

SECTION - I: NOTICE INVITING TENDER (NIT)

Re-tender of RFP for Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar

Urban Development and Housing Department, Govt. of Bihar
1st Floor, Vikas Bhawan, New Secretariat, Patna-800015
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Email: urbansec-bih@nic.in,
Website:<https://state.bihar.gov.in/urban>

File No: - 03/NULM - 05 - 21/2024 - 7083 -

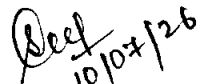
Date: - 10-07-2026

1. Urban Development & Housing Department, Gov. of Bihar, invites proposals from eligible firms for "Re-tender of RFP for Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar".
2. Interested Consultancy Firms may download the complete Request for Proposals (RFP) Document, from website: <https://eproc2.bihar.gov.in>

SN	PARTICULARS	DETAILS
1	Website for submission of proposal	www.eproc2.bihar.gov.in/
2	Mode of Submission	Online submission through eproc2 portal (www.eproc2.bihar.gov.in) and at the same time submission of Hard copies of Tender fee, Bid Security, payment proof, original copy of affidavit, declaration regarding Blacklisting and Power of Attorney as per RFP document at Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna-800015
3	Date, time and link for Pre bid meeting	17-07-2026, 12:30PM Meeting Link: https://urbansec.webex.com/urbansec/j.php?MTID=m936bfb6d7f37839a671e7171ec9ae6c1 Meeting ID: 25137850304 Password: 12345
4	Last date and time for Submission of Technical Proposal on www.eproc2.bihar.gov.in	05-08-2026 up to 03:00 PM
5	Last date and time for Submission of Hard Copies (Tender fee, payment proof, original copy of affidavit, Blacklisting and Power of Attorney as per RFP document)	05-08-2026 up to 03:15 PM Urban Development and Housing Department, Govt. of Bihar, Vikas Bhawan, Bailey Road Patna, Pin-800015
6	Date and time of opening of Technical Bids	05-08-2026 at 03:30 PM
7	Date and time of opening of Financial Bids	Will be intimated later to successful bidders
8	Method of Selection	LCS method of Selection

Ref

3. Agencies/ Firms may download the complete Request for Proposal (RFP) Document, from website: <https://eproc2.bihar.gov.in>
4. For participating in e-RFP process, the applicant shall have to get them registered to get user ID Password and digital Signature. This will enable them to access the website- www.eproc2.bihar.gov.in and participate in e-tender. Those who are not registered in e-tendering systems, they may contact "e-procurement HELPDESK, Junction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S.-Shastri Nagar, Patna -800014" (Toll Free Number: 18005726571, Email: eproc2support@bihar.gov.in) for registration.
5. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
6. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on the Urban Development & Housing Department website and <https://eproc2.bihar.gov.in>.
7. All the uploaded documents shall have the signature of Consultants or their authorized signatories.
8. The scanned copies should be of the original papers and certificates.
9. No claim shall be entertained on account of disruption of internet service being used by Consultants.
10. Consultants are advised to upload their bids well in advance to avoid last minute technical stage.
11. The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
12. The proposals must be accompanied with a non-refundable Tender processing fee of Rs. 10,000/- (Rupees Ten Thousand only) + applicable GST through RTGS and Earnest money deposit of ₹8 Lakh (Rupees Eight Lakhs) only by the agency to submit in form of internet payment gateway (IPG) **Bid security (Format given in Section IV) or through RTGS** in favour of 'Joint Secretary- BUDA' payable at Patna
13. The evaluation shall be done based on uploaded documents only <https://eproc2.bihar.gov.in>.


Project Officer cum Deputy Director
Urban Development and Housing
Department
Government of Bihar



Re-tender of Request for Proposal (RfP)
for
Appointment of an Agency to Provide Services
for the Implementation of
PM-SVANidhi Scheme in Bihar



बिहार सरकार

Procuring Authority: Urban Development and Housing Department, Govt. of Bihar

Issued on Date: 00/00 2026

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DISCLAIMER

The information contained in this Request for Proposal ("RFP") document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the UDHD or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This "RFP" is not an agreement and is neither an offer nor invitation by the UDHD to the prospective Bidders 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 UDHD. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This "RFP" may not be appropriate for all persons, and it is not possible for the UDHD, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this "RFP". The assumptions, assessments, statements and information contained in this "RFP", may not be complete, accurate, adequate or correct. Each Bidder 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 "RFP" and obtains independent advice from appropriate sources.

Information provided in this "RFP" to the Bidders 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 UDHD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The UDHD, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder 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.

The UDHD 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 "RFP".

The UDHD 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".

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SECTION – II (PART A) INSTRUCTION TO BIDDERS

1. DEFINITIONS	(a) "Assignment/ job" means the work to be performed by the Consultant pursuant to the Contract. (b) "PM SVANidhi" means Pradhan Mantri Street Vendor's Atma Nirbhar Nidhi (PM SVANidhi), a government initiative aimed at providing financial support to street vendors in India (c) "Employer or Client" means the Urban Development and Housing Department, Govt. of Bihar who have invited the bids to provide Services for Implementation of PM SVANidhi Scheme in Bihar which the selected Consultant signs the Contract for the Services and shall provide services as per the terms and conditions and TOR of the contract. (d) "Consultant" means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract. (e) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the Conditions of Contract (CC), and the Appendices. (f) "Data Sheet" means such part of the Instructions to Consultants used to clarify the relevant clause of Instructions to Consultant or to replace certain clause of the Instructions to Consultant specific to the assignment. (g) "Day" means calendar day. (h) "Government" means the Government of Bihar. (i) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides bidders/consultants with all information needed to prepare their proposals. (j) "Joint Venture" means a Consultant which comprises two or more Partners (as specified in the relevant clause in the clause 3 & 10 in this ITB) each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract. (k) "NIT" (Section 1 of the RFP) means the Notice Inviting Tender being sent by the Employer to the consultants. (l) "Partner" means any of the entities that make up the Joint Venture; and Partners means all those entities. (m) "Personnel" means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Domestic Personnel" means such professionals and support staff who at the time of being so provided had their domicile in India. (n) Project specific information" means such part of the Instructions to
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	Consultants used to reflect specific project and assignment conditions. (o) "Proposal" means the Technical Proposal and the Financial Proposal. (p) "RFP" means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP (q) "Services" means the work to be performed pursuant to the Contract. (r) "Standard Electronic Means" includes facsimile and email transmission (s) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.
2. INTRODUCTION	The Urban Development and Housing Department UD&HD - Govt. of Bihar, intends Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar Street vending, a source of self-employment, has a prominent place in the urban supply chain as it provides convenient access to goods and services to all segments of the population close to their doorstep. The PM SVANidhi scheme was formulated to assist the street vendors to overcome the adverse effects of financial constraints and to restart their lost businesses during the pandemic.
3. JOINT VENTURE / CONSORTIUM	(i) The Bidder may form a Joint Venture ("JV") with one or more entities to submit the proposal. The JV shall be formed through a legally binding agreement executed prior to submission of the bid (ii) In the case where a consultant is or proposes to be a Joint Venture (that is, an association of several persons, firms, or companies – hereinafter referred to as JV), then JV: • members of the JV should not be more than two (02) • The Lead member must have at least 50% participation. • The various categories of members of the JV must be identified. (iii) The JV and all members must satisfy all the eligibility requirements in this RFP document. (iv) JV and its members must jointly meet the Qualification Criteria. The technical/ experience qualification of all JV members shall be evaluated jointly as per Evaluation Criteria. (v) All the members shall be jointly and severally liable during the Empanelment period if selected in the RFP Process. If the JV become the successful Bidder, it has to register the J
4. BID DOCUMENT	(i) The E-tender (Bid-document) shall be downloaded from website https://eproc2.bihar.gov.in/ free of cost. Corrigendum, if any, would appear only on the above website and would not be published in any News Paper". (ii) The bidder has to pay a sum of Rs 10,000/- (Rs. Ten Thousand only) +

