

Government of Bihar



बिहार सरकार

**REQUEST FOR PROPOSAL FOR CONDUCTING MIGRATION SURVEY IN
BIHAR**

Tender Notification No.: 02 dated 04/06/2026

Issued by:

**Dashrath Manjhi Institute of Labour and Employment Studies (DMILES),
Labour Resources and Migrant Workers Welfare Department, Government of Bihar
Near Veterinary College, BIT Campus, Samanpura, Patna-14**

Email – lcbihar@bihar.gov.in

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


E-PROCUREMENT NOTICE FOR IPRD

**Dashrath Manjhi Institute of Labour and Employment Studies (DMILES)
Labour Resources and Migrant Workers Welfare Department, Government of Bihar
Near Veterinary College, BIT Campus, Samanpura, Patna-14
Email – lcbihar@bihar.gov.in**

RFP No: 02 , dt -4/06 /2026

E-TENDER NOTICE

Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resource and Migrant Workers Welfare Department invites e-tender from reputed bidders across PAN India for the work of "CONDUCTING MIGRATION SURVEY IN BIHAR". Online RFP shall be available on Bihar Government's E-procurement portal <https://www.eproc2.bihar.gov.in> from 16.06.2026, 10:00 AM onwards. The last day for online submission of bid is 15.07.2026 by 06:00 PM on the aforesaid website. The eligibility criteria and detailed terms & conditions are available on websites :<https://www.eproc2.bihar.gov.in> or <https://state.bihar.gov.in/labour>. Bidders shall refer to the RFP for further details and fact sheet.


Director,
DMILES, Patna

SECTION – 1 INTRODUCTION

Introduction

Migration has a long history in Bihar. Beginning in the 1830s, many residents of Bihar were taken as indentured labourers (girmityas) to British Caribbean colonies, including Guyana, Suriname, Trinidad and Tobago, and Fiji, as well as Mauritius. Later, in the 19th century, labourers from Bihar migrated to Assam's tea gardens and Calcutta's factories and other informal labour markets. Post- independence, the Green Revolution in northwestern India increased demand for agricultural labour, leading many residents of Bihar to seek work in Punjab and Haryana. In recent years the National Capital Region (NCR) and Western India have been favorite destinations of migrants from Bihar, although they are scattered in other parts of the country as well.

While urbanization within the state remains limited, rural-urban migration has been a significant driver of growth. Migrants from Bihar have contributed substantially to economic development within Bihar and beyond, although the full potential remains unrealized, and migration rate continues to rise. Some field studies indicate that migration has fostered social and economic mobility, increased incomes, and even spurred greater women's mobility in rural communities. However, comprehensive information on the scale and nature of current migration and the full impacts of the migration remain limited. Migration process and patterns are also very dynamic. Also, due to the lack of quality data, the incidence of various kinds of migration streams is also not authentically known.

In this context, this proposed migration survey aims to examine the incidence of migration and its linkage to development in Bihar, focusing largely in the origin but also destination areas will be covered to study some important aspects. By investigating at the individual, household, and village levels, the survey will examine the linkages between migration and development within Bihar and between Bihar and the broader Indian economy. The findings will help inform policies to better leverage migration for Bihar's development and also design policies for reducing its incidence in the medium to larger term.

SECTION 2: REQUEST FOR PROPOSAL

2.1. Survey Objectives and Scope

The overall objective of this study is to map the incidence, the latest patterns and its role on household and village economy as well as contribute to strategies and policies for maximizing benefits from the migration process.

Some specific objectives include :

- To map the scale and patterns of out-migration, socio-economic conditions and analyze the differential role of migration in both rural and urban areas of Bihar.
- To assess impact on the individual household economy as well as its larger implications for economy and society.
- To assess skill acquisition by the migrants and provide them with other necessary skills, if needed by them.
- To understand the impact of migration on women.
- To analyse the occupations, earnings, working and living conditions of migrants at their destinations (outside Bihar) and discrimination, if any, they encounter in accessing various services.
- To assess the social security needs of the migrant workers and provide ways to strengthen their social protection.
- To assist the Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department in designing policies in mitigating the adverse factors and consequences of migration and reducing distress migration and promote productive and safe migration as well as reduce migration gradually.

Scope of Work

The Labour Resources and Migrant Workers Welfare Department (LRMWWD) intends to engage a qualified academic or research institution ("Service Provider") with demonstrated expertise in livelihoods, labour market and migration analysis, large-scale data management, and policy research for understanding this survey.

The exercise will be largely based on a large survey covering both rural and urban areas at the district level in Bihar (sample size of minimum 10,000 households) as well as major destination centres outside Bihar (sample size of minimum 5,000 households), based on a scientific and robust sampling strategy. **The destination-related survey shall be conducted across at least 10 states/UTs, with not less than 500 households surveyed in each of the selected state/UTs.** Apart from the survey, it should also collect qualitative data and information based on sound qualitative techniques. During the survey, the successful bidder should also closely interact with the officials of the Labour Resources and Migrant Workers Welfare Department at various levels so as to help the study in designing appropriate policies and strategies.

Stakeholder Consultations

The successful bidder would also be required to conduct consultations with various relevant government departments, academia, and civil society to incorporate their feedbacks. The successful bidder will coordinate regularly with the Department, adhere to agreed timelines and milestones and ensure the quality, accuracy, and timely completion of all deliverables.

Timeline

The study should be completed in a maximum period of 06 months.



2.2. Eligibility

The Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department, Government of Bihar invites RFP for conducting migration survey in Bihar for the state of Bihar from reputed agencies with experience of research and undertaking studies. The Department hereby requests proposals from competent academic/research institutions with considerable experience in carrying out socio-economic research/study and should be at least 10 years old, registered under any statutory Act, that meet the minimum eligibility criteria as specified in this bidding document for undertaking the Bihar Migration Study. The qualification criteria for the participating agencies are given under different sections of the RFP document.

2.3. Tender Submission and EMD

The complete bidding document can be downloaded from <https://eproc2.bihar.gov.in>. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender EMD through online mode or in form of Bank Guarantee (BG) in favour of "**Director General, DMILES, Labour Resources and Migrant Workers Welfare Department, Patna, Bihar**" payable at Patna which must be submitted physically as per schedule date and venue mentioned in the RFP, failing which the bid will be summarily rejected.

