

Request For Proposal (RFP)

Selection of Consultant for Providing Support in Selection of Manpower Agency for Staffing & Payroll Management on behalf of BSEDC

NIT No.: BSEDC/05/26/2026-27 Date: 01/10/2026



Bihar State Electronics Development Corporation Limited
(A Government of Bihar Undertaking)
BELTRON Bhawan, Shastri Nagar, Patna –
800 023, Bihar

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1. Introduction

BSEDC is the pioneer organization in providing e governance services in state of Bihar. It is the nodal agency for implementation of mission mode projects initiated by Government of India and being implemented by Government of Bihar. BSEDC also works as nodal agency for providing outsourced manpower services of Data Entry Operator/ IT Boy/Girl/ Stenographer & Programmer for deployment to Government Offices / PSU etc. on contractual basis. BSEDC is interested in taking the services of the consultant for assistance in selection of a new manpower agency. The services of the consultant agency shall also be used for assisting BSEDC to monitor and assess the conformance by the newly selected agency and add value to improve the overall process in an transparent manner.

2. Fact Sheet

S. No.	Information	Details
1.	RFP No. and Date	RFP/ NIT No. dated:
2.	Sale of RFP document	From 06.10.2026 It can be downloaded from our website (eproc2.bihar.gov.in).
3.	Last date for submission of written queries for clarification	16.10.2026 till 06.00 PM Queries to be sent to this email ID: alokpratapsuman@bihar.gov.in (Note: The bidder must adhere to the prescribed format in excel (Annexure A: Template for Bid Queries) to submit the pre-bid queries.
4.	Date and place of pre-bid conference	22.10.2026 at 11:30 AM onwards Venue of Pre-bid meeting: Conference Hall, 3 rd Floor, BSEDC Ltd., Beltron Bhawan, Shastri Nagar, Patna - 800023
5.	Bid validity period	180 days from the last date (deadline) of submission of proposals
6.	Non-Refundable Tender Fee/ Cost	INR. 5,000/- only (including of taxes) payable online through e- Procurement
7.	Non-Refundable Tender Processing Fee (TPF)	INR. 5,900/- only (including taxes) payable online through e- Procurement portal
8.	Earnest Money Deposit (EMD/Bid Security)	INR 2,00,000.00 (Rupees Two Lakh Only) only through online payment on Bihar eproc2.0 site or Bank Guarantee from any Commercial bank in India and payable at Patna in favour of "Managing Director, Bihar State Electronics Development Corporation Ltd. (BSEDC)"
9.	Last date (deadline) for submission of bids	28.10.2026 till 05:00 PM
10.	Opening of General-cum-technical bid	30.10.2026 till 05:30 PM

S. No.	Information	Details
11.	Technical Presentation by the Successful Bidders	Time/ date of Technical Presentation shall be intimated later.
12.	Opening of Financial bid	Will be intimated later
13.	Contact person for queries	Mr. Alok Pratap Suman, Manager (P.M.U) –cum- Incharge (Manpower), Beltron Bhawan, Shastri Nagar, Patna – 800023, Bihar Tel No. – 0612-2281242, 0612-2281857 Email – alokpratapsuman@bihar.gov.in
14.	Addressee and address at which any supporting /original bank guarantee etc. in response to RFP notice is to be submitted:	Managing Director, BSEDC Ltd. Beltron Bhawan, Shastri Nagar, Patna – 800023, Bihar Tel No. – 0612-2281242, 0612-2281857 Fax No. - 0612-2281857

3. Instructions for Two Parts Tender

All bids in response to this Tender shall be submitted online through the e-Procurement (e-Proc 2.0) Portal i.e. <https://eproc2.bihar.gov.in> only. The bid shall be submitted in Two Parts, as detailed below:

- a) Part I - General cum Technical Bid
- b) Part II - Financial Bid

Bidders shall upload the documents pertaining to the General cum Technical Bid and Financial Bid separately in the respective sections provided on the e-Procurement Portal. The Financial Bid shall not be included with the Technical Bid documents.

Any bid not submitted in the prescribed two-part online bid system through the e-Procurement Portal shall be liable to be rejected.

4. Instructions to Bidders

4.1. Instructions for Online Bid Submission

- a) The Bidder shall submit his bid/ tender on e-Procurement 2.0 platform at <https://eproc2.bihar.gov.in> only.
- b) The Bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participating in the e-tendering process. The Bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e- procurement website <https://eproc2.bihar.gov.in> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-Procurement 2.0 platform.
- c) The Bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement 2.0 website. The Bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e- Procurement 2.0

web site. The Bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The Bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

- d) All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the Bidder will be rejected.
- e) Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only.
- f) Cost of BOQ/ Form Fee to be paid through e-Payment mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only.
- g) Earnest Money Deposit (EMD) can be paid either through online mode or manual mode (BG). In case of manual mode of payment of EMD, the original hardcopy of the EMD i.e., BG that should be submitted in the tendering authority office within the next working day after tender closing date.
- h) The tender opening will be done online only.
- i) Any corrigendum or date extension notice will be given on the e-Procurement website only.

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

- j) For any queries regarding e-tendering process, the Bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the Bidders are asked to contact an email to – alokpratapsuman@bihar.gov.in.

