

REQUEST FOR PROPOSAL (RFP)
for
SELECTION OF
ARTIFICIAL INTELLIGENCE CONSULTANT
for
CHIEF MINISTER SECRETARIAT, BIHAR
(To Support AI Division)

Notice No. – NIT/BSEDC/08-2/2026-27 Date: - 04.06.2026



Bihar State Electronic Development Corporation Limited
BELTRON Bhawan, Shastri Nagar,
Patna- 800 0023, Bihar
Phone:- 0612-228 1856/228 1857 Fax:- 0612-228 1857
Email ID- vivek.nirala@semt.gov.in

Disclaimer

The information contained in this Request for Proposal (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form, by or on behalf of the Chief Minister’s Secretariat, Government of Bihar, or its authorised representatives, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Chief Minister’s Secretariat, Government of Bihar, or by Bihar State Electronics Development Corporation Limited (BELTRON), to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP.

This RFP includes statements, assumptions, assessments and information which reflect the current understanding and requirements of the Chief Minister’s Secretariat in relation to the proposed engagement of AI experts. Such statements, assumptions and assessments do not purport to contain all information that each Applicant may require and may not be appropriate for all persons. It is not possible for the Chief Minister’s Secretariat, BELTRON, or their respective officers, employees or advisers to consider the objectives, technical expertise or specific requirements of each party who reads or uses this RFP.

The statements, assumptions, assessments and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant is therefore required to conduct its own investigations and analysis and should verify the accuracy, adequacy, correctness, reliability and completeness of the information contained in this RFP and obtain independent professional advice as it may consider necessary.

Information provided in this RFP may relate to a wide range of matters, including matters that may be subject to interpretation of applicable laws, rules, policies or government instructions. The information provided herein is not intended to be an exhaustive account of all statutory or regulatory requirements and shall not be construed as a complete or authoritative statement of law. The Chief Minister’s Secretariat and BELTRON accept no responsibility for the accuracy or correctness of any interpretation or opinion on the law expressed in this RFP.

The Chief Minister’s Secretariat, BELTRON, their officers, employees and advisers make no representation or warranty, express or implied, and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or otherwise, including principles of restitution or unjust enrichment, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of this RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any manner from this selection process.

The Chief Minister's Secretariat and BELTRON also accept no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance by any Applicant upon the statements contained in this RFP.

The Chief Minister's Secretariat and/or BELTRON may, in their sole discretion and without being under any obligation to do so, amend, modify, update or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Chief Minister's Secretariat or BELTRON is bound to select any Applicant or to engage any consultant, and they reserve the right to reject any or all proposals at any stage of the selection process without assigning any reason whatsoever.

Each Applicant shall bear all costs associated with or relating to the preparation and submission of its proposal, including but not limited to costs of preparation, copying, communication, documentation, presentations or demonstrations, if any. All such costs shall remain with the Applicant and neither the Chief Minister's Secretariat nor BELTRON shall be liable in any manner whatsoever for such costs or expenses, regardless of the conduct or outcome of the selection process.

Table of Contents

Abbreviations & Definitions.....	8
Invitation for Proposal	10
1.1 RFP Notice.....	10
1.2 Important Date and Events.....	11
2. Project Profile & Background Information	14
2.1 About Project.....	14
2.2 Project Brief & Objective	14
3. Eligibility Criteria.....	16
3.1 Pre-Qualification Criteria.....	16
3.2 Technical Qualification Criteria	17
4. Scope of Work.....	19
4.1 General Scope of work.....	19
4.2 Resource-wise Scope of work.....	21
5. Project Deliverables & Timeline	26
6. Resource Specifications	27
6.1 Deployment of Team	27
6.2 Team Composition:.....	27
6.3. Contractual Details	29
7. Bidding Process.....	30
7.1 Time Schedule for Bidding.....	30
7.2 Due Diligence by Applicants	30
7.3 Cost of Bidding.....	30
7.4 Validity of Proposals	30
7.5 Clarification of Tender Document.....	30
7.6 Pre-Bid meeting	31
7.7 Clarification/ Pre-bid meeting	31
7.8 Amendment of Tender Document.....	31
7.9 Bid Preparation	32
7.10 Procedure for Submission of Bids.....	32

7.11 Authentication of Bid.....	33
7.12 Validation of Interlineations in Bid	33
7.13 Financial Bid.....	33
7.14 Firm Price.....	33
7.15 Revelation of Prices	33
7.16 Terms and Conditions of Tendering Firms	33
7.17 Bid Submission.....	33
7.18 Earnest Money Deposit	35
7.19 Criteria for Evaluation of Proposals	35
7.20 Submission, Receipt and Opening of Proposals	35
7.21 Correction of Arithmetic Errors in Financial Bids	36
7.22 Right to Accept or Reject Proposal	36
7.23 Bid Selection Method	36
7.24 Disqualification	37
7.25 Acknowledgement by Applicant.....	37
8. General Terms and Conditions	38
8.1 Application.....	38
8.2 Applicable Law	38
8.3 Relationship between Parties	38
8.4 Statutory Requirement	38
8.5 Indemnity.....	38
8.6 Right of Monitoring, Inspection and Periodic Audit	38
8.7 Information Security	39
8.8 Standards of Performance	39
8.9 Firm/company Personnel.....	39
8.10 Documents/Knowledge Transfer	39
8.11 Governing Language	40
8.12 Intellectual Property Rights (IPR).....	40
8.13 Copyright	40

8.14 Assignments.....	40
8.15 Award of Contract.....	40
8.16 Monitoring of Contract	41
8.17 Performance Bank Guarantee (PBG)	41
8.18 Execution of Agreement	42
8.19 Fraud and Corruption	42
8.20 Confidentiality	42
8.21 Deliverables	43
8.22 Termination.....	43
8.23 Force Majeure.....	43
8.24 Resolution of Disputes.....	44
8.25 Legal Jurisdiction	44
8.26 Notice	44
8.27 Limitation of Liability	45
8.28 Period of Contract.....	45
8.29 Others	45
9. Deployment of Personnel	45
9.1 Availability of Personnel	45
9.2 Approval of Proposed Resources.....	46
10. Payment Schedule	48
10.1 Payment Terms	48
11. SLA/Penalty Clauses.....	48
12. Exit Management	49
12.1 Purpose.....	49
12.2 Cooperation and Provision of Information	50
13. Annexure: Forms and Template for Bid Response.....	50
13.1 Technical Proposal Forms	50
13.2 Financial Proposal Forms.....	51
Technical Proposal Forms	52

Form – 1: Covering Letter	52
Form – 2: Declaration of Acceptance of Terms and Conditions in RFP	53
Form – 3: General Information about the bidder	54
Form – 4: Bidder’s Relevant Project Experience.....	55
Form – 5: Particulars of proposed professionals	56
Form – 6: CVs of proposed professionals	57
Form – 7: Approach, Work plan and Methodology	59
Form –8: Power of Attorney for authorised signatory	60
Form – 9: Undertaking on Being Not Black-Listed.....	62
Form – 10: Bank Guarantee for EMD.....	63
Financial Proposal Form	65
Form – 1: Covering Letter	65
Form – 2: Financial Bid	66

Abbreviations & Definitions

AI	Artificial Intelligence
Agency/Vendor	The successful bidder selected pursuant to this RFP as service provider
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/authority having the Power of Attorney (PoA) / Board Resolution from the competent authority of the respective Bidding firm.
Bid / eBid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format.
Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder / Agency / Firm /Supplier	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity.
Bid Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid.
Beltron or BSEDC	Bihar State Electronics Development Corporation, Patna
CMO	Chief Minister Office or Chief Minister Secretariat, Bihar
BSEDC / Beltron	Bihar State Electronics Development Corporation, Patna
Committee	Committee constituted by BELTRON for evaluation of Technical Proposals
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.
Contract Price	Price payable to the firm/company serving the Chief Minister Secretariat, Bihar under the Contract for the complete and proper performance of its contractual Obligations
Day	A calendar day as per GoB/Gol
DL	Deep Learning
DSTTE	Department of Science, Technology & Technical Education, Government of Bihar
Effective date	The date on which the contract comes into force and effect
EMD	Earnest Money Deposit
Firm/Agency/ Company	Service provider chosen pursuant to this RFP for providing the services of AI consultants, in accordance with this RFP
GCC	General Conditions of Contract
GoB	Government of Bihar
GSTIN	Goods & Services Tax Identification Number
ICT	Information and Communications Technology
INR	Indian Rupee
IT	Information Technology

LoA / Lol	Letter of Award / Letter of Intent
ML	Machine Learning
PAN	Permanent Account Number
Personnel	Professional and Support staff provided by the firm/ company and assigned to perform service to execute an assignment and any part thereof.
Proposal	Proposals submitted by bidders in response to the RFP issued by BSEDC for selection of firm/company
QCBS	Quality-cum- Cost Based Selection
RFP	Request for Proposal
Services	Work to be performed by the firm/agency/company (service provider) pursuant to the selection by BELTRON and towards the contract to be signed by the parties in pursuance of any specific assignment awarded to them by Chief Minister Secretariat, Bihar
WO/PO	Work Order/ Purchase Order
Working Days	Working days is defined as working days as per Government of Bihar and working hours are defined as 09:30 hours till 18:00 hours IST

Invitation for Proposal

1.1 RFP Notice

Bihar State Electronics Development Limited, Patna (BSEDC) or Beltron invites Proposals for selection of Consultant by BSEDC to provide services of Artificial Intelligence (AI) consultants to the Chief Minister Secretariat of Bihar.

About Bihar State Electronics Development Limited:

Bihar State Electronics Development Limited (BSEDC), on behalf of the Hon'ble Chief Minister Secretariat, Patna (hereinafter also referred to as CMO), intends to select an agency for setting up a Project Management Unit (PMU). BSEDC reserves the right to accept or reject any proposal, and to cancel the evaluation process and reject any or all proposals at any time before selecting the agency, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for BSEDC's action.

The requirement under this RFP is to select an agency for providing AI Consultants' services to CMO, Patna. Any contract that may result from this procurement competition will be issued for a tenure/term of 3 **(three) Years ("the Term")**.

BSEDC reserves the right to extend the Term for further period of maximum of **2 (two) Years** on the same terms and conditions, if required. During the extension(s), fee may be revised based upon mutual agreement between the parties but not exceeding maximum of 10% of the current bid amount for the selected agency.

BSEDC reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.