	applicable GST through RTGS as Tender document fee which is payable while uploading the bid. The details of RTGS are given Below: Bank Account Name, Account details, IFSC Code: Please see point 12 under Section I 'NOTICE INVITING TENDER (NIT)' (iii) The Bid Document (RFP) is not transferable to any other bidder. (iv) The intending bidder are advised to read the terms and conditions carefully. The bidder should only submit his tender if he considers himself eligible and he is in possession of all the original documents required. (v) Information and Instructions for bidder, available on Website(s) shall form part of Tender Document. (vi) The intending bidder must have valid digital signature to submit the E-tender. (vii) The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the E-tender should only be submitted after uploading the mandatory scanned copy of Bank Challan for money transfer by RTGS against EMD and cost of Bid-document & all other required documents as mentioned in this Bid-document.
5. PRE-BID MEETING	The bidders shall submit the pre-bid queries to urbansec-bih@nic.in on or before the date mentioned below. Date & Time of Pre-Bid Meeting: 17/07/2026 by 12:30 pm Link to attend the pre-bid meeting virtually: https://urbansec.webex.com/urbansec/j.php?MTID=m936bfb6d7f37839a671e7171ec9ae6c1 Meeting ID: 25137850304 (Password: 12345) Bidders requiring specific points of clarification may communicate with the UDHD Bihar before the date of pre-bid meeting using the TECH: FORM-5: Pre-bid queries format to the email id: urbansec-bih@nic.in
6. BIDDER INQUIRIES	(i) All requests for clarifications should be sent to urbansec-bih@nic.in preferably on Word format on or before the deadline for sending queries as mentioned in the ITB Clause 3 above. Pre-bid queries received after due date & time shall not be accepted under any circumstances. (ii) Telephone calls will not be accepted for clarifying the queries. (iii) UDHD will endeavour to provide a full, complete, accurate, and timely response to all questions. The responses to the queries from all bidders will be distributed to all. (iv) The bidder or its official representative will be invited to attend the pre-bid meeting. (v) The purpose of the meeting is to provide bidders with information regarding the RFP and the project requirements, and to provide each bidder with an opportunity to seek clarifications regarding all aspect of the RFP and the project.
7. AMENDMENT OF BID	1) At any time before the deadline for submission of bids, Procuring Authority may, for any reason modify the RFP document by an amendment. All the

DOCUMENT	amendments/corrigendum (if any) made in the Bid Document would be published on the e- tendering web-site as corrigendum. All such corrigendum/amendments shall be binding on bidder without any further act or deed on UDHD part. 2) In the event of any amendment, UDHD reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids 3) The bidders are advised to regularly check the e-tendering web-site (https://eproc2.bihar.gov.in/) for updates.
8. CONFLICT OF INTEREST	1) The Consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the Procuring Authority / GoB under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment. 2) Relationship with Employer's staff: Consultant (including their personnel and sub- Consultant) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of: - i) the preparation of the TOR of the contract, ii) the selection process for such contract, or iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Consultant's work. The consultant has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.
9. FRAUD AND CORRUPT PRACTICES	1) The Procuring Authority will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question; 2) For the purposes of this provision, the terms are set forth as follows: 3) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party; 4) "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; 5) "Collusive Practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; 6) "Coercive Practice" is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence

	improperly the actions of a party; “Obstructive Practices” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The Purchaser in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.		
10. ELIGIBILITY & TECHNICAL QUALIFICATION CRITERIA	Sl. No.	TECHNICAL ELIGIBILITY DOCUMENT	SUPPORTING DOCUMENTS
	1	The bidder must be single legal entity i.e. Company, LLP, Proprietorship, etc. registered under their respective Acts. registered under any of: - The Indian Companies Act (1956), - Limited Liability Partnership Act (2008), or any other Act/Law and should have been in operation in India for at least 7 (seven) years with proof of registered office in India, Incorporation/ Registration Certificate/ Commencement of Business. (Copy of registration certificate to be attached) The bidder eligible for participation in the tender shall be either single business entity or a JV/consortium.	Copy of Incorporation Certificate
	2.	The Bidder must enclose PAN card details. Must have valid registration for income tax and GST.	A copy of certificate to be attached
	3.	Annual Turnover & Positive Net worth: The bidder should have a positive net worth and a minimum average annual turnover of INR 20 Crores in similar nature of work in the last three financial years prior to 31st March 2025 i.e. (2022-23, 2023-24, 2024-2025). Net worth of Bidder during last audited financial year - FY 2024-25 shall be positive.	Documents to be submitted: Audited Financial Statement and copy of ITR for the financial year, 2022-23, 2023-24, 2024-2025 Annual Turnover Certificate of similar nature of work and Net Worth Certificate from Chartered Accountant with UDIN no.
	4	The Bidder shall have, over the past 07 (seven) years preceding the Proposal Due Date: A. Minimum 7 years of experience in implementing government programs through provision of manpower or otherwise in areas such as: Urban development, Poverty alleviation, Livelihood promotion, Micro-enterprise development	Documents to be submitted: Copy of Work Order, Completion Certificate / Payment Certificate from the Client, to be submitted in support of

		B. Prior experience in working with State Governments, ULBs, or parastatal agencies. (Completed project shall also include any Projects for which 80% or more of the agreed contract value has been received at the time of bid submission, Ongoing projects of similar nature that have been operational for ≥ 24 months with at least 80% payment certificate of the completed period of engagement will be considered)	the claim and to be signed by the authorized signatory of the organization, without which the experience of the referred project will not be considered for evaluation.
	5	Minimum pool of 30+ professionals with relevant qualifications and experience on the agency's payroll or empaneled. Must comply with all statutory requirements including labour laws, PF, ESI, GST, etc.	UDHD may choose to verify the claims of organization.
	6.	Joint Venture and Consortium	Allowed, for details, please refer to clause 3 and other relevant clause/s in this ITB
	7.	Bidders declared blacklisted by any State Government/Central Government/ PSU/ULB /DA/HB due to corrupt, fraudulent or any other unethical business practices as on date of bid submission shall not be eligible. (Format given in Section IV Bid forms)	Self-Attested Undertaking by the Bidder Company in Format -1
11. PREPARATION OF PROPOSAL		Applicants are requested to submit their Proposal strictly in the formats provided in this RFP under Section IV Bidding Form. The UDHD will evaluate only those Proposals that are received in the specified forms and complete in all respects. In preparing their Proposal, Applicants are expected to thoroughly examine the RFP Document. Bid should be valid for the period mentioned in ITB clause 11.7 The Technical Proposal and Financial Proposal should provide the documents as prescribed in Section IV Bid Forms. No information related to financial proposal should be provided in the Prequalification / technical proposal. Failure to comply with the requirements spelt out above shall lead to disqualification. Further, in such a case, UDHD will be entitled to reject the Proposal. However, if any information related to financial proposal is included in the technical proposal the applicant shall be disqualified and his proposal will not be considered. The Proposals must be digitally signed by the Authorized Representative as detailed below: - by the proprietor in case of a proprietary firm; or - by a partner, in case of a partnership firm and/or a limited liability partnership; or - by a duly authorized person under resolution of the Board, in case of a Limited Company or a corporation; In preparing their Proposal, Applicants are expected to thoroughly examine the RFP Document.	

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11.1. LANGUAGE OF THE PROPOSAL	The proposal submitted by Bidder and all subsequent correspondence and documents/clarifications exchanged relating to the bid between Bidder and the Procuring Authority shall be written in English. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.
11.2. PREPARATION OF TECHNICAL PROPOSAL	Technical proposals mean all the required technical information to be prepared in accordance with the Section VI: Terms of Reference and submitted only in the formats given under Section IV Bid forms. Any change in the prescribed format will be considered as major deviation and will be rejected for further evaluation.
11.3. ACQUAINTANCE OF LOCAL CONDITIONS	Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and /or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of Award as described in the bidding document. It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the proposal. No claim, what-so-ever, including that for financial adjustment to the contract awarded under the bidding document will be entertained by the UDHD. Neither any change in the time schedule of the contract nor any financial adjustments arising there-of shall be permitted by the UDHD on account of failure of the Bidder to know the local laws / conditions.
11.4. COST OF BID PREPARATION & SUBMISSION	The bidder shall bear all costs associated with the preparation and submission of its bid and UDHD shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All costs incurred in connection with participation in the bidding process, including, but not limited to, costs incurred in participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by Selection Committee to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process will be borne by the bidder. This RFP does not commit UDHD to award a contract. Further, no reimbursable cost may be incurred in anticipation of award. Bidders shall furnish the required information on their technical and financial proposals in the prescribed formats only.
11.5. PROPOSAL FORMAT	The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the Bid document. Failure to furnish all the necessary information as required by the Bid Document on submission of a proposal not substantially responsive to all the aspects of the BID Offer shall be at bidders' own risk and may be liable for rejection. The Formats of various pre-requisites are given in Section IV Bid Forms. The Bid Offers should be submitted on Format-2 containing the following three parts: a) Part-A (Eligibility) shall contain the Eligibility Details & Technical Bid

