



Government of Bihar

Department of Environment, Forest & Climate Change

ROHTAS FOREST DIVISION, SASARAM

Address: Office of Divisional Forest Officer, Rohtas Forest Division, Old GT Road, Fazilganj, Sasaram 821115

E-mail Id- rohtasdfo@gmail.com, Mobile :9470625408, 7708680933,

Tender No. 01/e-PROC/ROH/2026-27)

NOTICE INVITING E-TENDER

For

Request for Proposal (RFP) for

Selection of Agency for the Operation of Operation and Maintenance of Houseboat Operation & Maintenance at Karamchat Dam, under Rohtas Forest Division, Sasaram, Bihar

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

NIT. No. _____

Date: _____

1. **Rohtas Forest Division, Sasaram**, Department of Environment, Forest & Climate Change, Government of Bihar, invites bids from reputed, experienced, and competent Agencies for the Operation and Maintenance of Houseboat Operation & Maintenance, at Karamchat Dam. Please refer to the RFP for details.
2. The selection shall be put for an initial period of three years and may be extended annually on mutual assent.

Name of properties	Bid processing fees	Bid Document Cost	Bid (EMD)
Operation and Maintenance of Houseboat Operation & Maintenance at Karamchat Dam	590.00	2,000.00	50000

3. Place & Date of Pre-bid meeting : Office of DFO Rohtas,Sasaram on 10.06.2026 Time :3 PM
4. Date of downloading of bid document : 25.05.2026 to 17.06.2026 upto 11 AM
5. Last date and time for Bid submission : 17.06.2026 Time : 5 PM
6. Submission of EMD in hard copy and original : 18.06.2026 Time : 10:30 AM
7. Time and Date of opening of technical bids : 18.06.2026 Time : 11 AM (www.eproc2.bihar.gov.in)
8. Time and Date of financial bids : 18.06.2026 Time : 4 PM
9. Place of opening of Bid : Office of DFO Rohtas,Sasaram
10. Officer inviting bids : DFO Rohtas,Sasaram

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For participating in the E-tendering process, the contractor shall have to get themselves registered to get a user ID. Password and Digital signature. This will enable them to access the website www.eproc2.bihar.gov.in and download/participate in the E-tender. All tender Queries related to this tender shall be communicated at rohtasdf@gmail.com

1. (i.) Bid processing fees to be paid through online mode, i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS.

(ii.) Bids along with necessary online payments must be submitted through the e-procurement portal www.eproc2.bihar.gov.in before the date & time specified in the NIT. The department does not take any responsibility for the delay. Non-availability of internet connection. Network Traffic Holidays or any other reasons".
2. The detailed eligibility criteria can be seen in the tender document. The tender documents can be obtained through the website www.eproc2.bihar.gov.in
3. Tender Processing Fee (TPF) amount applicable as per e-Proc Bid Processing Fee structure (non-refundable) has to be paid through e-payment mode (i.e. NEFT/RTGS, Internet Banking, Credit / Debit Card) only.
4. Earnest Money Deposit (EMD) of Rs. 50000/- (Rupees Fifty Thousand Only) should be in the form of Demand Draft drawn from a Scheduled Bank in favor of Divisional Forest Officer, Rohtas Forest Division, Sasaram and payable at Sasaram.
5. The bidders are requested to check their file size of the uploaded documents at the time of submission & they should ensure that the work is uploaded. If they feel that the complete file is not uploaded, then they should click on cancel & update the same before submission. The bidders should satisfy themselves with the download ability/visibility of the scanned & uploaded file by them.
6. No claim shall be entertained on account of the disruption of the internet service being used. Bidders are advised to upload their bids well in advance to avoid last hour's technical snags.
7. In exceptional circumstances, the competent authority, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, may solicit the Bidder's consent to an extension of the period of validity.
8. Bids that are rejected during the bid opening process shall not be considered for further evaluation, respective of the circumstances.
9. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid, etc., in the online standard formats given for respective tenders in the e-Procurement website (www.eproc2bihar.gov.in) 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 bits and certificates/documents in the e-Procurement website. The bidder shall sign the supporting statements, documents, and certificates uploaded by him, owning responsibility for their correctness/authenticity.
10. All the information/corrigendum/addendum related to the project shall be published on the website www.eproc2bihar.gov.in. The Authority shall have the right to reject the bid partially or fully without assigning any reason whatsoever.
11. Further details of works can be obtained from the Office of the Principal Chief Conservator of Forests. For clarification, 1. For clarification, regarding the E-tendering process, please contact e-Proc2.0, Helpdesk, mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus Khajpura, Ashiana Road, P.S-Shastri Nagar, Patna 800 014, Bihar, Toll Free Number: 1800 572 6571. Email id: eproc2support@bihar.gov.in