1.2 Important Date and Events

S.N	Information	Details
1.	RFP No. and Date	Tender NIT No. NIT/BSEDC/08-2/2026-27 & Date:- 04.06.2026
2.	Start date of bid submission	09.06.2026
3.	Last date for submission of pre-bid queries for clarifications	16.06.2026 till 5:00 PM
4.	Pre-bid meeting	17.06.2026 at 12:30 PM
5.	Bid validity period	180 days from the last date (deadline) for submission of proposals.
6.	Non-Refundable Tender Fee/ Cost	INR. 10,000/- only (Rupees Ten Thousand only) payable online through e-Procurement
7.	Non-Refundable Tender Processing Fee (TPF)	INR. 5,900/- only (including taxes) (Rupees Five Thousands Nine Hundreds Only) payable online through e-Procurement
8.	Earnest Money Deposit (EMD/Bid Security)	INR 6,00,000/- only (Rupees Six Lakh only) through online payment in e-proc site or Bank Guarantee from a scheduled bank in India and payable at Patna in favour of BSEDC
9.	Last date (deadline) for submission of bids	01.07.2026 till 5:00 PM
10.	Opening of General & Technical Bids	02.07.2026 at 5:00 PM
11.	Technical Presentation by the Successful Bidders	"Will be intimated later"
12.	Place, Time and Date of opening of financial proposals received in response to the RFP notice	"Will be intimated later"
13.	Contact person for queries	Mr. Vivek Kumar Nirala BELTRON Bhawan, Shastri Nagar, Patna, Bihar Tel No: - 0612-2281856 Fax No: - 0612-2281857 E-mail: vivek.nirala@semt.gov.in
14.	Addressee and address at which any supporting/original bank guarantee etc. in response to RFP notice is to be submitted:	Managing Director BSEDC Ltd, BELTRON Bhawan, Shastri Nagar, Patna, Bihar Tel No: - 0612-2281242, 0612-2281857

1. Tendering Process

e-Procurement PROCESS related instructions.

Submission of Proposals (Through electronic mode only)

1. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc2.bihar.gov.in.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participating in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e- procurement website www.eproc2.bihar.gov.in and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published on the e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached in the proper place as mentioned in the e- forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF) to be paid through **e-Payment** mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only.
6. Cost of BOQ/ Form Fee to be paid through **e-Payment** mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only.
7. "Earnest Money Deposit (EMD) can be paid either through online mode or manual mode BG only. In case of manual mode of payment of EMD, the original hardcopy of the EMD which may be a BG should be submitted in the tendering authority office within the next working day after tender closing date."

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

8. The tender opening will be done online only.
9. Any corrigendum or date extension notice will be given on the e-Procurement website only.
10. For support related to e-tendering process, bidders may contact at following address “eProc 2.0 Help Desk Address: mjunction, opposite of Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800014, Toll Free No. - 1800 572 6571, email ID- eproc2support@bihar.gov.in” or may visit the link “Contact Us” at www.eproc2.bihar.gov.in.

2. Project Profile & Background Information

2.1 About Project

The Hon'ble Chief Minister's Secretariat functions as the highest administrative and policy coordination office of the State Government. It receives a continuous and diverse flow of inputs from multiple sources, including written representations, official correspondence, emails, QR code-based feedback, petitions, and issue references forwarded from various departments and public representatives. These inputs are largely unstructured in nature, varied in format (including text, e-mails, video, audio, imagery etc), and often sensitive in administrative, social, and policy context.

At present, the volume and complexity of such inputs have increased significantly. Manual examination of each communication, identification of recurring issues, and assessment of their relevance to policy formulation has become increasingly time-consuming and difficult to manage within existing administrative processes. As a result, there is a growing need for structured and technology-assisted support to analyse these inputs in a timely, consistent, and policy-oriented manner.

Artificial Intelligence technologies, particularly those capable of analysing multi-modal (image, text, media etc) data, provide an opportunity to support this requirement. When applied in a controlled and assistive manner, such technologies can help in identifying patterns, recurring themes, emerging public concerns, and cross-departmental issues from large volumes of textual information. This enables senior decision-makers to receive clearer, consolidated, and evidence-based inputs for policy consideration without altering established administrative decision-making processes.

In view of the above, it is proposed to establish an Artificial Intelligence Division within the Chief Minister's Secretariat with three strong IT Consultants. The objective of this Division is not to automate decision-making, but to assist the Secretariat by providing technically supported analysis of incoming information from a policy formulation perspective. The Division will function as an internal expert support unit, enabling better understanding of citizen inputs, administrative issues, and policy-relevant signals at the highest level of governance.

For the effective functioning of the proposed AI Division at the initial stage, the engagement of three technically competent AI Consultants is envisaged. These experts will collectively support language-based data analysis, technical processing, and the alignment of AI-assisted outputs with the working requirements of the Chief Minister's Secretariat.

2.2 Project Brief & Objective

The Chief Minister's Secretariat receives a wide range of inputs on a daily basis from multiple sources and through various official channels. These inputs are increasingly diverse in nature and include textual notes, reports, feedback via QR codes, scanned documents, images, audio recordings, video clips, spreadsheets, and external references. Such inputs are often unstructured, time-sensitive, and of high significance, requiring careful interpretation and contextual understanding at the apex level of governance.

At present, examination and interpretation of these inputs is undertaken through manual review by officers, supported by conventional analytical methods. While this approach ensures administrative control and accountability, the growing volume, complexity, and multimodal nature of inputs necessitate specialised analytical support to assist officers in understanding, synthesising, and contextualising information in a timely and disciplined manner.

In this context, the Chief Minister's Secretariat has identified the requirement for engaging three specialised Artificial Intelligence (AI) experts to provide internal analytical assistance. The proposed engagement is intended to support officers by assisting in interpretation of complex multimodal inputs, without altering existing administrative processes, decision-making authority, or accountability structures.

The primary objective of this RFP is to engage qualified AI experts to provide internal analytical support to the Chief Minister's Secretariat in relation to examination and understanding of complex, multimodal inputs received at the Secretariat level.

The specific objectives of the proposed engagement are as follows:

- To assist officers in interpreting and synthesising unstructured and multimodal information, including text, images, audio, video, and tabular data, received through authorised channels.
- To support preparation of concise, structured analytical notes for internal use, based on careful examination of inputs and contextual understanding.
- To apply AI tools strictly as assistive instruments under human supervision, without automated decision-making or independent recommendations.
- To ensure that analytical assistance remains aligned with governance, ethical, and confidentiality requirements applicable to the Chief Minister's Secretariat.
- To provide continuity and consistency in analytical support through engagement of dedicated experts, rather than ad-hoc or fragmented inputs.

It is explicitly clarified that the scope of this engagement is limited to analytical assistance only. The engaged experts shall not exercise any administrative authority, decision-making power, or operational role. All outputs generated under this engagement shall remain advisory in nature and subject to human review and ownership by authorised officers of the Chief Minister's Secretariat.

3. Eligibility Criteria

3.1 Pre-Qualification Criteria

The bidders must fulfil the minimum eligibility criteria as outlined below –

#	Criteria	Requirement	Documentary Evidence
1	Presence in India	The bidder must be a company registered under The Companies Act, 1956/2013 or an LLP registered under The Limited Liability Partnership Act, 2008 and must be operational since last 10 years.	Certificate of Incorporation with CA certificate/work orders/ completed project certificates establishing total no. of years in operation.
2	Government Consultancy experience	At least 10 years of government consultancy experience in India	Work Order/CA certificate/client issued completion certificate demonstrating experience
3	Tax Registration	The bidder must have valid tax registration	Copy of PAN and GSTIN Certificates
4	Annual turnover	Minimum average annual turnover of INR 50 Crore over the previous three financial years. (FY 2022-23, 2023-24 and 2024-25)	CA certificate to be submitted along with audited financial statements
5	Net-worth	The bidder must have positive net-worth in each of previous three financial years. (FY 2022-23, 2023-24 and 2024-25)	CA certificate to be submitted along with audited financial statements
6	AI/ML Project Experience	The bidder should have within the Last 5 years experience in consultancy/implementation projects related to Artificial Intelligence/Machine Learning/ Deep Learning/ Computer Vision/ Natural Language Processing/Gen-AI development/finetuning of AI models, algorithms and AI-based application software/solutions for Central/ State Governments/ Public Sector Undertakings (PSU). (2 or more projects, each having operational tenure of 2 or more years)	Work order / Contract agreement/ Client issued completion certificate
7	Project Experience in Bihar	Experience of working in India during last 3 years, as a consultant/PMU/Advisor, currently	Work order / Contract agreement/ Client issued completion certificate

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

#	Criteria	Requirement	Documentary Evidence
		having minimum 100 resources in India projects.	
8	Blacklisting	Should not be currently blacklisted by any agency of the central government, Public Sector Undertaking or by any department of any State Government; for corrupt or fraudulent practices.	A declaration in the form of affidavit on Rs. 100 stamp paper, duly notarized, must be submitted.
9	Technical Resource on bidder's payroll	The Bidder must have a minimum strength of 100 fulltime resources on the payroll of the company in India at the time of bid submission; who are serving on Government projects.	Certificate from HR department
10	AI/ML Technical Manpower	The Bidder must have a minimum strength of 50 fulltime technical resources on the payroll of the company in India at the time of bid submission; who are AI/ML technology experts.	Certificate from HR department
11	Power of Attorney	Special power of attorney on a non-judicial stamp paper of appropriate value authorizing the representative of the bid to sign the bid against this RFP	Duly signed Power of Attorney / Latest Board Resolution.

3.2 Technical Qualification Criteria

The bidders must score the minimum marks under technical qualification criteria as outlined below –

Sl. No.	Criteria	Documentary Evidence	Marks	Max. Marks
1.	At least 10 years of government consultancy experience in India	Work Order/CA certificate/client issued completion certificate	No. of consultancy experience in years: 10 to 15 years = 6 Marks >15<=20 years = 8 Marks >20 years = 10 Marks	10
2.	Minimum average annual turnover of INR 50 Crore over the previous three financial years. (FY 2022-23, 2023-24 and 2024-25)	CA certificate to be submitted along with audited financial statements	Average annual turnover of last three FYs (2022-23, 2023-24 and 2024-25) 50 to 70 crores = 5 Marks >70<=100 crores = 6 Marks >100<=500 crores = 8 Marks >500 crores = 10 Marks	10
3.	The bidder should have within the last 5 years of experience in consultancy/ implementation projects	Work order / Contract agreement/ Client issued completion certificate	No. of Projects: >= 2 =<4 projects = 10 marks >4 =<8 projects = 15 marks >8 projects = 20 marks	20

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Sl. No.	Criteria	Documentary Evidence	Marks	Max. Marks
	related to Artificial Intelligence/Machine Learning/ Deep Learning/ Computer Vision/ Natural Language Processing /Gen-AI development/finetuning of AI models, algorithms and AI-based application software/solutions for Central/ State Governments/ Public Sector Undertakings (PSU). (2 or more projects, each having operational tenure of 2 or more years)			
4.	The Bidder must have a minimum strength of 100 fulltime resources on the payroll of the company in India at the time of bid submission; who are serving on Government technology projects.	Certificate from HR department	No. of employees on payroll: >=100 =<300 employees = 5 marks >=300 =<500 employees = 8 marks >500 employees = 10 marks	10
5.	Profile of Proposed Manpower Resources			
5-A	Team Leader-cum-AI Governance Expert	Latest CV along with certificates showing requisite educational and eligibility qualification as per RFP	Each fully complaint profile will be awarded 10 marks	10
5-B	AI/ML Solution Developer			10
5-C	AI Data Science, Analytics & Dashboard Expert			10
6.	Work Plan & Deliverables	Presentation of the submitted proposal	Marks on presentation will be awarded by the tender evaluation committee.	20
Total Score				100

Important note: To qualify in technical evaluation, bidder must score at least 70% marks (minimum 70 marks), or else their bid will be disqualified.