4.2. General Instruction to Bidders

- a) The bidder must read carefully all the terms, conditions, and specifications before filling up the tender schedule and his financial bid. The Bidder shall be bound by all terms, conditions and specifications as detailed in this tender document. The bidders who are confident of executing the contract in time by employing the required resources, manpower and materials need only participate in this tender.
- b) In respect of the matters pertaining to this contract, Bidder shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union, or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by Bidder himself or by his legal representative at Bihar only.
- c) The Bidder shall be bound by all terms, conditions and specifications as detailed in this tender document.
- d) It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e., there is no guarantee for award of work without assigning any reason whatsoever may be.
- e) It is implied that the bidder has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected

difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.

- f) The Bidder acknowledges that he assumes all risks contingent upon the nature of the contract to be encountered by them in executing the contract, even though such actual conditions may result in the Bidder performing more or less work than that originally anticipated.
- g) The Bidders who are confident of executing the contract in time by employing the required resources, manpower and materials should only participate in this tender offer.
- h) The tender schedule shall be read in conjunction with Job Specification & Job description, General conditions of contract and Schedule of Requirement. The Bidder shall be deemed to have carefully examined all these documents. It is further understood and agreed that the Bidder by careful examination satisfied him with the terms and conditions of the tender document.
- i) The quantities indicated in tender may increase or decrease.
- j) The tender shall contain the name, address of residence, and place of Bidder's business and shall be signed by the Bidder with his usual signature. Partnership firms shall furnish full names and addresses. In case of the authorized representative signs, "Power of Attorney" duly attested by a public notary must be submitted. In the case of the partnership firm, a Self-Attested true copy of the partnership deed must be submitted along with the tender. Similarly, the Self Attested copy of the Memorandum of Article & Association must be submitted along with the tender in the company's case.
- k) Interest shall NOT be payable on the Earnest Money deposit.

4.3. Cost to Bid

The Bidder shall bear all costs associated with submitting its bid, including the cost of purposes of clarification of the bid if so desired by the employer. The employer shall in no case be responsible for those costs, regardless of the conduct or outcome of the Tendering process. Tender fee is the cost of a complete blank tender form with all detail information about the tender like as technical specifications of each item, all terms and conditions of tender, all Performa forms, agreement & Bank guaranty format etc.

- i. Bid will only be considered when tender fee is submitted online through e-tender website <https://eproc2.bihar.gov.in>.

4.4. Clarification on RFP

- a) A prospective bidder requiring any clarification on the RFP may submit their queries, in writing, at the Purchaser's mailing address and/or email ID indicated in 'Fact Sheet'. Queries must be submitted in the format mentioned in **Annexure A** in Section 12.
- b) The Purchaser shall not respond to any queries, if not available in prescribed format.
- c) All queries on the RFP should be received on or before the prescribed date mentioned in 'Fact sheet' of the RFP.

4.5. Amendment of RFP

- a) At any time prior to the last date for receipt of bids, the purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective

Bidder, modify the RFP by an amendment. The amendment shall be notified on e-procurement portal <https://eproc2.bihar.gov.in> and should be taken into consideration by the prospective agencies while preparing their bids.

- b) To provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.
- c) Purchaser may at any time during the tendering process request the Bidder to submit revised Technical/ Commercial Bids and/ or Supplementary commercial bids without thereby incurring any liability to the affected Bidder or Bidders.

4.6. Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Purchaser, shall be written in English language however, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by its English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

4.7. Documents Comprising the Bids

The bid prepared by the Bidder shall comprise of the following components:

4.7.1. Technical Documents

The Technical Bid shall comprise of the relevant documents and should be uploaded accordingly

4.7.2. Financial Bid

The Financial Bid shall comprise of the following:

- a. Financial Bid Format

Bidder has to quote prices in the financial bid only.

4.7.3. Procedure for Submission of Bids

The bidder shall submit the bid on the <https://eproc2.bihar.gov.in>.

The Bidder shall submit only one (1) bid in response to the RFP. If the Bidder submits more than one bid, it shall be subject to disqualification of Bidder and shall also cause the rejection of all the bids which such Bidder has submitted.

4.7.4. Pre-Qualification Documents

The Pre-Qualification Bid shall comprise of the following:

- a) Receipt of Tender fees & EMD
- b) Pre-qualification bid cover letter (Company Letter head)
- c) Pre-qualification compliance checklist

4.7.5. Bid Prices

- a) The Bidder shall indicate prices only in the proforma prescribed in BOQ.
- b) In absence of information requested in the above Clause, a bid may be considered incomplete and be summarily rejected.

- c) Rates offered must be quoted including Taxes, Duties, Freight, etc.
- d) The rates mentioned in the schedule of quantities / to be quoted for any particular item by the tenderer are / shall be inclusive of the cost of material, erection, connection, testing, labour, supervision, tools, plant, transportation, storage, insurance, excise duty, all taxes, contingencies, breakage, wastage and all other sundries for execution at any level, depths, leads and height. Nothing extra shall be payable to him on account of this. The rate shall also be inclusive of cutting holes, making chases in RCC or brick, repairing the same, providing sleeves for crossing pipes, hangers for support etc. No claim for extras would be entertained on this account.
- e) The Bidder shall prepare the bid based on details provided in the RFP. It must be clearly understood that the scope of work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the Purchaser. The Bidder shall carry out all the tasks in accordance with the requirement of the RFP, and it shall be the Bidder's responsibility to meet all the requirements of the RFP fully.

