

NIT No: BSCL/DPR/2026/92

Date: 20/05/2026

## Notice Inviting E-Tender

**Work Descriptions:** Empanelment of Consultants for Preparation of Detailed Project Report for various projects of Bhagalpur Smart City Limited.

Tender Processing Fee: As per e-proc norms <https://www.eproc2.bihar.gov.in>

Tender Documents fee (In Rs.): 10,000/- (Ten thousand only).

Earnest Money Deposit (In Rs.): 25,000/- (Twenty five thousand only).

### Tender Schedule:

Sr. No.	Activity	Date and Time
1	Bid Submission Due Date <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a>	06-07-2026 11:00 PM
2	Bid Open Date <a href="https://eproc2.bihar.gov.in/">https://eproc2.bihar.gov.in/</a>	07-07-2026 02:30 PM
3	Submission end date of hard copy of EMD Address: Chief Executive Officer, Bhagalpur Smart City Limited, 4th Floor, Bhagalpur Smart City Building, ICC, Police Line Campus, Opposite Main Gate of Sandy's Compound, Bhagalpur – 812001.	07-07-2026 01:00 PM
4	Prebid Meeting Start Date. Venue Details: Conference Hall, Bhagalpur Smart City Limited.	15-06-2026 11:45 AM.
5	Prebid Meeting End Date.	15-06-2026 01:00 PM
6	Prebid Query Submission end date and time. Email: <a href="mailto:info@smartcitybhagalpur.org">info@smartcitybhagalpur.org</a>	15-06-2026 10:00 AM

**Note:** NIT, RFP, Corrigendum (if any) etc. are also available on Company website <http://www.smartcitybhagalpur.org> for reference purposes only.

**Chief Executive Officer,**  
Bhagalpur Smart City Limited.



# Request for Proposal (RFP)

for

Empanelment of Consultants for **“Preparation of Detailed Project Report for various projects of Bhagalpur Smart City Limited”**

Registered Office: 4th Floor, Bhagalpur Smart City Building, ICC, Police Line Campus, Opposite Main Gate of Sandy's Compound, Bhagalpur-812001, India.  
Email- [info@smartcitybhagalpur.org](mailto:info@smartcitybhagalpur.org), Contact- 06412302035, Website- [www.smartcitybhagalpur.org](http://www.smartcitybhagalpur.org)



# Bhagalpur Smart City Limited

## Notice Inviting Request for Proposal

Separate proposals are invited from reputed Agencies/Firms/Consultants for **Preparation of DPR (Detailed Project Report) for different projects of Bhagalpur Smart City Limited**

The Proposal along with required documents should be submitted to **Chief Executive Officer,**

**Bhagalpur Smart City Limited.** The RFP can be downloaded from website <https://eproc2.bihar.gov.in/>

EMD and Rs. -----/- as Cost of RFP shall be submitted in the form of Demand Draft of any Nationalized/ Schedule Bank drawn in favour of "**Bhagalpur Smart City Limited, Bhagalpur**", payable at Bhagalpur. The Commissioner, Bhagalpur Smart City Limited reserves the right to change the terms & conditions; select/ reject any application without assigning any reason thereof.

All the ament/ corrigendum or related information regarding this RFP process will be published on departmental website only, so hereby prospective bidders are advised to visit the same on regular basis.

**Chief Executive Officer,  
Bhagalpur Smart City Limited.**

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**1. Disclaimer**

The information contained in this Request for Proposal ("RFP") document provided to the Bidder(s), by or on behalf of Bhagalpur Smart City Limited for their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for BSCL, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. BSCL, their respective employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

BSCL may, in their absolute discretion, but without being under any obligation to do so, update, amends or supplements the information in this RFP document. Updated RFP document will only available in referred departmental website.





## 2. Key Information and Event Schedule

Empanelment/ Engagement of Consultants for "Preparation of DPR for various projects of Bhagalpur Smart City Limited.

