



Request for Proposal (RFP)

For

Empanelment of Architect Consultants for Bihar Eco Tourism Development Society (BETDS)

Tender No.: RFP No.:3 e-proc/ BETDS / ECOTOURISM/RFP/ 2026- 27/Arch

Issued and by

Bihar Ecotourism Development Society

Department of Environment, Forest and Climate Change

Government of Bihar,

Aranya Bhawan,

2nd Floor, Peer Ali Marg, Patna- 800014

Patna

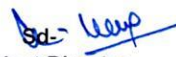
Website: <https://state.bihar.gov.in/forest>.

Email : biharecotourismsociety@gmail.com

July 2026

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 Government of Bihar Bihar Eco Tourism Development Society REQUEST FOR PROPOSAL (RFP) for Empanelment of Architect Consultants for Bihar Eco Tourism Development Society (BETDS)			
Tender No.: RFP No.:3 e-proc/ BETDS / ECOTOURISM/RFP/ 2026- 27/Arch			Date: 24/07/2026
1.	Bihar Eco Tourism Development Society, Government of Bihar (Authority) invites this RFP proposals from eligible and experienced agencies for Empanelment of Architect Consultants for Bihar Eco Tourism Development Society (BETDS) in the State of Bihar		
Particulars	Bid processing Fees inclusive of GST (Non-refundable)	Bid Document Cost (Non-refundable)	Bid Security (EMD)
Empanelment of Architect Consultants for Bihar Eco Tourism Development Society (BETDS) in the State of Bihar	Rs. 1180 (As applicable as per e-PROC Bid Processing Fee Structure)	INR 5,000/- (INR Five Thousand only)	INR 1,00,000/- (INR One Lakh only)
2.	Date of downloading of bid document : From 25.07.2026 to 16.08.2026 up to 05.00 PM		
3.	Place & Date of Pre-bid meeting (both online and in person attendance permitted) : 31 st July 2026, 12:30 Hrs 4th Floor, Aranya Bhawan, Saheed Peer Ali Marg, Patna- 800014, Bihar Hybrid mode- Online link will be shared a day before the interested agency seeking the link via email. (Need to send request on the specified email before 29 th July.)		
4.	Last date and time for receipt of bids on eproc2. : Date 17.08.2026 Time 12:00 PM		
5.	Time and Date of opening of technical bids : Date -17.08.2026 Time 4:00 PM, through website: www.eproc2.bihar.gov.in		
6.	Time and Date of technical presentation : To be Communicated later on		
7.	Bid Submission : Through website: www.eproc2.bihar.gov.in		
8.	Period of bids validity : 180 days		
9.	Officer inviting bids : Project Director, Bihar Eco Tourism Development Society, Bihar, 2nd Floor, Aranya Bhawan, Saheed Peer Ali Marg, Patna- 800014, Bihar.		
10.	For participating in the e-tendering process, the bidder shall have to get themselves registered to obtain a User ID, Password and Digital Signature. This will enable them to access the website www.eproc2.bihar.gov.in and download/participate in the e-tender.		
11.	All tender-related queries shall be communicated at biharecotourismsociety@gmail.com		
12.	(i) Bid processing fees/ Bid document cost to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal www.eproc2.bihar.gov.in before the date & time specified in the NIT. The department does not take any responsibility for the delay/non availability of internet connection, Network Traffic/Holidays or any other reasons.		
13.	The detailed eligibility criteria can be seen in the tender document. The tender documents can be obtained through website www.eproc2.bihar.gov.in .		
14.	Bid security should be paid through online mode i.e. Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/RTGS.		
15.	The bidders are requested to check their file size of uploaded documents at the time of submission & they should ensure that work file is uploaded. If they feel that the complete file is not uploaded, then they should click on cancel & update the same before submission. The bidders should satisfy themselves of downloadability/visibility of the scanned & uploaded file by them.		
16.	File size should be less than 5 MB and should be in PDF or JPEG formats.		
17.	No claim shall be entertained on account of 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.		
18.	Bids that are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.		
19.	The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc., in the online standard formats given for respective tenders in e-Procurement website (www.eproc2.bihar.gov.in) at the respective stage only. The bidders shall upload the legible scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/ technical bids and other certificates/documents in the e-Procurement website. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.		
20.	All the information/ corrigendum/addendum related to the project shall be published on the website www.eproc2.bihar.gov.in . The Authority shall have the right to reject the bid partially or fully without assigning any reason whatsoever. It may be viewed		
21.	For any information, Project Director, Bihar Eco Tourism Development Society Bihar, Aranya Bhawan, 2nd Floor, Peer Ali Marg, Patna- 800014, biharecotourismsociety@gmail.com and Mob.- 8986153336 can be contacted.		
22.	For clarification regarding the e-tendering process, please contact the e-procurement Helpdesk at the following address: Mjunction Services Limited, R.J. Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. – Shastri Nagar, Patna – 800014, Bihar. Working Hours: 8:00 AM to 7:00 PM (All days in a week except Sunday and a few selected State holidays) Mobile: 7605056831 / 7605056830		


Project Director,
Bihar Eco Tourism Development Society

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DISCLAIMER

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

This RFP is neither an agreement nor an offer by the Authority, but an invitation to eligible and qualified Bidders to submit technical and financial proposals for empanelment of Architect Consultants. Each Bidder shall conduct its own investigations and analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the information contained in this RFP and obtain independent advice wherever required.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive 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 law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or 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, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or service provider, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

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 authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Purchaser/ Tendering Authority/ Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale, also called buyer. Bihar Eco Tourism Development Society (BETDS) in this BID document.
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity
PPR	Preliminary Project Report.
State Government	Government of Bihar (GoB)
GST	Goods and Service Tax
WO/ PO	Work Order/ Purchase Order
Selected Agency/ Selected Bidder/ Service Provider	Agency selected for award of project
DPR	Detailed Project Report

