

**Request for Proposal for Engagement of Consultant
for Support in Availing Loan / Financial Assistance
for Projects and Development & Implementation of
Accounting Application, and Accounting & Financial
Management Support Services**



**Bihar State Road Development Corporation Limited (BSRDCL)
Govt. of Bihar**

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DISCLAIMER:

Bihar State Road Development Corporation Limited (BSRDCL) has taken adequate care while preparing the RFP document, the bidders shall satisfy them that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately but before the stipulated time of pre bid query submission.

Bihar State Road Development Corporation Limited (BSRDCL) reserves the right to modify, amend or supplement this RFP document including all formats and Annexure. Any such change would be communicated to the Bidders by posting it on www.eproc2.bihar.gov.in or <https://bsrdcl.bihar.gov.in/>.

The information provided in this RFP is not intended to be exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, 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 anyway in this subject.

The issue of this RFP does not imply that the Authority is bound to select a Bidder for the project, and the Authority reserves the right to terminate the process at any time without assigning any reasons whatsoever. The Bidder shall bear all its costs associated with or relating to participation in this process regardless of the conduct or outcome of the process.

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

Chief General Manager
Bihar State Road Development Corporation Limited



NIT No: BSRDC LTD 5089/2026-2573

Date: 20-7-2026

INVITATION FOR BIDS

REQUEST FOR PROPOSAL

Bihar State Road Development Corporation Limited Invites Request for Proposal for Engagement of Consultant for Support in Availing Loan / Financial Assistance for Projects and Development & Implementation of Accounting Application, and Accounting & Financial Management Support Services

Details of the schedule for the bid are given below: -

SI	Activity	Timeline & Address
1	Online Sale/Download date of Tender documents	From 21.07.2026 (10:00 Hrs)
2	Last date and time for submission of Pre-bid Queries Post above date and time no further queries will be entertained.	31-07-2026 (11:00 Hrs.) The queries have to be e-mailed on bsrdcltd@gmail.com
3	Pre-bid Meeting date (Only two members per bidder are allowed).	31-07-2026 (11:00 Hrs.) (At BSRDCL HQ, Patna)
4	Last date for submission of Bids (online) Physical Copy of BID Security/EMD (in Case paid Offline in the form of BG/ DD)	10-08-2026 Till 12:00 Hrs. 10-08-2026 Till 15:00 Hrs.
5	Opening of Bids	10-08-2026 At 15:30 Hrs
6	Date of opening of Financial bids	To be informed later to technically qualified bidder.
7	Cost of Bidding Document (Tender Fee)	Tender Fee Rs 10,000 (Plus GST @ 18%) (Non-Refundable) to be paid Online in favor of "Chief General Manager, Bihar State Road Development Corporation Limited".
8	EMD	Rs 5,00,000 (Five Lakhs only) (Refundable) paid online or in the form of Bank Guarantee (BG)/ DD in the name of "Chief General Manager, Bihar State Road Development Corporation Limited". Bank Beneficiaries Details: Account Holder Name: Bihar State Road Development Corporation Ltd. Bank Name: Canara Bank Branch Name: Patliputra Colony Account Number: 2518101005873 IFSC Code: CNRB0002518 PAN: AADCB7567M

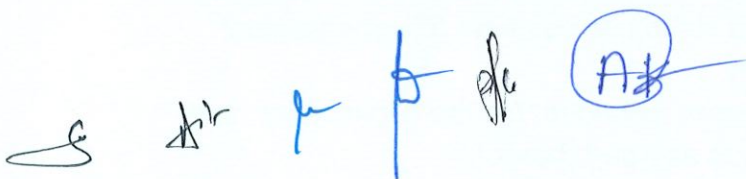
RFP document shall be available on website: www.eproc2.bihar.gov.in

Chief General Manager
Bihar State Road Development Corporation Limited

Instructions for Online Bid Submission

- 1) The RFP document containing the project profile, invitation for qualification and criteria for evaluation may be obtained from the website: www.eproc2.bihar.gov.in
- 2) Detailed N.I.T. can be seen of website www.eproc2.bihar.gov.in.
- 3) BSRDCL will not be responsible, in case of any delay, due to any reason whatsoever, in receipt of Bid Documents by the Bidders.
- 4) The Authority reserves the right to reject any or all bids or cancel/withdraw the Invitation for Bids (IFB) without assigning any reason whatsoever and in such case, no Bidder/ intending Bidder shall have any claim arising out of such action.
- 5) For participating in e-tendering process, the bidder shall have to get themselves registered to get used ID, Password, and digital signature. This will enable them to access the website www.eproc2.bihar.gov.in and download/participate in e tender.
- 6) Those whose are not registered in e-tendering systems, they may contact "e-Procurement 2.0 HELP DESK, Toll Free Numbers, Email Id Working Hours: 8AM to 7PM (All Days in Week except few selected State Holidays) or may visit the link www.eproc2.bihar.gov.in.
- 7) BSRDCL, Patna intends to undertake a competitive bidding process in order to shortlist and qualify suitable Bidders, who shall be eligible for evaluation of their price bids towards selection of the successful bidder in terms of the RFP for award of the project.
- 8) The details of the bidding process and summary of the scope of work for the project are included in the RFP document.
- 9) Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should consider the corrigendum if any published before submitting the bids online.
- 10) In the unlikely event of the server for www.eproc2.bihar.gov.in being down for more than two consecutive hours (in the period from midnight to closing time for receipt of tenders) on the last date of receiving of bid, the last date of the same shall be extended by concerned authority only to the next working day till the last receiving time stipulated in the original NIT.
- 11) The bidders are requested to check their file size of uploaded documents at the time of submission & they should ensure that the work file is uploaded. If they feel that the complete file is not uploaded, then they should click on cancel & update the same.
- 12) Before submission. The bidders should satisfy themselves with the download ability/ visibility of the scanned & uploaded file by them

- 13) No claim shall be entertained on account of the disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last hour's technical snags.
- 14) In exceptional circumstances, the competent authority, BSRDCL may solicit the Bidder's consent to an extension of the period of validity.
- 15) Bids that are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.
- 16) The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness /authenticity.
- 17) Corrigendum/ Addendum, if any, will be published on the website itself.
- 18) The Bidder should submit the Tender EMD in case of hard copy as per Clause of this RFP. The Technical & Financial bid should only be submitted online. The Technical & Financial bid submitted in hard copy shall be treated as non-responsive and eligible for rejection.
- 19) The bidder must select the payment option as offline in case EMD is paid as BG/ DD as applicable and enter details of the instruments.
- 20) BG should remain valid for 28 days beyond the Proposal Due Date.
- 21) Foreign partner will not be allowed in case of JV.
- 22) All documents submitted shall be attested/signed by Authorized signatory during the contract period (36 months).
- 23) The details of the BG/ DD physically delivered should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
- 24) The Tender fee & Eproc Charges (Non-Refundable) to be paid only through e-Payment modes i.e., Internet Payment Gateway (Master or Visa Card) /Internet Banking/NEFT or RTGS.
- 25) For any queries regarding the Tendering process, the bidders may contact at address as provided in the tender document.

A series of handwritten signatures and initials in blue ink, including a stylized 'S', 'K', 'P', and a circled 'A'.A handwritten signature in black ink, possibly reading 'R'.

1. INTRODUCTION

(i) Background

Bihar State Road Development Corporation Limited (BSRDCL) is engaged in implementation of road, infrastructure and allied projects in the State of Bihar. For financing of ongoing and upcoming infrastructure projects, BSRDCL intends to mobilize loan / financial assistance from Government organizations, Government-owned financial institutions, development finance institutions, banks, and other eligible public sector funding agencies.

BSRDCL intends to hire a Consultant to support its long term loan fetching related financial transactions and keep track of all the financial matters related to loan and its repayment. The consultant is expected to support and advise the BSRDCL in finance loan related matters for the proper and smooth availment loan for the corporation. The Consultant shall perform the activities in accordance with the Terms of Reference.

Accordingly, BSRDCL proposes to engage a Consultant to provide advisory for identification, assessment, preparation, processing, sanction and documentation needed for availment of loan / financial assistance. The selected consultant shall be responsible for the scope of work defined under this RFP only in respect of projects for which the Corporation has availed financing/loan.

(ii) Definitions

- (a) "BSRDCL" means Bihar State Road Development Corporation Limited.
- (b) "Client" means Bihar State Road Development Corporation Limited.
- (c) "Consultant" means any private or public entity including a Joint Venture that will provide the Services to the Client under the Contract.
- (d) "Contract" means the Contract signed by the Parties and all the attached documents and the Appendices.
- (e) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (f) "Day" means calendar day.
- (g) "FBS" means Fixed Budget Selection.
- (h) "Government" means the Government of Bihar.
- (i) "Instructions to Consultants" means the document which provides prospective Consultants with all information needed to prepare their Proposals.
- (j) "Joint Venture" means a Consultant which comprises two or more Partners (Lead Partner and other partner) each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract. Lead partner shall have a stake not less than fifty one percent.
- (k) "LCS" means Least Cost Selection.
- (l) "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- (m) "Proposal" means a technical proposal or a financial proposal, or both.
- (n) "QCBS" means Quality- and Cost-Based Selection.
- (o) "RFP" means this Request for Proposal.
- (p) "Services" means the work to be performed pursuant to the Contract.

- (q) "Sub-Consultant" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Consultant is fully responsible.
- (r) "Terms of Reference" (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

(iii) Objective of the Assignment

The objective of this assignment is to appoint a qualified Consultant to provide comprehensive professional services for:

1. Financial Advisory and Loan Facilitation Services for availing loans and other financial assistance from Government organizations, Public Sector Undertakings (PSUs), financial institutions, and public sector funding agencies on the most competitive terms, including interest rates, repayment schedules, guarantee requirements, and other financial conditions.
2. Development, Implementation, Operation, and Maintenance of an Accounting Application to support the accounting and financial management requirements of the organization throughout the contract period.
3. Accounting and Financial Management Support Services to strengthen the organization's financial management processes, ensure compliance with applicable accounting standards and statutory requirements, and provide ongoing technical and operational support.

The Consultant shall provide end-to-end professional support throughout the loan procurement process, commencing from assessment of funding requirements, identification and evaluation of suitable funding sources, preparation of financial proposals and supporting documentation, liaison with funding agencies, facilitation of appraisal and sanction processes, execution of loan documentation, coordination for first disbursement, and post-sanction monitoring and compliance support, wherever required.

The Consultant shall also be responsible for the design, development, customization, deployment, testing, commissioning, operation, maintenance, and periodic enhancement of the Accounting Application. In addition, the Consultant shall provide user training, technical support, system maintenance, troubleshooting, and accounting and financial management assistance to ensure efficient and uninterrupted operation of the application throughout the contract period.

(iv) Due diligence by Bidders

Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority and the Project site, sending written queries to the Authority, and attending a Pre-Proposal Conference on the date and time specified in Details of schedule for the bid.

(v) Sale of RFP Document

RFP document can be downloaded from the website of www.eproc2.bihar.gov.in. However, the bids of only those Bidder shall be considered for evaluation who have made payment of Rs 10,000/- (Rs TEN thousand only) plus applicable GST for the RFP document plus service & gateway charges, without the copy of acknowledgement of payment bids will not be accepted. The RFP Fee of Rs 10,000/- (Rs. Ten thousand only) plus applicable GST is non-refundable and is to be paid through online.

(vi) Validity of the Proposal

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the "PDD").

(vii) Brief description of the Selection Process

The Authority has adopted a two-stage selection process (collectively the "Selection Process") for evaluating the Proposals comprising of technical bids and financial bids to be submitted by the Bidder. For avoidance of doubt, the proposal shall be submitted only online through e- procurement. The selection will be done through QCBS (Quality Cum Cost Based Selection). In the first stage, a technical evaluation will be carried out as specified in this RFP. Based on this technical evaluation, a list of short-listed Bidders shall be prepared who will achieve a minimum of 70 marks for opening of financial bids.

(viii) Currency conversion rate and payment

All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP. The Consultant may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultant.

(ix) Pre-Bid Meeting

The date, time and venue of Pre-Bid Meeting: as mentioned in Schedule.

(x) Official Contact for the proposal

All communications including the submission of Proposal should be addressed to:

Chief General Manager,
Bihar State Road Development Corporation Limited
RCD Central Mechanical Workshop Campus,
Near Patna Airport,
Sheikhpura, Pin: 800014
Email: bsrdcltd@gmail.com

(xi) The Official Website for submission of online Bid is: <http://www.eproc2.bihar.gov.in>



2. INSTRUCTIONS TO BIDDERS

2.1 Scope of Proposal

- 2.1.1** Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case a Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually (as the **"Sole Firm"**) or through JV/Consortium with one partner. The term Bidder (the **"Bidder"**) means the Sole entity or JV/Consortium (with one partner) bidding for this RFP.
- 2.1.2** Bidders are advised that the selection of a Consultant shall be based on an evaluation by the Authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.
- 2.1.3** The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Technical proposal shall be submitted in the form at Appendix-I and the Financial Proposal shall be submitted in the online form at E-proc (sample given under Appendix-II). Upon selection, the Bidder shall be required to enter into an agreement with the Authority as specified in this RFP.

2.2 Conditions of Eligibility of Bidders and Evaluation Method

Criteria	Requirement	Documents Required
Legal Status of the Bidder	The bidder must be a legally registered and incorporated Partnership Firm / LLP / Company operating in India for minimum 5 years. (In case of JV: Both Partner should meet the criteria)	Certificate of Incorporation, PAN, GST and PF/ ESIC Registration
Financial Capacity	Minimum Average Annual Turnover of ₹10 Crore in the last 3 Financial Years (FY 2022-23, 2023-24 and 2024-25). (In case of JV: Lead Partner should meet the criteria.)	Audited Financial Statements of respective years and CA Turnover Certificate
Technical Capacity	At least two assignments of Loan Appraisal /Accounting and Financial Management/IT Services/IT Consultancy/ ITES/System Integration with any Government Department or their Undertakings/ PSUs/ULBs/Banks each having work order value of Rs. 2 Cr. or more in the last 7 years from the date of NIT. (In case of JV: Lead Partner should meet the criteria)	Copy of Work Order/ Agreement/ Experience certificate
Consortium / JV	Allowed with one partner only	JV Agreement

No Blacklisting / Litigation	The bidder must not be blacklisted by any Government Department or their undertakings as on date of bid submission (In case of JV: Both Partner should meet the criteria)	Notarized affidavit/Details of all the pending litigations
Manpower Availability	The bidder shall availability of at least fifty full time on roll employees. (In case of JV: Lead Partner should meet the criteria)	Self-declaration from HR on company letter head.
CAG Empanelment	The firm should be empanelled with C&AG (In case of JV: Any Partner should meet the criteria)	Certificate of empanelment

- The Bidders shall provide all the necessary documents, samples and reference information as desired by the BSRDCL. The Bidders shall also assist the BSRDCL in getting relevant information from the Bidders' references, if desired.
- For calculating the Technical Score (St) the individual scores, as per respective specified weightage, will be summed up. **In order to qualify technically, bidders must secure a minimum technical score of 70 for them to move to the financial evaluation round.**

Evaluation of Financial Proposal

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

- $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70%, P = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

Sub-Criterion	Description	Marks
1. Financial Capacity		
Minimum Average Annual Turnover in the last 3 Financial Years (FY 2022-23, 2023-24 and 2024-25). (In case of JV: Only Lead Partner will be evaluated for this criteria)	>10 Cr. and up to 15 Cr.: 7 Marks	15
	>15 Cr. and up to 20 Cr.: 11 Marks	
	>20 Cr-15 Marks	
2. Technical Capacity		
Experience Across India: The bidder should have experience in the assignments of Loan Appraisal / Accounting and Financial Management/IT Services/IT Consultancy/ ITES/System Integration with govt. dept. or their undertakings/ PSU/ULBs/Banks across India each having work order value of Rs. 2 Cr. or more in the last 7 years from the date of NIT. (In case of JV: Only Lead Partner will be evaluated for this criteria)	2 Projects: 6 Marks	15
	3 Projects: 9 Marks	
	4 Projects: 12 Marks	
	5 Projects or more: 15 Marks	
Accounting /Financial Management Experience: The bidder having experience in at least one assignment of Accounting /Financial Management/Loan Appraisal with govt. dept./ PSU/ ULBs/Nationalised Bank having work order value (including extension if any) of Rs. 5 Cr. or more in the last 7 years across India (In case of JV: Any Partner can meet for this criteria) (2 Marks for each assignment, maximum 10 Marks)		10
Experience in the Bihar State: The bidder should have experience in the assignments of Accounting and Financial Management /Loan Appraisal/ IT Consultancy / ITES assignments//IT Services/ System Integration with govt. dept. or their undertakings/ PSU/ULBs/Banks across Bihar each having work order value of Rs. 2 Cr. or more in the last 7 years from the date of NIT. (In case of JV: Any partner can meet for this criteria) (1 Marks for each assignment, maximum 5 Marks)		5
3. Manpower Strengths		
The bidder shall have availability of in-house team on role (In case of JV: Only Lead Partner will be evaluated for this criteria)	> 50 to 60 Manpower: 2 Marks	10
	> 60 to 70 Manpower: 6 Marks	
	> 70 Manpower: 10 Marks	
4. Proposed Methodology & Work Plan	Understanding of Scope of Work – 3 Marks, Proposed Approach and Methodology – 5 marks, Work Plan- 3 marks, Risk security quality – 4 marks.	15
5. Key Personnel CV	Team	
	1. Team Leader i) 7 yrs to 10 yrs experience – 2 marks More than 10 yrs to 12 yrs experience – 3 marks More than 12 yrs experience – 5 marks ii) Experience in Accounting/Financial Management – 5 Marks (as above)	10
	2. Senior Financial Analyst	10

	i) 3 years to 5 years' experience – 2 marks More than 5 years to 7 years' experience – 3 marks More than 7 years' experience – 5 marks ii) experience in financial modelling and loan proposal preparation – 5 Marks (as above)	
	3. Finance Expert (2 No.) -Max 2.5 marks each 2 years to 3 years' experience – 1 mark More than 3 yrs to 5 years' experience – 1.5 marks More than 5 years' experience – 2.5 marks	5
	4. MIS Expert 2 years to 3 years' experience – 2 marks More than 3 years to 5 years' experience – 3 marks More than 5 years' experience – 5 marks	5
	Total	100

2.3 Conflict of Interest

2.3.1 A Bidder shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "**Conflict of Interest**"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, the time, cost and effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

The Authority requires that the Consultant provides professional, objective, and consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

2.4 Number of Proposals

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

2.5 Cost of Proposal

The Bidders shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.6 Acknowledgement by Bidder

2.6.1 It shall be deemed that by submitting the Proposal, the Bidder has:

- (a) made a complete and careful examination of the RFP.
- (b) received all relevant information requested from the Authority.
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in all the above given Clauses.
- (d) satisfied itself about all matters, things and information, including matters referred to all the above given Clauses herein, necessary and required for submitting an informed Application and performance of all of its obligations there under.
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 The Authority shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Firm.