Bidders are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

This tender is issued in accordance with:

- Bihar Financial Rules, 2005 (as amended up to 2024)
- Applicable State Purchase Preference Policy (Amended till 2024)
- IT Act 2000 (for e-procurement validity)

2.4. RFP Schedule – Important Dates

Sl. No.	Particulars	Description
1.	Designation & Address of the Advertiser	Director General, Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department, Government of Bihar, Patna, Bihar
2.	Tender Submission start date and time	from Date – 16.06.2026, Time 10:00 AM onwards https://eproc2.bihar.gov.in
3.	Last Date & Time of Submission of Pre-bid queries (refer 3.4)	Till Date – 22.06.2026, Time - 06:00 PM on https://eproc2.bihar.gov.in
4.	Date, Time and place of Pre-Bid meeting	Date – 23.06.2026, Time- 03:00 PM, At – Block 'B', 3 rd Floor, Niyojan Bhawan, IT Golubar, Patna-01
5.	Last date and time (deadline) for the uploading tender documents by bidder	Till Date – 15.07.2026, Time - 06:00 PM https://eproc2.bihar.gov.in
6.	Last date, Time and Place for submission of EMD (which are in form of BG)	Till 03:30 PM on 16.07.2026 At - DMILES, Patna, Bihar
7.	Date, Time and Place of opening of Technical Bid	Date – 17.07.2026, Time - 03:00 PM, At – Block 'B', 3 rd Floor, Niyojan Bhawan, IT Golubar, Patna-01
8.	Date, Time and Place of Power Point Presentation	Shall be notified later
9.	Date, Time and Place of opening of Financial Bid	To be announced after approval of Technical Bid.
10.	Bid validity	180 Days
11.	Method of Selection	Quality-cum-Cost Based Selection (QCBS)

12. Details of work:-

	Name of work	Earnest money Deposit (Refundable)	Tender Fee (non-refundable)	Bid processing fee (non-refundable fee to be paid online)	Time of completion of work
1	2	3	4	5	6
1	Request for proposal for conducting migration survey in Bihar	Rs 5,00,000/- (Five lakhs only)	Rs 5000/- (Five Thousand only)	As reflected on e-proc2 portal	06 Months

Note: The LRMWWD at its convenience may change any or all of the above-mentioned dates. Same shall be informed to the bidders. Department shall not be responsible for any server failure, any postal delay or non-receipt / non-delivery of the documents.


Director, DMILES

2.5. Important Information Related to Bid

Sl. No.	Particulars	Description
1	Bid security/ Earnest Money Deposit (EMD)	Rs 5,00,000/- (Five lakhs only) The EMD paid online or submitted in the form of BG issued by a Nationalised/ Scheduled Bank, in favour of "Director General, DMILES, Labour Resources and Migrant Workers Welfare Department, Patna, Bihar", payable at Patna, with a validity period of 180 days
2	Tender Fee	Rs. 5000/- (non-refundable) through e- payment mode, i.e. NEFT/RTGS/Credit Card/ Debit Card on https://eproc2.bihar.gov.in
3	Tender Processing Fee (Non-Refundable on e-Proc2 platform)	As reflected on https://eproc2.bihar.gov.in
4	Performance Bank Guarantee (PBG)	5 % of the contract value
5	Name and address for communication, seeking clarification and submission of proposal	Shri Rajesh Kumar, Administrative Officer, DMILES, Mob No.:9472257609



2.6. E-tendering process-related instruction

1. The bidder shall submit their bid/tender on the e-Procurement platform at <https://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 the e-procurement website <https://eproc2.bihar.gov.in> and submit their bids online on the same. Offline bids shall not be entertained.
3. The bidders shall submit their eligibility and qualification details, Technical Bid, Financial Bid etc., in the online standard formats given in the e-Procurement website 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 certificates/documents on the e-Procurement website. The bidder shall digitally sign the supporting statements, documents, and certificates uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the 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 at the proper place and with proper nomenclature (as mentioned in the e-forms); otherwise, the tender of the bidder will be rejected.
5. Tender Processing Fee to be paid through **e-Payment** mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.
6. Earnest Money Deposit (EMD) can be paid only through online mode/BG. The original hardcopy of the EMD in form of BG, should be submitted to the tendering authority office as per decided deadline mentioned therein.
7. For support related to the e-tendering process, bidders may contact at following address:
"e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. "Toll Free Number: 1800 572 6571" Email ID: eproc2support@bihar.gov.in.
8. Corrigendum/ Addendum/ amendments if any, will be published on the departmental website <https://state.bihar.gov.in/labour> and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
9. Bids along with necessary documents/ online payments must be submitted through the e-procurement portal <https://eproc2.bihar.gov.in> before the date and time specified in the RFP. The Department 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."

SECTION 3: INSTRUCTIONS TO BIDDERS

3.1 General

1. While every effort has been made to provide comprehensive and accurate background information, requirements, and specifications, Bidders are free to assess and propose the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
2. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Department based on this RFP.
3. No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of the Department. Any notification of preferred bidder status by the Department shall not give rise to any enforceable rights by the Bidder. The Department may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Department without giving any reason.
4. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

3.2 Compliant Proposals/Completeness of Response

1. Bidders are advised to study all instructions, forms, terms, requirements and other information provided in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful examination of the RFP document with full understanding of its implications.
2. Failure to comply with the requirements of the previous paragraph may render the Proposal non-compliant, and the Proposal may be rejected.
3. Bidders must:
 - a. Include all documentation specified in this RFP,
 - b. Follow the format of this RFP and respond to each element in the order as set out in this RFP,
 - c. Comply with all requirements as set out within this RFP.

3.3 Mode of EMD submission

1. EMD can be paid online on <https://eproc2.bihar.gov.in>
2. EMD can also be submitted as BG. In case of BG, an envelope containing physical copy of BG is to be superscribed as "EMD for Request for Proposal for the conducting migration survey in Bihar (Tender Notification No.)". The envelope is to be submitted physically or by post before the prescribed deadline to "**Director General, DMILES, Labour Resources and Migrant Workers Welfare Department, Patna, Bihar**". Additionally, a scanned copy of this BG is also to be submitted online on the e-Procurement website while submitting the proposal.

3.4 Bid Queries and Pre-bid Meeting

1. All enquiries from the Bidders related to this Bid Document must be submitted to the portal: <https://eproc2.bihar.gov.in> only in editable Excel format. The queries should necessarily be submitted as per the format given in ANNEXURE-I.



2. Department will host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The date, time and place of the meeting are given in Section 2.4 (RFP - Schedule). The representatives of the Bidders may attend the Pre-Bid Meeting at their own cost. The purpose of the Pre-Bid Meeting is to provide a forum for the Bidders to clarify their doubts/seek clarification or additional information necessary for them to submit their Bid.
3. Queries submitted post the specified deadline or which do not adhere to the specified format may not be responded to. All the responses to the queries (clarifications/corrigendum) shall be made available on the e-procurement website <https://eproc2.bihar.gov.in>. The last date & time of receiving pre-bid queries will be as per the schedule provided in this RFP.

3.5 Issue of Corrigendum

1. The department will formally respond to the pre-bid queries after the pre-bid conference. It is to be noted that no query will be entertained after the deadline to submit pre-bid queries as per this RFP.
2. The department will endeavour to provide a timely response to all queries. However, the Department makes no representation or warranty as to the completeness or accuracy of any response, nor does the Department undertake to answer all the queries that have been posed by the bidders.
3. At any time before the last date for receipt of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document through a corrigendum. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the website <https://eproc2.bihar.gov.in>
4. Any such corrigendum shall be deemed to be incorporated into this RFP. To provide prospective Bidders a reasonable time for taking the corrigendum into account, the Department may, at its discretion, extend the last date for the receipt of Proposals.
5. Department reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it.