	in the prescribed formats in Section – IV Bid Forms (GEN FORMS & TECH FORMS) c) Part-C (Financial Bid) shall contain the Financial bid on the prescribed format in Section – IV Bid Forms (FINANCIAL FORMS) quoting the price both in words and figures. In case of conflict between the figures and words the latter shall prevail.
11.6. PREPARATION OF FINANCIAL PROPOSAL	Applicants are expected to take into account the various requirements and conditions stipulated in this RFP document. a. The remuneration for all 53+1 positions will be strictly as per the list in the Annexure. Please note that the remuneration as per the list in FINANCIAL FORM 4 is inclusive of all the costs associated with the Assignment i.e. TA, DA, other emoluments, applicable taxes etc. No additional fund would be provided for the assignment except for the % fee of consultancy refer to FINANCIAL FORM 3. b. The Financial Proposal should be based on fixed % of consultancy fee chargeable over and above the cost of deployment of 53 CMM in ULBs in Bihar and + 1 SMM at state level in UDHD. c. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. The cost indication in the FINANCIAL FORM 4 shall not be included in financial proposal. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected. d. The proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP. e. Applicants shall express the price of their services in Indian Rupees (INR) only. f. The Procurement Authority at any point of time during the tenure of the contract may ask the consultant to deploy additional number of CMMs to other Cities in the state on the basis of category wise remuneration rate fixed under the contract.
11.7. BID VALIDITY	The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Bids. A proposal valid for shorter period shall be rejected as non-responsive.
11.8. EXTENSION OF BID VALIDITY	If need arise, the Procuring Authority before the expiration of the bid validity period, in writing may request all eligible Bidders to extend the Proposal's validity. The bid validity extension should be unconditional, no change in prices or substance of the bid shall be sought, offered, or permitted, any conditional extension would result in rejection of the proposal. The Bidder has the right to refuse to extend the validity of its Proposal. In such case the Proposal will not be evaluated further.
11.9. CONTACTING PROCURING AUTHORITY DURING THE	From the time of bid submission to awarding the contract, no Bidder shall contact the Procuring Authority on any matter relating to the submitted bid. Any effort by a Bidder to influence the Procuring Authority during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a

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EVALUATION	violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.
11.10. BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)	I. Bidders shall submit, EMD of Rs. 8 (Eight) Lakhs through RTGS. II. No interest shall be payable to the bidder on the amount of the EMD. III. Unsuccessful bidder's EMD shall be discharged/ returned within 30 days after the award of the contract to the selected SSP. IV. The EMD may be forfeited: a) If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or b) In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to the UDHD or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the BID. c) During the bid process or even after execution of agreement or till the completion of this assignment, if any information is found wrong / manipulated / hidden in the bid, the decision of UDHD regarding forfeiture of the EMD and rejection of bid or termination of contract, shall be final & shall not be called upon question under any circumstances. UDHD will be entitled to invoke the Earnest Money Deposit in regard to the RFP without prejudice to UDHD's any other right or remedy under the following conditions: (i) If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the Standard Form of work order); (ii) If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time, (iii) In the case of the Selected Applicant, if the Selected Applicant fails to accept the work order or provide the Performance Security of specified amount within the specified time limit, or (iv) If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to UDHD. (v) If the Applicant commits any act which can or which causes any loss to UDHD.
12. BID SUBMISSION	The Proposal shall be submitted through e-procurement portal (The procedure for filing of e-tender is provided on the portal. The applicants are advised to familiarize themselves with the process in advance to avoid any inconvenience at a later stage. Files uploaded on the portal should have file name in accordance to following format [form_name.applicant_name]. Applicant name should contain only first two words of its name. Only Bids/ proposals submitted On-line on eproc portal shall be opened. No proposal shall be accepted after the closing time for submission of Proposals.
12.1. POWER OF	The letter of authorization must be confirmed by a written power of attorney accompanying the proposals (as per the format given in GEN: FORM- 2:

ATTORNEY	Format for Power of Attorney) A certified copy of the Power of Attorney on a stamp paper of Rs. 1000 and duly notarized shall accompany the proposal original should be produced subsequently for verification and return.
12.2. SIGNING OF BID	The Bid Document shall be signed by a person or persons duly authorized (through power of attorney for Signing of Application) to bind the Bidder to the Contract. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including places where entries or amendments have been made.
12.3. MODE OF SUBMISSION	The Technical & Financial both the Bids shall be submitted through e-portal only i.e https://eproc2.bihar.gov.in/
12.4. UPLOADING OF PROPOSAL / BID	a) Bid Offer can be submitted from the specified date as published in "Notice inviting tender" in E-tendering web-site i.e. https://eproc2.bihar.gov.in/ b) The bidders are required to upload self-attested scanned copies of all the documents mentioned in the bid-document. (for easy reference to the bidder's detail list of documents is given in Section IV Compliance Sheet) c) The bidders shall upload all documents in PDF format. d) The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the Bid documents and not to stipulate any deviations. e) After submission of the tender, the bidders can re-submit revised tender any number of times before last time and date of submission of tender as notified. f) If the Bidder is not found eligible after opening of tenders due to any reason, his tender shall become invalid, and the cost of Bid-document shall not be refunded.
12.5. ALTERNATIVE BIDS	Only one official proposal/bid will be accepted from one organization. Alternative Bids will not be considered.
12.6. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS	Bidders may withdraw, substitute, or modify its bid only before final submission. Once it has been submitted online and offline, no modifications are allowed whatsoever. In case of withdrawal, the Tender Fee and EMD as bid security will be forfeited.
12.7. PAYMENT OF BID PRICE AND BID SECURITY	As described in clause 2 of this section.
12.8. LATE BIDS	Bid Offers received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
13. BID OPENING AND EVALUATION	UDHD will constitute a Tender Evaluation Committee to evaluate the responses of the bidders.
13.1. PRIMARY EVALUATION	The preliminary scrutiny of the bid documents will be made by the Selection committee on the basis of the parameters mentioned in the ITB Clause 10 above. Incomplete details as given below will be treated as non-responsive. If

	Proposals: i) Are not submitted in as specified in the Tender document. ii) Received without the Letter of Authorization (Power of Attorney). iii) Are found with suppression of details iv) With incomplete information, subjective, conditional offers and partial offers submitted v) Submitted without the documents requested in the compliance sheet vi) Have non-compliance of any of the clauses stipulated in the Tender vii) If the required documents are incomplete, not signed properly and numbered viii) If the required bid document Fee and EMD has not been furnished. ix) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal. x) Bidder is required to qualify in all parameters mentioned in the bid document. Bids not conforming to such preliminary requirements will be prima facie rejected and termed as "Not Eligible" xi) The shortlisted qualified bidder at this stage shall be termed as "Eligible bidder".
13.2. TECHNO-COMMERCIAL EVALUATION CRITERIA	A detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the Tender Document. Bids received would be based on the parameters defined below. All supporting document submitted in support of Eligibility and Technical Evaluation matrix should comply the following: - a) Soft copies of supporting documents to be submitted on online portal however UDHD may request for hard copies in quality print as and when required. b) Supporting document should clearly indicate value of the completed project and scope of work/ services should be clearly highlighted. c) Completion certificate should clearly indicate the value and duration of the project. d) In case of Bidder is having Non-Disclosure Agreement (NDA) with their client no such experience will be counted (if agreement copy not submitted). e) Incomplete order copy submitted by the bidder will not be considered for evaluation. f) In case of projects where order for recurring /Extension and subsequent order has been placed on the Bidder only the mentioned order value will be considered for evaluation. g) Methodology of technical bid evaluation: - Each Technical Bid will be evaluated on the bases of technical qualification criteria as detailed in the RFP - Only the bidders, who comply all criterion as per clause 10 of this

	ITB will qualify for the opening and evaluation of their financial bid. Such bidders shall be termed as "Technically Qualified bidder". - Bids failing to comply any of the technical criteria will be rejected. The evaluation will be based on LCS method of evaluation.
13.3. DEVIATIONS/ INFIRMITY/ IRREGULARITY/ NON-CONFORMITY/ DEVIATIONS - SUBSTANTIVE OR MINOR	A deviation/ reservation/ omission from the requirements of the Tender document shall be considered as a substantive deviation as per the following norms, a) which affects in any substantive way the scope, quality, or performance standards of the Services. b) which limits in any substantive way, inconsistent with the Tender Document, the Procuring Authority's rights or the Bidder's obligations under the contract; or c) Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids. The rest shall be considered as Minor deviation (if any). The decision of the Procuring Authority shall be final in this regard. Bids with substantive deviations shall be rejected as nonresponsive. Variations and deviations and other offered benefits (Techno-commercial or Financial) above the scope/ quantum of Services stipulated in the Tender Document shall not influence evaluation Bids. If the bid is otherwise successful, such benefits shall be availed by the Procuring Authority, and these would become part of the contract. The Procuring Authority reserves the right to accept or reject bids with any minor deviations. Wherever necessary; the Procuring Authority shall convey its observation, on such 'minor' issues to Bidder by registered/ speed post/ electronically etc. asking Bidder to respond by a specified date. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as nonresponsive.
13.4. CLARIFICATIONS	During the evaluation of Techno commercial or Financial Bids, the Procuring Authority may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted as requested by the Procuring Authority. No change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Authority shall not be considered. 2) If discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder in physical form, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be rejected as nonresponsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct. 3) The Procuring Authority reserves its right to, but without any obligation to do