Web Address to download the RFP	As per NIT
Last Date of Receipt of Pre-Bid Query	As per NIT
Date of Pre-Bid Meeting	As per NIT
Last date and time of Submission of Bid (Bid Due Date)	As per NIT
Mode of Submission of RFP	As per NIT
Opening of Technical Bid	As per NIT
Date of Technical Presentation	To be informed.
Cost of RFP Document	As per NIT
Earnest Money Deposit	As per NIT
Validity of proposal	120 days
BSCL contact for further information	Contact No: 7970717032
Address where Bidders must send proposal	Chief Executive Officer, Bhagalpur Smart City Limited

### Note:

1. The date of Presentation shall be intimated to the Bidder/s well in advance through Notice publish on **Website- [www.smartcitybhagalpur.org](http://www.smartcitybhagalpur.org)**
2. BSCL reserves the right to make changes to the Schedule of Bidding Process. Please visit referred website for the same.

## 3. Amendment of Proposal Documents

The amendments in any of the terms and conditions including technical specifications of this document will be notified by publishing it on Departments official webs only and will be binding on them, it is therefore all bidders are required to regularly visit official website.

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#### 4. Introduction

Bhagalpur Smart City Limited (BSCL), a Special Purpose Vehicle (SPV) incorporated under the provisions of the Companies Act, 2013, has been established for the planning, execution and monitoring of projects under Smart City Mission in Bhagalpur.

Under the Smart City Mission, BSCL has successfully undertaken and implemented several citizen-centric infrastructure and urban development projects aimed at enhancing the quality of life and improving urban services in the city. These initiatives include development and upgradation of roads, parks and open spaces, riverfront development, installation of solar and street lighting systems and other urban infrastructure works in Bhagalpur.

In order to ensure efficient planning and execution of upcoming projects, BSCL intends to empanel competent and experienced agencies/firms for preparation of project-related technical documents, including Detailed Project Reports (DPRs), feasibility studies, estimates, designs, bid documents and other consultancy services required for implementation of various infrastructure and urban development projects under the allied schemes.

#### 5. Objective of the Empanelment

The **Bhagalpur Smart City Limited (BSCL)** requires the services of suitably qualified and registered Architectural/Technical Consultants to provide comprehensive Technical Consultancy Services including Survey work and report, Planning, Landscaping, Beautification, Architectural Layouts/ Plans, Structural Designs and Drawing (Conceptual, Detailed, Working and As-Built drawings), preparation of DPR & support services while execution of projects like Electrical, and Cost Estimates & other technical services and tender documents etc. for various projects of BSCL within Bhagalpur Smart City Limited (BSCL). BSCL intends to empanel Technical Consultants for development of such projects.

The consultants will carry out a multi-stage exercise to formulate the DPR in close collaboration with BSCL.

#### 6. Terms of Reference (TOR) & Scope of Services

##### a. General

The Bhagalpur Smart City Limited (BSCL) seeks the services of qualified technical firms for preparation of detailed project report for different projects propose to take up. The Terms of Reference "TOR" for this assignment are specified below;

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## b. Scope of Work

The Consultant shall carry out assignments mainly but not limited to Smart Parks, Affordable Housing, Integrated Residential cum Commercial Complex, projects etc. Consultancy Services including Survey work and report, Planning, Landscaping, Beautification, Architectural Layouts/ Plans, Structural Designs and Drawing (Conceptual, Detailed, Working and As-Built drawings), preparation of DPR & support services while execution of projects like Electrical, and Cost Estimates & other technical services and tender documents etc. for various projects of BSCL within Bhagalpur Smart City Limited (BSCL). The following broad scope of work has been earmarked for the Agency:

**The scope of work is divided into 2 parts;**

Part-1: Preparation of Detail Project Report (DPR)

Part-2: Bid Process Management and Technical & Financial Supervision

### Part-1:

**Project Conceptualization** - The agency is expected to conceptualize the idea for the proposed assignment with presentation. The Concept should clearly earmark the elements that could be developed on the given land parcel and detail out the same in the DPR.

**In-Principal Approval**- The agency to submit a short proposal as required by the authority for taking in-principal approval.

