Request for Proposal
For Appointment of Agency for Management of Recruitment Process.

Secretary,
Urban Development & Housing Department, Govt. of Bihar
First Floor, Vikas Bhawan, New Secretariat, Patna – 800 015
Tel.: 0612-2215358, 2215580, Fax: 0612-2217059
Email: urbansec-bih@nic.in
Website: urban.bih.nic.in
Urban Development & Housing Department
(Govt. of Bihar)

Request for Proposal (RFP)
For Appointment of Agency for Management of Recruitment Process.

NIT No- 01/stha/(vividh)-58/2019-6541

December–2019

Urban Development & Housing Department, Govt. of Bihar
1st Floor, Vikas Bhawan, Patna–800015
Phone: 0612-2215358, 2215580, Fax: 0612-2217059
Email: urbansec-bih@nic.in
Website: urban.bih.nic.in
NAME OF THE CLIENT: Urban Development & Housing Department, Government of Bihar


TENDER NO: 01/stha/(vividh)-58/2019-6541

CONTRACT PERIOD: 3 Months

PRE-PROPOSAL MEETING: 16-12-2019

LAST DATE FOR PROPOSAL SUBMISSION: 27-12-2019
Notice Inviting Tender for Appointment of Agency for Management of Recruitment process

Short Term Tender

Urban Development and Housing Department, Govt. of Bihar
1st Floor, Vikas Bhawan, New Secretariat, Patna – 800 015

(Email: urbansec-bih@nic.in)

Tender No. 01/stha/(vividh)-58/2019/-6541  Date: 11/12/2019

1. Special Secretary, UD&HD on behalf of Secretary, Urban Development & Housing Department, Govt. of Bihar, invites proposals from eligible Agencies for “Appointment of Agency for Management of Recruitment Process” in UD&HD.

2. Interested Agency may download the complete Request for Proposal (RFP) Document, from tender/procurement section on the website www.urban.bih.nic.in from 11 A.M. of 13/12/2019 onwards.

3. No proposals will be accepted without cost of RFP document and valid Bid Security. No liability will be accepted for downloading the incomplete document.

4. Pre-Proposal Meeting will be held on 16/12/2019 at 3:00 PM in the Chamber of the Secretary, UD&HD, GoB

5. Sealed Complete Proposal will be received at the address mentioned below on any working day up to 03:00 P.M. on 27/12/2019 and Technical Proposals will be opened on the same day at 04:00 P.M. at the following address:

   The Secretary, Urban Development & Housing Department, Vikas Bhawan, New Secretariat, Patna- 800 001, Bihar

6. The Secretary, UD&HD, GoB reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

   Special Secretary
   UD&HD
Section 1. Letter of Invitation

From:
Secretary,
Urban Development & Housing Department, Govt. of Bihar,
First Floor, Vikas Bhawan, Bailey Road,
Patna-800015

To,
[All prospective bidders]

Dear Mr./Ms.:

1. URBAN DEVELOPMENT& HOUSING DEPARTMENT, GOVERNMENT OF BIHAR (hereinafter called “Employer or Client”) is going to be hire different manpower for different post.

2. The employer invites proposal for appointment of agency for Management of Recruitment Process. More details on the services are provided in the Terms of Reference in this RFP document and qualification requirement is at Instructions to Consultants.

3. A firm will be selected under “Least cost based Selection (LCS)”.

4. The RFP includes the following documents:
   - Section 1 - Letter of Invitation
   - Section 2 - Information to Consultants (including Data Sheet)
   - Section 3 - Technical Proposal - Standard Forms
   - Section 4 - Financial Proposal - Standard Forms
   - Section 5 - Terms of Reference

5. A Pre-proposal meeting is scheduled to be held in the office of the undersigned on 16-12-2019 at 15:00 Hrs for this assignment as indicated in Notice Inviting Proposal, where all issues/clarifications could be discussed and finalized.

6. The deadline for receipt of proposals shall be as indicated in Notice Inviting Proposal unless otherwise extended by the employer.

7. The department reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours sincerely,

Secretary
Urban Development & Housing Department,
GoB, Patna
Section 2
Instructions to Consultants

Part I

1. Definitions

(a) “Assignment/job” means the work to be performed by the Consultant pursuant to the Contract.

(b) “Client” means The Secretary, Urban Development & Housing Department,

(c) “Consultant” means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract.

(d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.

(e) “Data Sheet” means such part of the Instructions to Consultants used to clarify the relevant clause of Instructions to Consultant or to replace certain clause of the Instructions to Consultant specific to the assignment.

(f) “Day” means calendar day.