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DISCLAIMER

1. While this Request for Proposal document ("RFP") has been prepared in good faith, Department of Environment, Forest & Climate Change, Government of Bihar nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.

2. This document is not transferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct their own investigations and analysis and check the accuracy and completeness of the information in this document, and obtain independent advice from appropriate sources.

3. Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.

4. Department of Environment, Forest & Climate Change, Government of Bihar may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirements of the project. Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to waive any Irregularity in the proposal (RFP), and Department of Environment, Forest & Climate Change, Government of Bihar makes it clear that the RFP is not an offer/Agreement.

5. Neither Department of Environment, Forest & Climate Change, Government of Bihar nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this REP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by Department of Environment, Forest & Climate Change, Government of Bihar or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.

6. Department of Environment, Forest & Climate Change, Government of Bihar, is not bound to accept any or all the Proposals. Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against Department of Environment, Forest & Climate Change, Government of Bihar, or its officers, employees, successors, or assignees for rejection of his bid. The RFP submitted by the bidder will be the property of the Department of Environment, Forest & Climate Change, Government of Bihar.



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INSTRUCTIONS TO BIDDERS

1.1 SUBMISSION PROCEDURE

A. TECHNICAL BID

Bidders must submit their bids through www.eproc2.bihar.gov.in within the due date and time.

The bidders MUST ALSO SUBMIT Bid Security (EMD) drawn in favour of “**DIVISIONAL FOREST OFFICER, ROHTAS FOREST DIVISION SASARAM** payable at SASARAM from a Scheduled Commercial Bank. Copies of the Tender Fee and EMD must be uploaded along with the technical proposal. The original copy should be submitted one hour before the time of opening of Technical Bid in the office of the Divisional Forest Officer, Rohtas forest Division, Sasaram.

B. FINANCIAL BID

Bidder must submit the FINANCIAL Bid through the online mode on www.eproc2.bihar.gov.in

Once quoted, the Bidder will not be allowed to make any subsequent price changes, whether resulting from or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

Prebid Attendance is Mandatory.

Participants need to declare (with signature and stamp) the following (undertaking) on a Stamp Paper of 100/- denomination:

“That I acknowledge that the said Tender No. _____/date _____ can be Cancelled at any time without giving any reason (even after technical / financial bids have been opened).

That I will obey all the terms and conditions mentioned while bidding for the said Tender, and those which are communicated to me later through Work Order, or any other Document.

That I acknowledge that I will not make any legal claim against the Department of Environment, Forest & climate Change, Bihar, its Staff or DFO Rohtas or anyone, in case the said Tender is not awarded to me for whatever reason.

That I acknowledge that I will not make any legal claim against the Department of Environment, Forest & climate Change, Bihar, its Staff or DFO Rohtas or anyone, in case my sample is not Up to the mark.

That I acknowledge that the said Tender (both process and end-result) is at the discretion of DFO Rohtas.

That in case of any dispute regarding the process or end-result of the said Tender, the decision of the DFO Rohtas shall be final and binding on me.”



