

SECTION 1. : NOTICE INVITING TENDER(NIT)

Request for Proposal for Selection of a Consultant for the Appointment of Programme Support Unit (PSU) to Support Urban Local Bodies in Bihar



Urban Development and Housing Department, Govt. of Bihar

1stFloor, Vikas Bhawan, New Secretariat, Patna-800015

(Tel:0612-2215580,2215385;Fax:2217059,2231566;

Email: urbansec-bih@nic.in,

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

File No: -Date: -11/N./V./VIVIDH-26/2026

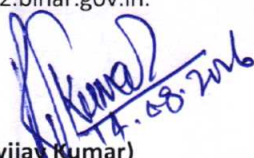
DATED 14/08/2026

1. Urban Development & Housing Department, Gov. of Bihar, invites proposals from eligible firms for the Appointment of Programme Support Unit (PSU) to Support Urban Local Bodies in Bihar.
2. Interested Consultancy Firms may download the complete Request for Proposals (RFP) Document, from website: <https://eproc2.bihar.gov.in> or <https://state.bihar.gov.in/urban>

SN	PARTICULARS	DETAILS
1	Website for submission of proposal	www.eproc2.bihar.gov.in/
2	Mode of Submission	Online submission through eproc2 portal (www.eproc2.bihar.gov.in) and at the same time submission of Hard copies of Tender fee, Bid Security, payment proof, original copy of affidavit, declaration regarding Blacklisting and Power of Attorney as per RFP document at Urban Development and Housing Department, Govt. of Bihar, 1stFloor, Vikas Bhawan, New Secretariat, Patna-800015
3	Date, time and link for Pre bid meeting	20/08/ 2026, 01:00 P.M. Link: Webex – https://urbansec.webex.com/urbansec/j.php?MTID=m9d0c430b6086cfc5184f06e834e61d47 Meeting number: 2511 227 6838 Password: 12345
3	Last date and time for Submission of Technical Proposal on www.eproc2.bihar.gov.in	14/09/ 2026 up to 03:00 PM
4	Last date and time for Submission of Hard Copies (Tender fee, payment proof, original copy of affidavit, Blacklisting and Power of Attorney as per RFP document)	14/09/ 2026 up to 03:15 PM Urban Development and Housing Department, Govt. of Bihar, Vikas Bhawan, Bailey Road Patna, Pin-800015
5	Date and time of opening of	14/09/ 2026 at 03:30 PM

	Technical Bids	
6	Date and time of opening of Financial Bids	Will be intimated later to successful bidders
7	Method of Selection	QCBS (Quality cum Cost based Selection) Method <u>Weightage 80:20</u>

- Agencies/ Firms may download the complete Request for Proposal (RFP) Document, from website: <https://eproc2.bihar.gov.in> or <https://state.bihar.gov.in/urban>
- For participating in e-RFP process, the applicant shall have to get them registered to get user ID Password and digital Signature. This will enable them to access the website- www.eproc2.bihar.gov.in and participate in e-tender. Those who are not registered in e-tendering systems, they may contact "e-procurement HELPDESK, Junction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S.-Shastri Nagar, Patna -800014" (Toll Free Number: 18005726571, Email: eproc2support@bihar.gov.in) for registration.
- The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
- Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on the Urban Development & Housing Department website and <https://eproc2.bihar.gov.in>.
- All the uploaded documents shall have the signature of Consultant or their authorized signatories.
- The scanned copies should be of the original papers and certificates.
- No claim shall be entertained on account of disruption of internet service being used by Consultant.
- Consultant are advised to upload their bids well in advance to avoid last minute technical stage.
- The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
- The proposals must be accompanied with a non-refundable Tender processing fee of Rs. 10,000/- (Rupees Ten Thousand only) and Earnest money deposit of Rs. 4.5 Lakhs (Four Lakh Fifty Thousand) to submit in form of internet payment gateway (IPG) or BG in favour of 'Director - BUDA' payable at Patna, Bank Details for BG: Bank A/c No. 1512011000002864, IFSC: IOBA0001512
- The evaluation shall be done based on uploaded documents only <https://eproc2.bihar.gov.in>.


(Ranvijay Kumar)
Under Secretary
Urban Development and Housing Department
Government of Bihar

Request for Proposal (RFP)
for Appointment of a Consultant
for
Programme Support Unit (PSU) to Support
Urban Local Bodies in Bihar



बिहार सरकार

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

RFP Issued on Date:/...../2026

DISCLAIMER

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

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

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

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

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

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

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SECTION 2. :TERMS OF REFERENCE

RFP for Appointment of a Consultant for Programme Support Unit (PSU) To Support Urban Local Bodies in Bihar

1. Introduction

Bihar is at a pivotal stage of urban transformation, marked by rapid urbanization and an urgent need to strengthen municipal institutions, improve project planning and preparation, build climate-resilient infrastructure, and establish robust monitoring and performance management systems across Urban Local Bodies (ULBs). To support this transition and accelerate the State's urban development goals, the Urban Development & Housing Department (UDHD), Government of Bihar, proposes to establish a Programme Support Unit (PSU) which will provide strategic, technical, analytical, coordination, and monitoring support to ULBs, thereby strengthening institutional capacities and enabling effective implementation of diverse urban development to foster planned urbanization, balanced regional growth, creation of new economic opportunities, and delivery of quality urban services to citizens initiatives through Urban Local Bodies in Bihar.

The PSU will support the ULBs in developing frameworks, toolkits, guidelines, capacity-building programs, reporting structures, DPR review and vetting protocols, transaction-readiness support, and recommendations on project financing routes to access appropriate funding mechanisms. While serving as a key enabler for strengthening urban governance and institutional performance, the PSU will function strictly as a support mechanism and will not substitute or duplicate the roles and responsibilities of ULBs, parastatal agencies, Project Management Consultants (PMCs), Third Party Inspection (TPI) agencies, Technical Support Groups (TSG) of UDHD or any other implementing agencies. Instead, it will focus on institutional strengthening, standardization, knowledge support, handholding, and performance-driven interventions to enhance the overall effectiveness and sustainability of urban development outcomes in Bihar's ULBs, particularly by reinforcing implementation and reporting mechanisms.

2. Objectives

The objective of this assignment is to engage a qualified agency to establish, staff, and operate a Programme Support Unit (PSU) to provide dedicated technical, analytical, and institutional support to Urban Local Bodies (ULBs) in Bihar. The PSU shall support ULBs in municipal finance, capital investment planning, project financing, performance monitoring, capacity building, project preparation, and investment readiness. Through strategic guidance, standardized frameworks, and handholding support, the PSU shall strengthen ULB capacities and promote a sustainable, financially disciplined, investment-ready, and ULB-led approach to urban development.

The PSU's performance shall be measured through clearly defined indicators, including:

- Number of ULBs supported in preparing investment plans and financing strategies.

- Value and number of projects prepared and made transaction-ready.
- Improvement in key municipal finance and performance metrics of supported ULBs.
- Number of officials trained and capacity-building programs conducted.
- Timeliness and quality of monitoring and reporting systems established.
- Adoption of standardized frameworks, tools, and processes by ULBs.

These indicators shall be used to assess the PSU's effectiveness in enhancing institutional capacity, financial sustainability, and investment readiness across participating ULBs.

The objective of this PSU is strictly limited to providing dedicated support to the ULBs and shall not extend to functioning as a departmental-level advisory or assistance consultant. The PSU is expected to deliver the services specified in the Scope of Work with the primary aim of strengthening coordination and collaboration between the ULBs and the Department. Its roles and responsibilities shall remain clearly defined and distinct from those of any existing departmental Technical Support Groups (TSGs) or Project Management Units (PMUs), ensuring that its functions neither conflict with, duplicate, nor supersede their respective mandates.

3. Key Aspects of the Assignment

- 3.1 **Framework-led support:** The PSU shall prepare frameworks, toolkits, templates and review protocols for municipal finance, capital investment planning, project readiness, DPR vetting, funding-route selection, monitoring and reporting and implementing agencies shall prepare their own plans, DPRs and project proposals using the approved formats though PSU will assist and guide them for the same.
- 3.2 **ULB ownership:** Statutory planning, approvals, budgeting, DPR preparation, project execution, contract management, asset ownership and service delivery shall remain with the concerned ULBs/implementing agencies.
- 3.3 **Focused Capital Investment Plan coverage:** Full Capital Investment Plan (CIP) support shall be provided to Municipal Corporations, Nagar Parishads and Nagar Panchayats. The PSU shall provide simplified project pipeline formats, reform trackers and monitoring formats to the ULBs.
- 3.4 **DPR vetting for projects:** The PSU shall vet project DPRs in accordance with the State-level DPR Vetting Framework approved by UD&HD. The PSU shall not be responsible for preparing every DPR.
- 3.5 **Coordination support:** The PSU shall support UDHD to coordinate with various other authorities like Government of India/Bihar for various schemes, missions, reforms and funding opportunities.
- 3.6 **Prioritization of the work:** The Department may, at its discretion and based on the actual quantum of work, determine priorities and redistribute responsibilities as deemed necessary.

4. Scope of Work

A. Mobilization, Inception and Baseline Assessment

- (i) Prepare an Inception Report covering work plan, deployment plan, governance structure, reporting formats, stakeholder map, data requirements, workshop plan and risk register.
- (ii) Design a master data request format for ULBs and relevant parastatals.

B. Financial Readiness & Municipal Finance Strengthening

I. Development of Frameworks, Guidelines and Toolkits

- (i) Strengthening and Transformation Framework defining objectives, institutional roles, planning process, finance and project-readiness tracks, review mechanisms and implementation architecture for ULBs.
- (ii) Capital Investment Planning (CIP) Framework covering service gap identification, project prioritisation, investment phasing, financing classification, O&M implications and annual update process.
- (iii) CIP Toolkit including templates for project inventory, ward/service gaps, capital expenditure pipeline, funding source mapping, O&M assessment and prioritization matrix.
- (iv) Funding Mechanism Selection Toolkit for mapping each project to appropriate funding route such as grant, PPP, municipal bond, green bond, pooled finance, VGF, loan, CSR, value capture etc. and handholding ULBs to arrange such funding.
- (v) DPR Vetting Framework (if not available) for large-value projects, including technical feasibility, cost reasonableness, land/approval status, climate considerations, financial viability, O&M and procurement readiness.

C. Capital Investment Planning (CIP) & Infrastructure Pipeline

I. Capital Investment Planning Support

The PSU shall prepare the Capital Investment Planning Framework and assist ULBs in the preparation of Capital Investment Plan. PSU support shall be differentiated by ULB category as given below:

ULB category	Approach
Municipal Corporations	Full CIP framework support, training, review, handholding, project pipeline validation, large-value DPR vetting and assist in the preparation of Capital Investment Plan.
Nagar Parishads	Simplified project pipeline, finance tracker, reform tracker and periodic review, M&E sessions and assist in the preparation of Capital Investment Plan.
Nagar Panchayats	Basic infrastructure gap tracker, compliance tracker, project concept note template & review mechanism and assist in the preparation of Capital Investment Plan.

D. Financing & Capital Mobilisation

I. Technical Support and Guidance for Appropriate Funding Mechanisms

The PSU shall support ULBs in identifying the most suitable funding mechanism for proposed projects. The PSU shall prepare project-level funding notes and financing route recommendations. The agency provides technical support, documentation and advisory input to improve funding readiness.

Funding mechanism	Indicative project types	PSU support
Grant-funded / Basic service projects	Water supply, Drainage, streetlights, sanitation equipment, public toilets, basic roads, slum services and non-revenue projects	Map applicable central / state schemes, prepare grant convergence note and support proposal documentation.
PPP projects	Parking, markets, bus terminals, streetlights, SWM facilities, public toilets and revenue-generating urban assets	Screen PPP potential, assess risk allocation, prepare transaction structure note and support RFQ/RFP preparation.
Municipal bonds	Large Municipal Corporations with stable own revenue, audited accounts, credit rating readiness and ring-fenced project cashflows	Support readiness assessment, project purpose note, credit rating preparation, escrow assessment and disclosure preparedness etc.
Green bonds /climate finance	Water, sewerage, SWM, energy efficiency, green mobility, solar, climate-resilient drainage and flood resilience projects	Tag green eligibility, prepare climate benefits note, support green framework inputs and investor/lender readiness documentation.
Pooled finance	Bundled smaller ULB projects across Nagar Parishads / Nagar Panchayats	Identify clusterable projects, prepare pooled project concept and coordinate with State-level support mechanism.
Value capture /land-linked instruments	Area development, TOD-linked infrastructure, betterment-linked assets and monetisable urban public assets	Prepare concept note, revenue potential assessment and institutional recommendations.

II. Capacity Building and Handholding

- Prepare an annual capacity building calendar for ULBs, CIP, project readiness, DPR vetting, ranking and reporting requirements.
- Conduct State-level workshop(s) and category-wise orientation sessions for Municipal Corporations, Nagar Parishads and Nagar Panchayats.
- Conduct training of ULBS on Capital Investment Planning Framework, funding mechanism toolkit, DPR vetting framework, financial ranking scorecard and dashboard reporting.

- (iv) Provide periodic online/offline handholding support during data submission, CIP preparation, project pipeline submission by municipalities and ranking cycle.
- (v) Prepare manuals, checklists, FAQs, user guides, training materials and knowledge notes for finance, project readiness, ranking, DPR vetting, funding routes and M&E.
- (vi) The PSU shall also provide handholding support, technical assistance, and guidance to the ULBs for the preparation of plans related to waterlogging mitigation, flood management, drainage (nala) connectivity, and other associated urban infrastructure requirements.

E. Investment Readiness & Transaction Support

DPR Vetting and Transaction-readiness Support

- (i) Prepare DPR Vetting Framework for projects, including technical, financial, procurement, land, environmental, climate, social and O&M parameters.
- (ii) Vet ULB' DPRs of large-value projects. The PSU shall review and comment on DPRs prepared by ULBs/parastatals/DPR consultants; it shall not prepare every DPR itself.
- (iii) Prepare transaction advisory notes for UDHD/ULBs.

F. Monitoring, Governance & Coordination

I. Coordination with ULBs and Other Government Stakeholders

The PSU shall provide technical and coordination support to UDHD for interaction with the ULBs and other Government departments for smooth implementation of scheme/projects at ULB level. The PSU shall not issue any official communication on behalf of UDHD unless expressly authorised.

- (i) Support preparation of scheme proposals, concept notes, project summaries, data sheets, presentations, utilisation reporting, reform compliance notes and grant release follow-up documents.
- (ii) Support UDHD in collating data from ULBs/parastatals for review meetings and performance reporting etc.
- (iii) Coordinate with ULBs to close pending data, utilisation certificates, reform requirements, project approvals and compliance gaps as directed by UD&HD.
- (iv) Prepare briefing notes, meeting minutes, action-taken reports and escalation notes for ULBs/UD&HD.

II. Monitoring, Evaluation (M&E) and Reporting

- (i) Prepare monthly progress reports covering work completed, pending actions, data status, ULB support, coordination, DPR vetting status, transaction advisory status, risks and next month plan.
- (ii) Prepare quarterly M&E reports covering ULB category-wise performance, Municipal Corporation CIP progress, municipalities review status, project pipeline, funding mechanism mapping and reform progress.

- (iii) Support in review meetings M&E sessions through agenda, review templates, issue lists, action-taken reports and decision logs.
- (iv) Maintain knowledge repository of approved frameworks, toolkits, templates, manuals, DPR vetting comments, funding notes etc.

III. Indicative Team Composition and Deployment

The selected agency shall deploy an appropriate team to operate the PSU. The team composition described in **Para5** below. The team shall be sized for frameworks, handholding, M&E, funding guidance, coordination, DPR vetting and transaction-readiness support.

IV. Deployment

The Programme Support Unit (PSU) shall operate through a single-layer leadership structure as State-Level Core Delivery Team, and an On-Demand Subject Matter Expert (SME) Pool.

- a) **State-level Resources:** A dedicated Team of 6 professionals, including the Team Leader will be embedded within PSU to provide continuous strategic guidance and operational support to ULBs from state level.
- b) **Dynamic Pool of Experts:** A flexible Pool of Experts will be engaged on an as-needed basis to provide specialised expertise for specific initiatives. Areas of expertise include sustainability, innovative financing, data science, urban planning, legal advisory, technology integration, and community development.

5. Summary of Deployment, to be referred to as "Key Personnel"

Category	Resources
Core Team	6
SME Pool	On demand
Total Full-Time Deployment	6 Resources

Minimum Qualifications for the Core Team shall be maintained throughout the tenure of the project as follows:

Sl. No.	Position	Nos.	Minimum Qualification	Minimum Experience
1	Team Leader	1	Postgraduate Degree in Planning/ Public Policy/MBA from a recognized university	Minimum 10 years of professional experience, including experience in at least one assignment involving the leadership of a PMU/PSU, or Programme Management team for Government in Urban Development/ Infrastructure/ Municipal Reforms/ Smart Cities/AMRUT project.
2	Finance	1	CA/MBA (Finance)	Minimum 7 years of professional experience

Sl. No.	Position	Nos.	Minimum Qualification	Minimum Experience
	Expert		/Master's in Commerce/ Economics/Public Finance/PGDM-Finance/PGPM-Finance or equivalent.	in the area of municipal/public finance and financial modelling. The Consultant shall possess demonstrated experience in municipal finance/ public finance/financial planning/ revenue enhancement/infrastructure finance with financial modelling for government advisory assignments.
3	Urban Infrastructure Specialist	1	Bachelor's degree in civil engineering.	Minimum 5 years of experience in urban Infrastructure projects. Should have experience of preparation of BoQ&DPR .
4	Knowledge Management Specialist	1	Postgraduate in Urban Management/ Business Administration/Public Policy/Development Studies / Communication.	Minimum 5 years of experience in Knowledge Management, documentation, reporting, capacity building, stakeholder engagement etc.
5	Procurement Specialist	1	BA/B.Com/BSc with Masters or MBA in Finance/operations/ Material Management or Equivalent.	Minimum 5 years of experience relevant to urban infrastructure and development projects. Should have experience of preparation of bid documents, conduct tendering/bid process, evaluation etc. analytical, and negotiation skills, with the ability to review and prepare contracts, agreements, and regulatory compliances. Experience of handling public procurement at state government department/agencies.
6	IT Specialist	1	Bachelor's degree in Computer Science/ Information Technology/ Information Systems/ Electronics & Communication or a related discipline from a recognized institution	Minimum 5 years of relevant experience in designing, implementing, and managing IT systems for urban development/ smart city/ e-governance/ infrastructure or related projects. Should have strong expertise in IT infrastructure, network administration, database management, cybersecurity, cloud-based solutions, and digital governance platforms.

6. SME Pool (On-Demand Experts)

Sl no	Position	Minimum Qualification	Minimum Experience
1	Municipal Finance Expert	Master's in finance/economics/CA/MBA Finance	10 years
2	PPP & Transaction Advisory Expert	MBA Finance / Infrastructure Finance / MPLAN Engineering or equivalent	10 years
3	Municipal Bond Expert	CA/CFA/CA- Inter/MBA Finance or	10 years

		equivalent	
4	Green & Climate Finance Expert	Master's in environmental finance/Climate Studies/Economics	10 years
5	Urban Economist	Master's/PhD in Economics	10 years
6	Procurement Expert	Engineering/Law/Management/Planning or equivalent	10 years
7	Infrastructure & Engineering Expert	B.E./B.Tech + M.Tech preferred	10 years
8	Water Supply & Sewerage Expert	Degree in Civil/Environmental Engineering or equivalent	10 years
9	Solid Waste Management Expert	Degree Environmental/Civil Engineering or equivalent	10 years
10	Urban Planning Expert	Master's in urban planning or equivalent	10 years
11	GIS & Data Systems Expert	Post Graduate in GIS/Remote Sensing or equivalent	10 years
12	Environmental & Climate Resilience Expert	Post Graduate Environmental Sciences/Climate Studies or equivalent	10 years
13	Social Development & Gender Expert	Post Graduate Social Sciences/Development Studies	10 years
15	Disaster & Resilience Expert	Post Graduate Disaster Management/Engineering/Planning	10 years

SECTION 3. : (Part A) INSTRUCTION TO BIDDERS

1. DEFINITIONS	(a) "Assignment/ job" means the work to be performed by the Consultant pursuant to the Contract. (b) "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. (c) "Bidder" (Including Consultant, Tenderer, Applicant, Contractor, Supplier or Service provider) means any eligible person or firm or company participating in a procurement process with a Procuring Authority / Entity. (d) "Consultant" means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract.
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	(e) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the Conditions of Contract (CC), and the Appendices. (f) "Data Sheet" means such part of the Instructions to Consultant used to clarify the relevant clause of Instructions to Consultant or to replace certain clause of the Instructions to Consultant specific to the assignment. (g) "Day" means calendar day. (h) "Employer or Client" means the Urban Development and Housing Department, Govt. of Bihar who have invited the bids/proposals for Appointment of a Consultant for Programme Support Unit (PSU) to Support Urban Local Bodies in Bihar which the selected Consultant signs the Contract for the Services and shall provide services as per the terms and conditions and TOR of the contract. (i) "Government" means the Government of Bihar. (j) "Instructions to Bidder" (Section 3(A) of the RFP) means the document which provides bidders/Consultant with all information needed to prepare their proposals. (k) "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. (l) "NIT" (Section 1 of the RFP) means the Notice Inviting Tender being sent by the Employer to the Consultant. (m) "Personnel" means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Domestic Personnel" means such professionals and support staff who at the time of being so provided had their domicile in India. (n) "Project specific information" means such part of the Instructions to Consultant used to reflect specific project and assignment conditions. (o) "Proposal" means the Technical Proposal and the Financial Proposal. (p) "RFP" means the Request for Proposal prepared by the Employer for the selection of Consultant. (q) "Services" means the work to be performed pursuant to the Contract. (r) "Standard Electronic Means" includes facsimile and email transmission
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	(s) “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. (t) “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. Note: The term “Applicant” has been used interchangeably with the term “Bidder” throughout the document
2. INTRODUCTION	The Urban Development and Housing Department UD&HD - Govt. of Bihar, intends to Select a Consultant for Programme Support Unit (PSU) to Support Urban Local Bodies in Bihar The selected agency shall be responsible for the end-to-end deployment, management, operation, and maintenance of the facilities as per the ToR.
3. JOINT VENTURE (JV)	Not Allowed
4. METHOD OF PROCUREMENT	QCBS (Quality cum Cost based Selection) Method Weightage 80:20 where, 80 weightage is for Technical proposal and 20 is for Financial proposal.
4.1. BID DOCUMENT	(i) The E-tender (Bid-document) shall be downloaded from website https://eproc2.bihar.gov.in/ free of cost. Corrigendum, if any, would appear only on the above website and would not be published in any News Paper”. (ii) The bidder has to pay a sum of Rs 10,000/- (Rs. Ten Thousand only) through internet payment gateway (IPG) as Tender document fee which is payable while uploading the bid. The details of the payment gateway please refer to point 12 under Section I ‘NOTICE INVITING TENDER (NIT)’ (iii) The Bid Document (RFP) is not transferable to any other bidder. (iv) The intending bidder are advised to read the terms and conditions carefully. The bidder should only submit his tender if he considers himself eligible and he is in possession of all the original documents required. (v) Information and Instructions for bidder, available on Website(s) shall form part of Tender Document.

	(vi) The intending bidder must have valid digital signature to submit the E- tender. (vii) The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the E-tender should only be submitted after uploading the mandatory scanned copy of Bank Challan for money transfer through Payment Gateway against EMD and cost of Bid- document & all other required documents as mentioned in this Bid- document.
5. BIDDER'S QUERIES	The bidders shall submit the pre-bid queries to urbansec-bih@nic.in not later than 20/08/2026 12:00 pm.
6. BIDDER INQUIRIES	(i) All requests for clarifications should be sent tourbansec-bih@nic.in preferably on Word format on or before the deadline for sending queries as mentioned in the ITB Clause 5 above. Pre-bid queries received after due date & time shall not be accepted under any circumstances. (ii) Telephone calls will not be accepted for clarifying the queries. (iii) UDHD will endeavour to provide a full, complete, accurate, and timely response to all questions. The responses to the queries from all bidders will be distributed to all. (iv) The bidder or its official representative may attend the pre-bid meeting. (v) The purpose of the meeting is to provide bidders with information regarding the RFP and the project requirements, and to provide each bidder with an opportunity to seek clarifications regarding all aspect of the RFP and the project.
7. AMENDMENT OF BID 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 in the Bid Document would be published on the e- tendering web-site as corrigendum. All such corrigendum/amendments shall be binding on bidder without any further act or deed on UDHD part. 2) In the event of any amendment, UDHD reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids 3) The bidders are advised to regularly check the e-tendering web-site (https://eproc2.bihar.gov.in/) for updates.
8. CONFLICT OF INTEREST	1) The Consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the Procuring Authority / GoB under the contract and shall be excluded from downstream

	supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment. 2) Relationship with Employer's staff: Consultant (including their personnel and sub- Consultant) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of: - i) the preparation of the TOR of the contract, ii) the selection process for such contract, or iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Consultant's work. The Consultant has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant 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	Sl. No.	TECHNICAL ELIGIBILITY DOCUMENT	SUPPORTING DOCUMENTS
	1	The bidder must be legal entity i.e. Company, LLP, Proprietorship, Partnership Firm etc. registered under their respective Acts. registered under any of: - 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 10 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.	The Bidder must enclose PAN and GST.	A copy of certificate to be attached
	3.	Annual Turnover & Positive Net worth: The bidder should have a positive net worth and a minimum average annual turnover of Rs.15Crores in the last three financial years prior to 31st March 2025 i.e. (2022-23, 2023-24, 2024-25). Net worth of Bidder during last audited financial year - FY 2024-25 - shall be positive for all the bidders.	Documents to be submitted: Audited Financial Statement and copy of ITR for the financial year, 2022-23, 2023-24, 2024-25 Annual Turnover Certificate and Net Worth Certificate from Chartered Accountant with UDIN no.
	4	The Bidder shall have, over the past 07 years preceding the RFP Due Date: The bidder must have experience in providing services such as Project Management Unit / Programme Management Unit / Technical Support Unit / Project Implementation Unit / Technical Assistant with Central and/or State Governments / PSUs/ ULBs / Multilateral / Donor / International Agencies for at least 2 projects of at	Documents to be submitted: Copy of Work Order / Copy of contract / Letter of Award with Completion Certificate/ Payment proof by client. UDHD may choose to verify the claims of organization.

		least 3 crore each in last 7 years agencies of minimum from the date of submission of the bid.	
	5.	CVs of Key Personnel (01 no. in each category): (detail as in the TOR and in clause 13.3 of ITB) i. Team Leader ii. Finance Expert iii. Urban Infrastructure Specialist iv. Knowledge Management Specialist v. Procurement Specialist vi. IT Specialist	CVs of experts duly verified by authorized signatory
	7.	Bidders declared blacklisted by any State Government/Central Government/PSU/ULB /DA/HB due to corrupt, fraudulent or any other unethical business practices as on date of bid submission shall not be eligible. (Format given in Section 5 Bid forms)	Self-Attested Undertaking by the Bidder Company in GEN FORM - 5 under Section 5 Bid Form
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 UDHD will evaluate only those Proposals that are received in the specified forms and complete in all respects. In preparing their Proposal, Applicants are expected to thoroughly examine the RFP Document. Bid should be valid for the period mentioned in ITB clause 11.7 The Technical Proposal and Financial Proposal should provide the documents as prescribed in Section 5 Bid Forms. No information related to financial proposal should be provided in the Prequalification / technical proposal. Failure to comply with the requirements spelt out above shall lead to disqualification. Further, in such a case, UDHD will be entitled to reject the Proposal. However, if any information related to financial proposal is included in the technical proposal the applicant shall be disqualified and his proposal will not be considered. The Proposals must be digitally signed by the Authorized Representative as detailed below: - by the proprietor in case of a proprietary firm; or - by a partner, in case of a partnership firm and/or a limited liability partnership; or - by a duly authorized person under resolution of the Board, in case of a Limited Company or a corporation; In preparing their Proposal, Applicants are expected to thoroughly		

	examine the RFP Document.
11.1. LANGUAGE OF THE PROPOSAL	The proposal submitted by Bidder and all subsequent correspondence and documents/clarifications exchanged relating to the bid between Bidder and the Procuring Authority shall be written in English. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.
11.2. PREPARATION OF TECHNICAL PROPOSAL	Technical proposals mean all the required technical information to be prepared in accordance with the Section 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 UDHD. Neither any change in the time schedule of the contract nor any financial adjustments arising there-of shall be permitted by the UDHD on account of failure of the Bidder to know the local laws / conditions.
11.4. COST OF BID PREPARATION & SUBMISSION	The bidder shall bear all costs associated with the preparation and submission of its bid and UDHD shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All costs incurred in connection with participation in the bidding process, including, but not limited to, costs incurred in participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by Selection Committee to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process will be borne by the bidder. This RFP does not commit UDHD to award a contract. Further, no reimbursable cost may be incurred in anticipation of award. Bidders shall furnish the required information on their technical and financial proposals in the prescribed formats only.
11.5. PROPOSAL	The bidder is expected to examine all the instructions, guidelines, terms

FORMAT	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 (Eligibility and Technical Bid) shall contain the Eligibility documents and 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 take into account the various requirements and conditions stipulated in this RFP document. a. The Financial Proposal should be a lump sum Proposal inclusive of all the costs including all taxes associated with the Assignment. b. The cost associated with the Assignment including the remuneration for the deployed personnel shall be included in the Financial Proposal as per Financial Form 3 (A). c. The fee rates for the SME Pool is not to be included in the Financial Form 2 & 3(A). d. 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. e. The Financial Proposal shall take into account 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. f. The proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP. g. 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. 4.5 Lakhs (Four Lakh Fifty Thousand) 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 30 days after the award of the contract to the selected SSP. IV. The EMD may be forfeited: a) If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or b) In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to the UDHD or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the BID. c) During the bid process or even after execution of agreement or till the completion of this assignment, if any information is found wrong / manipulated / hidden in the bid, the decision of UDHD regarding forfeiture of the EMD and rejection of bid or termination of contract, shall be final & shall not be called upon question under any circumstances. UDHD will be entitled to invoke the Earnest Money Deposit in regard to the RFP without prejudice to UDHD's any other right or remedy

	under the following conditions: (ii) 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); (iii) 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, (iv) 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 (v) If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to UDHD. (vi) If the Applicant commits any act which can or which causes any loss to UDHD.
12. BID SUBMISSION	The Proposal shall be submitted through e-procurement portal (The procedure for filing of e-tender is provided on the portal. The applicants are advised to familiarize themselves with the process in advance to avoid any inconvenience at a later stage. Files uploaded on the portal should have file name in accordance to following format [form_name.applicant_name]. Applicant name should contain only first two words of its name. Only Bids/ proposals submitted On-line on eproc portal shall be opened. No proposal shall be accepted after the closing time for submission of Proposals.
12.1. POWER OF 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 web-site i.e. https://eproc2.bihar.gov.in/ b) The bidders are required to upload self-attested scanned copies

	of all the documents mentioned in the bid-document. (for easy reference to the bidder's detail list of documents is given in Section 5 Compliance Sheet) c) The bidders shall upload all documents in PDF format. d) The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the Bid documents and not to stipulate any deviations. e) After submission of the tender, the bidders can re-submit revised tender any number of times before last time and date of submission of tender as notified. f) If the Bidder is not found eligible after opening of tenders due to any reason, his tender shall become invalid, and the cost of Bid-document shall not be refunded.
12.5. ALTERNATIVE BIDS	Only one official proposal/bid will be accepted from one organization. Alternative Bids will not be considered.
12.6. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS	Bidders may withdraw, substitute, or modify their bids only until the submission deadline specified in the NIT. After the online 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 clause 4 of this section.
12.8. LATE BIDS	Bid Offers received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
13. BID OPENING AND EVALUATION	The Tender Evaluation Committee of the department to evaluate the responses of the bidders.
13.1. PRIMARY EVALUATION	The preliminary scrutiny (Eligibility) 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 AND QCBS FORMULA)	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 assigned scores based on the parameters defined in the table 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 UD&HD 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) The bidders are required to submit the proposed approach & methodology along with the Project information submitted under qualification and experience, the key experts details etc. as specified in the “Criteria for Technical Evaluation” of this document. h) Methodology of technical bid evaluation: - Each Technical Bid will be assigned a technical score out of a maximum of 100 points. - Only the bidders, who score a total Technical score of 70

	(One hundred and Forty) or more, will qualify for the evaluation of their financial bid. Such bidders shall be termed as “Technically Qualified bidder”. - The technical scores of the bidders will be announced prior to the opening of the financial bids. - Bidders failing to comply any of the above the Bid will be summarily rejected. The Bidders are required to submit all documents in support of the evaluation criteria in the table 2 below. The evaluation will be based on QCBS method of evaluation. The distribution of Technical and Financial weightage is 80:20. Weightage of the scoring will be based on the following formula. $S_c = W_t * S_t + W_f * S_f$ Where S_c is Combined score S_t is Technical score out of 100 W_t is Weighted Technical Score (out of 80%) S_f is Financial score out of 100 W_f is Weighted Financial Score (out of 20%) The minimum score to be achieved for technical qualification is 70 out of 100 maximum technical score. The lowest evaluated Financial Proposal is given the maximum financial score (S_f) of 100 with maximum weightage of 20. As per the formula and example below, the scoring and the weightage will be applied. <table><tr><td></td><td>Weights</td><td>80%</td><td>20%</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <table><tr><td>Name of Consultant</td><td>Technical Score (out of 100) (S_t)</td><td>Financial offer (Rs Lakhs)</td><td>Financial Score (out of 100) (S_f)</td><td>Weighted Technical Score (A) ($W_t 80\%$)</td><td>Weighted Financial Score (B) ($W_f 20\%$)</td><td>Combined Score (A+B) (S_c)</td><td>Rank</td></tr><tr><td>X</td><td>75</td><td>120</td><td>83.3</td><td>60</td><td>16.66</td><td>76.66</td><td>III</td></tr><tr><td>Y</td><td>80</td><td>100</td><td>100</td><td>64</td><td>20</td><td>84.00</td><td>II</td></tr><tr><td>Z</td><td>90</td><td>110</td><td>90.9</td><td>72</td><td>18.18</td><td>90.18</td><td>I</td></tr></table> Above is an Example for the calculation based on the QCBS formula with weightage 80:20		Weights	80%	20%					Name of Consultant	Technical Score (out of 100) (S_t)	Financial offer (Rs Lakhs)	Financial Score (out of 100) (S_f)	Weighted Technical Score (A) ($W_t 80\%$)	Weighted Financial Score (B) ($W_f 20\%$)	Combined Score (A+B) (S_c)	Rank	X	75	120	83.3	60	16.66	76.66	III	Y	80	100	100	64	20	84.00	II	Z	90	110	90.9	72	18.18	90.18	I
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13.3. TECHNICAL EVALUATION CRITERIA	Table # 2 <table><tr><td>#</td><td>Criteria</td><td>Evaluation/ Scoring Parameters</td><td>Score</td></tr><tr><td>1.</td><td>Experience of the Firm</td><td> The Bidder shall have, over the past 07 years preceding the RFP Due Date: The bidder must have experience in providing services such as Project Management Unit (PMU) / Programme Management Unit (PMU) / Technical Support Unit (TSU) / Project Implementation Unit (PIU) / Technical Assistance (TA)with Central and/or State Governments / PSUs/ ULBs / Multilateral / Donor / International Agencies for at least 2 </td><td>25</td></tr></table>	#	Criteria	Evaluation/ Scoring Parameters	Score	1.	Experience of the Firm	The Bidder shall have, over the past 07 years preceding the RFP Due Date: The bidder must have experience in providing services such as Project Management Unit (PMU) / Programme Management Unit (PMU) / Technical Support Unit (TSU) / Project Implementation Unit (PIU) / Technical Assistance (TA)with Central and/or State Governments / PSUs/ ULBs / Multilateral / Donor / International Agencies for at least 2	25																																
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		projects of at least 3 crore each in last 7 years agencies of minimum from the date of submission of the bid. The evaluation criteria: 2 projects: –15 marks For each additional project – 05 marks each (maximum 2 additional projects). Documents to be submitted: Copy of Work Order / Copy of contract / Letter of Award with Completion Certificate or payment proof by client..	
	2.	Experience in the last 07 years: For specific assignment of Municipal Finance / PPP /Transaction Advisory with Central or State Governments / PSUs/ ULBs / Multilateral / Donor / International Agencies for at least 1 project of 1 crore in last 7 years from the date of submission of the bid. 1 project: 05 marks More than 1 project: 10 marks Documents to be submitted: Copy of Work Order / Copy of contract / Letter of Award with Completion Certificate or payment proof by client. (UDHD may choose to verify the claims of the bidder)	10
	3.	Financial strength of the Bidder Average Annual Turnover in last 3 years (FY 2022-23, 2023-24, 2024-25) (a) >= 15Cr. to 50 Cr. - 15 Marks (b) >Rs. 50 Crore upto 100 Crore - 20 marks (c) >Rs. 100 Crore - 25 marks	25
	4.	Relevant Experience of the Key Personnel	40
	i.	Team Leader (1 no.) Qualification: Postgraduate Degree in Urban Planning / Urban Management / Infrastructure Planning/ Public Policy from a recognized university- (3 marks) Experience: Minimum 10 years of professional experience, including experience in at least one assignment involving the leadership of a PMU/PSU, or Programme Management team for Government in Urban Development/ Infrastructure/ Municipal Reforms/ Smart Cities/AMRUT project- (7 marks)	10
	ii	Finance Expert (1 No.) Qualification: Minimum 7 years of professional experience in the area of municipal/public finance and financial modelling .- (3 marks) Experience: Minimum 7 years of professional experience in the area of municipal/public finance and financial	10

		modelling and handling end to end process of Procurement Management. The Consultant shall possess demonstrated experience in municipal finance/ public finance/financial planning/ revenue enhancement/infrastructure finance with financial modellingfor government advisory assignments. The consultant shall have experience of handling public procurement at state level i.e. preparation of bid documents, conduct tendering/bid process, evaluation etc. (7 marks)	
	iii.	Urban Infrastructure Specialist (1 No.) Qualification:Bachelor degree in Civil engineering- (1 mark) Experience: Minimum 5 years of experience in urban Infrastructure projects. (2 marks) Should have experience of preparation of BoQ& DPR.- (2 marks)	05
	iv.	Knowledge Management Specialist (1 No.) Qualification:Postgraduate in Urban Management/ Business Administration/ Public Policy/Development Studies / Communication - (1 mark) Experience: • Minimum 5 years of experience in land and property laws/ urban development regulations, and other applicable statutory provisions relevant to urban infrastructure and development projects. - (2 marks) • Should have strong legal drafting, analytical, and negotiation skills, with the ability to review and prepare legal documents, contracts, agreements, and regulatory compliances.- (2 marks)	05
	v.	Procurement Specialist (1 No.) Qualification:BA/B.Com/BSc with Masters or MBA in Finance/Operations/Material Management or Equivalent - (1 mark) Experience: • Minimum 5 years of experience relevant to urban infrastructure and development projects- (2 marks) • Should have experience of preparation of bid documents, conduct tendering/bid process, evaluation etc. analytical, and negotiation skills, with the ability to review and prepare contracts, agreements, and regulatory compliances Experience of public procurement at state government department/agencies.-(2 marks)	05

	vi.	IT Specialist (1 No.)	Qualification: Bachelor's degree in Computer Science/ Information Technology/ Information Systems/ Electronics & Communication or a related discipline from a recognized institution - (1 mark) Experience: - Minimum 5 years of relevant experience in designing, implementing, and managing IT systems for urban development/ smart city/ e-governance/ infrastructure or related projects.- (2 marks) - Should have strong expertise in IT infrastructure, network administration, database management, cybersecurity, cloud-based solutions, and digital governance platforms- (2 marks)	05
		(1 No.)	Total Score	100
	Technically responsive bid = Achieve 70% of the technical score, that is 70 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, - which affects in any substantive way the scope, quality, or performance standards of the Services. - 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 - 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 scores 70 or more in technical evaluation will be declared technically responsive and will be considered further for financial bid opening. The proposals that scores below 70 in technical evaluation, will be declared non-responsive and summerly be rejected for further evaluation.

13.8. OPENING OF FINANCIAL BIDS	The Financial bids of only technically successful Bidder(s) will be opened by the Bid evaluation 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 Price 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. ABNORMALLY LOW OR HIGH BID	A bid may be considered abnormally low or high if: - The bid price is significantly lower or higher ($\pm 20\%$ of estimated cost) than the estimated price or the market rates. - The bid price is not supported by a detailed breakdown of costs or other relevant information The Bid Evaluation Committee in detail shall determine whether the price is reasonable and sustainable.
13.12. AWARD CRITERIA	The bidder with the highest Final score (FS) after applying the scoring formula as stated under ITB Clause 13.2 will be selected as the successful bidder and will be called for agreement. In case of tie, the firm with superior technical score (TS) would be considered to be called for agreement. The Selection committee reserves the right to negotiate.

13.13. 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.
13.14. 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.
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.
15. 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
15.1. 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
15.2. 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.
15.3. RETURN OF BID	After signing of the contract, the bid securities/EMDs will be returned to

SECURITY	all bidders.
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SECTION 3. : (Part B) BID DATA SHEET

Sl.N o.	Particulars	Details
1	Name of the Authority	Urban Development and Housing Department, Govt. of Bihar
2	Method of Selection	QCBS (Quality cum Cost based Selection) Method Weightage 80:20
3	Proposal Validity	90 Days from the last date of bid submission
4	Date of Issue of RFP	/...../ 2026
5	Bid Price	Rs 10,000/- (Rs. Ten Thousand only) through internet payment gateway (IPG)
6	Deadline for Submission of Pre-Proposal Queries	20/08/ 2026 by 12:00pm. by email at {Email Id for Bid queries}
7	Date, time and link for Pre bid meeting	20/08/ 2026, 01:00 P.M. Link: Webex – https://urbansec.webex.com/urbansec/j.php?MTID=m9d0c430b6086cfc5184f06e834e61d47 Meeting number: 2511 227 6838 Password: 12345
8	Last date and time for Submission of proposal (online) www.eproc2.bihar.gov.in	14/09/2026 up to 03:00 PM
9	Date, time and place for submission of physical copy of the proposal	14/09/ 2026 up to 03:15 PM
10	Earnest Money Deposit (EMD)	Bid Security of Rs. 4.5 Lakhs (Four Lakh Fifty Thousand), submit in form of internet payment gateway (IPG) or BG in favour of 'Director - BUDA' payable at Patna
11	Opening of Proposal:	Online opening at e-portal by bid opening committee constituted by UDHD, Govt. of Bihar
12	Site Visit	Bidders are advised to submit their respective Proposals only after considering the terms and scope of work mentioned in the ToR and validating project information.
13	Date of opening of Technical Proposal	14/09/ 2026 at 03:30 PM
14	Date of opening of Financial Proposal	To be informed to the technical qualified bidders
15	Performance security Bank Guarantee (PSBG)	5% of the Contract value
16	Contact Person	Under Secretary Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna-800015

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 Urban Development and Housing Department UD&HD, Govt. of Bihar iii. "Authority" means The Urban Development and Housing Department UD&HD, Govt. of Bihar 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 Consultant, as the case may be, and Parties means both of them; vii. "Personnel" means persons hired by the Consultant 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 Consultant pursuant to this Contract as described; and ix. "Sub-Consultant" means any entity to which the Consultant 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 states under this section to this contract.
1.3	Language	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
1.4	Notices	Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the Contract.
1.5	Location	The Services shall be performed at such locations as are specified in the ToR of this 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 Consultant may be taken or executed by the officials specified in this RFP. Authorized Representative of: on Behalf of: Urban Development and Housing Department Name: _____ Designation: Executive Officer – _____ Address: _____ Phone No _____ Email ID _____ on Behalf of the Consultant: Name _____ Designation _____ Address _____ Phone No _____ Email ID _____														
1.7.	Taxes and Duties	The Consultant, Sub-Consultant 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 Consultant shall begin carrying out the Services from the date the Contract becomes effective. However, the Consultant has to take prior approval from the client before kickstarting any of the work awarded under this contract.														
2.2.2	Deployment	Site deployment: for the entire Contract Period (12 months) <table><tr><th>Sl. No.</th><th>Position</th></tr><tr><td>1</td><td>Team Leader (01)</td></tr><tr><td>2</td><td>Finance Expert (01)</td></tr><tr><td>3</td><td>Urban Infrastructure Specialist(01)</td></tr><tr><td>4</td><td>Knowledge Management Specialist (01)</td></tr><tr><td>5</td><td>Procurement Specialist (01)</td></tr><tr><td>6</td><td>IT specialist (01)</td></tr></table>	Sl. No.	Position	1	Team Leader (01)	2	Finance Expert (01)	3	Urban Infrastructure Specialist(01)	4	Knowledge Management Specialist (01)	5	Procurement Specialist (01)	6	IT specialist (01)
Sl. No.	Position															
1	Team Leader (01)															
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4	Knowledge Management Specialist (01)															
5	Procurement Specialist (01)															
6	IT specialist (01)															
2.2.3	Duration of services	The assignment shall be for a period of 01 (one) year from the date of execution of agreement. The contract may be extended for the period of 2 years (maximum one year at a time)subject to satisfactory execution of the services by the Consultant and amendment to the Contract duly signed by both the parties i.e. the Employer/Client and the Consultant on mutual agreement.														

		The maximum contracted period including extension period shall not be beyond 3 years subject to conditions under clause 2.4 and 2.5 in this section. However, UDHD may include additional personnels within the scope of work of this contract at a later stage; in such cases, the initial Scope of Work along with the conditions stated in the clause 2.2.4 may be revised.
2.2.4	Additional Work	If need arise, the procuring authority may modify the existing scope of work of the contract, subject to mutual agreement between the parties under this Contract and the Amendment to the Contract duly signed by both the parties to reflect the modification in the relevant Sections and clauses (Scope of Work, Resources, Timeline, Payment etc.) under this Contract.
2.2.4	Price Escalation	In the event that the term of this Agreement extends beyond the original term and the additional one (1) year extension period that is for the 3 rd year, all prices, rates, and fees under this Agreement shall be increased by five percent (5%), effective after the completion of the first two (2) years of service. The escalation shall be applied only once and shall remain applicable for the balance of the Contract period.
2.3.	Expiration of Contract	This Agreement shall commence on the Effective Date and shall remain in full force and effect until {insert Contract Expiration date}, 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, Resources 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, lock-outs, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;
2.5.2	No Breach of Contract	The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
2.5.3	Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.5.4	Payments	During the period of their inability to perform the Services as a result of an event of Force Majeure, no additional payment will be given however a time extension in the project may be given.
2.6	Termination	
2.6.1	By the Client	The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultant, 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 Consultant do not perform their obligations under this Contract, within thirty (30) days of receipt after being notified (b) if the Consultant become insolvent or bankrupt; (c) if, as the result of Force Majeure, the Consultant 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 Consultant	The Consultant 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 Consultant 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 Consultant that such payment is overdue; or (b) if, as the result of Force Majeure, the Consultant 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 Consultant: (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 CONSULTANT	
3.1.1	General	The Consultant 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 Consultant 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-Consultant or third parties.
3.1.2	Time is of Essence	Time shall be of the essence as regards the performance by the Consultant 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	Consultant Not to Benefit from Commissions, Discounts, etc.	The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole remuneration in connection with this Contract or the Services, and the Consultant 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 Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultant, and agents of either of them, similarly shall not receive any such additional remuneration.
3.2.2	Consultant and Affiliates not to be Otherwise Interested in Project	The Consultant agree that, during the term of this Contract and after its termination, the Consultant 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 Consultant nor their Sub-Consultant 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 Consultant, their Sub-Consultant, 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	Consultant's Actions Requiring Client's Prior Approval	The Consultant 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-Consultant"), and any other action that may

		be specified in the Conditions of Contract.
3.5	Documents Prepared by the Consultant to be the Property of the Client	All plans, drawings, specifications, designs, reports, surveys and other documents and software submitted by the Consultant shall become and remain the property of the Client, and the Consultant 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 Consultant 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.	CONSULTANT' 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 Consultant' Key Personnel are described in RFP.
4.2	Removal and/or Replacement of Personnel	a. the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client. b. If the Client finds that any of the Personnel have - committed serious misconduct or has been charged with having committed a criminal action, or - have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant 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. c. The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
4.3	Travel	The consultants deployed at Patna may be required to travel to other locations within the State of Bihar for the performance of activities specified in the Scope of Work, as well as any related incidental activities. The Employer shall reimburse the travel and accommodation expenses incurred by the proposed team for such official travel, in accordance with the entitlements applicable to the Employer's Class I Officers. However, this shall not include travel and accommodation expenses incurred within Patna, nor the commuting, travel, or accommodation costs of consultants between their residence or home office and their place of deployment.
4.4	Leave Entitlement	- The Consultant's personnel deployed under this Agreement shall be entitled to Twelve (12) days of paid leave per Contract Year. - Leave shall be planned and availed in a manner that does not adversely affect the performance of the Services or the Consultant's

		obligations under this Agreement. All leave requests shall be subject to the prior approval of the Employer or its authorized representative. iii. In addition to the above, personnel shall be entitled to up to twelve (12) days of paid medical leave per Contract Year for illness, injury, or medical treatment. iv. Unused leave shall not be encashed or carried forward to subsequent Contract Years. v. Public holidays declared by the Employer for its office location shall not be counted as leave for the purposes of this Clause.
5.	OBLIGATIONS OF THE PROCURING AUTHORITY	
5.1	Assistance and Exemptions	The Client shall use its best efforts to ensure that the Government shall provide the Consultant 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 Consultant, the remuneration and reimbursable expenses otherwise payable to the Consultant 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 CONSULTANT	
6.1.	Remuneration	The Consultant's total invoiced price shall not exceed the Contract Price and shall be a fixed lump sum including all remunerations, travel costs, printing, communications costs of the respective Key experts & Specialists and all other costs incurred by the Consultant in carrying out the Services described in RFP. Except as provided in Clause 6.2, 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 2.2.4, Clause 2.4. and clause 2.5 of this Section.
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 6.4, 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	Penalty	In case the Consultant fails to provide any of the services as defined in the Section 2 Terms of Reference of this RFP, this shall attract suitable

		penalty by the authority appropriate to the non-performance of the respective service. In case of delay in deployment of all 06 positions beyond the date of completion (of deployment) as defined in the LOA, unless extended by the Authority in writing, penalty would be applicable at the rate of 10% of the Invoice value for the applicable period of delay. All such information to be verified by the concerned Nodal Officer as designated by UDHD.
6.4.	Payment Schedule	a) Payment will be linked to timely submission of MPR of the Consultant. b) Payments will be made against monthly invoices based on actual monthly inputs of the personnel, satisfactory services rendered and submission of time sheets and MPRs approved by the authority i.e. concerned Nodal Officer as designated by UDHD, along with the Monthly Reports. c) The consultancy fee (%) is chargeable on pro rata basis on the actual monthly inputs of the personnels deployed. d) The payment for the inputs of the SME Pool will be based as per the rates quoted in Para (B) of Financial Form 3(B). e) The Invoice for such services (SME Pool) will be as per the requirement requested by UDHD from time to time, payment for these services will be based on actual input days verified by the Nodal officer at department level.
6.5.	Terms and Conditions of Payment	Payments will be made to the account of the Consultant and according to the payment schedule stated in the Clause 6.4 Payment Schedule and 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 Consultant.
6.6	Payment for Additional Services	For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4.
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 UDHD, who will take decision within 60 days after such reference. If the dispute is still not resolved the matter will

		be referred for Arbitration.
7.3.	Arbitration	In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of Bihar Public Work Contracts Disputes Arbitration Tribunal Act, 2008 and the subsequent amendments thereof. 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 paymentsubmitted 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,
Under Secretary,
Urban Development and Housing Department, Govt of Bihar,
1stFloor, Vikas Bhawan, New Secretariat, Patna–800015

Ref: RFP _____

Dear Sir,

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

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

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

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

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

It is submitted:

1. We have examined and have no reservations to the Bidding Documents, including Corrigendum/Addenda (if applicable) issued in accordance with Instructions to Bidders (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 “RFP _____” including signing and submission of all documents and providing information / responses to RFP for _____, representing us in all matters before UDHD, and generally dealing with UDHD in all matters in connection with our bid for the said Assignment.

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

For _____

(Signature)

(Name, Title and Address)

Accepted... (Signature)

(Name, Title and Address of the Attorney)

Note:

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

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) "RFP for_____". *against the RFPNo:<No>Dated <DD/MM/YYYY>* is issued by Authority, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti- competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organisation in connection with the bid.

(Signature of the Lead Member)

Printed Name and Designation

Seal

Date:

Place:

Business Address:

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 **(no PDF, in excel or word document format only)** before the pre-bid due date as per the Bid Data Sheet under Section 3:

RFP name: _____

Name of the Firm: _____

Sl. No.	Section No.	Clause No.	Page No.	Original Clause read as	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, UDHD reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm Date

Place

Name _____

Designation Tel No.

Mobile No. E Mail ID

Seal/Stamp of the Firm

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
<i>Applicant</i>				

Certificate from the Statutory Auditor/ Chartered Accountant

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

Name of the Audit firm:

Seal of the Audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

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

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

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

TECH FORM 3B: Positive Net worth of the Applicant

(Equivalent in Rs. crores)

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

Certificate from the Statutory Auditor/ Chartered Accountant

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

Seal of the audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

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

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

[Maximum of 10 pages including charts and diagrams]

- a. Agency's understanding of the ToR: A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference of the assignment.
- b. Technical Approach and Methodology.{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- c. Organization and Staffing.{Please describe the structure and composition of your team}

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	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.						
6.						
7.						
8.						
9.						
10.						

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, The Urban Development and Housing Department UD&HD, Govt. of Bihar 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,
Under Secretary
Urban Development and Housing Department,
Govt. of Bihar,
Vikas Bhawan, Bailey Road
Patna, Pin-800015

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- (b) We offer to execute in conformity with the Bidding Documents and the Technical Proposal submitted for the "RFP for _____"
- (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: FINANCIAL PROPOSAL COVER

(AMOUNT IN INR)

Location, Date

To

<insert client address>

Dear Sirs,

We, the undersigned, offer to provide services for the "RFP for _____" in accordance with your Request for Proposal dated _____ and our Technical Proposal.

Our attached Financial Proposal is for the amount of INR ----- (Rupees-----) which is inclusive of all charges. Plus GST/taxes as applicable.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

FINANCIAL FORM 3 (A):Financial Proposal Format (amounts in INR)**PRICE BID SCHEDULE****Name of the Assignment: - _____**

Sl.No.	Particulars	Amount in INR	
		Monthly fee	Fee for the period of 1 year
1.	Lumpsum fee for the Programme Support Unit (PSU) to Support Urban Local Bodies in Bihar for 06 positions excluding SME pool (Price as indicated in Total (A) of the Financial Form 3 (B))		
2.	Applicable taxes/GST		
GRAND TOTAL including taxes Rs.			

Name of Bidder: - _____

(Rupees..... only)

Signature of the Bidder Date:***Place:*****Company Seal****Important Note:**

1. All information to has to be approved by the competent authority or the official Nodal person designated by the department before submission of invoice
2. UDHD shall reimburse the travel and accommodation expenses (pre-approved by the department) incurred by the consultants outside Patna.For such official travel the payment will be made in accordance with the entitlements applicable to the Employer's Class I Officers.
3. No additional expenses will be provided by UDHD

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

(A) Fee for the Key Resources

Sl No	Position	Nos.	Monthly Fee	Input Months	Total (in INR)
1	Team Leader (State Level)	01		12	
2	Finance Expert	01		12	
3	Urban Infrastructure Specialist	01		12	
4	Knowledge Management Specialist	01		12	
5	Procurement Specialist	01		12	
6	IT Specialist	01		12	
	Total (A)				
	Applicable taxes/GST				

(B) Fee for the SME Pool (in INR)

Per input day* (as & when required)	
Applicable taxes/GST	

*The requirement of the experts from the SME pool will be as and when basis upon request by the UDHD, payment for such services will be based on actual input days verified by the Nodal officer at department level.

Signature of the Bidder Date:

Place:

Company Seal

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
_____ -" (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
groupwise 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 Group 1 of the "Assignment Name _____"

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/Consultant/Contractor, 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/Consultant/Contractor 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)

SECTION 6. :CONTRACT FORMAT

Standard Contract

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

WHEREAS

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

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

(c) THE PARTIES hereby agree as follows:

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

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

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

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

For and on behalf of
[Name of Consultant]

[Authorized Representative of the
Consultant – name and signature]

Signed by

Signed by

Title

Title:
