



**Government of Bihar
Department of Sports**

**Request for Proposal (RFP)
For
Establishing a Project Management Unit (PMU)
for the Department of Sports, Government of Bihar**

RFP No. 5/खेल 8-27/2026/02

Date of Publication: 16.07.2026

Issued By:
Department of Sports, Government of Bihar

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Disclaimer

1. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Department of Sports, Government of Bihar (the "Department") or any of its employees or advisers, 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.
2. This RFP is not an agreement and is neither an offer nor invitation by the Department 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, which reflect various assumptions and assessments arrived at by the Department in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. 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 statements contained in this RFP and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of 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. The Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
4. 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, 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
5. The Department also accepts no liability of any nature whether resulting from negligence or otherwise however arising from reliance of any Applicant upon the statements contained in this RFP.
6. 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 RFP.
7. The issue of this RFP does not imply that the Department is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Department reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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1. Introduction, Profile & Bid Data Sheet

1.1 Profile of the Department of Sports

The Department of Sports, Government of Bihar is the apex state authority mandated to govern, regulate, promote, and develop the sports ecosystem across Bihar. Established as an independent administrative department, its primary objective is to create a vibrant sports culture by expanding access to state-of-the-art infrastructure, establishing elite training academies, and providing robust financial and technical support to state athletes. The Department oversees grassroots talent identification programs, coordinates with National and State Sports Federations, and manages the execution of state, national, and international tournaments within Bihar. Through this RFP, the Department aims to professionalize its operational capabilities by engaging a Project Management Unit (PMU) to support tactical execution, policy formulations, and structural reforms.

1.2 Background of the Project

The Department has decided to carry out the process of establishing a **Project Management Unit (PMU)** to streamline sports administration, build robust infrastructure, discover grassroots talent, and successfully implement state, national, and international sports events. The detailed scope of work for the Agency will be in accordance with the Terms of Reference (TOR).

1.3 Request for Proposals

The Department invites proposals ("Proposals") from interested firms for selection of a Project Management Unit for supporting the Department for overall sporting development and events across the state. The Department intends to select the PMU through an open competitive bidding process in accordance with the procedure set out herein.

1.4 Definitions

Term	Definition
Agreement / Contract	The formal, legally binding contract signed between the Department of Sports, Government of Bihar and the Selected Applicant, including all schedules, annexures, and addenda.
Applicant / Bidder	A registered legal entity (Company, Partnership, or LLP) that submits a formal proposal in response to this RFP.
Agency / Consultant	The Selected Applicant who enters into the final Contract Agreement with the Department to establish and run the PMU.

Term	Definition
Bid Data Sheet	The table contains specific project schedules, critical parameters, contact details, and procurement dates governing this RFP.
Day / Month	A calendar day or calendar month in accordance with the Gregorian calendar.
Department	The Department of Sports, Government of Bihar, represented by its Secretary or any designated authorized officer.
Earnest Money Deposit (EMD)	The interest-free bid security amount submitted by bidders along with the Technical Proposal as a guarantee of good faith.
Government	The Government of Bihar (GoB) and/or the Government of India (GoI) as contextualized in the legal provisions.
Key Personnel	The five (05) specific full-time experts proposed by the Applicant who meet the evaluation criteria and are designated to execute the project.
LOA / LOI	Letter of Award or Letter of Intent issued by the Department to the successful bidder declaring their selection.
Performance Security	A Bank Guarantee amounting to 5% of the total contract value, submitted by the successful bidder to secure contract performance.
Proposal Due Date (PDD)	The absolute final date and system time allowed for online submission of eBids via the designated e-procurement portal.
QCBS	Quality and Cost-Based Selection; the evaluation methodology used to rank proposals based on a combined score of technical and financial bids.

1.5 Bid Data Sheet

Parameter	Details & Timelines
Nodal Department	Department of Sports, Government of Bihar
RFP Issue Date	16.07.2026
Proposal Validity	120 days from the Proposal Due Date (PDD)
Tender Fee	Rs. 10,000 (Rupees Ten Thousand Only) Non-refundable. To be paid online through the e-procurement portal (https://eproc2.bihar.gov.in).