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1.2 SITE VISIT

Bidders are encouraged to submit their respective Bids after proper assessment of the identified site ascertaining for themselves the site conditions, location, surroundings, climate, availability of power, water, and other utilities, applicable laws and regulations, and any other matter considered relevant by them.

1.3 PROPOSAL PREPARATION COST

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. The Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, will not be responsible for, or in any way liable for, such costs, regardless of the conduct or outcome of the bidding process.

1.4 RIGHT TO ACCEPT OR REJECT

- I. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- II. Notwithstanding anything contained in this document, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reasons.
- III. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to reject any Proposal if, at any time, a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.
- IV. Rohtas Forest Division, reserves the right to reject the bid if the financial bid is too low to be considered.

3.6 CLARIFICATIONS

A PROSPECTIVE Bidder requiring any clarification on the tender must notify Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, in writing to the Divisional Forest Officer , Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, within such date as specified in the tender Time Schedule. The queries can be submitted by email at rohtasdfo@gmail.com in the following format



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Name of Organization Submitting request			Name and Position of person submitting request	Details of the person and organization
Bidders Request for Clarification				
				Address: Tel: E-mail: Mobile:
s. No	Bidding Document Reference (Number/Page)	Content of RFP requiring Clarification	Points of Clarification Required	Suggestions (If Any)
1				
2				
3				

3.7 AMENDMENTS TO TENDER

i. At any time prior to the tender Due Date, as indicated in the Time Schedule, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, amend the RFP by the issuance of Addendum/ Corrigendum. Such an Addendum/ Corrigendum would be posted only on the website www.eproc2.bihar.gov.in

ii. In order to afford Bidders a reasonable time to take the Addendum into account, or for any other reason, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar may, at its discretion, extend the Proposal Due Date.

3.8 LANGUAGE

The Proposal and all related correspondence and documents must be written in the English language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language if they are accompanied by an appropriate translation into the English language. Supporting materials that are not translated into English shall not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

3.9 VALIDITY OF PROPOSAL

- i. The Proposal must be valid for a period not less than 180 days from the Proposal Due Date ("Proposal Validity Period"). Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to reject any Proposal that does not meet this requirement.



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- ii. Prior to expiry of the Proposal Validity Period, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, may request the Bidders to extend the period of validity for a specified additional period.
- iii. The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

3.10 BID SECURITY

- i. The Bid Security must be kept valid throughout the Proposal Validity Period and shall be required to be extended if required by the Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar.
- ii. The EMD shall be in the form of a demand draft in favour of the Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, drawn on any scheduled Bank payable at Sasaram
- iii. The Bid Security shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of the Agreement between Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, and the Successful Bidder.
- iv. The bid security of the successful bidder will be returned to the successful bidder on the submission of the Performance Security as specified in the tender document.
- v. The Bid Security shall be forfeited in the following cases:
 - a. If the Bidder withdraws its Proposal.
 - b. If the Bidder withdraws its proposal during the interval between the Proposal Due Date and the expiration of the Proposal Validity period, and
 - c. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
 - d. If the bidder, after the award of the work order, fails to submit the performance security within the stipulated time.
- vi. All Bidders must submit EMD and Tender fee.

3.11 BIDDER'S RESPONSIBILITY

- i. The Bidder is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of the document shall be at the Bidder's own risk.
- ii. It shall be deemed that prior to the submission of the bid, the Bidder has:
 - Made a complete and careful examination of terms & conditions/requirements, and other information set forth in this document.
 - Received all such relevant information as it has requested from the Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar; and
 - Made a complete and careful examination of the various aspects of the Assignment.
- iii. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar shall not be liable for any mistake or error, or neglect by the Bidder in respect of the above.
- iv. All taxes payable to the government must be paid by the service provider as per applicable norms and procedures. Rohtas Forest Division, Department of Environment, Forest &



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Climate Change, Government of Bihar, is not liable and responsible for payment of such taxes.