3.6. Late Bids and Bid Validity Period

1. Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever shall not be entertained and shall not be opened in the e-Tendering system. All bids should remain valid for a period of 180 days from the bid due date, and the Department reserves the right to reject a bid valid for a period shorter than 180 days, considering it non-responsive without any correspondence. In special circumstances, the Department may solicit an extension of the period of validity from a bidder. The request and the response there to shall be made in writing. Extension of validity period by the bidder shall be unconditional. The EMD provided shall also be sufficiently extended. Bidder granting extension of validity will not be permitted to modify its technical or financial bid.

3.7. Rights to Terminate the Process

1. The department may terminate the bid process at any time without assigning any reason. Department makes no commitments, expressed or implied, that this process will result in a business transaction with anyone.
2. Mere Submission of a bid does not constitute an offer by the Department. The Bidder's participation in this process may result in the Department selecting the Bidder to engage in further discussions and negotiations towards the execution of the contract. The commencement

of such negotiations does not, however, signify a commitment by the Department to execute a contract or to continue negotiations. The department may terminate negotiations at any time without assigning any reason.

3.8. Method of Submission of Tender Form

1. The bidder shall submit their response through the Bid submission to the tender on the e-Procurement portal at <https://eproc2.bihar.gov.in>

3.9. Bid Submission Format

1. The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal.
2. Bids not confirming the eligibility criteria listed in this RFP will be summarily rejected.
3. Submission of forged documents will also result in summary rejection of the bid.
4. Bids with deviation from any of the prescribed formats are liable for rejection.
5. The bidders shall submit all the required documents related to pre-qualification criteria, Technical Qualification criteria and financial proposal as mentioned in the RFP only on the eProc2 website mentioned in the RFP.
6. The two parts of the proposal (Technical Proposal and Financial Proposal) must be submitted online in a serially numbered manner, along with an index of submitted documents (as per Annexure II).

3.10. Currency

1. The offer must be given in Indian Rupees only.

3.11. Language of Bid

1. The entire bid document needs to be submitted in response to this RFP and shall be in English as given in the RFP. Supporting documents/Certificates may be in Hindi/English language only.

3.12. Manuscript review

1. Draft Manuscript of Bihar migration survey report prepared by the selected agency will be reviewed by the Department head for final approval of the draft manuscript.

3.13. Confidentiality

1. The successful bidder shall maintain the confidentiality of the manuscript till the volume is published and available for public display/sale.
2. The confidentiality condition will also extend to post-survey period with respect to raw data, respondent identities, privacy-sensitive or government-sensitive findings.
3. Additionally, the successful bidder must adhere to all the relevant provisions of Digital Data Protection Act, 2023 related to data security applicable in performance of this survey/ completion of this project.

3.14. Processed Tables and Figures

1. The Successful bidder shall provide all tables and figures for the concerned Chapters.

SECTION 4: SELECTION PROCESS FOR BIDDER

4.1. Opening of Bids

1. Total transparency will be observed and ensured while opening the Proposals/Bids.
2. Department reserves the right to postpone or cancel a scheduled Bid opening.
3. First, Technical bid would be opened and evaluated based on pre-qualification criteria. Bids not accompanied by the requisite EMD or whose EMD is not in order shall be rejected. Only those bids for which EMD is received will be eligible for opening.
4. Technical Proposals of Bidders would be evaluated for only those bidders who pass the pre-qualification criteria.
5. As per the schedule date & time, the Financial Proposal of those Bidders who qualify in the technical qualification criteria with a minimum score of 70 would be opened.
6. During Bid opening, preliminary scrutiny of the Bid documents will be made to determine whether they are complete, whether the required Bid Security has been furnished, whether the Documents have been properly signed and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected. The department has the right to reject the bid after due diligence is done.

4.2. Evaluation Process

1. The Bid Evaluation Committee constituted by the Department shall evaluate the bids.
2. The overall objective of this evaluation process is to select a capable and qualified bidder for the project survey of the Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department, Govt. of Bihar. The Bid Evaluation Committee will review the Pre-qualification Proposal of the Bidders to determine whether requirements as mentioned in Section 4.3 of the RFP have been met by the bidder/bidders or not.
3. 4.3 of the RFP has been met by the bidder's incomplete or partial Proposals, which are liable for disqualification. All those Bidders whose Pre-qualification Proposal meets the requirements would be selected for evaluation of the Technical Proposal.
4. The Bid Evaluation Committee shall review the Technical Proposal of the pre-qualified Bidders to determine whether the Technical Proposals are substantially responsive. Bids that are not substantially responsive shall be disqualified, and the Bid Evaluation Committee reserves the right to seek clarification if required. A score of a minimum of 70 in the technical evaluation criteria will be considered as a responsive Bid.
5. The Bid Evaluation Committee will assign a technical score to the Bidders based on the technical evaluation criteria detailed in the RFP. The Bidders with a technical score above the threshold as specified in the RFP will technically qualify for the financial evaluation stage.
6. The Financial Proposals of the technically qualified Bidders will then be opened and reviewed to determine whether the Financial Proposals are complete and as per requirements.
7. Please note that the Bid Evaluation Committee may seek inputs from their professional, external experts in the Bid evaluation process.

4.3. Pre-Qualification Criteria

1. The bidder needs to satisfy pre-qualification conditions as mentioned in the table below.

Sl. No.	Qualification Criteria	Documentary Evidence	Nomenclature
1.	A bidder should be an academic/research institution with considerable experience in carrying out socio-economic research/study, and should be at least 10 years old, registered under any statutory Act.	Proof of establishment	PQ_1
2.	EMD (Rs 5,00,000/- (Five lakhs only))	Either online payment or in form of BG (submitted physically in office and scanned copy uploaded online)	PQ_2
3.	Bidders should have registered with the Income Tax authorities in India.	Copy of Permanent Account Number (PAN)	PQ_3
4.	Bidders should have registered with the GST authorities.	Copy of GST registration certificate	PQ_4
5.	The Bidder shall not have been blacklisted/banned/declared ineligible/declared having unsatisfactory performance by any State/Central Government or PSU Organisation or bilateral/ multi-lateral funding agencies or quasi-government for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (Notorised).	Notarised Affidavit for not been Blacklisted/ Debarred and all the bidding documents is true and correct.	PQ_5
6.	Authorised signing authority	Original Power of Attorney assigned to the person authorised for the bid process and bid submission as per format at the Annexure VIII	PQ_6
7.	The Bidder should have undertaken at least three projects of socio-economic studies/research.	Proof of studies/research.	PQ_7
8.	Bidder's turnover during last 3 financial year 2022-23 to 2024-25 should be at least Rs. 1 crore.	Copy of Audited turnover of last 3 financial years.	PQ_8
9.	Bidder's Particulars	As per format given in 7.4 of RFP	PQ_9
10.	CV of Project Team Head and other members	As per format given in 7.9 & 7.10 of RFP	PQ_10
11.	Cover Letter	Pre-Qualification Cover Letter and Technical Bid Cover Letter	PQ_11
12.	Copies of CVs and cover/first page of published materials	Copies of published materials to be submitted (As per Table of Technical Qualification Criteria and Scoring in 4.4.2 of RFP).	PQ_12

4.4. Technical Bid

4.4.1. Opening of Technical Bid

1. All the bids shall be opened once at a time. All the submitted documents would be thoroughly checked.

4.4.2 Evaluation of Technical Bids

1. Eligibility for Technical Evaluation

Only those Bidders who qualify at the pre-qualification stage shall be considered for Technical Bid evaluation. The Technical Bid Evaluation Committee (TBEC) shall invite each eligible Bidder to make a presentation as part of the technical evaluation process, focusing on the proposed approach and methodology.