**Detailed Project Report** – A detailed techno-economic feasibility study needs to be carried out by the agency to understand the cost of development and the assets that need to be created within Project. The scope of such a study could be as follows:

- Preparation of Master plan of the project
- Cost Estimates and Financial Aspects etc.
- Bar Chart for Schedule of implementation of works
- An Operation & Maintenance structure for the proposed assignment
- Facilities to be considered as per Scheme requirement along with minimum infrastructure.
- Technical and financial feasibility for the project
- Project Structuring – The basis on which the project would be developed
- Assist authority for clarifying the queries raised on the DPR.
- Necessary follow-ups on behalf of BSCL for final approval of the Project from UDHD/ other Departments till the receipt of final grant-in-aid and closure of the project.

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Note: A draft DPR should be submitted prior to final approval from authority. Later, final DPR in three hard copies, A0 size Master Plan 3 copies along with 1 No. of Soft Copy (Pen drive) should be submitted.

**Part 2:**

**Bid Process Management–**

- After successful completion of preparation, submission of DPR and final approval of the Project from Authority the execution for the work of Bid Process Management will be awarded through separate Work Order. However, BSCL reserves the right to cancel/ reject the selected bidder for execution of the work of Bid Process Management and supervision of works if at any time the bidder is found to be unreliable, or the project is abandoned for the reason not within the Control of BSCL.
- Preparation of Bid documents for the above assignment.
- Preparation of EOI/Request for Qualification/Request for Proposal documents - The agency is required to prepare a detailed EOI/RFQ/RFP document as the case may be for selecting a private sector contractor/s to undertake the construction of various facilities as approved by BSCL. The documents should ensure transparency and incorporate all provisions of bid process as prescribed by the Government of India and/or Government of Bihar.
- Preparation of contractual document – The agency will be required to prepare the contractual document (agreement) for signing with the selected private sector contractor/s who would undertake the construction works.
- Preparing the Notice Inviting Tender.

**7. Annexure B: Bid Data Sheet (BDS) and Instructions to Consultants**

S. No.	Bid Data Sheet
1.	Name of the Client: Bhagalpur Smart City Limited
2.	Method of selection: Evaluation of the Technical proposals will be based on Least Cost System.
3.	Financial Proposal to be submitted Separately with Technical Proposal.
4.	Title of Consulting Service is: "Preparation of Detailed Project Report along with bid documents for different projects of Bhagalpur Smart City Limited"

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5.	Proposals must remain valid for 120 days after the submission date indicated in this Bid Data Sheet.
6.	The Consultant is required to include with its proposal written confirmation of authorization to sign on behalf of the Consultant: Yes
7.	Joint Ventures or Consortium are permissible: No
8.	<p>Bidders Eligibility Criteria: Applicable</p> <p>1) Consultants shall have minimum average annual turnover of 10% contract Value over the last three Financial Years (2022-23, 2023-2024 and 2024-2025) ending 31 march 2025.</p> <p>Documents - Consultants must ensure that evidence of eligibility criteria of turnover in the form of audited financial statements for the last three financial years together with the Auditors' Report must be enclosed with their technical proposal.</p> <p>2) Consultants should have experienced of DPR preparation for at least 1 project in the category of similar projects* of value 50 crore <b>Or</b>, TWO (2) projects in the category of similar projects* of value 30 crore each <b>Or</b>, THREE (3) projects in the category of similar projects* of value 25 crore during last 5 years (2020 to 2025). Consultants should submit copies of Experience Certificates from client for the same.</p>
	<p>*Category for Similar Projects are: -</p> <p>The firm should possess extensive experience in preparing Detailed Project Reports (DPRs) encompassing architectural and engineering consultancy services for the construction of various infrastructure projects, including but not limited to: Buildings, Park developments, Chowk developments, Commercial complexes, Parking facilities, Road infrastructure, Drainage systems, STP, Storm water drainage, SWM, water supply etc.</p> <p>These projects should fall under the purview of municipal bodies or local authorities.</p>
9.	The Consultant must submit one hard original copy of the Technical Proposal
10.	Technical Proposals are to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope clearly marked
11.	Technical Proposals should be clearly marked "Preparation of DPR for different projects of Bhagalpur Smart City Limited;