4.7.6. Firm Prices

- a) Prices quoted in the bid must be firm and final and shall not be subjected to any upward modifications, on any account whatsoever. However, the Purchaser reserves the right to negotiate the prices quoted in the bid to effect downward modification.
- b) The Financial Bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- c) A financial bid submitted with an adjustable price quotation or conditional bid shall be treated as non-responsive and the bid shall be rejected summarily.

4.7.7. Discount

The Bidders are advised not to indicate any separate discount in the financial Bid. Discount, if any, should be merged with the quoted prices. Discounts of any type, indicated separately, shall not be considered for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest without considering the discount, the Purchaser shall avail such discount at the time of award of contract.

4.7.8. Bidder Qualification

The "Bidder" as used in the RFP shall mean the one who has signed the Bid Proposal. The Bidder may be either the Principal Officer or his/her duly Authorized Representative, in both cases he/ she shall submit a certificate of authority / Power of Attorney (Must be on a non-judicial INR 100/- Stamp Paper). All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished, and signed by the authorized representative and the principal officer.

- a) The Power or authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- b) Any change in the Principal Officer or his duly Authorized Representative shall be intimated to Purchaser in advance.

4.7.9. Period of Validity of Bids

- a) Bids shall remain valid for period mentioned in 'Fact Sheet' after the date of opening of Pre-Qualification Bid. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.
- b) In exceptional circumstances, the Purchaser may request the Bidder(s) for an extension of the period of validity up to 180 days. The request and the responses thereto shall be made in writing (or through e-mail). Format and Signing of Bid
- c) The original documents of the bid shall be typed or written in indelible ink. The original one shall be signed by the Bidder, or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed and stamped by the person(s) signing the bid.
- d) The response to the bid should be submitted along with legible, appropriately indexed, duly filled information sheets and sufficient documentary evidence as per checklist. Responses with illegible, incomplete information sheets or insufficient documentary evidence shall be rejected.
- e) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person(s) signing the bid.

4.8. Revelation of Prices

Prices by bidder in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to get rejected.

4.9. Terms and Conditions of Bidders

Any terms and conditions of the Bidders shall not be considered as forming part of their Bids.

4.10. Consortium

Consortium bidding, subcontracting, or engagement of any third party for execution of the Contract shall not be permitted at any stage of the Project.

4.11. Last Date for Receipt of Bids

- a) Bids shall be submitted by the Bidder no later than the time and date specified in Fact Sheet.
- b) Original documents shall be received by the Purchaser at the address specified under Fact Sheet no later than the time and date specified in Fact Sheet.
- c) The Purchaser may, at its discretion, extend the last date for the receipt of bids by amending the RFP, in which case all rights and obligations of the Purchaser and Bidders previously subject to the last date shall thereafter be subject to the last date as extended.

4.12. Late Bids

Any bid submitted by the Bidder after the last date and time for submission of bids pursuant to Fact Sheet or Original Documents received by purchaser after the last date and time for submission shall be rejected.

4.13. Modification and Withdrawal of Bids

- a) No bid may be altered/ modified after the closing time and date for receipt of bids. Unsolicited correspondences from Bidders shall not be considered.

- b) No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval may be declared “defaulting Bidder”. In such situation the tendering process shall be continued with the remaining Bidders as per their ranking.
- c) If the Bidder relents after being declared as selected Bidder, it shall be declared as defaulting Bidder and BSEDC reserves right to forfeit the EMD and blacklist/ debarred such Bidder from participating in any BSEDC tender. In such situation, the tendering process shall be continued with the remaining Bidders as per their ranking.

4.14. Contacting the Purchaser

- a) No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- b) Any effort by a Bidder to influence the Purchaser’s bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder’s bid.

4.15. Opening of Technical Bids by Purchaser

The Purchaser shall convene a bid opening session as per time schedule where one representative from the Bidder, who has successfully submitted the bid, can participate.

4.16. Purchaser's Right to vary Scope of Contract

- a) The Purchaser may at any time, by a written order given to the Bidder, make changes to the scope of the contract as specified.
- b) If any such change causes an increase in the cost or the time required for the Bidder’s performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract value or time schedule, or both, as decided by the purchase committee and the Contract shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from the date of the Bidder’s receipt of the Purchaser’s changed order.

4.17. Purchaser's Right to Accept any Bid and to Reject Any or All Bids

The Purchaser reserves the right to accept any or all bid, and to annul the Tender process or reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

4.18. Notification of Award

- a) Prior to the expiry of the period of bid validity, the Purchaser shall notify the successful Bidder in writing by e-mail / registered letter/ courier, that its bid has been accepted.
- b) The notification of award shall constitute the formation of the Contract.
- c) Upon the successful Bidder's furnishing of Performance Bank Guarantee for Contract agreement, the Purchaser may notify each unsuccessful Bidder and shall discharge their EMD.
- d) The successful bidder can claim the EMD after 30 days of furnishing the PBG.

4.19. Award of Contract

- a) At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted. The Purchaser shall send the Bidder the proforma for Contract, incorporating all agreements between the parties (Purchaser and successful Bidder).
- b) Within 15 days of receipt of the "Notice to Proceed", the successful Bidder shall sign the Contract and return it to the Purchaser.
- c) Bidder must agree for honouring all RFP conditions and adherence to all aspects of fair-trade practices in executing the work orders placed by BSEDC.
- d) In the case of Bidder whose bids are accepted, Bidder shall be required to give Performance Bank Guarantee.
- e) Purchaser may, at any time, terminate the contract by giving written notice to the Bidder without any compensation, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to Purchaser.
- f) If at any point during the contract, if the Bidder fails to, deliver as per the RFP terms and conditions or any other reason amounting to disruption in service, the 'Termination' and 'Exit Management' clause shall be invoked.