2. Evaluation Methodology

The Technical Evaluation Committee shall evaluate the Technical Proposals of all eligible Bidders against the Technical Qualification Criteria specified in this section. The evaluation shall be carried out using the scoring methodology outlined below to assess the capability of the Bidders to undertake the assignment of **Conducting Migration Survey in Bihar**.

Technical Qualification Criteria and Scoring

Sl. No.	Qualification Criteria	Marks	Point System / Supporting Documents
A1	Experience of Institution / Research Organization in Livelihood and Labour Issues	10	<ul style="list-style-type: none">- More than 12 years: 10 marks- 10 to 12 years: 6 marks <p>Supporting Document: Registration certificate and undertaking by the Head of Institution confirming experience in labour/employment-related research</p> <ul style="list-style-type: none">➤ Project Completion Certificates: Official letters from past clients certifying successful project delivery.➤ Work Orders / Contracts: Copies of signed agreements showing the scope, duration, and value of past work.
A2	Empanelment/Recognition by Government	10	<p>Empanelment /recognition by Central govt /State Government of Bihar or Government Institutions as a research/reputed institution</p> <p>Supporting Document:</p> <ul style="list-style-type: none">➤ Empanelment Letters: Valid, signed letters or notifications of empanelment from government bodies.➤ Registration Certificates: Proof of registration as a recognized research institute, university, or NGO.➤ Certificates of Merit / Awards: Official recognition letters issued by ministries or government departments
A3	Engagement in Policy Research / Projects	20	<ul style="list-style-type: none">1) Studies on livelihood, employment and labour (Published Reports: Copies or links to published policy papers, research journals, or citations): 2.5 marks per report based in / on population of Bihar (Maximum 10 marks).2) Completed Research/Evaluation Projects: 2.5

Sl. No.	Qualification Criteria	Marks	Point System / Supporting Documents
			points per project (Maximum 10 marks) Supporting Documents: Work orders, completion certificates/proof of last payment received
A4	Relevant Experience of Key Personnel	30	<p>A. Team Leader (10 marks):</p> <ul style="list-style-type: none"> - PhD with at least 10 years of experience in socio-economic and labour research/studies - At least one book or two articles published on migration and similar issues in reputed journals <p>B. Other Team Members (up to 5) (20 marks):</p> <ul style="list-style-type: none"> - Ph.D/Master's Degree in economics/ management/ statistics /sociology/development studies/anthropology - Minimum 5 years of relevant experience in socio-economic research - At least one publication on socio-economic issues in a reputed journal or edited book - 3 marks per eligible member - An additional mark will be given if the Team Member has a PhD Degree
A5	Technical Presentation	30	<p>The presentation shall be evaluation by the Bid Evaluation Committee based on:</p> <ul style="list-style-type: none"> - Understanding of Terms of Reference (ToR) and clarity and soundness of Technical Proposal - 10 marks - Appropriateness of qualitative and quantitative methods – 5 marks - Robustness of sample and survey design and coverage – 10 marks - Work plan – 5 marks

Minimum Qualification Criteria

1. A minimum of **15 marks** in the Technical Presentation is required for the Bidder to proceed further in the evaluation process.

Bidders securing a minimum of **70 marks** in the Technical Qualification Criteria, as evaluated by the TBEC, shall be declared as “**Technically Qualified Bidders**” and shall be eligible for the opening of their Financial Proposals/Bids.

4. The selection method is Quality-cum-Cost Based Selection (QCBS 70:30).

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 a successful bidder for award of contract shall be as follows:

A. Calculation of Technical Score (ST)

T = Technical Marks Obtained by the Individual Bidder

TH = Highest Technical Marks Obtained by a Bidder

ST = Technical Score obtained by the Individual Bidder

Bidder's calculation of Technical Score (ST)

$ST = 100x (T/TH)$ (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 a Bidder SF=Financial Score obtained by the

Individual

Bidder's calculation of Financial Score (SF)

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

C. Calculation of Final Composite Score (S)

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

$S = (ST \times 0.7) + (SF \times 0.3)$ (rounded off to 2 decimal places)

The 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.

4.4.3. Clarification

If deemed necessary, the Department 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. The department may, if so desired, ask the bidder to give a presentation for the purpose of clarification of the tender. All expenses for this purpose, as well as for the preparation of documents and other meetings, will be borne by the bidders.

4.5. Award of Contract

4.5.1. Department Right to Accept any Bid and to Reject any or All Bids

Department reserves the right to accept or reject any Bid and to annul the bidding process and reject any or all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Department action.

4.5.2. Letter of Acceptance

Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing or by email that its bid has been accepted. The Letter of Acceptance will constitute the formation of the contract. Upon the successful Bidder's furnishing of Performance Security, the Department will promptly notify each unsuccessful Bidder.

4.5.3. Signing of Contract

Department shall notify the successful bidder that its bid has been accepted. The successful bidder shall enter into a contract agreement with the Department within the time frame mentioned in the Letter of acceptance to be issued to the successful bidder by the Department.

4.5.4. Performance Bank Guarantee

2. The successful bidder shall deposit a Performance Bank Guarantee (PBG) within **21** Working days from the date of Notification of Award/ signing of contract (whichever is earlier).
3. PBG must be unconditional and irrevocable from a Nationalised or Scheduled Bank, payable on demand, for the due performance and fulfilment of the contract by the bidder.
4. The PBG shall be as denominated in the currency of the contract and shall be in the form of a bank guarantee.
5. This PBG will be of an amount equivalent to 5 % of the contract value. All charges whatsoever such as premium, commission etc., with respect to the Performance Bank Guarantee shall be borne by the bidder.
6. The Performance Bank Guarantee shall be valid until the end of sixty days after the completion of the contract with the successful bidder. Subject to the terms and conditions in the Performance Bank Guarantee, sixty days after the contract completion, the Performance Bank Guarantee will lapse automatically.
7. The Performance Bank Guarantee may be discharged/returned by the Department upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee. The Format for Performance Bank Guarantee is provided in ANNEXURE-VI
8. In the event of the Bidder being unable to serve the contract for whatever reason, the Department would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the Department under the contract in the matter, the PBG shall be payable to the Department as compensation for any loss resulting from the bidder's failure to complete its obligations under the Contract. Department shall notify the Bidder in writing regarding the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the Bidder is in default.
9. Department shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due, the equivalent value of any payment made due to inadvertence, error, collusion, misconstruction or misstatement.