4. Scope of Work

4.1 General Scope of work

1. Assignment of Work

The scope of work for the AI Consultants shall be strictly reactive and request-driven. AI Consultants shall undertake analysis only when inputs are formally assigned through written or official forwarding by a designated Nodal Officer authorised by the Chief Minister's Secretariat.

AI Consultants shall not independently source, select, or analyse any material, data, media content, or information unless the same is formally forwarded through authorised channels. No proactive monitoring, scanning, or independent identification of issues shall form part of the scope.

2. Nature and Depth of Analytical Assistance

The analytical assistance to be provided by AI Consultants shall be preliminary, interpretive, and assistive in nature. The scope includes:

- Summarisation and structuring of unstructured or semi-structured inputs to improve readability and comprehension; and
- comparison of current inputs with previously handled or similar inputs, where such past material is available within the authorised analytical context.

The scope does not include formulation of recommendations, conclusions, directives, or opinions. All analysis shall remain factual, neutral, and bounded by the material provided.

3. Handling of Multimodal Inputs

AI Consultants may be assigned multimodal inputs including text, scanned documents, images, audio recordings, video content, spreadsheets, and external references.

Audio and Video Inputs

Where audio or video inputs are provided, AI Consultants shall be responsible for enabling transcription through AI/NLP-based tools operating within approved technical environments. The consultants shall thereafter interpret the transcribed content strictly for analytical assistance purposes.

Images and Scanned Documents

For image-based inputs and scanned documents, the scope includes both descriptive interpretation of visible content; and identification of anomalies, inconsistencies, or contextual gaps apparent from the material provided.

All such interpretation shall remain assistive and subject to human validation.

4. Time Sensitivity and Priority Handling

AI Consultants shall ordinarily function during normal office hours.

However, the scope includes handling of occasional priority or same-day analytical assignments when explicitly directed by the authorised Nodal Officer, particularly in cases involving time-sensitive or high-impact matters. No continuous on-call obligation or automated prioritisation is envisaged under this scope.

5. Volume of Work

The volume of analytical assignments cannot be precisely predetermined and may vary depending on administrative requirements. Assignments are expected to be selective and issue-driven, rather than routine or high-volume, given the nature of matters handled at the Chief Minister's Secretariat.

The scope does not envisage handling of micro-level or routine departmental issues, except where such matters are escalated due to policy relevance or reputational sensitivity.

6. Nature of Outputs and Ownership

Outputs generated by AI Consultants shall be limited to background analytical notes, structured summaries, comparative synopses, or contextual clarification documents.

AI Consultants shall not place outputs directly on file or issue any document as a final Secretariat record. All outputs shall be provided to authorised officers for review, modification, and use in any manner deemed appropriate by the Secretariat.

Ownership, responsibility, and accountability for use of outputs shall rest exclusively with the concerned officers.

7. Human Validation and Disclaimer Requirement

All AI-assisted analytical outputs shall be subject to mandatory human review.

No output shall be circulated or relied upon without such review.

Each output shall clearly indicate that it is AI-assisted analytical material, intended for internal use and subject to human judgement and administrative ownership.

8. Explicit Exclusions from Scope

To avoid any ambiguity, the following activities are explicitly excluded from the scope of work of selected bidder/selected vendor/selected agency:

- Travel to any location outside Patna
- Any tasks related to coordination/liaison with stakeholders outside CMO
- Direct interaction with administrative departments

- Interaction with field officers or district-level functionaries
- Interaction with citizens, media, or public representatives
- Independent data collection or monitoring
- Automated decision-making or recommendation issuance
- Long-term storage or retention of data beyond authorised duration
- Operation or management of departmental systems or IT platforms
- Procurement/subscription/sourcing of any third-party tools/software/services

Note: If due to any reason, the resources are instructed to travel outside Patna, the department (CMO/Beltron) will be making reimbursement payment for boarding and lodging expenses, based on actuals, subject to upper limit being the entitlement for Group-B Gazetted officers of Government of Bihar.

9. Compliance with Administrative and Confidentiality Requirements

All work under this scope shall be performed strictly within authorised administrative and technical environments. Confidentiality, access control, and data handling norms applicable to the Chief Minister's Secretariat shall apply fully to AI Consultants.

Roles and Responsibilities of Selected Agency

1. Selected agency must provide fully loaded laptops (operating system, antivirus solution, Microsoft Office suite and all required software(s) to carry out the tasks as required).
2. Agency will be required to submit reports as required by Beltron/CMO.
3. Provide project status report(s) and MIS as desired by Beltron/CMO.
4. Set-up and administration of escalation mechanism for faster resolution of issues / risks.
5. A monthly review meeting to be done at Patna, Bihar. In this meeting the agency will brief the Beltron/CMO officials of the progress made by the team.

10. Requirement related to travel outside Patna

For coverage of department's work requirements/meetings/visits/ events at locations outside Patna, the department will make reimbursement of reasonable travel/lodging expenses as per rules/regulations to the personnel of vendor, who are authorised and instructed to undertake such travels outside Patna, when required. All such out of pocket (OPE) expenses shall be on actual basis, subject to applicable laws/rules/regulations of Govt. of Bihar.

4.2 Resource-wise Scope of work

A. Team Leader-cum-AI Governance Expert

1. Strategic and Governance-Level AI Advisory

- Provide strategic advisory to Government Departments, PSUs, and regulated-sector organizations on the adoption and responsible use of Artificial Intelligence (AI).
- Advise on alignment of AI initiatives with policy objectives, statutory mandates, and public-interest considerations.

- Support senior administrative leadership (Secretary / HoD) through structured, AI-assisted decision-support inputs.
- Review proposed AI use-cases from a governance, legal, ethical, and institutional accountability perspective.

2. Analytical Validation and Review of AI Outputs

- Independently review and validate analytical outputs generated by AI systems, including analytics reports, dashboards, predictive insights, and Generative-AI outputs.
- Assess the logical consistency, contextual relevance, and reliability of insights derived from complex, unstructured, and multimodal data sources.
- Identify and flag risks such as over-interpretation, hallucination, data bias, spurious correlations, and inappropriate extrapolation of AI-generated insights.
- Ensure a clear distinction between AI-assisted recommendations and final human decision-making.

3. AI Ethics, Risk Assessment, and Safeguards

- Assess ethical, social, and operational risks associated with AI deployment, particularly in high-impact or sensitive domains.
- Evaluate risks related to bias, automation overreach, misuse, and misinterpretation of AI outputs.
- Define appropriate safeguards such as human-in-the-loop mechanisms, escalation protocols, confidence indicators, and disclaimer frameworks.
- Advise on responsible handling of multimodal inputs including text, images, audio, and video.

4. Design of Generative AI and Agentic AI Workflows

- Conceptually design Generative-AI and Agentic-AI workflows for decision-support and operational assistance (excluding routine software development).
- Define agent roles, decision boundaries, escalation logic, and auditability requirements in multi-agent AI systems.
- Develop high-level architectural blueprints for integrating AI workflows with existing enterprise systems such as CRM, ERP, MIS, and departmental dashboards.

5. Evaluation of Vendor, Startup, and System Integrator Proposals

- Review and assess AI-related proposals submitted by vendors, startups, and system integrators.
- Evaluate the realism, feasibility, scalability, and governance readiness of proposed AI architectures and solutions.
- Identify exaggerated claims, unsafe design assumptions, or inappropriate use of Generative AI.
- Provide reasoned recommendations on acceptance, modification, or rejection of proposals, including PoCs and pilot implementations.

6. AI-Assisted Decision-Support Frameworks

- Design structured AI-assisted decision-support frameworks tailored for use by government officers.
- Define what information is generated by AI systems, how it should be interpreted, and where human judgment must prevail.
- Establish usage guidelines, interpretation notes, and risk warnings for AI-driven dashboards and analytical reports.

7. Capacity Building and Institutional Enablement

- Support internal capacity building by enhancing AI literacy among officers and technical teams.
- Clarify the capabilities, limitations, and appropriate use of AI systems for non-technical stakeholders.
- Contribute to the development of a phased, risk-aware AI adoption roadmap for the organization.

8. Documentation and Official Inputs

- Provide expert inputs for AI-related sections of DPRs, concept notes, RFPs, evaluation reports, and policy documents.
- Assist in defining scope boundaries, governance clauses, risk disclaimers, and accountability frameworks for AI initiatives.

B. AI/ML Solution Developer

1. End-to-End AI/ML Solution Development

- Design and develop complete AI/ML solutions starting from raw data ingestion to deployment-ready models.
- Perform data understanding, data cleaning, feature engineering, and dataset preparation for structured and unstructured data sources.
- Select appropriate ML techniques (supervised, unsupervised, semi-supervised) based on problem definition and data availability.
- Train, validate, and evaluate ML models using appropriate metrics, cross-validation strategies, and error analysis.
- Optimize model performance while balancing accuracy, interpretability, and computational constraints.

2. NLP and Text-Based AI Applications

- Develop NLP pipelines for tasks such as text classification, information extraction, summarisation, sentiment and intent analysis, document similarity and clustering
- Work with multilingual text (including Indian languages where required) and handle Unicode, noisy text, and OCR-derived content.
- Integrate NLP models into backend services and dashboards used by CM Office officials.

3. Generative AI and LLM-Based Systems

- Design and implement LLM-based applications for policy analysis support, summarisation of reports, files, and representations, question-answering over official documents, drafting and analysis assistance for officers
- Perform prompt engineering, prompt chaining, and controlled prompting for safe and consistent outputs.
- Implement guardrails for responsible GenAI usage, including output filtering, citation grounding, response length and confidence control
- Integrate LLMs via APIs or secure deployment environments as per Government guidelines.

4. Multimodal AI Development

- Develop AI pipelines handling multimodal inputs such as text documents, scanned images, audio recordings, video clips and relational databases/datasets.
- Implement preprocessing pipelines (OCR, speech-to-text, image processing) before model inference.
- Fuse multimodal outputs into unified analytical views or dashboards for officers.

5. Agent-Based and Workflow-Driven AI Systems

- Design and implement agent-based AI systems where multiple AI components perform defined roles within a workflow.
- Orchestrate AI agents for tasks such as data extraction, analysis, validation, escalation or routing
- Integrate AI agents with rule-based logic, approval flows, and human-in-the-loop checkpoints.
- Ensure traceability and logging of agent decisions and actions.

6. Backend Development and System Integration

- Develop secure backend services to expose AI functionality via APIs or internal applications.
- Integrate AI components with existing Government systems such as CRM / grievance systems, MIS and dashboards, document management systems
- Design and manage databases for AI applications, including metadata storage, embeddings, logs, and model outputs.
- Ensure interoperability with Windows, Linux, and Cloud-based environments.

7. ML Pipelines, Deployment, and Operations

- Build and maintain ML pipelines for training, inference, versioning, monitoring
- Deploy AI models in controlled computing environments following Government security and access-control norms.
- Implement model lifecycle management, including updates, rollback mechanisms, and performance monitoring.
- Handle operational issues such as data drift, model degradation, and inference failures.

8. Security, Compliance, and Controlled Computing

- Ensure AI systems comply with Government IT security policies and data-access restrictions.
- Implement role-based access controls, secure APIs, and audit logging for AI applications.
- Work closely with governance and senior AI experts to align technical implementations with approved safeguards and usage policies.

