

प्रेषक,

राजेश भारती, मा०प्र०रो०  
श्रमायुक्त, बिहार।

सेवा में,

निदेशक,  
सूचना एवं जनसंपर्क विभाग,  
बिहार, पटना।

पटना, दिनांक-

विषय:-

बाल श्रम से विमुक्त बच्चों के पुनर्वास हेतु विशेष आवासीय प्रशिक्षण केन्द्र/विद्यालय के संचालन हेतु निविदा का प्रकाशन।

महाशय,

उपर्युक्त विषयक विमुक्त बाल श्रमिकों के लिए राज्य सरकार द्वारा विशेष आवासीय प्रशिक्षण केन्द्र/विद्यालय का संचालन NGO के माध्यम से कराया जाना है। इन विशेष आवासीय प्रशिक्षण केन्द्रों का संचालन राज्य के सात जिलों यथा, पटना, गयाजी, नवादा, नालंदा, बांका, सीतामढ़ी एवं जमुई में किया जाना है, इसके लिए निविदा के प्रकाशन हेतु विज्ञापन सामग्री सॉफ्ट एवं हार्ड कॉपी में इस पत्र के साथ संलग्न की जा रही है।

अतः आपसे अनुरोध है कि इस निविदा का प्रकाशन राज्य के सभी प्रमुख हिन्दी, अँग्रेजी एवं उर्दू समाचार पत्रों के साथ-साथ राष्ट्रीय स्तर पर प्रकाशित होने वाले प्रमुख समाचार पत्रों में भी प्रकाशित कराना सुनिश्चित किया जाए।

अनुलग्नक:-RFP 01/CL-10-09/2017 (Khand-I) L.R-01

दिनांक- 03/02/2026 की हार्ड एवं सॉफ्ट कॉपी।

विश्वासभाजन

ह०/-

(राजेश भारती)

श्रमायुक्त, बिहार

पटना, दिनांक

ज्ञापांक:-01/CL-10-09/2017 (Khand-I) श्र०सं०....

प्रतिलिपि:- सहायक निदेशक-सह-जिला सूचना एवं जनसम्पर्क पदाधिकारी, श्रम संसाधन एवं प्रवासी श्रमिक कल्याण विभाग को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

ह०/-

श्रमायुक्त, बिहार

पटना, दिनांक

ज्ञापांक:-01/CL-10-09/2017 (Khand-I) श्र०सं०....

प्रतिलिपि:-The Director General Commercial Intelligence and Statistics (DGCI&S), Kolkata, under Ministry of Commerce, Government of India, Vaaniya Tathya Sadan, 565, Anandapur, Ward No. 108, Sector-1, Plot No. 22, ECADP, Kolkata-700107 को सूचनार्थ प्रेषित।

ह०/-

श्रमायुक्त, बिहार

पटना, दिनांक

ज्ञापांक:-01/CL-10-09/2017 (Khand-I) श्र०सं०.... 604

प्रतिलिपि:- आई० टी० मैनेजर, श्रम संसाधन एवं प्रवासी श्रमिक कल्याण विभाग को संबंधित R.F.P की प्रति सॉफ्ट एवं हार्ड कॉपी के साथ सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

निदेश है कि संबंधित R.F.P को विभागीय वेबसाईट पर अपलोड करना सुनिश्चित करें।

श्रमायुक्त, बिहार

Labour Resources and Migrant Workers Welfare Department, Government of Bihar  
C – Wing, 2nd Floor, Niyogan Bhawan, (Near Income Tax round about),  
Bailey Road, Patna - 800001

Phone: 0612-2215142 Fax: 0612-2215004

Email: [seclab-bih@nic.in](mailto:seclab-bih@nic.in)

Website:

<https://state.bihar.gov.in/labour>

**Notice Inviting Request for Proposal for Establishing and Operating Residential Special Training Centre/ School one each in the seven districts of Bihar, by NGOs for Rescued Child labour between the age group of 6-14 Years**

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

Date: 03.02.2026

Secretary, Labour Resources and Migrant Workers Welfare Department, Govt. of Bihar invites sealed bids (two envelope system) 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 districts of Bihar viz. **Patna, Gayaji, 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 response to this RFP along with all required documents are to be submitted by interested applicants on or before 3.00 PM of 25 Feb in a sealed super envelope superscribed as "**Proposal for Establishing and Operating Residential Special Training Centre/ School for Rescued Child labour between the age group of 6-14 Years**" and addressed to the undersigned. Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Technical bids will be opened on the same day at 4.00 PM in front of the Tender Committee and the authorized representative of the applicant organizations who wish to be present, in the office of the undersigned. Financial bids of only those bidders who have passed the technical eligibility criteria will be opened on a date to be communicated later. The selection will be based on least cost method.

