



# Bihar Gram Swaraj Yojna Society

Panchayati Raj Department, Government of Bihar



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Email:- [spm.proc.bgsys@bihar.gov.in](mailto:spm.proc.bgsys@bihar.gov.in), Website: [www.sprc.bgsys.co.in](http://www.sprc.bgsys.co.in) &  
<https://state.bihar.gov.in/biharprd/CitizenHome.html>

Reference: BGSYS/Admin & HR/Accountant cum IT Assistant/1092/2023/340

Date: 08/07/2023

**Inviting Online Request for Proposal (RFP) Through e-Proc for Hiring of Outsource manpower agency intended for Payroll Management of Accountant Cum IT Assistant & Executive Assistant/DEO in all panchayats, blocks & district across the Bihar State.**

BGSYS, Panchayati Raj Society is being implemented in Bihar State with unambiguous policy and intention to see that community at large may participate in strengthening Panchayati raj Society and in the development journey of government. BGSYS wants to hire services of an Outsource manpower agency intended for Payroll Management of Accountant Cum IT Assistant & Executive Assistant/DEO in all panchayats, Blocks & district across the Bihar State.

**Required Outsourced Accountant Cum IT Assistant & Executive Assistant/DEO in all panchayats, blocks, districts across the Bihar State.**

Sl. No.	Description of Post	Qualification & Experience	Est Qty.
1	Accountant cum IT Assistant (One for each Panchayat)	B. Com/M. Com/CA Inter. Preference will be given to the candidate having CA Inter educational qualification certificate.	6391
2	Accountant cum IT Assistant (one for each Block)	B. Com/M. Com/CA Inter. Preference will be given to the candidate having CA Inter educational qualification certificate.	533
3	Accountant cum IT Assistant (Two for each District)	B. Com/M. Com/CA Inter. Preference will be given to the candidate having CA Inter educational qualification certificate.	76
4	Executive Assistant/Data Entry Operator	10+2/intermediate from a recognized board with certification in DCA/ADCA (as per ANNEXURE-II) and typing speed of minimum 25 words per minute in Hindi & 30 words per minute in English.	329

**Note: The age limit will be in accordance with the provisions prescribed by the State Government.**

**\* This no. may increase or decrease as per requirement.**

All Terms & Condition and eligibility criteria for the agency may be downloaded from the websites. Interested agencies may download the RFP document from our (PRD) website <https://state.bihar.gov.in/biharprd/CitizenHome.html> & our BGSYS website: <http://sprc.bgsys.co.in/> and submission through online <https://eproc2.bihar.gov.in/>. Duly filled bids (only in the prescribed format with all attached document) will be accepted up to 14.00 Hrs (IST) on or before **14<sup>th</sup> September, 2023** and will be opened online through <https://eproc2.bihar.gov.in/EPSV2Web/> on the same day i.e., **14<sup>th</sup> September, 2023 at 16.00 Hrs (IST)** in the presence of bidders/authorized representatives who choose to attend, if any change shall intimate through PRD website.

  
(Jaideo Sinha)

State Project Manager - Procurement