9. Technical Documentation and Knowledge Transfer

- Prepare detailed technical documentation covering system architecture, data flows, model logic and deployment setup
- Support preparation of technical sections for DPRs, PoCs, pilots, and internal reviews.
- Assist in technical evaluations of vendor or startup solutions from a hands-on implementation perspective.

10. Continuous Improvement and Innovation Support

- Experiment with emerging AI/ML techniques relevant to governance and administration use-cases.
- Prototype and pilot new AI ideas under supervision, without compromising system stability or security.
- Support iterative improvements based on feedback from officers and real-world usage.

C. AI Data Science, Analytics & Dashboard Expert

1. Data Ingestion & Source Integration

- Identify, onboard, and integrate data from multiple sources such as departmental MIS systems, CRM / grievance systems, Excel/CSV submissions, databases and APIs
- Design and maintain data ingestion pipelines (batch and scheduled pulls).
- Perform schema mapping and harmonisation across departments and datasets.

2. Data Cleaning, Validation & Quality Control

- Clean raw datasets by handling missing values, duplicates, inconsistencies, and outliers.
- Validate data accuracy, completeness, and timeliness.
- Apply business rules and logical checks to ensure reliability of analytics outputs.
- Maintain data quality logs and issue trackers.

3. Exploratory Data Analysis (EDA)

- Perform detailed exploratory analysis to understand data distributions, trends, and anomalies.
- Identify seasonality, patterns, correlations, and performance gaps.
- Generate interim analytical summaries to guide further analysis and modelling.

4. Statistical & Analytical Modelling

- Design and apply analytical and statistical models such as trend and growth analysis, time-series analysis, regression and correlation analysis, clustering and segmentation
- Develop forecasting and performance models where required.
- Interpret results in the context of programme objectives and operational realities.

5. KPI Definition & Performance Frameworks

- Define KPIs, indicators, and benchmarks in consultation with departments and leadership.
- Standardise metrics across datasets and departments for consistent reporting.
- Design scorecards and performance indices for schemes, districts, or departments.

6. Dashboard & MIS Development

- Design and build interactive dashboards using enterprise BI tools.
- Implement role-based views, drill-downs, filters, and comparative views.
- Automate reports and dashboards with scheduled refresh and alert mechanisms.
- Ensure dashboards are decision-oriented, intuitive, and interpretable by senior officers.

7. Insight Generation & Decision Support

- Translate analytical outputs into clear insights, observations, and recommendations.

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER SECRETARIAT, BIHAR

- Highlight trends, risks, bottlenecks, and improvement areas.
- Prepare analytical briefs and presentations for senior administrative review.

8. Data Governance & Interpretation Safeguards

- Document data sources, assumptions, limitations, and caveats.
- Ensure analytics outputs do not lead to misleading or incorrect interpretations.
- Coordinate with AI/ML and governance experts to align analytics with approved usage norms.

9. Support to Reviews, Audits & Evaluations

- Provide analytical support during programme reviews, audits, and inspections.
- Generate ad-hoc analysis and special reports as required by leadership.
- Respond to data clarification queries from departments.

10. Documentation & Knowledge Transfer

- Maintain technical documentation for datasets, models, dashboards, and reports.
- Support handover, training, and knowledge transfer to internal teams.

5. Project Deliverables & Timeline

The selected agency shall fully abide by various time limits as prescribed for different assignments and the performance of the agency shall be judged as per the adherence to such quality and time parameters as laid down for the respective work.

Project Component	Deliverables	Timeline
Deployment of Manpower	Deploying all requisite manpower at work location specified by Government	T+15 days
Inception Report	Submission of inception report	T+ 28 days
Progress Reports	Monthly Progress Reports	By 5th of each succeeding month
	Quarterly Progress Reports	Within 15 days of each succeeding quarter
	Yearly Progress Report along with assistance for value addition	Within 15 days of succeeding Year
Project Deliverables	Derived Deliverables from the Strategy & Plan Documents	As per agreed timelines as defined from time to time.

T = Date of signing the contract

6. Resource Specifications

6.1 Deployment of Team

The successful bidder shall be responsible for deployment of following three resources within specified timelines in the Project Deliverables and Timeline section as per the desired skillset and experience of various categories of resources.

6.2 Team Composition:

S. No.	Post	No. of Post	Essential Qualification and certifications required	Required Work Experience and Skills
1	Team Leader-cum-AI Governance Expert	01	<p>1. Degree in Engineering or M.E./M.Tech in (IT/Computer Science/AI) -OR- Degree in Engineering (B.E./B.Tech) with experience of leading at-least 2 statewide government projects and should have sound fundamental knowledge of AI/ML technologies and their applications.</p> <p>2. Must have AI certification from any of the following: Microsoft, Google, IBM, Amazon, IIT, IIIT or NIT</p> <p>Preferably should have a Post Graduate Diploma/Degree in Management/ Technology/AI</p>	<p>i. Minimum 15 years of total professional experience, with at least 8 years of experience in Government, PSU, or regulated-sector projects/departments, involving analytical review, policy support, or governance-facing roles.</p> <p>ii. Strong experience in analytical validation, interpretation of complex and unstructured information, and review of AI-assisted analytical outputs. Proven ability to apply governance, ethical, and contextual judgement, particularly in sensitive or high-impact matters, and to interact effectively with senior administrative officers.</p> <p>iii. Demonstrated understanding of capabilities and limitations of AI systems, including risks of bias, over-interpretation, and misuse, especially in handling multimodal inputs such as text, images, audio, and video.</p> <p>iv. Ability to design Generative-AI and Agentic AI workflows and decision-support environments.</p>
2	AI/ML Solution Developer	01	<p>1. B.E./B. Tech in Electronics & Communication/ Computer Science/IT /AI</p> <p>2. Must have AI certification from any of the following: Microsoft, Google, IBM, Amazon, IIT, IIIT or NIT</p>	<p>i. Minimum 8 year of strong experience in end-to-end AI/ML solution development, including data preparation, model development, integration of models into applications, and deployment of AI components.</p> <p>The role requires demonstrated experience in one or more of the</p>

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER SECRETARIAT, BIHAR

				<p>following domains:</p> <ul style="list-style-type: none"> • Develop machine learning models • Natural language processing (NLP) techniques for STT/TTS; • Generative AI and large language model based applications • Multimodal AI applications, • Agent-based AI systems <p>In addition to AI/ML expertise, the candidate shall possess strong software engineering and development skills, including: proficiency in one or more programming languages commonly used for AI and backend development (such as Python, Java, or equivalent)</p>
3	AI Data Science, Analytics & Dashboard Expert	01	<p>Graduate degree in Data Science / Statistics / Mathematics / Computer Science / Engineering / Operations Research or a closely related quantitative discipline.</p> <p><u>Required certifications:</u> Professional certifications in Data Science, Applied Statistics, or Analytics from reputed institutions or recognised certification bodies or Certifications or formal training in Machine Learning / Applied AI / Data Analytics from Microsoft/ Google/IBM/ Amazon/ IIT/IIIT/ NIT</p>	<p>i. Minimum 7 years of experience in data science, analytics, MIS, or BI roles with 3–4 years of hands-on experience in building analytical models, dashboards, and decision-support reports.</p> <p>ii. Experience handling large, multi-source datasets, preferably in Government, PSU, or large enterprise environments.</p> <p>iii. Proven ability to convert complex data into actionable insights for senior, non-technical stakeholders.</p>

Important Terms & Conditions for Manpower Resources:

- a. The bidder needs to submit CV of all proposed manpower.
- b. The proposed resources will be screened and interviewed by Beltron and other designated officials, as per decision of competent authority and only after their approval, they can be deployed to the project.
- c. CV of proposed resources should also include copies of all educational qualifications (degree/diploma) as well as required certifications held by the resource
- d. The entire team would be based at Patna, Bihar.

- e. The proposed team shall be available and stationed in Patna on all the working days of Govt. of Bihar, and may be occasionally required to contribute on public holidays as well.
- f. The attendance of the personnel will be monitored by the authority/authorities so specified by CMO.
- g. The successful bidder is advised to deploy experienced & qualified resources for the assignment.
- h. If at any point of time, CMO/Beltron feels that a resource is not up to the mark, the replacement will be demanded in writing and will need to be obliged within 4 weeks. During such replacement, the incumbent shall be available for disposal of the task till the new resource comes on board and there should be a minimum of 1 week overlapping of work between two resources to ensure full knowledge transfer and handover/takeover.
- i. The service provider will provide the CV of the resources engaged for the project for screening. If any specific work could not be completed due to poor manpower quality, at the time of review, the service provider will provide a suitable substitute, if required. Any change of resource during the period of contract should be done only with the prior consent of Beltron.
- j. Above mentioned resource requirement is the minimum number and category of resources to be provided for the Term of the contract. It is up to the bidder to assess the requirement and provide more resources if required. At all times, the schedule and delivery of the work shall not suffer.
- k. Leave for Consultancy Team Resources:
 - The proposed team has to follow the working hours, working days and Holidays of State Government of Bihar.
 - Resources may avail maximum of 24 days/year of leave.
 - Leave entitlement and computation are linked to the year starting commencement of work prorated to December 31 of that year. Thereafter computations are linked to the calendar year from January 1 to December 31.
 - Leave can be refused, revoked, curtailed by the authorities based on business exigencies.
 - Unused leaves cannot be accumulated or carried forward to next year.

6.3. Contractual Details

- Duration: 36 months (extendable by two years, based on performance, on mutually agreed commercial terms and scope of work).
- Location: Chief Minister Secretariat, Patna.
- Mode of Engagement: Project-based consultancy/service-based hiring.
- Remuneration: On monthly basis
- Review Mechanism: Quarterly performance review by the office of Chief Minister Secretariat and Beltron authorities.

7. Bidding Process

7.1 Time Schedule for Bidding

- i. Please visit the e-Procurement Portal <https://eproc2.bihar.gov.in/EPKV2Web/> for full details
- ii. Complete sets of bidding documents will be available for download, by qualified bidders, from the portal.
- iii. The Bidders are advised to submit the Bids well in advance of the deadline as BSEDC will not be liable or responsible for non-submission of the bids on account of any technical glitches or any problems faced by the bidder.

7.2 Due Diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bids.

7.3 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid, if so desired. BSEDC, Bihar will in no case be responsible or liable for those costs, regardless of the outcome of the Tendering process.

7.4 Validity of Proposals

- a. Proposals shall remain valid for a period of bid validity as mentioned in the data sheet section above. A Proposal valid for shorter period may be rejected as non-responsive.
- b. BSEDC, Bihar may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals). A bidder may refuse the request, and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c. Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security is considered to have refused the request to extend the period of validity of its Bid.

7.5 Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify BSEDC in writing along with a soft copy in excel format at correspondence email address before the date mentioned in under the 'important dates' section. Departmental representative will respond to any request for clarification of the tender document in the pre-bid conference, which will be held as per the table of important dates given. The response will be sent to all prospective bidders who have received the tender document.

The clarification shall be asked as per the given format. Queries not adhering to this format will not be responded to.