3.12 CONFLICT OF INTEREST

Conflict of interest exists in the event of (i) Agencies or institutions having a business or family relation with the Client directly or indirectly; and (ii) practices prohibited under the anti-corruption policy of the Government of India and the Government of Bihar.

3.13 FORMAT AND SIGNING OF PROPOSAL

- i. Bidders must provide all the information as per this document and in the specified format. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, reserves the right to reject any Proposal that is not in the specified format.
- ii. The Proposal must include submissions to be made on the respective Proposal Due Date as set out in the Time schedule.
- iii. No hard copy submissions of the Proposal are required. Bidders must upload their Technical and Financial proposals on the website www.eproc2.bihar.gov.in.
- iv. The Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, shall consider only the uploaded document for evaluation.
- v. The person(s) signing the Proposal must initial all the alterations, omissions, additions, or any other amendments made to the Proposal prior to uploading the Proposal.

3.14 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- i. The Bidder may modify, substitute, or withdraw its Proposal after submission in compliance with the process laid down in the eProc portal.
- ii. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will result in forfeiture of the Bid Security in accordance with this RFP.

3.15 PROPOSAL DUE DATE

- i. Proposal must be submitted as per the information provided in this document
- ii. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, at its sole discretion, accept any Proposal(s) after the Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.
- iii. The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

3.16 CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and recommendation for the Qualified Bidders shall not be disclosed to any person not officially concerned with the process. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. Rohtas Forest Division, Department of Environment, Forest &



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Climate Change, Government of Bihar shall not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

3.17 CLARIFICATIONS

To assist in the process of evaluation of Proposals, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder.

3.20 PROPOSAL EVALUATION

The Qualification submissions of the Bidders would be checked for responsiveness with the requirements of the Technical Bid and shall be evaluated as per the Criteria set out in this Technical Bid, Financial Bid

3.21 DECLARATION OF SUCCESSFUL BIDDER

Upon acceptance of the Proposal of the Shortlisted Bidder in Technical Bid, the bidder who quotes the highest amount (H1) shall be declared as the selected Bidder.

3.22 NOTIFICATIONS

Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar will notify the Successful Bidder by a Letter of Award (LoA) that their Proposal has been accepted.

3.23 DEPARTMENT OF ENVIRONMENT, FOREST & CLIMATE CHANGE'S RIGHT TO ACCEPT OR REJECT PROPOSAL

- i. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to accept or reject any or all the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection, or annulment.
- ii. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.
- iii. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to reject any Proposal if at any time:
 - a. A material misrepresentation made at any stage in the bidding process is uncovered; or
 - b. The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.



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This would lead to the disqualification of the Bidder. If such disqualification/rejection occurs after the Proposals have been opened and the Successful Bidder gets disqualified/rejected, then Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to:

- a. Declare the 2nd-highest-ranked bidder as the successful tenderer; or
- b. Take any such measure as may be deemed fit in the sole discretion of the Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, including annulment of the bidding process.

3.24 PERFORMANCE BANK GUARANTEE (PBG)

- a. The successful bidder (H1) must furnish an unconditional and irrevocable bank guarantee/FD, in a format acceptable to Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar valid for a period of two years from the 'Appointed Date', of a value equivalent to 20% of the Annual Lease Payment for the first annual period which has been quoted, evaluated by Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar and agreed upon by both parties. The PBG must be deposited within 2 weeks of the award of the Letter of Intent (LOI). The same will be renewed annually with a (to be communicated by DFO Rohtas, Sasaram) the Bank Guarantee amount from the previous term to compensate for the increase in the annual lease value.
- b. Failure to submit the PBG within the time stipulated in the LOI may lead to cancellation/withdrawal of LOI and, in such case, Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar reserves the right to declare the 2nd highest ranked bidder (H2) as the successful tenderer and proceed with the contractual processor take any such measure as may be deemed fit by Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, including annulment of the bidding process.