2.7 Right to reject any or all Proposals

2.7.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time (before entering into an agreement) without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.7.2 Without prejudice to the generality of Clause 2.8.1, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the H1 ranking Bidder gets disqualified/ Rejected, then the Authority reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

2.8 Clarifications

Bidders requiring any clarification on the RFP may send their queries to the Authority in writing by e-mail so as to reach before the date mentioned in the Schedule of Selection Process. The subject shall clearly bear the following identification:

"Pre-bid Queries- "Project Name"

The Authority shall endeavor to respond to the queries within the period specified. The Authority will post the reply to all such queries on the Official e-procurement Website (www.eproc2.bihar.gov.in).

The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing shall be construed as obliging the Authority to respond to any question or to provide any clarification and under such conditions the provision under RFP shall prevail.

2.9 Amendment of RFP

- (i) At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP document by the issuance of Addendum/ Corrigendum / Amendment and posting it on the Official Website.
- (ii) All such amendments/corrigendum/addendums will be posted on the Official Website and will be binding on all Bidders. Amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

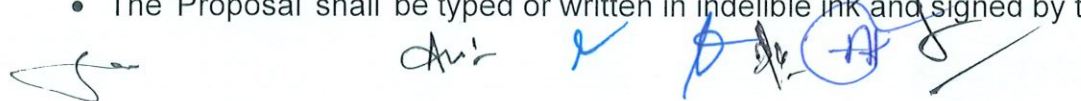
2.10 PREPARATION AND SUBMISSION OF PROPOSAL

2.10.1 Language

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.10.2 Format and signing of Proposal.

- The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects. The technical proposals shall be submitted online. Also, the financial proposal will only be submitted online.
- The Proposal shall be typed or written in indelible ink and signed by the



authorized signatory of the Bidder who shall initial each page. In case of printed and published Documents also each page shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the "Authorized Representative")

- A copy of the Power of Attorney certified by a notary public in the form specified in Appendix-I shall accompany the Proposal.
- Bidders should note the PDD, as specified in this RFP, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only based on Documents submitted online by the closing time of PDD. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be rejected.

2.10.3 Technical Proposal

- Bidders shall submit the digitally signed technical proposal online at www.eproc2.bihar.gov.in in the formats at Appendix-I (the "Technical Proposal") only.
- While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:
 - Bid Security is submitted as per the provisions laid down in this RFP.
 - All forms are submitted in the prescribed formats and signed by the prescribed signatories.
 - Power of attorney, if applicable, is executed as per Applicable Laws.

Failure to comply with the requirements spelt out in this above Clauses shall make the Proposal liable to be rejected.

- The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority hereunder.
- In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Bidder has already been issued the

LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Bidder or Consultant, as the case may be.

In such an event, the Authority shall forfeit and appropriate the Performance Security, if available, as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

2.10.4 Financial Proposal

The Financial Proposal shall be submitted online only, sample format is given under Appendix-II (the "Financial Proposal") clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail following:

- All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover the overall cost for providing Financial Consultancy services to BSRDCL as per scope given in this RFP.
- The total amount indicated in the Financial Proposal shall be without any condition or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under the Financial Proposal.
- Costs shall be expressed in INR only.

2.10.5 Submission of Proposal

- The Bidders shall submit the Technical Proposal only in online form as per date and time mentioned in this RFP. Also, the Financial Proposal shall be submitted online only as mentioned.
- All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the person or persons or Authorized Signatory signing the Proposal.
- The completed Proposal must be submitted online on or before

the specified time on PDD. Proposals submitted by fax, telegram or e-mail shall not be entertained. Technical Proposal scanned copy in PDF shall be uploaded on the www.eproc2.bihar.gov.in duly digitally signed & financial Proposal shall be submitted online only.

- The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets and only information that is directly relevant should be provided. This may include scan copies of the relevant pages of printed documents.
- The rates quoted shall be firm throughout the period of performance of the assignment up to and including discharge of all obligations of the Consultant under the Agreement.

2.10.6 Proposal Due Date

Proposal should be submitted on or before the Proposal Due Date specified in bid schedule at the address provided in Clause 1.11.1 in the manner and form as detailed.

The Authority may, in its sole discretion, extend the PDD by issuing an Addendum in accordance with the Clause mentioned above uniformly for all Bidders.

2.10.7 Late Proposals

Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

2.10.8 Bid Security

- The Bidder shall furnish as part of its Proposal, a bid security of amount specified in the RFP.
- In the event that the first ranked Bidder commences the assignment as required the Authority shall return the Bid Security of all other Bidder promptly. The Selected Bidder's Bid Security shall be returned upon the Bidder signing the Agreement and submitting Performance Bank Guarantee.
- Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive.
- The Authority shall not be liable to pay any interest on Bid Security and the same shall be interest free.
- The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and

evaluation of the Proposal under the following conditions:

- If a Bidder engages in any of the Prohibited Practices.
- If a Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time.
- In the case of the Selected Bidder, if the Bidder fails to reconfirm its commitments after its selection.
- In the case of a Selected Bidder, if the Bidder fails to sign the Agreement or commence the assignment as specified in this RFP; or
- If the Bidder is found to have a Conflict of Interest as specified in Clause given overleaf.

2.10.9 Performance Security

Remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damages payable to the Authority for, *inter alia*, the time, cost and effort of the Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- If a Bidder engages in any of the Prohibited Practices.
- if the Bidder is found to have a Conflict of Interest as specified overleaf; and
- if the Selected Bidder commits a breach of the Agreement.

An amount equal to 5% (Five per cent) of the Agreement Value shall be deemed to be the Performance Security for the purposes of this Clause, which may be forfeited and appropriated in accordance with the provisions hereof. The performance security should remain valid for the entire duration of the contract.

2.11 EVALUATION PROCESS

2.11.1 Evaluation of Proposals

- The Authority shall open the Proposals on due date. The Technical Proposal shall be opened first.
- Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
 - the Technical Proposal is received in the form specified.
 - it is received by the PDD including any extension thereof.
 - it is signed, sealed/stamped, and marked as stipulated in this RFP.
 - it is accompanied by the Power of Attorney.
 - it contains all the information (complete in all respects) as requested in the RFP.
 - it does not contain any condition or qualification; and

- it is not non-responsive in terms hereof.
- The Authority reserves the right to reject any Proposal which is non-responsive, and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified in this RFP and the criteria set out in this RFP.
- After the technical evaluation, the Authority shall prepare a list of pre-qualified Bidders for opening of their Financial Proposals. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection based on the QCBS Method.
- Bidders are advised that Selection shall be entirely at the discretion of the Authority. Bidders shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Consultancy is subsequently awarded to it.

2.12 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Selection Process. The Authority shall treat all information submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.13 Clarifications

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If a Bidder does not provide clarifications sought above within the specified

time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Authority.

2.14 Negotiations

The Selected Bidder may, if necessary, be invited for negotiations. The negotiations shall generally be for reducing the price of the Proposal as well as for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Personnel, understanding of the RFP, strategy and roadmap, methodology and quality of the work plan shall be discussed during negotiations. The negotiations shall conclude with a review of the amended draft contract and preparation of minutes of negotiation, both of which shall be signed by the Authorities' and the Bidder's authorized representative. In case the Selected Bidder fails to reconfirm its commitment, the Authority reserves the right to designate the next ranked Bidder as the Selected Bidder and invite it for negotiations.

2.15 Indemnity

The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in services by Consultant appointed. For this, The consultant shall affidavit (duly notarized) on non-judicial stamp paper of Rs.1000/-

2.16 Award Consultancy

After selection, a Letter of Award (the "**LOA**") shall be issued, in duplicate, by the Authority to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as mutually agreed genuine pre- estimated loss and damage suffered by the Authority on account of failure of the Selected Bidder to acknowledge the LOA, and the next highest ranking Bidder may be considered.

2.17 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement within 15 working days. The Selected Bidder shall not be entitled to seek any deviation from the Agreement.

2.18 Commencement of assignment

The Consultant shall commence the Services at the Project site within 14 (fourteen) days from the date of execution of Agreement or such other date as may be mutually agreed.

2.19 Proprietary data

Subject to the provisions of this RFP, all documents and other information provided by the Authority or submitted by a Bidder to the Authority shall remain or become the property of the Authority. Bidders and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

3. CRITERIA FOR EVALUATION

3.1 Evaluation of Technical Proposals

- 3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of eligibility criteria, Bidder's experience, its understanding of TOR, proposed methodology and Work Plan. Only those Bidders who are successful in this evaluation and achieved minimum qualifying score shall qualify for further consideration and financial opening.
- 3.1.2 The bidders are advised to submit all required documents in support of eligibility and evaluation criteria.