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	so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. The Tender Evaluation Committee may seek clarifications from the bidders on their proposals. Such communication will be sent to the email provided by the bidder in the bidder information table only. Information provided through any other email, which is not mentioned in the Bidders information table, and/or any other information voluntarily provided by the bidder without tender evaluation committee asking for it will not be considered for evaluation
13.5. VERIFICATION OF DOCUMENTATION	The Procuring entity/authority may verify the documents submitted by the bidder under eligibility and technical qualification criteria including any certification, project experience etc.
13.6. RESPONSIVENESS OF THE PROPOSALS	Proposals complied with all Eligibility and technical qualification criteria will be declared as responsive proposals and will be considered for the Financial Bid opening. Proposals which fail to comply with above criteria will be considered nonresponsive and will be rejected.
13.7. OPENING OF FINANCIAL BIDS	The Financial bids of only technically successful Bidders will be opened by the tender committee.
13.8. CORRECTION OF ERRORS	The evaluation will be carried out whether financial bids are complete and computationally correct. Activities and items described in the Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no correction/s will be allowed in the Financial Proposal. The Procuring authority's evaluation committee will correct computational or arithmetical errors only. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.
13.9. PRICE REASONABILITY	The Bidder shall ensure that the consultancy fee quoted are reasonable and competitive. . The Bid Evaluation Committee will evaluate the price reasonability based on the various parameters, such as: - Comparison with market rates and industry benchmarks - Comparison with recent historical prices for similar services - Overall competitiveness of the bid The Bid evaluation committee may request the Bidder to provide additional information or justification for the prices quoted.
13.10. ABNORMALLY LOW OR HIGH	deleted

BID PRICE	
13.11. AWARD CRITERIA	The technically qualified bidder with the lowest financial bid (within the parameters mentioned in the will be selected as the successful bidder and will be called for agreement. In case of tie, the following preferences will be applied (in the order it is mentioned) to select the successful bidder. 1. The bidder with the experience of more number of similar projects in urban housing. (the 'projects' means the number of project details submitted in the technical qualification criteria) 2. The bidder with higher turnover The Selection committee reserves the right to negotiate.
13.12. NEGOTIATIONS	The Consultant who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract.
13.13. NOTIFICATION OF AWARD	Upon closure of the negotiation procedure and mutual agreement on all technical and financial aspects of the assignment, a notification of award will be issued to the successful bidder in form of an LoA by the Procuring Authority.
13.14. SIGNING OF AGREEMENT	On award of the consultancy, the Consultant should be required to enter into an agreement with Client as per the Terms and Reference. Upon submission of the Performance Security Bank Guarantee by the successful bidder within stipulated time period as notified in the LoA, and after verifying of the PSBG by the client the Agreement will be signed by the official signing authorities of both the parties.
14. PROCURING AUTHORITY'S RIGHTS	The issue of the RFP Document does not imply that the Procuring Authority is bound to select bid(s), and it reserves the right without assigning any reason to reject any or all of the Bids, or cancel the RFP process; or retender the RFP process
14.1. DUE DILIGENCE/ VERIFICATION OF ORIGINAL DOCUMENT (IF APPLICABLE)	The procurement Authority/Entity reserves the right to conduct due diligence and verify the authenticity and accuracy of the documents submitted by the Bidder, including but not limited to: - Certificates and diplomas - Experience certificates and references - Financial statements and tax returns - Any other documents relevant to the bid
14.2. PSBG PERFORMANCE SECURITY BANK GUARANTEE	5% of the Contract value within 7 days from the issuance of LoA the successful bidder will submit the Performance Security Bank Guarantee (PSBG) in the format given in FINANCIAL FORM - 6, to the procurement authority. The Procurement authority shall verify the document before signing of the contract.
14.3. RETURN OF BID SECURITY	After signing of the contract, the bid securities/EMDs will be returned to all bidders.

SECTION II (PART B): BID DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Authority	Urban Development and Housing Department, Govt. of Bihar
2	Method of Selection	LCS method of evaluation
3	Proposal Validity	90 Days from the last date of bid submission
4	Date of Issue of RFP	10th July 2026
5	Bid Price	Rs 10,000/- (Rs. Ten Thousand only) + applicable GST through RTGS
6	Deadline for Submission of Pre-Proposal Queries	17th July 2026 by 11:00 am by email at urbansec-bih@nic.in
7	Pre-proposal meeting	17th July 2026 at 12:30 hrs. Meeting Link https://urbansec.webex.com/urbansec/j.php?MTID=m936bfb6d7f37839a671e7171ec9ae6c1 Meeting ID: 25137850304 Password: 12345
8	Last date and time for Submission of proposal (online) on www.eproc2.bihar.gov.in	05th August 2026 up to 03:00 PM
9	Date, time and place for submission of physical copy of the proposal	05th August 2026 up to 03:15 PM
10	Earnest Money Deposit (EMD)	Bid Security of INR 08 (Eight) Lakhs submit in form of internet payment gateway (IPG) or BG in favour of 'Joint Secretary- BUDA' payable at Patna
11	Opening of Proposal:	Online opening at e-portal by bid opening committee constituted by UDHD, Govt. of Bihar
12	Site Visit	Bidders are advised to submit their respective Proposals only after considering the terms and scope of work mentioned in the ToR and validating project information.
13	Date of opening of Technical Proposal	05th August 2026 at 03:30 PM
14	Date of opening of Financial Proposal	To be informed to the technical qualified bidders
15	Performance security Bank Guarantee (PSBG)	5% of the Contract value
16	Contact Person	Project Officer cum Assistant Director, Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna-800015

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SECTION – III CONDITIONS OF CONTRACT

1.	GENERAL PROVISIONS	
1.1.	Definitions	Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings: (a) "Applicable Law" means the laws and any other instruments having the force of law in India. (b) "Client" / "Employer" means The Urban Development and Housing Department UD&HD, Govt. of Bihar (c) "Contract" means the Contract signed by the Parties, to which these Conditions of Contract are attached, together with all the documents listed in Clause 1 of such signed Contract; (d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6; (f) "Party" means the Client or the Consultants, as the case may be, and Parties means both of them; (g) "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof; (i) "Services" means the work to be performed by the Consultants pursuant to this Contract as described; and (j) "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.
1.2	Law Governing the Contract	This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Law of contract, supplemented by the conditions states under this section to this contract.
1.3	Language	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
1.4	Notices	Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the Contract.
1.5	Location	The Services shall be performed at such locations as are specified in RFP and, where the location of a particular task is not so specified, at such locations, whether in the state of Bihar or elsewhere, as the Procuring Authority may approve.
1.6	Authorized Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in this RFP. Authorized Representative of: On Behalf of the Urban Development and Housing Department Name:

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		Designation _____ Address: Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna-800015 Phone No _____ Email ID _____ On Behalf of the Consultant: Name _____ Designation _____ Address _____ _____ Phone No _____ Email ID _____
1.7.	Taxes and Duties	The Consultants, Sub-consultants and their Personnel shall pay taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.
2.	COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT	
2.1.	Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by both Parties.
2.2.1	Commencement of Services	The Consultants shall begin carrying out the Services after the date the Contract becomes effective
2.2.2	Duration of services	36 months from the date of signing of the Contract.
2.3.	Expiration of Contract	Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate with completion of the consultancy in terms of conditions of this agreement to the full satisfaction of the Client
2.4.	Modification	Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.
2.5	Force Majeure	
2.5.1	Definition	For the purpose of this contract "Force Majeure" means any event or circumstance or combination of events or circumstances beyond the reasonable control of either Party including: i) Acts of God and nature including • typhoon, flood, earthquake, fire, drought, landslide, unusually severe weather condition or other natural disaster; and • plague or epidemic or quarantine conditions arising there from; ii) Air crash, shipwreck, train wrecks or failures or delays of transportation; iii) Strikes, lock-outs, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;

2.5.2	No Breach of Contract	The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
2.5.3	Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.5.4	Payments	During the period of their inability to perform the Services as a result of an event of Force Majeure, no additional payment will be given however a time extension in the project may be given.
2.6	Termination	
2.6.1	By the Client	The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.6.1 and sixty (60) days' in the case of the event referred to in (e): (a) if the Consultants do not perform their obligations under this Contract, within thirty (30) days of receipt after being notified (b) if the Consultants become insolvent or bankrupt; (c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or (d) if the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract For the purpose of this clause: "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution. "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract. (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
2.6.2	By the Consultants	The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2: (a) if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue; or (b) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
2.6.3	Payment	Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client

	upon Termination	shall make the following payments to the Consultants: (a) Remuneration pursuant to Services satisfactorily performed prior to the effective date of termination; (b) Except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
2.6.4	Failure and Termination	In case of delay in the conduct of Consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover damage for Breach of contract.
3.	OBLIGATIONS OF THE CONSULTANTS	
3.1.1	General	The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.
3.1.2	Time is of Essence	Time shall be of the essence as regards the performance by the Agency of its obligations under this Contract
3.1.3	Changes in organization	The Consultant must proactively keep the Procuring Entity informed of any changes in its constitution/ financial stakes/ responsibilities during the execution of the contract.
3.1.4	Eligibility and Qualification	The Consultant is contractually bound to maintain compliance with all eligibility and qualifications criteria stipulated in the RFP process based on which the selection process has been carried out. Any change which would vitiate the basis on which the Consultant was shortlisted or awarded the contract should be pro-actively brought to the notice of the Procuring Entity within 7 days of it coming to the Consultant's knowledge.
3.2	Conflict of Interest	
3.2.1	Consultants Not to Benefit from Commissions, Discounts, etc.	The remuneration of the Consultants pursuant to Clause 6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.
3.2.2	Consultants and Affiliates not to be Otherwise Interested in Project	The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3	Prohibition of Conflicting Activities	Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities: (a) during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or (b) after the termination of this Contract, such other activities as may be specified in the Conditions of Contract.
3.3	Confidentiality	The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.
3.4	Consultants' Actions Requiring Client's Prior Approval	The Consultants shall obtain the Client's prior approval in writing before taking any action, say entering into a subcontract for the performance of any part of the Services, ("Key Personnel and Sub-consultants"), and any other action that may be specified in the Conditions of Contract.
3.5	Documents Prepared by the Consultants to be the Property of the Client	All plans, drawings, specifications, designs, reports, surveys and other documents and software submitted by the Consultants shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software subject to obtaining written approval from the client. Restrictions about the future use of these documents, if any, shall be specified by the Client.
4.	CONSULTANTS' PERSONNEL	
4.1	Description of Personnel	The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in RFP.
4.2	Removal and/or Replacement of Personnel	a. No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client. b. If the Client finds that any of the Personnel have i. committed serious misconduct or has been charged with having committed a criminal action, or ii. have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client. a. The Consultants shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5.	OBLIGATIONS OF THE PROCURING AUTHORITY	
5.1	Assistance and Exemptions	The Client shall use its best efforts to ensure that the Government shall provide the Consultants such assistance and data as specified in the Conditions of Contract.
5.2	Changes in the Applicable Law	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Consultants, the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly and corresponding adjustments shall be made to the ceiling amounts referred to in Clause 6.2.
6.	PAYMENTS TO THE CONSULTANTS	
6.1.	Lump Sum Remuneration	Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
6.2.	Contract Price	The Contract price is INR <i>[to be entered before signing of the contract]</i> including applicable taxes & GST The Contract price breakdown is provided in Clause 6.3, and the total payments under this Contract shall not exceed this Contract price. Any change to the Contract price specified above can be only made if the Parties have agreed to the revised Scope of Services and/or Timeline of the contract under clause 2.4 and have amended the Terms of Reference in Appendix A in writing
6.3	Payments	This is an input-based Contract, payment will be linked to timely submission of MPR of the Consultant Payments will be made against monthly invoices based on actual monthly inputs of the personnel, satisfactory services rendered and submission of time sheets and MPRs approved by the authority i.e. Nodal Officer of UDHD along with the Monthly Reports. The consultancy fee (%) is chargeable on pro rata basis on the actual monthly inputs of the personnels deployed.
6.4.	Payment for Additional Services	For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4.
6.5.	Terms and Conditions of Payment	Payments will be made to the account of the Consultants and according to the payment schedule stated in the Clause 6.3 'Payments' under 'Section III Conditions of Contract' and 'Section VI Terms of Reference'. Payments shall be made in accordance with the conditions listed in the Payment Schedule on approval of invoice based on the satisfactorily achieved deliverables by the Consultants.
7.	SETTLEMENT OF DISPUTES	
7.1.	Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
7.2.	Dispute	In the event a dispute, differences or claim arises in connection with the

	Settlement	interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute / differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 30 days from the date of receipt of written notice, the matter will be referred to UDHD, who will take decision within 60 days after such reference. If the dispute is still not resolved the matter will be referred for Arbitration.
7.3.	Arbitration	In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of The Arbitration and Conciliation (Amendment) Act, 2021. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by UDHD and other appointed by Agency and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of The Arbitration and Conciliation (Amendment) Act, 2021. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Patna and following are agreed. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement.
8.	Limitation of Liability	Except in cases of criminal negligence or willful misconduct, the aggregate liability of the Consultant to the Procuring Entity, whether under the contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Consultant to indemnify the Procuring Entity concerning IPR infringement.

SECTION – IV BID FORMS

General Forms

GEN FORM - 1	Format for Letter of Application (Bidder)
GEN FORM - 2	Format for Power of Attorney for Signing of Application
GEN FORM - 3	Format for Details of Applicant
GEN FORM - 4	General Profile
GEN FORM - 5	Format for Affidavit Certifying that Entity is not Blacklisted/ Debarred
GEN FORM - 6	Declaration regarding any Conflict of Interest and Anti-Collusion Certificate
GEN FORM - 7	Pre-bid queries' format

Technical Forms

TECH FORM – 1 (A)	Supporting format for Project Experience of the Applicant
TECH FORM – 1 (B)	Format for Project Experience of the Applicant
TECH FORM – 2	Comments And Suggestions on Terms of Reference
TECH FORM – 3(A)	Format for Financial Capability of the Applicant
TECH FORM – 3(B)	Positive Net worth of the Applicant
TECH FORM - 4	Understanding of Scope with Approach and Methodology (A & M)
TECH FORM - 5	Format for HR Certification of the Technical Manpower Organisational Strength (staff strength in numbers)

Financial Forms

FIN FORM - 1	Letter of Financial Bid
FIN FORM - 2	Financial Proposal Cover
FIN FORM – 3	Financial Proposal Format (Price Bid)
FIN FORM – 4	Breakdown of the Remuneration Cost for Personnel
FIN FORM – 5	Performance Security Bank Guarantee
FIN FORM - 6	Bid Security Form (Bank Guarantee)

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The Technical proposal should comprise of the following basic requirements. The documents mentioned in this **Compliance Sheet** along with this form, needs to be a part of the Technical proposal.

Compliance Sheet

#	Specific Requirements	Documents Required	Compliance	Ref. & Page No. in the submitted bid
1.	Proposal Covering Letter	GEN: FORM - 1	Yes/No	
2.	Bid Document Fee	Submitted online. The proof of payment submitted in hard copy	Yes/No	
3.	Power of Attorney	GEN: FORM - 2 Copy of Power of Attorney in the name of the Authorized signatory	Yes/No	
4.	Legal Entity	GEN: FORM - 3 (including supporting documents indicated)	Yes/No	
5.	General Profile	GEN: FORM - 4	Yes/No	
6.	Blacklisting declaration	GEN FORM - 5	Yes/No	
7.	Anti-Collusion Certificate	GEN: FORM - 6	Yes/No	
8.	Bid Security / Earnest Money Deposit	FINANCIAL FORM 5 Original copies to be submitted physically	Yes/No	
9.	Project Experience	TECH: FORM - 1(A) & 1 (B) Completion Certificates from the Client/ Work Order + Self Certificate of Completion (Certified by the Statutory Auditor/Company Secretary)	Yes/No	
10.	Comments and Suggestions on ToR	TECH FORM - 2	Yes/No	
11	Financial Capability	TECH FORM 3A + Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	
12	Positive net worth	TECH FORM 3B and Certificate from the statutory auditor/Company Secretary	Yes/No	
13	Approach and Methodology to perform the work in this assignment	TECH: FORM - 4, should highlight the Approach and Methodology for the proposed assignment.	Yes/No	
13	HR Certification of the Technical Manpower Organisational Strength (staff strength in numbers)	TECH FORM - 5	Yes/No	

Seel

GEN: FORM - 1: Format for Letter of Application (Bidder)

[On the Letter head of the Applicant]

Date:

To,
Project Officer cum Assistant Director
Urban Development and Housing Department, Govt of Bihar,
1st Floor, Vikas Bhawan, New Secretariat, Patna-800015

Ref: Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar

Dear Sir,

Being duly authorised to represent and act on behalf of (Hereinafter referred to as "the Applicant") and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for Shortlisting for the captioned assignment.

We, the undersigned, having examined the RFP (including any Corrigendum, Addendum issued), the receipt of which is hereby duly acknowledged, offer to comply with the requirements as stated in the RFP and abide by its Terms and Conditions.

Further, we confirm that the information contained in this response/ proposal or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to UDHD, is true, accurate, verifiable and complete.

We are enclosing our Application for Qualification in one (1) original, with the details as per the requirements of the RFP Document, for your evaluation. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be disqualified from the selection process or termination of the contract during the project, if selected.

We confirm that our application is valid for a period of 90 (ninety) days from (last day of bid submission)

It is submitted:



1. We have examined and have no reservations to the Bidding Documents, including Corrigendum/Addenda (if applicable) issued in accordance with Instructions to Bidders;
2. We meet the eligibility requirements and have no conflict of interest in accordance with ITB Clause 10;
3. We have not been suspended nor declared ineligible by the <Employer> based on execution of a Bid Securing Declaration in the <Employer>'s country in accordance with ITB
4. We offer to execute in conformity with the Bidding Documents the following services as per Section VI (term of reference);
5. Our bid shall be valid for a period of 90 (ninety) calendar days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
7. We are not participating, as a Bidder or as a sub-Agency, in more than one bid in this bidding process in accordance with ITB clause 12.5
8. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Yours sincerely,

Name of the Agency: _____

Name and Signature of the Agency Representative:

Address:



GEN: FORM- 2: Format for Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 1000/- or such equivalent document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for “Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar” including signing and submission of all documents and providing information / responses to Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar, representing us in all matters before UDHD, and generally dealing with UDHD in all matters in connection with our bid for the said Assignment.

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

For _____

(Signature)

(Name, Title and Address)

Accepted... (Signature)

(Name, Title and Address of the Attorney)

Note:

- To be executed by the Applicant.*
 - 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 executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
 - In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- governments in India.



GEN FORM 3: Format for Details of Applicant

The details of Applicant: every Applicant will submit individual details) are as follows:

Sl. No.	Parameters		Details
a.	Name of applicant with full address		
b.	Tel. No.		
c.	Fax No.		
d.	Email		
e.	Year of Incorporation.		
f.	Name and address of the person holding the Power of Attorney.		
g.	Place of Business. Date of Registration.		
h.	Name of Bankers with full address		
i.	Regional presence (Direct office)	:	
j.	GST Registration Number (copy).	:	
k.	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / Email) of contact persons	:	

GEN: FORM - 4: General Profile

Provide here a brief description of the background and organisation of your company (include Organisational Chart). The applicant registered under Companies Act can be a Public Ltd./Pvt Ltd. and must be an Indian Resident/Indian Firm/Indian Company

Firm /Agency Profile Proposed Team Profile

Deef

GEN FORM- 5: Format for Affidavit Certifying that Entity is not Blacklisted/ Debarred

(On a Stamp-paper of relevant value)- by the Bidder Affidavit

I/We M/s. (Applicant), [the name and address of the registered office] hereby certify and confirm that we or any of our promoter/s / director/s are not blacklisted by any State Government or Central Government / State Government/PSU in India from participating in Consultancy Project/s, either individually entity on _____.

We further confirm that we are aware that as per the RFP No. _____, our Application for the captioned Assignment would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the RFP, any stage of the Shortlisting Process or thereafter during the shortlisting period.

Dated this Day of....., 2026

Name of the Applicant:

..... Signature of the Authorised Person

..... Name of the Authorised Person

Per

**GEN FORM- 6: Declaration regarding any Conflict of Interest and Anti-Collusion
Certificate**

[Certificate should be provided by bidder on its letterhead]

We hereby certify and confirm that in the preparation and submission of our Bid for Request for Proposal (RFP) "Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar". *against the RFPNo: <No> Dated <DD/MM/YYYY>* is issued by Authority, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti- competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organisation in connection with the bid.

(Signature of the Lead Member)

Printed Name and Designation

Seal

Date:

Place:

Business Address:

Deel

TECH FORM - 1 (A): Supporting format for Project Experience of the Applicant

Sl. No.	Name of firm	Name & location of project	Name of Client	Start Date – End Date	Project Fees (INR Lakh)	Details of the project (Completed/ Ongoing)	Details of Documentary Proof attached
1.							
2.							
3.							
4.							
5.							

Def

TECH FORM - 1 (B): Format for Project Experience of the Applicant

Assignment name:	Value of the contract (in INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	
Start date (month/year):	
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note: use separate sheet for each eligible project

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Selection, it is proved that the information furnished by us is wrong, UDHD reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm Date

Place

Name _____

Designation Tel No.

Mobile No. E Mail ID

Seal/Stamp of the Firm

Dees

TECH FORM - 2: COMMENTS AND SUGGESTIONS ON TERMS OF REFERENCE

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Bid.]

B - On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by the Client according to Paragraph 6 of the Part II Special information to Contractor/Service Providers including: administrative support, office space, Domestic transportation, equipment, data, etc.]

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TECH FORM 3A: Format for Financial Capability of the Applicant

(Equivalent in Rs. crores)

<i>Applicant*</i>	<i>Average Annual Turnover from similar services</i>			
	<i>FY</i> <i>2022-23</i>	<i>FY</i> <i>2023-24</i>	<i>FY</i> <i>2024-25</i>	<i>Average</i>
<i>Applicant</i>				

Certificate from the Statutory Auditor/ Chartered Accountant

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

Name of the Audit firm:

Seal of the Audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.

** Any Applicant should fill in details as per the row titled Applicant and ignore the row below.*

*** The certificate must have UDIN issued by The Institute of Chartered Accountants of India (ICAI).*

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TECH FORM 3B: Positive Net worth of the Applicant*(Equivalent in Rs. crores)*

Applicant*	Net worth of the Applicant				
	FY 2022-23	FY 2023-24	FY 2024-25	Total	Average

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that (name of the Applicant) has a net worth shown above against the respective years on account of the firm. Name of the audit firm:

Seal of the audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

**** The certificate must have UDIN issued by The Institute of Chartered Accountants of India (ICAI).**



TECH FORM- 4: Understanding of Scope with Approach and Methodology (A & M)

[Maximum of 10 pages including charts and diagrams]

a. Agency's understanding of the ToR

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference of the assignment.

{Suggested structure of your Technical Bid:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

a) Technical Approach and Methodology. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) Organization and Staffing. {Please describe the structure and composition of your team}



TECH FORM- 5 Format for HR Certification of the Technical Services Organisational Strength
(staff strength in numbers)

Criteria	Staff Strength in numbers	Certification
Total Staff Strength of Organisation		Certified by HR head of the Applicant
Total Technical Staff related to Assignment working in the organization as on bid submission date in the organisation (...)		Certified by HR head of the Applicant

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Selection, it is proved that the information furnished by us is wrong, Procuring Authority, reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of HR Head of the Firm

Date

Place

Name _____ Designation:

Tel No.

Mobile No.

E Mail ID.

Counter Signature of Authorised Representative of the Firm



FINANCIAL FORM 1: Letter of Financial proposal

(The bidder must accomplish the Letter of Financial Proposal on its letterhead clearly showing the bidder's complete name and address.)

To,
Secretary
Urban Development and Housing Department,
Govt. of Bihar,
Vikas Bhawan, Bailey Road
Patna, Pin-800015

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- (b) We offer to execute in conformity with the Bidding Documents and the Technical Proposal submitted for the "Request for Proposal (RFP) for Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar"
- (c) We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- (d) We enclose herewith the complete Price Bid as required by you in FINANCIAL FORM-3
- (e) Our Bid shall be valid for a period of 90 (ninety) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) If our Bid is accepted, we commit to obtain performance security in accordance with the



Bidding Documents.

- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name

In the capacity of

Signed

Date

Deef

FINANCIAL FORM 2: FINANCIAL PROPOSAL COVER

(AMOUNT IN INR)

Location, Date

To

<insert client address>

Dear Sirs:

We, the undersigned, offer to provide services for "Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar" in accordance with your Request for Proposal dated _____ and our Technical Proposal.

Our attached Financial Proposal is for the amount of INR ----- (Rupees-----) which is ____% of the remuneration of the personnels as per the rates indicated in annexure in the RFP, and is inclusive of all taxes, duties, levies as may be applicable.

Our Financial Proposal shall be binding upon us until the expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:



FINANCIAL FORM 3: Financial Proposal Format (amounts in INR)

PRICE BID SCHEDULE

NAME OF Assignment: - "Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar"

Sl.No.	Particulars	Amount in INR
1.	Consultancy Charges (within the range ¹ from 3.85 % to 7 % of the total amount indicated for 3 years of Service in Financial Form 4 of the RFP Document);	
2.	Applicable taxes/GST	
GRAND TOTAL including taxes Rs.		