Parameter	Details & Timelines
Tender Processing Fees	As per eproc2 portal
Earnest Money Deposit (EMD)	Rs. 22,50,000/- Submitted through authorized online payment gateways.
Performance Security	5% of the Total Accepted Tender Value / LOI value. Must be submitted within 10 days of receiving the LOI / contract form. Valid for the entire contract duration.
Contract Tenure	Initial period of 3 years (36 months).
Selection Framework	Quality and Cost-Based Selection (QCBS). Weightage: 80% Technical, 20% Financial.
Minimum Technical Score	70 marks out of 100 required to qualify for financial bid opening.
Last Date for Submitting Pre-Bid Queries	27.07.2026
Pre-Bid Conference Date & Time	28.07.2026, 04:00 PM
Pre-Bid Conference Venue (Offline Only)	Secretary Cell, Room No 416, 4th Floor, Vikas Bhawan, New Secretariat Building, Patna – 800015, Bihar (or via virtual link if updated)
Department Response to Pre-Bid Queries	30.07.2026
Proposal Due Date (PDD) / Bid Submission Deadline	06.08.2026, 04:00 PM
Technical Bid Opening Date & Time	06.08.2026, 05:00 PM
Financial Bid Opening Date & Time	To be announced separately for technically qualified bidders.
Official E-mail for Queries	secy.sports-bih@gov.in

2. Instructions to Applicants

2.1 Scope of Proposal

- Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP.
- The Technical proposal shall be submitted in the Form at Appendix-1 and the Financial Proposal shall be submitted in the Bill of Quantities (BOQ) given in the form of Excel on the online portal only.
- The total duration for the engagement of the Agency shall be for an initial period of 3 years.

Team Composition and Estimated Man-Month Inputs:

S.No.	Designation	Full Time (FT) / Part Time (PT)	No. of Experts	Estimated Total Man-Months (3 Years / 36 Months)
1	Team Lead	FT	1	36
2	Policy & Governance Consultant	FT	1	36
3	Procurement & Contract Consultant	FT	1	36
4	Sports Event & Development Consultant	FT	1	36
5	Sports Infrastructure Consultant	FT	1	36
Total			5	180

2.2 Conditions of Eligibility of the Applicants

Criteria	Description	Required Document(s)
A. Legal Entity	Registered legal entities in India recognized under the legal statute of the country including any company incorporated under the Companies Act, 1956 or 2013, Partnership Firms (LLP Act, 2008 or Partnership Act, 1932).	Attested copies of Certificate of Incorporation, Partnership Deed, etc.
B. PAN	Permanent Account Number Registration.	Attested copy of PAN Registration.

Criteria	Description	Required Document(s)
C. GST	GST Registration Certificate.	Attested copy of GST Registration Certificate.
D. Technical Experience	Experience of providing Sports Consultancy, PMU, or Sports Event Management services to any Central/State Department/NSF/Sports Authority in India within the last 5 years before 31st March 2025 with a minimum contract value of 5 Crore (Including GST) for at least one (01) project.	Copy of Work Order or Agreement and completion/performance certificate for Government Clients. For Private Clients: TDS certificate along with work order or completion certificate attested by CA. Only completed assignments are considered.
E. Financial Turnover	Minimum Annual Average financial turnover of not less than Rs. 25 Crore for the last three financial years ending on 31st March 2025, i.e., 2022-23, 2023-24 & 2024-25.	Duly attested copy from the statutory auditor/chartered accountant having a valid UDIN number.
F. Blacklisting Status	Bidders should not be debarred/blacklisted by any of the government agencies anywhere in India as on the date of proposal.	Standard Declaration (Form-10).
G. Human Resources	Having a minimum strength of 100 staff on their own payroll working in India with Government & Public Sector.	Self-certified Authorized letter substantiating consulting staff strength.
H. Authorization	Board Resolution or a Power of Attorney authorizing the signatory of the application to commit the Applicant.	As per the format at Form-4 of Appendix-1.

2.3 Conflict of Interest

An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department shall forfeit and appropriate the Performance Security or EMD as mutually agreed genuine pre-estimated compensation and damages payable to the Department. Bidders must remain free of conflict during the contract duration.

2.4 Number of Proposals

No Applicant shall submit more than one Application for the Consultancy.

2.5 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation etc.

2.6 Acknowledgement by the Applicant

It shall be deemed that by submitting the Proposal, the Applicant has made a complete and careful examination of the RFP and acknowledged that it does not have a Conflict of Interest.