4.20. Rejection Criteria

Besides other conditions and terms highlighted in the RFP, bids may be rejected under the following circumstances:

i. Pre-qualification rejection criteria:

- a. Bids submitted without or proper Tender Fee/EMD
- b. Pre-qualification Bid containing commercial details.
- c. Bids received through Telex/Telegraphic/Fax/E-Mail except, wherever required, shall not be considered for evaluation.
- d. Any effort on the part of a Bidder to influence the Purchaser's bid evaluation, bid comparison or contract award decisions.
- e. Bids submitted by the Bidder after the last date and time of bid submission of bids prescribed by the Purchaser, pursuant to 'Fact Sheet'.
- f. Bids without the power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.

ii. Technical Rejection Criteria

- a. Technical Bid containing commercial details.
- b. The revelation of Prices in any form or by any reason before opening the Commercial.
- c. Failure to furnish all information required by the RFP or submission of a bid not substantially responsive to the RFP in every respect.
- d. Bidders not quoting for the complete scope of work as indicated in the RFP, addendum (if any) and any subsequent information given to the Bidders.
- e. Bidders not complying with the services, functionality, specifications and other Terms and Conditions as stated in the RFP.

- f. Bidders not providing Technical Datasheets of the Key Products required as per BoQ and Schedule of Work.
- g. The Bidder not conforming unconditional acceptance of full responsibility of providing Services in accordance with the Scope of Work and General Conditions of Contract

iii. Financial Bid Rejection Criteria

- a. Incomplete Bid.
- b. Financial Bids that do not conform to the RFP's Financial Bid format.
- c. If there is an arithmetic discrepancy in the commercial bid calculations, the Purchaser shall rectify the same. If the Bidder does not accept the correction of the errors, its bid may be rejected and the EMD shall be forfeited.
- d. If Bidder quotes NIL charges/ consideration of any line items, the bid shall be treated as unresponsive and shall not be considered.

4.21. Fraud and Corrupt Practices

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

Without prejudice to the rights of the Purchaser under Clause above and the rights and remedies which the Purchaser may have under the LOA or the Agreement, if an Service Provider or Systems Service Provider, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Service Provider or Systems Service Provider shall not be eligible to participate in any tender or RFP issued by the Purchaser during a period of 2 (two) years from the date such Service Provider or Systems Service Provider, as the case may be, is found by the Purchaser to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

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

- a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process

(for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Purchaser who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Purchaser, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Purchaser in relation to any matter concerning the Project;

- b) "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection process.
- d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by Purchaser with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Service Provider with the objective of restricting or manipulating a full and fair competition in the Selection Process.

4.22. Code of Integrity

No official of a procuring entity or a Bidder shall act in contravention of the codes which includes:

i. Prohibition of:

- a. Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- b. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
- c. Any collusion bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
- d. Improper use of information provided by the procuring entity to the Bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- e. Any financial or business transactions between the Bidder and any official of the procuring entity related to the tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
- f. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g. Obstruction of any investigation or auditing of a procurement process.

- h. Making false declaration or providing false information for participation in a tender process or to secure a contract.

ii. Disclosure of conflict of interest

- a) Disclosure by the Bidder of any previous transgressions made in respect of the provisions of sub-clause with any entity in any country during the last three years or of being debarred by any other procuring entity.
- b) In case of any reported violations, the Purchaser, after giving a reasonable opportunity of being heard, concludes that a Bidder or prospective Bidder, has contravened the code of integrity, may take appropriate measures.

4.23. Responses to bid queries and issue of corrigendum

- a) The Purchaser will endeavour to provide timely response to all queries. However, the Purchaser makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Purchaser undertake to answer all the queries that have been posed by the Bidders.
- b) At any time prior to the last date for receipt of bids, BSEDC. may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c) The corrigendum (if any) will be posted on the official portal of BSEDC, <https://eproc2.bihar.gov.in>.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) To provide prospective bidders reasonable time for taking the corrigendum into account, the Purchaser may, at its discretion, extend the last date for the receipt of Proposals.

4.24. Right to Terminate the Process

The Purchaser may terminate the RFP process at any time and without assigning any reason. The Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.

4.25. Tender Evaluation Committee (TEC)

- a) TEC will carry out a detailed evaluation of the Technical Bids received by it to determine whether they are substantially responsive to the requirements set forth in the RFP document. To reach such a determination, TEC will examine the information supplied by the Bidders and shall evaluate the same as per the evaluation criteria specified in this RFP.
- b) TEC while evaluating the Technical Bids shall have no access to the Financial Bids until the technical evaluation is concluded and the competent authority accepts the recommendation. The TEC shall evaluate Technical Bids based on their responsiveness to the Terms of Reference and by applying the evaluation criteria specified in the document. Only responsive bids shall be further taken up for evaluation. An evaluation of the technical bid will be carried out and at this stage the financial bid will remain unopened. The TEC may require verbal/written clarifications from the Bidders to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. The Technical Bids will be evaluated based on technical criteria mentioned in the RFP.
- c) TEC may ask for the technical presentation of the solution if required.