**The Bid Validity Period will be 180 days from the last date of submission of this tender.**

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.

For complete detail, process and terms of allotment, details of eligibility criteria and brief scope of work please visit the website: <https://state.bihar.gov.in/labour>



Secretary

Labour Resources and Migrant Workers Welfare Department  
Government of Bihar

C – Wing, 2nd Floor, Niyogan Bhawan,

Near Income Tax round about, Patna - 800001

Email: [seclab-bih@nic.in](mailto:seclab-bih@nic.in)



Letter of invitation (LOI) for Request For Proposal (RFP)

**Assignment Title: Request for Proposal for Establishing and Operating Residential Special Training Centre/ School one each in the Patna, Gayaji, Nawada, Nalanda, Banka, Sitamarhi & Jamui district of Bihar, by NGOs for Rescued Child labour between the age group of 6-14 Years**

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

Date: -03/02/2026

Dear Sir / Madam,

The Labour Resources and Migrant Workers Welfare Department, 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. Secretary, Labour Resources and Migrant Workers Welfare Department, Govt. of Bihar invites sealed bids (two envelope system) from eligible NGOs 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, Gayaji, 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 subject to submission of EMD of Rs. 3,50,000/- in the form of Demand Draft for each of the centre applied for.**
4. Financial assistance shall be provided by the State Government to NGOs for establishing and operating such Residential Special Training Centre/ Schools.
5. The application procedure, project information, terms and conditions and the broad scope of work are detailed in this RFP.
6. Kindly note that the selection of organization against this RFP will not guarantee allocation of work.
7. The Organization must be registered on or before 31.03.2015 and organisation should have registered on NGO Darpan Portal.

The Proposal must be prepared in the prescribed formats and submitted to: Secretary, Labour Resources and Migrant Workers Welfare Department, Government of Bihar, C –Wing, 2nd Floor, Niyojan Bhawan, Near Income Tax round about, Patna - 800001 on or before 3:00 PM of 25 FEB through courier / speed post.

8. The Proposal has to be submitted in a sealed non-transparent envelope addressed to the undersigned and superscribed as **"Proposal for Establishing and Operating Residential Special Training Centre/ School for Rescued Child Labour between the age group of 6-14 Years"** along with RFP Ref. No, Name of the Organization with contact no. / email id, containing following two sealed non-transparent envelopes-

Envelope – I: Marked as Technical Bid

Envelope – II: Marked as Financial Bids



Note: Each envelope should be superscribed with RFP Ref. No. and Name of the Organization. If the envelope is/are not sealed and not marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening of financial bid resulting in disqualification. Financial Bid of only those bidders who have passed the technical eligibility criteria will be opened on a date and time duly communicated to them. Authorized representative of Qualified Bidders who wish to be present on the date of Financial Bid Opening may make it convenient to be present on the communicated date.

9. The complete Technical Bid along with all necessary documents and Earnest Money Deposit (EMD) should be placed in a one single envelope properly sealed and superscribed as **"Technical Bid for Proposal of Establishing and Operating Residential Special Training Centre/ School for Rescued Child labour between the age group of 6-14 Years."**
10. Financial Proposal of Only those bidders will be open who have qualified the Technical Proposal.
11. **The Financial Bid should be placed in a separate envelope, containing individual financial quotes for each district the applicant is applying for, properly sealed and superscribed as "Financial Bid for Proposal of Establishing and Operating Residential Special Training Centre/ School for Rescued Child Labour between the age group of 6-14 Years."**
12. **The L-1 bidder shall be selected based on their financial bid for the respective district they have applied for.**
13. 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 signed and stamped by the authority / authorized representative and properly bound and each page numbered **clearly supported by the index.**
14. The Proposal should be submitted in a sealed envelope latest by the date and time mentioned above. Department will not be responsible for any courier / postal delay and 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.
15. 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.
16. 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.
17. RFP should be submitted by the organizations as Sole applicants only. No form of Consortiums/ Joint Ventures or sub-contracting model is allowed.

18. 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.
19. RFP document submitted by the bidder should be concise and contain only relevant information as required. **Irrelevant document will not be considered.**
20. Any proposal received by the department after the above deadline shall be rejected and returned unopened to the Bidder.
21. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
22. 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.
23. 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.