Sl. No.	Page No of the RFP Document	Section No of the RFP Document	Proposed Change	Reason of Proposed Change
1				
2				

7.6 Pre-Bid meeting

- a. All those bidders who have obtained/purchased bid document can participate in pre-bid meeting to seek clarification on the bid, if any.
- b. Not exceeding two employees from each of the bidding firm / company / organization are invited to attend the Pre-Bid Conference at their own cost, which is to be held at the venue indicated above.
- c. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- d. The Bidder is requested, to submit any questions in writing to reach BSEDC as per the dates mentioned above. It may not be practical at the Pre-Bid Conference to answer questions received late. BSEDC will respond to any request for clarification to queries on the Tender Document, received not later than the dates prescribed in Invitation for Bids / Key events and dates. The clarifications (including the query but without identifying the source of inquiry) will be uploaded on the portal <https://eproc2.bihar.gov.in/EPSV2Web/>.
- e. Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder.

7.7 Clarification/ Pre-bid meeting

- a. A prospective vendor requiring any clarification of the bidding documents may notify BSEDC contact person. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be shared with all prospective bidders that have received the bidding documents.
- b. The concerned contact person will respond to any request for clarification of bidding documents, which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that GoB shall not entertain any correspondence regarding delay or non-receipt of clarification.

7.8 Amendment of Tender Document

At any time prior to the last date / time for receipt of bids, BSEDC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, reserves the right to modify the tender document by issuing an amendment. The amendment will be notified in the portal and will be binding on the bidders. In order to afford prospective bidders reasonable time in which to take the

amendment into account in preparing their bids, BSEDC may, at its discretion, extend the last date for submission of bids.

7.9 Bid Preparation

1. Language of Bids

The Bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and BSEDC, shall be written in the English language. If any supporting document and printed literature furnished by the Bidder is in a language other than English then the same should be accompanied by an accurate English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. However, such translations shall be certified by the agency that has done the translations.

2. Bid Format

The Bidder shall submit the duly signed copies of the Proposal through the e-Procurement Portal (<https://eproc2.bihar.gov.in/EPV2Web/>), as given below:

A. Pre-Qualification Bid

1. Letters on bidder's letter head
 - a. Certifying that the period of validity of bids is 180 days from the last date of submission of bid,
 - b. Asserting that the bidder is quoting for all the items mentioned in the tender,
 - c. Accepting all terms of this RFP
2. All forms, documents, supporting documents, certifications, statements and records as mentioned in RFP to prove that the bidder meets the eligibility criteria.

B. Technical Bid as per specified criteria

The Technical Bid document shall detail all the information sought from the bidders and required for BSEDC to evaluate the bids as prescribed as part of the technical evaluation criteria in this document. Hence it is mandatory that the bidders read this section in conjunction with the technical evaluation section to provide information as necessary and adequate to evaluate the proposals.

C. Commercial Bid Specified

The commercial bid shall be submitted for all requirements of the BSEDC for the Request for Proposal (RFP) Selection of an agency for providing services as per details mentioned in the RFP.

7.10 Procedure for Submission of Bids

Companies shall submit the tenders before the scheduled date and time for bid submission through the e-Procurement Portal <https://eproc2.bihar.gov.in/EPV2Web/>. Tenders submitted after the due date and time will not be considered. BSEDC will not be liable or responsible for any delays due to any delay on the bidder's side in submitting the proposal.

7.11 Authentication of Bid

The response to the bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A written power-of-attorney accompanying the bid shall support a letter of authorization. All pages of the bid, except for un-amended printed literature, shall be initialled and stamped by the person or persons signing the bid.

7.12 Validation of Interlineations in Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

7.13 Financial Bid

The bidder shall indicate prices according to the Performa prescribed in this RFP/tender document.

7.14 Firm Price

Prices quoted by the bidder must be all inclusive, firm and final, and shall not be subject to any escalation whatsoever during the period of the contract. Prices should indicate the price at site and shall include all state and central taxes. Attention of the bidder is invited to the terms and conditions of payment given in RFP document.

7.15 Revelation of Prices

Prices in any form and for any reasons shall not be revealed in the pre-qualification bid or technical bid or before opening the commercial bid. In case such violation happens, then the bid shall be immediately rejected.

7.16 Terms and Conditions of Tendering Firms

In case any of the terms and conditions to the RFP is not acceptable to any bidder, clearly specify the deviation in the forms given in RFP. Similarly in case the services being offered has deviations from the schedule of requirements laid down, the bidder shall describe in what respects and to what extent the services being offered differ/ deviate from the specification, even though the deviations may not be very material. Bidder must state categorically whether or not their offer conforms to requirement specifications and schedule of requirements and indicate deviations, if any in section as part of the response to the bid. Any substantial deviation may lead to rejection of the bid by GoB.

7.17 Bid Submission

A. Consortium and Sub-contracting

- a. The bid shall be submitted only as single entity firm. Consortium or Joint venture/consortium bids shall not be allowed for this RFP.
- b. The bidder shall not Sub-Contract any part of scope of work other than wherever specifically mentioned. The performance of the subcontracted agency shall be purely the responsibility of the

bidder. The bidder shall be purely and wholly held responsible in case the subcontracted agency fails to perform. The bidder shall be fully responsible for all acts of commission and omission.

B. Modification and Withdrawal of Bids

No bid shall be withdrawn in the interval between the last date for receipt of bids, and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval would result in forfeiture of the bidder's bid security.

C. Address for Correspondence

The bidder shall designate the official mailing address, place, telephone number, fax number and e-mail address to which all correspondence shall be made by BSEDC/Beltron. BSEDC will not be responsible for non-receipt of any communication sent by the bidder.

D. Clarifications

If deemed necessary, BSEDC may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. BSEDC may, if so desire, ask the bidder to give a presentation/ demonstration for the purpose of clarification of the tender. All expenses for this purpose, as also for the preparation of documents and other meetings, will be borne by the bidders.

E. Verification of Reference Projects

BSEDC/CM Secretariat, if considers necessary, may conduct verification of reference projects to satisfy themselves on the performance of the services offered with reference to their requirements. BSEDC/CM Secretariat will satisfy themselves on the veracity of the reference works with reference to performance indicators relevant to the requirements specified.

F. Contacting GoB/BSEDC/CM Secretariat

Bidder shall NOT contact BSEDC/CM Secretariat/GoB on any matter relating to this bid, from the time of the submission of bid to the time the contract is awarded. During this period, all-important notices will be published in the portal <https://eproc2.bihar.gov.in/EPSV2Web/>.

Any effort by a bidder to influence the bid evaluation, bid comparison or contract award decision may result in the rejection of the bid. Such an act on the part of the Bidder shall amount to misconduct and will be liable for appropriate action, as decided by BSEDC.

G. Bid Currency

Price shall be quoted entirely in Indian Rupees (INR).

H. Disqualifications

The bid is liable to be disqualified in the following cases:

- The Bid not submitted in accordance with this document.
- During validity of the bid, or its extended period, if any, the Bidder increases their quoted prices.
- The Bidder qualifies the bid with his own conditions (Conditional Bid).

- Bid is received in incomplete form.
- Bid is not accompanied by all requisite documents.
- Information submitted in Technical Bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- Commercial bid/ pricing is included in the Technical Bid.

7.18 Earnest Money Deposit

An EMD of amount as required in this RFP, must be submitted along with the technical bid proposal. Proposals not accompanied by EMD shall be rejected as non-responsive. Earnest Money Deposit (EMD) shall be refunded to all the unsuccessful bidders within one month after award of the work to the successful/suitable bidder on a written request.

No exemption for submitting the EMD will be given to any agency. The bidder is liable to pay liquidated damages and penalty imposed by the Tender Inviting Authority in the event of non-fulfilment of any of the terms or whole of the contract.

The EMD shall be forfeited:

1. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form;
2. Or in case of a successful Bidder, if the Bidder fails:
 - a. To sign the Contract; or
 - b. To furnish the performance security.

The original EMD should be submitted in physical form to BSEDC.

7.19 Criteria for Evaluation of Proposals

BSEDC will form a committee to evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, CMO and/or BSEDC, Bihar, may, at its discretion, ask the bidders for clarification of their Proposals. Only those proposals meeting the pre-qualification criteria will be evaluated their Technical proposal as per the criteria mentioned in the respective section.

Financial Proposal of only those bidders will be opened who secure at least 75% marks as per the technical evaluation marking criteria.

7.20 Submission, Receipt and Opening of Proposals

- a. BSEDC will open all bids (only Technical Bids at the first instance) in the presence of Bidders or their representatives who choose to attend.
- b. The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
- c. The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as BSEDC, at his discretion, may consider

appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.

- d. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.

7.21 Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids on the following basis, namely:

- 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 bid evaluation committee 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.
- 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
- 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 clause (a) and (b) above.

7.22 Right to Accept or Reject Proposal

BSEDC reserve the right to accept or reject any proposal, and to annul the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

7.23 Bid Selection Method

The selection method is **Quality cum Cost Based Selection (QCBS)**.

Technical Bid Score will get a weightage of **70%** (denoted by **ST**) and Financial Bid Score a weightage of **30%** (denoted by **SF**).

The process of selection of successful bidder for the purpose of award of contract shall be as follows:

A. Calculation of Technical Score (ST)

T = Technical Marks Obtain by the Individual Bidder

TH = Highest Technical Marks Obtain by Bidder

ST = Technical Score obtained by the Individual Bidder

Calculation of Technical Score (ST)

ST = $100 \times (T/TH)$ (rounded off to 2 decimal places)

B. Calculation of Financial Score (SF)

F= Total Financial Bid amount quoted by individual Bidder

FL= Lowest Total Financial Bid amount quoted by individual Bidder

SF = Financial Score obtained by the Individual Bidder

Calculation of Financial Score (SF)

SF = 100 x (FL/F) (rounded off to 2 decimal places).

C. Calculation of Final Composite Score (S)

The Final Composite Score (S) shall be computed for each firm by assigning 70% weightage to the Technical Score (ST) and 30% weightage to Financial Score (SF) using the formula given below:

S = (ST x 0.7) + (SF x 0.3) (rounded off to 2 decimal places)

Bidder with the highest final composite score will be awarded the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations and selection first.

7.24 Disqualification

BSEDC, Bihar may, at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- a. Submitted the Proposal documents after the response deadline.
- b. Made misleading or false representations in the forms, statements and attachments.
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- d. Submitted a proposal that is not accompanied by required documentation or is nonresponsive.
- e. Failed to provide clarifications related thereto, when sought.
- f. Declared ineligible by the Government of Bihar or any other State Government/ Government bodies or the Central Government/Government bodies for corrupt and fraudulent practices or blacklisted.
- g. Submitted a proposal with price adjustment / variation provision.

7.25 Acknowledgement by Applicant

It shall be deemed that by submitting the bids, the Applicant has:

- made a complete and careful examination of the RFP;
- received all relevant information requested from BSEDC, Bihar;
- accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the BSEDC;
- satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- acknowledged that it does not have a Conflict of Interest; and
- agreed to be bound by the undertaking provided by it under and in terms hereof.

8. General Terms and Conditions

8.1 Application

These general conditions shall apply to the extent that provisions in other parts of the contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of the BSEDC, Bihar/ GoB shall be final and binding on the firm/ company/Agency/Bidder.

8.2 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India and Government of Bihar. Legal jurisdiction for all matters arising out of this RFP and ensuing contract (if any) will be for courts of Patna, Bihar only.