4.26. Local Conditions

The Bidder is expected to visit and examine the location of offices & field sites and its surroundings to obtain all information that may be necessary for preparing the bid at their own interest and cost.

5. Scope of Work of Consultant & Timeline

Where T0- Date of signing of contract with consultant

5.1. Phase I - As is Study (T0+3 weeks)

- a) Study to understand the current state with respect to BSEDG ERP system readiness for on boarding new manpower agency.
- b) Assist BSEDG in detailing key activities of the new manpower agency and finalizing the strategy, approach, and methodology to be adopted by highlighting the intended benefits of on boarding new agency by adaptation of industry best practices.
- c) Coordination with various stakeholders at different levels for their views for effective on boarding of the new manpower agency.
- d) Stakeholder Management and Response to different queries from different stakeholders.
- e) Preparing draft SOP for new manpower agency and selection criteria.
- f) Collecting on sample basis key employee grievances and feedback against the existing process and addressing them by Business Process re-engineering / redesigning in view of scenario changes likely to be introduced by proposed ICT interventions, Automation, Computerization, and Seamless Integration of the various functions & processes through BSEDG ERP.
- g) Exit Preparedness and Exit Management Plan for existing manpower agency and Audit plan.

5.2. Phase-II - Bid Process Management (T1= (T0+10 weeks)

- a) Preparation and submission of draft Request For Proposal for "Selection of Agency for providing Manpower On Outsourcing Basis". (T0+5 weeks)
- b) Conducting a Prebid meeting followed by addressing all pre-bid queries by timely response and issuing a corrigendum.
- c) Bid process management by evaluation of bids and providing recommendations regarding shortlisting and selection procedures of the agency.
- d) Assistance in onboarding of agency by preparing draft work orders.
- e) Assistance in onboarding of agency by preparing draft MSA document.

5.3. Phase-III - Implementation (T2=T1+12 weeks)

- a) Studying agencies Human resource management module and recommendation regarding customization and fine-tuning as per BSEDG requirement.
- b) Assisting BSEDG in the migration of all manpower from existing agency to new agencies HR and Payroll management process.
- c) Assisting BSEDG and agency in setup of manpower grievance cell.
- d) Assisting BSEDG and agency in drafting of employee agreement terms and conditions as per industry best practice and HRD department rules and regulations.
- e) Assistance in coordinating and reviewing the progress of migration and SOPs as per MSA.

- f) Recommendation in ERP Integration of services, automated procedures of monitoring, and logging Change Management System strategy.
- g) Streamlining the information flow from existing systems i.e. BSEDC ERP to NEW applications.
- h) Ensuring security measures during migration of information from one system to another system, preservation of confidential payroll information related to employee.
- i) Full migration of employees to the new agency HR and Payroll management process and exit management of existing agency.

5.4. **Phase-IV – Monitoring (T3=T2+12 weeks)**

- a) Monitoring of new manpower agency performance and recommendations regarding issues and changes as per requirement.
- b) Reviewing of overall operation process and submission of monthly satisfactory performance report of the agency.
- c) Establish Knowledge transfer mechanism among BSEDC internal team and new manpower agency, Establishment of Hand –shaking mechanism between various parties for smooth transition of operation

6. Pre-Qualification Criteria

The Bidder should meet the following Eligibility Criteria and should enclose the mentioned documentary proof. The below presented table provides the pre-qualification criteria for bidders to participate in this bid:

#	Pre-Qualification Criteria	Documentary Evidence Required	Remarks
1.	a) The bidder Should be an organization registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 b) Registered with the Income Tax Authorities c) Registered with GST Network d) Should have been operating for the last 5 years as on date of bid submission.	a) Certificate of Incorporation b) Copy of PAN Card c) Copy of GST registration certificate d) Letter from Company Secretary/ Statutory Auditor for operating business for last 5 years as on date of bid submission.	
2.	The bidder should have been engaged in consulting business in India for the last 5 years.	Work Orders, Completion Certificates, Client References	
3.	The bidder should have a minimum average annual turnover of at least Rs. 15 Crores or above during the last three financial years (FY 2023-24, 2024-25 & 2025-26).	a) A certificate duly certified by the Statutory Auditor of the bidder mentioning the average annual audited turnover in the last 3 audited financial years b) Copy of audited Balance Sheets and Profit & Loss Statements for the last 3	

#	Pre-Qualification Criteria	Documentary Evidence Required	Remarks
		financial years, duly certified by statutory auditor.	
4.	The bidder should have positive net worth during the last three financial years.	Copy of audited Balance Sheets and Profit & Loss Statements for the last 3 duly certified by statutory auditor & certificate duly certified by the Statutory Auditor of the bidder.	
5.	The bidder should not be blacklisted by any Central Government, State Government, PSU, or statutory authority.	Self-Declaration / Undertaking	
6.	The bidder should have successfully completed similar consultancy /PMU projects in Government /PSU.	Work Orders, Agreements, Completion Certificates	

7. Resource requirement

The Bidder need to provide the required manpower against each of the roles in table below. Bidder also needs to provision additional resources in case desired for completion of scope of work within prescribed timeline and quality.

#	Manpower Details & Min Qualification	Engagement Type	Qty.
1.	Project Manager ● Must have an MBA with a total of 10+ Yrs experience in E-Governance) ● Must be on Direct Company Payroll	Part Time at Patna for Phase I, II & III 20% of time	1
2.	BPR Expert ● BE/B.Tech/MCA/MSC followed by full-time or Executive MBA in HR /Finance /Operations with min 5 years' experience in BPR and E-Governance. ● The proposed BPR resources must be on Direct Company Payroll	Full-Time deployment at BSEDC for Phase I,II & III 100% of time	1
3.	Consultant ● Engineering graduate preferably with MBA in HR /Finance /Operations with min 5 years' experience in BPR and E-Governance. ● The proposed resource must be on Direct Company Payroll	Part time at BSEDC for days of each month starting from Phase IV	1

***The above deployment plan is totally indicative. The bidder may utilize the resources based on their availability and feasibility as per requirement. Detail CV of all proposed resources to be submitted along with copy of certificates with general proposal.**

8. Selection Process

Bidders, whose bids are responsive, based on the following marking Criteria and score **at least 75% marks (75 out of 100)** defined scoring mechanism would be considered technically qualified.

Financial bid of only technically qualified bidders will be further considered for evaluation. In case of a tie in the financial bid, the bidder with the higher technical Score will be invited for negotiations and selection first.

Bidder quoting the lowest price (L1) will be declared as the successful bidder. In the event that there are 2 or more bidders have offered the same lowest Evaluated Bid Price, the bidder securing the highest technical score will be adjudicated as the “Best responsive bid” for award of the Project. The successful Bidder would be awarded the letter of Intent followed by Work Order (s).

9. Marking Criteria

#	Marking Criteria	Total Marks
A	Consultancy Firm Experience	
1.	Average Annual turnover (AAT) of last three Financial Year from consulting work(FY 2023-24, 2024-25 & 2025-26) Average Annual Turnover 15<20 Cr – 5 Marks 20<25Cr - 7 Marks More than 25 Cr– 10 Marks * Subject to limit 10 marks.	10
2.	Firm experience in similar project/scope in Govt. sector /PSU. i. Min 2 projects-10 Marks ii. 4 Projects-12 Marks iii. 5 Projects-15 Marks	15
B	Manpower Experience	
1.	Proposed Project Manager Experience(Must have an MBA with a total of 10+ Yrs experience in E-Governance) must be on Direct Company Payroll Total experience of working in Govt. projects/ERP project - i. 5 Years-15 Marks ii. 3-4 Years-12 Marks iii. 1-2 Years-10 Marks	15
	Experience of working in number of E-Gov. Projects/ERP project in Bihar i. 5 Projects-15 Marks ii. 3/4 Projects-12 Marks iii. 1/2 Projects-10 Marks	15
2.	Any of the proposed BPR Expert's Experience (Only 1 among the proposed BPR resource's CV will be considered for marking)	

#	Marking Criteria	Total Marks
	Total work experience- i. 5 Years-10 Marks ii. 5-8 Years-12 Marks iii. 8-10+ Years-15 Marks	15
	Experience of work in E-Gov Project/ BPR project i. 5 Years-10 Marks ii. 3/4 Years-7 Marks iii. 1-2 Years-5 Marks	10
C	Approach & Methodology	
	Overall understanding of the scope and proposed industry best practices	15
	Approach & Methodology	5
Total Allotted Marks		100

10.Payment Terms & Schedule

- No advance payment shall be made.
- Payments shall be subject to statutory deductions and/or of any amount for which the successful bidder is liable under the agreement against the respective purchase/ work order. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act,1961 and any other taxes.
- All Payments shall be made in Indian Rupees only.
- Payment shall be as per given schedule below:

#	Payment Milestone	Payment percentage
1.	Submission of final draft RFP	20% of the total project cost.
2.	Completion of Phase II by issuance of work order to the agency	30% of the total project cost.
3.	Completion of Phase III by Full migration of employees to the new agency HR process	30% of the total project cost.
4.	Completion of Phase III followed by starting Project monitoring for 12 weeks	Remaining 20% of the total project cost divided into 3 months against submission of monthly performance report.

11.Security Deposit/ Performance Bank Guarantee

For all Bidders whose tender bids are accepted, shall be required to give Security Deposit (performance bank guarantee) of an amount equivalent to 10% of the order value within 15 days of issuance of Lol/ work order. Security Deposit will be in the form of Bank Guarantee (BG) from any commercial Bank in India, drawn in the name of Bihar State Electronics Development Corporation. (BSEDC), Patna, valid till the tenure of the project.

- BSEDC will have the right to invoke the BG without assigning any reasons if the selected vendor defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders and empanelment of the selected vendor will be cancelled.

- The Security Deposit should remain valid for an additional period of 90 (ninety) days beyond the period of project completion.
- In the event wherein the project is extended by BSEDC, the selected Bidder shall ensure submission of a fresh Security Deposit within 30 days of issuance of letter for extension of project by BSEDC.

12.Format for Financial Proposal

Description	Amount (INR)	Tax (INR)	Total (Including Tax) in INR)
Consultancy Fees for engagement of resources for Providing Support In Selection of Manpower Agency for Staffing & Payroll Management on behalf of BSEDC			
Grand Total			
Total Amount in word: -			

Note: In case of difference in amount mentioned in figure and word, the amount mentioned in word will prevail for evaluation.

NOTE

- Offered price shall be valid for 1 year.
- BSEDC reserves the right to amend the scope of the work or resource deployment as per the need of the project.
- BSEDC reserves the right to extend the duration of the contract on the basis of mutually agreed upon rates.
- BSEDC reserves the right to reject any and all proposals, in whole or in part, to waive any and all in formalities, and to disregard all non-confirming, non- responsive or conditional proposals.
- In the event any or all proposals are rejected, in whole or in part, thereafter BSEDC in its sole discretion may initiate a new RFP process including all or part of the components of this Request for Proposals.
- BSEDC reserves the right to finalize the bid in case anyone or only one Bid is received.**

13. SLA and penalty terms

- 1% of the invoice amount will be deducted for each delayed week to a maximum of 5 % for five weeks in the agreed timeline for each TPA activity. The deduction will be made for the **delay due to the factors attributable to the consultant** only. Beyond this, BSEDC will be free to terminate the agreement.
- Other penalty terms will be decided at the time of signing of project specific agreement with the selected consultant.

14. Annexure: Format

14.1. Annexure A: Template for Bid Queries

RFP purchase receipt no:

Date:

Name of the bidder's organization:

Name and Title of Signatory:

Address:

Telephone Nos:

Fax No:

Mobile No:

Email ID:

S. No	Page No. in the RFP	Section No:	Clause No:	RFP Provision / Existing Text	Query / Clarification Sought	Bidder's Suggestion / Proposed Amendment
1.						
2.						
3.						
4.						
5.						

Authorized Signatory

Designation

(If the queries / clarifications are submitted through e-mail, the bidder should send the queries / clarifications through official e-mail IDs only.)

14.2. Annexure B: Annual Turnover & Net worth

(To be printed on bidder company's letterhead and signed by Authorized signatory.)

To,

Managing Director,
Bihar State Electronics Development Corporation (BSEDC)
BELTRON Bhawan, Shastri Nagar – 800023,

Sub: Request for Proposal (RFP) for Selection of Consultant for Providing Support in Selection of Manpower
Agency for Staffing & Payroll Management on behalf of BSEDC

Full Name of Bidder (Supplier) entity:

Full Address of Bidder (Supplier) entity:

Phone No.:

Fax No.:

E-mail:

S. No.	Financial Year	Average Annual Turnover	Net worth	Remarks
1	2023-24			
2	2024-25			
3	2025-26			

*Enclose Audited Balance sheets only.

Note: The required certificate from CA is enclosed along with this form.

Signature

Name

& Seal of the Bidder.....

14.3. Annexure C: Proforma of letter of Undertaking for Bid *Validity*

To,
Managing Director,
Bihar State Electronics Development Corporation (BSEDC)
BELTRON Bhawan, Shastri Nagar – 800023,

Name
Designation
Address
Phone Nos.
Fax Nos.
email id

Sub: Request for Proposal (RFP) for Selection of Consultant for Providing Support in Selection of Manpower Agency for Staffing & Payroll Management on behalf of BSEDC

Reference: RFP No. <<>> dated << 202X>>

I/ We have read and examined the Request for Proposal (RFP) for Selection of Consultant for Providing Support in Selection of Manpower Agency for Staffing & Payroll Management on behalf of BSEDC related to full scope of work

- Request for Proposal
- Instructions to System Integrators
- Conditions of Contract

I/We hereby submit our Bid and undertake to keep our Bid valid for the period of 180 days from the date of submission of the Bid.

I/We also agree to abide by and fulfil all the terms, conditions of provision of the bid document.

(Signature of the System Integrator)

Printed Name

Designation

Seal

Date: Place:

Business Address

14.4. Annexure D: Pre-Qualification Covering letter

<This shall be on Bidder's letter head>

To,
Managing Director,
Bihar State Electronics Development Corporation (BSEDC)
BELTRON Bhawan, Shastri Nagar – 800023,

Sub: Request for Proposal (RFP) for Selection of Consultant for Providing Support in Selection of Manpower Agency for Staffing & Payroll Management on behalf of BSEDC.

Reference: RFP No. <<>> dated << 202X>>

Dear Sir,

With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal to provide _____ in Bihar

- a) All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
- b) I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- c) I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- d) I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the selected PMA, without incurring any liability to the System Integrators
- e) I/We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall I/We have any claim or right of whatsoever nature if our Proposal is not opened or rejected.
- f) I/We agree to keep this offer valid for <<Bid validity period>> days from the Bid Due Date specified in the RFP.
- g) I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/We submit this Proposal under and in accordance with the terms of the RFP Document.
- h) We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered are true, accurate, verifiable and complete. The response includes all information necessary to ensure that the statements therein do not in whole or in part mislead Purchaser in its short-listing process.
- i) We fully understand and agree to comply with that verification, if any of the information provided here is found to be misleading the short-listing process or unduly favours our company in the short-listing process, we are liable to be dismissed from the selection process.
- j) It is hereby confirmed that I/We are entitled to act on behalf of our corporation / company / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

- k) I/We agree and undertake to comply by all the terms and conditions of Public Procurement dated 23 July 2020 (F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure Public Procurement Division)
- l) I/We agree and undertake to comply by all the terms and conditions PPP-MII Order, dated 04 June 2020 from Department of Industrial Policy and Promotion
- m) I/We agree to Comply with Statutory and Regulatory Provisions. We ensure compliance of the project with Government of India IT security guidelines including provisions of:
- The Information Technology Act, 2000 and amendments thereof and
 - Guidelines /Advisories/ Orders / Notifications published by CERT-IN/MeitY/DIPP /DOT Government of India and Guidelines /Advisories/ Orders / Notifications published by Government of Bihar issued till the date of publishing of tender notice. Periodic changes in these Guidelines /Advisories/ Orders / Notifications during project duration will also be complied at no extra cost to the purchaser.
- n) I/We, hereby, undertake to be solely responsible to present the supporting compliance documents to the mentioned orders cited above para, up on demand by the BSEDC or any concerned authorities
- o) This response to RFP is valid until XX/XX/XXXX.
- p) The proposal contains a ____ number of pages duly numbered and signed by the authorized signatory.