3.2 Evaluation of Financial Proposals

- 3.2.1 All the Bidders whose bids qualify the technical stage will be eligible for the financial opening stage. The financial proposal will be opened at a predefined time and venue and in front of representative of bidders who qualify technical round and chooses to attend. The bids will be evaluated as per QCBS selection basis in 70:30 ratio.
- 3.2.2 The bidders should clearly mention the total price as per scope of this RFP and should be in words and figures both inclusive of all taxes.
- 3.2.3 In case of discrepancies in word and figure amount, the amount written in word shall be considered final.

4. FRAUD AND CORRUPT PRACTICES

- 4.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

4.2 Without prejudice to the rights of the Authority under Clause 4.1 hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Bidder or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Bidder or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

4.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Consultant/ adviser of the Authority in relation to any matter concerning the Project;
- (b) **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- (d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of

restricting or manipulating a full and fair competition in the Selection Process.

5. PRE-PROPOSAL/PRE-BID CONFERENCE

5.1 The Pre-Proposal Conference for the Bidders shall be convened at the designated date, time and place. The queries shall be submitted to the Authority via email at the email address specified and within the stipulated time. A maximum of two representatives of each Bidder shall be allowed.

5.2 During the course of Pre-Proposal Conference, the Bidders will be free to seek clarifications and make suggestions as per the queries submitted for consideration of the Authority. The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.

6. MISCELLANEOUS

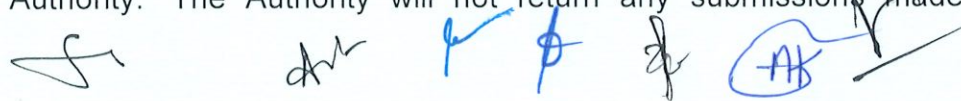
6.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

6.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- (a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
- (b) consult with any Bidder in order to receive clarification or further information;
- (c) retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or
- (d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

6.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

6.4 All documents and other information supplied by the Authority or submitted by a Bidder shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder.



Bidders are required to treat all such documents and information as strictly confidential.

6.5 The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

Schedules

- 1 Terms of Reference**
- 2 Form of Agreement**
- 3 Guidance Note on Conflict of Interest**
- 4 Appendices**

Appendix-I: Technical Proposal

- Letter of Proposal
- Particulars of the Bidder
- Statement of Legal Capacity
- Power of Attorney on stamp paper of Rs 1000/-
- Financial Capacity of the Bidder
- Description of Approach, Methodology, and Work plan
- Abstract of Assignments of the Bidder
- Assignments of Bidder

Appendix – II: Financial Proposal Format



**Engagement of Consultant for Support in Availing Loan / Financial Assistance for
Projects and Development & Implementation of Accounting Application, and
Accounting & Financial Management Support Services**

Terms of Reference (TOR) for Consultant

A series of handwritten signatures and initials in blue and black ink, arranged horizontally. From left to right: a stylized signature in black, the letters 'AK' in black, a blue checkmark, a blue 'P', a blue signature, a blue circle containing the letters 'AB', and a final black signature.

Terms of Reference (TOR)

1. Background

Bihar State Road Development Corporation Limited (BSRDCL) is engaged in implementation of road, infrastructure and allied projects in the State of Bihar. For financing of ongoing and upcoming infrastructure projects, BSRDCL intends to mobilize loan / financial assistance from Government organizations, Government-owned financial institutions, development finance institutions, banks, and other eligible public sector funding agencies.

BSRDCL intends to hire a Consultant to support its long term loan fetching related financial transactions and keep track of all the financial matters related to loan and its repayment. The consultant is expected to support and advise the BSRDCL in finance loan related matters for the proper and smooth availment loan for the corporation. The Consultant shall perform the activities in accordance with the Terms of Reference.

The selected consultant shall be responsible for the scope of work defined under this RFP only in respect of projects for which the Corporation has availed financing/loan.

2. Objective of the Assignment

The objective of the assignment is to appoint a Financial Consultant to assist BSRDCL in raising funds through loan / financial assistance from Government organizations and public sector funding agencies at competitive terms, including interest rate, repayment period, guarantee requirements and other financial conditions.

The consultant shall provide professional support from the stage of fund requirement assessment up to loan sanction, documentation and first disbursement, wherever required.

3. Detailed Scope of Work

The selected consultant shall be responsible to carry out these activities only in respect of projects for which the Corporation has proposed/availed financing/loan.

A. Support in Availing Loan / Financial Assistance for Projects

A.1 Assessment of Fund Requirement

- Review the existing and proposed projects of BSRDCL requiring debt funding / financial assistance.
- Assess project-wise and phase-wise fund requirement, including total project cost, expenditure already incurred, balance funding requirement and expected cash flow requirement.

A.2 Financial Analysis and Project Viability Assessment

- Analyze budgetary support, grants, revenue streams and cash flows from tolling, IRR/DSCR calculations if needed.
- Assist in preparation of project-wise and consolidated financial projections.
- Suggest optimal loan structure considering moratorium, repayment period and project cash flows.
- Advise on impact of proposed borrowing on the financial position of BSRDCL.

A.3 Preparation of Loan Proposal / Information Memorandum

The consultant shall prepare a comprehensive loan proposal / information memorandum for submission to prospective lenders. The proposal shall include:

- Profile of BSRDCL and Background of the proposed projects.
- Project cost and funding pattern.
- Requirement of loan / financial assistance.
- Financial position of BSRDCL.
- Past audited financial statements and key financial indicators.
- Cash flow projections and repayment capacity analysis.
- Details of existing loans, liabilities, guarantees and commitments.
- Any other information required by funding agencies.

A.4 Coordination with Government Departments and Funding Agencies

The consultant shall provide coordination support, including:

- Interaction with prospective lenders / Government organizations.
- Submission of loan proposal and required documents.
- Responding to queries raised by lenders.
- Preparation of clarifications, additional notes, financial statements and supporting documents.
- Coordination with Road Construction Department, Finance Department, Planning Department, Law Department or any other Government department, wherever required.

A.5 Support in Sanction and Documentation

- Prepare a compliance checklist for pre-sanction and post-sanction requirements.
- Assist in compilation and submission of documents required for loan sanction.
- Coordinate with finance and administrative teams for execution of loan documents.
- Assist in compliance of conditions precedent for loan disbursement.
- Provide support up to first disbursement or such other stage as may be specified by BSRDCL.

A.6 Regulatory, Statutory and Approval Support

The consultant shall advise BSRDCL on applicable approval and compliance requirements, including:

- Approval from Departments, wherever required.
- Compliance with Companies Act, 2013, Articles of Association and applicable financial rules.
- Borrowing limits and related statutory compliances.
- Any lender-specific or Government-specific compliance requirement.

A.7 Documentation and Data Room Support (Related to Loan/Financial Assistance)

The consultant shall assist BSRDCL in preparing and maintaining a structured document repository / data room, including:

- Incorporation documents and statutory records.
- Board resolutions and Government approvals.
- Audited financial statements.
- Project DPRs, administrative approvals and technical sanctions.
- Details of grants, budgetary support and existing borrowings

B. Development and Maintenance of Web Based Accounting and Financial Management Application

B.1 Primary Phase: Requirement Understanding, Field-Level Assessment and Preparation of Functional Requirement Specifications and Software Requirement Specifications.

The selected Consultant shall undertake a detailed study of the existing accounting, financial management, project payment, fund management and reporting processes of Bihar State Road Development Corporation at Head Office and Project Implementation Units (PIUs).

The objective of this phase shall be to understand the existing functional and operational mechanism, identify process gaps, assess reporting requirements and prepare detailed system requirement documents for development and implementation of the proposed web-based accounting and financial management system for accounting and financial of the projects for which loan/financial assistance is sought.

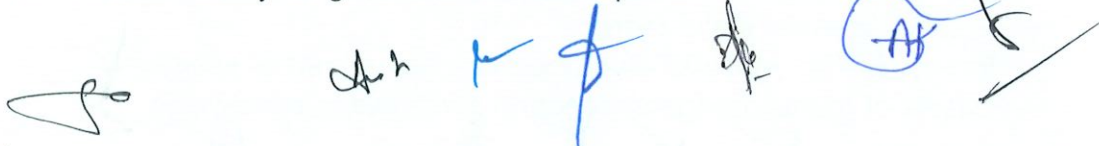
B.2 Development of Web-Based Accounting & Financial Management Solution

The selected Consultant shall design, develop, customize, test, deploy and implement a web-based accounting and financial management solution in accordance with the FRS and SRS for web based accounting and financial management solution related to the projects for which loan/financial assistance is sought.

The proposed solution shall support centralized accounting, project-wise financial monitoring, fund tracking, statutory compliance, bank reconciliation, contractor/vendor management, internal controls and management reporting for Head Office, all PIUs and RCD divisions involved in execution of projects for which loan/financial assistance is sought.