8.3 Relationship between Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the BSEDC and 'the firm/company'. The firm/company subject to this contract for selection has complete charge of personnel, performing the services under the Project executed by BSEDC from time to time. The consultant(s) provided by firm/company shall be fully responsible for the services performed by them or on their behalf hereunder. BSEDC/CMO will allocate work/assignment to the Professional(s) provided by firm/company.

8.4 Statutory Requirement

During the tenure of this contract, nothing shall be done by the Selected Bidder in contravention of any law, act and/or rules/regulations, there-under or any amendment there of governing inter-alia customs, stowaways, foreign exchange etc. and shall keep CMO/BSEDC indemnified in this regard.

8.5 Indemnity

The Selected Bidder shall indemnify BSEDC/CMO from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a. Negligence or wrongful act or omission by the Selected Bidder or it's team or any Agency/ Third-party in connection with or incidental to this Contract; or
- b. Any breach of any of the terms the Selected Bidder's Proposal as agreed, the Tender and this Contract by the Selected Bidder, its Team or any Agency/Third Party.
- c. The maximum indemnity by the Consultant or BSEDC, Bihar shall be to the extent of 100% of Contract value in favour of BSEDC, Bihar.

8.6 Right of Monitoring, Inspection and Periodic Audit

BSEDC, Bihar/CMO, Bihar reserves the right to inspect and monitor / assess the progress / performance related to the project, at any time during the course of the Contract, after providing due notice to the Selected Bidder. BSEDC, Bihar may demand, and upon such demand being made, the selected bidder shall

provide with any document, data, material or any other information required to assess the progress of the project.

BSEDC shall also have the right to conduct, either itself or through any another agency as it may deem fit, an audit to monitor the performance by the Selected Bidder of its obligations/functions in accordance with the standards committed to or required by BSEDC and the Selected Bidder undertakes to cooperate with and provide to the BSEDC, Bihar/ any other Consultant/ Agency appointed by BSEDC, Bihar, all documents and other details as may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Selected Bidder failing which the BSEDC may, without prejudice to any other rights that it may have, issue a notice of default.

8.7 Information Security

The Selected Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the GoB, out of premises, without prior written permission from the CMO, Bihar.

The Selected Bidder shall, upon termination of this agreement for any reason, or upon demand by CMO/BSEDC, Bihar, whichever is earlier, return any and all information provided to the Selected Bidder by CMO, including any copies or reproductions, both hardcopy and electronic.

8.8 Standards of Performance

The Consultant(s) provided by selected firm/ company shall provide the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Professional(s) provided by selected firm/ company shall always act in respect of any matter relating to this contract as faithful advisor to CMO/BSEDC, Bihar. The firm/company shall abide by all the Provisions/ Acts/ Rules etc. of information Technology prevalent in the country. The firm/ company shall conform to the standards laid down in RFP in totality.

8.9 Firm/company Personnel

The firm/company shall employ and provide such qualified and experienced personnel as may be required to perform the services as specified under the Scope of Work of this RFP. There are specialized domains mentioned under the Manpower Specification, and it is desirable from the firm/company to deploy the personnel, who have adequate experience in the domain related with the project.

8.10 Documents/Knowledge Transfer

All the documents prepared and updated time-to-time by the firm/company under this contract shall be the exclusive property of CMO and will be handed over to the CMO at the time of completion/ termination of the contract.

The Selected Agency shall maintain logs of the internal review of all the deliverables submitted to the CMO or its assignee(s). The work data related logs shall be submitted to CMO or the designated agency on request.

8.11 Governing Language

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

8.12 Intellectual Property Rights (IPR)

The IPR in respect of all the plans, contents, processes, software, applications and components, developed in pursuance of this Project, shall vest with CMO, Bihar, immediately on their creation. Following conditions apply:

- a. **Ownership and Title:** Title to all the enhancements, point updates and documentation, including ownership rights to patents, copyrights, trademarks and trade secrets therein shall be the exclusive property of CMO.
- b. All the deliverables submitted by firm/company under the contract will be the exclusive property of CMO.
- c. The rights to any proprietary tools, technologies, methodologies or frameworks, developed/owned by the selected agency and used for delivery of the project, shall remain the exclusively with the agency.

8.13 Copyright

The full copyright of all creative and publicity material produced would rest with CMO for all time use. This would include full copyright of images used in the creative and publicity material.

8.14 Assignments

The firm/company shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without prior written consent of CMO/BSEDC/GoB.

8.15 Award of Contract

- a. On acceptance of Proposal for awarding the contract, the BSEDC will notify the successful bidders in writing that their proposal has been accepted, and selected bidder formally accepts the LoI, the bidder will submit requisite Performance Bank Guarantee (PBG), after which the project contract Agreement will be signed. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.
- b. **Change Request:** If the Beltron/GoB so desire, the scope of work and no/type of personnel can be changed at any time during the period of contract. Such change requests will have to be accepted by the bidder if they are capable of delivering the services as per proposed modifications. In case BSEDC desire any change in the scope of the selected bidder's obligation under the Agreement and such change is likely to cause financial hardship to the selected agency, the

agency shall convey to BSEDC the time schedule and cost of the proposed change. BSEDC shall signify either its approval or disapproval to the agency of such estimation from the agency. If BSEDC does not accept the estimation, then the change request shall be deemed to be cancelled and the agency shall be relieved from all obligations to perform such change.

- c. If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LoI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance of letter of intent is posted and/ or sent by e-mail to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LoI shall constitute a binding contract.

8.16 Monitoring of Contract

- a. An officer or an agency or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by BSEDC entity to monitor the progress of the contract during its delivery period.
- b. During the contract period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of service delivery is in proportion to the total delivery period given.
- c. If delay in delivery of service is observed a performance notice would be given to the selected bidder to speed up the delivery.

8.17 Performance Bank Guarantee (PBG)

- a. The successful Bidder has to furnish a security deposit so as to guarantee their (Bidder) performance of the contract.
- b. The Successful bidder has to submit Performance Bank Guarantee @ 10% of total order value within 15 days from the date of issue of Letter of Intent (LoI)/ Letter of Award (LoA)/Purchase order for the duration of warranty from any Scheduled Commercial Bank in India or Nationalised Bank of India.
- c. The Performance security shall be payable to the BSEDC as compensation for any loss resulting from the Agency's failure to complete its obligations under the Contract.
- d. The Performance Security will be discharged by BSEDC and returned to the Bidder on completion of the bidder's performance obligations under the contract.
- e. In the event of any contract amendment, the bidder shall, within 15 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.
- f. No interest shall be payable on the PBG amount. BSEDC, Bihar may invoke the above bank guarantee for any kind of recoveries, in case; the recoveries from the bidder exceed the amount payable to the bidders.
- g. The PBG should be valid for 60 days beyond the period of the contract.

8.18 Execution of Agreement

- a. A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- b. The successful bidder shall submit the Performance Bank Guarantee (PBG) within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder and shall sign the contract immediately after that, without any delay.
- c. If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The GoB/Beltron may, in such case, cancel the contract, forfeit the EMD of the bidder and debar/blacklist the bidder to participate in any future bids.
- d. The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased anywhere in Bihar only.

8.19 Fraud and Corruption

BSEDC requires that firm/company selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, BSEDC, BIHAR defines, for the purposes of this provision, the terms set forth as follows:

- a. "Corrupt practice," means the offering, giving, receiving or soliciting of anything of value to influence the action of CMO/BSEDC, Bihar or any personnel of firm/company(s) in contract executions.
- b. "Fraudulent practice" means a miss-presentation of facts, in order to influence a procurement process or the execution of a contract, to BSEDC, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive BSEDC of the benefits of free and open competition.
- c. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work, which was given by the BSEDC, Bihar in Section 4.
- d. "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- e. Will reject a proposal for award, if it determines that the bidder recommended for award, has been determined by BSEDC, Bihar to having been and engaged in corrupt, fraudulent or unfair trade practices.
- f. Will declare a Firm/company ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Firm/company has engaged in corrupts, fraudulent and unfair trade practice in competing for, or in executing the contract.

8.20 Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process

may result in rejection of its proposal. Except with the prior written consent of the other party, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

No party shall, without the other party's prior written consent, disclose contract, specifications, plan, pattern, samples or other documents to any person other than an entity employed by the affected party for the performance of the contract.

8.21 Deliverables

The selected bidder's firm/company should have to submit deliverables in hard/soft copy (including editable soft copy); as desired by the CMO/BSEDC. Facility of printer, photo copier, document scanner and office working space along with electricity and internet connection shall be provided by the CMO.

8.22 Termination

Under this Contract, BSEDC may, by written notice, terminate the contract agreement entered with the firm/company in the following ways:

- a. Termination by Default for failing to perform obligations under the Contract or if the quality is not up to the specification or in the event of non-adherence to time schedule.
- b. Termination for Convenience in whole or in part thereof, at any time. However, termination for Convenience will be invoked with a notice period of one month.
- c. Termination for Insolvency if the firm/company becomes bankrupt or otherwise insolvent.

In all the three cases termination shall be executed by giving written notice to the firm/company.

The vendor/agency may terminate this contract or any particular services immediately upon written notice to BSEDC, if consulting firm reasonably determines that it can no longer provide the services in accordance with applicable law or its professional obligations.

Upon termination of the contract, payment shall be made to the firm/company/vendor for:

- a. Services satisfactorily performed and reimbursable expenditures prior to the effective date of termination
- b. Any expenditure actually and reasonably incurred prior to the effective date of termination

No consequential damages shall be payable to the firm/company in the event of such termination.

8.23 Force Majeure

Notwithstanding anything contained in the RFP, the firm/company shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the consulting firm/company and not involving the consulting firm/company's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions

and freight embargos. The decision of the BSEDC, Bihar regarding Force Majeure shall be final and binding on the firm/company.

If a Force Majeure situation arises, the firm/company shall promptly notify to the BSEDC in writing, of such conditions and the cause thereof. Unless otherwise directed by the BSEDC in writing, the firm/company shall continue to perform its obligations under the agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

8.24 Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

A. Amicable Settlement

Performance of the Contract is governed by the terms the conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation, either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then Clause shall become applicable.

B. Resolution of Disputes

BSEDC and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after fifteen (15) days from the commencement of such informal negotiations, BSEDC and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by the Development Commissioner, GoB.

All negotiations, statements and/or documentation pursuant to these disputed matters shall be without prejudice and confidential (unless mutually agreed otherwise). The time and resources costs of complying with its obligations under this Governance Schedule shall be borne by respective parties.

All Arbitration proceedings shall be held at Patna, Bihar State, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

8.25 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Patna, Bihar/courts situated in Bihar only.

8.26 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when

delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

8.27 Limitation of Liability

The aggregate liability of the Selected Agency under this agreement, or otherwise in connection with the services to be performed hereunder, shall be limited to the contract value. The preceding limitation shall also apply to liability arising as a result of the Selected Agency's fraud or wilful misconduct in performance of the services hereunder.

8.28 Period of Contract

The duration of the contract is for three years (3 years) of the contract and shall be extended for further period of one years (1 years) at the same terms and conditions up to maximum of 2 years.