2.7 Right to Accept or Reject All Proposals

Notwithstanding anything contained in this RFP, the Department reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor.

2.8 Contents of this RFP

This RFP comprises the Disclaimer, the core instructional chapters, the Terms of Reference, Technical Proposal Forms (Forms 1 to 11 in Appendix-1), and the Financial Proposal structure (Appendix-2).

2.9 Clarifications

Applicants requiring any clarification on the RFP may send their queries to the Department by e-mail so as to reach before the date mentioned in the Bid Data Sheet. The email should clearly bear the identification: *"Queries concerning RFP for Establishing a Project Management Unit (PMU) for the Department of Sports, Bihar"*.

2.10 Amendment of RFP

At any time prior to the deadline for submission of the Proposal, the Department may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/Amendment on the Official Website.

2.11 Language

The Proposal with all accompanying documents and all communications in relation to or

concerning the Selection Process shall be in English.

2.12 Format and Signing of Proposal

The Applicant shall prepare and submit the documents online in the designated portal, with hard copies delivered to the Department office via courier or in person according to the compliance requirements.

2.13 Technical Proposal

Applicants shall submit the technical proposal in the formats at Appendix-1. While submitting the Technical Proposal, the Applicant shall ensure that all forms are submitted in the prescribed formats, CVs are signed, and all proposed Key Personnel meet the criteria.

2.14 Financial Proposal

Applicants shall submit the financial proposal in the Bill of Quantities (BOQ) format online, clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees. All taxes (including GST) must be factored in accordingly.

2.15 Submission of Proposal

Only the original Bank Guarantee (BG) and the authorization letter must be delivered in hard copy to the Department office via courier or in person, according to the compliance requirements.

2.16 Deadline for Submission of eBids

Bids must be submitted by the Bidders on the eprocurement portal (<https://eproc2.bihar.gov.in>), not later than the date and time specified in the Bid Data Sheet.

2.17 Late Proposals

Once the eBids submission date and time is over, the portal will block submissions. The Bidder only will be held responsible if eBids are not submitted in time.

2.18 Modification/ substitution/ withdrawal of Proposals

A Bidder can modify, substitute, or withdraw his/her eBids submitted online before the eBids submission end date and time using standard cryptographic portal rules.

2.19 Limitation of Liability

The aggregate liability of the Firm, its partners, directors, consultants, employees, or agents for damage shall be limited to the amount of the fees that the Firm has received in connection with the engagement.

2.20 Evaluation of Proposals

The Department shall open the Proposals at 15:00 hrs at the office in Patna, as specified in the Bid Data Sheet. The "Technical Proposal" shall be opened first. The "Financial Proposal" shall be kept sealed for opening at a later date for technically qualified bidders.

2.21 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process.

2.22 Clarifications

To facilitate evaluation of Proposals, the Department may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal.

2.23 Negotiations

The Selected Applicant may, if necessary, be invited for negotiations under exceptional circumstances. The negotiations shall generally not be for reducing the price of the Proposal but will be for re-confirming the obligations of the Firm.

2.24 Substitution of Key Personnel

The Department expects the Key Personnel to be available during implementation of the Agreement. In case of any substitution, the applicant shall replace the Key Personnel with equal or higher-qualified profiles to the satisfaction of the Department.

2.25 Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Department to the Selected Applicant.

2.26 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed.

2.27 Commencement of Assignment

The Agency shall commence the Consultancy within 7 days of the date of the Agreement, or such other date as may be mutually agreed.

2.28 Proprietary Data

All documents and other information provided by the Department or submitted by an Applicant to the Department shall remain or become the property of the Department.

3. Criteria for Evaluation

3.1 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience and the qualifications and relevant experience of Key Personnel. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 shall qualify for financial bid opening.

Technical Evaluation Criteria Table:

Sl. No.	Criteria	Max Marks	Document Required
A.	Relevant experience of the bidder (40 Marks)		
1	Financial strength: Marks based on Average Annual Turnover from consulting business during the last three financial years (2022-23, 2023-24, 2024-25) ending on 31st March 2025: ₹25 Crores and above = 5 Marks ₹20 Crores but <₹25 Crores = 3 Marks ₹15 Crores but <₹20 Crores = 2 Marks	Total 05 marks	Audited copy of the financial statements.

Sl. No.	Criteria	Max Marks	Document Required
2	Sports Consulting Experience: Experience of executing sports consulting projects with contract duration of more than 5 years and project value of Rs. 1 crore and above with central/state government/Autonomous body. - For every project with value > 50 Lakhs and ≤ 1 Crore: 2 Marks per project - For every project with value > 1 Crore and ≤ 1.5 Crores: 3 Marks per project - For every project with value > 1.5 Crores: 5 Marks per project <i>Note: Maximum 3 projects considered.</i>	Total 15 marks	Copy of work Order/agreement / Completion Certificate.
3	Sports Event Experience: Consulting experience of bidding/executing/implementing large scale events with central/state government/Autonomous bodies. - Project value of INR 50L to INR 1Cr: 3 marks per project - Project value of more than INR 1 Cr: 5 marks per project <i>Note: Max 2 projects evaluated.</i>	Total 10 marks	LOI/Work order/contract copy/Completion certificate.

Sl. No.	Criteria	Max Marks	Document Required
4	Sports Development Experience: Consulting experience of executing non-event sports PMU projects involving multi-year development of vision/long-term action plan for the respective client. - For every project with a value between 1 Cr and 3 Crs: 2 Marks per project - For every project with a value between 3 Crs and 4 Crs: 3 Marks per project - For every project with a value greater than 4 Crs: 5 Marks per project <i>Note: Only 2 experience citations will be considered.</i>	Total 10 marks	Copy of work Order/agreement & Client certificate.
B.	Key Personnel(Total 20 marks)		
1	Team Lead: MBA/Post Graduate in sports management/or Equivalent. Minimum 10 years of experience in Sports & Management consulting. Minimum 06 years of experience with any State Sports Department/Sports Authority of India/Ministry of Youth Affairs & Sports, Govt. of India preferred.	Total 04 Marks	CV signed and issued by the Authorised signatory.
2	Policy & Governance Consultant: MBA or Post Graduate degree in Finance/Economics/Public Policy/Sports Management/Development Studies. Minimum 07 years of work experience in Policy and Governance. Minimum 02 years of work experience with any State Department/Govt. of India preferred.	Total 04 Marks	CV signed and issued by the Authorised signatory.
3	Procurement & Contract Consultant: Masters Degree in Management/Procurement/Supply Chain/Finance/M.Tech in Civil Engineering or Equivalent.	Total 04 Marks	CV signed and issued by the Authorised signatory.

Sl. No.	Criteria	Max Marks	Document Required
	Desirable: Professional Certification like CIPS, CPPP. Minimum 07 years of professional experience in public procurement, tender management, contract management, or advisory services.		
4	Sports Event & Development Consultant: Post Graduate degree in Event Management/Sports Management/Management. Minimum 07 years of work experience in sports event planning, management and advisory. Minimum 02 years of work experience with any State Sports Department/Government of India preferred.	Total 04 Marks	CV signed and issued by the Authorised signatory.
5	Sports Infrastructure Consultant: BE/B.Tech in Civil Engineering and Post Graduation/MBA in Construction Project Management/PGDBA, Bachelor of Architecture (B. Arch) or Equivalent. Minimum 07 years of work Experience in Development/Sports Infrastructure Sector. Minimum 02 years of work experience with any State Sports Department/Government of India preferred.	Total 04 Marks	CV signed and issued by the Authorised signatory.
C.	Technical Presentation(Total 40 marks)		
1	Presentation on Approach and methodology for the assignment including assessment of the relevant skills and experience of the team. •Technical Approach, Methodology including Presentation: 15 Marks • Work Plan based on Terms of Reference: 15 Marks • Organization and Staffing highlighting job responsibility: 10 Marks	Total 40 marks	Presentation submitted as part of the technical bid or via physical/virtual presentation.
	Total Marks	100 Marks	

3.2 Evaluation of Financial Proposals

Each Financial Proposal will be assigned a financial score SF . The lowest Financial Proposal FM will be given a financial score SF of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100X \frac{FM}{F} \text{ (where } F = \text{amount of Financial Proposal)}$$

3.3 Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores. The selection will be based on QCBS with an overall weightage of 20% for Financial Bid and 80% weightage for Technical Bid.

The overall score (Ts) will be calculated as defined below:

$$Ts = \left(\frac{St}{St \text{ high}} \right) X 80 + \left(\frac{Sf \text{ low}}{Sf} \right) X 20$$

Where:

- St : The total Technical Score awarded to the Bid
- $St \text{ high}$: The Technical Score achieved by the Bid that was scored best among all responsive Bids
- Sf : Evaluated/Quoted Bid Price
- $Sf \text{ low}$: The lowest of all Evaluated Bid Prices among responsive Bids

4. Fraudulent and Corrupt Practices

The Applicants and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. The Department shall reject a Proposal without being liable in any manner whatsoever if it determines that the Applicant has engaged in Prohibited Practices.

5. Pre-Proposal Conference

A Pre-Proposal Conference will be held on the designated date and location specified in the Bid Data Sheet to resolve administrative or technical queries. A maximum of two representatives per applicant firm will be allowed entry.

6. General Conditions of Contract (GCC)

6.1 Force Majeure

Neither party shall be held liable for any default, delay, or failure in performance resulting from acts beyond their reasonable control, including acts of God, war, terrorism, civic unrest, fires, floods, earthquakes, or statutory government restrictions. The affected party must give written notice within 7 days of the occurrence. Regular contract performance must resume immediately once the force majeure event has ceased.

6.2 Anti-Corruption and Integrity Pact

The Agency shall execute an Integrity Pact certifying that they have not given, offered, or promised any illicit gratification to influence the procurement process or contract execution. Breach of this pact shall result in immediate contract termination and forfeiture of the Performance Security.

6.3 Out-of-Pocket Expenses (OPE)

The financial quote provided by the bidder in the BOQ must include standard communication and office support costs. However, the Department of Sports, Government of Bihar will bear or reimburse all costs for official duty travel undertaken by the consultants anywhere (including local travel within Patna, travel across the state of Bihar, or travel outside the state). The consultants must obtain prior written clearance from the Department for any such official travel, and the Department will reimburse these expenses at actuals or as per state government rules.

6.4 Intellectual Property Rights (IPR)

All reports, data systems, strategy frameworks, logos, guidelines, and manuals created by the Agency explicitly for the Department under this contract shall be the exclusive property of the Department of Sports, Government of Bihar. The Agency waives any future moral rights or claims over these assets.

6.5 Data Ownership, Confidentiality, and Cybersecurity

- A. **Data Ownership:** The Department retains absolute ownership over all baseline sheets, athlete databases, and administrative tracking records.
- B. **Confidentiality:** The Agency shall not share or disclose any project details with external third parties without prior written permission.
- C. **Cybersecurity:** The Agency must align with the provisions of the Information Technology Act and state information security guidelines, ensuring no unauthorized copying or scraping of government data occurs.

6.6 Conflict of Interest during Contract

The Agency and its personnel must remain impartial throughout the 3-year term. The Agency cannot participate in or bid for assignments that pose a direct operational conflict with their ongoing PMU responsibilities.

6.7 Exit Management Plan & Knowledge Transfer

- A. **Knowledge Transfer/Transition Assistance:** During the final 60 days of the contract, or in the case of premature termination, the Agency shall execute a structured transition plan. All data systems, source logs, file records, and process architectures must be handed over to designated Department officers.
- B. **Exit Management Plan:** The Agency must supply a dedicated transition resource to maintain operational continuity. No core personnel shall be removed until the final hand-over checklist is officially approved by the Department.

6.8 Termination of Contract

The Department reserves the right to terminate the contract, in whole or in part, under the following conditions:

- A. **Termination for Convenience:** The Department may terminate this contract at any time, without assigning any reason, by giving thirty (30) days' written notice to the Agency. Upon receipt of this notice, the Agency must immediately cease all work, except where the notice explicitly directs otherwise. The Department will pay the Agency for services satisfactorily performed up to the effective date of termination.
- B. **Termination for Default / Cause:** The Department may terminate the contract immediately by giving written notice if the Agency:
 - Fails to deliver deliverables within the timelines specified in the contract.
 - Commits a material breach of any terms and conditions of this RFP and fails to cure such breach within fifteen (15) days of receiving a written notice from the Department.
 - Becomes insolvent, bankrupt, or goes into liquidation.
- C. **Forfeiture of Performance Security:** In the event of termination due to default or cause by the Agency, the Department reserves the right to forfeit the Performance Security and blacklist the firm from future state government tenders.
- D. **Obligations upon Termination:** Upon termination, the Agency must immediately initiate the hand-over process as detailed in Section 6.7 (Exit Management Plan & Knowledge Transfer) and hand over all files, athlete databases, and infrastructure reports to the Department.

7. Terms of Reference (TOR)

7.1 General

The Department of Sports, Government of Bihar invites bids for Establishing a Project Management Unit (PMU) to modernise overall sporting operations across the state.

7.2 Scope of Work

The consulting firm will set up a PMU for an initial period of 3 years to assist the Department in achieving the following objectives:

- A. **Policy & Governance Frameworks:** Draft long-term state sports roadmaps, conduct gap analyses against international sports systems, and align infrastructure with the National Sports Policy.
- B. **Grassroots & Sports Development:** Implement scientific talent-identification parameters, manage athlete/coach repositories, design academy systems, and elevate state sports rankings.
- C. **Infrastructure Management:** Advise on the lifecycle, upgrading, mapping, and engineering feasibility tracking of stadium setups, high-performance training centres, and sports complexes.
- D. **Procurement & Contract Engineering:** Formulate robust RFP/RFQ manuals, oversee transparent evaluations, run secure bidding modules, and manage contract lifecycles.
- E. **Marquee Event Management:** Deliver end-to-end operational roadmap assistance for hosting upcoming state, national, and international level sports events.

7.3 Payment Milestones and Timelines

S.No.	Description of Deliverables	Timeline	Payment
1	Monthly Progress Reports	Monthly	Equally divided across 36 months of the total quoted fee

Note: Total Quoted Fee shall be subject to mutually agreed escalation metrics if extended past the initial 3rd year baseline.

8. Appendix-1: Technical Proposal Forms

Form-1: Letter of Proposal

(On Applicant's letterhead)

To,
The Secretary
Department of Sports
Government of Bihar, Patna, Bihar.

Sub: Establishing a Project Management Unit (PMU) for the Department of Sports, Bihar.

Dear Sir,
With reference to your RFP Document, I/We, having examined all relevant documents, hereby submit our Proposal. The proposal is unconditional and unqualified. I/We acknowledge that all information provided is true and correct. I/We agree to keep this offer valid for 120 days from the PDD specified in the RFP.

Yours faithfully,
(Signature, name and designation of the authorised signatory)

Form-2: Particulars of the Applicant

Parameter	Information Input
Title of Consultancy & Project	Selection of Agency for Establishing a Project Management Unit (PMU) for the Department of Sports, Bihar
Name of Firm	[Insert Name]
Legal Status	(e.g. partnership, or company)
Country & Year of Incorporation	
Registered Address	
Authorized Signatory Details	Name, Designation, Address, Phone No., E-mail

(Signature, name and designation of the authorised signatory)

Form-3: Statement of Legal Capacity*(To be forwarded on the letterhead of the Applicant)*

Ref. _____

Date: _____

To,
The Secretary
Department of Sports
Government of Bihar
New Secretariat, Patna - 800015
Bihar, India

Sub: Establishing a Project Management Unit (PMU) for the Department of Sports, Bihar.

Dear Sir/Madam,

I/We hereby confirm that we, _____ (name of the Applicant) satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that _____ (insert individual's name) will act as our Authorised Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of: _____

(Name and seal of the Applicant)

Form-4: Power of Attorney*(Standard Legal Notarization Form)*

Know all men by these presents, We, **[Name of Firm and address of the registered office]** do hereby constitute, nominate, appoint and authorise [Mr/Ms Name], holding the position of [Designation], as our true and lawful attorney (hereinafter referred to as the "Authorised 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 Proposal for Establishing a Project Management Unit (PMU) for the Department of Sports, Bihar.

Executed this _____ day of _____, 2026.

