



Limited Request for Proposal (RFP)

for

**The Selection of an Agency to Prepare Urban Flood
Management Plan for Patna Municipal Corporation (PMC)
for the Urban Flood Risk Mitigation Project (UFRMP) under the
National Disaster Mitigation Fund (NDMF)**

NIT No: 27/CME/PMC/2026

Issued on Date: 10th August 2026

Procuring Authority

Patna Municipal Corporation

2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna,

Bihar-800001

DISCLAIMER

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

This “RFP” is not an agreement and is neither an offer nor invitation by the PMC to the prospective Bidders or any other person. The purpose of this “RFP” is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this “RFP”. This “RFP” includes statements, which reflect various assumptions and assessments arrived at by the PMC. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This “RFP” may not be appropriate for all persons, and it is not possible for the PMC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this “RFP”. The assumptions, assessments, statements and information contained in this “RFP”, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this “RFP” and obtains independent advice from appropriate sources.

Information provided in this “RFP” to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The PMC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The PMC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this “RFP” or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the “RFP” and any assessment, assumption, statement or information contained therein or deemed to form part of this “RFP” or arising in any way in this Selection Process.

The PMC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this “RFP”.

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

CONTENTS

SECTION 1. : NOTICE INVITING TENDER (NIT)	5
SECTION 2. : TERMS OF REFERENCE	8
1. Background	8
2. About Patna Municipal Corporation	9
3. Objective of the Assignment	9
4. Detailed Scope of Work	10
5. Deliverables	13
6. Key Outcome of the Assignment	15
7. Team Composition & Qualification	15
SECTION 3. : (Part A) INSTRUCTION TO BIDDERS	17
1. DEFINITIONS	17
2. INTRODUCTION	18
3. METHOD OF PROCUREMENT	18
4. BID DOCUMENT	18
5. PRE-BID MEETING	19
6. BIDDER INQUIRIES	19
7. AMENDMENT OF BID DOCUMENT	20
8. CONFLICT OF INTEREST	20
9. FRAUD AND CORRUPT PRACTICES	20
10. ELIGIBILITY CRITERIA	21
11. PREPARATION OF PROPOSAL	22
12. BID SUBMISSION	25
13. BID OPENING AND EVALUATION	27
14. PROCURING AUTHORITY'S RIGHTS	32
SECTION 3.:(Part B) BID DATA SHEET	33
SECTION 4.: CONDITIONS OF THE CONTRACT	34
SECTION 5.: BID FORMS	43
GEN: FORM - 1: Format for Letter of Application (Bidder)	45
GEN: FORM- 2: Format for Power of Attorney for Signing of Application	47
GEN FORM 3: Format for Details of Applicant	48
GEN: FORM - 4: General Profile	49
GEN FORM- 5: Format for Affidavit Certifying that Entity is not Blacklisted/ Debarred	50
GEN FORM- 6: Declaration regarding any Conflict of Interest and Anti-Collusion Certificate	51
GEN FORM- 7: Pre-bid Queries' format	52
TECH FORM - 1 (A): Supporting format for the list of Project Experience of the Applicant	53
TECH FORM - 1 (B): Format for the detailed Project Experience of the Applicant	54
TECH FORM - 2: COMMENTS AND SUGGESTIONS ON TERMS OF REFERENCE	55
TECH FORM 3A: Format for Financial Capability of the Applicant	56
TECH FORM 3B: Positive Net worth of the Applicant	57
TECH FORM- 4: Understanding of Scope with Approach and Methodology (A & M)	58
TECH FORM- 5 Format for HR Certification of the Technical Manpower Organisational Strength	59

TECH FORM- 6: Format for sharing details of the Resources/Personnel required as per ToR	60
TECH FORM- 7: Format of Curriculum Vitae (CV) for Key Personnel	61
TECH FORM- 8 Format for HR Certification of the Technical Manpower Organisational Strength.....	62
FINANCIAL FORM 1: Letter of Financial Proposal	64
FINANCIAL FORM 2: FINANCIAL PROPOSAL COVER.....	66
FINANCIAL FORM 3: Financial Proposal Format (amounts in INR)	67
FINANCIAL FORM 4: Bid Security Form (Bank Guarantee).....	68
FINANCIAL FORM 5: Performance Security Bank Guarantee.....	69
SECTION 6.: CONTRACT FORMAT	73
Annexure	75

SECTION 1. : NOTICE INVITING TENDER (NIT)

Limited RFP for the Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)



PATNA MUNICIPAL CORPORATION (PMC)
2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001
Email: pmcprda@gmail.com , cmepmcprda01@gmail.com
Website: <https://www.pmc.bihar.gov.in/Home.aspx>

NIT No:- 27/CME/PMC/2026

Date: - 10th August 2026

1. PATNA MUNICIPAL CORPORATION (PMC) invites proposals through limited tendering from the eligible firms for "The Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)".
2. Interested Firms may download the complete Request for Proposals (RFP) Document, from website: <https://eproc2.bihar.gov.in>

SN	PARTICULARS	DETAILS
1	Website for submission of proposal	www.eproc2.bihar.gov.in/
2	Mode of Submission	Online submission through eproc2 portal (www.eproc2.bihar.gov.in) and at the same time submission of Hard copies of Tender fee, Bid Security, payment proof, original copy of affidavit, declaration regarding Blacklisting and Power of Attorney as per RFP document at PATNA MUNICIPAL CORPORATION 2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001
	Fees	The RFP document fee: Rs. 5,900/- (Rupees Five Thousand Nine Hundred only) inclusive of GST) Inclusive of GST. The RFP document fee can be paid online.
	Bid Security (EMD) and Mode of Payment	Bid Security (EMD) Amount: Rs 1,00,000/- (Rupees One lakh only) (Refundable). Mode of Payment: The Earnest Money Deposit (EMD) shall be paid online at the website www.eproc2.bihar.gov.in through internet payment gateway (IPG).
	Period of on-line availability of Bidding Documents (Start / End Date)	From: 10-08-2026, 03:00 hrs onwards till 31-08-2026, 15:00 hrs
3	Date, time for Pre bid meeting	18 - 08- 2026, 12:30PM PATNA MUNICIPAL CORPORATION 2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001

4	Last date and time for Submission of Technical Proposal on www.eproc2.bihar.gov.in	31-08-2026, 15:00 hrs
5	Last date and time for Submission of Bid (Physical/Hard Copies) (proposal along with the Tender fee, payment proof, original copy of affidavit, Blacklisting and Power of Attorney as per RFP document)	01-09-2026 up to 03:00 PM PATNA MUNICIPAL CORPORATION 2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001
6	Date and time of opening of Technical Bids	01-09-2026 up to 03:00 PM
7	Duration of the Services	3 months (Extendable upto 3 Months)
8	Date and time of opening of Financial Bids	Will be intimated later to successful bidders
9	Method of Selection	LCS (Lowest cost Selection Method)
10	Joint Venture / Consortium	Not Allowed
11	Eligibility	NEGD (National E-Governance Division (Empanelled agencies under Category A, vide letter F.N. N-22018/33/2022-NeGD dated 01-06-2026 (Annexure)
12	Bid Validity	90 days from the bid submission deadline

3. Agencies/ Firms may download the complete Request for Proposal (RFP) Document, from website: <https://eproc2.bihar.gov.in>
4. For participating in e-RFP process, the applicant shall have to get them registered to get user ID Password and digital Signature. This will enable them to access the website- www.eproc2.bihar.gov.in and participate in e-tender. Those who are not registered in e-tendering systems, they may contact "e-procurement HELPDESH, Junction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S.-Shastri Nagar, Patna -800014" (Toll Free Number:18005726571, Email: eproc2support@bihar.gov.in) for registration.
5. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
6. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on <https://eproc2.bihar.gov.in>. The scanned copies should be of the original papers and certificates.
7. All the uploaded documents shall have the signature of consultants or their authorized signatories.
8. The scanned copies should be of the original papers and certificates.
9. No claim shall be entertained on account of disruption of internet service being used by consultants.

10. Consultants are advised to upload their bids well in advance to avoid last minute technical stage.
11. The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
12. The proposals must be accompanied with a non-refundable Tender processing fee of Rs. 5,900/- (Rupees Five Thousand Nine Hundred only) inclusive of GST and Earnest money deposit of Rs. 01 (One) Lakh submit in form of internet payment gateway (IPG).
13. The evaluation shall be done based on uploaded documents only <https://eproc2.bihar.gov.in>

Municipal Commissioner
Patna Municipal Corporation
Government Of Bihar

SECTION 2. : TERMS OF REFERENCE

Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)

1. BACKGROUND

To address the challenge of urban flooding, the GoI, through the National Disaster Management Authority (NDMA) and Ministry of Home Affairs (MHA), has launched the Urban Flood Risk Management Programme (UFRMP) under the National Disaster Mitigation Fund (NDMF). The programme aims to support States and ULBs in reducing urban flood risks through a combination of structural and non-structural interventions.

Patna, the capital city of Bihar, is one of the oldest continuously inhabited cities in the world, situated on the southern bank of the River Ganga, Patna serves as the political, administrative, educational, and commercial centre of Bihar. Patna is well connected Airport, extensive railway network, and national highways, making it a key gateway to eastern India

Patna has a long and recurring history of floods, mainly due to intense rainfall, high river water levels resulting in overflow of rivers like the Ganga, Punpun, and Sone, including inadequate storm water drainage and rapid urbanization. The monsoon season generally extends from late June to September, during which the city receives most of its annual rainfall. Patna receives an average annual rainfall of approximately 1,000-1,200 mm, with nearly 80-85% of the total precipitation occurring during the monsoon months. The city records around 55-65 rainy days annually, and intense short-duration rainfall events frequently lead to urban waterlogging and drainage challenges.

1.1 Major Flood Events Affecting Patna (Last 50 Years)

- i. In 1975 which is considered the **worst flood in Patna's modern history** and one of the most devastating Urban Flood. Entire city went underwater, including key administrative areas, water levels reached 4–6 feet in central areas like Gandhi Maidan and Secretariat.
- ii. being downstream of Ganga and tributaries, experienced high river levels, flooding in low-lying riverbank (diara) areas in 1978, 1987, 1998, 2004, 2007, 2008, 2013, 2017.
- iii. Triggered by heavy rainfall, Ganga overflow and clogged drainage there was a major **Urban flood in Patna in 2019** in which City remained flooded for several days after rains stopped, many areas experienced 6-7 feet deep waterlogging. This flood showed a shift, **urban flooding (drainage failure)** became as critical as river floods.
- iv. Apart from above, post 2019 floods a pattern of delayed floods (September-October) becoming more common in which Rising Ganga levels again threatened Patna riverbank areas and villages in Patna district's diara regions were flooded.

1.2 Key flood-prone zones

- a) High risk riverine (diara) zones
 - i. Along Ganga River belt, Digha, Danapur, Maner, Patna City ghats
 - ii. Punpun river belt, Phulwarisharif, Dhanrua
 - iii. Son river influence, western fringe
 - iv. These areas flood when rivers cross danger levels and are frequently cut off during monsoon
- b) Low lying urban basins (very critical after 2019)
 - i. Rajendra Nagar, Kankarbagh, Mithapur, Gardanibagh, Saidpur, Bakarganj
 - ii. Waterlogging persists due to poor drainage and flat terrain
- c) Rapid growth peri urban corridors
 - i. Danapur–Khagaul
 - ii. Phulwarisharif
 - iii. Ashiana Nagar, Bailey Road extensions
 - iv. High runoff due to urbanization and loss of wetlands
- d) Natural reasons (why these zones flood)
 - i. Patna is surrounded by Ganga, Punpun, Son rivers
 - ii. Flat alluvial land and slow drainage

2. ABOUT PATNA MUNICIPAL CORPORATION

Patna Municipal Corporation (PMC), also known as Patna Nagar Nigam, is the statutory urban local body responsible for the governance, administration, and delivery of municipal services in Patna, the capital city of Bihar. Established under the Patna Municipal Corporation Act, PMC is entrusted with the planning, development, operation, and maintenance of urban infrastructure and civic services. As the principal civic authority for one of the fastest-growing urban centres in eastern India, PMC plays a pivotal role in improving the quality of life of citizens and driving sustainable urban development initiatives. The Corporation functions through an elected municipal council led by the mayor and is supported by the Municipal Commissioner and departmental officials for effective service delivery and implementation of development programs

3. OBJECTIVE OF THE ASSIGNMENT

Under the initiative of the Urban Flood Risk Management Programme (UFRMP) Phase-2 for eleven (11) cities including Patna, The Urban Flood Risk Management Plan is being prepared. In this context, the Patna Municipal Corporation intend to engage an agency to prepare a comprehensive proposal on the Urban Flood Management Plan for Patna UFRMP, coordinating with relevant State and Central Government agencies, and facilitating appraisal and approval of the proposal under the UFRMP framework.

A comprehensive Flood Management Plan is proposed to identify flood risks and recommend sustainable mitigation measures, in accordance with the guidelines of the National Disaster Management Authority (NDMA), Ministry of Home Affairs (MHA), and National Disaster

Mitigation Fund (NDMF). The assignment shall support Patna Municipal Corporation in identifying, prioritizing, planning and developing suitable structural and non-structural urban flood mitigation interventions, preparing technical and financial documents, coordinating with relevant State and Central Government agencies, and facilitating appraisal and approval of the proposal under the UFRMP framework

4. DETAILED SCOPE OF WORK

The Consultant shall undertake, but not be limited to, the following activities.

4.1 Inception Phase

The Consultant shall undertake an inception exercise to establish the project framework, review available studies and reports, identify data requirements, and finalize the detailed methodology for carrying out the assessment. The phase shall include:

- (a) Review of existing studies, plans, DPRs, flood reports, and drainage master plans relevant to Patna.
- (b) Identification of key stakeholders and institutional arrangements.
- (c) Preparation of a detailed work plan, methodology, modelling approach, and data requirement matrix.
- (d) Conduct of inception meetings with the concerned departments, Urban Local Body (ULB), and stakeholder agencies.
- (e) Submission of an Inception Report outlining the approach, timeline, and deliverables.

4.2 Data Collection & Analysis

The Consultant shall collect, compile, and analyze all relevant data required for the study, including:

- (a) Historical rainfall, river discharge, water level, and flood records.
- (b) Existing hydro-meteorological monitoring network data, including AWS, rain gauges, water-level sensors, and other relevant monitoring infrastructure.
- (c) Topographic, drainage, land-use, and infrastructure-related datasets.
- (d) Information on pumping stations, SCADA systems, solid waste management practices, and flood mitigation measures implemented after the 2019 floods.
- (e) Data related to government buildings and public facilities for assessment of cool roof and green roof interventions.
- (f) Compilation and analysis of high-resolution data provided by the ULB and other agencies.

4.3 Flood Hazard & Risk Assessment

The Consultant shall undertake flood hazard and risk assessments for the city through hydrological and hydraulic analyses, including:

- (a) Identification and mapping of flood-prone areas and waterlogging hotspots.
- (b) Hydrological and hydraulic modelling to estimate flood depths, extents, durations, and flow characteristics.
- (c) Assessment of flood risks under various rainfall and river conditions.
- (d) Preparation of flood inundation maps and hotspot analyses.
- (e) Evaluation of risks to critical infrastructure, public assets, and vulnerable areas.

4.4 Assessment of Existing Infrastructure

The Consultant shall assess the adequacy, performance, and effectiveness of existing urban flood management infrastructure, including:

- (a) Hydro-Meteorological Monitoring Network
 - Assessment of the existing network of AWS, rain gauges, water-level sensors, and related monitoring infrastructure.
 - Identification of monitoring gaps and determination of requirements for network strengthening.
 - Recommendation of optimal locations for additional monitoring stations.
- (b) Drainage and Pumping Infrastructure
 - Review of drainage systems, pumping stations, and associated infrastructure.
 - Assessment of pumping station performance during past flood events.
 - Evaluation of the adequacy of existing and planned pumping capacities based on hydrological and hydraulic analyses.
- (c) SCADA Systems
 - Assessment of existing and proposed SCADA-based stormwater management systems.
 - Evaluation of opportunities for integration with river hydrological and hydraulic models.
- (d) Solid Waste Management and Drainage Interface
 - Identification of locations where indiscriminate solid waste disposal affects stormwater drainage performance.
 - Assessment of existing solid waste management practices and their impact on waterlogging and drain blockage.
- (e) Review of Post-2019 Flood Mitigation Measures
 - Assessment of flood mitigation interventions implemented following the 2019 flood events.
 - Comparative “before-and-after” analysis to evaluate effectiveness and identify lessons learned.

4.5 Climate Change Impact Analysis

The Consultant shall assess the potential impacts of climate change on urban flood risk and resilience, including:

- (a) Analysis of future rainfall variability and extreme precipitation scenarios.

- (b) Evaluation of impacts on flooding, drainage capacity, and waterlogging conditions.
- (c) Assessment of infrastructure performance under future climate scenarios.
- (d) Identification of adaptation measures to improve long-term urban flood resilience.

4.6 Flood Management Strategy Development

Based on the assessments and modelling outcomes, the Consultant shall develop a comprehensive urban flood management strategy comprising structural and non-structural measures.

A. Structural Measures

The Consultant shall identify and recommend appropriate structural interventions, including:

- (a) Strengthening of Monitoring Infrastructure
 - Expansion and enhancement of hydro-meteorological monitoring networks.
 - Integration of monitoring infrastructure with Urban Flood Early Warning Systems.
- (b) Pumping Infrastructure Improvements
 - Capacity augmentation of existing pumping stations.
 - Recommendations for additional pumping infrastructure where required.
- (c) Underground Detention/Holding Ponds
 - Identification and assessment of suitable locations for underground detention/holding ponds.
 - Estimation of storage capacities and preparation of conceptual designs and implementation recommendations.
- (d) SCADA and Flood Operations Optimization
 - Integration of SCADA systems with river hydrological and hydraulic models.
 - Recommendations for real-time operational control of drainage, storage, and pumping systems.
- (e) Riverfront Development and River Rejuvenation
 - Identification of suitable river stretches for riverfront development and rejuvenation.
 - Recommendations focusing on flood management, ecological restoration, public accessibility, and urban development benefits.

B. Non-Structural Measures

The Consultant shall identify and recommend non-structural interventions, including:

- (a) Urban Flood Early Warning Enhancement
 - Recommendations for strengthening real-time monitoring, forecasting, and dissemination systems.
- (b) Nature-Based Solutions and Urban Greening
 - Identification of locations for urban greening and plantation initiatives.

- Assessment and recommendations for cool roofs, green roofs, and related Urban Heat Island mitigation measures.
- (c) Solid Waste Management Improvements
 - Recommendations to improve waste management practices for reducing drain blockage and improving drainage efficiency.
- (d) Awareness and Resilience Building
 - Recommendations for community awareness, preparedness, and flood risk reduction measures.

4.7 Institutional & Policy Framework

The Consultant shall review the existing institutional and policy framework related to urban flood management and provide recommendations, including:

- (a) Assessment of roles and responsibilities of relevant departments and agencies.
- (b) Review of coordination mechanisms among stakeholder organizations.
- (c) Identification of institutional gaps affecting flood management.
- (d) Recommendations for strengthening governance, coordination, data sharing, and decision-support systems.
- (e) Recommendations for integration with existing urban planning, climate resilience, and disaster management frameworks.

4.8 Implementation Plan

The Consultant shall prepare an implementation roadmap for the recommended interventions, including:

- (a) Prioritization of structural and non-structural measures.
- (b) Phasing interventions into short-term, medium-term, and long-term actions.
- (c) Indicative capital and operational cost estimates.
- (d) Identification of potential funding mechanisms and implementation models.
- (e) Development of monitoring and evaluation indicators.
- (f) Preparation of a comprehensive implementation framework for enhancing urban flood resilience in Patna.

4.9 Stakeholder Consultation

The Consultant shall undertake stakeholder consultations throughout the study period to ensure participatory planning and validation of findings. This shall include:

- (a) Consultations with ULBs, IMD, WRD, Disaster Management Authorities, and other relevant departments.
- (b) Discussions with agencies responsible for drainage, pumping, solid waste management, urban planning, and river management.
- (c) Stakeholder feedback incorporation into assessments, recommendations, and implementation strategies.

5. DELIVERABLES

The deliverables should be outcome-oriented and aligned with planning, investment prioritization, flood resilience enhancement, and implementation readiness.

The agency shall submit:

5.1 **Inception Report:** Methodology, work plan, stakeholder engagement plan, and data requirements.

5.2 **Baseline Report:-**

a) **Assessment Report:** Compilation and analysis of available data, existing studies, available infrastructure, and flood management initiatives.

b) **Flood Hazard, Vulnerability and Risk Assessment Report:** Hydrological and hydraulic modelling, flood inundation mapping, hotspot identification, and risk assessment.

c) **Hydro-Meteorological Monitoring Network Assessment:** Gap analysis of existing sensor networks and recommendations for strengthening and integration with the Urban Flood Early Warning System.

d) **Infrastructure Assessment Report:** Assessment of drainage systems, pumping stations, SCADA systems, solid waste management impacts, and post-2019 flood mitigation measures.

e) **Climate Change Impact Assessment Report:** Assessment of future flood risks and climate resilience measures.

5.3 **Draft Urban Flood Management Plan**

The Consultant shall prepare a comprehensive Urban Flood Management Plan comprising:

a) **City-wide flood risk assessment** i.e. Vision, objectives, and planning framework, Structural and non-structural mitigation measures, Climate-resilient urban flood management strategy, Priority intervention packages and project concepts, Institutional strengthening framework, Emergency preparedness and response mechanisms, Investment strategy and financing framework, Monitoring, evaluation, and performance indicators

b) **Institutional and Policy Framework:** Recommendations for governance, coordination mechanisms, and institutional strengthening.

c) **Stakeholder Consultation:** Documentation of consultations, key observations, concerns, and recommendations received from stakeholders and incorporation of stakeholder feedback.

d) **GIS Database and Thematic Maps:** GIS database of flood-related information, Flood hazard, vulnerability, and risk layers, Drainage infrastructure inventory, Monitoring network inventory, Flood hotspot database, Spatial database supporting future planning and decision-making.

e) **Prioritized Investment and Implementation Plan:** the Report shall include, prioritization of interventions based on risk reduction benefits and feasibility. Short-term (0–3 years), medium-term (3–7 years), and long-term (>7 years) action plans, Indicative capital and operation & maintenance cost estimates, Implementation responsibilities and timelines and Monitoring and evaluation framework

- 5.4 **Final Urban Flood Management Plan (UFMP) for Patna Municipal Corporation:**
A comprehensive, climate-resilient Urban Flood Management Plan incorporating all assessments, strategies, investment priorities, and implementation recommendations under the Urban Flood Risk Mitigation Project (UFRMP) supported by NDMF.

6. KEY OUTCOME OF THE ASSIGNMENT

The primary outcome of the assignment shall be a comprehensive, climate-resilient, GIS-enabled Urban Flood Management Plan for Patna Municipal Corporation, providing a prioritized roadmap of structural and non-structural interventions, investment requirements, institutional mechanisms, and implementation strategies to reduce urban flood risk and enhance resilience under the Urban Flood Risk Mitigation Project (UFRMP) supported through the National Disaster Mitigation Fund (NDMF).

7. TEAM COMPOSITION & QUALIFICATION

S. No	Position	Input months	Qualification & Experience	Deployment
1	Team Leader cum Disaster Management Specialist (1 no)	3 months	Qualification: Masters in Disaster Management or related field Experience: Total 10+ years of experience out of which at least 5+ years' experience related with flood management	Should be available in Patna as and when required during the assignment and for key meetings
2	Hydrologist Expert (1 no)	3 months	Qualification: Master's in civil engineering Experience: Total 6+ years of experience out of which at least 3+ years' experience related to storm water/ sewerage / flood management.	Till the final submission
3	Project Analyst (1 no)	3 months	Master's degree in Sustainability Management/ Disaster Management / Environment Engineering/ Structural Engineering or	Till the final submission

			related fields. Experience: At least 5 years of total work experience Experience in disaster mitigation / management, and/or climate action projects .	
--	--	--	---	--

Any additional resources required for meeting the delivery requirements shall be arranged by the Consultant on non-physical deployment basis, as and when needed, at no additional cost to the Procuring Authority.

SECTION 3. : (Part A) INSTRUCTION TO BIDDERS

1. DEFINITIONS	(a) "PMC" means Patna Municipal Corporation. (b) "Assignment/ job" means the work to be performed by the Consultant pursuant to the Contract. (c) "Employer or Client" means the Patna Municipal Corporation who have invited the bids for 'the Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)' which the selected Consultant signs the Contract for the Services and shall provide services as per the terms and conditions and TOR of the contract. (d) "Bid" (including tender, offer quotation or proposal in certain contexts) means an offer to supply goods services or execution of works made in accordance with the terms and conditions set out in the document inviting such bids. (e) "Bidder" (Including consultant, tenderer, contractor, supplier or service provider) means any eligible person or firm or company including joint venture (that is an association of several persons of firms or companies participating in a procurement process with a Procuring Authority / Entity) (f) "Consultant" means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract. (g) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the Conditions of Contract (CC), and the Appendices. (h) "Data Sheet" means such part of the Instructions to Consultants used to clarify the relevant clause of Instructions to Consultant or to replace certain clause of the Instructions to Consultant specific to the assignment. (i) "Day" means calendar day. (j) "Government" means the Government of Bihar. (k) "Instructions to Bidder" (Section 3(A) of the RFP) means the document which provides bidders/consultants with all information needed to prepare their proposals. (l) "Joint Venture" means a Consultant which comprises two or more Partners (as specified in the relevant clause in the clause 3 & 10 in this ITB) each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract. (m) "NIT" (Section 1 of the RFP) means the Notice Inviting Tender being sent by the Employer to the consultants. (n) "Personnel" means professionals and support staff provided by the
----------------	---

	Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; “Domestic Personnel” means such professionals and support staff who at the time of being so provided had their domicile in India. (o) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions. (p) “Proposal” means the Technical Proposal and the Financial Proposal. (q) “Limited RFP” means the Request for Proposal sent to the shortlisted or empanelled consultants, prepared by the Employer for the selection of consultant for the assignment. (r) “Services” means the work to be performed pursuant to the Contract. (s) “Standard Electronic Means” includes facsimile and email transmission (t) “Terms of Reference” (TOR) means the document included in the RFP as Section 2 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job. (u) “BFR” means “Bihar Financial Rules 1950 and subsequent amendments thereof”, its meaning and interpretation. The procurement process of this RFP shall be governed by BFR and supplemented by the condition’s states under this RFP.
2. INTRODUCTION	Established under the Patna Municipal Corporation Act, Patna Municipal Corporation (PMC) is entrusted with the planning, development, operation, and maintenance of urban infrastructure and civic services. Under the initiative of the Urban Flood Risk Management Programme (UFRMP) Phase-2 for eleven (11) cities including Patna, The Urban Flood Risk Management Plan is being prepared. In this context, the Patna Municipal Corporation intend to engage an agency to prepare a comprehensive proposal on the Urban Flood Management Plan for Patna UFRMP.
3. METHOD OF PROCUREMENT	This is a Limited Request for Proposal (RFP). The agencies empanelled under Category A vide letter F.N. N-22018/33/2022-NeGD dated 01-06-2026 are eligible to apply. (Annexure)
4. BID DOCUMENT	(i) The E-tender (Bid-document) shall be downloaded from website https://eproc2.bihar.gov.in/ free of cost. Corrigendum, if any,

	would appear only on the above website and would not be published in any News Paper”. (ii) The bidder has to pay a sum of Rs 5,900/- (Rs. Five Thousand and Nine Hundred Only) inclusive of GST through RTGS as Tender document fee which is payable while uploading the bid. The details of RTGS are given Below: (iii) Bank Account Name, Account details, IFSC Code: (iv) Please see point 12 under Section I ‘NOTICE INVITING TENDER (NIT)’ (v) The Bid Document (RFP) is not transferable to any other bidder. (vi) The intending bidder are advised to read the terms and conditions carefully. The bidder should only submit his tender if he considers himself eligible and he is in possession of all the original documents required. (vii) Information and Instructions for bidder, available on Website(s) shall form part of Tender Document. (viii) The intending bidder must have valid digital signature to submit the E- tender. (ix) The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the E-tender should only be submitted after uploading the mandatory scanned copy of Bank Challan for money transfer by RTGS against EMD and cost of Bid- document & all other required documents as mentioned in this Bid- document.
5. PRE-BID MEETING	The bidders shall submit the pre-bid queries to pmcprda@gmail.com , cmepmcprda01@gmail.com on or before the date mentioned below. Date & Time of Pre-Bid Meeting: 18th August 2026 by 12:30 pm Venue: 2nd Floor Maurya Lok Complex C-Block Patna, Bihar Bidders requiring specific points of clarification may communicate with the PMC Bihar before the date & time of pre-bid meeting using the GEN FORM-7: Pre-bid queries format to the email id mentioned above
6. BIDDER INQUIRIES	(i) All requests for clarifications should be sent to pmcprda@gmail.com , cmepmcprda01@gmail.com preferably on Word format on or before the Prebid meeting time as mentioned in the ITB Clause 4 above. (ii) Telephone calls will not be accepted for clarifying the queries. (iii) PMC will endeavour to provide a full, complete, accurate, and timely response to all questions. The responses to the queries from all bidders will be distributed to all. (iv) The purpose of the meeting is to provide bidders with information regarding the RFP and the project requirements, and to provide each bidder with an opportunity to seek clarifications regarding all aspect

	of the RFP and the project.
7. AMENDMENT OF BID DOCUMENT	1) At any time before the deadline for submission of bids, Procuring Authority may, for any reason modify the RFP document by an amendment. All the amendments/corrigendum (if any) made to the Bid Document would be shared with all the shortlisted/empanelled bidders. All such corrigendum/amendments shall be binding on bidder without any further act or deed on PMC part. 2) In the event of any amendment, PMC reserves the right to extend the deadline for the submission of the bids, to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids
8. CONFLICT OF INTEREST	1) The Consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the Procuring Authority / GoB under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the subject assignment. 2) Relationship with Employer's staff: Consultant (including their personnel and sub- Consultant) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of: - i) the preparation of the TOR of the contract, ii) the selection process for such contract, or iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Consultant's work. The consultant has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.
9. FRAUD AND CORRUPT PRACTICES	1) The Procuring Authority will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question. 2) For the purposes of this provision, the terms are set forth as follows: 3) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.

	4) “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation. 5) “Collusive Practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party. 6) “Coercive Practice” is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party. “Obstructive Practices” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The Purchaser in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.	
10. ELIGIBILITY CRITERIA	The agencies empanelled vide letter F.N. N-22018/33/2022-NeGD dated 01-06-2026 under Category A (Annexure), are only eligible to apply, however the following documents shall also be part of the Proposal.	
	Sl. No.	SUPPORTING DOCUMENTS
	1	TECHNICAL ELIGIBILITY DOCUMENT The certificate of incorporation under any of the following acts: - The Indian Companies Act (1956), (2013), - Limited Liability Partnership Act (2008), - Indian Partnership Act 1932 or any other Act/Law and should have been in operation in India for at least 7 years with proof of registered office in India, Incorporation/ Registration Certificate/ Commencement of Business. (Copy of registration certificate to be attached) Copy of Incorporation Certificate
	2.	A copy of certificate for PAN and GST to be attached A copy of certificate to be attached
	3.	Bidders declared blacklisted by any State Government/Central Government/ PSU/ULB /DA/HB due to corrupt, fraudulent or any other unethical business practices as on date of bid submission shall not be eligible. (Format given in Section 5 Bid forms) Self-Attested Undertaking by the Bidder Company in Format -1

11. PREPARATION OF PROPOSAL	Applicants are requested to submit their Proposal strictly in the formats provided in this RFP under Section 5 Bid Form. The PMC will evaluate only those Proposals that are received in the specified forms and complete in all respects. In preparing their Proposal, Applicants are expected to thoroughly examine the RFP Document. Bid should be valid for the period mentioned in ITB clause 11.7 The Technical Proposal and Financial Proposal should provide the documents as prescribed in Section 5 Bid Forms. No information related to financial proposal should be provided in the technical proposal. Failure to comply with the requirements spelt out above shall lead to disqualification. Further, in such a case, PMC will be entitled to reject the Proposal. However, if any information related to financial proposal is included in the technical proposal the applicant shall be disqualified, and his proposal will not be considered. The Proposals must be digitally signed by the Authorized Representative as detailed below: a. by the proprietor in case of a proprietary firm; or b. by a partner, in case of a partnership firm and/or a limited liability partnership; or c. by a duly authorized person under resolution of the Board, in case of a Limited Company or a corporation. In preparing their Proposal, Applicants are expected to thoroughly examine the RFP Document.
11.1. LANGUAGE OF THE PROPOSAL	The proposal submitted by Bidder and all subsequent correspondence and documents/clarifications exchanged relating to the bid between Bidder and the Procuring Authority shall be written in English If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.
11.2. PREPARATION OF TECHNICAL PROPOSAL	Technical proposals mean all the required technical information for the purpose of the Evaluation of the Proposal, to be prepared in accordance with the Section 2: Terms of Reference and submitted only in the formats given under Section 5 Bid forms. Any change in the prescribed format will be considered as major deviation and will be rejected for further evaluation.
11.3. ACQUAINTANCE OF LOCAL CONDITIONS	Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and /or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of

	Award as described in the bidding document. It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the proposal. No claim, what-so-ever, including that for financial adjustment to the contract awarded under the bidding document will be entertained by the PMC. Neither any change in the time schedule of the contract nor any financial adjustments arising there-of shall be permitted by the PMC on account of failure of the Bidder to know the local laws / conditions.
11.4. COST OF BID PREPARATION & SUBMISSION	The bidder shall bear all costs associated with the preparation and submission of its bid and PMC shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All costs incurred in connection with participation in the bidding process, including, but not limited to, costs incurred in participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by Selection Committee to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process will be borne by the bidder. This RFP does not commit PMC to award a contract. Further, no reimbursable cost may be incurred in anticipation of award. Bidders shall furnish the required information on their technical and financial proposals in the prescribed formats only.
11.5. PROPOSAL FORMAT	The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the Bid document. Failure to furnish all the necessary information as required by the Bid Document on submission of a proposal not substantially responsive to all the aspects of the Bid offer shall be at bidders' own risk and may be liable for rejection. The Formats of various pre-requisites are given in Section 5 Bid Forms. The Bid offers should be submitted on Formats given in Section 5 – Bid Forms containing the following parts: a) Part-A (Technical Bid) shall contain the Technical Bid (as mentioned in ITB 10 & ITB 13.2 & 13.3). c) Part-B (Financial Bid) shall contain the financial bid on the prescribed format Financial Forms quoting the price both in words and figures. In case of conflict between the figures and words the latter shall prevail.
11.6. PREPARATION OF FINANCIAL PROPOSAL	Applicants are expected to consider the various requirements and conditions stipulated in this RFP document. a. All the costs associated with the Assignment i.e. remuneration, field visits and/or any other costs associated with the preparation of the proposed Urban Flood Management Plan for Patna b. The total amount indicated in the Financial Proposal shall be without

	any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected. c. The Financial Proposal shall consider all the expenses and tax liabilities and cost of insurance (if any) specified in the work order, levies and other impositions applicable under the prevailing law. For the avoidance of doubt, it is clarified that all taxes, shall be deemed to be included in the cost shown under different items of Financial Proposal. d. The proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP. e. Applicants shall express the price of their services in Indian Rupees (INR) only.
11.7. BID VALIDITY	The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Bids. A proposal valid for shorter period shall be rejected as non-responsive.
11.8. EXTENSION OF BID VALIDITY	If need arise, the Procuring Authority before the expiration of the bid validity period, in writing may request all eligible Bidders to extend the Proposal's validity. The bid validity extension should be unconditional, no change in prices or substance of the bid shall be sought, offered, or permitted, any conditional extension would result in rejection of the proposal. The Bidder has the right to refuse to extend the validity of its Proposal. In such case the Proposal will not be evaluated further.
11.9. CONTACTING PROCURING AUTHORITY DURING THE EVALUATION	From the time of bid submission to awarding the contract, no Bidder shall contact the Procuring Authority on any matter relating to the submitted bid. Any effort by a Bidder to influence the Procuring Authority during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.
11.10. BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)	I. Bidders shall submit, EMD of Rs. 01 (one) Lakh through Bank Guarantee. II. No interest shall be payable to the bidder on the amount of the EMD. III. Unsuccessful bidder's EMD shall be discharged/ returned within 45 days after the award of the contract to the selected SSP. IV. The EMD may be forfeited: a) If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if

	any; or b) In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to the PMC or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the BID. c) During the bid process or even after execution of agreement or till the completion of this assignment, if any information is found wrong / manipulated / hidden in the bid, the decision of PMC regarding forfeiture of the EMD and rejection of bid or termination of contract, shall be final & shall not be called upon question under any circumstances. V. PMC will be entitled to invoke the Earnest Money Deposit in regard to the RFP without prejudice to PMC's any other right or remedy under the following conditions: a) If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the Standard Form of work order). b) If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time, c) In the case of the Selected Applicant, if the Selected Applicant fails to accept the work order or provide the Performance Security of specified amount within the specified time limit, or d) If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to PMC. e) If the Applicant commits any act which can or which causes any loss to PMC.
12. BID SUBMISSION	The Proposal shall be submitted through e-procurement portal (The procedure for filing of e-tender is provided on the portal. The applicants are advised to familiarize themselves with the process in advance to avoid any inconvenience at a later stage. Files uploaded on the portal should have file name in accordance with following format [form_name.applicant_name]. Applicant name should contain only first two words of its name. Only Bids/ proposals submitted On-line on eProc portal shall be opened. No proposal shall be accepted after the closing time for submission of Proposals. The original copy of the Tender fee, payment proof, original copy of affidavit, Blacklisting and Power of Attorney as per RFP document shall be submitted in hard/physical copies on or before the Date and time

	mentioned in the Section 1 Notice Inviting Tender.
12.1. POWER OF ATTORNEY	The letter of authorization must be confirmed by a written power of attorney accompanying the proposals (as per the format given in GEN: FORM- 2: Format for Power of Attorney) A certified copy of the Power of Attorney on a stamp paper of Rs. 1000 and duly notarized shall accompany the proposal original should be produced subsequently for verification and return.
12.2. SIGNING OF BID	The Bid Document shall be signed by a person or persons duly authorized (through power of attorney for Signing of Application) to bind the Bidder to the Contract. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including places where entries or amendments have been made.
12.3. MODE OF SUBMISSION	The Technical & Financial both the Bids shall be submitted through e-portal only i.e https://eproc2.bihar.gov.in/
12.4. UPLOADING OF PROPOSAL / BID	a) Bid Offer can be submitted from the specified date as published in “Notice inviting tender” in E-tendering website i.e. https://eproc2.bihar.gov.in/ b) The bidders are required to upload self-attested scanned copies of all the documents mentioned in the bid-document. (for easy reference to the bidder’s detail list of documents is given in Section IV Compliance Sheet) c) The bidders shall upload all documents in PDF format. d) The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the Bid documents and not to stipulate any deviations. e) After submission of the tender, the bidders can re-submit revised tender any number of times before last time and date of submission of tender as notified. If the Bidder is not found eligible after opening of tenders due to any reason, his tender shall become invalid, and the cost of Bid-document shall not be refunded.
12.5. ALTERNATIVE BIDS	Only one official proposal/bid will be accepted from one organization. Alternative Bids will not be considered.
12.6. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS	Bidders may withdraw, substitute, or modify their bids only until the submission deadline specified in the NIT. After the submission deadline has passed, no changes will be permitted, and the Tender Fee and EMD submitted as bid security will be forfeited in such case.
12.7. PAYMENT OF BID PRICE AND BID SECURITY	As described in section 1 NIT of this RFP
12.8. LATE BIDS	Bid Offers received after the specified time & due date (including the extended period if any) for any reason whatsoever, shall not be entertained.

13. BID OPENING AND EVALUATION	The Tender Evaluation Committee constitute by PMC to evaluate the responses of the bidders.
13.1. PRIMARY EVALUATION	The preliminary scrutiny of the bid documents will be made by the Selection committee on the basis of the parameters mentioned in the ITB Clause 10 above. Incomplete details as given below will be treated as non-responsive. If Proposals: i) Are not submitted in as specified in the Tender document. ii) Received without the Letter of Authorization (Power of Attorney). iii) Are found with suppression of details iv) With incomplete information, subjective, conditional offers and partial offers submitted v) Submitted without the documents requested in the compliance sheet vi) Have non-compliance of any of the clauses stipulated in the Tender vii) If the required documents are incomplete, not signed properly and numbered viii) If the required bid document Fee and EMD has not been furnished. ix) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal. x) Bidder is required to qualify in all parameters mentioned in the bid document. Bids not conforming to such preliminary requirements will be prima facie rejected and termed as “Not Eligible” xi) The shortlisted qualified bidder at this stage shall be termed as “Eligible bidder”.
13.2. TECHNO-COMMERCIAL EVALUATION CRITERIA (WITH SCORING)	A detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the Tender Document. Bids received would be based on the parameters defined below. All supporting document submitted in support of Eligibility and Technical Evaluation matrix should comply the following: - a) Soft copies of supporting documents to be submitted on online portal however PMC may request for hard copies in quality print as and when required. b) Supporting document should clearly indicate value of the completed project and scope of work/ services should be clearly highlighted.

	c) Completion certificate should clearly indicate the value and duration of the project. d) In case of Bidder is having Non-Disclosure Agreement (NDA) with their client no such experience will be counted (if agreement copy not submitted). e) Incomplete order copy submitted by the bidder will not be considered for evaluation. f) In case of projects where order for recurring /Extension and subsequent order has been placed on the Bidder only the mentioned order value will be considered for evaluation. g) Methodology of technical bid evaluation: - Each Technical Bid will be assigned a technical score out of a maximum of 100 points as per ITB 13.3. - Only the bidders, who score a total technical score of 75 (Seventy-Five) or more, will qualify for the evaluation of their financial bid. Such bidders shall be termed as “Technically Qualified bidder”. - Bidders failing to comply any of the above the Bid will be summarily rejected. - Please note, the selection method under this RFP is LCS (Lowest Cost Selection Method), the score in the technical evaluation is solely for the evaluation of the merit of technical proposals. The scores of the technically qualified bidders will have no impact on financial evaluation. The evaluation will be based on LCS method of evaluation.												
13.3. TECHNICAL EVALUATION CRITERIA	<table><tr><th colspan="4">table # 2</th></tr><tr><th>#</th><th>Criteria</th><th>Evaluation/ Scoring Parameters</th><th>Score</th></tr><tr><td>1.</td><td>Experience of the Firm</td><td>Experience in the last 5 years: Experience in Planning & drafting and supporting in submission of proposal for the Disaster management / Urban Flood Risk Management Program of National Disaster Management Authority. 1 Project: 10 Marks 2 Projects: 20 Marks 3 Projects: 30 Marks Copy of Work Order / Copy of contract / Letter of Award / Completion Certificate, to be signed by the authorized signatory of the organization.</td><td>30</td></tr></table>	table # 2				#	Criteria	Evaluation/ Scoring Parameters	Score	1.	Experience of the Firm	Experience in the last 5 years: Experience in Planning & drafting and supporting in submission of proposal for the Disaster management / Urban Flood Risk Management Program of National Disaster Management Authority. 1 Project: 10 Marks 2 Projects: 20 Marks 3 Projects: 30 Marks Copy of Work Order / Copy of contract / Letter of Award / Completion Certificate, to be signed by the authorized signatory of the organization.	30
table # 2													
#	Criteria	Evaluation/ Scoring Parameters	Score										
1.	Experience of the Firm	Experience in the last 5 years: Experience in Planning & drafting and supporting in submission of proposal for the Disaster management / Urban Flood Risk Management Program of National Disaster Management Authority. 1 Project: 10 Marks 2 Projects: 20 Marks 3 Projects: 30 Marks Copy of Work Order / Copy of contract / Letter of Award / Completion Certificate, to be signed by the authorized signatory of the organization.	30										

		Experience in conducting Hazard Risk and Vulnerability Assessment (HRVA) for any central government/ state government/city administrative departments. 1 Project: 15 Marks 2 Projects: 20 Marks 3 Projects: 25 Marks Copy of Work Order / Copy of contract / Letter of Award / Completion Certificate	25
	Financial strength of the Bidder	Average Annual Turnover in last 3 years FY 2022-23, 2023-24 and 2024-25 (a) >= 20 Cr. to 25 Cr. - 10 Marks (b) >Rs. 25 Crore upto 30 Crore - 15 marks (c) >Rs. 30 Crore - 20 marks	20
	2.	Relevant Experience of the Key Personnel	
	1. Team Leader cum Disaster Management Specialist (1 no)	Qualification: Masters in Disaster Management or related field Experience: Total 10+ years of experience out of which at least 5+ years' experience related with flood management	10
	2. Hydrologist Expert (1 no)	Qualification: Master's in civil engineering Experience: Total 6+ years of experience out of which at least 3+ years' experience related to storm water/ sewerage / flood management.	10
	3. Project Analyst (1 no)	Master's degree in Sustainability Management, Disaster Management / Environment Engineering/ Structural Engineering or related fields . Experience: At least 5 years of total work experience, experience in disaster mitigation / management, and/or climate action projects – 5 marks (1 mark for each relevant project)	5
		Total	100
	Technically responsive bid = Achieve 75% of the technical score, that is 75 out of maximum possible 100		
13.4. DEVIATIONS INFIRMITY/ IRREGULARITY/ NON-CONFORMITY/ DEVIATIONS - SUBSTANTIVE OR MINOR	A deviation/ reservation/ omission from the requirements of the Tender document shall be considered as a substantive deviation as per the following norms, a) which affects in any substantive way the scope, quality, or performance standards of the Services. b) which limits in any substantive way, inconsistent with the Tender Document, the Procuring Authority's rights or the Bidder's obligations under the contract; or c) Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids.		

	The rest shall be considered as Minor deviation (if any). The decision of the Procuring Authority shall be final in this regard. Bids with substantive deviations shall be rejected as nonresponsive. Variations and deviations and other offered benefits (Techno-commercial or Financial) above the scope/ quantum of Services stipulated in the Tender Document shall not influence evaluation Bids. If the bid is otherwise successful, such benefits shall be availed by the Procuring Authority, and these would become part of the contract. The Procuring Authority reserves the right to accept or reject bids with any minor deviations. Wherever necessary; the Procuring Authority shall convey its observation, on such 'minor' issues to Bidder by registered/ speed post/ electronically etc. asking Bidder to respond by a specified date. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as nonresponsive.
13.5. CLARIFICATIONS	During the evaluation of Techno commercial or Financial Bids, the Procuring Authority may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted as requested by the Procuring Authority. No change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Authority shall not be considered. 2) If discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder in physical form, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be rejected as nonresponsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct. 3) The Procuring Authority reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. The Tender Evaluation Committee may seek clarifications from the bidders on their proposals. Such communication will be sent to the email provided by the bidder in the bidder information table only. Information provided through any other email, which is not mentioned in the Bidders information table, and/or any other information

	voluntarily provided by the bidder without tender evaluation committee asking for it will not be considered for evaluation
13.6. VERIFICATION OF DOCUMENTATION	The Procuring entity/authority may verify the documents submitted by the bidder under eligibility and technical qualification criteria including any certification, project experience etc.
13.7. RESPONSIVENESS OF THE PROPOSALS	Proposals complied with all Eligibility and technical qualification criteria will be declared as Technically responsive proposals and will be considered for the Financial Bid opening. Proposals which fail to comply with above criteria will be considered nonresponsive and will be rejected.
13.8. OPENING OF FINANCIAL BIDS	The Financial bids of only technically successful Bidders will be opened by the tender committee.
13.9. CORRECTION OF ERRORS	The evaluation will be carried out whether financial bids are complete and computationally correct. Activities and items described in the Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no correction/s will be allowed in the Financial Proposal. The Procuring authority's evaluation committee will correct computational or arithmetical errors only. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.
13.10. PRICE REASONABILITY	The Bidder shall ensure that the consultancy fee quoted are reasonable and competitive. The Bid Evaluation Committee will evaluate the price reasonability based on the various parameters, such as: - Comparison with market rates and industry benchmarks - Comparison with recent historical prices for similar services - Overall competitiveness of the bid The Bid evaluation committee may request the Bidder to provide additional information or justification for the prices quoted.
13.11. AWARD CRITERIA	The bidder with the lowest rate quoted will be selected as the successful bidder and will be called for agreement. In case of tie in L1 prices the following tie, breaker methodologies will be applied. - In case of tie, the firm with experience of preparing more numbers of projects related to flood management plan / disaster

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

SECTION 3. : (Part B) BID DATA SHEET

S.No.	Particulars	Details
1	Name of the Authority	PATNA MUNICIPAL CORPORATION (PMC) www.pmc.bihar.gov.in
2	Method of Selection	LCS (Lowest Cost Selection Method)
3	Proposal Validity	90 Days from the last date of bid submission
4	Joint Venture / Consortium	Not Allowed
5	Date of Issue of RFP	10 August 2026
7	Bid Price	Rs 5,900/- (Rs. Five Thousand Nine Hundred only) inclusive of GST through RTGS
8	Deadline for Submission of Pre-Proposal Queries	18 th August 2026 by 15:00 Hrs. by email at pmcprda@gmail.com , cmepmcprda01@gmail.com
10	Pre-proposal meeting	18 th August 2026 by 15:00 Hrs at
11	Date, time and place for submission of the proposal	18 th August 2026, 03:00 PM PATNA MUNICIPAL CORPORATION (PMC) 2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001
13	Earnest Money Deposit (EMD)	Bid Security of INR 01 (one) lakh, submit in form of internet payment gateway (IPG).
14	Site Visit	Bidders are advised to submit their respective Proposals only after considering the terms and scope of work mentioned in the ToR and validating project information.
	Deadline for Bid Submission	31 st August 2026 at 03:00 PM,
15	Date of opening of Technical Proposal	01 st September 2026 at 03:00 PM,
16	Date of opening of Financial Proposal	To be informed to the technical qualified bidders
17	Performance security Bank Guarantee (PSBG)	5% of the Contract value
	Contact Person	Municipal Commissioner / City Manager PATNA MUNICIPAL CORPORATION (PMC) 2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001

SECTION 4. : CONDITIONS OF THE CONTRACT

1.	GENERAL PROVISIONS	
1.1.	Definitions	Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings: i. "Applicable Law" means the laws and any other instruments having the force of law in India. ii. "Client" / "Employer" means The PATNA MUNICIPAL CORPORATION (PMC) iii. "Authority" means PATNA MUNICIPAL CORPORATION (PMC) iv. "Contract" means the Contract signed by the Parties, to which these Conditions of Contract are attached, together with all the documents listed in Clause 1 of such signed Contract. v. "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6. vi. "Party" means the Client or the Consultants, as the case may be, and Parties means both of them. vii. "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof. viii. "Services" means the work to be performed by the Consultants pursuant to this Contract as described; and ix. "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.
1.2	Law Governing the Contract	This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Law of contract (Indian Contract Act 1872), supplemented by the conditions stated under this section to this contract.
1.3	Language	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
1.4	Notices	Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the Contract.
1.5	Location	The Services shall be performed at such locations as are specified in RFP and, where the location of a particular task is not so specified, at such locations, whether in the state of Bihar or elsewhere, as the Procuring Authority may approve.
1.6	Authorized Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client

		or the Consultants may be taken or executed by the officials specified in this RFP. Authorized Representative of: PATNA MUNICIPAL CORPORATION (PMC) Name: _____ Designation _____ Address: 2nd Floor, Block-C, Maurya Lok Complex, Buddh Marg, Patna, Bihar-800001 Phone No _____ Email ID _____ On Behalf of the Consultant: Name _____ Designation _____ Address _____ Phone No _____ Email ID _____
1.7.	Taxes and Duties	The Consultants, Sub-consultants and their Personnel shall pay taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.
2.	COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT	
2.1.	Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by both Parties.
2.2.1	Commencement of Services	The Consultants shall begin carrying out the Services after the date the Contract becomes effective. However, the consultant has to take prior approval from the client before kickstarting the work in each of the township awarded under this contract.
2.2.2	Deployment	Site deployment: This is a deliverable-based contract, and the Consultant shall not be required to deploy the listed resources at the Client's location. However, the Consultant shall ensure that at least one representative is stationed at the project site (Patna) throughout the contract period to facilitate coordination with the PMC.
2.2.3	Duration of services	The timeline for execution of the deliverables is 3 months, followed by 3 months of handholding support for addressing any issues related to the Flood management Plan and further queries and directions by NDMA . However, PMC may include additional service during the contract period to account for changes in the scope of work subject to mutual agreement between the parties.
2.2.4	Handholding support beyond	The Consultant shall provide handholding support to the Procuring Authority (PMC) for a period of three (3) months beyond the contract

	Contract period	completion timeline, where the Authority may require support for the Urban Flood Risk Mitigation Project (UFRMP) under the NDMA. The above provisions shall be treated as mandatory and non-negotiable conditions of this Contract.
2.2.5	Additional Work	If need arise, the procuring authority may modify the existing scope of work of the contract by adding scope of work for the preparation of Urban Flood Management Plan for Patna (PMC)
2.3.	Expiration of Contract	This Agreement shall commence on the Effective Date and shall remain in full force and effect until <i>{insert Contract Expiration date}</i>, unless terminated earlier in accordance with the terms and conditions of this Agreement pursuant to Clause 2.6. this Contract shall terminate with completion of the consultancy in terms of conditions of this agreement to the full satisfaction of the Client. Upon expiration, this Agreement shall automatically terminate without the need for any further action by either Party. Notwithstanding the expiration of this Agreement, any provisions which by their nature are intended to survive expiration or termination, including but not limited to provisions relating to confidentiality, intellectual property, indemnification, limitation of liability, governing law, and dispute resolution, shall remain in full force and effect.
2.4.	Modification / Amendment to the Contract	Modification of the terms and conditions of this Contract, including any modification of the scope of the Services, the Contract Price, and/or timeline extension may only be made through Amendment of the contract, and such amendment must be agreed and signed by both the parties before the expiry date of the contract in accordance with the Clause 2.3 above
2.5	Timeline Extension	Any timeline extension of the Contract may only be made through Amendment of the contract, and such amendment must be agreed and signed by both the parties before the expiry date of the contract in accordance with the Clause 2.3 above
2.5	Force Majeure	
2.5.1	Definition	For the purpose of this contract "Force Majeure" means any event or circumstance or combination of events or circumstances beyond the reasonable control of either Party including: i) Acts of God and nature including • typhoon, flood, earthquake, fire, drought, landslide, unusually severe weather condition or other natural disaster; and • plague or epidemic or quarantine conditions arising there from. ii) Air crash, shipwreck, train wrecks or failures or delays of transportation. iii) Strikes, lockouts, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;

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

		(a) if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue; or (b) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
2.6.3	Payment upon Termination	Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultants: (a) Remuneration pursuant to Services satisfactorily performed prior to the effective date of termination. (b) Except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
2.6.4	Failure and Termination	In case of delay in the conduct of Consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover damage for Breach of contract.
3.	OBLIGATIONS OF THE CONSULTANTS	
3.1.1	General	The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.
3.1.2	Time is of Essence	Time shall be of the essence as regards the performance by the Agency of its obligations under this Contract
3.1.3	Changes in organization	The Consultant must proactively keep the Procuring Entity informed of any changes in its constitution/ financial stakes/ responsibilities during the execution of the contract.
3.1.4	Eligibility and Qualification	The Consultant is contractually bound to maintain compliance with all eligibility and qualifications criteria stipulated in the RFP process based on which the selection process has been carried out. Any change which would vitiate the basis on which the Consultant was shortlisted or awarded the contract should be pro-actively brought to the notice of the Procuring Entity within 7 days of it coming to the Consultant's knowledge.
3.2	Conflict of Interest	
3.2.1	Consultants	The remuneration of the Consultants pursuant to Clause 6 shall

	Not to Benefit from Commissions, Discounts, etc.	constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.
3.2.2	Consultants and Affiliates not to be Otherwise Interested in Project	The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
3.2.3	Prohibition of Conflicting Activities	Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities: (a) during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or (b) after the termination of this Contract, such other activities as may be specified in the Conditions of Contract.
3.3	Confidentiality	The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.
3.4	Consultants' Actions Requiring Client's Prior Approval	The Consultants shall obtain the Client's prior approval in writing before taking any action, say entering into a subcontract for the performance of any part of the Services, ("Key Personnel and Sub-consultants"), and any other action that may be specified in the Conditions of Contract.
3.5	Documents Prepared by the Consultants to be the Property of the Client	All plans, drawings, specifications, designs, reports, surveys and other documents and software submitted by the Consultants shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software subject to obtaining written approval from the client. Restrictions about the future use of these documents, if any, shall be specified by the Client.
4.	CONSULTANTS' PERSONNEL	
4.1	Description of Personnel	The titles, agreed job descriptions, minimum qualifications and

		estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in RFP.
4.2	Removal and/or Replacement of Personnel	a. No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel before signing of the contract or during the execution of the Contract, a penalty of @5% of the entire Contract value will be deducted from the next payment/s. b. the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client. c. If the Client finds that any of the Personnel have i. committed serious misconduct or has been charged with having committed a criminal action, or ii. have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client. d. The Consultants shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
5.	OBLIGATIONS OF THE PROCURING AUTHORITY	
5.1	Assistance and Exemptions	The PMC shall use its best efforts to ensure that it shall provide the Consultants such assistance and data as specified in the Conditions of Contract.
5.2	Changes in the Applicable Law	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Consultants, the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly and corresponding adjustments shall be made to the ceiling amounts referred to in Clause 6.2.
6.	PAYMENTS TO THE CONSULTANTS	
6.1.	Remuneration	The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-consultants' costs, printing, communications, travel, accommodation, and all other costs incurred by the Consultant in carrying out the Services described in RFP. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
6.2.	Contract Price	The Contract price is INR <i>[to be entered before signing of the contract]</i> including applicable taxes & GST The Contract price breakdown is provided in Clause 6.3, and the total payments under this Contract shall not exceed this Contract price.

		Any change to the Contract price specified above can be only made if the Parties have agreed to the revised Scope of Services and/or Timeline of the contract under clause 2.3 and 2.4 and have amended the Terms of Reference in writing			
6.3	Payment Schedule	This is an output-based Contract, payment will be linked to the timely submission of deliverables to the reporting authority			
		Table for Payment Schedule			
		Sl. No.	Deliverable	Timeline T (signing of agreement)	Payment %
		1	Inception report	2 weeks from T	10%
		2A	Baseline Report	1.5 months from T	30%
		2B	Draft Urban Flood Management Plan	2 months from T	
		3	Final proposal	3 months from T	40%
		4	Update the proposal with comments from NDMA if any	6 months from T or NDMA approval whichever is earlier (NDMA timeline for meeting approval etc. excluded)	20%
6.4.	Payment for Additional Services	For the purpose of determining the revised contract price due for additional services as may be agreed under Clause 2.4.			
6.5.	Terms and Conditions of Payment	Payments will be made to the account of the Consultants and according to the payment schedule stated in the Clause 6.3 Deliverables and linked Payments under Section 4 Conditions of Contract. Payments shall be made in accordance with the conditions listed in the Payment Schedule on approval of invoice based on the satisfactorily achieved deliverables by the Consultants.			
7.	SETTLEMENT OF DISPUTES				
7.1.	Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.			
7.2.	Dispute Settlement	In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute / differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 30 days from the date of receipt of written notice, the matter will be referred to PMC, who will take decision within 60 days after such reference. If the dispute is still not resolved the matter will be referred for Arbitration.			
7.3.	Arbitration	In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of The Arbitration and Conciliation Act 1996 and the subsequent amendments thereof.			

		The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by PMC and other appointed by Agency and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of The Arbitration and Conciliation (Amendment) Act, 2021. Arbitration proceedings shall be conducted in, and the award shall be made in English language. Arbitration proceedings shall be conducted at Patna and following are agreed. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement.
8.	Limitation of Liability	Except in cases of criminal negligence or wilful misconduct, the aggregate liability of the Consultant to the Procuring Entity, whether under the contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Consultant to indemnify the Procuring Entity concerning IPR infringement.

SECTION 5. : BID FORMS

General Forms

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

Technical Forms

TECH FORM – 1 (A)	Supporting format for the list of Project Experience of the Applicant
TECH FORM – 1 (B)	Format for the detailed Project Experience of the Applicant
TECH FORM – 2	Comments And Suggestions on Terms of Reference
TECH FORM – 3(A)	Format for Financial Capability of the Applicant
TECH FORM – 3(B)	Positive Net worth of the Applicant
TECH FORM - 4	Understanding of Scope with Approach and Methodology (A & M)
TECH FORM - 5	Format for HR Certification of the Technical Manpower Organisational Strength (staff strength in numbers)
TECH FORM - 6	Format for sharing details of the Resources/Personnel to be deployed
TECH FORM - 7	Format of Curriculum Vitae (CV) for Manpower
TECH FORM - 8	Format for HR Certification of the Technical Manpower Organisational Strength

Financial Forms

FIN FORM – 1	Letter of Financial Proposal
FIN FORM - 2	Financial Proposal Cover
FIN FORM – 3	Financial Proposal Format (amounts in INR)
FIN FORM – 4	Bid Security Form (Bank Guarantee)
FIN FORM – 5	Performance Security Bank Guarantee

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

Compliance Sheet

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

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

[On the Letter head of the Applicant]

Date:

To,
Municipal Commissioner
PATNA MUNICIPAL CORPORATION (PMC)
2nd Floor, Block-C, Maurya Lok Complex,
Buddh Marg, Patna, Bihar-800001

Ref: Limited RFP for the Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)

Dear Sir,

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

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

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

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

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

It is submitted:

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

Yours sincerely,

Name of the Agency:_____

Name and Signature of the Agency Representative:

Address:

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

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

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for “*Limited RFP for the Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)*” including signing and submission of all documents and providing information / responses to RFP, representing us in all matters before PMC, and generally dealing with PMC in all matters in connection with our bid for the said Assignment.

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

For _____

(Signature)

(Name, Title and Address)

Accepted... (Signature)

(Name, Title and Address of the Attorney)

Note:

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

GEN FORM 3: Format for Details of Applicant

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

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

GEN: FORM - 4: General Profile

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

Firm /Agency Profile Proposed Team Profile

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

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

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

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

Dated this Day of....., 2026

Name of the Applicant:

..... Signature of the Authorised Person

..... Name of the Authorised Person

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

[Certificate should be provided by bidder on its letterhead]

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

(Signature of the Lead Member)

Printed Name and Designation

Seal

Date:

Place:

Business Address:

GEN FORM- 7: Pre-bid Queries' format

The prospective participant, in case of any query before the bidding stage can raise the query seeking clarification in the prescribed following format (as excel document only) before the pre-bid due date as per the fact sheet:

Name of the Firm				
Sl. No.	Section No. Clause No.	Page No.	Original Clause	Clarification/ Suggestion

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

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

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

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

Note: use separate sheet for each eligible project

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

Signature of Authorized Representative of the Firm Date

Place

Name _____

Designation Tel No.

Mobile No. E Mail ID

Seal/Stamp of the Firm

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

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

(Equivalent in Rs. crores)

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

Certificate from the Statutory Auditor/ Chartered Accountant

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

Name of the Audit firm:

Seal of the Audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

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

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

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

TECH FORM 3B: Positive Net worth of the Applicant

(Equivalent in Rs. crores)

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

Certificate from the Statutory Auditor/ Chartered Accountant

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

Seal of the audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

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

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

Deleted

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

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

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

Signature of HR Head of the Firm

Date

Place

Name _____ Designation:

Tel No.

Mobile No.

E Mail ID.

Counter Signature of Authorised Representative of the Firm

TECH FORM- 6: Format for sharing details of the Resources/Personnel required as per ToR

Sl. No	Name of the resource	Proposed Role (Town Planner / GIS Expert)	Highest Degree (As per the RFP requirement)	Relevant Experience related to Project (In Yrs)	Please mention [nos.] relevant projects handled	Total Experience (In Years)
1.						
2.						
3.						
4.						
5.						

TECH FORM- 7: Format of Curriculum Vitae (CV) for Key Personnel

Sl. No.			
1.	Name		
2.	Current Designation in the organization		
3.	Proposed Role in the Project		
4.	Proposed Responsibilities in the Project		
5.	Date of Birth		
6.	Education		
7.	Summary of Key Training and relevant Certifications		
8.	Language Proficiency		
9.	Employment Record	From/To:	
		Employer:	
		Position Held:	
		From/To:	
		Employer:	
		Position Held:	
		From/To:	
		Employer:	
10.	Total No. of Years of Work Experience	Skill set	Years of Experience
11.	Experience in relevant domain and skill set as per requirement mentioned in TOR		
12.	Total No. of Years of relevant experience for the proposed Role (as per the requirement mentioned in TOR & ITB)		
13.	Highlights of relevant projects/assignments handled and significant accomplishments that Best Illustrates Capability to Handle the Proposed Role (Use following format for each project)		

TECH FORM- 8 Format for HR Certification of the Technical Manpower Organisational Strength

(staff strength in numbers)

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

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

Signature of HR Head of the Firm

Date

Place

Name _____ Designation:

Tel No.

Mobile No.

E Mail ID.

Counter Signature of Authorised Representative of the Firm

FINANCIAL FORMS

FINANCIAL FORM 1: Letter of Financial Proposal

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

To,
Municipal Commissioner
PATNA MUNICIPAL CORPORATION (PMC)
2nd Floor, Block-C, Maurya Lok Complex,
Buddh Marg, Patna, Bihar-800001

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- (b) We offer to execute in conformity with the Bidding Documents and the Technical Proposal submitted for the "RFP for Selection of _____"
- (c) We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- (d) We enclose herewith the complete Price Bid as required by you in FINANCIAL FORM-3
- (e) Our Bid shall be valid for a period of 90 (ninety) days from the date fixed for the bid - submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) If our Bid is accepted, we commit to obtain performance security in accordance with the Bidding Documents.
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a

formal contract is prepared and executed.

- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name

In the capacity of

Signed

Date.....

FINANCIAL FORM 2: DELETED

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

PRICE BID SCHEDULE

Name of the Assignment: - "Limited RFP for the Selection of an Agency to Prepare Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)"

PatnaMunicipal Corporation e-Tendering/eProcurement https://www.eproc2.bihar.gov.in	Name of the Bidder						
	Address of the Bidder						
	Sl. No.	Position of Key Professional staff	Unit	Quantity	Bidders Quoted Fee (Rs>)	Applicable GST (18%)	Total Amount
	A	B	C	D	E	F =D*E	G= E+F
	Key Professional staff						
	1	Consultancy Charges for the preparation of Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)	LS	1.00		0.00	0.00
	Total						
Total Amount inclusive GST (Rupees in words) :							

Note:

- a) The bidder will upload same format (sheet) in each section of BOQ of eproc2.
- b) This Financial proposal shall be unconditional which will be valid for entire period. Quoted rate shall be including of all taxes and all expenses.
- c) Quoted rate shall be including of all taxes and all overheads..
- d) The PMC authority can ask the justification from the lowest rate quoted bidder.

FINANCIAL FORM 4: Bid Security Form (Bank Guarantee)

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

_____ (name and address of Employer) Date: _____ Bid
Security No.: _____

Whereas M/s _____ (insert the name of the Bidder)
(hereinafter called the "Bidder") has submitted its technical & financial proposals for the "RFP for
Selection of _____"
(hereinafter called the "Proposal") dated _____ against the Employer's Notice Inviting
Tenders (NIT) Notice Inviting Request for Proposals _____ (Insert NIT/NIP/IFB number as per
publication in newspaper or website).

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

hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of _____
_____ (insert bid security amount in figures) _____
_____ (amount in words) upon receipt by us of your first demand in writing accompanied by a
written statement stating that the Bidder is in breach of its obligation(s) under the RFP conditions,
because the Bidder has withdrawn its Proposal during the period of Proposal validity specified by the
Bidder in the Technical Proposal Form; or

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

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

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

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

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

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

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

FINANCIAL FORM 5: Performance Security Bank Guarantee

[On Appropriate Stamp Paper]

Ref: _____

Bank Guarantee No. __ Date _____

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, [<<name of the supplier and address>>] (hereinafter called "the Agency has undertaken, in pursuance of contract no. [<<Insert Contract No.>>] dated. [<<Date>>] to provide services for the "Preparation of _____"

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

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

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier/Contractor/Consultant, up to a total of Indian Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only) and we undertake to pay you, upon your first written demand declaring the Supplier/Contractor/Consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of Indian Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

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

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

Date _____

Signature _____

Place _____

*Printed
name* _____

Witness

(Bank's common seal)

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

To,
Municipal Commissioner
PATNA MUNICIPAL CORPORATION (PMC)
2nd Floor, Block-C, Maurya Lok Complex,
Buddh Marg, Patna, Bihar-800001

Dear Sir,

We, the undersigned, declare that:

- (i) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- (j) We offer to execute in conformity with the Bidding Documents and the Technical Proposal submitted for the "RFP for Selection of _____"

- (k) We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- (l) We enclose herewith the complete Price Bid as required by you in FINANCIAL FORM-3
- (m) Our Bid shall be valid for a period of 90 (ninety) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (n) If our Bid is accepted, we commit to obtain performance security in accordance with the Bidding Documents.
- (o) We understand that this bid, together with your written acceptance thereof included in

your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (p) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name

In the capacity of

Signed

Date.....

SECTION 6. : CONTRACT FORMAT

Standard Contract

THIS CONTRACT for the “Preparation of Urban Flood Management Plan for Patna Municipal Corporation (PMC) for the Urban Flood Risk Mitigation Project (UFRMP) under the National Disaster Mitigation Fund (NDMF)” (hereinafter called the “Contract”) is entered into [number] day of the month of [month], [year], between The Patna Municipal Corporation (hereinafter called the “Employer”) and M/s [name of Consultant] (hereinafter called the “Consultant”), a company, and having its registered office at [insert Consultant’s address]; Telephone: _____, Email: _____

WHEREAS

the ‘Employer’ has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”) described in Terms of Reference and Scope of Services of the RFP as part of the implementation of the Project.

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

(c) THE PARTIES hereby agree as follows:

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

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

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

For and on behalf of
PATNA MUNICIPAL CORPORATION
(PMC)
[Authorized Representative of the
PMC – name, title and signature]

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

Signed by

Signed by

Title

Title:



4th Floor Electronics Niketan
6 CGO Complex, Lodhi Road, New Delhi-110003
Ph. : 011 24303714 Fax : 011 24303778

F.N. N-22018/33/2022-NeGD
No.

01.06.2026
Date

Subject: Notification of empanelment done through Request for Empanelment (RFE) of Consulting Organizations for Implementing Initiatives under Digital India Programme, floated at Central Public Procurement Portal (CPPP) vide Tender ID 2023_DIT_786826_2 dated 22 December 2023

Reference to the subject, the bids were invited from the consulting organisation for the following categories / scope of work to be implemented under the Digital India programme.

- Category A: Project/ Programme Management and advisory services
- Category B: Domain or cross-domain specific architecture for Digital Ecosystem, Enterprise, and Solutions
- Category C: Technology management and adoption of Emerging Technologies

2. Based on the received bids, evaluation of the pre-qualification, technical qualification criteria and agreement on the L1 rate discovered for roles identified under each category of the work, the following agencies are empanelled for the aforesaid areas / categories of work for three years and that is extendable by two years.

Empanelled Agency	Category A	Category B	Category C
BDO India LLP	Yes	Not Applicable	Not Applicable
Cubastion Consulting Pvt. Ltd.	Not Applicable	Not Applicable	Yes
Deloitte Touche Tohmatsu India LLP	Yes	Yes	Yes
Ernst & Young LLP	Yes	Yes	Yes
KPMG Advisory Services Private Limited	Yes	Yes	Yes
Grant Thornton Bharat LLP	Yes	Yes	Yes
PricewaterhouseCoopers Private Limited	Yes	Yes	Yes

3. The empanelment provides for an annual increment in manpower rates, determined on the basis of the Consumer Price Index (CPI) as on 1st April of the financial year following completion of 12 months of empanelment. Accordingly, the first annual increment of 3% was made effective from 1st June 2025. For the next revision cycle, based on the All India Consumer Price Index (Combined) as on 1st April 2026, a further increment of 3.5% has been approved on the prevailing rates, effective from 1st June 2026. The revised schedule of rates for FY 2026-27 is reflected at Annexure 2.

The contact details of the empanelled agencies, the revised rate for identified job roles in each category of work and further details including general terms and conditions are enclosed at Annexure 1, Annexure 2 and Annexure 3 respectively.

The Central Government Ministries/Departments, State Government Departments, public sector undertakings, and their organisation(s) can make use of this empanelment for award of work.



(Sunil Sharma)
Director, NeGD

SUNIL SHARMA
Director - NeGD
&
Program Management & Project Appraisal
Ministry of Electronics & Information Technology (MeitY)
Government of India