Duly authorized to sign the RFP response for and on behalf of XX

Yours sincerely,

(Signature)

Name:

Title/Appointment:

Name of the Company:

Address:

Date:

(Seal/Stamp)

14.5. Annexure E: Company Profile

Brief Company Profile

S. No.	Particulars	Description or Details
1.	Name of bidder	
2.	Main business of the bidder	
3.	Registered office	
4.	Incorporation date and number	
5.	GST number	
6.	PAN details	
7.	Primary Contact Person (Name, Designation, address, mobile number, fax, email)	
8.	Secondary Contact Person (Name, Designation, address, mobile number, fax, email)	

14.6. Annexure F: Credentials Summary

S. No.	Project Name	Client Name	Client Type	Project Value (In INR)	Project Components	Documentary evidence provided (Yes or No)	Project Status (Completed or Ongoing or Withheld)
1							
2							
3							
4							

14.7. Annexure G: Credentials Format

Bidder is requested to furnish the credentials in the following format for both Pre- qualification and Technical criterion. All credentials should be followed by relevant documentary proof.

Name of the Work and Location	
Client's Name and Complete Address	
Narrative description of project	
Contract Value for the System Integrator (in INR) (mandatory)	
Date of Start (mandatory)	
Date of Completion	
Activities undertaken by System Integrator	

Note: If the project is ongoing, bidder must clearly specify which of the stages/phases/milestones are completed and which are ongoing and at what stage of completion.

14.8. Annexure H: EMD Format

To,

The Managing Director,
BSEDC Limited,
Beltron Bhawan, Shastri Nagar,
Patna-23

Earnest Money Deposit

BENEFICIARY:

**Bihar State Electronics Development Corporation
Ltd Beltron Bhawan,
Shastri Nagar, Patna-800023**

At the request of M/s <SI name > a company incorporated in India under the Companies Act, 1956 and having its registered office <SI office ADDRESS > (India), we hereby guarantee to pay you a sum of Rs <amount>/- (<amount in words>) in connection with the Project Management Unit for Virtual Court Project for **Earnest Money Deposit** as prescribed under the RFP <RFP no> dated <date> and its subsequent corrigendum.

This guarantee is valid for a period of 6 months with effect from <> and after which no claim will be entertained by us and this guarantee will automatically become null and void.

Any claim under the guarantee must be made in writing duly signed by BSEDC and must be received and acknowledged by us on or before the guarantee expiry date.

Notwithstanding anything contained herein

- a. Our liability under this guarantee shall not exceed the amount mentioned above i.e. Rs <>/- (Rupees <> Only)
- b. This Bank Guarantee shall be valid up to <DATE >
- c. We are liable to pay the guarantee amount or any part thereof under this Bank

Guarantee and only if served upon us a written claim on or before Dated the-----day of--
----- (Month) ----- (Year) for-----

(Name of the Bank with fully address)

Details of Bank Guarantee i.e. no. date etc.

Authorized signatory/ Branch Manager

14.9. Annexure I: Performance Bank Guarantee

(BANK GUARANTEE)

(On non-judicial stamp paper of the appropriate value in accordance with stamp Act. The stamp paper to be in the name of Executing Bank).

From:

Name and Address of the Bank.....

To,

The Managing Director, BSEDC Limited,
Beltron Bhawan, Shastri Nagar,
Patna-23

BANK GUARANTEE NO.

BENEFICIARY:

**Bihar State Electronics Development Corporation Ltd Beltron Bhawan,
Shastri Nagar, Patna-800023**

At the request of M/s <SI name > a company incorporated in India under the Companies Act, 1956 and having its registered office <SI office ADDRESS > (India), we hereby guarantee to pay you a sum of Rs <amount>- (<amount in words>) in connection with the performance bank guarantee of the Project Management Unit for Virtual Court Project as prescribed under the RFP <RFP no> dated <date> and its subsequent corrigendum.

This guarantee is valid for a period of 15 months with effect from <> and after which no claim will be entertained by us and this guarantee will automatically become null and void.

Any claim under the guarantee must be made in writing duly signed by BSEDC and must be received and acknowledged by us on or before the guarantee expiry date.

This bank guarantee may be renewed from time to time upon a written request by both the parties before the expiry of the validity.

Notwithstanding anything contained herein

- a) Our liability under this guarantee shall not exceed the amount mentioned above i.e. Rs <>- (Rupees <> Only)
- b) This Bank Guarantee shall be valid up to <DATE >
- c) We are liable to pay the guarantee amount or any part thereof under this Bank

Guarantee and only if served upon us a written claim on or before Dated the-----day of-----
(Month) ----- (Year) for-----

(Name of the Bank with fully address)

Details of Bank Guarantee i.e. no. date etc.

Authorized signatory/ Branch Manager