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12.	Format for EMD will be Bank draft favouring "Chief Executive Officer, Bhagalpur Smart City Limited, Bhagalpur" and drawn on a Scheduled Commercial/Nationalized Bank payable at Bhagalpur.
13.	A Performance Security is to be submitted by the winning Bidder: Yes
14.	If yes, the amount will be 10% of the contract value; this may be provided in the form of Demand Draft/ BG/FD favoring "Chief Executive Officer, Bhagalpur Smart City Limited, Bhagalpur" and drawn on a Scheduled Commercial/Nationalized Bank payable at Bhagalpur. EMD shall be released within 15 days on submission of Performance Security.
15.	Proposals must be submitted no later than as mention in schedule.
16.	Address for submission of Proposals; <b>The Chief Executive Officer</b> Bhagalpur Smart City Limited Bihar - 812001
17.	Expected date for public opening of Technical Proposals: As per NIT.

**8. Evaluation of the proposal will be based on the marks given below;**

**Evaluation of Technical Bid:**

1.	DPR Preparation Experience in Municipal area/Urban Area/ 4 works of drain/storm water drain/STP. <b>5 marks for each completed project to maximum 20 marks.</b>	<b>20</b>
2.	DPR Preparation Experience in Municipal area/Urban Area/ 4 works of Building /Commercial Space or retrofitting of building/ commercial space or Water Front Development <b>5 marks for each completed project to maximum 20 marks.</b>	<b>20</b>
3.	DPR Preparation Experience in Municipal area/Urban Area/ 4 works of Road (Bituminous/PCC /PQC)/retrofitting of road/development /redevelopment of Chowk <b>5 marks for each completed project to maximum 20 marks.</b>	<b>20</b>
4.	DPR Preparation Experience in Municipal area/Urban Area/ 4 works of SWM/water supply <b>5 marks for each completed project to maximum 20 marks.</b>	<b>20</b>
5.	DPR Preparation Experience in Municipal area/Urban Area/ 4 works of Park Development/Redevelopment. <b>5 marks for each completed project to maximum 20 marks.</b>	<b>20</b>
<b>Total</b>		<b>100</b>

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Consultants should submit copies of Certificates from client as documentary evidence for Experience of undertaking similar assignments of each category.

**Technical Score (Ts):** The Technical marks of participants shall be as per the point scoring methodology. BSCL may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

Bidder/s who secure **more than 60 Marks** shall be considered as **technically qualified** bidder.

### 9. Instructions to Consultant

<b>Introduction</b>	<p>1.1 The Consultant is invited to submit a Technical Proposal, as specified in the Bid Data Sheet. The Proposal shall be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.</p> <p>1.2 The Consultant shall bear all costs associated with the preparation and Submission of its Proposal and contract negotiation</p> <p>1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.</p> <p>1.4 Consultant can submit only one proposal; multiple proposals will be rejected.</p>
<b>Eligible Consultant</b>	<p>1.5 Eligibility: -</p> <p>1.6 In order to identify the Agency, the Commissioner, BMC invites Proposals from interested parties which may be a Company incorporated under Companies Act 1956/20131, registered partnership firm or registered proprietorship firm or registered society or registered trust. The Proposals would be evaluated on the basis of the criteria set out in this RFP Document.</p> <p>a) Documentary proof shall be provided in case of a company shall be certificate of incorporation, memorandum of association and article of association. In case registered partnership firm income tax returns for the last two financial years or registration certificate under the registrar of firms or the partnership deed executed between the partners as proof of identity. In case of a Sole Proprietorship firm should furnish either the Trade license, GST, IT returns for the last two financial years as proof of identity. Registration certificate in case of society or trust.</p>



<p><b>Disclosure</b></p>	<p>1.7 Consultants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Consultant or termination of its Contract.</p> <p>1.8 Consultant must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Consultant,</p> <p>1.9 Consultant's must disclose if they have been convicted of or are the subject of any proceedings relating to:</p> <p>a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct;</p>
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<p><b>Clarification of RFP Documents</b></p>	<p>2.1 Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Bid Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Bid Data Sheet. The Client will respond by standard electronic means within the period specified in the Bid Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally</p>
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indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under respective clause.