(g) “Employer or Client” means the Urban Development & Housing Department, Govt. of Bihar who have invited the bids for this assignment and/ or with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.

(h) “Government” means the Government of Bihar.

(i) “NGRBA” means National Ganga River Basin Authority.

(j) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their proposals.

(k) “Joint Venture” means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant’s obligations under the Contract.

(l) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the consultants.

(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 Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Domestic Personnel” means such professionals and support staff who at the time of being so provided had their domicile in India.
(o) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.


(q) “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP.

(r) “Services” means the work to be performed pursuant to the Contract.

(s) “Standard Electronic Means” includes facsimile and email transmissions.

(t) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 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) “UD&HD” means Urban Development & Housing Department, Govt. of Bihar.

(v) “ULB” means Urban Local Body, local government of a town/city.
2. **Introduction**

2.1 The Employer named in the Part II Data Sheet will select an organization (the Consultant) from those to whom the LOI has been addressed, in accordance with the method of selection specified in the Part II Data Sheet.

2.2 The name of the assignment has been mentioned in Part II Data Sheet. Detailed scope of the assignment has been described in the Terms of Reference in Section 5.

2.3 The date, time and address for submission of the proposals has been given in Part II Data Sheet.

2.4 The Consultants are invited to submit their Proposal, for consulting Assignment named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.5 The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment, and make available relevant project data and reports.

2.6 Consultants shall bear all costs associated with visits, the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

3. **Joint Venture or Association of consultants and Sub-Consultants are not permitted under this assignment.**

4. **Clarification and Amendment of RFP Documents**

4.1 Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer’s address indicated in the Part II Data Sheet. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query) to all Consultants. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 4.2 below.

4.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum will be uploaded on the website and will be binding on bidder. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.
5. **Conflict of Interest**

5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer’s interests paramount, strictly avoid conflicts with other assignment or their own corporate interests and act without any consideration for future work.

5.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

(i) **Conflicting activities**: A firm that has been engaged by the Employer to provide goods, works or assignment other than consulting assignment for a project, and any of its affiliates, shall be disqualified from providing consulting assignment related to those goods, works or assignment. Conversely, a firm hired to provide consulting assignment for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment other than consulting assignment resulting from or directly related to the firm’s consulting assignment for such preparation or implementation. For the purpose of this paragraph, assignment other than consulting assignment are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

(ii) **Conflicting Assignment**: A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Employer in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment shall not be hired for the assignment in question.

(iii) **Conflicting relationships**: A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer’s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

5.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

5.4 No agency or current employees of the Employer shall work as Consultants under their own ministries, departments or agencies.
6. Unfair Advantage

6.1 If a Consultant could derive a competitive advantage from having provided consulting assignment related to the assignment in question and which is not defined as conflict of interest as per para 5 above, the Employer shall make available together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

7. One Proposal

7.1 Consultants may submit only one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

8. Proposal Validity

8.1 The Part II Data Sheet to consultant indicates how long Consultants Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise. However, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm their financial proposal remain unchanged. Consultants who do not agree have the right to refuse to extend the validity of their proposal. Under such circumstance the Employer shall not consider such proposal for further evaluation and the bid security of the bidder.

9. Preparation of Proposals

9.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in English language, unless specified otherwise.

9.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

9.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) Association or sub-consultancy to enhance its expertise for the assignment/job with other Consultant is not permitted.

(c) CVs of the professional staff shall not be proposed.
9.4 Depending on the nature of the assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (b) using the attached Standard Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

(a) A brief description of the consultant’s organization will be provided in Form Tech-2. In the same Form, the consultant will provide details of experience of assignments which are similar to the proposed assignment as per the terms of reference, assignment, contract amount, and Consultant’s involvement etc. Information should be provided only for those assignments for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract & completion certificate for all the assignments mentioned in the proposal.

(b) Information regarding any conflicting activities and declaration thereof to be provided in Form TECH-3 of Section 3.”

9.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

9.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including reimbursable expenses indicated in the Part II Data sheet. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

10. Taxes
10.1 The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: GST or income tax, or any other tax notified by the central/ state government) on amounts payable by the Employer under the Contract. All such taxes must be included by the consultant in the financial proposal unless otherwise specified in Part II Data sheet.

11. Currency
11.1 Consultants shall express the price of their Assignment in India Rupees.
12. Bid Security and Bid Document Fee

12.1 Bid Security

I. Bid Security of **Rs. 50,000 (Indian Rupees Fifty Thousand only)** must be submitted in the form of DD drawn in favour of Director BUDA, payable at Patna. Proposals not accompanied by Bid Security shall be rejected as non-responsive.