The Consultant shall undertake the following activities:

- Design and develop application architecture, database structure, screens, forms, workflows, modules, reports and dashboards as per FRS/SRS.
- Create master data structure for units/PIUs, projects, schemes, contractors, vendors, accounting heads, banks, users and roles.
- Develop role-based login facility for Head Office, PIUs, management, auditors and other authorized users.
- Ensure that multiple users can access and work on the system simultaneously with defined user rights and approval workflows.
- Develop voucher entry, accounting, fund monitoring, reconciliation and reporting modules.
- Provide facility for uploading supporting documents such as bills, vouchers, approvals, BG copies and other relevant records.
- Provide facility for generation of MIS reports.



B.3 Modules to be Developed by the Consultant

B.3.1 General Administration and Master Modules: The system shall include the following general and master modules:

- Location / PIU Master
- Project / Scheme / Work Master
- Contractor / Vendor Master
- Bank Account Master
- Chart of Accounts
- User Management
- Role and Rights Management
- Approval Workflow Management
- Document Upload and Repository

B.3.2 Accounting and Financial Management Modules: The system shall include the following accounting and financial management modules:

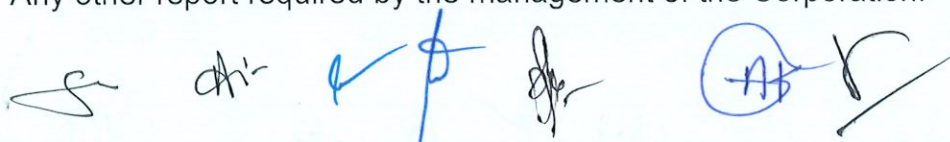
- Accounting voucher module for Receipt, Payment, Journal and Contra entries.
- Project-wise and PIU-wise accounting.
- Fund release, fund transfer and fund utilization tracking.
- Contractor / vendor ledger management.
- Advance management and adjustment tracking.
- Security deposit, EMD, retention money and other deductions tracking.
- Fixed deposit and investment tracking.
- Borrowings/loan and interest tracking and generation of necessary reports.
- Bank book, cash book, ledger, day book and trial balance generation.

B.3.3 Internal Control and Reconciliation Modules: The system shall provide internal control and reconciliation features, including:

- Bank reconciliation module
- Inter-unit / HQ-PIU reconciliation module
- Advance and adjustment
- Audit trail and transaction log

B.3.4 Dashboard and Management Reporting Module: The system shall provide dashboards and reports for senior management, Head Office and PIUs. The dashboard will be developed only for the projects for which loan/financial assistance is availed by the corporation:

- Project-wise financial progress
- PIU-wise expenditure and fund utilization.
- Scheme-wise / work-wise fund receipt, utilization and balance.
- Contractor/vendor-wise payment and outstanding status.
- Bank-wise balance and reconciliation status.
- Statutory deduction and compliance status.
- Bank guarantee expiry and pending renewal status.
- Advance/Loan outstanding and adjustment status.
- Security deposit, EMD and retention money status.
- Any other report required by the management of the Corporation.



B.4 Training, Testing and Go-Live Support: The Consultant shall provide complete support for testing, deployment and operationalization of the system, including:

- Preparation of test cases and conduct of system testing
- User Acceptance Testing with selected users
- Rectification of issues identified during testing.
- Training of users at Head Office and PIU level.
- Preparation of user manuals and SOPs.
- Go-live support and handholding.
- Post-implementation support during the contract period.

B.5 Data Migration and Opening Balance Support: The Consultant shall provide support for migration of existing accounting and financial data into the new system, including:

- Collection of master data in standard excel templates from Head Office and PIUs.
- Migration of accounting heads, bank accounts, contractors, vendors, projects, works, users and other master data.
- Submission of data migration and opening balance reconciliation report.

C. Accounting and Financial Management Services:

The selected Consultant shall carry out following activities in respect of the projects for which loan/financial assistance is availed:

- Day-to-day accounting of receipts, payments, journal, contra and other vouchers in the accounting application
- Generation of cash book, bank book, ledgers, trial balance and other accounting records
- Preparation of periodic bank reconciliation statements for bank accounts related to such projects and follow-up of unreconciled / outstanding entries.
- Assistance in timely release of funds to PIUs and preparation of fund requirement / fund utilization statements.
- Support for statutory returns, challans, TDS certificates, Form 16 / 16A and related compliance documents.
- Assistance in statutory audit, internal audit, C&AG / AG audit, tax audit and preparation of replies to audit observations.
- Preparation of monthly / quarterly MIS reports relating to funds, expenditure, liabilities, advances, bank balances, statutory dues and project-wise financial progress.
- Providing financial advisory and management support to BSRDCL for sound financial management and decision-making as required from time to time.

4. Deliverables (As per TOR)

The consultant shall submit the following deliverables:

A. Support in Availing Loan / Financial Assistance for Projects

S. No.	Deliverables	Indicative Time Line (w.e.f date of agreement)
A1	Assessment of Fund Requirement	15 days
A2	Financial Analysis and Project Viability Assessment	30 days

Engagement of Consultant for Support in Availing Loan / Financial Assistance for Projects and Development & Implementation of Accounting Application, and Accounting & Financial Management Support Services

A3	Preparation of Loan Proposal / Information Memorandum	45 days
A4	Coordination with Government Departments and Funding Agencies	As and when required during contract period
A5	Support in Sanction and Documentation	
A6	Regulatory, Statutory and Approval Support	
A7	Documentation and Data Room Support (Related to Loan/Financial Assistance)	

B. Development and Maintenance of Web Based Accounting and Financial Management Application

S. No.	Deliverable	Indicative Time Line (w.e.f date of agreement)
1	Inception Report covering understanding of assignment, methodology, deployment plan, data requirement, detailed work plan regarding Loan.	21 days
2	Functional Requirement Study / System Requirement Specification covering workflows, modules, user roles, Indicative reports and dashboard and technical architecture, database design, access control, audit trail, and backup requirements	45 days
3	Development of Accounting and Financial Management Modules including vouchers, chart of accounts, project/PIU accounting, vendor/contractor ledger, bank management, and fund tracking	90 days
4	Development of Control and Reporting Modules including bank reconciliation, statutory compliance, bank guarantee, advances, inter-unit reconciliation, audit compliance, and dashboards	120 days
5	Data Migration, Master Creation and Opening Balance Entry including project masters, PIU masters, vendor masters, bank masters, chart of accounts and opening balances	150 days
6	Testing, User Acceptance Testing and Rectification of Issues	180 days
7	Go-Live of Web-Based Accounting and Financial Management System at Head Office and all PIUs	
8	Submission of User Manual/ SOP covering Process Flow Documents	210 days

9	Loan / Financial Assistance Support Documents including fund requirement note, basic loan proposal and financial information for project loan assistance	As and when required during contract period
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5. Team Requirement:

The consultant shall deploy a suitable team comprising as below:

For Software development and Operation & Maintenance: Team will work remotely at consultant office and visit to client office for data collection and discussion with the respective officials as required:

Team composition: Team shall include Software Maintenance Engineer, System and Database Administrator, Technical Support Engineer.

For Implementation of software and Accounting & Financial Management Services: This team will be responsible for implementation of the application and to provide accounting and financial management services:

SN	Position	Qualification	Nos.	Nos. of Months
1	Team Leader (Intermittent Input)	CA with 7 years post qualification experience in accounting and Financial Management related services	1	18 Months
2	Senior Financial Analyst (Intermittent Input)	CA/MBA (F) with 3 years post qualification experience in financial modelling and loan proposal preparation	1	18 Months
3	Finance Expert	CA with 2 years post qualification experience in accounting and financial management	2	36 Months
4	MIS Expert	B Tech/ B.E/BCA or M Tech/ M.E/MCA/MBA in IT/CS with 2 years post qualification experience in relevant field	1	36 Months
5	Finance cum Accounts Executive	B.Com/M.Com/BBA/CA Inter/ CMA Inter and 2 years' post qualification experience in accounting and financial management	2	36 Months
6	Support Executive	Graduate in any stream	2	36 Months
7	Data Entry Operator	Intermediate and having 5 years' experience in data entry	1	36 Months

- a) The office timing, list of holidays shall be applicable as per BSRDCL terms and conditions for payment to the Consultant.
- b) BSRDC will provide the required office space/internet facilities to the team.
- c) BSRDC reserve the right to increase/decrease the Manpower as per the requirement subject to management discretion. For increase/decrease of manpower, fee will be levied to the Consultant according to rate quoted against such category of manpower. BSRDCL reserves right to terminate the contract agreement at any time without assigning any reasons whatsoever.

6. Role and Responsibilities of the Consultant

The consultant shall be responsible for:

- Deployment of qualified finance professionals for the assignment.
- Timely preparation of reports, financial models and loan documents.
- Professional interaction with lenders and Government departments.
- Financial analysis and projections.
- Advising BSRDCL in the best financial interest of the Corporation.
- Providing all necessary support till sanction and first disbursement, if required.

7. Duration of Assignment

The duration of the assignment shall be initially for a period of 36 months (including 6 months of Software Development) from the date of agreement. Notwithstanding anything contained above, BSRDCL reserves the right to extend the period of contract for a further period upto 2 years. During this extended period, a 5% price escalation will be allowed for each year after the contract period i.e. after 36 months. The price escalation provision will be applicable for Manpower Cost. No cost will be paid to the Consultant against design development and O& M of software in the extended period.

8. Payment Terms

SN	Deliverable	% of Payment
A. (i) Cost Quoted for Design and Development of Software (70% of quoted Amount under 'A' of Appendix-II)		
1	Functional Requirement Study / System Requirement Specification covering workflows, modules, user roles, Indicative reports and dashboard and technical architecture, database design, access control, audit trail, and backup requirements.	10%
2	Development of Accounting and Financial Management Modules including vouchers, chart of accounts, project/PIU accounting, vendor/contractor ledger, bank management, and fund tracking.	10%
3	Development of Control and Reporting Modules including bank reconciliation, statutory compliance, bank guarantee, advances, inter-unit reconciliation, audit compliance, and dashboards.	10%
4	Data Migration, Master Creation and Opening Balance Entry including project masters, PIU masters, vendor masters, bank masters, chart of accounts and opening balances.	20%

5	Testing, User Acceptance Testing and Rectification of Issues.	20%
6	Go-Live of Web-Based Accounting and Financial Management System	20%
7	Submission of User Manual/ SOP covering Process Flow Documents	10%
A (ii) Cost Quoted for Operation & Maintenance 30% of quoted Amount under 'A' of Appendix-II)		
Payment will be made on 30 monthly instalments after Go-live of the software.		
B. Cost Quoted for Manpower Cost		
Payment will be made on the monthly basis according to attendance of the team		

9. Reporting Mechanism

The consultant shall report to the Chief General Manager /GM/ authorized officer of BSRDCL. Periodic review meetings shall be held as required by BSRDCL. The consultant shall submit progress reports on a weekly / fortnightly basis or as directed by BSRDCL.

10. Penalty for Delay / Non-Performance

In case of delay in submission of any deliverable beyond the approved timeline, without valid reasons, liquidated damages / penalty may be imposed at the rate of **0.10% of the corresponding milestone / billed amount for each week of delay or part thereof.**

The total penalty / liquidated damages imposed during the entire contract period shall not exceed **5% of the total contract value**, post which the BSRDCL may resort to cancel the agreement.

BSRDCL may recover such penalty from any amount payable to the selected Consultant, including milestone payments, monthly bills, security deposit / performance security, or any other dues payable under the contract.

No penalty shall be imposed for delay attributable to BSRDCL or due to reasons beyond the reasonable control of the selected Consultant, subject to submission of proper justification and acceptance by BSRDCL.

11. Termination of Contract

BSRDCL may terminate the contract by giving **one month's written notice** to the selected Consultant in case of unsatisfactory performance, persistent delay, breach of contract, non-compliance with instructions, non-deployment of required manpower, misrepresentation, insolvency, conflict of interest, or any other material default.

The selected Consultant may also request termination of the contract by giving **one month's prior written notice** to BSRDCL, subject to completion and proper handover of ongoing work, documents, data, reports, software credentials, source code/configurations, accounting records and other deliverables as applicable.

Upon termination, payment shall be made only for the completed and accepted deliverables / milestones and services actually rendered up to the effective date of termination, after adjustment of penalties, recoveries, advances or any other dues payable to BSRDCL.

The parties may mutually agree to close the assignment at the nearest completed milestone. However, no payment shall be admissible for incomplete, defective or unapproved work unless specifically accepted by BSRDCL.

Termination of the contract shall not affect any rights, obligations, confidentiality requirements, audit requirements, indemnity, dispute resolution or other provisions which are intended to survive termination.

12. Dispute Resolution

Any dispute, controversy or claim arising out of or in connection with this RFP / contract, including any question relating to its interpretation, performance, non-performance, breach, termination, validity or obligations of the parties, shall first be attempted to be resolved amicably through mutual consultation and negotiation between the parties.

If the dispute is not resolved amicably within **30 days** from the date of written notice of dispute by either party, the matter shall be referred for adjudication in accordance with the provisions of the **Bihar Public Works Contracts Disputes Arbitration Tribunal Act, 2008**, rules framed thereunder, and the procedure prescribed by the Bihar Public Works Contracts Disputes Arbitration Tribunal, wherever applicable.

The decision / award of the Bihar Public Works Contracts Disputes Arbitration Tribunal shall be final and binding on the parties, subject to remedies available under applicable law.

The seat and venue of arbitration shall be **Patna, Bihar**. The language of arbitration proceedings shall be **English**. The cost of arbitration shall be borne as decided by the arbitral tribunal / competent forum.

13. Jurisdiction

Subject to the dispute resolution mechanism provided above, the courts at **Patna, Bihar** shall have exclusive jurisdiction in respect of all matters arising out of or relating to this RFP / contract, including its interpretation, implementation, performance, breach or termination.



SCHEDULE-2

SPECIAL CONDITION OF CONTRACT

1. GENERAL

1.1 Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined shall have meaning, unless the context otherwise requires, have the meaning as per standard terms of contract.

1.1.2 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this section and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- (a) Agreement.
- (b) Annexes of Agreement.
- (c) RFP; and
- (d) Letter of Award.

1.2 Relation between the Parties

The Consultant shall, subject to the Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Rights and obligations

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Agreement, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- (b) the Authority shall make payments to the Consultant in accordance with the provisions stated in this section.

1.4 Governing law and jurisdiction

The contract agreement shall be construed and interpreted in accordance with and governed by the laws of India, the Courts at Patna shall have jurisdiction over all matters arising out of or relation to this Agreement.

1.5 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this contract shall be in writing and in English language.

1.6 Contents and headings

Contents, headings or sub-headings in this Contract are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

1.7 Notices

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing.

1.8 Location

The Services shall be performed at the site of the Project in accordance with the provisions of RFP and at such locations as are incidental thereto, including the offices of the Consultant.

1.9 Member-in-charge

The Consultant should appoint a single point of contact between authority and Consultant who can take instruction from authority on behalf of Consultant and would be responsible for execution of the instruction.

1.10 Authorized Representatives

1.10.1 The Consultant shall appoint an Authorized Representative for Any action required or permitted to be taken, and any service required or permitted to be executed, under this Agreement as the case may be, may be taken or executed by this Authorized representative.

1.10.2 The Authority may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority Representative shall be conveyed in writing:

1.11 Taxes and duties

Unless otherwise specified in the Agreement, the Consultant shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws.

2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

2.1 Commencement of Services

The Consultant shall commence the Services within a period of 14 (fourteen) days from the Effective Date of Contract, unless otherwise agreed by the Parties.

2.2 Termination of Agreement for failure to commence Services

If the Consultant does not commence the Services within the period specified above, the Authority may, by not less than 2 (two) weeks' notice

to the Consultant, declare this Agreement to be null and void, and in the event of such a declaration, the

2.3 Expiry of Agreement

Unless terminated earlier pursuant to Clauses 2.2 or 2.8 hereof, the Agreement shall, unless extended by the Parties by mutual consent, expire upon the expiry of [3 (Three) year] from the Effective Date of contract. Upon Termination, the Authority shall make payments of all amounts due to the Consultant.

2.4 Entire Agreement

2.4.1 This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.

2.4.2 Without prejudice to the generality of the provisions of this section on matters not covered by the Agreement, the provisions of RFP shall apply.

2.5 Modification of Agreement

Modification of the terms and conditions of the Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties, however, each Party shall give due consideration to any proposals for modification made by the other Party.

2.6 Force Majeure

2.6.1 Definition

- (A) For the purposes of this contract, "**Force Majeure**" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

(B) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of the Consultant or its agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.

(C) Force Majeure shall not include insufficiency of funds.

2.6.2 No breach of Agreement

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this contract.

2.6.3 Measures to be taken

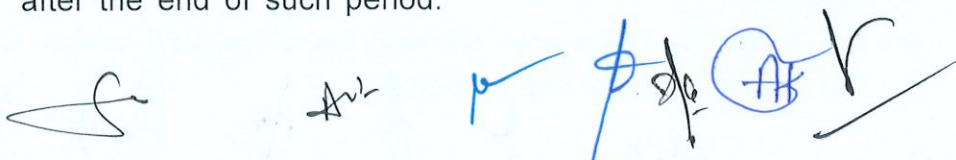
- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.6.4 Extension of time

Any period within which a Party shall, pursuant to this Agreement, 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.

2.6.5 Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be reimbursed for Additional Costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period.



2.6.6 Consultation

Not later than 30 (thirty) days after the Consultant has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.7 Suspension of Agreement

The Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant here under if the Consultant shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 30 (thirty) days after receipt by the Consultant of such notice.

2.8 Termination of Agreement

2.8.1 By the Authority

The Authority may, by not less than 30 (thirty) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause, terminate this Agreement if:

- (a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder:
- (b) pursuant to Clause 2.7 hereinabove, within 30 (thirty) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing.
- (c) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or takes advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- (d) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings.
- (e) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false.
- (f) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading.
- (g) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (h) the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

2.8.2 Cessation of Services

Upon termination of this Agreement by notice of either Party hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Authority, the Consultant shall promptly hand over the same to the authority.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standards of Performance 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 and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Authority, and shall at all times support and safeguard the Authority's legitimate interests in any dealings with Sub-Agencies or Third Parties.

3.1.2 Terms of Reference

The scope of services to be performed by the Consultant is specified in the Terms of Reference (the "**TOR**") in the RFP. The Consultant shall provide the Deliverables conformity with in the time schedule decided by Authority.