4.5.5 Failure to agree with the Terms & Conditions of the RFP/Contract

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP / Contract shall constitute sufficient grounds for the annulment of the award, in which the Department may invite the next best bidder for negotiations or may call for a fresh RFP.

SECTION 5: SCOPE OF WORK

5.1. Summary

As mentioned in the previous sections of this RFP document Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department, Government of Bihar, Near Veterinary College, BIT Campus, Samanpura, Patna- 800014 is looking for a reliable, competent academic/research institution with considerable experience in carrying out socio-economic research/study (the "Service Provider") to provide services as the "**Request for Proposal for conducting migration survey in Bihar**". This survey largely consists of two types of sample sizes - (a) 10,000 households from various regions of Bihar which are prominent hotspots for migration and (b) 5,000 households from various destination regions of these migrated workers/labourers. **The destination-related survey shall be conducted across at least 10 states/UTs, viz. Uttar Pradesh, West Bengal, Gujarat, Maharashtra, Delhi, Punjab, Karnataka, Tamil Nadu, Haryana, Telangana etc. with not less than 500 households surveyed in each of the selected state/UTs.** The successful agency shall be required to capture the photographs with Geo-tagging of the surveyed households with available family members. The Service Provider will enhance the output through insights on content management and data analysis, creation of templates, and facilitate monitoring and overall management of the project by the Department. The Bidder, on selection and appointment, is intended to deliver the entire Scope of Services specified under this section.

5.2. Deliverables

Once the tender process is completed, the agency will submit the list of authors/contributors along with the work plan to the Department. The agency will start collecting data and relevant information from the committee immediately after receiving the first instalment of payment. It will be followed by the content development work by the contributors of the Agency. The first draft compiled by these content developers will be submitted to the Department in five copies. The department will seek time-bound opinions from the concerned stakeholders on this draft, if needed. Alongside, the expert team of the Department will also scrutinise the first draft simultaneously. After the incorporation of suggested amendments, the corrected manuscript will be handed over to the Department for final approval. Further details will be elaborated in the contract agreement which will be signed with successful bidder.

5.3. SLA Monitoring

- 1.The Deliverables submitted by the Service Provider shall be approved within 15 days, or comments/ suggestions/changes if any, about the corresponding Deliverable shall be communicated in writing or by way of an e-mail sent by the Department to the Service Provider.
- 2.The Service Provider, on receipt of such communication regarding comments/suggestions/changes, shall take necessary action to address/incorporate/revise the deliverable and resubmit to the Authority for approval.
- 3.In parallel, the occurrence of an Event to mark a milestone shall be acknowledged within 15 days from the receipt of a written communication regarding the occurrence of such an event or by way of an email sent by the Service Provider to the Department. In case of no acknowledgement or response received, then the milestone/deliverable shall be deemed to be completed.
4. However, the department may reject any of the deliverables if some are found unsatisfactory and not as per the minimum standard as required and in such can no further payment will be made to the selected bidder apart from other actions like forfeit of performance Bank Guarantee, etc.

5.4. Payment Terms

Stage-wise payment will be released based on the following Payment Milestones in the table below (06 Months):

Sl. No.	Milestones/ Events	Payment Milestone	Time line
1	2	3	4
1.	On submission of the Chapter Plan, including CVs of members and required documents for agreement	15% of the fees	1 st month
2	On submission of a preliminary findings based on the primary field survey and secondary information	20% of the fees	2 nd month
3.	After submission of the First draft and presentation	20% of the fees	3 rd Month
4.	Approval of final report	25% of the fees	4 th Month
5.	Submission of printed copies of the report	20% of the fees	6 th Month

Note :- Time line mentioned in the above table must be strictly obeyed by the selected agency.

5.5. Tenure of the Project

The contract will be signed with the successful bidder for a period of 06 months. The contract period may be extended for further period of 02 months, only once, if necessary, on mutual terms & conditions based on the Service Provider's performance, at the sole discretion of the Department. The period of contract execution would start from the 30th day of signing of contract agreement (T+30). These 30 days would be considered the deployment period to execute the agreement.

SECTION 6: General Conditions of Contract

6.1. Taxes and Duties

1. The successful bidder shall be entirely responsible for all taxes, stamp duties, license fees and other such levies imposed etc., excluding GST, which shall be paid by the Department at actual separately.
2. If after the date of the Agreement, there is any change of rate of levy under the existing applicable laws of India with respect to taxes and duties, which are directly payable by Department for providing the services i.e. GST or any such other applicable tax from time to time, which increases or decreases the cost incurred by the Service Provider in performing the Services, then the remuneration otherwise payable under this Agreement shall be increased or decreased accordingly by correspondence between the Parties hereto, and corresponding adjustments shall be made. However, in case of any new or fresh tax or levy imposed after submission of the proposal, the Service Provider shall be entitled to reimbursement on submission of proof of payment of such tax or levy.

6.2. Force Majeure

1. Force Majeure would include a natural and unavoidable catastrophe that interrupts the expected course of events.
2. For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, instances of wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on the Service Provider or Department.
3. If a Force Majeure situation arises, the bidder shall promptly notify the Department in writing of such conditions and the cause thereof. Unless otherwise directed by the Department, the bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6.3 Resolution of disputes

1. Department and the successful 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.
2. Any dispute or difference whatsoever arising between the parties to this Contract out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity of the breach thereof, which cannot be resolved through the above-mentioned method, shall be referred to a sole Arbitrator to be appointed by mutual consent of both the parties herein. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable, and the award made by the render shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, rules, or re-enactments thereof. The Arbitration proceedings will be held at Patna, Bihar.
3. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of the existence of such a dispute, then the dispute shall be subject to the courts at Patna, Bihar which shall be the court having jurisdiction to entertain and try the matter.

6.4. Limitation of Liability towards the Department

1. The Service Provider's liability under the resultant Agreement shall be determined as per the Law in force for the time being. The Service Provider shall be liable to Department for loss or damage occurred or caused or likely to occur on account of any act of omission on the part of the Service Provider and its employees, including loss caused to Department on account of defect in goods or deficiency in services on the part of Service Provider or his agents or any person/persons claiming through or under said Service Provider. However, such liability of the Service Provider shall not exceed the total value of the Agreement or the modified/extended value of the contract.

6.5. Liquidated damages

1. In case the Service Provider fails to provide services as per the requirements of the Department, the Department shall, without prejudice to its other remedies under the contract, forfeit the EMD or PBG either fully or partly at the rate of 0.5% per week with upper limit capped till 10%. The Department will be the final authority to ascertain the veracity of any reason provided by the Service Provider.

