and IV with all the required information.
4. Supporting Document Regarding work orders, MoU's, agreements etc. in support of the work undertaken in the field of child labour/ rehabilitation etc.
5. Brief write up on the Programme, the organization currently runs as per point no. 21 of the technical bid.
6. A write up (A&M) on proposed residential special centre/school as per point no. 22 of the technical bid.
7. Non-Blacklisting Affidavit (Annexure I)
8. Power of Attorney (Annexure II)

## Section 4: Financial Proposal

(For reference only. Not to be filled/scanned)

Financial Bid for Establishing and Operating Residential Special Training Centre/ School

**FORM FIN-I: Format of Commercial bid****Monthly Quote for a unit of 100 children having items mentioned below:**

S. N.	Item	Minimum Standard/Requirement	Monthly Quote for Patna (monthly rental in case of fixed assets/monthly expenses in case of salaries etc.)	Monthly Quote for (Name of District)..... (monthly rental in case of fixed assets/monthly expenses in case of salaries etc.)	Monthly Quote for Jamui (monthly rental in case of fixed assets/monthly expenses in case of salaries etc.)
1.	Furniture including bed mattress for children, steel locker, cupboards, tables and chairs etc for a unit of 100 children.	Of reputed brand.			
2.	Four computers with UPS and Two Printer and Scanner	Having hardware of reputed brand and necessary software for making children well acquainted with the use of computer.			
3.	2 Color Television Sets	Of reputed brand.			
4.	Equipment for sport for a unit of 100 children	Cricket, Hockey and football sets for outdoor games, Chess, Ludo and Carom board for indoor games.			
5.	Rent for hired building or maintenance for self-owned building of minimum carpet area of 12,000 Sq. ft. including 2 kitchen, 8 bathroom and 8 toilets with 24 X 7 supply of water and electricity.	Well-ventilated open area			
6.	Miscellaneous for the books for the library and other equipment etc. for a unit of 100 children.	Books related to course/subject and other informational, inspirational books.			
7.	<b>Salary for Manpower</b>				
	<b>S. No</b>	<b>Positions</b>	<b>No of Personnel (Cumulative Rate of personnel/s should be quote)</b>		
	i.	Project Coordinator	1		
	ii.	Counsellor	1		
	iii.	Teacher/Educators	6		
	iv.	Social Worker cum Field Mobiliser	2		
	v.	Multi-Tasking Staff	3		
	vi.	Cook	3		
	vii.	Helper	2		
	viii.	Sweeper	2		

	ix.	Security Guard	3			
8.		Maintenance (Food, Clothing, Soap, Oil, Toothpaste, Medical etc).	At least 3000 cal. food per day, two sets of winter and summer clothes, shoes per child. Lavatory items and medicine as per requirement.			
9.		Contingencies (Postage, stationery, telephone, Photocopy etc.)	As per requirement			
<b>Total Monthly quote in Rupees for a unit of 100 children</b>						
<b>Amount in words:</b>						

Note:

1. The Financial Proposal shall be prepared using the Standard online Excel Form only. The format as provided above is for reference only.
2. We understand that nothing will be paid over and above the Financial Quote provided above and for items no 8 & 9, the grant will be paid on a per children basis.
3. We understand that the department does not give any commitment/s for the number of rescued child labours that will come to the centres.
4. Our Financial Proposal shall be binding upon us.
5. We understand you are not bound to accept any proposal you receive.
6. Please note that any scanning and then up-loading of financial bid is strictly prohibited. The financial bid format shared under this RFP is for reference only. The financial bid will have to be submitted as per standard on-line format (E-proc) only.
7. While filling rates in on-line format (E-proc), bidders should fill in the rates only for the districts they are applying for. Leave the rate columns blank for all other districts.
8. During Evaluation of Financial proposals, the quoted Total Professional Fee excluding GST shall be considered.
9. The tender issuing authority shall pay the GST as extra, on prevailing rates as applicable on the Services as above.
10. Statutory Deduction, if applicable, shall be deducted at source from the payment to the Selected Bidder as per the law in force at the time of execution of contract.

## Section 5: Terms of Reference (ToR)

### **A Brief on the proposed initiatives:**

The Labour Resources Department, Government of Bihar, invites proposal for Establishing and Operating Residential Special Training Centre/ School for rescued child labours between the age group 6-14 Years. The rescued child labour shall be 6-14 years, at the time of admission to the center and may be kept there up to a maximum age of 18 years.

The Labour Resources Department, Government of Bihar seeks proposals for single year grants aimed at supporting Residential Special Training Centre/School for rescued child labour between the age group of 6-14 Years. These rescued child labour will necessarily be produced before the child welfare committee (CWC) before admitting in Residential Special Training Centre/School

**The large number of child labour rescued inside state or in other parts of the country need care, support and formal training in the area of their interest, so that they again do not become part of vicious cycle of child labour. The objective is not only limited to bring them out of the vicious cycle of child labour but also to prepare them for mainstream society and to assist them in their career progression either through education or domain skill training as per their choice. The selected organization will be expected to take the utmost care of children and to counsel and facilitate them for their career progression decisions.**

In order to provide support to the needs and aspirations of these children, the Department of Labour Resources, Government of Bihar would provide financial support for setting up Residential Special Training Centre/Schools. Such schools shall provide a space for children where they can learn, get training in the area of their interest, play, use their time productively and engage themselves in creative activities through music, dance, yoga & meditation, computers, indoor and outdoor games etc. The effort would be to take them to mainstream education, acquire formal degree/certificate as well as get practical know how to enable them to be rehabilitated in society.

These activities would encourage meaningful peer group participation and interaction. This will ensure their overall growth and development and keep them away from deviant behaviours in addition to fulfilling their basic daily requirements like food, nutrition and health. These Residential Training Centre/ schools shall also have provisions for health care, counselling guidance and life skill education for channelling these children's energy into productive endeavours.

### **Purpose of the RFP:**

Labour Resources Department, Government of Bihar through this notice invites proposals from interested non-governmental organizations for establishment and operation of Residential Special Training Centre/ School one each **in seven districts viz. Patna, Gaya, Nawada, Nalanda, Banka, Sitamarhi & Jamui of Bihar**, wherein the organization (s) have to create suitable infrastructure and man power for establishing and operating Residential Special Training Centre/School for at least 100 rescued child labour per Centre.

### **Team/ Personnel for operating the Center/school:**

S No	Position	No.	Desired Qualification
1	Project Coordinator	1	Graduate with five years of experience in similar work.
2	Counsellor	1	Graduate in psychology with two years of experience in similar work.
3	Teacher/Educators	6	Trained (B.Ed./TET qualified) Graduate with two years of experience.
4	Social Worker cum Field Mobiliser	2	Graduate having experience in the field of child education and rights.
5	Multi-Tasking Staff	3	Intermediate Passed having knowledge of Computer/clerical role.
6	Cook	3	NA
7	Helper	2	NA
8	Sweeper	2	NA
9	Security Guard	3	NA

**Terms of Payment and other Terms and Conditions:**

- A. The grant will be paid in quarterly instalments. The first grant will be advance, of an amount of 03 months budgeted outlay of the annual agreement amount, against submission of a bank guarantee of equal amount valid for 12 months from the date of the agreement. Subsequent grant will be due and paid within one week of the end of the earlier quarter on submission of utilization certificate, based on the actual number of rescued child labours residing in the facility. Statutory deductions (if applicable) will be made on applicable rates.
- B. Cost Escalation: A cost escalation of a maximum of 5% per annum (to be decided as per mutual agreement at the beginning of every subsequent year from the date of signing of agreement) in the quoted rate will be paid by the department subject to yearly performance appraisal.
- C. The prime responsibility of admitting the rescued child labours for Residential Special Training Centre/ School will be of the selected organization only. However, the department will use its best endeavours and state machineries to assist the selected organization in admitting the rescued child labours.
- D. Please note that the organization will be paid a grant for the rescued child labour having age 6-14 years at the time of admission to such centre. However, the grant will be paid for each such child who resides there till the age of 18 Years.
- E. The Department in addition to Grant per child will pay & bear the cost of skill training (like refundable security deposit charged from the candidate), if any, undertaken by the child after the age of 15 years for domain skill training sponsored by Government of Bihar/ India.
- F. The organization will have to keep in place appropriate safety measures for the safety of the children, personnel deployed there in and of the available infrastructures.
- G. Day & Night Attendance System (biometric if possible), CCTV on a daily basis should be maintained at the centre and should be made available for departmental verification.

**Period of allotment of Residential Special Training Centre/ School**

Eligible Organization shall be allotted to such school for a period of 3 years from the date of opening of the school. The period of allotment shall be extended for subsequent years based on the performance of past years. There shall be an annual review of the performance of the school. The first performance review will be conducted in the 9th month from the date of starting school. If two annual consecutive performances are not found satisfactory, then the organization may be removed/ de-empanelled. The Performance Review Criteria are given in the **Annexure- V**. The decision of the department will be final and conclusive for the performance reviews.

**Jurisdiction**

All disputes and differences, whatsoever shall be subject to the courts at Patna, Bihar which shall be the court having jurisdiction to entertain and try the matter.

**Scope of Work/ Guidelines for Residential Special Training Centre/ School for Child Labour between the age group of 6-14 Years****1. Target Group**

Residential Special Training Centre/ School in urban and semi-urban areas will cater to all child Labour who have been rescued inside or outside the State of Bihar but are of Bihar domicile having the age between 6 to 14 years.

**2. Objectives**

These Residential Special Training Centre (preferably near government school) to be run by NGOs are meant to provide permanent residential facilities to the rescued Child Labour till the age of 18 and will also provide basic and bridge course education to them. Bridge education is either provided through formal education or as per child the current level of education i.e. through National Open School (NOS). Further, after attaining the age of 18 year, if the Child has interest in vocational education, these centres will facilitate training and skill development to the children in the area of their interest.

**The Objectives are:**

- To attract the above-mentioned target group of children from their present vulnerable life situation to a safe environment.
- To wean these children away from vulnerable situations by sustained interventions.
- To guide these children away from high risk and socially deviant behaviors.
- To provide opportunities for higher education and develop their potential and talent by facilitating training.
- To enhance life-skills and reduce their vulnerabilities to exploitation.
- To reintegrate these children into families, alternative care and mainstream community.
- To carry out regular follow up to ensure that children do not return to vulnerable situations.

**3. Programs, activities and other important aspects.**

- (i) Use innovative child friendly approaches and outreach activities to help these children so that they can adapt to a new environment.
- (ii) Organizations establishing such schools could supplement their services through Contact Locations that could be established on railway platforms, crowded market area, tourist destinations, bus stands etc;
- (iii) Use techniques like music, drama, storytelling, outings and other child-friendly methodologies to attract and sustain the interest of the children;
- (iv) These centre/ school should introduce age-appropriate education, access to vocational training, recreation, bridge education, linkages to the National Open School Programme (NOSP)/ formal education through Government School, health care, counselling, etc.
- (v) In order to provide useful vocational training to children, every such school should tie up with the local institution providing Government sponsored domain skill training or ITIs to either provide vocational training facilities by sending the children to such institute or ITIs or provide such facilities within the School.
- (vi) Cater to individual specific needs like substance abuse, behavioural problems and socially deviant behaviors among other;
- (vii) Encourage involvement of social workers, community volunteers, peer educators, students and other. This will provide opportunity to people with skills and time to mentor, guide and improve the quality of life of these children;
- (viii) Provide life skills to children leading to personality enhancement, raising self-esteem, developing a positive approach to life, improving communication skills, and basic computer knowledge ability to deal with trauma, reducing risk and vulnerabilities, etc.;
- (ix) Provide permanent stay facilities for children till the age of 18;
- (x) Provide quality toilets, sanitation, hygiene, lockers for children to keep their belongings, washing facilities, recreational facilities both indoor and outdoor, etc.
- (xi) Provide health care facilities, regular medical check-up and refer children for specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorder;
- (xii) Maintain standards of care and children should be encouraged to participate in the activities of school. Each children should be monitored on a daily basis and should be given personalized attention.
- (xiii) Prepare Individual Care Plan for each child which will be monitored by the departmental officers from time to time.
- (xiv) Maintain electronic data of each child and furnish their details in the Child Labour tracking system (CLTS).



**(Affidavit on a non-judicial stamp paper by Authorized Representative of the organization with his / her dated signature and enterprise seal)**

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**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our proposal in response to the RFP Reference No. \_\_\_\_\_ dated ...../...../2025 and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my proposal at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of..... (Name of the organization), with its registered office at ..... do hereby declare that the above-mentioned Applicant Organization is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of..... (Name of the organization) do hereby affirm and undertake that we have carefully read and understood the whole RFP documents and will unconditionally abide by all the terms and conditions given in the RFP document vide reference No. \_\_\_\_\_ dated ...../...../2025
4. I/We do not have any conflict of interest which materially affects the fair competition and is disadvantageous to other applicants. We undertake to observe the laws against fraud and corruption, including bribery, in force in India.

For and on behalf of (Organisation name):

Signature:

Name:

Designation:

Date:

(Organisation Seal)

**Format for Power of Attorney for Signing of Application (To be executed on Rs 100/= stamp paper)**

Know all men by these presents that We.....  
 ..... (Name of the organization and address of the registered office) do hereby  
 irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name)  
 ..... son/daughter/wife of  
 .....and presently residing at  
 ..... who is presently employed with us and  
 holding the position of ..... as our true and lawful attorney (hereinafter  
 referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are  
 necessary or required in connection with or incidental to submission of our proposal “**for Establishing and  
 Operating Residential Special Training Centre/ School one each in the three districts of Bihar, by  
 NGOs for Rescued Child labour between the age group of 6-14 Years**”. The attorney is fully authorized  
 for providing information/ responses to the Department of Labour Resources, representing us in all matters  
 before the said department and generally dealing with the said departments in all matters in connection with  
 or relating to or arising out of our proposal for the said work.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done  
 or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power  
 of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby  
 conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE  
 NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY OF  
 .....

For .....

(Signature, name, designation and address)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Notes:**

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid  
 down by the applicable law and the charter documents of the executant(s) and when it is so required, the  
 same should be under common seal affixed.

**Mandatory CA Certificate: (On the CA Firm's Letter Head)**

We certify the below mentioned details for the \_\_\_\_\_ (Applicant Organization Name):

1. That the above named organization is an NGO and is registered under \_\_\_\_\_ (Name of Act under which the organization is registered) having Registration Number \_\_\_\_\_ dated \_\_\_\_\_ (Registration Number and Date).

2. That we certify the below mentioned Turnover and Net worth details for the above named organization:

Sl. No.	Financial Year	Turnover from running Residential Special Training Centre/ School /Residential Educational institutions.	Total Turnover of the FY	Net worth as on 31 <sup>st</sup> March of FY
1	2021-22			
2	2022-23			
3	2023-24			

**Important Note:** The CA is expected to write all the above details in the <https://udin.icaai.org/search-udin> to verify the UDIN certificate, otherwise the CA certificate and accordingly the proposal of applicant organization will be outrightly rejected and no further evaluation of the proposal will be made.

**(Signature & Seal)**

**Certified by CA**

**Name of CA:**

**Membership Number:**

**Firm Name:**

**UDIN:**

**Mandatory CA Certificate: (On the CA Firm's Letter Head)**

We certify the below mentioned details for the \_\_\_\_\_ (Applicant Organization Name):

1. That the above named organization is an NGO and is registered under \_\_\_\_\_ (Name of Act under which the organization is registered) having Registration Number \_\_\_\_\_ dated \_\_\_\_\_ (Registration Number and Date).

2. That the organization has a experience of at least 10 years in the field of child labour and working children.

3. That we verify that the Organization have operated/ run below number of Residential Special Training Centre/ School / Residential Educational Institutions in the last three (3) financial years with student numbers as below:

Sl. No.	FY	Name of Residential Special Training Centre/ School / Residential Educational Institutions	Address	Total Number of Students/ Inmates
1	2021-22	1. .... 2. .... 3. ....		
2	2022-23	1. .... 2. .... 3. ....		
3	2023-24	1. .... 2. .... 3. ....		

**Important Note:** The CA is expected to write all the above details in the <https://udin.icai.org/search-udin> to verify the UDIN certificate, otherwise the CA certificate and accordingly the proposal of applicant organization will be outrightly rejected and no further evaluation of the proposal will be made.

(Signature & Seal)

Certified by CA

Name of CA:

Membership Number:

Firm Name:

UDIN:

Annexure-V**Broad Annual Performance Review Criteria:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Overall Marks</b>
<b>1</b>	<b>Children Retained (%)</b>	<b>30</b>
<b>2</b>	<b>Hygiene/ Atmosphere/ Environment at Centre.</b>	<b>15</b>
<b>3</b>	<b>Extra-Curricular Activities carried out in centres/ Innovativeness/ Best Practices</b>	<b>10</b>
<b>4</b>	<b>Consumables provided (quality and quantity both)</b>	<b>15</b>
<b>5</b>	<b>No. of Candidates enrolled for formal education; No. of Candidates enrolled for Skill Training.</b>	<b>10</b>
<b>6</b>	<b>Personality assessment of students</b>	<b>20</b>
	<b>Total</b>	<b>100</b>