<p><b>Preparation of Proposals Language of Proposals</b></p>	<p>3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English (if the Language is other than Odia), in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.</p>
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<p><b>Documents comprising the Proposal</b></p>	<p>5.3 Consultant shall submit simultaneously one sealed envelope containing the Technical Proposal unless otherwise specified in the Bid Data Sheet enclosed together in an outer single envelope. The Technical Proposals will be opened at the date and time specified in the Bid Data Sheet.</p>
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<p><b>Technical Proposal</b> (see Annexure B)</p>	<p>5.5 The <b>Technical Proposal</b> shall contain the following; <b>Section 1:</b> Covering Letter, <b>Section 2:</b> Experience/ Capacity of Firm to undertake tasks including Eligibility Fulfilment with documentary evidence, GST and Income Tax Registration, Certificate of Financial Capability (<b>Form Technical 5</b>), Audited Balance sheets with certified Auditors Reports for last three financial years (2022-2023, 2023-2024 and 2024-2025), Empanelment's and Registrations of Consultant etc.;; <b>Section 3:</b> Project detail sheets outlining previous experience of the firm in similar projects for each type of category mentioned in Bid Data Sheet completed during the last Five years (2020 to 2025) (in prescribed format) (<b>Form Technical B2</b>); <b>Section 4:</b> Technical Response including general approach, methodology, work plan, personnel schedule, and qualifications to ToR, including charts and diagrams;</p>
<p><b>Submission</b></p>	<p>5.10 Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical Proposals. 5.11 The Consultant shall submit Technical Proposals using the appropriate submission sheets provided in <b>Annexure B: Technical Proposal Submission Forms</b>. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested. 5.12 Consultants are required to submit their Technical Proposals in hard copy, as specified in the Bid Data Sheet. The number of hard copies to be submitted is specified in the Bid Data Sheet.</p>
<p><b>Taxes</b></p>	<p>5.13 The Consultant will be paid GST as applicable time to time over and above fees quoted.</p>
<p><b>Proposal prices</b></p>	<p>5.14 All prices should be valid for the duration specified in the Bid Data Sheet. 5.15 All prices quoted should be inclusive of the price structure if specified in the Bid Data Sheet. 5.16 Prices quoted by the Consultant shall be fixed during the Consultant's performance of the Contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet or Standard Contract Document.</p>
<p><b>Currency of the Proposal</b></p>	<p>5.17 Proposal prices shall be quoted in Indian Rupees as specified in Bid Data Sheet</p>

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<b>Opening Proposals</b>	6.1 The Client will open Technical Proposals in the presence of Consultant representatives who choose to attend, at the address, date and time specified in the Bid Data Sheet.
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<b>Clarification of Proposals</b>	7.3 To assist in the examination, evaluation, comparison and post qualification of Proposals, the Client may, at its discretion, ask a Consultant for a clarification of its Proposal. Any clarification submitted by a Consultant that is not in response to a request by the Client shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Technical Proposals, except to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the Proposals, in accordance with Clause 7.5, if required.
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<p><b>Non-conformities, Errors and omissions</b></p>	<p>7.4 The Client may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.</p> <p>7.5 The Client will correct arithmetical errors during evaluation of Technical and/or Financial Proposals on the following basis:</p> <p>a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.</p> <p>b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p> <p>7.6 If the winning Consultant does not accept the correction of errors, its Proposal shall be disqualified</p>
<p><b>Evaluation of Technical Proposals</b></p>	<p>7.7 The evaluation committee shall evaluate the Technical Proposals on the basis of pre-set criteria as outlined in the Bid Data Sheet.</p>
<p><b>Qualification of Technical Proposals</b></p>	<p>7.8 As per qualifying criteria the top 5 bidders who will obtain more than 60 mark will be considered as qualified bidder for empanelment.</p> <p><b>Technical Score (Ts):</b> The Technical marks of participants shall be as per the point scoring methodology. BSCL may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee</p>
<p><b>Client's right to accept any Proposal, and to reject any or all Proposals</b></p>	<p>7.9 The Client reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
<p><b>Award of Contract</b></p>	<p>8.1 Prior to the expiration of the Proposal validity period, the Client shall notify the successful Consultant(s), in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Consultant of the results of the bidding.</p>