II. No interest shall be payable by the Employer for the sum deposited as Bid Security.

III. The Bid Security of the bidders would be returned back within one month of signing of the contract.

12.2 The Bid Security shall be forfeited by the Employer in the following events:

I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.

II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.

III. If the consultant tries to influence the evaluation process.

IV. If the First ranked consultant withdraws his proposal during contract negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

13. Bid Document Fee

All consultants are required to pay **Rs 500 (Indian Rupees Five Hundred Only)** towards Bid Document Fee in the form of demand Draft drawn in favour of “Director BUDA” and payable at Patna. The Bid Document Fee is Non-Refundable.

Please note that the Proposal, which does not include the bid document fees, would be rejected as non-responsive.

14. Submission, Receipt, and Opening of Proposal

14.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 to 3 of Section 3, and FIN-1& 2 of Section 4.

14.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

14.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL.” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the Assignment / job. The envelopes containing the Technical Proposals, Financial Proposals, Bid Security, Bid Document Fee and Power of Attorney shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]”. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

14.4 The Proposals must be submitted to the address indicated in the Data sheet and received by the Employer not later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

14.5 UD&HD may, at its discretion, extend the Submission Deadline by amending the Bidding Documents in which case all rights and obligations of Owner and Bidders will thereafter be subject to the Submission Deadline as extended.

15. Proposal Evaluation

15.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

15.2 The employer will constitute a Consultancy Evaluation Committee (CEC) which will carry out the entire evaluation process.

15.3 Evaluation of Technical Proposals:

CEC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

15.4 The CEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the
Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

15.5 After the technical evaluation is completed, the Client shall notify Consultants whose Proposals did not meet the minimum eligibility criteria or Consultants whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Client shall simultaneously notify, in writing Consultants who are technically qualified, indicating the date, time, and location for opening of Financial Proposals. (Consultants’ attendance at the opening of Financial Proposals is optional).

15.6 Public opening & evaluation of the Financial Proposals:

Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Consultants or their representatives who choose to attend. The name of the Consultants and their financial proposal shall be read aloud.

15.7 The CEC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. If permitted under RFP to quote in any currency other than Indian Rupees, prices shall be converted to Indian Rupees using the selling rates of exchange, source and reference date indicated in the Data sheet. Normally, the date will be the date of opening of the tender unless specified otherwise in the Data sheet.

15.8 After opening of financial proposals, appropriate selection method shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet [The employer shall mention here which method out of all listed method shall be applied for selection of consultant for this assignment / job]. This selected consultant will then be invited for negotiations, if considered necessary.
16. Negotiations

16.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

16.2 Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the employer will reject all the proposals received and invite fresh proposals.

17. Award of Contract

17.1 After completing negotiations, the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

17.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions including Performance Guarantee (as mentioned in Part-II of data sheet) within 15 days of issuance of the letter of intent.

17.3 The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

18. Confidentiality

18.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer’s antifraud and corruption policy.
INSTRUCTIONS TO CONSULTANT
Part-II
DATA SHEET

Referred clause of ITC are clarified / modified / replaced as given below:

<table>
<thead>
<tr>
<th>Ref. clause of ITC</th>
<th>Particulars</th>
<th>Clarification / Modification / Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Name of the Employer:</td>
<td>The Secretary, Urban Development &amp; Housing Department, Government of Bihar</td>
</tr>
<tr>
<td>2.1</td>
<td>Method of Selection:</td>
<td>Least Cost Based Selection (LCS)</td>
</tr>
<tr>
<td>2.2</td>
<td>Name of the Assignment :</td>
<td>Appointment of Agency for Management of Recruitment Process.</td>
</tr>
</tbody>
</table>
| 2.3 & 14.4        | Last Date & Time & Address for submission of Proposal: | Date: 27-12-2019  
                     |                                                 | Time: 15:00Hrs.  
                     |                                                 | Address: Urban Development & Housing Department, First Floor, Vikas Bhawan, New Secretariat, Patna-800015. |
| 2.5               | Representatives of Employer:                    | Executive Engineer , Urban Development & Housing Department, Govt. of Bihar    |
| 2.5               | A pre-bid meeting will be held:                 | Date: 16-12-2019  
                     |                                                 | Time: 3:00 PM  
                     |                                                 | Venue: Chamber of the Secretary, Urban Development & Housing Department, Vikas Bhawan, New Secretariat, Patna |
| 2.6               | Inputs & facilities to be provided by the employer: | All Application form invited by UD&HD.  
<pre><code>                 |                                                 | Office space with furniture will be provided by the employer at Patna        |
</code></pre>
<p>| 3                 | Provision of JV/Consortium                      | JV partner / Consortium / other association will not be allowed in any circumstances. |
| 8.1               | Proposals must remain valid until:              | 180 days after the submission date                                              |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Language for Correspondence exchanged by consultant &amp; the employer</td>
<td>English / Hindi</td>
</tr>
<tr>
<td>9.3 (a)</td>
<td>Association of Sub Consultant</td>
<td>Not allowed</td>
</tr>
</tbody>
</table>
| 9.4     | The formats of the Technical Proposal to be submitted | **Form Tech 1**: Letter of Proposal submission  
**Form Tech 2**: Consultant’s organization & experience  
**Form Tech 3**: Information regarding any conflicting activities and declaration thereof.  
Submission of the technical proposal in improper form will render the proposal liable to be rejected. |
| 9.4 (g) | If training is a specific component of this Assignment | No |
| 9.6     | Formats of the Financial Proposal to be submitted | In addition to technical proposal, consultants are required to submit financial proposal:  
**Form Fin-1**: financial proposal submission form  
**Form Fin-2**: summary of costs |
| 10.1    | GST | The consultant should not include GST in the cost of consultancy. GST should be mentioned separately. The employer will pay to the consultant GST or any other tax replaced with it at the rate prevailing at the time of submission of invoice. |
| 11.1    | Consultant to state the cost: | In Indian Rupees |
| 15.4    | Eligibility Criteria for Responsiveness & Evaluation Criteria: | **For eligibility, the Consultant shall fulfil minimum eligibility criteria as follows:**  
1. The Applicant should be a firm or legal entity registered under Companies Act.  
2. Should be registered with GST  
3. Agency should have minimum 05 years of experience of similar work. |
4. The Agency should have an Average annual turnover of rupees **10** (Ten Lakh or above for three financial years 2016-17, 2017-18, 2018-19.

5. Bidders having experience of at least **01** (One) successfully completed assignments.

6. Bidder should have not been blacklisted or debarred from any government organization/ Department.

7. Following are the proof to be submitted with the proposal:
   - **Proof 1**- Legal firm/ registration certificate
   - **Proof 2**- Financial capacity/ turnover of last three years audited financial statement
   - **Proof 3**- PAN and GST Certificate.
   - **Proof 4**- Work order and certificate regarding successful completion of assignment.
   - **Proof 5**- Declaration on company letter head regarding consultant have not been blacklisted/debarred by the Government Department/organization.

<table>
<thead>
<tr>
<th>15.5</th>
<th>Tentative Date of opening of Financial Proposal:</th>
<th>To be informed to the bidders after technical evaluation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.7</td>
<td>Method of Selection:</td>
<td>Method of Selection will be <strong>Least cost Selection Method</strong></td>
</tr>
<tr>
<td>17.2</td>
<td>Performance Security:</td>
<td>The consultant will furnish within 10 days of the issue of Letter of Intent (LOI), an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee (in prescribed format)/ in favour of “<strong>Director BUDA</strong>” payable/en-cashable at Patna, from any nationalised or scheduled commercial Bank in India for an amount equivalent to **5% (five percent) of the agreed consultancy fees. Towards Performance Security valid for a period of six (6) months beyond the stipulated date of completion of contract. The Bank Guarantee will be released after six month and rectification of errors, if any after the end of contract period. The performance Security may be forfeited by the client if the contract is terminated by the client for not providing the satisfactory services by the consultant.</td>
</tr>
<tr>
<td></td>
<td>Tentative Date of Commencement of Assignment:</td>
<td>As per the date given in NTP</td>
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<tr>
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<td>---------------------------------------------</td>
<td>-----------------------------</td>
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<tr>
<td>Add: New clause 19.1</td>
<td>Duration of Assignment:</td>
<td>The assignment shall be for a period of three (3) months from the date of execution of agreement which may be extended as per mutual agreement between two parties and if the consultant has provided services to the satisfaction of client.</td>
</tr>
</tbody>
</table>
Section 3

Technical Proposal - Standard Forms
To: The Secretary, Urban Development & Housing Department, Govt. of Bihar, First Floor, Vikas Bhawan, Bailey Road, Patna-800015