4 CRITERIA FOR EVALUATION

The proposals shall be submitted online on the e-Proc portal. The proposal must be submitted in the required format and as per the forms required to be submitted along with relevant documentary evidence. The following details are mandatory and must be submitted by the agency along with the application.

1. Letter of submission
2. Name and address of firm/individual along with Registration No
3. List of projects undertaken by the agency
4. Turn over details with a Copy of the audited Financial Statement
5. All the documentary evidence as directed in Technical Bid "Evaluation of Pre-Qualification Criteria". The documents should be attached in the proper designated place.



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Phase I : TECHNICAL EVALUATION OF PRE-QUALIFICATION CRITERIA

The bids shall be evaluated for the evaluation of the Pre-Qualification criteria mentioned below. Applicants who fulfil pre-qualification criteria shall be shortlisted for Presentation.

For a bid to be considered eligible under this bid process, a bidder must meet the following criteria:

S. No	Criteria	Documentary Support
1	The Bidder should be a company/partnership firm/ proprietor/NGO	<ul style="list-style-type: none">● Incorporation Certificate● PAN Card Copy● GST Registration Certificate● FORM III for Sole Proprietor
2	The Agency turnover for FY in at least one of the two financial years i.e. within 2022-23 or FY 23-24,, 24-25 shall be a minimum of Rs. 30.00 lakhs average.	<ul style="list-style-type: none">● Latest Audited Balance Sheet and P/L statement (CA Verified)● Last 3 years valid ITR in case of individual.● UDIN CERTIFICATE
4	The firm should have proven experience of at least two years of experience in Operation and Maintenance of Water Sports Activities at a PSU or Private firm.	<ul style="list-style-type: none">● ISO Certification in similar fields- MUST● Letter of Experience/Work Order
5	The bidder should not have been blacklisted by any Government Department/Organization/Corporation	<ul style="list-style-type: none">● Self-declaration on the organization's letterhead and Notarized affidavit (On stamp paper Rs.100)
6	Character Certificate	<ul style="list-style-type: none">●
	Prebid Certificate	Acknowledgment Letter by the Department <ul style="list-style-type: none">● confirming Prebid Meeting Attendance issued to the Bidder
	GST Return	Last 3 Financial Year (22-23, 23-24,24-25) GST Return (3B) Need to be submitted.
7	Proof of Identity	Photocopy of Identity / PAN Card / Aadhaar Card / <ul style="list-style-type: none">● Other Document.
8	Self Declaration for Document Submission	<ul style="list-style-type: none">●



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Department of Environment, Forest & Climate Change

ROHTAS FOREST DIVISION, SASARAM

TECHNICAL BID SHEET

1. Name, address and contact details of authorised signatory

2. Name, address and contact details of agency/firm

S.no.	Technical Information	Y/N	Page No.
1.	Acknowledgement of purchase of tender documents.		
2.	Acknowledgement EMD paid online/offline		
3.	Registration of Entity		
4.	GST certificate and turnover for last 6 months		
5.	Pan Card of Firm/Proprietor		
6.	ITR acknowledgements for 2024-25, 2023-24, 2022-23		
7.	Turnover Certificate by CA, along with audited statements for last 3 years with UDIN number		
8.	Proof of identity of authorized person		
9.	Letter of Authority for signatory in case applying from a partnership/LLP/Pvt Ltd or NGO		
10.	Experience related documents		
11.	ISO Certification		
12.	Character Certificate of Authorized individual		
13.	Non-blacklist affidavit		
14.	Self-Declaration for Document Submission		
15.	Signature of authorized signatory attested by gazetted officer.		

Place: _____

Date: _____

Sign of Bidder

Name:

Address:

Ph. No.

Email:

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PHASE 2: EVALUATION OF FINANCIAL BIDS

The bidder shall quote an monthly lease value in INR for the 1st Annual period in the format specified on the e-procurement portal. The annual lease value shall be subject to an increase of 5% every year over the previous term.