For _____

(Signature, name, designation, and address)

Accepted:

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

Form-5: Financial Capacity of the Applicant

S.No.	Financial Year	Annual Turnover (in INR Crores)
1	2024-2025	
2	2023-2024	
3	2022-2023	

Certificate from the Statutory Auditor

This is to certify that (name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

(Signature, name and designation of the authorised signatory)

Date: _____

Audit Firm: _____

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Form-6: Particulars of Key Personnel

S.No	Name of Expert	Proposed Designation	Qualifications	No. of Years of Experience
1		Team Lead		
2		Policy & Governance Consultant		
3		Procurement & Contract Consultant		
4		Sports Event & Development Consultant		
5		Sports Infrastructure Consultant		

Form-7: Experience of the Applicant*(Use Separate Sheet for each Assignment)*

Parameter	Details
Assignment Name & Location	
Name of Client & Address	
Start / Completion Date	
Overall Project Value (INR)	
Narrative Description & Scope	

Form-8: Curriculum Vitae (CV) of Key Personnel*(Standard template verifying qualification credentials)*

Field	Details / Information
1. Proposed Position	
2. Name of Personnel	
3. Date of Birth	
4. Nationality	
5. Educational Qualifications	

Employment Record:

(Starting with present position, list in reverse chronological order every employment held)

- Employer Name: _____
 - Position Held: _____
 - Duration: From [Month/Year] _____ To [Month/Year] _____
 - Key Responsibilities: _____

List of Projects on which the Personnel has Worked:

Name of Project	Description of Responsibilities
1.	
2.	
3.	

Certification:

1. I am willing to work on the Project and I will be available for the entire duration of the Project assignment as required.
2. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and me.

(Signature and name of the Key Personnel)

Date & Place : _____

(Signature and name of the authorised signatory of the Applicant)

Form-9: Form of Bank Guarantee for Performance Security

To,
The Secretary
Department of Sports
Government of Bihar
New Secretariat, Patna - 800015
Bihar, India

WHEREAS _____ [Name and address of the Service Provider] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. _____ dated _____ to provide the services on terms and conditions set forth in this Contract: Establishing a Project Management Unit (PMU) for the Department of Sports, Bihar (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of _____ [amount of Guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contractor of the services to be performed thereunder or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our Branch at Patna, Bihar, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under-claim, the said branch shall accept such an invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rupees _____) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is made upon us on or before _____ all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove:

1. Our liability under this guarantee shall not exceed Rs. _____ (Rupees _____).
2. This bank guarantee shall be valid up to _____.
3. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before _____.

Signature and Seal of the Guarantor:	
Name of the Bank:	
Address:	
Date:	

In the presence of:

Witness 1:

- Signature: _____
- Name: _____
- Designation/Occupation: _____

Witness 2:

- Signature: _____
- Name: _____
- Designation/Occupation: _____

Form-10: Format for Declaration for Not Being Blacklisted

(On Applicant's letterhead)

To,
The Secretary,
Department of Sports,
Government of Bihar, Patna, Bihar.

Sub: Declaration for Not Being Blacklisted

Dear Sir,
We hereby declare and confirm that as on the date of this proposal submission, our firm [Name of Firm] is not debarred, blacklisted, or suspended by any Central/State Government Ministry, Department, Local Self-Government body, or Public Sector Undertaking anywhere in India.

Yours faithfully,
(Signature, name and designation of the authorised signatory)

Form-11: Bid Submission Checklist

S.No	Checklist Component	Submission Mode	Attached? (Yes/No)
1	Earnest Money Deposit (EMD) / Bid Security	Online	
2	Technical Forms 1 to 10 (Completely filled & signed)	Online Portal	
3	Power of Attorney / Authorization Letter	Physical & Online Portal	
4	Non-Blacklisting Declaration (Form-10)	Online Portal	
5	Financial Proposal (BOQ Excel Structure)	Online Portal Only	

9. Appendix-2: Financial Proposal

Form-1: Breakdown of Remuneration

(The Financial Proposal must be uploaded via the e-procurement platform in the dedicated BOQ Excel structure only).

S. No.	Position	Total Man Months required (A)	Cost per Month (B)	Total Cost Indian Rupees (INR) (A×B)
1	Team Lead	36	[Online Field]	[Online Output]
2	Policy & Governance Consultant	36	[Online Field]	[Online Output]
3	Procurement & Contract Consultant	36	[Online Field]	[Online Output]
4	Sports Event & Development Consultant	36	[Online Field]	[Online Output]
5	Sports Infrastructure Consultant	36	[Online Field]	[Online Output]
Total Remuneration Base		180		
Applicable Taxes @ 18% GST				
Grand Total Cost				

Note: Bidders are strictly advised not to submit the detailed cost breakdown as part of the Technical Proposal. Submission of financial details inside the technical binder will result in immediate disqualification of the bid.

[End of Document]