Name of Bidder

(Rupees..... only)

Signature of the Bidder Date:

Place:

Company Seal

Important Note:

The costs refer to the points mentioned below need not to be included in price bid schedule

1. The cost of experts mentioned at FINANCIAL FORM 4 should not be included in summary of cost.
2. The remuneration to the experts will be paid as per the Fin-4. which is inclusive of TA, DA, other emoluments, applicable taxes etc.
3. No additional expenses will be provided by UDHD or ULBs

¹ (Ref: egazette No 251 dated 23-03-2023 issued by Finance Department, Govt of Bihar, & Office Memorandum no F.6/1/2023-PPD dated 06-01-2023 issued by Ministry of Finance, Govt. of India, regarding "prescribing service charge in the range from 3.85 % to 7 %)

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FINANCIAL FORM 4: Breakdown of the Remuneration Cost for Personnel

Not to be included in the Financial proposal

S. No.	Name of Municipal Corporation	Category	SMM/CMM	Monthly Remuneration (in ₹)
1	Patna Municipal Corporation	A	CMM	65,000
2	Gaya Municipal Corporation	B	CMM	60,000
3	Bhagalpur Municipal Corporation	B	CMM	60,000
4	Muzaffarpur Municipal Corporation	B	CMM	60,000
5	Bihar Sharif Municipal Corporation	B	CMM	60,000
6	Darbhanga Municipal Corporation	B	CMM	60,000
7	Purnia Municipal Corporation	B	CMM	60,000
8	Ara Municipal Corporation	B	CMM	60,000
9	Begusarai Municipal Corporation	B	CMM	60,000
10	Katihar Municipal Corporation	B	CMM	60,000
11	Munger Municipal Corporation	B	CMM	60,000
12	Chhapra, Municipal Corporation	B	CMM	60,000
13	Municipal Council, Danapur	B	CMM	60,000
14	Municipal Council, Saharsa	B	CMM	60,000
15	Municipal Council, Hajipur	B	CMM	60,000
16	Municipal Council, Sasaram	B	CMM	60,000
17	Municipal Council, Dehri-Dalmia City	B	CMM	60,000
18	Municipal Council, Siwan	B	CMM	60,000
19	Municipal Council, Bettiah	B	CMM	60,000
20	Municipal Council, Motihari	B	CMM	60,000
21	Municipal Council, Bagha	B	CMM	60,000
22	Municipal Council, Kishanganj	B	CMM	60,000
23	Municipal Council, Jamalpur	B	CMM	60,000
24	Municipal Council, Jehanabad	B	CMM	60,000
25	Municipal Council, Buxar	B	CMM	60,000
26	Municipal Council, Aurangabad	B	CMM	60,000
27	Municipal Council, Lakhisarai	C	CMM	55,000
28	Municipal Council, Nawada	C	CMM	55,000
29	Municipal Council, Jamui	C	CMM	55,000
30	Municipal Council, Phulwarisharif	C	CMM	55,000
31	Municipal Council, Araria	C	CMM	55,000
32	Municipal Council, Madhubani	C	CMM	55,000

S. No.	Name of Municipal Corporation	Category	SMM/CMM	Monthly Remuneration (in ₹)
33	Municipal Council, Benipur	C	CMM	55,000
34	Municipal Council, Bihat	C	CMM	55,000
35	Municipal Council, Samastipur	C	CMM	55,000
36	Municipal Council, Sitamarhi	C	CMM	55,000
37	Municipal Council, Gopalganj	C	CMM	55,000
38	Municipal Council, Supaul	C	CMM	55,000
39	Municipal Council, Sheikhpura	C	CMM	55,000
40	Municipal Council, Bagh	C	CMM	55,000
41	Municipal Council, Mokama	C	CMM	55,000
42	Municipal Council, Masaurhi	C	CMM	55,000
43	Nagar Panchayat, Teghra	C	CMM	55,000
44	Municipal Council, Bhabua	C	CMM	55,000
45	Municipal Council, Raxaul	C	CMM	55,000
46	Municipal Council, Madhepura	C	CMM	55,000
47	Municipal Council, Dumraon	C	CMM	55,000
48	Municipal Council, SultanGanj	C	CMM	55,000
49	Municipal Council, Daudnagar	C	CMM	55,000
50	Municipal Council, Arwal	C	CMM	55,000
51	Municipal Council, Hilsa	C	CMM	55,000
52	Municipal Council, Fatuha	C	CMM	55,000
53	Municipal Council, Farbisganj	C	CMM	55,000
54	At State level / UDHD	-	SMM	100,000
Monthly Total				₹ 31,50,000

Total Remuneration cost for 3 years ₹31,50,000 x 36 = ₹11,34,00,000 (Rupees Eleven Crore Thirty-four lakhs)

Note:

The budget above is inclusive of TA, DA, other emoluments, applicable taxes etc.

No additional fund would be provided for implementation.

(Signature)

FINANCIAL FORM 5: Performance Security Bank Guarantee

[On Appropriate Stamp Paper]

Ref: _____

Bank Guarantee No. __ Date _____

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, [<<name of the supplier and address>>] (hereinafter called "the Agency has undertaken, in pursuance of contract no. [<<Insert Contract No.>>] dated. [<<Date>>] to provide "Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar"

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognised bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, [<<Name of Bank>>] a banking company incorporated and having its head/registered office at [<<Address of Registered Office>>] and having one of its offices at [<<Address of Local Office>>] have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Indian Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Indian

Deel

Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This Guarantee shall be valid until [<<Insert Date>>]) notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Indian Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only).
- II. This bank guarantee shall be valid up to [<<Insert Expiry Date>>]
- III. It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before [<<Insert Expiry Date>>] failing which our liability under the guarantee shall automatically cease.

Date _____

Place _____

Signature _____

Witness _____

Printed name _____

(Bank's

common

seal)



FINANCIAL FORM 6: Bid Security Form (Bank Guarantee)

(Bank's Name, and Address of Issuing Branch or Office) Beneficiary: _____

_____ (name and address of Employer) Date: _____

____ Bid Security No.: _____

Whereas M/s _____ (insert the name of the Consultant) (hereinafter called the "Consultant") has submitted its technical & financial proposals for the RFP, "Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar" (hereinafter called the "Proposal") dated _____ against the Employer's Notice Inviting Tenders (NIT) Notice Inviting Request for Proposals ____ (Insert NIT/NIP/IFB number as per publication in newspaper or website).

Furthermore, we understand that, according to your conditions, proposals must be supported by a Bid Security. At the request of the Consultant, we _____ (insert name of the bank)

hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of _____

_____ (insert bid security amount in figures)

_____ (amount in words) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Consultant is in breach of its obligation(s) under the RFP conditions, because the Consultant has withdrawn its Proposal during the period of Proposal validity specified by the Consultant in the Technical Proposal Form; or

(a) does not accept the correction of errors in accordance with the Instructions to Consultants/Bidders (hereinafter "the ITC" / "the ITB") of the RFP Document; or

(b) having been notified of the acceptance of its Proposal by the Employer during the period of proposal validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITC/ITB.

This guarantee will expire: (a) if the Consultant is the successful Consultant, upon our receipt of copies of the Contract Agreement signed by the Consultant and the performance security issued to you upon the Instruction of the Consultant; and (b) if the Consultant is not the successful Consultant, upon the earlier of

(i) our receipt of a copy your notification to the Consultant of the name of the successful Consultant; or (ii) forty-five days after the expiration of the Consultant's proposal.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

_____ Bank's seal and authorized signature(s) _____

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SECTION V CONTRACT FORMAT

Standard Contract

THIS CONTRACT for the "Appointment of an agency to provide Services for the implementation of PM Svanidhi Scheme in Bihar" (hereinafter called the "Contract") is entered into [number] day of the month of [month], [year], between The Urban Development and Housing Department UD&HD, Govt. of Bihar (hereinafter called the "Employer") and M/s [name of Consultant] (hereinafter called the "Consultant"), a company, and having its registered office at [insert Consultant's address]; Telephone: _____, Email: _____

WHEREAS

the 'Employer' has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services") described in Terms of Reference and Scope of Services of the RFP as part of the implementation of the Project;

(b) the Consultant, having represented to the 'Employer' that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

(c) THE PARTIES hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - i. The Contract Agreement
 - ii. The Letter of Bid with supporting documents
 - iii. The addenda Nos if any)
 - iv. The Conditions of Contract;
 - v. Terms of Reference
 - vi. RFP document
 - vii. Price Bid
2. The mutual rights and obligations of the <Employer> and the Bidder shall be as set forth in the Contract, in particular:
 - a. the Bidder shall carry out the [_____] in accordance with the provisions of the Contract; and
 - b. the<Employer> shall make payments to the Bidder in accordance with the provisions of the Contract.

3. The Bidder /Consultant shall perform the Services during the period commencing [insert start date] and ending on [insert completion date] or any other period as may be subsequently agreed by the parties in writing.
4. The <Employer> designates Shri..... as <Employer>'s Project Head; the Project Head shall be responsible for the coordination of the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the <Employer>.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of
The Urban Development and Housing
Department UD&HD, Govt. of Bihar
[Authorized Representative of the
UDHD – name, title and signature]

For and on behalf of
[Name of Consultant]
[Authorized Representative of the
Consultant – name and signature]

Signed by

Signed by

Title

Title:



SECTION VI: TERMS OF REFERENCE

Terms of Reference for the Request for Proposal (RfP) for Appointment of an Agency to Provide Services for the Implementation of PM SVANidhi Scheme in Bihar

1. Background

The Prime Minister Street Vendor's Atma Nirbhar Nidhi (PM SVANidhi) Scheme aims to provide affordable working capital loans to street vendors and to promote their economic empowerment. Effective implementation of the scheme at the Urban Local Body (ULB) level is critical to achieve its objectives of financial inclusion, digital enablement, recognition, and socio-economic upliftment of street vendors.