2. Notwithstanding the provisions of the contract, the Service Provider shall not be liable for forfeiture of its Security Deposit (PBG) or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

6.6. Conflict of Interest

1. The Service Provider shall disclose to the Department in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Service Provider or its team) in the course of performing the Services as soon as it becomes aware of such a conflict. Service Provider shall hold the Department's interest paramount.

6.7. Handover Clause

1. At the end of the specified tenure, Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department, Government of Bihar, Patna, may exercise its option to renew the project contract with the existing service provider or decide to undertake these activities on its own or to go for a fresh open tender.

2. If Handover is required to the Department / any other vendor at the end of the existing project contract or otherwise, the current service provider would be responsible for handing over the complete know-how, documentation records and all such relevant items that may be necessary for the transition process.

SECTION 7: ANNEXURES

ANNEXURE I: Format of sending Pre-Bid queries

7.1. Name of the Bidder:

Queries:

Sl. No.	Clause No.	Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required

Name of Authorized Personnel

Date of submission:

ANNEXURE II: Instructions for Pre-Qualification Bid

7.2 Check-list for the documents to be uploaded for Pre-Qualification (Order of documents shall be in following manner)

Sl. No.	List of Documents to be submitted	PQ ref.	Submitted (Y/N)	Documentary Proof (Pg. No.)
1.	Copy of Certificate of Incorporation and legal status of individual/firm/company.	PQ_1		
2.	Original copy of BG for EMD Rs 5,00,000/-	PQ_2		
3.	Valid documentary proof Income Tax Registration (PAN)	PQ_3		
4.	Valid documentary proof of GST registration number	PQ_4		
5.	Affidavit for not been Blacklisted/Debarred and all documents are true and correct. (on stamp paper with Adhivakta Kalyan Shulk paid).	PQ_5		
6.	Authorisation (POA) in favour of the Authorised signatory	PQ_6		
7.	Work orders/Work Completion Certificates	PQ_7		
8.	Financial eligibility documents	PQ_8		
9.	Bidder's Particulars (As per format given in 7.4 of RFP)	PQ_9		
10.	CV of Project Management Team Head (As per format given in 7.9 of RFP) and other members (up to max. 5 members) (As per format given in 7.10 of RFP)	PQ_10		
11.	Pre Qualification Cover Letter as per Form 7.3	PQ_11		
12.	Copies of cover/first page of published materials (as per 4.4.2 of R.F.P) per CV	PQ_12		

7.3. Pre-Qualification Cover Letter

(To be submitted on the letterhead of the Bidder)

Date:

To,

**Director, DMILES,
Dashrath Manjhi Institute of Labour and Employment Studies (DMILES),
Labour Resources and Migrant Workers Welfare Department, Patna**

Subject: Submission of proposal in response to the RFP for conducting migration survey in Bihar.

Ref: RFP No. :

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for the Appointment of Service Provider for the Project "Request for Proposal for conducting migration survey in Bihar". We attach here to our response, stop pre-qualification requirements and technical & commercial proposals as required by the RFP. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to the Director, DMILES, Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour Resources and Migrant Workers Welfare Department, Government of Bihar, Patna, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead the Department in its short- listing process.

We fully understand and agree to comply with the fact that, on verification, if any of the information provided here is found to be misleading, the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree to unconditional acceptance of all the terms and conditions set out in the RFP document, and also agree to abide by this tender response for a period of 90 days from the date of submission of the bid. We hereby declare that in case the contract is awarded to us, we shall submit the performance bank guarantee in the form prescribed in the RFP.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in an absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/firm/organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized
Signatory (with official seal)

Name:

Designation:

Address:

Telephone

&

E-mail address:



7.4. Format to share Bidder's Particulars

Sl. No.	Information	Details
1	Name of Bidding firm	
2	Address of the Bidding firm	
3	Firm Registration Number and Year of Registration	
4	Status of Company/institution (Public Ltd., Pvt. Ltd., Society registration etc.)	
5	Firm's Service Tax Registration No. (GST)	
6	Firm's Permanent Account Number (PAN)	
7	Name and Designation of all the directors/office bearers of the bidding company/firm/agency/Institute	
8	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP	
9	Telephone number of contact person	
10	Mobile number of contact person	
11	E-mail address of contact person	

Authorized

Signatory Name

Seal



7.5. Format for Declaration by the bidder for not being Blacklisted /Debarred

AFFIDAVIT

(Notorised, to be submitted by the responding firm.)

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.

2. The undersigned also hereby certifies that neither our firm M/S
.....
...has been blacklisted nor has abandoned any work in any government Department, India, nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.

3. The undersigned hereby authorises and requests any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.

4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department project implementing agency.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

DATE



ANNEXURE III: Guidelines for Technical Proposal

7.6. Checklist for Technical Bid

Sl. No.	List of Documents to be submitted	TQ ref.	Submitted (Y/N)	Documentary Proof (Pg. No.)
1	Cover Letter as per Form 7.7			
2	Work orders/Experience Certificate of Institution	A_1		
3	Empanelment/Recognition by Government Certificates	A_2		
4	Copy of published reports	A_3		
5	CV of Project Team and Head.	A_4		



7.7. Technical Bid Cover Letter

(To be submitted on the Letterhead of the responding firm)

Date:

To,

**Director, DMILES,
Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour
Resources and Migrant Workers Welfare Department, Government of Bihar, Patna**



Subject: Submission of proposal in response to the RFP for conducting migration survey in Bihar.

Ref: RFP No. :

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for "conducting migration survey in Bihar".

We attach here the technical response as required by the RFP, which constitutes our proposal. We undertake, if our proposal is accepted, to provide the services as put forward in RFP or such adjusted plan as may subsequently be mutually agreed between the Department and us or its appointed representatives.

If our proposal is accepted, we will obtain a Performance Bank Guarantee issued by a nationalised bank/Scheduled Banks in India, for a sum equivalent to 5% of the contract value for the due performance of the contract.

We agree to unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 90 days from the date of submission of the bid, and it shall remain binding upon us with full force and effect. Until (within this period) a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between the Department and us.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the Department, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Department as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in an absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/firm/organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

(Signature)

(Name)

(In the capacity of) [Seal / Stamp of bidder]

Witness Signature:

Witness

Name:

Witness

Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I _____, the CEO/Company Secretary of M/S _____,
certify that _____ who signed the above Bid is authorized to do so and bind the
company by authority of its board/ governing body.

Date:

Signature:

(Name)

(Company

Seal)



7.8. Format to share Project Details

Sl. No	Information Sought	Details
Customer Information		
1	Customer Name	
2	Name of the contact person from the client organization who can act as a reference with contract details	
	Name	
	Designation	
	Address	
	Mobile /Phone Number	
	Email ID	
Project Details		
3	Project Title	
4	Start Date/ End Date	
5	Current Status (In Progress/ Completed)	
Value of the Project		
6	Order value of the project (in rupees lakhs)	
7	Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this Tender is floated)	

Note: The Bidder is required to use above formats for all the projects referenced by the bidder for the pre-qualification criteria and Technical Bid Evaluation Committee.