The **First Monthly Lease payment** quoted by the bidder shall be due at the start of the **First Annual Period**, i.e., from the Commercial Operations Date (COD). The payment for the first annual period shall be made on a pro rata basis from the COD to the end of the financial year (First Annual Period). The increase in Annual Payment shall be applicable from the start of the next Financial Year, subject to completion of a minimum of 6 months of commercial operations.

FINANCIAL EVALUATION

- a. The Financial Bids of only those Bidders who fulfil the pre-qualification criteria shall be opened.
- b. The bid price shall be in Indian Rupees and mentioned separately in letters and words. If there is a discrepancy between words and figures, the amount in words will prevail. The amount quoted should not have any decimal values.
- c. Any conditional bid would be rejected.
- d. Upon acceptance of the Proposal of the Shortlisted Bidder, the financial proposals shall be ranked H1, H2, H3, etc., in decreasing order of their financial offers. The selection will be made on the basis of the highest monthly Lease value quoted by the bidders. The Bidder quoting the highest amount (H1) will be declared as the Successful Bidder and will be invited to sign the Agreement.
- e. In the event that two or more Bidders quote the same fee ("Tie Bidders"), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the tied Bidders.
- f. In the event that the Selected Bidder withdraws or is not selected for any reason in the first instance ("First Round of Bidding"), the Authority may invite all the remaining Bidders to revalidate or extend their respective Bid Security, as necessary, and match the Bid of the aforesaid Selected Bidder ("Second Round of Bidding"). If in the Second Round of Bidding, only one Bidder matches such Selected Bidder, it shall be deemed as the new Selected Bidder. If two or more Bidders match such Selected Bidder in the Second Round of Bidding, the Bidder whose Bid was higher as compared to other Bidder(s) in the First Round of Bidding shall be the new Selected Bidder.
- g. In the event that no Bidder offers to match such Selected Bidder in the Second Round of Bidding, the Authority may, in its discretion, invite fresh Bids ("Third Round of Bidding") from all Bidders except such Selected Bidder of the First Round of Bidding, or annul the Bidding Process, as the case may be. In case the Bidders are invited in the Third Round of Bidding to revalidate or extend their Bid Security, as necessary, and offer fresh Bids, they shall be eligible for submission of fresh financial Bids. Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar, reserves the right to accept or reject the bids received in the third round of bidding if the bids fail to match the expected revenue based on the First and Second rounds of bidding.



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Environment, Forest and Climate change Department.

Office:- Divisional Forest Officer, Rohtas Forest Division, Sasaram

FINANCIAL BID SHEET

1. Name, address and contact details of authorised signatory

2. Name, address and contact details of agency/firm

S.no.	Asset Description	Monthly License Fee	Monthly License Fee In Words
1.	Luxury House Boat MV ANJAN IWT BR-01A-0002 along with proportionate usage rights of Boat House Camp Campus, Common Kitchen Facility with Solar Infrastructure, Ticket Counter, Floating Jetty and Allied Visitor Amenities at Karamchat Dam		
2.	Luxury House Boat MV SALAI IWT-BR01A-0003 along with proportionate usage rights of Boat House Camp Campus, Common Kitchen Facility with Solar Infrastructure, Ticket Counter, Floating Jetty and Allied Visitor Amenities at Karamchat Dam		
Total Monthly License Fee			

Place: _____

Date: _____

Sign of Bidder

Name:

Address:

Ph. No.

Email:

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4.4 NOTIFICATION OF AWARD

1. Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by email that its proposal has been accepted (Letter of Intent “LOI”).
2. The Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgment thereof.
3. In the event the duplicate copy of the LOI duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Agency to acknowledge the LOI.