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<b>Notification</b>	8.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
<b>Negotiations</b>	8.3 The successful Consultant will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Consultant must have written Agency to negotiate and conclude a Contract. 8.4 The successful Consultant will confirm in writing its participation in negotiations and ability to adhere to its Technical Proposals within five (5) days of receiving the notice in accordance with Clause 8.3. 8.5 Negotiation will include both technical and financial negotiation, depending on the needs of the Client.
<b>Signing Contract</b>	8.9 Promptly after notification, the Client shall send to the successful Consultant the Contract and the Special Conditions of Contract 8.10 Pursuant to negotiations, the successful Consultant shall sign, date, and return the Contract, along with necessary supporting documents, to the Client. 8.11 All formalities of negotiation and signing of contract will be completed within seven (7) days of notification of award.
<b>Start date</b>	8.12 The Consultant is expected to commence the Services on issuance of Work Order/ LoA
<b>Right to Waive</b>	8.13 BSCL reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of the Bidder to perform the contract
<b>Duration of Empanelment</b>	8.14 The empanelment will be valid for a period of 2 (two) year from the issuance of Letter of Intent (LoI).

**Review/Evaluation Committee to Monitor Consultant’s Work**

A Committee will be formed to monitor the progress of the assignment and to Review the Outputs of the Consultant based on key performance indicator (KPI).

**Items to be provided by the Technical Consultant (TC)**

In addition to the results and deliverables listed above, the TC will provide:

- All survey equipment and data entry staff.
- Arrange office, equipment’s – Computers, software including software for design.
- Arrange for all transportation and travelling required for their (TC’s) own staff.

{Draft Work Order}

ANNEXURE A

To,

[Name of the Consultant with address]

Sub: Letter of Intent (LoI) for empanelment of Consultant for Preparation of DPR for the project.....

Dear Sir,

In reference to the Request for Proposal (RFP No: ....., Dated.....) for the above mentioned Project. We are pleased to inform you that your firm have been selected as the Selected Bidder for the Project, subject to fulfilment of the following terms and condition, unless specified otherwise, within 7 (seven) days from the issuance of Letter of Award (LOA) to the Selected Bidder by BSCL, the Selected Bidder shall be required to meet the following compliance requirements:

- a. To Sign and stamp the LOA and send it to BSCL as acknowledgement of the LOA;
- b. To Submit the Performance Security as undermentioned (10% of the financial quote)

Name of the Project	Financial Quote
{Insert project title}	Rs... ..... (in words)

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In the event, if you, the Selected Bidder, fails to comply with the requirements as mentioned above, BSCL shall forfeit your candidature in accordance with the terms of the RFP. In addition the above, you, the Selected Bidder, shall comply with all other requirements as detailed in the RFP document and for all purposes the conditions of the RFP may be read and complied as a part of the 'Letter of Award'.

You are, therefore, requested to do the needful for initiation of the Project.

Yours sincerely,

Chief Executive Officer  
Bhagalpur Smart City Limited

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To:

Chief Executive Officer,  
Bhagalpur Smart City Limited

Subject: - **Technical Proposal for Empanelment of Consultant for preparation of DPR for different projects of Bhagalpur Smart City Limited**

Dear Sir / Madam

We, the undersigned, offer to provide the Consulting Services for **Empanelment of Consultant for preparation of DPR for various projects of Bhagalpur Smart City Limited** in accordance with your Request for Proposal dated **[Insert Date]** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to Consultant included in the RFP, and abide by the same, and specifically to conditions mentioned **[In case of any declaration, reference to concerned document attached must be made]**.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services. We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Bid Data Sheet. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature **[In full and initials]:**

Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

E mail id:

 

**9.1. Technical B2: Project Detail Sheet**

Category: <i>[insert similar assignment category as specified under Eligibility and evaluation Criteria mentioned in Bid Data Sheet]</i>	
Assignment Name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of City/ Cities:	
Name of Client:	Total No of staff-months of the assignment:
Address:	
Start date (month/year):	
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff in the assignment:	

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**9.2. Technical 5: Financial Capability of Consultant**

Name of Consultant	Annual Turnover (from consultancy business)				Average
	2022-23	2023-24	2024-25	Total	

**Certificate from the Chartered Accountant**

This is to certify that \_\_\_ has received the payments shown above against the respective years on account of professional fees.