3.1.3 Applicable Laws

The Consultant shall perform the Services in accordance with the Applicable Laws.

3.2 Conflict of Interest

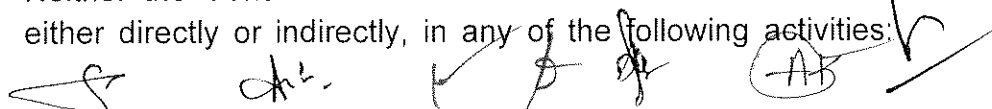
3.2.1 The Consultant shall not have a Conflict of Interest, and any breach hereof shall constitute a breach of the Agreement.

3.2.2 Consultant and Affiliates not to be otherwise interested in the Project.

The Consultant agrees that, during the term of this Agreement and after its termination, the Consultant or any Associate thereof and any entity affiliated with the Consultant shall be disqualified from providing goods, works, services, loans or equity for any project resulting from or closely related to the Services and any breach of this obligation shall amount to a Conflict of Interest; provided that the restriction herein shall not apply after a period of two years from the completion of this assignment.

3.2.3 Prohibition of conflicting activities

Neither the Consultant nor the Personnel of either of them shall engage, either directly or indirectly, in any of the following activities:



- (a) during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement.
- (b) after the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

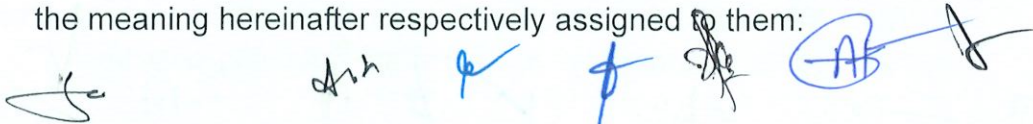
3.2.4 Consultant not to benefit from commissions, discounts, etc.

The remuneration of the Consultant pursuant to the contract here of shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-Consultant, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.5 The Consultant and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "**Prohibited Practices**"). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the performance security.

3.2.6 Without prejudice to the rights of the Authority under Clause above and the other rights and remedies which the Authority may have under this Agreement, if the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

3.2.7 For the purposes of Clauses 3.2.5 and 3.2.6, the following terms shall have the meaning hereinafter respectively assigned to them:



- (a) **"corrupt practice"** means (i) the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to
- (b) be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser the Authority in relation to any matter concerning the Project;
- (c) **"fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (d) **"coercive practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement.
- (e) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (f) **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

3.3 Confidentiality

The Consultant, its Sub-Agencies and the Personnel of either of them shall not, either during the term or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant, its Sub-Agencies and the Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or

finances or any information relating to the Authority's employees, officers or other professionals or suppliers, customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("**Confidential Information**"), without the prior written consent of the Authority.

Notwithstanding the aforesaid, the Consultant, its Sub-Agencies and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:

- (i) was in the public domain prior to its delivery to the Consultant, its Sub-Agencies and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Consultant, its Sub-Agencies and the Personnel of either of them.
- (ii) was obtained from a third party with no known duty to maintain its confidentiality.
- (iii) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant, its Sub-Agencies and the Personnel of either of them shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- (iv) is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Sub-Agencies or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Consultant or its Sub-Agencies or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

3.4 Reporting obligations

The Consultant shall submit to the Authority the reports and documents specified in the Agreement, in the form, in the numbers and within the time periods set forth therein.

3.5 Documents prepared by the Consultant to be property of the Authority

- 3.5.1 All plans, drawings, specifications, designs, reports and other documents (collectively referred to as "**Consultancy Documents**") prepared by the Consultant (or by the Sub-Agencies or any Third Party) in performing the Services shall become and remain the property of the Authority, and all intellectual property rights in such Consultancy Documents shall vest with the Authority. Any Consultancy Document, of which the ownership or the intellectual property rights do not vest with the Authority under law, shall automatically stand assigned to the Authority as and when such

Consultancy Document is created, and the Consultant agrees to execute all papers and to perform such other acts as the Authority may deem necessary to secure its rights herein assigned by the Consultant.

Upon expiry or termination of this Agreement, or at any time upon the Authority's request, the Consultant shall promptly hand over to the Authority all data, records, documents, software, source code, databases, passwords, access credentials, documentation, backups, and all other materials relating to the Services, in both hard copy and electronic formats, without retaining any copies, except where retention is required by applicable law or with the prior written approval of the Authority.

3.5.2 The Consultant shall, not later than termination or expiration of this Agreement, deliver all Consultancy Documents to the Authority, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant, its Sub-Agencies or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of the Authority.

3.5.3 The Consultant shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as 'Claims') which may arise from or due to any unauthorized use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or its Sub-Agencies or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

3.6 Providing access to Project Office and Personnel

The Consultant shall ensure that the Authority and its duly authorized representatives are provided unrestricted access to the Project Office, relevant records, systems, and all Personnel engaged in the performance of the Services during normal business hours. The duly authorized representative(s) of the Authority shall have the right to inspect and review the progress of the Services, interact with the Consultant's Personnel, examine all records, documents, reports, and other information relating to the Services, and verify compliance with the terms and conditions of this Agreement. The Consultant shall extend all reasonable assistance and cooperation required for such inspections, reviews, and verifications and shall promptly furnish any information or clarification reasonably requested by the Authority in connection with the performance of the Services.

3.12. Accuracy of Documents

The Consultant shall be responsible for accuracy of the data collected by it directly or procured from other agencies/authorities. It shall indemnify the Authority against any inaccuracy in its work. The Consultant shall also be responsible for promptly correcting, at its own cost and risk, the reports and information.

4. CONSULTANT'S PERSONNEL

4.1 General

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services. The deployment should ensure quality of members/specialists as per nature of work requirement of this RFP.

5. OBLIGATIONS OF THE AUTHORITY

5.1 Access to land and property

The Authority warrants that the Consultant shall have, free of charge, unimpeded access to the site of the project in respect of which access is required for the performance of Services; provided that if such access shall not be made available to the Consultant as and when so required, the Parties shall agree on (i) the time extension, as may be appropriate, for the performance of Services, and (ii) the additional payments, if any, to be made to the Consultant as a result thereof .

6. PAYMENT TO THE CONSULTANT

6.1.1 Payment will be made as per payment terms given overleaf in RFP.

6.2 Currency of payment

All payments shall be made in Indian Rupees. The Consultant shall be free to convert Rupees into any foreign currency as per Applicable Laws.

7. SETTLEMENT OF DISPUTES

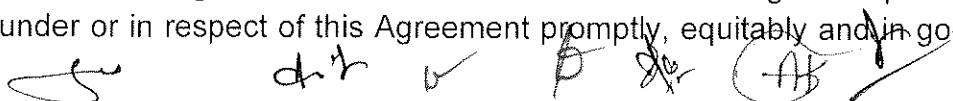
7.1 Amicable settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

7.2 Dispute resolution

under or out of or in relation to this Agreement (including its interpretation) between the Parties and so notified in writing by either Party to the other Party (the "**Dispute**") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 7.3.

The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith,



and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

7.3 Conciliation

In the event of any Dispute between the Parties, either Party may call upon Managing Director, BSRDCL for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Arbitration clause given below.

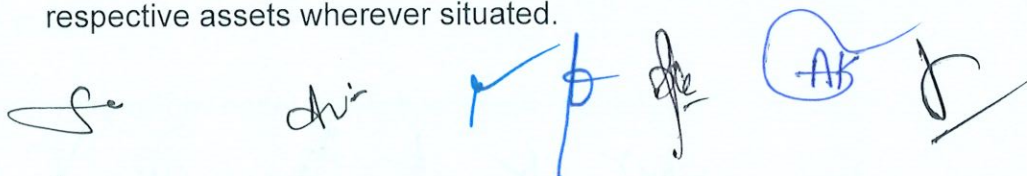
7.4 Arbitration

Any Dispute which is not resolved amicably by conciliation shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 7.4.2. Such arbitration shall be held in accordance with provisions of the **Bihar Public Works Contracts Disputes Arbitration Tribunal Act, 2008**, rules framed thereunder, and the procedure prescribed by the Bihar Public Works Contracts Disputes Arbitration Tribunal, wherever applicable. The place of such arbitration shall be at Patna, Bihar where the Authority has its headquarters, and the language of arbitration proceedings shall be English.

7.4.1 There shall be [a sole arbitrator whose appointment] / [an Arbitral Tribunal of three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected, and in the event of disagreement between the two arbitrators, the appointment] shall be made in accordance with the Rules.

7.4.2 The arbitrators shall make a reasoned award (the "**Award**"). Any Award made in any arbitration held pursuant to this Clause 7.4 shall be final and binding on the Parties as from the date it is made, and the Consultant and the Authority agree and undertake to carry out such Award without delay.

7.4.3 The Consultant and the Authority agree that an Award may be enforced against the Consultant and/or the Authority, as the case may be, and their respective assets wherever situated.

A series of handwritten signatures and initials in blue ink, likely representing the Consultant and the Authority, placed below the text of clause 7.4.3.

Appendices

APPENDIX-I

(See Clause 2.1.3)

TECHNICAL PROPOSAL

Form-1

Letter of Proposal

(On Bidder's letter head) (Date and Reference)

To,

.....