4.5 TERMINATION

1. **Termination for defaults**-DFO Rohtas may, without prejudice to any other remedy for breach of agreement, by written notice of default sent to the consultants, terminate the agreement in whole or in part:
 - a. If the agency fails to deliver any or all of the services within the time period(s) specified in the agreement
 - b. If the agency fails to perform any other obligations under the agreement, or
 - c. If the agency refuses to accept and perform the assignment given by the client.
 - d. If the agency shuts the operation of boats without any valid reason duly validated by DFO Rohtas
 - e. If the agency fails to manage the crowd at the Boat house camp, House Boats
 - f. If the agency fails to adhere to safety guidelines, regulations related to maintenance and operation of boats

5 SCOPE OF WORK

The scope of services to be provided by the Agency, as described below, is general but is not exhaustive, i.e, it does not mention all the incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred therefrom.



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5.1 DETAILED SCOPE OF SERVICES

The Agency shall be responsible for the comprehensive operation, management, maintenance, regulation, safety, promotion and service delivery of all approved water-based, land-based, adventure, recreational and allied tourism activities at the designated site. The scope shall include, but shall not be limited to, the following detailed obligations, which shall remain binding throughout the contract period.

i. Operation and maintenance of House Boat

- The agency shall undertake complete operation and end to end maintenance of all houseboats, Boat house camp campus ,Kitchen with solar panel ,floating jetties, pontoons, and related infrastructure.
- The agency shall ensure that the boats are maintained in waterworthy/usable condition at all times, with mandatory pre-operation and post-operation inspections as per approved SOPs.
- The agency shall ensure the safety and security of all visitors in water zones through mandatory life-jacket usage, safety briefings, trained crew deployment, and adherence to **Adventure Tourism Guidelines issued by the Ministry of Tourism, Government of India, and Government of Bihar.**
- No visitor shall be permitted to access the water-activity zone without a certified Personal Flotation Device (PFD). The agency shall maintain sufficient stock of life jackets for adults and children in varying sizes.
- The agency shall maintain the cleanliness and hygiene of the entire water-activity area including the jetty, shoreline, resting zones, equipment bay, and visitor circulation pathways.
- The agency shall install and maintain a Public Address System for announcements related to safety instructions, weather alerts, queue management, and emergency coordination.
- During the O&M period, the bidder shall ensure the smooth functioning, upkeep, safety, hygiene, and overall maintenance of the houseboat, including all its systems and equipment
- Operational expenses, Insurance including manpower costs (such as boat driver, assistant, housekeeping staff, etc.), shall be considered as part of the overall operational cost
- The bidder shall maintain accurate and transparent records of all bookings, revenue, and operations, and submit monthly reports to DFO Rohtas,Sasaram
- DFO Rohtas will have all the rights to inspect all the facilities by himself or through his officials. Range Officer (ROF) will periodically inspect boats/engines,Boat house camp campus and may give instruction for immediate maintenance if need arises. Any non compliance of instruction from DFO Rohtas or ROF will lead to termination of lease without giving any reason. No claim will be admissible in such cases.



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- During emergency situation or due to security reason entire operations can be taken back by Rohtas Forest Division for any period of time. Financial relief will be provided based on the number of days operation, affected by such situation.

ii. Food & Kitchen Operations

- The agency shall operate and maintain the kitchen facility attached to the Boat House Camp.
- The agency may provide packaged food, cooked meals, beverages, snacks, tea/coffee and catering services for tourists and guests.
- The agency shall maintain hygiene, food safety standards, waste disposal and cleanliness in accordance with FSSAI norms and applicable laws.
- The agency shall obtain all required food licenses/registrations from competent authorities.
- Use of LPG, electrical appliances and cooking systems shall comply with fire and safety norms.
- Sale of prohibited items, liquor, narcotic substances or environmentally harmful materials shall not be permitted.
- Rohtas Forest Division may inspect kitchen and food quality at any time

iii. Safety, security and emergency management

- The agency shall ensure that House Boats are operated as per its technical carrying capacity, safety standards and SOP
- The agency shall ensure deployment of trained lifeguards, first responders at all times during operational hours.
- All field members must be qualified in First Aid / CPR by the Red Cross or any equivalent certified training authority.
- The agency shall maintain emergency medical kits, rescue equipment, throw lines, fire extinguishers, and communication devices like walkie talkie at designated points.
- The agency shall install signages prominently displaying safety procedures, dos and don'ts, pricing details, emergency contact information, and risk disclosures.
- The agency shall establish a documented Emergency Response Plan covering fire, flood, equipment failure, medical emergency, lost child protocol, and disaster evacuation.
- Provide Public Liability Insurance cover to the users of House Boat with Jetty, in the event of any mishap/accident at the project site.



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iv. Manpower deployment and qualification requirements

- The agency shall deploy skilled, trained, and experienced manpower adequate for all activities, including instructors, controllers, maintenance technicians, mechanic, housekeeping staff, marshals, cashiers, security, liaison officers, and administrative personnel.
- The manpower deployed must possess knowledge of the local area, local language, visitor behavior, and activity-specific safety procedures.
- The agency must appoint a dedicated Liaison Officer for coordination with the department for smooth implementation.
- To ensure seamless operations, the bidder shall, in coordination with the Divisional Forest Officer ,Rohtas Forest Division , deploy the following personnel for each houseboat:
 - 1 Boat Driver
 - 1 Assistant Boat Driver
 - 1 Housekeeping Staff
- The number of personnel may be increased or decreased as per operational requirements, subject to approval by the Divisional Forest Officer ,Rohtas Forest Division. All deployed staff must be adequately trained and available to ensure efficient and safe operation of the houseboat.
- House boats should be operated by trained ,licenced personnel .

v. Marketing, promotion and visitor management

- The agency shall prepare a comprehensive plan for marketing the Operation of House Boats through digital media, print media, social media, events, collaborations, and community outreach programs.
- The agency shall implement queue management, ticketing, time-slot management, and visitor information dissemination to streamline experience and reduce congestion.
- The agency must ensure availability of digital and physical ticketing infrastructure, display boards, promotional materials, and multilingual visitor information.

vi. Environmental sustainability & Best Practices

- The agency shall ensure compliance with environmental protection norms, sustainability guidelines, waste reduction practices, and eco-friendly operational procedures.
- The agency shall ensure proper waste collection, segregation, and disposal at designated points as per local municipal/environmental rules including Solid waste management rules 2026 and other rules applicable.



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- The agency shall comply with the guidelines of the Department of Environment, Wildlife protection Act 1972, Rohtas Forest regulations, and safety and environmental guidelines issued by MoEFCC
- The agency shall ensure no damage to flora, fauna, water bodies, forest cover, or eco-sensitive areas during operations.

vii. Statutory, legal and insurance compliance

- The agency shall obtain and maintain all approvals, licenses, permissions, No Objection Certificates, environmental clearances, safety certificates, drone permissions, and other statutory documents required for operations.
- The agency must maintain Special Contingency Insurance Policies covering accidents, third-party liability, staff insurance, equipment insurance, and public risk insurance.
- All statutory documents shall be kept valid throughout the operation period and updated upon expiry or procedural changes.
- Registration of house boats should be kept valid throughout the operation period.

viii. Infrastructure, site management and revenue operations

- The agency shall establish temporary infrastructure, furniture, fixtures, ticketing counters, cabins, platforms, security kiosks, storage bays, and support utilities required for smooth operation.
- At the end of the contract period, the agency shall clear the site and hand it over in a clean and usable condition.
- The agency shall be responsible for revenue collection; the agency follow tariffs approved by the Rohtas Forest Division, Department of Environment, Forest & Climate Change, Government of Bihar. It cannot change / fix tariff on its own.
- The tariffs include all commercial management including food services catered to tourist, allied eco tourism activities in the boat house camp campus
- The agency must provide cash and digital payment options including UPI, debit/credit cards, QR-based payment methods, and receipt-generating systems.
- Unauthorized usage of the premises, infrastructure, or equipment shall be strictly prohibited, and the agency must prevent such use at all times.



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