Glossary

Abbreviation/ Terms	Details
Authorized Signatory	The bidder's representative / officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
Bid Security/ Earnest Money Deposit (EMD)	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder	Any person/ firm/ agency/ company/ contractor/ vendor participating in the bidding process with the procurement entity
Bidding Document	Documents issued by the procuring entity, including this RFP and any amendments/addenda thereto, that set out the terms and conditions of the procurement and include the invitation to submit proposals.
RFP Cost/ Tender Fee	Cost of RFP document, non-refundable in nature.
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Project Director Bihar Eco Tourism Development Society (BETDS) in this bidding document.
Contract	"Contract" means a legally enforceable agreement entered into between the Procuring entity and the selected bidder(s) with mutual obligations.
BETDS	Bihar Eco Tourism Development Society (BETDS)/Authority
LD	Liquidated Damages
LoI	Letter of Intent
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
Project Period	The project duration as per the RFP and the contract agreement

TABLE B – Fact Sheet

S. No.	Events	Date
1.	Issue of bid document	24.07.2026
2.	Portal for downloading tender documents	https://www.eproc2.bihar.gov.in/
3.	Date of downloading of bid document	From 25.07.2026 to 16.08.2026 up to 05.00 PM
4.	Bid Processing Fee (Non-refundable) (Inclusive of GST @ 18%)	INR 1180/- to be paid through e-Payment mode (i.e NEFT / RTGS, Credit/ Debit Card & Net Banking) only on the e-procurement portal: https://www.eproc2.bihar.gov.in/
5.	Tender Fees (non- refundable)	INR 5,000/ (Five thousand only) to be submitted in e- Payment mode (i.e NEFT RTGS, Credit/ Debit Card & Net Banking).
6.	Bid Security	INR 1,00,000/ (Fifty thousand only) to be submitted in e- Payment mode (i.e NEFT RTGS, Credit/ Debit Card & Net Banking).
7.	Bid Validity	180 Days
8.	Pre-Bid Conference (Hybrid Mode)	— Date and Time: 31.07.2026 at 12:30 PM Venue: Conference Hall Aranya Bhawan, 4 th Floor, Peer Ali Marg, Patna- 800014 , Hybrid mode- Online link will be shared a day before the interested agency seeking the link via email biharecotourismsociety@gmail.com . (Need to send request on the specified email before 29 th July, 2026 5.0 PM.)
9.	Last date of bid submission (online)	17.08.2026 at 12:00 PM at https://www.eproc2.bihar.gov.in/
10.	Bid Opening	17.08.2026 at 04:00 PM
11.	Date of Technical Presentation	To be Informed later.
12.	Finalization of list of empaneled agencies	To be Informed later.
13.	Contact Person	For any information, Project Director, Bihar Eco Tourism Development Society, Aranya Bhawan, 2nd Floor, Peer Ali Marg, Patna- 800014 , Email-biharecotourismsociety@gmail.com Mob.- 8986153336
14.	E-procurement Helpdesk	Mjunction Services Limited , R.J. Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. – Shastri Nagar, Patna – 800014, Bihar. Working Hours: 8:00 AM to 7:00 PM (All days in a week except Sunday and a few selected State holidays) Mobile: 7605056831 / 7605056830

1. BACKGROUND

The Bihar Eco Tourism Development Society (BETDS) has been constituted by the Government of Bihar as a dedicated institutional mechanism for promotion, development, management and facilitation of eco-tourism, nature-based tourism and sustainable tourism initiatives across the State.

Bihar possesses significant potential for eco-tourism development owing to its rich biodiversity, forest landscapes, wildlife habitats, wetlands, river systems, hills, waterfalls and culturally significant natural destinations. The State also offers substantial opportunities for development of community-based tourism, wildlife tourism, wellness tourism, adventure tourism and experiential tourism aligned with principles of environmental sustainability and conservation.

BETDS has been established with the objective of promoting conservation-led and environmentally responsible tourism development while enhancing visitor experience, generating local livelihoods and strengthening tourism infrastructure within the State. The Society is engaged in planning, development, operation and management of eco-tourism infrastructure and visitor facilities including eco-lodges, jungle lodges, nature camps, interpretation centres, wellness retreats, visitor amenities and other sustainable tourism assets in and around forest areas, wildlife habitats and natural landscapes.

The Society also facilitates and promotes nature-based, wildlife and adventure tourism activities including safaris, trekking, hiking, camping, bird watching, riverine tourism and other outdoor experiential activities in accordance with applicable laws, environmental safeguards and responsible tourism principles.

BETDS plays an important role in integrating conservation objectives with tourism development through promotion of eco-friendly infrastructure, climate-sensitive planning, low-impact tourism practices and responsible visitor management systems. The Society also promotes use of local materials, vernacular architecture, traditional knowledge systems and participation of local communities in tourism development and operations.

Community participation and livelihood generation form an important component of the Society's activities. BETDS works towards strengthening community-based eco-tourism initiatives through engagement of local communities, forest-fringe populations, self-help groups and local enterprises by creating opportunities for employment, skill development, entrepreneurship and tourism-linked economic activities.

The Society also undertakes project development, destination planning, tourism promotion, capacity building, investment facilitation and implementation support for eco-tourism and sustainable tourism initiatives in the State. Further, BETDS supports organization of tourism festivals, fairs, exhibitions, cultural events and promotional activities for showcasing the natural, cultural and heritage assets of Bihar and strengthening the overall tourism ecosystem of the State.

BETDS requires the services of suitably qualified and registered Architects & Consultants to provide comprehensive Architectural & Engineering Consultancy Services including preparation of Plans, Designs, Interior Designs, Estimates of Cost, Tender document etc. for various eco-ecotourism related Infrastructure Works in Bihar.