Sub: Engagement of Consultant for Support in Availing Loan / Financial Assistance for Projects and Development & Implementation of Accounting Application, and Accounting & Financial Management Support Services at Bihar State Road Development Corporation Limited

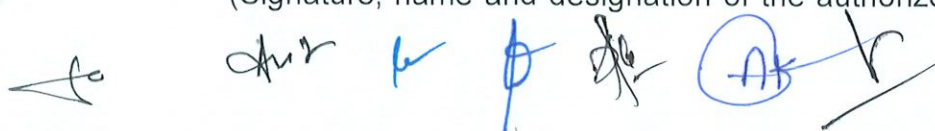
Dear Sir,

With reference to your RFP, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for **Engagement of Consultant for Support in Availing Loan / Financial Assistance for Projects and Development & Implementation of Accounting Application, and Accounting & Financial Management Support Services at Bihar State Road Development Corporation Limited**. The proposal is unconditional and unqualified.

- This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
- I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- I/We agree to keep this offer valid for 180 (One Hundred eighty Days) days from the PDD specified in the RFP.
- In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

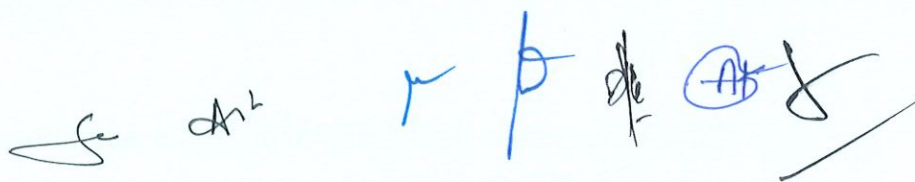
Yours faithfully,

(Signature, name and designation of the authorized signatory)



APPENDIX-I
Form-2
Particulars of the Bidder

	Title of Consultant/Firm:
	State the following: Legal status (partnership/LLP): Registered address: Year of Incorporation: Name, designation, address and phone numbers of authorized signatory of the Bidder: Name: Designation: Address: Phone No.: E-mail address:
	PAN and GST
	EPF and ESIC Registration
	Turnover Details
	Contact Person
	Mail ID



APPENDIX-I

Form-3

Statement of Legal Capacity

(To be forwarded on the letter head of the Bidder)

Ref. Date:

To,

.....

.....

Dear Sir,

Sub: Engagement of Consultant for Support in Availing Loan / Financial Assistance for Projects and Development & Implementation of Accounting Application, and Accounting & Financial Management Support Services at Bihar State Road Development Corporation Limited.

I/We hereby confirm that we, (insert Bidder's name) satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that.....(insert Bidder's name) will act as the terms of this RFP.

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

Yours faithfully,

(Signature, name and designation of the authorised signatory
For and on behalf of

A series of handwritten signatures in blue ink, including a large signature on the left and several smaller ones to the right, some of which are circled.

APPENDIX-I

Form-4

Power of Attorney

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms..... son/daughter/wife and presently residing

at....., who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as Consultant for Support in Availing Loan / Financial Assistance for Projects and Development & Implementation of Accounting Application, and Accounting & Financial Management Support Services for Bihar State Road Development Corporation Limited(the "Authority") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

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

IN WITNESS WHEREOF WE,THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS

..... DAY OF, 20.....

For
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Accepted

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

APPENDIX-I

Form-5

Financial Capacity of the Bidder

S. No.	Financial Year	Annual Turnover (Rs)
1.		
2.		
3.		
Average		
Certificate from the Chartered Accountant		
Date: Name and seal of the CA: UDIN		



APPENDIX-I

Form-6

DESCRIPTION OF METHODOLOGY, STRATEGY AND WORK APPROACH

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and work plan. Please explain your understanding of the objectives of the project as outlined in the section above, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output.

[Handwritten signatures and initials in blue ink]

APPENDIX-I

Form-7

Abstract of Assignments of the Bidder

S. No.	Name of Project	Name of Client and Location	Value of Project (in Rs)
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			

*Please add row

APPENDIX-I
Form-8

**TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV
INCORMATION**

Team Leader and Key Professionals

Surname, First Name	Position Assigned	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Note: At the time of bid submission, CV of team leader, Senior Financial Analyst, Finance Expert and MIS Expert are required only for evaluation.



APPENDIX-I

Form-9

CURRICULAMVITAE (CV) FOR PROPOSED EXPERTS

[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]

1. Proposed Position*[only one candidate shall be nominated for each position]*:

2. Name of Firm *[Insert name of firm proposing the expert]*:
3. Name of Expert *[Insert full name]*:
4. Date of Birth: _____ Citizenship: _____
5. Education *[Indicate college/university and other specialized education of expert, giving names of institutes, degrees obtained, and dates of obtainment]*:
6. Membership of Professional Associations:
7. Other Training *[Indicate significant training since degrees under 5 - Education was obtained]*:
8. 8 Publication: *[List of details of major technical reports /papers published in recognized national and international journals]*
9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*:
10. Employment Record *[Starting with present position, list in reversed order, every employment held. From [Year] to Year]*

11A. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment]</i>	11B. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned: <i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed under point11.]</i> Name of assignment or project: Year: Location: _____ Client: Main project features: Positions held: Activities performed: _____
--	---

12. Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- i. This CV correctly describes my qualifications and my experience.
- ii. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes my qualification and my experience
- iii. I am committed to undertake the assignment within the validity of Proposal.
- iv. I did not write the terms of reference forth are consulting services assignment.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Day/Month/Year]

[Signature of expert or authorized representative of the firm]

Full name of authorized representative: ____

Note: At the time of bid submission, CV of Team Leader, Senior Financial Analyst, Finance Expert and MIS Expert are required only for evaluation

A series of handwritten signatures and initials in blue ink, including a stylized 'S', 'Ar', a checkmark, a signature, a circled 'A', and another signature.

APPENDIX-I

Form-10

**Declaration of non-blacklisting/termination/debarment
(On stamp paper of Rs 100/-)**

Declaration for Bidder:

We hereby confirm that our firm/companyis not blacklisted/debarred as on bid submission date in any manner whatsoever by any of the State or UT and or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

(Signature of the Lead Partner)

Printed Name

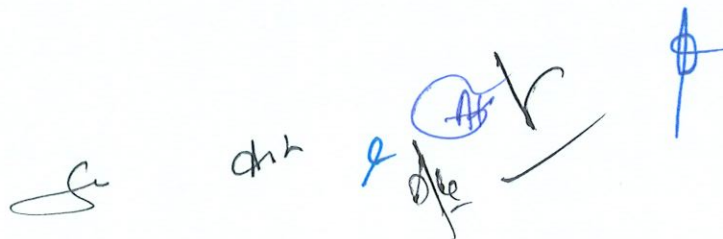
Designation

Seal

Date:

Place:

Business Address:

The block contains several handwritten signatures and stamps in blue ink. On the left, there is a signature that appears to be 'S'. In the center, there is a signature that looks like 'dh' and another that is more complex, possibly 'A'. To the right of these, there is a circular stamp with the letter 'A' inside, and a signature that looks like 'V'. Further to the right, there is a vertical stamp that looks like a circle with a cross inside.

APPENDIX-I

Form-11

Bank Guarantee for Earnest Money Deposit

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas <<Name of the bidder>> (hereinafter called Contractor) has submitted the bid for Submission of RFP <<RFP Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to <<BSRDCL>> .

Know all Men by these presents that we <<... >> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the << Bihar State Road Development Corporation Limited>> (hereinafter called "the BSRDCL") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said BSRDCL, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this <<Date>>. The conditions of this obligation are:

If the Bidder having its bid withdrawn during the period of bid validity (180 days) specified by the Bidder on the Bid Form; or

1. If the Bidder, having been notified of the acceptance of its bid by the BSRDCL during the period of validity of bid
 - (a) Withdraws his participation from the bid during the period of validity of bid document; or
 - (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the BSRDCL up to the above amount upon receipt of its first written demand, without the BSRDCL having to substantiate its demand, provided that in its demand the BSRDCL will note that the amount claimed by it is due to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.



This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOT WITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)

II. This Bank Guarantee shall be valid up to <<insert date>>)

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

(Authorized Signatory of the Bank)

Seal:

Date:

—



APPENDIX-II

Sample Financial Bid Format (to be submitted as per online e-proc format only)

Summary of Costs:

Sr. No.	Description of Services	Count	Months	Rate Per Month	Consulting Fees
A. Software development and Operation & Maintenance					
	Lump-sum cost of development of Software and Operation & Maintenance	Lump sum	-	-	
	Total A				
B. Manpower					
	Team Leader (Intermittent Input)	1	18		
	Senior Financial Analyst (Intermittent Input)	1	18		
	Finance Expert	2	36		
	MIS Expert	1	36		
	Finance cum Accounts Executive	2	36		
	Support Executive	2	36		
	Data Entry Operator	1	36		
	Total B				
C	Add: (A+B) excluding GST				
D	Total fee (A+B) including GST				

Note: 1. Financial Evaluation shall be done on the basis of total quoted amount including A and B.
2. Authority shall reimburse GST (as applicable) after submission of valid GST Return.

Authorized Signatory

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of

[Name of Bidder] Name of Firm:

Address:

***** End of Document *****