8.29 Others

- a. The successful bidder is responsible to maintain documentation on the progress of the work and will have to update the same on regular basis. They will have to submit the progress reports regularly, as per the guideline issued by CMO/BSEDC, Bihar.
- b. In case of physical onsite deployment, the CMO/Beltron will provide office space with internet access and electricity, to the hired onsite resources of selected agency in its own premise during project period.
- c. Time is the essence of the Project and hence the bidder shall at all times maintain sufficient manpower, resources, and facilities, to provide the Services in a workman like manner on a timely basis. If required and to meet SLAs, the bidder shall pool additional resources to ensure that work is completed within defined time frame with no additional cost to BSEDC.
- d. The bidder shall ensure that security measures, policies and procedures implemented are adequate to protect and maintain the confidentiality of the Confidential Information. Bidder also agrees and acknowledges that it shall adhere to reasonable security practices over all sensitive personal information of the said project as prescribed by various rules.

9. Deployment of Personnel

9.1 Availability of Personnel

- a. The estimate of Personnel costs and person-month rates are specified as per the approved financial proposal. Additional resources, as may be required to carry out of the services, would be approved on a case-to-case basis as deemed appropriate by the Authority in consultation with the agency. The rates would be equivalent to the rates set out for Manpower in the agreement. A deviation in the rate would need to be discussed & agreed between the Authority and agency as per mutually agreed terms.
- b. The CMO expects the personnel to be available either physically or by email/phone during entire duration of the Agreement. The CMO/Beltron will consider substitution of the personnel only in extraordinary/unavoidable circumstances and will allow substitution of a maximum of 30% of the

resources during the project tenure. Beyond this limit, there will be a penal deduction as per SLA terms and conditions of RFP/Contract agreement. Such substitution shall ordinarily be subject to equally or better qualified and experienced personnel being provided to the satisfaction of the CMO and the agency shall not be allowed to propose more than 3 substitutions for each position/role, in a year and shall be considered as event of default by Consultant. The CMO/Beltron reserves the right to select the number of personnel for deployment as and when required and payment will be made as per the quoted person-month rates.

- c. If additional work is required beyond the scope of the Services specified in the RFP/Contract, the scope of the Agreement may be increased in accordance with Change request process given in the RFP. Additional resources as may be required to carry out of the services would be approved on a case-to-case basis as deemed appropriate by the Beltron/CMO in consultation with the vendor. Any changes to scope shall come into effect by agreement in writing between the Beltron and the vendor. Additional PBG shall have to be submitted by the vendor as per revised scope and terms of modified contract agreement which shall be valid for a period more than 60 days the revised contract term.
- d. For the manpower deployed, the vendor shall keep with them, their present and permanent address with contact details, educational and technical qualification details, specimen signature, and two passport size photographs and furnish these details/ information to CMO/Beltron, as and when required.

9.2 Approval of Proposed Resources

- a. The Personnel listed in the proposal submitted against the RFP shall be screened and interviewed before acceptance for validation of experience, skills and suitability/fitment.
- b. Substitution of Personnel
 - a. The Authority expects the Personnel to be available during entire duration, either physically or by email/phone, as directed by CMO/Beltron. Substitution of Personnel (vendor initiated requests) will be made as per criteria outlined in RFP and by approval of Beltron/CMO. The CMO/Beltron also reserves the right of demanding for substitution of any personnel(s) if required.
- c. Working hours, overtime, leave, etc.
 - a. The manpower deployed will be entitled to the Gazetted holidays of this state Govt. and 24 days of leave on annual basis. Any other leave will be treated as un-paid and in case of absence from the duty, the payable remuneration will be appropriated accordingly.
 - b. Medical or any other allowances to the sub-consultants/manpower deployed will not be borne by CMO/Beltron/GoB. It will be the responsibility of the vendor.
- d. Providing Services/Support
 - a. The personnel shall be used for providing work/services as specified in the tender or the contract agreement. In case any personnel/consultant is found engaged in doing any work other than the above or found not capable/useful, the vendor shall withdraw him/her from

service and arrange for replacement immediately within 30 days' time at their own cost; failing which the SLA may be applicable as per terms of RFP/contract.

- b. The vendor shall be responsible for any physical damage to equipment, property and third party liabilities caused by acts on part of its deployed manpower at CMO/Beltron premises. All equipment shall be used only for the purpose of carrying out legitimate business of CMO/Beltron organization and shall not be put into any other use.
- c. The manpower deployed by the vendor shall maintain office decorum. They shall be courteous, polite and cooperative and able to resolve the assigned tasks. The vendor shall verify the character antecedents before deploying any person at CMO/Beltron.

10. Payment Schedule

10.1 Payment Terms

The selected Agency shall submit the Invoices against the deployed manpower as per the agreed rates on quarterly basis, along with the attendance record of the manpower and the monthly progress report to CMO/Beltron.

CMO shall verify the same and will send it to BSEDC for remittance of the payment through Cheque/RTGS/NEFT within 30 days of submission of the Invoice along with the necessary supporting documents. No interest shall be payable by Beltron on any delays in payment of vendor's invoices.

11. SLA/Penalty Clauses

This RFP is for selection of the AI consultants for execution of the assignments given by CMO, from time to time. Following SLA terms and conditions shall be applicable to the selected vendor:

Project Component	Deliverables	Timeline (Max Limit)	Value of Penalty
Deployment of Resources	Successful Deployment of ALL Resources	T+ 15 days	<p>After T+15 days, a penalty of 1% of total quoted monthly cost per week (or part thereof), per un-deployed resource up to the maximum value of 10% of the monthly invoice Value.</p> <p>All resources must be deployed, within a maximum of 4 weeks after prescribed timeline. Delay in deployment of any resource beyond Four (04) weeks would lead to termination of contract and forfeiting of PBG.</p>
Availability of consultants	Fulltime availability as required by CMO	Always	<p><u>Attendance percentage & penalties</u></p> <p>>=98% → No penalty</p> <p>>=95 and <98% → 1% of total quoted monthly cost per resource having shortfall below 98%</p> <p>>=90% and <95% → 2% of total quoted monthly cost per resource having shortfall below 95%</p>
Inception Report	Submission of inception report	Onetime submission, within 28 days of contract signing	<p><u>Applicable penalties</u></p> <p>Within 28 days → No penalty</p> <p>After T+28 days, a penalty of 1% of total contract value per week of delay (or part thereof), up to the maximum value of 10% of the contract value.</p>
Progress report	Monthly Progress	To be submitted by the 5th of	After due date, a penalty of 1% of total contract value per week of delay (or

Project Component	Deliverables	Timeline (Max Limit)	Value of Penalty
	Reports	each succeeding month	part thereof), up to the maximum value of 10% of the contract value.
Progress report	Quarterly Progress Reports	To be submitted within 15 days of each succeeding quarter	After due date, a penalty of 1% of total contract value per week of delay (or part thereof), up to the maximum value of 10% of the contract value.
Progress report	Yearly Progress Report	Within 15 days of completing one year	After due date, a penalty of 1% of total contract value per week of delay (or part thereof), up to the maximum value of 10% of the contract value.
<p>Important Note:</p> <p>(i) In any event if the total SLA penalty exceeds 10% of contract value, the contract may be terminated and PBG forfeited.</p> <p>(ii) In case a resource deployed remains absent for more than 10 working days, without intimation, they may be removed from the project.</p> <p>(iii) In case of any complaint from CMO, the concerned resource may be removed from the project.</p>			

T = the date of signing of contract agreement

12. Exit Management

12.1 Purpose

- a. This clause sets out the provisions which will apply upon completion of the contract period or upon termination of the agreement for any reasons. The Parties (both BSEDC and the Vendor) shall ensure that they carry out their respective obligations set out in this Exit Management Clause. Exit Management criteria will be a part of Contract/Master Service Agreement with detailed information about exit criteria and exit management plan.
- b. The exit management period starts, in case of expiry of contract, or on the date when the contract comes to an end or in case of termination of contract, or on the date when the notice of termination is sent to the Selected Agency or by the Selected Agency. The exit management period ends on the date as mutually agreed upon by BSEDC and the Selected Agency.
- c. The Selected Agency shall pay all transfer costs and stamp duty if any applicable on transfer of project assets except in case the Project is being terminated due to default of BSEDC, where BSEDC shall be responsible for transfer costs and stamp duty, if any. For clarification of doubt, transfer costs in this Clause relate to taxes and duties applicable due to transfer of the project assets, if any. At the beginning of the exit management period, the Selected Agency shall ensure that:
 1. All Project Assets including the documents, records, software products/ scripts/ configuration files/ databases and any other digital/physical artifacts created during the tenure of project are cured of all defects and deficiencies and handed over CMO/Beltron so that the

CMO/Beltron is fully in a position to continue on their own, with routine tasks and processes set-up/undertaken during the contract period;

2. The Selected Agency delivers relevant records and reports pertaining to the scope and deliverables of the project including but not limited to reports, concepts notes, strategy documents and plan documents including all manuals, application software/script, datasets, pertaining thereto as on the Divestment Date;
3. The vendor shall ensure complete hand-holding and knowledge transfer in form of documents, audio/visual handover conferences and hands-on demonstration of their works/processes/software applications (along with complete source code, database dump and configuration files) to BSEDC, Bihar or any third party appointed by BSEDC, Bihar if it is required for the uninterrupted continuation of services by BSEDC or any third party appointed by it;
4. The selected agency shall comply with all other requirements as may be prescribed under Applicable Laws to complete the divestment and assignment of all the rights, title and interest of the assignment under this RFP free from all encumbrances absolutely and free of any charge or tax to BSEDC or its nominee.

12.2 Cooperation and Provision of Information

During the Exit Management Period:

- a. The selected agency will allow CMO/BSEDC, or any third party appointed by CMO/BSEDC, access to information reasonably required to define the then current mode of operation associated with the provision of the services to enable CMO/BSEDC or any third party appointed by CMO/BSEDC to assess the existing services being delivered;
- b. Promptly on reasonable request by CMO/BSEDC or any third party appointed by CMO/BSEDC, the selected agency shall provide access to, and copies of all information held or controlled by them which they have prepared or maintained in accordance with the "Contract", the Project deliverables, application software and Scope of Work, relating to any material aspect of the services. CMO/BSEDC or any third party appointed shall be entitled to copy (including editable soft copies) all such information. Such information shall include details pertaining to the services rendered and other performance data. The selected agency shall permit BSEDC, or any third party appointed to have reasonable access to its employees/ facility as reasonably required by CMO/BSEDC or any third party appointed to understand the methods of delivery of the services of the selected agency and to assist appropriate knowledge transfer.

13. Annexure: Forms and Template for Bid Response

13.1 Technical Proposal Forms

1. Form – 1: Covering letter
2. Form – 2: Declaration of Acceptance of Terms and Conditions in RFP
3. Form – 3: General Information about the bidder
4. Form – 4: Bidder's Relevant Experience

5. Form – 5: Particulars of key professionals
6. Form – 6: CV's of proposed professionals
7. Form – 7: Approach, Work plan and Methodology
8. Form –8: Power of Attorney for authorised signatory
9. Form – 9: Undertaking on Being Not Black-Listed
10. Form – 10: Bank Guarantee for EMD

13.2 Financial Proposal Forms

1. Form – 1: Covering letter
2. Form – 2: Financial Bid (At e-proc Portal Only)

Technical Proposal Forms

Form – 1: Covering Letter

(On Bidder's Letter head)

Date: _____

Proposal Reference No. BSEDC/ _____

To

Managing Director, Bihar State Electronics Development Limited (BSEDC)
First Floor, Beltron Bhawan,
Shastri Nagar,
Patna-800023

Sub: Request for Proposal (RFP) for "Selection of Artificial Intelligence Consultant for Chief Minister Secretariat, Bihar".