2. SCOPE OF WORK

For empaneled of Architect Consultants for eco-tourism and allied infrastructure projects

- I. **Site assessment and project familiarization:** The Architect Consultant shall visit the selected site, study its physical features, access, topography, vegetation, drainage, utilities, environmental sensitivities, visitor movement, existing assets and constraints, and submit a site assessment report with opportunities, risks and design considerations.
- II. **Client requirement and design brief:** The Architect Consultant shall interact with BETDS and other stakeholders to understand the project objectives, functional requirements, visitor amenities, operational needs, conservation considerations, approximate capacity, phasing requirements and budget parameters, and prepare a design brief for approval.
- III. **Concept planning and Preliminary Project Report:** The Architect Consultant shall prepare concept plans, zoning, site layout, movement plan, preliminary architectural drawings, broad specifications, preliminary cost estimate, implementation approach and Preliminary Project Report (PPR) for approval of the Authority.
- IV. **Architectural design:** The Architect Consultant shall prepare architectural plans, elevations, sections, area statements, design narratives, material palette, façade treatment, space planning and design details for eco-tourism facilities including eco-lodges, cottages, dormitories, interpretation centres, reception areas, restaurants, cafeterias, toilets, pathways, viewing decks, watch towers, camping facilities, visitor amenities and other project-specific components.
- V. **Landscape and site development design:** The Architect Consultant shall prepare landscape plans, plantation concepts, open-space design, pathways, trails, seating areas, signage locations, lighting concepts, water features, rainwater management, outdoor furniture, parking, internal roads, boundary treatment and site development proposals in harmony with the natural setting.
- VI. **Structural and engineering coordination:** The Architect Consultant shall coordinate and integrate structural design, MEP services, electrical systems, plumbing, drainage, water supply, sewerage, fire safety, HVAC or ventilation, renewable energy systems, solid waste management and Interiors and any other related works specifically entrusted to the Architects by employer other specialized services required for the project.
- VII. **Sustainable and eco-sensitive design:** The Architect Consultant shall incorporate climate-responsive design, low-impact construction principles, local materials, energy-efficient systems, water conservation, waste reduction, accessibility, safety, universal design, disaster resilience and environmentally responsible design practices suitable for forest, wildlife, riverine, hill, wetland or eco-sensitive locations.
- VIII. **Statutory and approval support:** The Architect Consultant shall prepare drawings, statements, reports and technical documentation required for technical sanction, administrative approval and statutory/departmental clearances, and shall assist BETDS in responding to observations raised by competent authorities.
- IX. **Detailed drawings, estimates and tender documents:** The Architect Consultant shall prepare detailed architectural drawings, working drawings, structural/service coordination drawings, specifications, bill of quantities, detailed cost estimates, DPR based on applicable BCD/CPWD/SOR rates or rate analysis, tender drawings and tender documents required for execution of the project.
- X. **Construction-stage support:** The Architect Consultant shall provide periodic site visits, clarifications, design coordination, issue of revised drawings where necessary, review of shop drawings/material samples where applicable, participation in review meetings, and advice to BETDS during execution to ensure conformity with approved drawings and specifications.
- XI. **Supervision and Completion documentation:** Supervision of work till its completion and on completion of works, the Architect Consultant shall assist in preparing completion reports, as-built drawings, final documentation, photographs, soft copies in editable and PDF formats, and any other records required by BETDS.
- XII. **Other allied services:** Any other work mutually agreed upon the Architect Consultant shall undertake any other architectural, planning, design, estimation, documentation or project-support activity related to the assignment as may be reasonably required by BETDS for successful development of the eco-tourism projects.

3. SCHEDULE OF SERVICES

3.1 Preparation of layout plan and concept plans

- a. Take Client instruction regarding requirement of project as a whole and prepare pre-design report / Inception and interim report.
- b. Prepare layout plan, conceptual plans with reference to requirements given and prepare estimate of cost by area basis.
- c. Collect site information, site survey and soil condition and furnish report with (b) above.



- d. Modify conceptual plans specifications incorporating required suggestions/ changes and prepare preliminary drawing and design for client's approval along with revised preliminary estimate of cost.
- e. Prepare drawings / documents and its presentation, if necessary, for submission to statutory bodies for sanction and advise on formalities and assist in obtaining clearances if necessary
- f. Upon Client's approval / statutory approvals as necessary for commencement of construction / working drawings. Ensure compliance with codes, standards, legislations as applicable.

3.2 Tender Drawing Stage

- a. Prepare basic working drawings and details for all aspects of work referred under the Clause 'Scope of Work' including architectural, structural, plumbing, sanitary, electrical communication system, detailed specifications sufficient for preparation of item-wise detailed Estimate of cost.
- b. Prepare basic working drawings for external services, site development, roads, pathways, compound wall and landscape works. Prepare tender documents/drawings, quality control procedures on material and works as per requirement of client.

3.3 Working Drawing Stage

- a. Prepare detailed Estimates of cost supported by detailed measurement sheets, calculations and abstract of quantities and cost based on current BCD (Building construction department, Govt. of Bihar), schedule of rates. In the absence of rate in BCD SOR, the same shall be referred to CPWD SOR or lastly arrived at by actual analysis as applicable to the locality and obtaining the approval of the employer for same.
- b. Preparation of Tender documents for invitation of Tenders and Tender drawings for issue to Tenderers.
- c. Preparation of detailed working drawings for all aspects of Architectural works
- d. Preparation of detailed working drawings for all aspects of structural works.
- e. Preparation of detailed workings drawing for all aspects of Sanitary, Drainage and Water supply works.
- f. Preparation of working drawings for all aspects of Electrical works.
- g. Prepare necessary drawings for ventilation / air- conditioning, (as required)
- h. Prepare drawings for landscape work, interiors, Boundary wall, Internal roads, Site Development etc.
- i. Prepare / revise all specific working details, specification etc. as required by the client during construction.

3.4 Construction stage

- a. Visit the site of work at intervals mutually agreed upon (minimum once a month) to inspect the construction works and where necessary to clarify any doubts or interpretation of drawing / Specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract. The Architect/Landscapist will record his observations about the work in a register maintained at the site and render advice on actions if required. The architect shall have local presence in the form of local office at Patna with the minimum strength as specified earlier, and or have resident architect / Structural Engineer for required coordination. Preparation and submission of completion reports and drawings for the project as required and with the assistance of Employer's Engineers.
- b. Advising Employer on exercising cost control and economy measures to ensure that the approved estimates are not exceeded.
- c. On completion of works, Architects/Landscapist will prepare and submit two sets of As-built drawings and one set on Pen-drive, hard copy of the same of the structures and services.