7.9. Curriculum Vitae (CV) of Project Management Team Head

1. Name (Full name): _____

2. Age : _____ Year (DOB _____) Nationality: _____

3. Education [Indicate college/university starting from graduation and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

4. Total No. of years of experience: _____

5. Areas of expertise and no. of years of experience in the area (as required for the Profile -mandatory): _____

1. Employment Record [Starting with present position and last 2 firms, list in reverse order, giving for each employment (see form at their below): dates of employment, name of employing organization, positions held.]:

(a)

(b)

(c)

6. Publication

Detailed Tasks Assigned (not more than 5 bullet points):

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date: _____

(Signature)
Day/Month/Year

- * CVs of other resources should also be submitted in line with the above format.
- Please attach a certificate of your highest educational qualification along with CV.



7.10. Curriculum Vitae (CV) of Team Members

1. Name : _____

2. Age : _____ Year (DOB _____) Nationality : _____

3. Education [Indicate college/university and other specialized education of Team member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

4. Total No. of years of experience: ____

5. Areas of expertise and no. of years of experience in the area (as required for the Profile -mandatory): _____

1. Employment Record [Starting with present position and last 2 firms, list in reverse order, giving for each employment (see form at their below): dates of employment, name of employing organization, positions held.]:

- (a)
- (b)
- (c)

6. Publication

Detailed Tasks Assigned in projects (not more than 5 bullet points):

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

_____ Date: _____

(Signature of Team member)
Day/Month/Year

- * CVs of other resources should also be submitted in line with the above format.
- Please attach a certificate of your highest educational qualification along with CV.

ANNEXURE IV: Commercial Bid Formats

7.11. Commercial Bid Cover Letter

(To be submitted on the Letterhead of the responding firm)

Date:

To,

**Director, DMILES,
Dashrath Manjhi Institute of Labour and Employment Studies (DMILES), Labour
Resources and Migrant Workers Welfare Department, Govt. of Bihar, Patna**

**Subject: Submission of proposal in response to the RFP for conducting migration survey in
Bihar**

Ref: RFP No. :

Dear Sir,

We, the undersigned, offer to provide the services for conducting migration survey in Bihar in accordance with your Request for Proposal dated and our Technical Proposal. Our Financial Proposal is as follows:

	In Figures	In Words
Basic Rate		
GST		
Total Amount		

Terms & Conditions: -

1. The above-quoted fee includes all duties, levies, taxes except for GST, which shall be payable extra as per the prevailing rates.
2. The rates quoted would remain fixed for the entire contract period.
3. NIL Value quoted against any value above shall lead to rejection of the bid.
4. The Payment for the aforesaid quoted value shall be paid in accordance with Payment Terms. We agree to all the terms & conditions as mentioned above & in the bidding document and submit that we have not submitted any deviations in this regard.

Authorized Signature

Name and Title of Signatory:

Name of Firm:

Address



ANNEXURE V-Format of EMD as BG

7.12. Bank Guarantee Format for Earnest Money Deposit (EMD):

(To be provided in original on stamp paper of value required under law duly signed by authorized representative of Bank)

Tender Ref.

Date:

To:

**Director General,
Dashrath Manjhi Institute of Labour and Employment Studies (DMILES),
Labour Resources and Migrant Workers Welfare Department,
Government of Bihar, Patna**

This Deed of Guarantee executed at by (Name of the Bank) having its Head / Registered office at, and having one of its branches at

Patna (hereinafter referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof, include its heirs, executors, administrators, successors and assigns;

In favour of Director General, DMILES, Labour Resources and Migrant Workers Welfare Department, Patna, Bihar, having its office at Patna (hereinafter referred to as — "....."), which expression shall, unless it be repugnant to the subject or context thereof, include its heirs, executors, administrators, successors and assigns;

Whereas, a Company registered under the..... (name of the relevant act/law under which incorporated), having its registered office at _____ (hereinafter called — "Bidder" which expression shall, unless it be repugnant to the subject or context thereof, include its executors, administrators, successors and assigns) has submitted its Proposal for the award of " _____ " vide Invitation for Tender Document No _____ Dated issued by _____, Government of Bihar (hereinafter referred to as — "the Project").

Whereas in terms of the Invitation for Tender Document No _____ dated _____ (hereinafter referred to as Tender Document) issued by the Bidder, is required to furnish _____ an unconditional and irrevocable Bank Guarantee for an amount of INR _____ (INR _____) As Earnest Money Deposit and the Guarantor has at the request of the Bidder agreed to provide such Guarantee, being these presents:

Now this Deed is witnessed that in consideration of the premises, we, _____ Bank here By agreement, declare, undertake and guarantee as follows:

1. We as primary obligor hereby irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the tender by the said Bidder and unconditionally and irrevocably undertake to pay forth with to an amount not exceeding INR (INR _____ only) without any demur, reservation, recourse, contest or protest and without reference to the Bidder, if the Bidder has failed to comply with and fulfill all or any of the terms and conditions contained in the tender. A letter from -----stating that the Bidder is in default in the due and faithful fulfilment and compliance with the terms and conditions contained in the tender shall be final, conclusive and binding on the Bank, in respect of the forfeiture of the Earnest Money Deposit and the

W

amount due and payable under this Guarantee.

2. This Guarantee shall remain in full force and effect for a period of 180 days (Six Months) from the ___(Proposal Due Date).

3. Subject to clause 1 above, any claim for payment under this Guarantee shall be in the form of a written declaration by___.

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4. We ___ Bank further agree that___shall be the sole judge as regards the determination as to whether the Bidder is in default of due and faithful fulfillment and compliance of the terms and conditions contained in the Tender and the decision of_in this regard shall be final and binding on us, notwithstanding any differences betweenand the said Bidder and/or any dispute between___and the Bidder pending before any Court, Tribunal, Arbitrator or any other authority.

5. shall have the full liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any other terms and conditions of the said Tender document or to extend the time frame for completion of bidding process or the period of fulfillment and compliance with the terms and conditions contained in the said Tender document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Tender document or the securities available to ___and the bank shall not be released from its liability under these presents by any exercise by of the liberty with reference to the matters a fore said or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of_or any indulgence by ___to the said Bidder or of any other matter or thing what so ever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

6. Any notice by way of request, demand or otherwise hereunder shall be sent by courier or by registered mail to the Bank, addressed as afore said.

7. We undertake to make the payment on receipt of your notice of claim addressed to_(name of Bank along with branch address) and delivered at our above branch, which shall be deemed to have been duly authorised to receive the said notice of claim.

8. It shall not be necessary_____to proceed against the said Bidder before proceeding against the bank, and the Guarantee herein contained shall be enforceable against the bank, notwithstanding any other security which_may have been obtained or obtained from the said Bidder, shall at the time when proceedings are taken against the bank hereunder, be outstanding or unrealised.

9. We___Bank lastly undertake not to revoke this guarantee during its currency except with the previous express consent of___the Bank in writing and agree that any change in the constitution of the Bank or the said Bidder shall not discharge our liability hereunder.