Dear Sir,

We hereby propose to provide consultancy services for "Selection of Artificial Intelligence Consultant for Chief Minister Secretariat, Bihar" as outlined in your bidding document.

We have understood the instructions and the terms and conditions mentioned in the Bid Documents furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of work required. We hereby confirm our acceptance and compliance to the provisions and terms & conditions contained in the Bid Documents.

We confirm that the prices quoted by us in the "Financial Bid" are firm and shall not be subject to any variation for the entire period of the contract.

We further confirm that any deviation to the clauses found anywhere in our Bid Proposal, implicit or explicit, shall stand unconditionally withdrawn, without any implication whatsoever to Department of Information Technology, failing which the Earnest Money deposit may be forfeited.

We certify that all the information provided in our bid, including the information regarding the team members, is true. We understand that any wilful misstatement in the bid may lead to disqualification or cancellation of award if made or termination of contract. We also understand that in such a case we may be debarred for future assignments with GoB, for a period of maximum three years from the date of such disqualification.

Yours faithfully,

(Signature of the Bidder)

Printed Full Name:

Designation:

Seal:

Date:

Business Address:

Email:

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 2: Declaration of Acceptance of Terms and Conditions in RFP

(On Bidder's Letter head)

Date: _____

Proposal Reference No. BSEDC/ _____

To,
Managing Director
Bihar State Electronics Development Limited(BSEDC)
First Floor, Beltron Bhawan,
Shastri Nagar,
Patna-800023

Sub: Request for Proposal (RFP) for "Selection of Artificial Intelligence Consultant for Chief Minister Secretariat, Bihar".

Dear Sir,

We have carefully gone through the Terms & Conditions contained in the RFP document [No.] regarding "Selection of Artificial Intelligence Consultant for Chief Minister Secretariat, Bihar" and accept the terms and conditions mentioned therein.

Yours faithfully,

(Signature of the Bidder)

Printed Full Name:

Designation:

Seal:

Date:

Business Address:

Email:

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 3: General Information about the bidder

Name of the Company / Firm	
Date of Incorporation	
CIN	
PAN	
GST Number	
Legal Status of the Company in India & Nature of Business in India: <i>Public Ltd Company / Private Ltd Company / / LLP company</i>	
Address of the Registered Office in India	
Date of Commencement of Business	
Address of the office in Bihar (if any)	
Details of the Contact Person:	Name: Designation: E-mail: Phone number:
Website:	

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 4: Bidder’s Relevant Project Experience

Please provide information as per the criteria set so as to facilitate fair evaluation:

Assignment Name:		Country:
Location within Country:		Number of professional Staff provided for the project:
Name of Client:		
Address & Contact Details of Client:		No. of Staff Months/Duration of Assignment:
Start Date: (MM/YYYY)	Completion Date: (MM/YYYY)	Value of Contract Services in Rupees:
Name of Associated Firm(s), if any		
		No. of Staff provided by the Associated Firm(s):
Name of senior staff (Project Director / Coordinator, Team Leader) involved, and functions performed:		
Narrative description of Project:		
Description of Actual Services provided by your staff:		
Attached Supporting Documents for this project (tick whichever is applicable):		
<ol style="list-style-type: none"> 1. Letter of Intent 2. Letter of Award 3. Work Order 4. Contract Agreement 5. CA Certificate 		

Note: For each cited project, the bidder must attach all requisite documents as required in RFP.

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 5: Particulars of proposed professionals

Sl. No.	Name	Educational Qualification	Total years of work experience	Present Employment (Name of the Employer & Employed Since)	Number of Assignments Relevant to the Project
1					
2					
3					

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 6: CVs of proposed professionals

Proposed Position:					
S No	General Information				
1	Name of the Employee				
2	Present Organisation with Designation				
3	Date of Birth				
4	Nationality				
5	Total Years of Experience				
6	Address of the Company/ Firm				
	Location, Telephone Number & e-mail				
7	Education Qualification Details				
	<i>Degree (Specialization)</i>	<i>Year</i>	<i>Institution & University Name</i>		
8.1					
8.2					
9	Countries of Work Experience				
10	Employment				
	<i>Employer</i>	<i>From</i>	<i>To</i>	<i>Position/s Held</i>	
10.1					
10.2					
11	Certifications/Membership required in the RFP	as	Certification Name	Issuer	Valid upto
12	Other Training(s)				
13	Language(s) [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]			Speaking	
				Reading	
				Writing	
				Speaking	
				Reading	
				Writing	
14	Name of Key Clients Serviced				
15	Name/contact nos. of customers who can give feedback				
16	Detailed tasks handled (Domestic)				
17	Project Experience				
17.1	Project 1:				
	Name of the client				
	Work Area of Project				
	Location of the assignment				
	Name of the organization for which the individual was employed, while executing				

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

the assignment		
Position Assigned in project		
Role Played in the project		
About the project requirement		
Tasks Handled in project		
Value Delivered to Client		
Start Year & month of project		
End Year/month (or ongoing)		
Client References		
17.2	Project 2:	
Name of the client		
Work Area of Project		
Location of the assignment		
Name of the organization for which the individual was employed, while executing the assignment		
Position Assigned in project		
Role Played in the project		
About the project requirement		
Tasks Handled in project		
Value Delivered to Client		
Start Year & month of project		
End Year/month (or ongoing)		
Client References		

I, hereby confirm that all the information and details provided and updated by me in my Curriculum Vitae (CV) are true, accurate, and complete to the best of my knowledge and belief.

I acknowledge that I am solely responsible for the authenticity of the content included in the document and understand that any misrepresentation or false information may lead to appropriate corrective actions as per organizational policies.

Name:

Signature: _____

Date (Day/Month/Year): DD/MM/YYYY

Form – 7: Approach, Work plan and Methodology

The descriptive part of submission under this will be detailed precisely under the following topics in the presentation (PPT) format.

A. Understanding of SoW [not more than 3 slides]

The Applicant will submit their understanding of the SoW specified in the RFP in a brief manner underlying the crucial and important aspects of it. The Applicant may supplement various requirements of the SoW if they consider this would bring more clarity and improvements over the existing requirements and assist in achieving the Objectives laid down in the RFP.

B. Proposed Approach & Methodology [not more than 10 slides]

The bidder shall submit their approach and methodology aligned with the given timeline, in order to achieve the objectives of the project.

C. Proposed Team and Work Plan [not more than 7 slides]

The Applicant will submit a brief write up on their proposed team and organization of personnel explaining how various areas of expertise needed for this assignment have been fully covered by their proposal. The Applicant should specify the sequence of important activities, and quality assurance plan for carrying out the Consultancy Services.

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form –8: Power of Attorney for authorised signatory

(On Rs. 100/- non-judicial stamp paper)

Know all men by these presents, we, <NAME OF BIDDER>, a <Type of Company> with <CIN> and having its registered office at <Address> (hereinafter referred to as “Bidder”) do hereby constitute, nominate, appoint and authorize <Name of Attorney>, Son/Daughter of <Father’s Name> and presently residing at <Address of the Attorney>, who is presently employed with us and holding the position of <Designation> as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) 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 application for Request for Proposal (RFP) for “SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER SECRETARIAT, BIHAR Ref No.: _____ issued on **DD/MM/YYYY** by Managing Director, Bihar State Electronics Development Limited (BSEDC) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to BSEDC, representing us in all matters before BSEDC, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the BSEDC in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with BSEDC.

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

This Power of Attorney shall be effective, binding, and operative till DD Month YYYY if not revoked earlier or as long as the said Attorney is in the service of the Bidder, whichever is earlier.

IN WITNESS WHEREOF WE, <_____ Name of Bidder _____>, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS **DDTH DAY OF MONTH YYYY**.

For <Bidder>:

Name:

Designation:

Address:

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Accepted:

Name:

Designation:

Address:

Witnesses:

1

2

Notarized

(Signature, name, designation and address of the Attorney)

Form – 9: Undertaking on Being Not Black-Listed

(On Rs. 100 non-judicial stamp paper)

This is to certify that << **COMPANY NAME** >> is not blacklisted by the Government of Bihar or any of its agencies for any reasons whatsoever and not blacklisted by Central/any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

Company Secretary / Authorized Signatory

Name of Signatory:

Designation:

Bidder Name:

Address:

Date:

Place:

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 10: Bank Guarantee for EMD

To,
The Managing Director,
Bihar State Electronics Development Corporation (BSEDC),
Beltron Bhawan, Shastri Nagar,
Patna, Bihar – 800023

Whereas <Name of Bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP <Ref. No.> dated DD-Month-2026 for RFP FOR SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER SECRETARIAT, BIHAR (hereinafter called "the Bid") to Bihar State Electronics Development Corporation (BSEDC).

Know all Men by these presents that we <Name of Bank> having our office at <Address> (hereinafter called "the Bank") are bound unto Bihar State Electronics Development Corporation (BSEDC) (hereinafter called "the Purchaser") in the sum of **INR 600000/-- (Rupees Six Lakh only)** for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
 2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - (a) Withdraws his participation from the bid during the period of validity of bid document; or
 - (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;
- We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to **DD-Month-2026** and including 180 days from the last date of submission i.e., UP TO **DD-Month-2026** and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed INR _____/- (Rupees _____ only)
- II. This Bank Guarantee shall be valid up to DD-Month-2026

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>> failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Financial Proposal Form

Form – 1: Covering Letter

(On Bidder's Letter head)

Date: Proposal Reference No. BSEDC/

To
Managing Director
Bihar State Electronics Development Limited(BSEDC)
First Floor, Beltron Bhawan,
Shastri Nagar,
Patna-800023

Sub: RFP FOR SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER SECRETARIAT,
BIHAR.

Dear Sir,

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm for the "**RFP FOR SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER SECRETARIAT, BIHAR**".

I/We agree that this offer shall remain valid for a period of 180 days (One Hundred and Eighty Days) days from the Proposal Due Date, or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Email:

REQUEST FOR PROPOSAL (RFP) for SELECTION OF ARTIFICIAL INTELLIGENCE CONSULTANT for CHIEF MINISTER
SECRETARIAT, BIHAR

Form – 2: Financial Bid

Sl. No.	Position Name	No. of Resources	No. of Months	Monthly Rate (INR) (Excluding Taxes)	Total for Project Period (INR)
		A	B	C	D = A x B x C
1	Team Leader-cum-AI Governance Expert	1	36		
2	AI/ML Solution Developer	1	36		
3	AI Data Science, Analytics & Dashboard Expert	1	36		
Total Manpower Cost (excluding Taxes)					
Tax Amount (Tax Rate @18%)					
Total Manpower Cost (including Taxes)					
Amount in words					

All travel and incidental expenses for purpose of executing scope of work outside of Patna would be reimbursed as per the Govt. of Bihar entitlement for Group-B Gazetted officers.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Email: