

SECTION 1. : NOTICE INVITING TENDER (NIT)

Retender (Group 3 & Group 4) - Request for Proposal for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar



Urban Development and Housing Department, Govt. of Bihar
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 Website:<https://state.bihar.gov.in/urban>

०३/१०/२०२६ (विद्य-११/२६)
 File No:- ९८०७

Date: - 16/09/2026

1. Urban Development & Housing Department, Gov. of Bihar, invites proposals from eligible firms for "Retender (Group 3 & Group 4) - Request for Proposal for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships 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	Date & Time of Pre-Bid Meeting: September 24, 2026 12:30 PM Link to attend the pre-bid meeting: https://urbansec.webex.com/urbansec/j.php?MTID=mc7664a3fa271fe1678d5a3dcec01eabc Meeting number: 2518 018 0321 Password: 12345
4	Last date and time for Submission of Technical Proposal on www.eproc2.bihar.gov.in	22/10/2026 up to 03:00 PM
5	Last date and time for Submission of Hard Copies (Tender fee, payment proof, original copy of affidavit, Blacklisting and Power of Attorney as per RFP document)	22/10/2026 up to 03:15 PM Urban Development and Housing Department, Govt. of Bihar, Vikas Bhawan, Bailey Road Patna, Pin-800015
6	Date and time of opening of Technical Bids	22/10/2026 at 03:30 PM

7	Date and time of opening of Financial Bids	Will be intimated later to successful bidders
8	Method of Selection	Quality-cum-Cost Based Selection (QCBS) method (70:30)

3. 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>
4. For participating in e-RFP process, the applicant shall have to get them registered to get user ID Password and digital Signature. This will enable them to access the website- www.eproc2.bihar.gov.in and participate in e-tender. Those who are not registered in e-tendering systems, they may contact "e-procurement HELPDESK, Junction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S.-Shastri Nagar, Patna -800014" (Toll Free Number: 18005726571, Email: eproc2support@bihar.gov.in) for registration.
5. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
6. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on the Urban Development & Housing Department website and <https://eproc2.bihar.gov.in>.
7. All the uploaded documents shall have the signature of Consultant or their authorized signatories.
8. The scanned copies should be of the original papers and certificates.
9. No claim shall be entertained on account of disruption of internet service being used by Consultant.
10. Consultants are advised to upload their bids well in advance to avoid last minute technical stage.
11. The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
12. The proposals must be accompanied with a non-refundable Tender processing fee of Rs. 10,000/- (Rupees Ten Thousand only) plus applicable GST and Earnest money deposit of Rs. 06 (Six) Lakhs per Group applied by the agency 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
13. The evaluation shall be done based on uploaded documents only <https://eproc2.bihar.gov.in>.


 Officer on Special Duty
 Urban Development and Housing Department
 Government of Bihar

Request for Proposal (RFP)

for

**Retender (Group 3 & Group 4) - Selection of
Consultant for the Preparation of Town Planning
Scheme(s) for the Multiple Greenfield Satellite
Townships in Bihar**



बिहार सरकार

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

RFP Issued on Date: 16 / 09 / 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

Retender (Group 3 and 4) - Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar

1. Background

Bihar, situated in the eastern part of India, is one of the most populous states with over **124 million people** spread across an area of **94,163 sq. km**. Despite its large population, Bihar remains predominantly rural, with an urbanization rate of **approximately 17%**, significantly lower than the national average of around 31%. This imbalance has created challenges in terms of economic diversification, infrastructure development, and quality of life. The state's urban centres—Patna, Gaya, Muzaffarpur, Bhagalpur, and Darbhanga—are under immense pressure due to rapid population growth and migration from rural areas.

Considering the increasing population of major cities in the state, the necessity of master plan-based development, and the anticipated future population pressure along with growing urban needs, there is a strong requirement for planned, environmentally sustainable, and modern township development in the state.

The state has identified developable land parcels around major cities where new greenfield satellite townships will be developed. A comprehensive township development model will be prepared for these areas, incorporating well-planned road networks and essential public amenities such as parks, open spaces, drains, and drainage systems using the town planning scheme.

The development of these townships will ensure planned urbanization and balanced growth, leading to the creation of new economic activity centers and the provision of high-quality urban facilities to citizens. It will also reduce the burden on existing cities. These townships are envisaged to emerge as hubs for investment, business, education, tourism, and innovation, thereby contributing to the State's vision of sustainable and people-centric urban development.

Given the scale and requirement of these projects, it shall require team with expertise in urban planning, engineering, GIS, and stakeholder engagement etc., there is a need to engage qualified consultancy firms.

In the first phase, satellite and greenfield townships are being developed by the State across 11 cities as following:

- (i) 9 divisional headquarters cities: Patna, Gaya, Chapra, Muzaffarpur, Munger, Purnea, Bhagalpur, Darbhanga, and Saharsa
- (ii) Sonapur
- (iii) Sitamarhi (Sitapuram)

In addition to these 11 townships, the State is also intended to develop couple of more greenfield satellite townships.

In accordance with the provisions of the Bihar Urban Planning and Development Act, 2012 and the Bihar Town Planning Scheme Rules, 2025, the development of Greenfield Satellite Townships for planned urban development in the state will be carried out.

The township names listed under the Group 4 have been organized solely for the purpose of this RFP and do not reflect any specific order, ranking, or priority set by the department.

Group #3 & Group #4 Townships

(The township names listed under the group have been organized solely for the purpose of this RFP and do not reflect any specific order, ranking, or priority set by the department)

Group No.	Township	Township name
Group 03	Darbhanga	Mithila
	Saharsa	Koshi
	Muzaffarpur	Tirhut
Group 04	Purnea	Purnea
	Munger	Ang
	Sonepur	Hariharnathpur

For the further details please visit <https://state.bihar.gov.in/urban> (Circular No 4583 dated 23-4-26)

The proposed development of 11+1 greenfield satellite townships in Bihar aims to create urban ecosystems with high-quality physical infrastructure, efficient utility networks, and environmentally sustainable systems. These townships will be planned to be functionally efficient, technology enabled and aligned with modern urban development standards.

At the same time, the planning approach will integrate local culture, regional characteristics, and the aspirations of the people, supported by a strong socio-economic framework to promote inclusive and sustainable economic growth. This balanced approach combining modern infrastructure with local continuity will enhance the overall liveability of these townships and foster a sense of ownership among stakeholders, including residents and landowners.

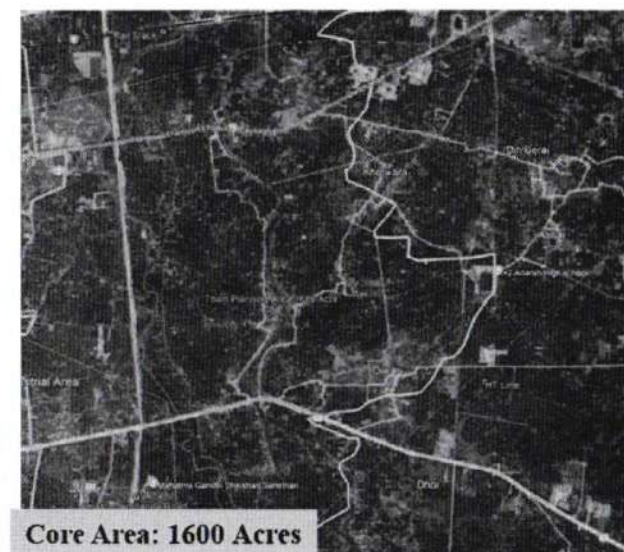
2. Town Planning Scheme:

The Bihar Town Planning Scheme Rules, 2025 were notified by the State vide Gazette No. 12052 dated 25 November 2025. These rules establish a model for the planned development of urban areas in Bihar under the concept of Town Planning Scheme.

The rules envisage a structured approach to area development through land pooling and the provision of physical and social infrastructure, with active participation from landowners, qualified developers, planning authorities, and government organizations. Under this scheme, land is earmarked in development plans for roads, parks, playgrounds, gardens, open spaces, social infrastructure, public utilities, and housing for the economically weaker sections. The scheme also ensures that landowners participating in it receive at least 55% of their original land area in the form of reconstituted final plots.

2.1 Special Area and Core Area Identification – Darbhanga

Special Area and Core Area Identification – Darbhanga



Legend:

- Municipal Corporation
- Planning Area
- Proposed Special Area
- Proposed Core Area

Special Area Selection Criteria/Potential:

- Within Planning Area
- Darbhanga Airport
- Amas Darbhanga Expressway
- Patna Purnea Expressway
- Adjacent to ULB

Core Area Criteria:

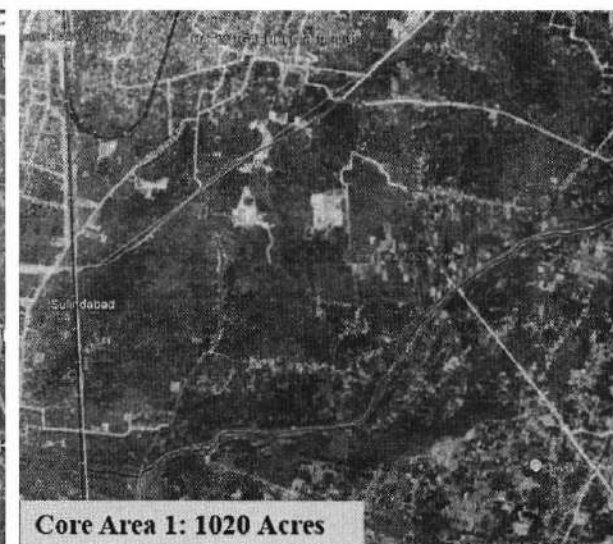
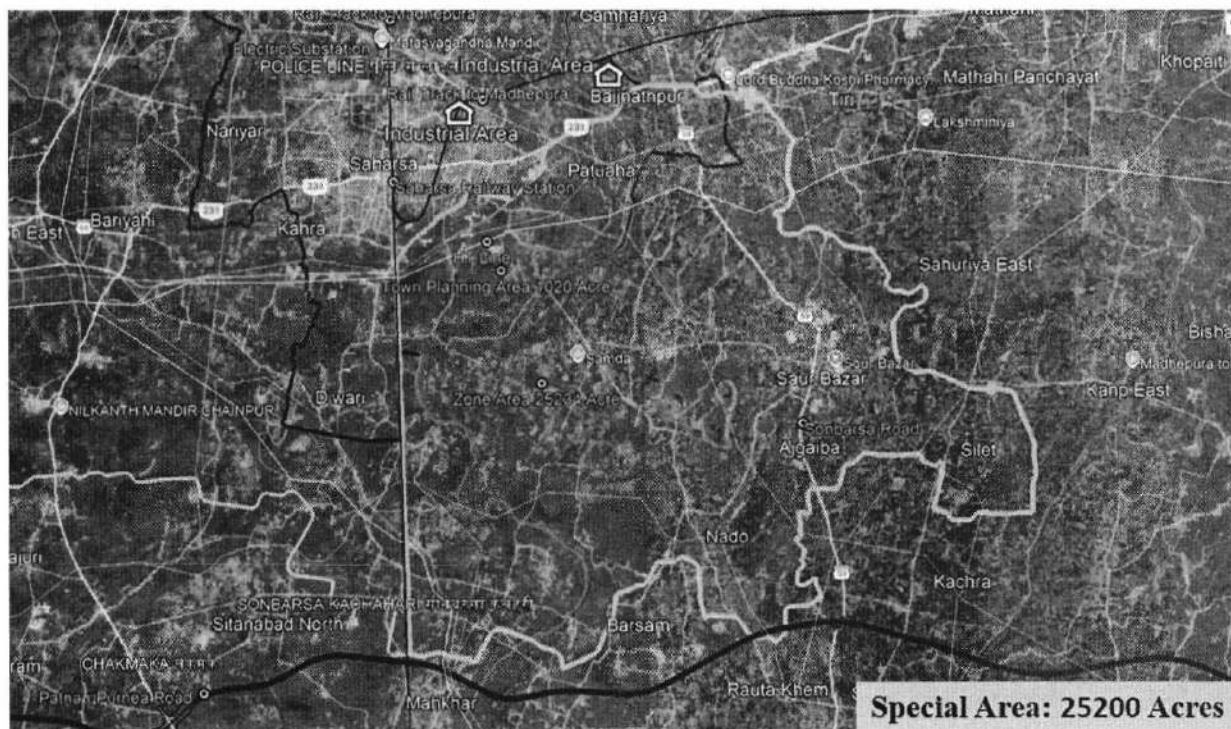
- At Junction of Amas Darbhanga Expressway and Patna Purnea Expressway
- Darbhanga- Sakri Road

Special Area Location

North	Planning Area/ Barahi
South	Dhoi
East	Planning Area/ Bhuskaul
West	Darbhanga City/ Siso
Distance from Main City's ULB Boundary	0 Km
Distance from CBD	4 Km (Laheriasarai)
Railway Station	2.5 km from Darbhanga Station
Airport	0 Km (Darbhanga Airport)

2.2 Special Area and Core Area Identification – Saharsa

Special Area and Core Area Identification – Saharsa



Core Area 1: 1020 Acres

Special Area Location	
North	Saharsa Town/ Patna Purnea Expressway
South	Planning area/ Amarpur
East	Planning area/ Silet
West	Saharsa Khagaria Rail Line
Distance from Main City's ULB Boundary	0 KM
Distance from CBD	3 Km (Naya Bazaar)
Railway Station	1.5 km from Saharsa Station
Airport	75 KM (Purnea Airport)

Legend:

- Municipal Corporation
- Planning Area
- Proposed Special Area
- Proposed Core Area

Special Area Selection Criteria/Potential:

- Within Planning Area
- Patna Purnea Expressway
- Saur Bazaar Block
- Far side of Kosi River

Core Area 1 Criteria:

- Within Saharsa Town

2.3 Special Area and Core Area Identification – Muzaffarpur

Special Area and Core Area Identification – Muzaffarpur



Special Area: 20200 Acres

Legend:

- Municipal Corporation
- Planning Area
- Proposed Special Area
- Proposed Core Area

Special Area Selection Criteria/Potential:

- Near Muzaffarpur Airport
- Adjoining New Bypass
- Strategic Regional Connectivity.
- Minimum Trees (Orchard)

Core Area Criteria:

- Patna Chhapra Highway (Rewa Road)
- Less Habitation



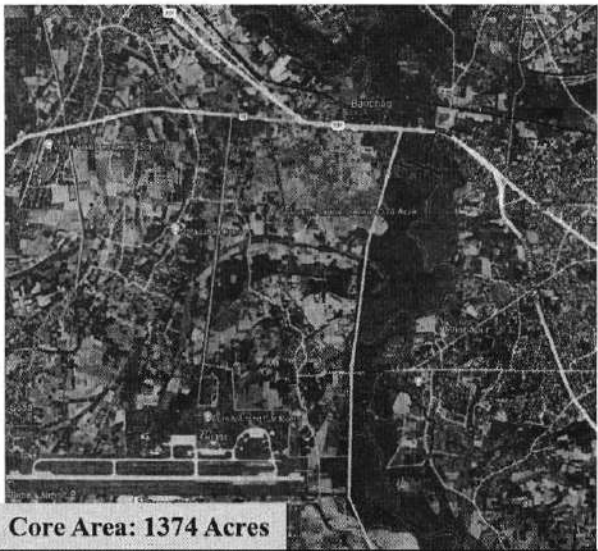
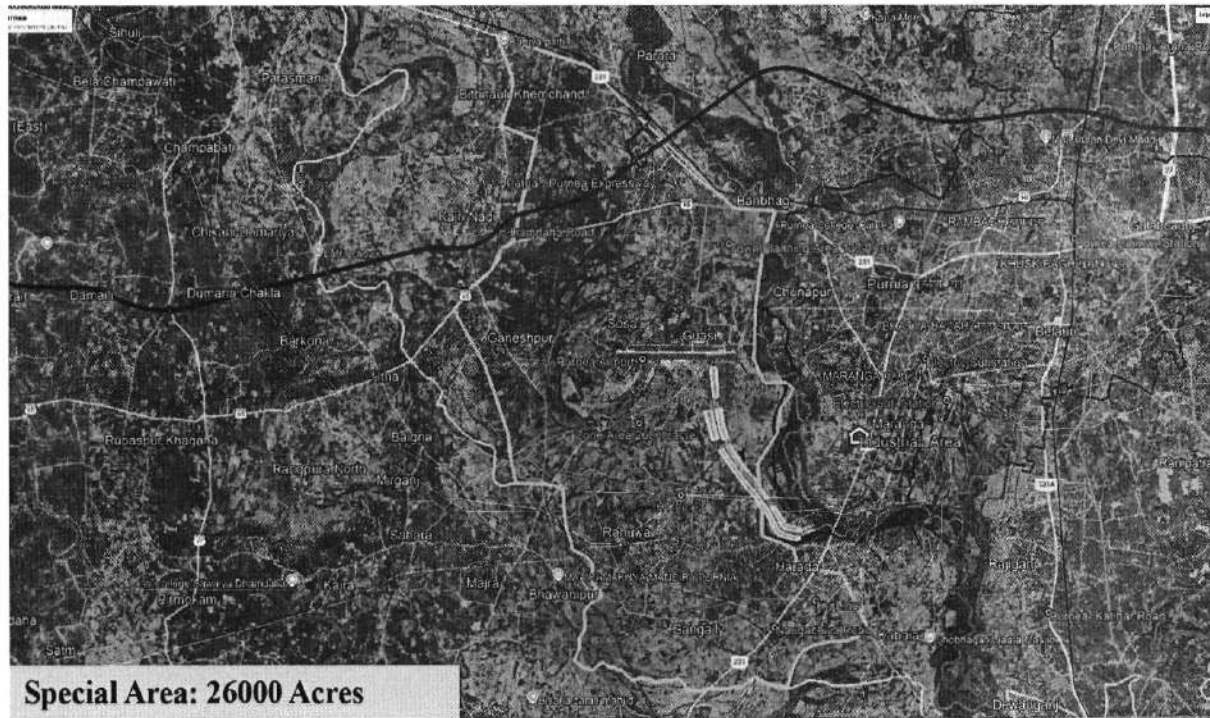
Core Area: 800 Acres

Special Area Location	
North	Panapur/ Near Kanti ULB
South	Dubiahi/Turki
East	New Bypass
West	Marwan
Distance from Main City's ULB Boundary	5 KM
Distance from CBD	8 Km
Railway Station	7.5 km from Muzaffarpur Railway Station
Airport	0.5 KM

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2.4 Special Area and Core Area Identification – Purnea

Special Area and Core Area Identification – Purnea



Special Area Location	
Distance from Main City's Boundary	Adjacent to ULB Boundary
Distance from CBD	8 Km (Gulabbagh)
Railway Station	9 km from Purnea Station
Airport	1 KM (Purnea Airport)
Special Area Location	
North	Patna-Purnea Expressway/ Water Channel/ Railway line
South	Planning Area/ Gangaily
East	Water Channel
West	Planning Area / Rahua

Legend:

- Municipal Corporation
- Planning Area
- Proposed Special Area
- Proposed Core Area

Special Area Selection Criteria/Potential:

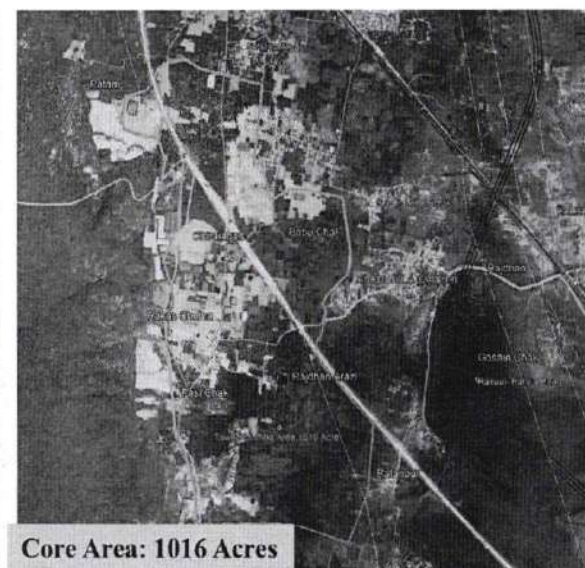
- Within Planning Area
- Purnea Airport
- Patna Purnea Expressway
- Adjacent to Purnea City ULB

Core Area Criteria:

- Purnea Airport
- Near Patna Purnea Expressway
- Close to Purnea City

2.5 Special Area and Core Area Identification – Munger

Special Area and Core Area Identification – Munger



Core Area: 1016 Acres

Core Area Location

Distance from Main City's Boundary	8 KM
Distance from CBD	13 Km (Vasudevpur)
Railway Station	12 km from Munger Station
Airport	25 KM (Pr. Sultanganj Airport)

Special Area Location

North	Etahri
South	Lohchi
East	Bariarpur/Ganga
West	Jamalpur City/ Hill

Legend:

- Municipal Corporation
- Planning Area
- Proposed Special Area
- Proposed Core Area

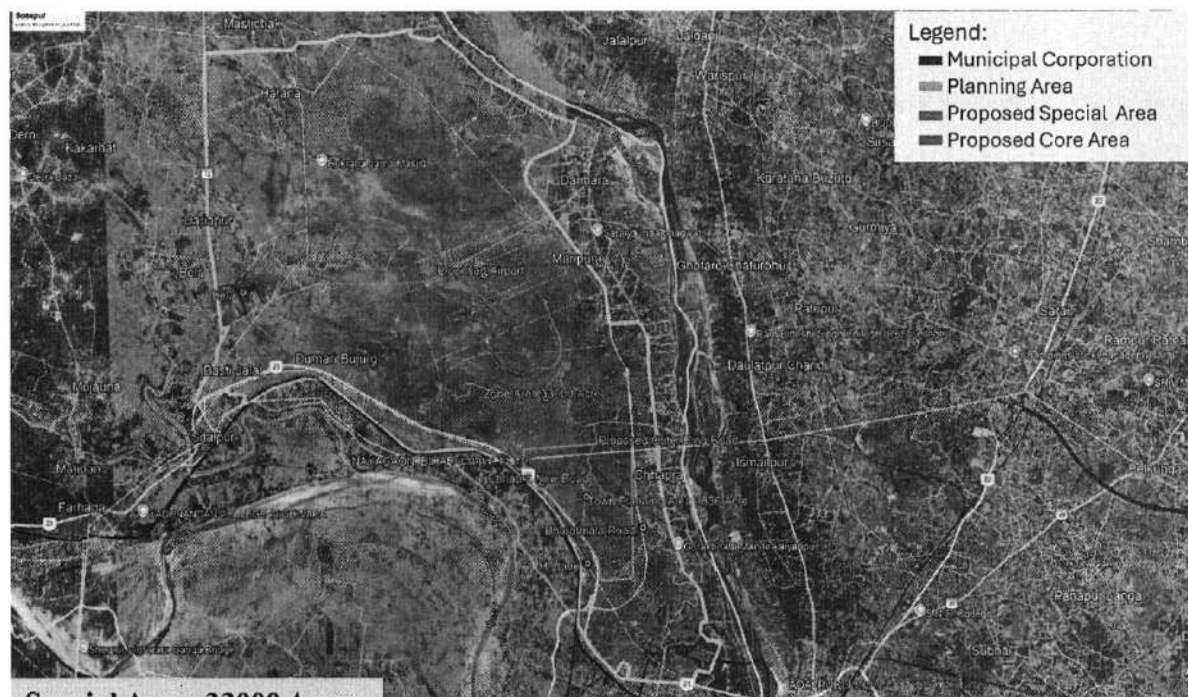
Special Area Selection Criteria/Potential:

- Within Planning Area
- Ganga Path
- Raxaul Haldia Highway
- Pirpainti-Bhagalpur-Mokama-Patna Road

Core Area Criteria:

- Bhagalpur-Mokama-Patna Road
- Raxaul Haldia Highway

Special Area and Core Area Identification – Sonapur



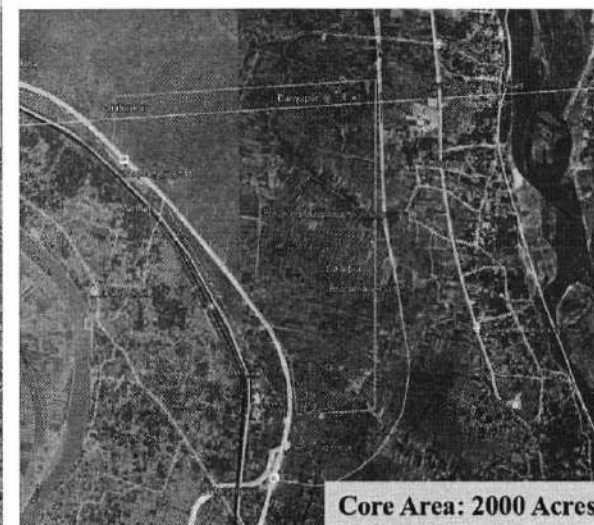
Special Area: 33000 Acres

Special Area Selection Criteria/Potential:

- Within proposed extension of Sonapur Planning Area
- Proposed Sonapur Airport
- Bharatmala Road, Hajipur Chhapra highway (NH 31)
- Connected to Patna through Patna Ring Road & Digha Sonapur 6 lane Bridge & JP Setu
- Bela wheel factory

Core Area Criteria:

- At cross junction of Digha Sonapur highway, Bhartmala, Hajipur Chhapra highway (NH31)
- Patna Ring Road



Core Area: 2000 Acres

Core Area Location

Distance from Main City's Boundary	5 Km
Distance from CBD	6 Km (Sonapur Station)
Railway Station	6 km from Sonapur Station
Proposed Airport	1 KM (Pr. Sonapur Airport)

Special Area Location

North	Parsauna Maran Road
South	Chapra Patna Highway (NH 31)
East	Sonapur Dariyara Road
West	Patna Parsa Highway (SH 73)

3. Regulatory Framework

The Government of Bihar has notified the following legal and regulatory instruments to promote planned, structured, and sustainable urban development in both existing urban areas and peri-urban/rural areas with urbanization potential.

1. Bihar Municipal Act, 2007
2. Bihar Municipal (Amendment) Act, 2024
3. Bihar Municipal (Amendment) Act, 2025
4. Bihar-Urban-Planning-Development-Act-2012 <https://pmaa.bihar.gov.in/bupd-acts>
5. Bihar Urban Planning and Development (Amendment) Act, 2022
6. Bihar-Urban-Planning-Development-RuLE-2014
7. Bihar Town Planning Scheme Rules, 2025 <https://egazette.bihar.gov.in> (# 1323 dt. 07-8-26)

The Town Planning Scheme (TPS) framework provides a mechanism for **Land pooling and reconstitution**, wherein landowners contribute land for development, reallocation of **serviced plots** with access to infrastructure, and infrastructure-led development such as provision of **roads, utilities, open spaces, and social amenities**, enabling efficient use of land while ensuring equitable redistribution and provision of public amenities. Under this framework, landowners participate in development by pooling their land, which is reorganized into final plots with infrastructure such as roads, utilities, social amenities, and open spaces, while a portion of land is reserved for public purposes and project financing.

The Rules mandate preparation of base maps, thematic studies, conceptual plans, and detailed layout plans incorporating physical features, land ownership, infrastructure networks, environmental considerations, and development proposals. Further, the Designated Authority is empowered to engage Consultant and experts to assist in the preparation, design, and implementation of Town Planning Schemes to ensure technical rigor and compliance with statutory requirements.

4. Role of Consultant

The **Designated Authority** is empowered to engage **Consultant** to assist in planning, design, and implementation of TPS projects which ensures technical rigor compliance with statutory provisions, and effective project execution.

5. Scope of Work for Selected Firm/ Agency

The roles, responsibilities and broad scope of work of the Consultant are as described hereunder. The Consultant shall carryout and complete, to the satisfaction of the Authority, planning services pertaining to the preparation of Town Planning Schemes (TPS) as per detail mentioned in the RFP. The scope of work for selected firm/ agency shall include support and assistance in the following activities in Town Planning Schemes which shall include, but not limited to:

- a) Collecting all necessary data from the Authority, superimposing the Development Plan and proposals and the relevant cadastral map on the delineated scheme area;
- b) Compilation of list of landowners along with their Revenue land details and area there under (Original Plots)
- c) Detailed topographic survey of the scheme area (in 1:500 scale).
- d) Preparing layout plans (in scale 1:500) for land in the scheme area carving out Final Plots to be given to land owners, Final Plots to be retained by the Authority as Land Bank, keeping necessary provisions for roads, open spaces, public utilities, physical and social infrastructure components etc. as laid down in the Bihar Town Planning Scheme Rules, 2025, Bihar Urban Planning and Development Act 2012, Bihar Urban Planning and Development Rules 2014,.
- e) Area Calculations for Original land parcel, Final Plots to be allotted to Land Owners, Final Plots to be retained by the Authority as Land Bank and tabulation/mapping of the same.
- f) Analysis of Future urban infrastructure (public utilities, physical and social infrastructure) requirements based on projected population, Identification of projects for urban infrastructure in the scheme area, block cost estimation of the urban infrastructure development and preparation of phasing plan for the same.
- g) Urban Design plan and landscape plan, incorporating but not limited to greenways, cycling / pedestrian Paths, parks and public open spaces.
- h) Carrying out assessment of Benefits and Impacts of the scheme.
- i) Assistance to the Authority in discussions/consultations with Landowners including presentations to the Landowners for dissemination of Town Planning Scheme and related details etc.; incorporation of suggestions and objections in the Proposal of TPS.
- j) Assistance to the Authority including presentations with State Government for approval and different line departments.
- k) Assistance to the Authority in obtaining statutory approvals, if any in addition to the above-mentioned, the scope of work for the agency has been further divided into following stages

An overview of the detailed Scope of Work is as follows:

A. Survey Work:

The scope of work for Survey shall include the following activities in two stages, but not limited to:

Survey Stage-I:

Collection of Field Data, Survey, Preparation of Base Map and Reconciliation of RoR with survey data

Survey and Collection of Field Data:

The selected firm shall solely be responsible for discharging/ performing the following obligations, to the best satisfaction of the authority, which inter alia includes: -

- a) The Topographic Survey of land should be carried out using advanced techniques such as Total Station Survey, Drone-based Survey, or any other latest survey methods. The

- required Traverse Point Should be permanently fixed along the boundary of the proposed Scheme Plan area;
- b) The land survey should be done along the boundary including the total right of way of the roads adjacent to the site boundary, indicating all necessary details;
 - c) DGPS survey shall be used for generation of Ground Control Points (GCPs). The Topographic Survey data shall be duly geo-referenced using GCPs collected by dual frequency DGPS receivers
 - d) A reference station shall be established, preferably in the central part of the site or any other part of the site as decided by the Authority.
 - e) The reference station and GCPs shall be reflected in the Base maps with appropriate indexation.
 - f) The Survey shall include
 - i. Measurement of each Survey No./ Block No./ Khata - Khasra No. at site with procession details;
 - ii. Boundary of each property/land along with use of the land;
 - iii. outer boundary wall of all heritage building compound (if any);
 - iv. mapping of boundary of all types of roads i.e. National Highway, State Highway, Districts Road, internal approach road of society (access road to individual buildings), private roads, all internal streets, pedestrian pathway, etc.;
 - v. All features within the RoW of roads, such as median, traffic islands, traffic posts, traffic lights, bus stops, etc.;
 - vi. Mapping of all natural features like lake, pond, water tanks, wells, canal, drainage channels, wetlands, hills/ hillocks, etc.;
 - vii. Mapping of parks, playgrounds, organized open spaces, trees;
 - viii. Mapping of all physical infrastructure with location and boundary of Infrastructural facility such as:
 - drainage network, storm water network, manholes, drainage pumping etc.
 - water supply network, elevated service reservoir (ESR), underground reservoir (UGR), pumping stations, water treatment plant etc.
 - sewerage network, manholes, sewerage pumping station, sewerage treatment plant etc.,
 - HT and EHT line and towers, LT electricity network with poles (either underground or overhead), substations, transformers etc.,
 - Telecom infrastructure, telephone poles/line, mobile towers (Ground base towers / Rooftop towers/ Rooftop poles) etc.
 - Gas pipeline network, Gas depots etc.
 - g) Any other existing and proposed infrastructure such as canal network, Railway line, etc. with details;
 - h) Buildings related to railway station, bus station, religious buildings, cemetery, burial ground/place, hospital, fire station, police station, school, college, recreational buildings like community hall etc.;

- i) To undertake the survey of outside boundary upto 50 mtrs from the original TPS boundary.
- j) Contour Survey for every 0.5 mtr. Interval distance including level at 10.0 mtr interval distance with Graphic Method.
- k) Elevation of each land parcel in reference with Mean Sea Level (MSL) and shall be reflected in the attribute table in GIS (.shp file).
- l) Alignment of infrastructural facilities, operational construction etc. with all records including sketch/drawing/measurement from the department concerned.
- m) Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each survey no./Block No./Khasra. No. by the authority.
- n) Existing land Use for each Survey No./Block No./ Khasra No.
- o) Base map with all details to be submitted in the scale of 1:10000 and 1:2500
- p) Submission of ownership records with address of landowners (this will be provided by the Authority; however, consultants required to follow up and collect data from relevant departments with help of the Authority)
- q) any others mutually agreed information on written direction of the Authority.
- r) Any ambiguity, error, mistake, irregularity should be rectified by the selected agency.

A.1. Preparation of Base Map and Land Parcel wise Statement:

- a) Preparation of Base maps in AutoCAD Format and GIS Format as per design standards prescribed for "Bihar Town Planning Scheme Rules 2025" with above mentioned details in scale 1:10000 and 1:2500 or as directed by the Authority.
- b) Plot wise statement indicating all the existing structures, constructions and infrastructure facilities.
- c) Submission of hard copy of the Base Map along with the land parcel statement.
- d) Submission of soft copy of the Base Map and the land parcel statement (AutoCAD and GIS Format).

A.2. Survey Stage-II:

Comparison of survey and data collected with the records of revenue department along with submission of final base map:

- a) Comparison of the survey and data collected with the records of Revenue Department:

Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each plot.

After completion of the survey and preparation of drawing in AutoCAD and GIS, the reconciliation work shall be carried out. The agency shall collect (facilitated by the Authority) all the relevant and up-to-date land records, such as revenue sheets of latest

settlement year, RoR information, certified case-records, trace maps, land acquisition records, if any from the respective departments. As part of reconciliation process, drawing in the scale of 1:500 or 1:1000 of each survey number shall be prepared and compared with Tehsil record, after which a final drawing shall be prepared which shall clearly indicate discrepancies between present situation and Tehsil records.

b) Plot wise area statement of reconciled land record

The consultant shall prepare an area statement which includes the area as per survey and area as per Tehsil record. The information shall be included as GIS attribute column of GIS .shp file of land parcel.

c) Ownership and Kism information

All ROR information shall be collected including ownership (Government, Government reserved, Private, Forest, Temple/Trustee, etc.), address of landowners within the site area, Kism.

All records shall be verified from the concerned revenue office. Along with ownership and Kism information in GIS format, the detail ownership record shall also be submitted in tabular format. (The Authority will support in getting the data from concerned Departments and in over facilitation for data collection).

d) Land Value

Collection of land value (MVR) of each land parcel(s) within the site area from respective office. The values shall be included as an attribute column in the GIS .shp file of the land parcel(s).

A.3. Submission of Final Base Map and details of record land parcel(s) wise:

Considering the required changes, the selected agency shall submit the following:

- i. 5 nos. of hard copies of Final Base Map in the scale of 1:10000 and 1:2500 or as per the direction of the authority
- ii. 5 nos. of hardcopies of the reconciliation drawing in the scale of 1:500 to 1:1000 or as per the direction of the authority
- iii. 5 nos. of hardcopies of land parcel(s) wise Statement.
- iv. Soft copy of the Final Base Map in Auto CAD and GIS Format and as finalized by the authority
- v. List of records of the land parcel(s) and owners as per the format approved by the Authority.

A.4. Survey Stage III:

Submission of the modified documents after authentication of the

Base Map, land parcel(s) wise statement and Records of land parcel(s) and Owners by a competent Revenue officer (Authority will facilitate the authentication. Consultant will be required to present all data and facts to the competent Revenue Officer).

B. Preparation of Town Planning Scheme

B.1. PRELIMINARY PROPOSAL (PLANNING STAGE – 1)

- i. Collection of updated Layout plans approved by the Authority within the scheme area till the given dates.
- ii. Preparation of Scheme Base map (in 1:500 Scale) based on the available Topographic survey, with superimposition of Cadastral Maps, Master plan Land Use and Layout Plans approved by the Authority. The Base Map shall show final delineated scheme boundary, all major existing and proposed roads along with road connectivity with adjoining city areas, alignment of drainage channels and any other physical infrastructure as desired by the Authority and as per Schedule 4 of the Bihar Town Planning scheme Rules 2025.
- iii. The particulars of the owners/beneficiaries included in the scheme area as per Schedule 2 of the Bihar Town Planning scheme Rules 2025.
- iv. Details and particulars of the scheme as per Schedule 3 of the Bihar Town Planning scheme Rules 2025.
- v. Assisting authority in carrying out consultations with the landowners and with other stakeholders as and when required.

Note: The Authority shall provide verified copies of updated Cadastral map, Revenue land parcel(s) details and updated Layout plans approved by the authority/ department for entire scheme area and shall extend all co-operation and facilitation to demarcate scheme boundary on available topographic survey through land revenue officials.

B.2. DRAFT TOWN PLANNING SCHEME (PLANNING STAGE – 2)

- i. Preparation of Layout Plan (in scale 1:500) showing sector plans incorporating final plots (residential, commercial, physical and social infrastructure) both for Final Plots to be given to land owners and Final Plots to be retained by the authority, provisions for public utilities, physical and social infrastructure components as per norms and standards specified in Bihar Urban Planning Development Rules 2014, as per Rule. 11 of the Bihar Town Planning Scheme Rules 2025 and other relevant rules wherever applicable.
- ii. The Layout plans shall also include proposed Scheme roads, road- widths, scheme level open/green spaces & utilities, urban design plan, landscape plan, parking

areas reservation of plot for the economically weaker sections and lower income groups, scheme/sector level commercial area(s), educational area(s), health area(s) and other public semipublic land use areas with land use analysis statement, all based on planning norms and standards specified in the Statutory provisions. The plan shall consider all existing natural assets and integrate them into the design these include, natural drains, water bodies, environmentally sensitive areas, trees, etc. The layout plan shall be prepared to adhere to standards of Bihar Building Bye laws and Development plan for physical and social infrastructure.

- iii. The Layout plan shall incorporate area statement (Area analysis based on different Land uses proposed at the Scheme level) and shall include Final Tabulation of land area statement for the Final Scheme Boundary and Proposed Layout Plan and Redistribution and Valuation Statement as per Form -B, Rule 11 of The Bihar Town Planning Rules 2025.
- iv. Analysis of Future urban infrastructure (public utilities, physical and social infrastructure) requirements based on projected population, Preparation of Urban Infrastructure plan (identification of projects and phasing plan), Scheme/sector level infrastructure proposed with block cost estimate (estimates, based on unit rate of development works) of each infrastructure component.
- v. Draft of assessment of Costs of Town Planning Scheme and Calculation of Increment as per rule no. 12 and as per Form C of The Bihar TPS rule 2025.
- vi. Incorporation of all/any revisions proposed as a result of discussions or appraisals or scrutiny of the proposals submitted at the Draft Town Planning Stage and submission of 'Draft Town Planning Scheme' for approval to the authority.
- vii. Assistance to authority in discussions/consultations with Landowners including presentations to the Landowners for informing them about the TPS, their final plots etc. incorporating their suggestions and objections in the Final Proposal of TPS and conducting owners meeting as per the Rule 13 and 14 of the Bihar Town Planning Scheme Rules 2025.
- viii. Assistance to authority for conducting hearing on objections/ suggestions received on the Draft Scheme.
- ix. Assistance to authority in obtaining statutory approvals/ Clearance.

B.3. FINAL TOWN PLANNING SCHEME (PLANNING STAGE – 3)

After incorporating all decisions on the objections/suggestions of landowners in public consultation, the consultant shall prepare the Revised Draft Scheme as per rule 14 of the Bihar TPS rules 2025 and submit it to the authority; and assist the authority to obtain final approval on the Draft scheme.

6. List of Resources / Experts

	Positions	Nos required
1	Team Leader cum Urban Expert	(1 no.)
2	Urban Planner	(3 Nos.)
3	Urban Designer	(3 Nos.)
4	GIS Expert	(3 Nos.)
5	Transportation/ Traffic Planning Expert	(3 Nos.)
6	Infrastructure Expert	(3 Nos.)
7	Social Development/Stakeholder Consultation Expert	(3 Nos.)
8	Survey Engineer	(3 Nos.)

7. Delivery Schedule:

S. No.	Deliverables	Timeline (in Days)	Payment Schedule
1.a	Submission of the Survey Report along with the data in AutoCad & GIS format	T + 45	15%
1.b	Acceptance of the deliverable mentioned in 1a.by the Authority	T+75	5%
2.a	Submission of all necessary details upto completion of Preliminary Proposal (Planning Stage – 1)	T + 120	15%
2.b	Acceptance of the deliverable mentioned in 2a.by the Authority	T + 150	5%
3.a	Submission of Draft Town Planning Scheme along with all necessary details as per Draft Town Planning Scheme (Planning Stage – 2)	T + 210	35%
3.b	Acceptance of the deliverable mentioned in 3a.by the Authority	T+300	5%
4.	Submission and approval of Draft Town Planning Scheme along with all necessary details as per Final Town Planning Scheme (Planning Stage – 3)	T + 330	15%
5.	Post completion of the 1 year of notification of the Town Planning Scheme. (Reserved for providing handholding support in implementation exercise)	T + 695	5%

T- Date of Signing of Agreement

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 provide services made in accordance with the terms and conditions set out in the document inviting such bids (c) "Bidder" (Including Applicant, Consultant, tenderer, contractor, supplier or service provider) means any eligible person or firm or company including joint venture (that is an association of several persons of firms or companies) participating in a procurement process with a Procuring Authority / Entity. (d) "Consultant" means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract. (e) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the Conditions of Contract (CC), and the Appendices. (f) "Data Sheet" means such part of the Instructions to 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 Selection of Consultants for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships 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/Contractor 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
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	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) "Partner" means any of the entities that make up the Joint Venture; and Partners means all those entities". (n) "Personnel" means professionals and support staff provided by the Contractor and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Domestic Personnel" means such professionals and support staff who at the time of being so provided had their domicile in India. (o) Project specific information" means such part of the Instructions to Consultant used to reflect specific project and assignment conditions. (p) "Proposal" means the Technical Proposal and the Financial Proposal. (q) "RFP" means the Request for Proposal prepared by the Employer for the selection of Consultant. (r) "Services" means the work to be performed pursuant to the Contract. (s) "Standard Electronic Means" includes facsimile and email transmission (t) "Terms of Reference" (TOR) means the document included in the RFP as Section 2 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job. (u) "BFR" means "Bihar Financial Rules 1950 and subsequent amendments thereof", its meaning and interpretation. The procurement process of this RFP shall be governed by BFR and supplemented by the conditions 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 Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar

	In the State of Bihar, State Government/Designated Authority intends to develop multiple greenfield satellite townships across Bihar through the TPS mechanism. Given the scale and complexity of these schemes requiring multidisciplinary expertise in urban planning, engineering, finance, GIS, and stakeholder engagement there is a need to engage qualified consultancy firms to prepare Town Planning Schemes (TPS). Under Bihar Town Planning Scheme Rules, 2025, The Town Planning Scheme (TPS) framework provides a mechanism for Land pooling and reconstitution, wherein landowners contribute land for development, reallocation of serviced plots with access to infrastructure, and infrastructure-led development such as provision of roads, utilities, open spaces, and social amenities, enabling efficient use of land while ensuring equitable redistribution and provision of public amenities. Bihar Town Planning Scheme Rules, 2025 https://egazette.bihar.gov.in (# 1323 dt. 07-8-26)
3. JOINT VENTURE (JV)	(i) The Bidder may form a Joint Venture ("JV") with maximum 2 (two) members to submit the proposal. The JV shall be formed through a legally binding agreement / Memorandum of Understanding executed prior to submission of the bid (ii) JV and its members must jointly meet the Qualification Criteria. The technical/ experience qualification of all JV members shall be evaluated jointly as per Evaluation Criteria. However, for financial criteria of qualification, credentials members shall only be considered as per para iii below (iii) In the case where a consultant is or proposes to be a Joint Venture (that is, an association of persons, firms, or companies – hereinafter referred to as JV), then JV: • members of the JV should not be more than two (02) • The MoU between the JV partners with details of Role & Responsibilities and Profit-Sharing ratio has to be submitted along with the bid. • The Lead member must match at least 51% (10 Crore) financial turnover criteria, the non-leading partner of the JV must meet at least 25% (5 Crore) of the turnover criteria. Together the JV Partners must meet the minimum Turnover criteria that is annual average turnover of 20 crores for three financial years FY FY 2023-24, FY 2024-25, 2025-26 • The various categories of members of the JV must be

	identified. (iv) The JV and all members must satisfy all the eligibility requirements in this RFP document. (v) All the members shall be jointly and severally liable during the contract period if selected in the RFP Process. (vi) The application must be accompanied by documentary evidence of a formal agreement or Memorandum of Understanding (MoU) among the participating entities, clearly indicating their intent to form a JV for the purpose of bidding for the specified project. This agreement shall designate one member as the Lead Partner, duly authorized to act on behalf of all members. (vii) A certified copy of the Power of Attorney, executed on a non-judicial stamp paper and duly signed by legally authorized signatories of all participating entities, shall be submitted along with the proposal. This Power of Attorney shall authorize the Lead Partner to represent the JV in all matters pertaining to the bid, including signing of documents, receiving instructions, and executing the contract, if awarded (viii) If the JV become the successful Bidder, it has to register the JV Information in regard to JV should be entered in GEN FORM 3(A) under Section 4 Bid Forms, enclosed as Annexure A with this corrigendum
4. METHOD OF PROCUREMENT	Quality-cum-Cost Based Selection (QCBS) method with weightage 70:30, (70 for Technical weightage and 30 for Financial weightage)
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) + applicable GST through RTGS as Tender document fee which is payable while uploading the bid. The details of RTGS 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 by RTGS against EMD and cost of Bid- document & all other required documents as mentioned in this Bid- document.
5. PRE-BID MEETING	The bidders shall submit the pre-bid queries to urbansec-bih@nic.in on or before the date mentioned below. Date & Time of Pre-Bid Meeting: September 24, 2026 12:30 PM Link to attend the pre-bid meeting virtually: https://urbansec.webex.com/urbansec/j.php?MTID=mc7664a3fa271fe1678d5a3dcec01eabc Meeting number: 2518 018 0321 Password: 12345 Bidders requiring specific points of clarification may communicate with the UDHD Bihar on or before the date of pre-bid meeting using the GEN FORM-7: Pre-bid queries format to the email id: urbansec-bih@nic.in
6. BIDDER INQUIRIES	(i) All requests for clarifications should be sent to urbansec-bih@nic.in preferably on Word format on or before the deadline for sending queries as mentioned in the ITB Clause 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 will be invited to attend the pre-bid meeting. (v) The purpose of the meeting is to provide bidders with information regarding the RFP and the project requirements, and to provide each bidder with an opportunity to seek clarifications regarding all aspect of the RFP and the project.
7. AMENDMENT OF BID 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 Agency or the termination of its Contract.
9. FRAUD AND CORRUPT PRACTICES	1) The Procuring Authority will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question; 2) For the purposes of this provision, the terms are set forth as follows: 3) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party; 4) "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or

	to avoid an obligation; 5) "Collusive Practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; 6) "Coercive Practice" is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; "Obstructive Practices" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The Purchaser in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.		
10.ELIGIBILITY CRITERIA	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), - 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 (Ten) 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 INR 20 Crores in the last three financial years prior to 31st March 2026 i.e. (2023-24, 2024-2025, 2025-26). 1. The Consultant (in case of single business entity) should have a minimum average annual turnover of Rs. 20 (twenty) Crores during last	Documents to be submitted: Audited Financial Statement and copy of ITR for the financial year, 2023-24, 2024-2025, 2025-26 Annual Turnover Certificate of similar nature of work and Net Worth Certificate from Chartered Accountant with

		three (3) financial years ending on March 31st, 2026, from planning and related consultancy services and Net-worth to be positive. 2. In case of Joint Venture, the terms and conditions of the clause 3 of this ITB are applicable Net worth of Bidder during last audited financial year - FY 2025-26 shall be positive for all the bidders.	UDIN no.
	4	The Bidder shall have, over the past 10 (Ten) years preceding the RFP Due Date: Minimum 10 years of experience in formulating at least 3 nos of completed Town Planning scheme / Land Pooling Scheme / Town Development Scheme / Land Acquisition scheme or similar nature of services (such as Purchase & Lease of Land / Reallotment / Redistribution/ Readjustment of land) in any State/UT in India or globally, with proficiency in Concept & Base map preparation, Field surveys (i.e. Total station / GPRS / DGPS etc.) and Documentation (Completed project shall also include any Projects for which 80% or more of the agreed contract value has been received at the time of bid submission.)	Documents to be submitted: Copy of Work Order/Copy of contract with Letter of Award/ Completion Certificate issued by the client and signed by the authorized signatory of the organization without which the experience of the referred project will not be considered for evaluation. (Completed project may also include any Projects for which payment received for 180% or more of the agreed contract value at the time of bid submission, payment certificate to be submitted in such cases).
	5	Minimum pool of 20+ professionals with relevant qualifications and experience on the agency's payroll or empaneled. Must comply with all statutory requirements including labour laws, PF, ESI, GST, etc.	Undertaking to be signed by the authorized signatory of the organization,
	6.	Key Personnel (detail as per the TOR and in clause 13.3 of ITB)	CVs of experts duly verified by authorized signatory

¹ Completed project shall also include any Projects for which 80% or more of the agreed contract value has been received at the time of bid submission. The support document i.e. payment receipt for 80% of the Contract value in support of the claim must be signed by the authorized signatory of the organization, without which the experience of the referred project will not be considered for evaluation

	7. Joint Venture	Allowed In case the bidder is a JV, the application must be accompanied by documentary evidence of a formal agreement or Memorandum of Understanding (MoU) among the participating entities, clearly indicating their intent to form a JV for the purpose of bidding for the specified project. All other terms and conditions of the clause 3 of this ITB shall be fulfilled.
	8. Bidders declared blacklisted by any State Government/Central Government/PSU/ULB /DA/HB due to corrupt, fraudulent or any other unethical business practices as on date of bid submission shall not be eligible. (Format given in Section 5 Bid forms)	Self-Attested Undertaking by the Bidder Company in Format -1
Please Note: Consultants already awarded any of the groups under the previous RFP in this regard (Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar, dated 14th May 2026) would not be considered under this RFP. Any such bid submitted by the consultant/s already awarded under the RFP mentioned above will be rejected by the Procuring authority.		
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 FORMAT	The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the Bid document. Failure to furnish all the necessary information as required by the Bid Document on submission of a proposal not substantially responsive to all the aspects of the BID Offer shall be at bidders' own risk and may be liable for rejection. The Formats of various pre-requisites are given in Section 5 Bid Forms. The Bid Offers should be submitted on Formats given in Section 5 – Bid Forms containing the following parts: a) Part-A (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 cost associated with the Assignment including the remuneration for the deployed personnel shall be included in the Financial Proposal. b. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected. c. The Financial Proposal shall 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.

	d. The proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP. e. Applicants shall express the price of their services in Indian Rupees (INR) only.
11.7. BID VALIDITY	The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Bids. A proposal valid for shorter period shall be rejected as non-responsive.
11.8. EXTENSION OF BID VALIDITY	If need arise, the Procuring Authority before the expiration of the bid validity period, in writing may request all eligible Bidders to extend the Proposal's validity. The bid validity extension should be unconditional, no change in prices or substance of the bid shall be sought, offered, or permitted, any conditional extension would result in rejection of the proposal. The Bidder has the right to refuse to extend the validity of its Proposal. In such case the Proposal will not be evaluated further.
11.9. CONTACTING PROCURING AUTHORITY DURING THE EVALUATION	From the time of bid submission to awarding the contract, no Bidder shall contact the Procuring Authority on any matter relating to the submitted bid. Any effort by a Bidder to influence the Procuring Authority during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.
11.10. BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)	I. Bidders shall submit, Tender Document Fee of Rs. 10,000 II. Bidders shall submit, EMD of Rs. 6 (Six) Lakhs per Group through Bank Guarantee. III. No interest shall be payable to the bidder on the amount of the EMD. IV. Unsuccessful bidder's EMD shall be discharged/ returned within 30 days after the award of the contract to the selected SSP. V. 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	UDHD will constitute a Tender Evaluation Committee to evaluate the responses of the bidders.
13.1. PRIMARY EVALUATION	The preliminary scrutiny of the bid documents will be made by the Selection committee on the basis of the parameters mentioned in the ITB Clause 10 above. Incomplete details as given below will be treated as non-responsive. If Proposals: i) Are not submitted in as specified in the Tender document. ii) Received without the Letter of Authorization (Power of Attorney). iii) Are found with suppression of details iv) With incomplete information, subjective, conditional offers and partial offers submitted v) Submitted without the documents requested in the compliance sheet

	vi) Have non-compliance of any of the clauses stipulated in the Tender vii) If the required documents are incomplete, not signed properly and numbered viii) If the required bid document Fee and EMD has not been furnished. ix) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal. x) Bidder is required to qualify in all parameters mentioned in the bid document. Bids not conforming to such preliminary requirements will be prima facie rejected and termed as "Not Eligible" xi) The shortlisted qualified bidder at this stage shall be termed as "Eligible bidder".
13.2. TECHNO-COMMERCIAL EVALUATION CRITERIA (WITH SCORING AND 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 200 points.
- Only the bidders, who score a total Technical score of 140 (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 **70:30**. 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 200

W_t is Weighted Technical Score (out of 70%)

S_f is Financial score out of 100

W_f is Weighted Financial Score (out of 30%)

The minimum score to be achieved for technical qualification is 140 out of 200 maximum technical score. The lowest evaluated Financial Proposal is given the maximum financial score (S_f) of 100 with maximum weightage of 30. As per the formula and example below, the scoring and the weightage will be applied.

Weights **70%** **30%**

Name of Consultant	Technical Score (out of 200) (S_t)	Financial offer (Rs Lakhs)	Financial Score (out of 100) (S_f)	Weighted Technical Score (A) (W_t 70%)	Weighted Financial Score (B) (W_f 30%)	Combined Score (A+B) (S_c)	Rank
X	150	120.00	83.3	52.5	25	77.5	III
Y	160	100.00	100	56	30	86	II
Z	180	110.00	90.9	63	27.27	90.27	I

Above is an Example for the calculation based on the QCBS formula with weightage 70:30

13.3. TECHNICAL EVALUATION CRITERIA

table # 2

#	Criteria	Evaluation/ Scoring Parameters	Score
1.	Experience of the Firm	Experience in the last 10 years: The Bidder should have demonstrable expertise in at least 3 completed assignments of Town	40

		Planning Scheme / Town Development Scheme / Land Pooling Scheme / Land Acquisition scheme or similar nature of services (such as Purchase & Lease of Land / Reallotment / Redistribution/ Readjustment of land) in any State/UT in India or globally, with proficiency in Concept & Base map preparation, Field surveys (i.e. Total station / GPRS / DGPS etc.) and Documentation 3 projects, 20 marks For each additional project – 5 marks each (maximum 4 projects). Documents to be submitted: Copy of Work Order/Copy of contract with Letter of Award/ Completion Certificate issued by the client and signed by the authorized signatory of the organization without which the experience of the referred project will not be considered for evaluation. (Completed project may also include any Projects for which payment received for ²80% or more of the agreed contract value at the time of bid submission, payment certificate to be submitted in such cases) UDHD may choose to verify the claims of organization	
	2.	Experience in the last 10 years: For specific assignment of at least two Town Planning Scheme / Town Development Scheme / Land Pooling Scheme / Land Acquisition scheme or similar nature of services (such as Purchase & Lease of Land / Reallotment / Redistribution/ Readjustment of land) in any State/UT in India or globally with area of not less than 100 acres each. Documents to be submitted: Copy of Work Order/Copy of contract with Letter of Award/ Completion Certificate issued by the client and signed by the authorized signatory of the organization without which the experience of the referred project will not be considered for evaluation. (Completed project may also include any Projects for which payment received for 80% or more of the agreed contract value at the time of bid submission, payment certificate to be	30

² Completed project shall also include any Projects for which 80% or more of the agreed contract value has been received at the time of bid submission. The support document i.e. payment receipt for 80% of the Contract value in support of the claim must be signed by the authorized signatory of the organization, without which the experience of the referred project will not be considered for evaluation

		submitted in such cases) UDHD may choose to verify the claims of organization	
3.	Financial strength of the Bidder	Average Annual Turnover in last 3 years (FY, 2023-24, 2024-25, 2025-26) (a) >= 20 Cr. to 25 Cr. - 20 Marks (b) >Rs. 25 Crore upto 30 Crore - 25 marks (c) >Rs. 30 Crore - 30 marks	30
4.	Relevant Experience of the Key Personnel		100
1.	Team Leader cum Urban Expert (1 no.)	Shall have Postgraduate Degree in Planning (Regional Planning/Urban Planning/ Infrastructure Planning) or equivalent from an accredited college / University with total 10 years of field experience (Post qualification): 3 marks Area of Specific Expertise (Post qualification): Should have a minimum 5 years of experience in formulation of (any of the following) - Town Planning scheme - Land Pooling Scheme - Master / Development Plan - Regional Plans - Area Development Plans with leadership qualities to lead the team effectively <u>General experience (Score)</u> >10 years upto 12 years: 2 marks >12 years upto 15 years: 4 marks > 15 years: 9 marks <u>Specific Experience</u> At least worked in 2 projects of TPS/LPS/Master Plan/Development Plan/ Regional Plan: 4 marks	16
2.	Urban Planner (3 Nos.)	Shall have Postgraduate Degree in Planning (Regional Planning/Urban Planning/ Infrastructure Planning) or equivalent from an accredited college / University with total 5 years of field experience (Post qualification): 2 Marks Area of Specific Expertise (Post qualification): 2 marks Should have a minimum 2 years of experience in formulation of (any of the following) - Town Planning scheme - Land Pooling Scheme - Master / Development Plan - Regional Plans - Area Development Plans	4 marks for each position 3x4 =12
3.	Urban Designer	Shall have Postgraduate Degree in Architecture/ Urban Design or equivalent from	4 marks for each position

	(3 Nos.)	an accredited college / University with total 5 years of field experience (Post qualification): 2 Marks Area of Specific Expertise (Post qualification): 2 Marks Should have minimum 2 years of experience in at least two Urban Design related projects in Master Plans / TODs / pedestrian infrastructure / street designs / local area plans / urban renewal, etc.	3x4 =12
4.	GIS Expert (3 Nos.)	Post Graduation Degree in: - Geographical Information System (GIS) or Geoinformatics or Geo-spatial related course or equivalent from any recognized University or Institute.: 2 Marks Should have 5 years of Post qualification experience: 2 Marks - Demonstrated working experience with advanced knowledge of GIS mapping, geoinformatics, and data analysis. - Proficiency in the use of GIS-based datasets, tools, and applications for urban and regional planning. - Hands-on experience with Cadastral Mapping and its application for planning purposes on the GIS platform.	4 marks for each position 3x4 =12
5.	Transportation/ Traffic Planning Expert (3 Nos.)	Masters in Transport Planning or equivalent from Recognized University.: 2 Marks Should have 5 years' of post qualification experience in transportation domain. : 2 Marks	4 marks for each position 3x4 =12
6.	Infrastructure Expert (3 Nos.)	Postgraduate Degree in Infrastructure Planning or equivalent from an accredited college or University: 2 Marks Should have 5 years of post-qualification experience in infrastructure Planning: 2 Marks	4 marks for each position 3x4 =12
7.	Social Development / Stakeholder Consultation Expert (3 Nos.)	Postgraduate degree in Social Sciences/Development Studies/Sociology/Rural Development, or a related field.: 2 Marks Should have 5 years of post-qualification experience in social development, with a strong focus on stakeholder consultation, community engagement, and social impact assessment for infrastructure, urban development, or public sector projects.: 2 Marks	4 marks for each position 3x4 =12
8.	Survey Engineer (3 Nos.)	Bachelor Degree in Civil Engineering / Survey Engineering or equivalent: 2 Marks Should have 3 years' experience in field / topographical surveys using Total Stations, DGPS, etc. 2 Marks	4 marks for each position 3x4 =12
Technically responsive bid = Achieve 70% of the technical score, that is			

	140 out of maximum possible 200
13.4. DEVIATIONS INFIRMITY/ IRREGULARITY/ NON- CONFORMITY/ DEVIATIONS - SUBSTANTIVE OR MINOR	A deviation/ reservation/ omission from the requirements of the Tender document shall be considered as a substantive deviation as per the following norms, a) which affects in any substantive way the scope, quality, or performance standards of the Services. b) which limits in any substantive way, inconsistent with the Tender Document, the Procuring Authority's rights or the Bidder's obligations under the contract; or c) Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids. The rest shall be considered as Minor deviation (if any). The decision of the Procuring Authority shall be final in this regard. Bids with substantive deviations shall be rejected as nonresponsive. Variations and deviations and other offered benefits (Techno-commercial or Financial) above the scope/ quantum of Services stipulated in the Tender Document shall not influence evaluation Bids. If the bid is otherwise successful, such benefits shall be availed by the Procuring Authority, and these would become part of the contract. The Procuring Authority reserves the right to accept or reject bids with any minor deviations. Wherever necessary; the Procuring Authority shall convey its observation, on such 'minor' issues to Bidder by registered/ speed post/ electronically etc. asking Bidder to respond by a specified date. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as nonresponsive.
13.5. CLARIFICATIONS	During the evaluation of Techno commercial or Financial Bids, the Procuring Authority may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted as requested by the Procuring Authority. No change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Authority shall not be considered. 2) If discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder in physical form, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be

	rejected as nonresponsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct. 3) The Procuring Authority reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. The Tender Evaluation Committee may seek clarifications from the bidders on their proposals. Such communication will be sent to the email provided by the bidder in the bidder information table only. Information provided through any other email, which is not mentioned in the Bidders information table, and/or any other information voluntarily provided by the bidder without tender evaluation committee asking for it will not be considered for evaluation
13.6. VERIFICATION OF DOCUMENTATION	The Procuring entity/authority may verify the documents submitted by the bidder under eligibility and technical qualification criteria including any certification, project experience etc.
13.7. RESPONSIVENESS OF THE PROPOSALS	Proposals complied with all Eligibility and technical qualification criteria will be declared as Technically responsive proposals and will be considered for the Financial Bid opening. Proposals which fail to comply with above criteria will be considered nonresponsive and will be rejected.
13.8. OPENING OF FINANCIAL BIDS	The Financial bids of only technically successful Bidders will be opened by the tender committee.
13.9. CORRECTION OF ERRORS	The evaluation will be carried out whether financial bids are complete and computationally correct. Activities and items described in the Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no correction/s will be allowed in the Financial Proposal. The Procuring authority's evaluation committee will correct computational or arithmetical errors only. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.
13.10. PRICE REASONABILITY	The Bidder shall ensure that the consultancy fee quoted are reasonable and competitive. The Bid Evaluation Committee will evaluate the price reasonability based on the various parameters, such as:

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	- Comparison with market rates and industry benchmarks - Comparison with recent historical prices for similar services - Overall competitiveness of the bid The Bid evaluation committee may request the Bidder to provide additional information or justification for the prices quoted.
13.11. AWARD CRITERIA	The technically qualified bidder with the highest combine weightage H1 (technical + financial) will be considered for the Award. The Contract for the preparation of the Town Planning Schemes will be awarded to the H1 bidder. In case of tie, for H1, e.g. if more than one bidder achieves same highest combined weightage, the bidder with higher financial weightage will be given preference. However, The Procurement Authority reserves the right to take final decision in such scenario.
13.12. NEGOTIATIONS	The Bidder who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude the Contract.
13.13. NOTIFICATION OF AWARD	Upon closure of the negotiation procedure and mutual agreement on all technical and financial aspects of the assignment, a notification of award will be issued to the successful bidder in form of an LoA by the Procuring Authority.
13.14. SIGNING OF AGREEMENT	On award of the consultancy, the Bidder should be required to enter into an agreement with Client as per the Terms and Reference. Upon submission of the Performance Security Bank Guarantee by the successful bidder within stipulated time period as notified in the LoA, and after verifying of the PSBG by the client the Agreement will be signed by the official signing authorities of both the parties.
14. PROCURING AUTHORITY'S RIGHTS	The issue of the RFP Document does not imply that the Procuring Authority is bound to select bid(s), and it reserves the right without assigning any reason to reject any or all of the Bids, or cancel the RFP process; or retender the RFP process
14.1. DUE DILIGENCE/ VERIFICATION OF ORIGINAL DOCUMENT (IF APPLICABLE)	The procurement Authority/Entity reserves the right to conduct due diligence and verify the authenticity and accuracy of the documents submitted by the Bidder, including but not limited to: - Certificates and diplomas - Experience certificates and references - Financial statements and tax returns

	- Any other documents relevant to the bid
14.2. PSBG PERFORMANCE SECURITY BANK GUARANTEE	5% of the Contract value within 7 days from the issuance of LoA the successful bidder will submit the Performance Security Bank Guarantee (PSBG) in the format given in FINANCIAL FORM - 6, to the procurement authority. The Procurement authority shall verify the document before signing of the contract.
14.3. RETURN OF BID SECURITY	After signing of the contract, the bid securities/EMDs will be returned to all bidders.

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SECTION 3. :(Part B) BID DATA SHEET

Sl.No	Particulars	Details
1	Name of the Authority	Urban Development and Housing Department, Govt. of Bihar
2	Method of Selection	QCBS method of evaluation (70:30)
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)
6	Deadline for Submission of Pre-Proposal Queries	___/___/2026 2026 by 12:00 Hrs. by email at urbansec-bih@nic.in
7	Pre-proposal meeting	Date & Time of Pre-Bid Meeting: September 24, 2026, 12:30 PM Link to attend the pre-bid meeting virtually: https://urbansec.webex.com/urbansec/j.php?MTID=mc7664a3fa271fe1678d5a3dcec01eabc Meeting number: 2518 018 0321 Password: 12345
8	Last date and time for Submission of proposal (online) on www.eproc2.bihar.gov.in	___/___/2026 up to 03:00 PM
9	Bids submit by Consultants who are already awarded under previous RFP	Consultants already awarded any of the groups under the previous RFP in this regard (Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar) dated 14 th May 2026, would not be considered under this RFP. Any such bid submitted by the consultant/s already awarded under the RFP mentioned above will be rejected by the Procuring authority.
10	Date, time and place for submission of physical copy of the proposal	___/___/2026 up to 03:15 PM Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna-800015
11	Earnest Money Deposit (EMD)	Bid Security of INR 6 (Six) Lakhs, submit in form of internet payment gateway (IPG) or BG in favour of 'Director - BUDA' payable at Patna
12	Opening of Proposal:	Online opening at e-portal by bid opening committee constituted by UDHD, Govt. of Bihar
13	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.
14	Date of opening of Technical Proposal	___/___/2026 2026 at 03:30 PM
15	Date of opening of Financial Proposal	To be informed to the technical qualified bidders
16	Performance security Bank Guarantee (PSBG)	5% of the Contract value
17	Contact Person	Shri Prabhat Bhushan (Officer on Special Duty) Urban Development and Housing Department, Govt. of Bihar, 1 st Floor, Vikas Bhawan, New Secretariat, Patna-800015 Mob: 9771564176

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 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.

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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 _____ Address: Urban Development and Housing Department, Govt. of Bihar, 1st Floor, Vikas Bhawan, New Secretariat, Patna-800015 Phone No _____ Email ID _____ On Behalf of the Consultant: Name _____ Designation _____ Address _____ Phone No _____ Email ID _____
1.7.	Taxes and Duties	The 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 after the date the Contract becomes effective. However, the consultant has to take prior approval from the client before kickstarting the work in each of the township awarded under this contract.
2.2.2	Deployment	Site deployment: This is a deliverable-based contract, and the Consultant shall not be required to deploy all listed resources at the Client's location. However, the Consultant shall establish and maintain one site office in each township, equipped with adequate facilities, including designated space for meetings and interactions, which may be visited by UDHD officials for progress review and inspection. Additionally, the Consultant shall ensure that at least one representative is stationed at the project site throughout the contract period to facilitate coordination with the Department.
2.2.3	Duration of services	The timeline for execution of the deliverables is 330 days, followed by 12 months of handholding support (total 695 days) for addressing any issues related to the TPS schemes prepared by the consultant.

		However, UDHD may include additional schemes within the townships at a later stage; in such cases, the service duration may be revised to account for changes in the initial coverage area of each township.
2.2.4	Handholding support beyond Contract period	The Consultant shall provide handholding support to the Procuring Authority (UDHD, Government of Bihar) for a period of five (5) years beyond the contract completion timeline, for such Scheme(s)/Area(s) where the Authority may require support under the townships. For the aforesaid services, payment shall be made at the rate of 2% of the actual contract value of the respective Scheme(s)/Area(s) for which such handholding support is provided. The above provisions shall be treated as mandatory and non-negotiable conditions of this Contract.
2.2.5	Additional Work	If need arise, the procuring authority may modify the existing scope of work of the contract by adding Area/Township(s) for the preparation of TPS at the same agreed rate of the existing 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. The Consultant has to submit additional Performance Security in respect to the additional work in accordance to ITB 14.2
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, 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 Agency of its obligations under this Contract
3.1.3	Changes in organization	The Consultant must proactively keep the Procuring Entity informed of any changes in its constitution/ financial stakes/ responsibilities during the execution of the contract.
3.1.4	Eligibility and Qualification	The Consultant is contractually bound to maintain compliance with all eligibility and qualifications criteria stipulated in the RFP process based on which the selection process has been carried out. Any change which would vitiate the basis on which the Consultant was shortlisted or awarded the contract should be pro-actively brought to the notice of the Procuring Entity within 7 days of it coming to the Consultant's knowledge.
3.2	Conflict of Interest	
3.2.1	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' 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.
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. No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel before signing of the contract or during the execution of the Contract, a penalty of @5% of the entire Contract value will be deducted from the next payment/s. b. the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client. c. If the Client finds that any of the Personnel have - 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. d. The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
5.	OBLIGATIONS OF THE PROCURING AUTHORITY	
5.1	Assistance and Exemptions	The Client shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and data as specified in the Conditions of Contract.
5.2	Changes in the Applicable	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

	Law	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 remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-Consultant costs, printing, communications, travel, accommodation, and all other costs incurred by the Consultant in carrying out the Services described in RFP. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.																																				
6.2.	Contract Price	The Contract price is INR <i>[to be entered before signing of the contract]</i> including applicable taxes & GST The Contract price breakdown is provided in Clause 6.3, and the total payments under this Contract shall not exceed this Contract price. Any change to the Contract price specified above can be only made if the Parties have agreed to the revised Scope of Services and/or Timeline of the contract under clause 2.3 and 2.4 and have amended the Terms of Reference in writing																																				
6.3	Payment Schedule	This is an output-based Contract, payment will be linked to the timely submission of deliverables to the reporting authority Table for Payment Schedule <table><tr><th>S. No.</th><th>Deliverables</th><th>Timeline (in Days)</th><th>Payment Schedule</th></tr><tr><td>1.a</td><td>Submission of the Survey Report along with the data in AutoCad & GIS format</td><td>T + 45</td><td>15%</td></tr><tr><td>1.b</td><td>Acceptance of the deliverable mentioned in 1a.by the Authority</td><td>T+75</td><td>5%</td></tr><tr><td>2.a</td><td>Submission of all necessary details upto completion of Preliminary Proposal (Planning Stage – 1)</td><td>T + 120</td><td>15%</td></tr><tr><td>2.b</td><td>Acceptance of the deliverable mentioned in 2a.by the Authority</td><td>T + 150</td><td>5%</td></tr><tr><td>3.a</td><td>Submission of Draft Town Planning Scheme along with all necessary details as per Draft Town Planning Scheme (Planning Stage – 2)</td><td>T + 210</td><td>35%</td></tr><tr><td>3.b</td><td>Acceptance of the deliverable mentioned in 3a.by the Authority</td><td>T+300</td><td>5%</td></tr><tr><td>4.</td><td>Submission and approval of Draft Town Planning Scheme along with all necessary details as per Final Town Planning Scheme (Planning Stage – 3)</td><td>T + 330</td><td>15%</td></tr><tr><td>5.</td><td>Post completion of the 1 year of notification of the Town Planning Scheme. (Reserved for providing handholding support in implementation exercise)</td><td>T + 695</td><td>5%</td></tr></table>	S. No.	Deliverables	Timeline (in Days)	Payment Schedule	1.a	Submission of the Survey Report along with the data in AutoCad & GIS format	T + 45	15%	1.b	Acceptance of the deliverable mentioned in 1a.by the Authority	T+75	5%	2.a	Submission of all necessary details upto completion of Preliminary Proposal (Planning Stage – 1)	T + 120	15%	2.b	Acceptance of the deliverable mentioned in 2a.by the Authority	T + 150	5%	3.a	Submission of Draft Town Planning Scheme along with all necessary details as per Draft Town Planning Scheme (Planning Stage – 2)	T + 210	35%	3.b	Acceptance of the deliverable mentioned in 3a.by the Authority	T+300	5%	4.	Submission and approval of Draft Town Planning Scheme along with all necessary details as per Final Town Planning Scheme (Planning Stage – 3)	T + 330	15%	5.	Post completion of the 1 year of notification of the Town Planning Scheme. (Reserved for providing handholding support in implementation exercise)	T + 695	5%
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5.	Post completion of the 1 year of notification of the Town Planning Scheme. (Reserved for providing handholding support in implementation exercise)	T + 695	5%																																			

6.4.	Payment for Additional Services	For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4.
6.5.	Terms and Conditions of Payment	Payments will be made to the account of the Consultant and according to the payment schedule stated in the Clause 6.3 Deliverables and linked Payments under Section 4 Conditions of Contract. Payments shall be made in accordance with the conditions listed in the Payment Schedule on approval of invoice based on the satisfactorily achieved deliverables by the Consultant.
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	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.
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 (for Group 3 & Group 4)

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

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

Compliance Sheet

#	Specific Requirements	Documents Required	Compliance	Ref. & Page No. in the submitted bid
1.	Proposal Covering Letter	GEN: FORM - 1	Yes/No	
2.	Bid Document Fee	Submitted online. The proof of payment submitted in hard copy	Yes/No	
3.	Power of Attorney	GEN: FORM - 2 Copy of Power of Attorney in the name of the Authorized signatory	Yes/No	
4.	General Profile	GEN: FORM - 4	Yes/No	
5.	Earnest Money Deposit / Bid Security	FINANCIAL FORM 4 Original copies to be submitted physically	Yes/No	
6.	Legal Entity	GEN: FORM - 3 (including supporting documents indicated)	Yes/No	
7.	Blacklisting declaration	GEN FORM - 5	Yes/No	
8.	Anti-Collusion Certificate	GEN: FORM - 6		
9.	Financial Capability	FINANCIAL FORM- 3(A)+Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	
10.	Positive net worth	TECH FORM - 3 (B) and Certificate from the statutory auditor/Company Secretary	Yes/No	
11.	Project Experience	TECH: FORM - 1 & 2 and Completion Certificates from the Client/ Work Order + Self Certificate of Completion (Certified by the Statutory Auditor/Company Secretary)	Yes/No	
12.	Approach and Methodology to perform the work in this assignment	TECH: FORM - 4, should highlight the Approach and Methodology for the proposed assignment.	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,
Officer on Special Duty
Urban Development and Housing Department, Govt of Bihar,
1stFloor, Vikas Bhawan, New Secretariat, Patna-800015

Ref: Retender (Group 3 & Group 4) RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar

Dear Sir,

Being duly authorised to represent and act on behalf of
(Hereinafter referred to as "the Applicant") and having gone through and fully understood all 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 "Retender (Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" including signing and submission of all documents and providing information / responses to RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar, representing us in all matters before UDHD, and generally dealing with UDHD in all matters in connection with our bid for the said Assignment.

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

For _____

(Signature)

(Name, Title and Address)

Accepted... (Signature)

(Name, Title and Address of the Attorney)

Note:

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

GEN FORM 3: Format for Details of Applicant

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

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

mks

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) "Retender (Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar". against the RFP No: <No> Dated <DD/MM/YYYY> is issued by Authority, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti- competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organisation in connection with the bid.

(Signature of the Lead Member)

Printed Name and Designation

Seal

Date:

Place:

Business Address:

GEN FORM- 7: Pre-bid Queries' format

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

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

Handwritten signature

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 2023-24	FY 2024-25	FY 2025-26	Average
Applicant				

Certificate from the Statutory Auditor/ Chartered Accountant

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

Name of the Audit firm:

Seal of the Audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

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

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

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

TECH FORM 3B: Positive Net worth of the Applicant

(Equivalent in Rs. crores)

Applicant*	Net worth of the Applicant				
	FY 2023-24	FY 2024-25	FY 2025-26	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 (Town Planner / GIS Expert)	Highest Degree (As per the RFP requirement)	Relevant Experience related to Project (In Yrs)	Please mention [nos.] relevant projects handled	Total Experience (In Years)
1.		Team Leader-cum-Urban Expert				
2.		Urban Planner 1				
3.		Urban Planner 2				
4.		Urban Planner 3				
5.		Urban Designer 1				
6.		Urban Designer 2				
7.		Urban Designer 3				
8.		GIS Expert 1				
9.		GIS Expert 2				
10.		GIS Expert 3				
11.		Transportation/ Traffic Planning Expert 1				
12.		Transportation/ Traffic Planning Expert 2				
13.		Transportation/ Traffic Planning Expert 3				
14.		Infrastructure Expert 1				
15.		Infrastructure Expert 2				
16.		Infrastructure Expert 3				
17.		Social Development/ Stakeholder Consultation Expert 1				
18.		Social Development/ Stakeholder Consultation Expert 2				
19.		Social Development/ Stakeholder Consultation Expert 3				
20.		Survey Engineer 1				
21.		Survey Engineer 2				
22.		Survey Engineer 3				

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

Group 3

Group No.	Township	Township name
Group 03	Darbhanga	Mithila
	Saharsa	Koshi
	Muzaffarpur	Tirhut

(Group 3) FINANCIAL FORM 1: Letter of Financial proposal for

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

To,
Principal 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 **Group 3** for "Retender (Group 3 & Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar"
- (c) We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- (d) We enclose herewith the complete Price Bid as required by you in FINANCIAL FORM-3
- (e) Our Bid shall be valid for a period of 90 (ninety) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

- (f) If our Bid is accepted, we commit to obtain performance security in accordance with the Bidding Documents.
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name

In the capacity of

Signed

Date.....

(Group 3) 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 **Group 3** "Retender (Group 3 & Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" in accordance with your Request for Proposal dated _____ and our Technical Proposal.

Our attached Financial Proposal is for the amount of INR ----- (Rupees-----) per acre which is inclusive of all related charges. Taxes, duties, levies as may be applicable

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

mks

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

PRICE BID SCHEDULE

Name of the Assignment: - "Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" – Group 3

Sl.No.	Particulars	Amount in INR
1.	Professional fees for preparation of Town Planning Scheme under Bihar Town Planning Scheme Rules, 2025 Charges per Acre for Group 3: (Darbhanga, Saharsa, Muzaffarpur)	
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. No separate payment shall be made for site visits, meetings, presentations, or other inputs unless otherwise specified in the Contract
2. No additional expenses will be provided by UDHD

(Group 3) 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 **Group 3**
"Retender (Group 3 & Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning
Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" (hereinafter called the "Proposal")
dated _____ against the Employer's Notice Inviting Tenders (NIT) Notice Inviting Request
for Proposals _____ (Insert NIT/NIP/IFB number as per
publication in newspaper or website).

Furthermore, we understand that, according to your conditions, proposals must be supported by
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) _____

(Group 3) FINANCIAL FORM 5: Performance 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 3** of the "Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar"

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

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

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

Words>>] only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

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

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

Date _____

Signature _____

Place _____

Printed
name _____

Witness

(Bank's common seal)

FINANCIAL FORMS

Group No.	Township	Township name
Group 04	Purnea	Purnea
	Munger	Ang
	Sonepur	Hariharnathpur

(Group 4) FINANCIAL FORM 1: Letter of Financial proposal for

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

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

Dear Sir,

We, the undersigned, declare that:

- (i) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- (j) We offer to execute in conformity with the Bidding Documents and the Technical Proposal submitted for the Group 4 "Retender (Group 3 & Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar"
- (k) We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- (l) We enclose herewith the complete Price Bid as required by you in FINANCIAL FORM-3
- (m) Our Bid shall be valid for a period of 90 (ninety) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

- (n) If our Bid is accepted, we commit to obtain performance security in accordance with the Bidding Documents.
- (o) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (p) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name

In the capacity of

Signed

Date.....

(Group 4) 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 Group 4 "Retender (Group 3 & Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" in accordance with your Request for Proposal dated _____ and our Technical Proposal.

Our attached Financial Proposal is for the amount of INR ----- (Rupees-----) per acre which is inclusive of all related charges. Taxes, duties, levies as may be applicable

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

MSS

(Group 4) FINANCIAL FORM 3: Financial Proposal Format (amounts in INR)

PRICE BID SCHEDULE

Name of the Assignment: - "Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" – Group 4

Sl.No.	Particulars	Amount in INR
1.	Professional fees for preparation of Town Planning Scheme under Bihar Town Planning Scheme Rules, 2025 Charges per Acre for Group 4: (Purnea, Munger, Sonepur)	
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. No separate payment shall be made for site visits, meetings, presentations, or other inputs unless otherwise specified in the Contract
2. No additional expenses will be provided by UDHD

(Group 4) 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 Group 4 for the
"Retender (Group 3 & Group 4) - RFP for Selection of Consultant for the Preparation of Town Planning
Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar" (hereinafter called the "Proposal")
dated _____ against the Employer's Notice Inviting Tenders (NIT) Notice Inviting Request
for Proposals _____ (Insert NIT/NIP/IFB number as per
publication in newspaper or website).

Furthermore, we understand that, according to your conditions, proposals must be supported by
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

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

(d) 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) _____

MMS

(Group 4) FINANCIAL FORM 5: Performance 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 4** of the "Preparation of Town Planning Scheme(s) for the Multiple Greenfield Satellite Townships in Bihar"

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

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

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

Words>>] only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

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

- IV. Our liability under this bank guarantee shall not exceed Indian Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only).
- V. This bank guarantee shall be valid up to [<<Insert Expiry Date>>]
- VI. 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

SECTION 6. : CONTRACT FORMAT

Standard Contract

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

WHEREAS

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

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

(c) THE PARTIES hereby agree as follows:

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

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

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

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

For and on behalf of
[Name of Consultant]

[Authorized Representative of the
Consultant – name and signature]

Signed by

Signed by

Title

Title:

MKE