Schedule for Work:

A	Submission of PPR	Within 1 month since work order
B	Submission of Detailed estimate for Technical & Administrative Sanction.	Within: 30 Days after acceptance of PPR up to 10 cr ; 45 Days after acceptance of PPR above 10 cr Penalty will be imposed @ 0.1% of amount under payment schedule B for per day of delay.

C	Site visit report	Post work order issuance, it is mandatory for the empaneled architect consultants to visit the selected sites on monthly basis and submit the monthly report by 5 th of every month. Non – submission or delay in report submission may attract penalty to the architect consultants.
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4. ELIGIBILITY CRITERIA

	Particulars	Criteria
I	Agency should be registered entity under Companies Act/ Partnership Act/ Society Act or proprietorship	Copy of Registration certificate
II	Should have PAN and GST Number	Copy of PAN No and GST Certificate
III	Should not be blacklisted or debarred from any Central / state Government organization	Self-certificate in the organization letter head
IV	Experience of Principal Architects	Min. 5 years
V	Years of the Establishment of the firm	Min. 5 years
VI	No. of Full time Architects with the firm	Min. 3 architects
VII	Balance Sheet and Turnover of the firm	The Bidder shall have an average annual turnover of at least INR 1.00 Crore (Rupees One Crore only) from Architecture/Engineering Consultancy Services during the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25/2025-26). The Bidder shall submit CA-certified audited financial statements along with a CA-certified turnover certificate bearing a valid UDIN (Unique Document Identification Number) in support of the above requirement. Documentary Evidence: - Audited Balance Sheets and Profit & Loss Accounts for FY 2022-23, FY 2023-24, and FY 2024-25/2025-26; and - CA-certified Average Annual Turnover Certificate with UDIN, clearly indicating turnover derived from Architecture/Engineering Consultancy Services.
VIII	Experience in Architect Consultancy Projects	Completed Consultancy Work for: - A minimum of two Completed/Ongoing Eco tourism/Tourism or related Consultancy projects, with project value of minimum Rs. 2.0 Crore for each project, in the last 5 years out of which at least one must be eco-tourism (Project completion certificate/ documentary evidence of ongoing project to be submitted along with work orders). - Cumulative Completed/ Ongoing Architecture Consultancy projects with total Project value more

b

	Particulars	Criteria
		than Rs. 10.00 Crores in the last 5 years
	Note: Last 5 years refers to the period dating back to 5 years from the date of issue of this RFP	
IX	EMD and Tender Cost	As per Table B/Fact sheet

Note: The Architects / Architectural Firms should ideally have their office in Patna. In case they do not have an office in Patna, the firm shall be required to set up an office within one month of issue of work allotment letter under this contract. This is essential as presentations and high-level meetings are required to be held in the Department, and the Principal Architect(s) are expected to attend these meetings.



5. DETAILS OF THE TECHNICAL BID TO BE SUBMITTED BY THE APPLICANTS

The application shall be submit "TECHNICAL BID "online only. The following details are to be submitted by the Agency/individual along with the application. The Technical Proposal shall contain eligibility, qualification, experience and technical documents, as per format prescribed in this RFP.

- I. Letter of submission – annexure-1
- II. Name and address of firm/individual along with details. (Annexure '2')
- III. Information of technical Capabilities (Annexure '3')
- IV. Status of firm with year of establishment (Annexure '4')
- V. List of projects for Central/State Government, Central/State PSU's Central/State Local Bodies, autonomous bodies handled as prescribed in section-4 for respective categories indicating quantum, cost and scope of work in the prescribed Performa attached (Annexure '5 and 6')
- VI. Organization Chart/List of Technical Professionals with biodata of each professional member (Annexure '7')
- VII. Details of infrastructure (Annexure '8')
- VIII. Names of Institutions empaneled with (Annexure '9')
- IX. Competitions and awards conferred with salient features (Annexure '10')
- X. Turn over details with Copy of audited Balance Sheet for the last 3 Financial Years. (Annexure '11')
- XI. Copy of PAN card and GST registration certificate.
- XII. Copy of License issued by Council of Architecture (COA) for Director/Partner/Proprietor of Firm.



6. SUBMISSION OF BIDS

E-TENDERING PROCESS RELATED INSTRUCTIONS

1. Submission of Proposals through electronic mode only. For participating in E – tendering process, the firm/Agency shall have to get themselves registered to get user ID, Password and Digital signature. This will enable them to access the website **www.eproc2.bihar.gov.in** and download/participate in E – tender. For any information, **Project Director, Bihar Eco Tourism Development Society**, Aranya Bhawan, 2nd Floor, Peer Ali Marg, Patna- 800014, biharecotourismsociety@gmail.com and Mob.- 8986153336 can be contacted.
2. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc2.bihar.gov.in.
3. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
4. The bidders shall submit their eligibility and qualification details, technical bid, etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
5. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
6. Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e NEFT / RTGS, Credit/ Debit Card & Net Banking) only.
7. The bidders are requested to check their file size of uploaded documents at the time of submission & they should ensure that work file is uploaded If they feel that the complete file is not uploaded then they should click on cancel & update the same before submission The bidders should satisfy themselves of download ability/visibility of the scanned & uploaded file by them.
8. File size should be less than 5 MB and should be in PDF and JPEG formats.
9. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last hour's technical nags.

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

10. The tender opening will be done online only.

11. Any Corrigendum/Addendum or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.

12. For support related to e-tendering process, bidders may contact at following address "e - Procurement HELP DESK or may visit the link "Vendor Info" at www.eproc2.bihar.gov.in.

Submission Procedure

1. Bidder can download the tender document free of cost from the portal (<http://eproc2.bihar.gov.in>) till the due date and time. The shortlisted bidders shall pay tender processing fee as specified in the e-Procurement portal. The tender processing fees must be paid through modes specified in fact sheet.
2. The shortlisted bidders shall pay Tender Processing fee online and submit their technical responses electronically using the e-Forms in the unified e-Procurement platform. The e- Procurement portal is available at: <http://eproc2.bihar.gov.in>
3. Tender fee and EMD to be submitted in online mode as per instructions in Table B.
4. Bidders are advised to study all instructions, forms, requirements, and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
5. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at bid evaluation stage.
6. Technical Proposal shall not include any financial bid information. Any financial bid information shall not be considered. All Technical Bid Documents should be properly scanned, arranged and uploaded on portal.

7. Services offered should be strictly as per specifications mentioned in this Tender Document.
8. Prior to expiry of the Proposal Validity Period, Project Director may request the Bidders to extend the period of validity for a specified additional period.
9. The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

Correspondence/ Pre - bid queries

Bidders requiring specific points of clarification may communicate with Office of Project Director BETDS during the specific period using the following format. The queries can be submitted by email at: biharecotourismsociety@gmail.com with name of assignment as the subject, in the following format:

For any information, **Project Director, Bihar Eco Tourism Development Society Bihar, Aranya Bhawan, 2nd Floor, Peer Ali Marg, Patna- 800014** , biharecotourismsociety@gmail.com and Mob.- 8986153336 can be contacted.

Bidders Request for Clarification				
Name of Organization submitting request		Name and position of person submitting request		Details of person and organization
				Address: Tel: E-mail: Mobile:
S. No.	Bidding Document Reference (Number/Page)	Content of RFP Requiring Clarification	Points of Clarification Required	Suggestions (If Any)
1				
2				
3				

BID SECURITY

- I. Proposals must be accompanied by a 'Bid Security' (EMD) (For details Refer to Table B). The Bid Security must be kept valid throughout the Proposal Validity Period and shall be required to be extended if required by the Project Director , BETDS .
- II. The Bid Security shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of Agreement between department and the Successful Bidder.
- III. The bid security of the successful bidder will be returned to the successful bidder on the submission of the Performance Security as specified in the RFP document.
- IV. The Bid Security shall be forfeited in the following cases:
 - If the Bidder withdraws its Proposal.
 - If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
 - If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
 - If the bidder, after the award of work order, fails to submit the performance security within the stipulated time.

8. AMENDMENTS TO RFP

- At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, Project Director, BETDS may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, amend the RFP by issuance of addenda/corrigenda. Such addenda/corrigenda shall be posted only on the e-procurement website and shall form part of this RFP.
- In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, Project Director BETDS may, at its discretion, extend the Proposal Due Date.

9. SELECTION AND EVALUATION CRITERIA

The firm shall be weighted based on 100 marks assigned for the credentials (Technical and Financial Capabilities) will be as follows:

Evaluation Criteria

Sr No.	Particulars	Marks
1.	Experience of Principal architect A. Min. 5 Years – 6 Marks B. Greater than 5 Years and Up to 08 Years – 8 Marks C. Greater than 08 Years – 10 Marks	10
2.	Experience of Organization/Consultancy Firm A. Min. 5 Years – 6 Marks B. Greater than 5 Years and Up to 7 Years – 8 Marks C. Greater than 7 Years – 10 Marks	10
3.	No. of Full Time Architects A. Up to 3 Nos. of Architects with Min. 5 Years Experience each – 3 Marks B. Up to 5 Nos. of Architects with Min. 5 Years Experience each – 4 Marks C. More than 5 Architects with Min. 5 Years Experience – 5 Marks <i>Note: Only Candidates with Valid COA Registration will be Evaluated.</i>	05
4.	No. of Engineers on Role A. Up to 2 Nos. of Engineers with Min. 3 Years Experience each – 3 Marks B. Up to 5 Nos. of Engineers with Min. 3 Years Experience each – 4 Marks C. More than 5 Nos. of Engineers with Min. 3 Years Experience – 5 Marks <i>Note: Only Candidates with B.E/B.Tech/M.E/ M.Tech. Degree will be Evaluated.</i>	05

5.	Average Annual Financial Turnover of The Firm in Last 3 Financial Years i.e. FY 24-25/25-26, 23-24, 22-23 A. Min. Rs 100.00 Lakhs – 6 Marks B. Rs 100.00 Lakhs- Rs 200.00 – 8 Marks C. More than. Rs 200.00 Lakhs – 10 Marks <i>Note: Revenue Generated or Turnover from Architecture/Engineering Consultancy to be only accounted for the Above Evaluation. Average Financial Turnover Document to be Signed and certified by a CA with UDIN along with Audit Reports for Last 3 financial Years.</i>	10
6.	Completed Architecture Design Consultancy Works in Last 5 Years with Minimum Project Value of 2.00 Crores Each. A. Up to. 2 Projects – 6 Marks B. More than 3 and up to 5 Projects – 8 Marks C. More than 5 Projects – 10 Marks <i>Note: All documentary evidence, Work Order, Completion Certificate to be Submitted for Each Project to be Evaluated. All Documents to be duly Signed</i>	10
7.	Completed/Ongoing Architecture Design Consultancy Works in Last 5 Years related to Eco Tourism. A. Up to. 1 Projects – 6 Marks B. More than 1 and up to 3 Projects – 8 Marks C. More than 3 Projects – 10 Marks <i>Note: All documentary evidence, Work Order, Completion Certificate to be Submitted for Each Project to be Evaluated. All Documents to be duly Signed</i>	10
8.	Cumulative Completed/Ongoing Architecture Design Consultancy Works in Last 5 Years. Cumulative project value A. Min. Rs. 10.00 Cr. – 8 Marks B. More. Rs. 10.00 Cr -10 Marks <i>All documentary evidence, Work Order, Completion Certificate to be Submitted for Each Project to be Evaluated. All Documents to be duly Signed</i>	10
8.	Award and Accreditation for any Eco – Tourism or related project	5
9.	Experience in the state of Bihar for Architect consulting services in landscaping/ architectural work- 2.5 marks for each project (Maximum 5 Marks)	5
10.	Experience of Working with Department of Environment, Forest and Climate Change in Bihar or any other State.	5
11.	Technical Presentation	15

Note – Technical proposals securing a minimum of 70 marks in the technical evaluation shall be considered for empanelment of the firm.

10. FINANCIAL PROPOSAL AND PROFESSIONAL FEE

10.1 Basis of Financial Proposal for Empanelment

Financial Proposal for Empanelment of Architect Consultants

Empanelment of Architect Consultants shall be based primarily on technical qualification and evaluation under this RFP. Empanelment shall not constitute award of any specific assignment and shall not confer any right on an empaneled Architect Consultant to receive work from BETDS.

After empanelment, BETDS may assign projects on a project-to-project basis by inviting financial proposals from one or more empaneled Architect Consultants, as may be considered appropriate having regard to the nature, size, complexity, location, urgency and technical requirements of the project.

For each project-specific assignment, BETDS may select an empaneled Architect Consultant and determine the applicable professional fee on the basis of the Financial Proposal/BOQ submitted in accordance with Section 10.6, using Least Cost Selection (LCS). Where a ceiling/reference professional fee is prescribed, the financial quote shall be within such ceiling. Any negotiation, if undertaken, shall be conducted only in accordance with applicable procurement rules and with approval of the competent authority. The decision of BETDS in this regard shall be final and binding.

10.2 Reference/Ceiling Fee. For guidance and evaluation of project-specific financial proposals, BETDS may prescribe a ceiling professional fee as a percentage of the approved project cost. Such ceiling may be based on the nature of services, scope of work, complexity of the project, estimated project cost, site conditions and applicable professional fee practices. The bidder shall quote at or below the ceiling prescribed for the specific assignment, wherever such ceiling is notified.

10.3 Fee Components. Unless otherwise specified in the project-specific assignment, the quoted professional fee shall cover comprehensive architectural and allied consultancy services including site assessment, concept planning, PPR, architectural design, structural and MEP coordination, landscape/site development design, statutory support, detailed estimates, BOQ, tender drawings/documents, working drawings, construction-stage clarification/support, site visits as specified, revisions at draft stage and completion/as-built documentation.

10.4 Taxes and Reimbursables. The quoted fee shall be exclusive of GST, which shall be paid extra as applicable. Out-of-pocket expenses, additional surveys, soil investigation, specialized testing, third-party vetting, statutory application fees, model making, drone survey, specialized studies, printing beyond prescribed copies or any other reimbursable item shall be payable only if specifically included in the work order or approved in writing by client.

10.5 No Fixed Fee Under Empanelment. No fixed percentage fee shall automatically apply merely by virtue of empanelment. The professional fee shall be determined separately for each project-specific assignment in accordance with the financial proposal/BOQ invited by BETDS/Authority from the eligible empaneled consultants.

10.6 SUBMISSION OF FINANCIAL QUOTE FOR EACH INDIVIDUAL ASSIGNMENT

After finalization of the panel of Architect Consultants, BETDS shall invite financial quotes from eligible empaneled bidders for each individual assignment/project as and when such requirement arises. The financial quote shall be submitted separately for the concerned assignment only, strictly in the format prescribed by BETDS for that assignment. No financial quote shall be submitted or considered as part of the empanelment process except where specifically required under this RFP.

Notes: The quoted fee shall be inclusive of professional charges, office overheads, coordination, meetings, presentations, drawings, reports, soft copies, documentation and prescribed site visits, but exclusive of GST. No escalation shall be payable unless specifically provided in the work order. BETDS/client may reject any conditional, incomplete or non-responsive financial proposal.

Additional Conditions

- I. GST shall be payable extra as applicable under Government of India norms.
GST applicable as per Govt. of India norms (at present 18%) shall be paid on the project consultancy fees as Extra.
- II. The Architect Consultant shall submit six hard copies and editable/PDF soft copies of drawings, reports, estimates and other deliverables will be the part of scope of work assigned by the client, unless otherwise specified in the work order. Additional copies, if required, may be reimbursed at actual cost with prior approval.
- III. Delay in agreed deliverables may attract liquidated damages/penalty as specified in the work order, subject to a maximum of 10% of the consultancy fee for the concerned assignment, without prejudice to BETDS's right to terminate the assignment for persistent default.

11. PROGRESSIVE PAYMENTS TO THE CONSULTANT-ARCHITECTS

Progressive payments may be made to the Consultant-Architects in any of the above stages based on the quantum of work done in that stage as may be mutually agreed to by the parties. Details regarding the same will be mentioned later on in the TOR) which will be issued, when project-based selection will be done amongst the empaneled Architect.

12. CLIENT'S RESPONSIBILITIES

The following shall be the responsibilities of the client:

- I. Provide detailed requirements of the project.
- II. Facilitate Furnishing of reports on soil conditions and soil test as required by the Consultant- Architect, to be conducted by consultant on behalf of the client.
- III. Pay the fees of the Consultant-Architects within four weeks of submission of bills, subject to clearance of bills as per agreement. (In case of non-payment / delay / rejection, the same to be conveyed to the consultant in time)

13. NOTIFICATIONS OF AWARD

- I. Prior to the expiration of the validity period, Authority will notify the successful Bidders in writing or email, that its proposal has been accepted and the bidder has been selected on the panel of Architects/Landscapists with DEFCC (Letter of Empanelment "LOE").
- II. The Agency shall, within 7 (seven) days of the receipt of the LOE, sign and return the duplicate copy of the LOE in acknowledgement thereof.

14. SIGNING OF CONTRACT

- I. The Empanelment shall be valid for a period of 3 years and shall be extendable for a further period of two years subject to requirement of such services by BETDS/ DoEFCC. During this period the client shall award projects/ engagements to the selected agency and make payments on the agreed percentage of the project cost.
- II. Any project/ engagement awarded prior to the end of the empanelment may continue till the end of the specific project end date and payments shall be made as per the terms of this empanelment.

15. PROJECT SUB COMMITTEE

- I. Project Sub-Committee consisting of Representatives of client and Consultant-Architects may, if necessary, be constituted for co-ordination.
- II. The empaneled Consulting-Architects would be required to participate in the meetings as necessary at Patna during at important construction stage.

16. TERMINATION

- I. **Termination for defaults** - The client may without prejudice to any other remedy for breach of agreement, by written notice of default sent to the consultants, terminate the agreement in whole or in part:
 - a) If the consultant fails to deliver any or all of the services within the time period(s) specified in the agreement or any extension thereof granted by the client in writing.
 - b) If the consultant fails to perform any other obligations under the agreement, Or
 - c) If the consultant fails in either of the above circumstances, do not cure its failure within a period of thirty (30) days after receipt of the default notice from the client or any such extensions allowed from time to time, under the circumstances that appear reasonable until a conclusion is arrived at that the consultant has abandoned the project which connotation shall be construed mean a defined

under the prevalent contract laws.

- d) If the consultant refuses to accept and perform the assignment given by the client.
 - e) In the event of the failure on the part of the consultant to complete his work or the clients to give their approval and / or make payments within the time specified in the time schedule or in the event of either of the parties committing a breach of any one or more of the terms and conditions of the agreements, the aggrieved party shall be entitled to rescind this agreement without prejudice to its rights to claim damages or remedies under the law. The period of prior notice to be given to rescind the contract will be 30 days. No payment to the consultant would be done except those which have already been made or which may become payable against the bills of works already submitted as on the date of prior notice.
- II. In the event, the consultant architect terminates the agreement in whole or in part, client may get the services done, upon such terms and in such manner as it deems appropriate, similar to those not rendered, with all payments due to the consultant up to that stage shall be liable to be forfeited and the client shall be at liberty to claim excess cost of such services, cost escalation and any other resulting damages by means of appropriate civil actions. However, the consultant shall continue to perform as per agreement, if not terminated.
 - III. **Termination for insolvency** - The client may at any time also terminate the agreement by giving written notice to the consultant without compensation to the consultant, if the consultant becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the client.
 - IV. The Consultant-Architects shall prepare drawings, designs, outline specifications and estimated cost by cubic measurements or on areas basis on schedule of rates of the BCD SOR. In the absence of rate in the aforesaid schedule of rates, the same shall be referred to CPWD, SOR(DSR) or arrived at by actual analysis.
 - V. The Consultant-Architects shall assume full responsibility for the design and specifications for items described in the scope of work. The clients will have full access to the details of the calculations and the designs for purpose of scrutiny for satisfying themselves as to their correctness. The Structural / services consultants of the Consultant-Architects will render all possible help for the above scrutiny.
 - VI. The Consultant-Architects shall supply to the client, free of cost, six sets of final drawings at stage 3 of the agreement, six sets of all drawings, specifications, and other particulars in stages thereafter. Any additional sets required by the client shall be paid for on actual cost basis
 - VII. The Consultant-Architects shall not make any deviation, alteration, or omission from the approved drawings, involving financial implication without prior consent of client.
 - VIII. The Consultant-Architects shall make necessary revisions as may be required by client in the drawings and other documents submitted by him/her at the draft stage. Any subsequent revisions in the drawings and other documents once approved required to be made by client shall also be made available free of cost by the Architect.
 - IX. No change shall be made in the approved drawings and specifications at site without the consent of the Architect.
 - X. The client shall have the liberty to postpone or not to execute any work and the Architect shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the Architect up to the stage of services already submitted.
 - XI. The agreement shall be governed by the Indian laws in force from time to time and the courts at Patna shall alone have exclusive jurisdiction to entertain and try any or all matters arising out of this agreement.

- XII. Any disputes or differences in connection with the agreement shall be to the extent possible, settled amicably between the parties. If it cannot be reached then all disputed issues shall be settled by arbitration as proposed hereafter, subject to termination clause mentioned in this agreement.
- XIII. The consulting architect shall submit all the work as per section-2 scope of work in soft copy in 'pdf' as well in 'dwg' format drawing and the same shall be the proprietary right of the clients.

17. ARBITRATION

- I. Any Dispute which is not resolved amicably by conciliation, as provided, shall be decided by reference to arbitration. Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's request for amicable settlement will be settled by the reference to the Bihar Arbitration Tribunal constituted by the Bihar Public Works Contracts Disputes Arbitration Tribunal Act, 2008 at the instance of either party. All the cases of dispute related to will be under the jurisdiction of Patna High Court only.
- II. Any Award made by the Bihar Arbitration Tribunal shall be final and binding on the Parties as from the date it is made, and both the parties to this agreement agree and undertake to carry out such Award without delay subject to the further provisions of Bihar Public Works Contracts Disputes Arbitration Tribunal Act, 2008.
- III. The Consultant and the Government agree that an Award may be enforced against the Consultant and/or the Government and their respective assets wherever situated.
This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

Authorized Representative of BETDS/DoEFCC	Authorized Representative of Agency
Signature: Name: Designation:	Signature: Name: Designation:
Witnesses: 1.----- 2.-----	Witnesses: 1.----- 2.-----



ANNEXURE 1: LETTER OF SUBMISSION

(ON LETTER HEAD OF APPLICANT)

To,

Project Director,
Bihar Eco Tourism Development Society Bihar,
Aranya Bhawan, 2nd Floor, Peer Ali Marg,
Patna- 800014

Subject: Request for Proposal for Empanelment of Architect Consultants

Sir,

Being duly authorized to represent and act on behalf of -----(hereinafter referred to as "the Bidder") and having reviewed and fully understood all of the requirements and information provided, the undersigned hereby express our interest in Empanelment of Architect Consultants.

We confirm that we have examined the terms and conditions published in the RFP advertisement and accordingly submitting the proposal for the captioned project.

1. I/ We have examined and have no reservations to the RFP document, including any Addendum and Corrigendum issued by the Authority.
2. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
3. I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
4. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.
5. I/We acknowledge that the Tender Inviting Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
6. This statement is made for the express purpose of appointment as the Consultant for the aforesaid engagement.
7. I/we shall make available to the Tender Inviting Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
8. I/We acknowledge the right of the Tender Inviting Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
9. I/We declare that:
10. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Tender Inviting Authority;
11. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the selected consulting firms.
12. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy work or which relates to a grave offence that outrages the moral sense of the community.
13. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

14. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
15. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Tender Inviting Authority in connection with the selection of consultant or in connection with the Selection Process itself in respect of the above-mentioned assignment.
16. I/We agree and understand that, in no case, shall I/we have any claim or right of whatsoever nature if the Consultancy work is not awarded to me/us or our proposal is not opened or rejected.
17. I/We agree to keep this offer valid for 120 (One Hundred Twenty) days.
18. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement.