10. The Bank declares that it has the power to issue this guarantee, and the undersigned have full powers to do so on behalf of the Bank.

Date_____day of_____2026

Signature of the Issuing / Authority with seal

CORPORATE SEAL

For _____ Bank

Note: A covering letter of confirmation is also to be given by the bank along with this bank guarantee.

ANNEXURE VI-Performance Bank Guarantee

For Contract Performance Bank Guarantee

Ref: _____ Date: _____

Bank Guarantee No.: _____

To

Email id: _____ Ref:

Dear Sir,

PERFORMANCE BANK GUARANTEE –For “ _____
” WHEREAS M/s. (name of Bidder), a company registered under the Companies Act, 2013, having its registered and corporate office at (address of the Bidder), (hereinafter referred to as “our constituent”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated (Hereinafter, referred to as “Contract”) with you for “ _____ ”, in the said Contract.

We are aware of the fact that, as per the terms of the Contract, M/s. (name of Bidder) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount of 5 % of the Total Contract Value and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake to pay any amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) here by unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said Contract and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of 5% of the Total Contract Value i.e., <in words> without any demur.

Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decisions to whether our constituent has made any such default(s)/breach (es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Bank Guarantee shall continue and hold valid till 60 days after completion of the Contract Period, subject to the terms and conditions in the said Contract.

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We bind ourselves to pay the above-said amount at any point in time commencing from the date of the said Contract until 60 days after the completion of the Contract Period.

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand the payment of the above said amount under this guarantee, and we would honour the same without demur.

We hereby expressly waive all our rights: requiring the pursuit of legal remedies against the Department and for notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We, the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid, and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent with intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to 5% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged against us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank, and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire

Be

currency of this guarantee. Notwithstanding anything contained here in:

Our liability under this Performance Bank Guarantee shall not exceed 5% of the Total Contract Value. This Performance Bank Guarantee shall be valid only from the date of signing of the Contract to 60 days after the End of the Contract Period; and we are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before 60 days after the completion of the Contract Period.

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature or imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws, and we hereby submit to the exclusive jurisdiction of the courts of Justice in India for any suitor action or other proceedings arising out of this guarantee or the subject matter hereof brought by you, may not be enforced in or by such court.

Dated this.....Day 2026.

Yours faithfully,

For and on behalf of the

Bank, (Signature)

Designation

(Address of the Bank)

Note:

- i) This guarantee will attract stamp duty as a security bond.
- ii) A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.

ANNEXURE VII - Format to share Bidder's Particulars

(On company letter head)

Sl. No.	Description	Details (to be filled by the responder to the Bid)
1	Name of the company	
2	Official address	
3	Phone No.	
4	Details of Company's Registration (Please enclose copy of the company registration document)	
5	Name of Registration Authority	
6	Registration Number and Year of Registration	
7	GST registration No.	
8	Permanent Account Number (PAN)	

Note: Please submit the relevant proofs for all the details mentioned above along with your bid response.



ANNEXURE VIII-Letter of Authorisation

Know by all men by these presents, We _____ (Name of the Bidder and address of their registered office) do here by constitute, appoint and authorise Mr./Ms. _____

(Name and residential address of Power of attorney holder) who is presently employed with us and holding the position of _____

a our Attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for the “_____”, including signing and submission of all documents and providing information/responses to the Department, representing us in all matters before the Department, and generally dealing with the Department in all matters in connection with our Proposal for the said Project.

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

For _____

Name:

Designation:

Date:

Time:

Seal:

Business

Address:

Accepted,

(Signature) (Name, Title and Address of the Attorney)

Note:

- 1.1 The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- 1.2 The Power of Attorney shall be provided on stamp paper of appropriate denomination as per the law applicable.
- 1.3 The Power of Attorney should be supported by a duly authorised resolution of the Board of Directors of the Bidder authorising the person who is issuing this power of attorney on behalf of the Bidder.



Disclaimer

The information contained in this tender or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Department or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided. This tender is issued by the Department.

This tender is not an agreement and is neither an offer nor an invitation by the Department to the prospective bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in the formulation of their Bid pursuant to this Tender. This tender includes statements, which reflect various assumptions and assessments arrived at by the Department in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This Tender may not be appropriate for all persons, and the Department, its employees or advisers can't consider the objectives, technical expertise and particular needs of each party who reads or uses this tender.

The assumptions, assessments, statements and information contained in this tender may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the bidders is on a wide range of matters, some of which depend upon the interpretation of the law.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Department its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, and rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way in this Selection Process. The Department also accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any Bidder upon the statements contained in this Tender.

The Department may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender.

The issue of this Tender does not imply that the Department is bound to select a Bidder or bidders, as the case may be, for the Project, and the Department reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Department or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder, and the Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.



Abbreviations

Terms	Description
BEC	Bid Evaluation Committee
DEPARTMENT or LRMWWD	Labour Resources and Migrant Workers Welfare Department, Government of Bihar
CV	Curriculum Vitae
EMD	Earnest Money Deposit
GoB	Government of Bihar
QCBS	Quality -cum- Cost Based System
LOI	Letter of Intent
PBG	Performance Bank Guarantee
RFP	Request for Proposal
SLA	Service Level Agreement
SP	Service Provider
LLP	Limited Liability Partnership
AATO	Annual Aggregate Turnover

Definitions

Sl. No.	Term	Definition
1	Agreement/ Contract	The Agreement entered between the Department and the Agency including all attachments, schedules, annexure thereto and all documents incorporated by reference therein and all amendments, corrigendum/corrigenda, changes there to
2	Bidder	The use of the term "Bidder" in the Tender means the Single Agency offering the proposal.
3	Bid/proposal	Offer by the Bidder to fulfill the requirement of the Client under the RFP/Contract for an agreed price. It shall be a comprehensive technical and commercial response to the Tender
4	Confidential Information	All information (whether in written, oral, electronic or other format) which relates to the technical, financial and business affairs, dealers, suppliers, products, developments, operations, processes, data, trade secrets, design rights, know-how, plans, budgets and personnel of each stake holder and its affiliates which is disclosed to or otherwise learned by the other Party in the course of or in connection with this Agreement (including without limitation such information received during negotiations, location visits and meetings in connection with this Agreement);
5	Performance Security	Unconditional guarantee provided by the Bidder from a Nationalized Bank in favor of the buyer/client
6	Service Level Agreement (SLA)	The level of service and other performance criteria which will apply to the Services delivered by the Bidder; Performance and Maintenance SLA executed as part of this Master Service Agreement
7	Service Provider (SP)	The bidder who is qualified & successful in the bidding process and is given the award of Contract and will be referred to as the Service Provider.
8	RFP/ Tender Document	Written solicitation that conveys to the Bidder, requirements for products/ services that the Department intends to buy and implement
9	Deliverables	Products, infrastructure and services agreed to be delivered by the Bidder in pursuance of the agreement as defined more elaborately in the RFP.

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