Name of the Audit Firm:

Seal of the audit firm

Date:

Signature:

Name:

Designation:

**Note : Attach Audited Balance sheets with Auditors Reports for last three years as Documentary evidence in Support**

*Mansur* *27/10*

**9.3. Section 5: Schedule of payment & work completion Schedule (For each specific project)**

Sr. No.	Milestone linked payment	Percent (%)	Days for work completion from the date of agreement or issuance of LOA
1	Submission & Approval of Feasibility Report to BSCL	20	(T+20 days) As per the requirement and need of the assignments.
2	Submission & Approval of Detailed Project Report to BSCL	40	(T+30 days) As per the requirement and need of the assignments.
3	Submission & Approval of Tender Documents (RFP)	15	(T+35 days) As per the requirement and need of the assignments
4	Execution of Agreement with selected vendor	15	(T+65 days) As per the requirement and need of the assignments
5	Final Stage of Payment	10	Project Duration mentioned in the NIT
<b>TOTAL</b>		<b>100</b>	

**T = Date of Agreement**

**\*Note: - Days mentioned for completion of work are suggestive and based on assumptions. It may vary as per requirement.**

**Terms of Payment:**

1. Contract Value is exclusive of GST, and GST as applicable shall be paid additionally over and above Contract Value at applicable prevailing rates.
2. The quoted fee is inclusive of professional fees and all other expenses to complete the scope of work and anticipated inflationary increase over the duration of the contract.
3. The payment shall be released within 15 days from receipt of invoice from the Consultant subject to terms and conditions mentioned earlier in this contract.




#### 9.4. Section 6: Performance Guarantee

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]* Contract No.  
and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *\*insert complete name of Guarantor]*

Beneficiary: *[Secretary, Bhagalpur Smart City Limited, Bhagalpur]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]* we have been informed that *[insert complete name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[Insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Equipment and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount (s) in figures and words]* upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*, and any demand for payment under it must be received by us at this office on or before that date.

We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year+*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded. *[Signatures of authorized representatives of the bank and the Contractor]*

*Mansab*

*[Signature]*

**9.5. Form-3: Power of Attorney**

(On Stamp paper of relevant value)

Know all men by these presents, We. .... (name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms..... (name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for ..... including signing and submission of all documents and providing information/responses to Bhagalpur Smart City Limited in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ Day of \_\_\_\_\_ 2021

For \_\_\_\_\_

(Name and designation of the person(s) signing on behalf of the Bidder)

*Manish*

*[Signature]*

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**9.6. Anti-Blacklisting Certificate**

(On Letterhead)

M/s. .... (Name of the Bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by State Government / any other Government entity or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium as on the ----- (Last date of submission of Bid).

(Authorized signatory):

Name:

Designation:

Signed by duly authorized signatory:

\_\_\_\_\_  
Signed this .....day of ..... 2021 On behalf of M/s  
\_\_\_\_\_(The Bidder) Company Seal:

*Monsal*



Financial Proposal

Sr. No.	Project Value Range	Maximum Consultancy Charge in %
1	Below 50 lakhs	3.00%
2	> 50 Lakhs < 1 Crore	2.50%
3	> 1 Crore < 5 Crores	2.00%
4	> 5 Crores	1.50%

*Mansel*

*[Signature]*

WORK COMPLETION CERTIFICATE

Executing Agency: -----

Agreement Executing Authority: Chief Executive Officer, BSCL

Name of the Project	
File No	
Estimated Project Cost (in rs.)	
Consultancy Fees Awarded (in rs.)	
Project Start Date (dd/mm/yy)	
Project End Date (dd/mm/yy)	
Nature of Work	

On the basis of verification of case records and field verification it is certified that,

- The above project has been completed in all respects as per the approved plan and estimate.
- The quality of execution is satisfactory.
- The asset has been put to use by public.
- The information provided above is correct to the best of our knowledge and information.