We are enclosing our RFP in Original with the details as per the requirements of the document for your evaluation. The undersigned here by also declares that the statements made, and the information provided in the RFP is complete, true, and correct in every detail and unconditional.

We hereby declare that our Proposal response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the
Bidder)

Full Name:
Designation:
Name of the Bidder:
Date:-
Place:-
Mobile No:
E-mail:
Address:



Annexure-2 Particulars of the Bidder

1	Title of Work:
2.	State the following: Name of Firm: Legal status (e.g. sole proprietorship or partnership or Others): Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Name, designation, address and phone numbers of authorised signatory of the Bidder: Name: Designation: Company: Address: Phone No.: E-mail address:
2.	State the following information: (a) In case of non-Indian Firm, does the Firm have business presence in India? - Yes/ No If so, provide the office address(es) in India. (b) Has the Bidder been penalised by any organization for poor quality of work or breach of contract in the last five years? - Yes/ No (C) Has the Bidder/ or any of its Associates ever failed to complete any work awarded to it by any public authority/ entity in last five years? - Yes/ No (d) Has the Bidder been blacklisted by any Government department/Public Sector Undertaking in the last five years? - Yes/ No (e) Has the Bidder or any of its Associates, suffered bankruptcy/insolvency in the last five years? - Yes/ No Note: If answer to any of the questions at (b) to (e) is yes, the Bidder is not eligible for this consultancy assignment.
3.	Signature Full Name: Designation: Name of the Bidder: Mobile No: E-mail: Address: (Signature, name and designation of the authorised signatory)



ANNEXURE 3: INFORMATION OF TECHNICAL CAPABILITIES

Name & Address of firm/individual and Qualification with membership of Professional bodies

Name & Address of firm	Age/Date of incorporation	Academic Qualification		Membership of Professional Bodies	Professional Experience in years	Remarks
		Year of passing	College/Univ.			

Signature of Architect/Consultant



ANNEXURE 4: STATUS OF FIRM WITH YEAR OF ESTABLISHMENT

Name of firms with Address	Proprietor/Partnership	Name of proprietor/Partners	Year of establishment	Registration No.

Signature of Architect/Consultant

6

ANNEXURE 5: LIST OF COMPLETED PROJECTS

List of Architecture Design Projects completed in the last Five years up to 31.03.2026 and costing above Rs. 2.00 Crore each.

Sl. No.	Name & location of project	F.Y.	Project Cost in Rs. Lakh.	Area in Sqm	Details of the project.	Certificate of client attached(Y/N)

The Bidder Shall Add New Rows to add more Projects

Signature of Architect/Consultant

List of Eco Tourism Projects completed in the last Five years up to 31.03.2026 and costing above Rs. 2.00 Crore each.

Sl. No.	Name & location of project	F.Y.	Project Cost in Rs. Lakh.	Area in Sqm	Details of the project.	Certificate of client attached(Y/N)

The Bidder Shall Add New Rows to add more Projects

Signature of Architect/Consultant

6

ANNEXURE 6: LIST OF ONGOING PROJECTS

List of Architecture Design Projects Ongoing and costing above Rs. 2.00 Crore each.

Sl. No.	Name & location of project	F.Y.	Project Cost in Rs. Lakh.	Area in Sqm	Details of the project.	Certificate of client attached(Y/N)

The Bidder Shall Add New Rows to add more Projects

Signature of Architect/Consultant

List of Eco Tourism Projects Ongoing costing above Rs. 2.00 Crore each.

Sl. No.	Name & location of project	F.Y.	Project Cost in Rs. Lakh.	Area in Sqm	Details of the project.	Certificate of client attached(Y/N)

The Bidder Shall Add New Rows to add more Projects

Signature of Architect/Consultant



ANNEXURE 7: ORGANIZATION CHART/LIST OF TECHNICAL PROFESSIONALS

Organization chart/list of Technical Professional with Biodata of each professional.

Sl. No.	Technical Professional	Name	Designation	Qualifications	Total years of Experience	Experience in the firm
1	Architect					
2	Structural Consultant					
3	Electrical Consultant					
4	Plumbing & Water Supply Consultant					
5	Landscape Consultant					
6	Interior Design Consultant					
7	Any Other Professionals					

The Bidder Shall Add New Rows to add more members

Signature of Architect/Consultant



ANNEXURE 8: DETAILS OF AVAILABLE INFRASTRUCTURE

Built-up space in Sqm.		Description of Computer software Infrastructure available
Head Office	Branch Office(s) if any	

Signature of Architect/Consultant



Annexure-9 Names of Institutions empaneled with proof of the same

S. No	Name and Address of institution empaneled with	Year of Empanelment	Attach Proof (Y/N)

Signature of Architect/Consultant



ANNEXURE 10: COMPETITIONS AND AWARDS CONFERRED WITH SALIENT FEATURE

S. No	Award	Details

Signature of Architect/Consultant



ANNEXURE 11: TURN OVER DETAILS

S.No.	Financial Year	Turnover in Rs. Crore	Remarks
	2022-23		
	2023-24		
	2024-25/2025-26		
	Total		
	Average		

Note: Attach Copy of Audited Balance Sheet for the Last 3 Financial Years.

Signature of Architect/Consultant

Certificate from Statutory Auditor / Statutory Auditor

This is to certify that (name of the Bidder) has received the payments shown above against the respective years on account of professional fees from Consultancy and Advisory Services.

Unique Document Identification Number (UDIN):

Signature of Authorized Signatory:

Name of Authorized Signatory:

Date:

Seal of Audit firm:

Notes:

i. The Bidder shall submit the financial turnover attested by the Statutory Auditor or a Chartered Accountant in case it does not have any Statutory Auditor

ii. **The Bidder shall provide an Auditor's/ CA Certificate having Unique Document Identification Number (UDIN) specifying the Annual Turnover from Architect Consultancy in accordance with the RFP document.**

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