Given the multi-stakeholder nature of the scheme—requiring coordination between ULBs, lending institutions, various ministries/departments, digital payment aggregators (DPAs) and other partners—human resource capacity at the grassroots level plays a pivotal role. Adequate resources, with clearly defined roles and responsibilities, are crucial for effective outreach, robust data management, and continuous progress monitoring.

For this purpose and smooth implementation of the scheme, Urban Development & Housing Department, Government of Bihar wishes to engage a firm that can provide the necessary Services as detailed below:

Position	Personnel Required
State/UT Level- State Mission Manager (SMM)	1
ULB Level- City Mission Manager (CMM)	53
The SMM & CMM shall have experience in programme implementation, planning and monitoring preferably in the domain of: - Urban development, poverty alleviation, livelihood promotion, or micro-enterprise development. - Projects supported by the Government of India, State Governments, autonomous bodies, multilateral/bilateral agencies etc.	

2. Qualification & Experience Criteria

Position	Qualification & Experience	Skills & Competencies
State/UT Level- State Mission Manager (SMM)	Minimum educational qualification: Post-graduate degree in Management, Urban Planning, Social Sciences, Public Policy, Economics, or a related field.	Managerial - Strong project management and organizational skills. - Ability to lead teams, coordinate with multiple stakeholders, and manage field-level operations.

Position	Qualification & Experience	Skills & Competencies
	Experience: Minimum 5 years of professional experience	- Capacity to build partnerships with government agencies, banks, NGOs, community-based organizations etc. - Experience in planning, monitoring, evaluation, and reporting.
ULB Level- City Mission Manager (CMM)	Minimum educational qualifications: Graduate degree in Management, Urban Planning, Social Sciences, Public Policy, Economics, or a related field. Experience: Minimum 3 years of professional experience	Behavioral - Excellent communication and interpersonal skills. - Strong analytical thinking and problem-solving abilities. - Adaptability to dynamic, multi-stakeholder environments. - Commitment to social inclusion, equity, and empowerment of marginalized groups. - Ability to motivate, guide, and build trust among community members and team members alike.

3. Scope of Work: Roles & Responsibilities

Position	Roles & Responsibilities
State Mission Manager (SMM) Maximum Remuneration – Rs 1,00,000 per month	I. Scheme Implementation: Oversee the implementation of the PM SVANidhi Scheme across ULBs within the State/UT. Supervise the performance of CMMs. II. Stakeholder Coordination: Facilitate coordination among key stakeholders such as the ministry, lending institutions, credit card issuers, digital payment aggregators, other line departments, street vendor associations etc. at the State and ULB levels. Facilitate linkages with relevant government schemes at the state level and engage with concerned functionaries to maximize benefits for beneficiaries. III. Committee Formation: Ensure the constitution of all committees mandated under the scheme. IV. Information, Education & Communication (IEC): Monitor the outreach activities in the State/UT. V. Capacity Building: Manage various capacity building activities for ULBs/District officials, resource persons, street vendors etc. VI. Fund Management: Monitor scheme finances at the State/UT level. VII. Monitoring & Evaluation: Actively participate in periodic monitoring and evaluation exercises at the State/UT level including ULB/district level progress. Submit regular performance reports to the concerned State/UT authorities and MoHUA. VIII. Additional Duties: Any other responsibility or task as

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Position	Roles & Responsibilities
	assigned by the State/UT Government in line with mission ideology.
City Mission Manager (CMM) Salary : ₹65,000 for Category A ULBs (population: above 10 lakh) ₹60,000 for Category B ULBs (population: 1 lakh to 10 lakh) ₹55,000 for Category C ULBs (population: 50,000 to 1 lakh)	I. Scheme Implementation: Ensure effective and timely implementation of the scheme in the concerned ULB and supervise the performance of RPs. II. Support to Municipal Leadership: Assist the Municipal Commissioner/Executive Officer in operationalizing, monitoring, and reviewing various components of the scheme. III. Stakeholder Coordination: Coordinate with key stakeholders including Resource Persons and facilitate linkages with schemes under SVANidhi Se Samridhi at the ULB Level. IV. Information, Education & Communication (IEC): Plan and implement IEC activities to raise awareness and improve outreach of the scheme among stakeholders and beneficiaries. V. Capacity Building & Partnerships: Manage and implement various capacity building activities for ULBs/district officials, resource persons, street vendors etc. VI. Fund Monitoring: Monitor scheme finances at the ULB level. VII. Data Management: Ensure timely and accurate updating of beneficiary and scheme-related data on the MIS portal. VIII. Additional Duties: Any other responsibility or task as assigned by the State/UT/ULB in line with overall mission framework.

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ANNEXURE

ULB wise placement as per Category A, B and C ULBs

SI No	Name of Municipal Corporation	Population (2011)	Category	SMM/CMM
1	At State level (UDHD)			SMM
2	Patna Municipal Corporation	1684297	A	CMM
3	Gaya Municipal Corporation	474093	B	CMM
4	Bhagalpur Municipal Corporation	400146	B	CMM
5	Muzaffarpur Municipal Corporation	354462	B	CMM
6	Bihar Sharif Municipal Corporation	297268	B	CMM
7	Darbhanga Municipal Corporation	296039	B	CMM
8	Purnia Municipal Corporation	282248	B	CMM
9	Ara Municipal Corporation	261430	B	CMM
10	Begusarai Municipal Corporation	252008	B	CMM
11	Katihar Municipal Corporation	240838	B	CMM
12	Munger Municipal Corporation, Munger	213303	B	CMM
13	Chapra, Municipal Corporation	202352	B	CMM
14	Danapur Municipal Council, Danapur	182429	B	CMM
15	Saharsa Municipal Council, Saharsa	156540	B	CMM
16	Hajipur Municipal Council, Hajipur	147688	B	CMM
17	Sasaram Municipal Council, Sasaram	147408	B	CMM
18	Dehri-Dalmia Town Municipal Council, Dehri-Dalmia Town	137231	B	CMM
19	Siwan Municipal Council, Siwan	135066	B	CMM
20	Bettiah Municipal Council, Bettiah	126209	B	CMM
21	Motihari Municipal Council, Motihari	126158	B	CMM
22	Bagaha Municipal Council, Bagaha	112634	B	CMM
23	Kishanganj Municipal Council, Kishanganj	105782	B	CMM
24	Jamalpur Municipal Council, Jamalpur	105434	B	CMM
25	Jehanabad Municipal Council, Jehanabad	103202	B	CMM
26	Buxar Municipal Council, Buxar	102861	B	CMM
27	Aurangabad Municipal Council, Aurangabad	102244	B	CMM
28	Lakhisarai Municipal Council, Lakhisarai	99979	C	CMM
29	Nawada Municipal Council, Nawada	98029	B	CMM
30	Jamui Municipal Council, Jamui	87357	C	CMM
31	Phulwari Sharif Municipal Council, Phulwari Sharif	81740	B	CMM
32	Araria Municipal Council, Araria	79021	C	CMM
33	Madhubani Municipal Council, Madhubani	75736	B	CMM
34	Benipura Municipal Council, Benipura	75317	C	CMM
35	Bihat Municipal Council, Bihat	67952	B	CMM

Sl No	Name of Municipal Corporation	Population (2011)	Category	SMM/CMM
36	Samastipur Municipal Council, Samastipur	67925	B	CMM
37	Sitamarhi Municipal Council, Sitamarhi	67818	B	CMM
38	Gopalganj Municipal Council, Gopalganj	67339	C	CMM
39	Supaul Municipal Council, Supaul	65437	C	CMM
40	Sheikhpura Municipal Council, Sheikhpura	62927	C	CMM
41	Badh Municipal Council, Badh	61470	C	CMM
42	Mokama Municipal Council, Mokama	60678	C	CMM
43	Masaurhi Municipal Council, Masaurhi	59803	C	CMM
44	Teghra Municipal Council, Teghra	56234	C	CMM
45	Bhabhua Municipal Council, Bhabhua	56179	C	CMM
46	Raxaul Municipal Council, Raxaul	55536	C	CMM
47	Madhepura Municipal Council, Madhepura	54472	C	CMM
48	Dumraon Municipal Council, Dumraon	53618	C	CMM
49	Sultan Ganj Municipal Council, Sultan Ganj	52892	C	CMM
50	Daudnagar Municipal Council, Daudnagar	52364	C	CMM
51	Arwal Municipal Council, Arwal	51849	C	CMM
52	Hilsa Municipal Council, Hilsa	51052	C	CMM
53	Fatuha Municipal Council, Fatuha	50961	C	CMM
54	Farbisganj Municipal Council, Farbisganj	50475	C	CMM

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