Secretary

Labour Resources and Migrant Workers Welfare Department

Government of Bihar, C – Wing, 2<sup>nd</sup> Floor, Niyojan Bhawan,

Near Income Tax round about, Patna - 800001

Email: [seclab-bih@nic.in](mailto:seclab-bih@nic.in)



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

The Labour Resources and Migrant Workers Welfare 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 of 6-14 years, at the time of admission to the centre and may be kept there upto a maximum age of 18 years.

The Labour Resources and Migrant Workers Welfare Department, Government of Bihar seeks sealed proposals (Two small envelopes separately for technical and financial bids kept in a super envelop.) 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 be necessarily be produced before 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 the main stream 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 utmost care of child 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 Labour Resources and Migrant Workers Welfare Department, 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 and Migrant Workers Welfare 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, Gayaji, 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.





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

An Organization can apply for more than one Residential Special Training Centre/ School of different districts, however it has to submit for each Residential Special Training Centre/School applied for, an interest free EMD of Rs.3,50,000.00 (Three lakh fifty thousand) in the form of a Demand Draft drawn from a scheduled bank in favour of Secretary, Labour Resources and Migrant Workers Welfare Department, Payable at Patna.

**For Example: If the organization applies for two districts (i.e. for two centre) then it has to submit Demand Draft of Rs. 7,00,000/- and similarly if it applies for the three centres then it has to submit Demand Draft of Rs. 10,50,000/- and likewise.**

The organization applying for more than one district will have to submit separate demand draft for each district. Consolidated DD will not be accepted and its will be rejected.

On the back of demand draft, the organizations need to mention the Residential Special Training Centre/ School district, (applied for) Name of the Organization, Contact Details of the applicant.

The EMD of unsuccessful organization will be returned within a period of 6 months from the date of opening of this RFP. The EMD of a successful Organization will be returned upon submission of required performance guarantee or can be adjusted against the required performance guarantee.

The EMD may be forfeited:

- If a bidder withdraws its bid during the period of Bid Validity
- In case of a successful bidder, if the bidder fails to submit the required Performance Bank Guarantee and within 30 days of issue of Letter of Award (LOA) enter into the agreement.

### **Performance Guarantee (PG):**

An Organization has to submit for each allotted school, a performance Bank Guarantee of INR Rs. 7,00,000.00 (Rs. Seven lakh only) in the form of an irrevocable unconditional bank Guarantee valid for 36 months issued from a schedule bank in favour of Secretary, Labour Resources and Migrant Workers Welfare Department, Payable at Patna or in the form of Demand Draft within 30 days of issuing of Letter of Award and have to enter into the Agreement.

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 end of the period of allotment for that school. In case of extension of 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.

### **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 out-lay of the annual agreement amount, against submission of a bank guarantee of equal amount valid for 12 months from the date of 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 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 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 18 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 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. However, there shall be annual review of performance of the school. The first performance review will be conducted in the 9th month from the date of starting of school. The performance weightage criteria will be set by the Department. If two annual consecutive performances is not found satisfactory, then the organization may be removed/ de-empanelled. The Performance Review Criteria are given in the Annexure. 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.

## Annexure

### 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. The bridge education is either provided through formal education or as per child 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 above-mentioned target group of children from their present vulnerable life situation to a safe environment;
- To wean these children away from the vulnerable situations by sustained interventions;
- To guide these children away from high risk and socially deviant behaviours;
- 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 main stream community;
- To carryout 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 in 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 behaviours 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
- (xvi) Maintain electronic data of each child and furnish their details in the Child Labour tracking system (CLTS).

**Eligibility Criteria:**

1. The Organization must be registered on or before 31.03.2015. (Consortiums/ Joint Ventures are not allowed.)

The following 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 INRs. 500.00 Lakh (Five hundred lakhs) in each of the last three financial years (FY 2022-23, 2023-24 and FY 2024-25) of which at least INRs. 50.00 lakh (Fifty lakhs) in each of the last three financial years (FY 2022-23, 2023-24 and FY 2024-25) 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 2022-23, 2023-24 and FY 2024-25.

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 2022-23, FY 2023-24 and FY 2024-25) where in each centre should have more than 50 Students
4. The Organization must possess at least 3 (three) 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.



## Technical Bid

### **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. Name of the Districts applied for:

Applied For Districts	Name	Total EMD Amount submitted (in Rs.) @ Rs. 3,50,000/- per district	DD No.
Applied For (Yes/No)			

Note: If an Organization submits less or above amount of EMD than required for districts applied for, then their application will not be considered.

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. Details or Appreciation letters(Please provide the supporting documents)

18. 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

19. Turnover of last 3 years.

Financial Year (Figure in Rs. Lac)	2022-23	2023-24	2024-25	Net-worth as on 31-03-2025
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 write up on the Programme, the organization currently runs (Not more than three page)

22. A detailed write up (in 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).

Yours sincerely,

Authorized Signature: \_\_\_\_\_

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

In the capacity of: \_\_\_\_\_

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

E-mail: \_\_\_\_\_



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

1. Earnest Money Deposit (EMD)
2. Copy of Registration Certificate
3. Copy of Audit report of financial year 2022-23, 2023-24 and 2024-25.
4. Mandatory CA Certificates as per attached formats Annexure III and IV with all the required information.
5. Supporting Document Regarding work orders, MoU's, agreements etc. in support of the work undertaken in the field of child labour/ rehabilitation etc.
6. Brief write up on the Programme, the organization currently runs as per point no. 21 of the technical bid.
7. A write up (A&M) on proposed residential special centre/school as per point no. 22 of the technical bid.
8. Non Blacklisting Affidavit (Annexure I)
9. Power of Attorney (Annexure II)
10. Copy of Income Tax Return File of the financial year 2022-23, 2023-24 and 2024-25.

**Financial Bid For Establishing and Operating Residential Special Training Centre/ School****at District ( .....Name of District.....)**

To,

The Secretary

Labour Resources and Migrant Workers Welfare Department  
Government of Bihar, C – Wing, 2nd Floor, Niyojan Bhawan,  
Near Income Tax round about, Patna – 800001**Monthly Quote for a unit of 100 children having items mentioned below:**

S. N.	Item	Minimum Standard/Requirement	Monthly Quote (fixed monthly rental/expense)
1.	Furniture including bed mattress for children, steel locker, cupboards, tables and chairs etc for each child	Of reputed brand.	
2.	Four computers with UPS and 2 Printer and Scanner	Having hardware of reputed brand and necessary software for making children well acquainted with the use of computer.	
3.	2 colour Television Sets	Of reputed brand.	
4.	Equipment for sport	Cricket, Hockey and football sets for outdoor games, Chess, Ludo and Carom board for indoor games.	
5.	Rent for hired building of minimum carpet area of 12,000 Sq. ft. including 2 kitchen 8 bathroom and 8 toilets or maintenance for self-owned building	Well ventilated open area	
6.	Water and electricity charges	24X7 supply.	
7.	Miscellaneous for the books for library and other equipment etc.	Books related to course/subject and other informational, inspirational books.	
8.	<b>Salary for Man-power</b>	<b>No.</b>	
	i. Project coordinator.	1	Graduate with five years of experience in similar work.
	ii. Counsellor	1	Graduate in psychology with two years of experience in similar work.
	iii. Social Worker Cum Field Mobiliser	2	Graduate having experience in the field of child education and rights.
	iv. Educators/Teachers	6	Trained (B.Ed./TET qualified) Graduate with two years of experience.
	v. Multi-Tasking Staff	3	Intermediate Passed having knowledge of computer/clerical role.
	vi. Cooks	3	NA
	vii. Helper	2	NA
	viii. Sweeper	2	NA
	ix. Security Guard	3	NA
9.	Maintenance (Food, Clothing, Soap, Oil, Tooth paste, 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.	
10.	Contingencies (Postage, stationary, telephone, Photocopy etc.)	As per requirement	
<b>Total Monthly quote in Rupees for a unit of 100 children</b>			
<b>Amount in words:</b>			



1. We understand that nothing will be paid over and above the Financial Quote provided above and for item no 9 & 10, the grant will be paid on per children basis.
2. We understand that the department does not give any commitment/s for the number of rescued child labours that will come to the centres.
3. All out of pocket expenses / operational expenses/ statutory levies and taxes etc., if any, will be treated as inclusive in the Financial Quote.
4. Our Financial Proposal shall be binding upon us.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature: \_\_\_\_\_

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

In the capacity of: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**(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 Labour Resources and Migrant  
 Workers Welfare Department, 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 a Not for Profit organization 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	2022-23			
2	2023-24			
3	2024-25			

**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 a Not for Profit organization and is registered under \_\_\_\_\_ (Name of Act under which the organization is registered) having Registration Number \_\_\_\_\_ dated \_\_\_\_\_ (Registration Number and Date).
2. 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	2022-23	1. .... 2. .... 3. ....		
2	2023-24	1. .... 2. .... 3. ....		
3	2024-25	1. .... 2. .... 3. ....		

**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:

**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 on centres/ Innovativeness/ Best Practises</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>