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite Bid Security and bid document fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:
<table>
<thead>
<tr>
<th>Details of Bidder Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong> Name of consultant with full address                                         :</td>
</tr>
<tr>
<td><strong>b.</strong> Tel. No.                                                                      :</td>
</tr>
<tr>
<td><strong>c.</strong> Fax No.                                                                       :</td>
</tr>
<tr>
<td><strong>d.</strong> Email                                                                        :</td>
</tr>
<tr>
<td><strong>e.</strong> Year of Incorporation.                                                        :</td>
</tr>
<tr>
<td><strong>f.</strong> Name and address of the person holding the Power of Attorney.                 :</td>
</tr>
<tr>
<td><strong>g.</strong> (i) Place of Business.                                                        :</td>
</tr>
<tr>
<td>(ii) Date of Registration.                                                          :</td>
</tr>
<tr>
<td><strong>h.</strong> Name of Bankers with full address.                                           :</td>
</tr>
<tr>
<td><strong>i.</strong> Service Tax Registration /GST Number (attach copy).                          :</td>
</tr>
<tr>
<td><strong>j.</strong> Permanent Account Number (attach copy).                                      :</td>
</tr>
<tr>
<td><strong>k.</strong> Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish details) :</td>
</tr>
<tr>
<td><strong>l.</strong> Name and details (Tel / Mobile / E-mail) of contact persons                  :</td>
</tr>
</tbody>
</table>
**Form Tech- 2B: Format for Financial Capability of the Consultant**

(Rs. In Lakhs)

<table>
<thead>
<tr>
<th>Consultant* Name</th>
<th></th>
<th></th>
<th></th>
<th>Total</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>2016-17</td>
<td>2017-18</td>
<td>2018-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Turnover (in Lakhs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certificate from the Statutory Auditor**

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

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorised signatory)

- The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.
- Consultant should fill in details of Annual Turnover for any three financial years in the row titled Annual turnover.
Form 2C: Experience in Similar Projects such as HR management Agency, Management in Recruitment Process.

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Name of Client:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td></td>
</tr>
<tr>
<td>Completion date (month/year):</td>
<td></td>
</tr>
<tr>
<td>Narrative description of Project:</td>
<td></td>
</tr>
<tr>
<td>Description of actual services provided by your staff within the assignment:</td>
<td></td>
</tr>
<tr>
<td>Average annual fee received for the assignment (in current INR):</td>
<td></td>
</tr>
<tr>
<td>Duration of assignment (months):</td>
<td></td>
</tr>
<tr>
<td>Total No of staff-months of the assignment:</td>
<td></td>
</tr>
<tr>
<td>Approx. value of the services provided by your firm under the contract (in current INR):</td>
<td></td>
</tr>
</tbody>
</table>
INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2?

If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm is not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:
Section 4.

Financial Proposal - Standard Forms
FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Secretary,
Urban Development & Housing Department, Govt. of Bihar,
First Floor, Vikas Bhawan, Bailey Road,
Patna-800015

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the Domestic taxes but exclusive of service tax/ GST. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Part-II of Data Sheet.

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

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

_________________________
### SUMMARY OF COSTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Cost in INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy charges for appointment of Agency for Management Support in Recruitment Process. including all expenses such as office expenses, housekeeping, consumables, stationary, local travel and other miscellaneous charges (lump sum).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GST (Separate)</td>
<td>GST will be paid extra as per prevailing rate at the time of submission of invoice</td>
</tr>
</tbody>
</table>

Authorized Signature  
Name: ………………  
Designation ………………  
Name of firm:  
Address:
Section 5

Terms of Reference (TOR)
# Terms of Reference for Appointment of Agency for Management of Recruitment Process.

1. Urban Development & Housing Department, Government of Bihar is going to Appoint various manpower for various vacant post on Retired/ Deputation /contractual basis.

2. The Objective of the Assignment is to Provide management services for manage recruitment process.

3. **Terms of Reference (ToR) for SPMG / BGCMS PMU**

The consultancy agency shall provide technical assistance through a technical person.

- The Agency will scrutinise and finalise all the online application received on UD&HD website.

Following are the Post for which Management of recruitment Process is require in UD&HD

<table>
<thead>
<tr>
<th>SN</th>
<th>Name of the Post</th>
<th>Number of vacancies</th>
<th>Mode of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Engineer Civil</td>
<td>5</td>
<td>Retired/ Deputation</td>
</tr>
<tr>
<td></td>
<td>Superintendent Engineer</td>
<td>Civil 19</td>
<td>Retired/ Deputation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mechanical 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Executive Engineer</td>
<td>Mechanical 4</td>
<td>Retired/ Deputation/Contractual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrical 10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Engineer</td>
<td>Mechanical 61</td>
<td>Contractual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrical 2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Junior Engineer</td>
<td>Civil 377</td>
<td>Contractual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mechanical 44</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrical 42</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Chief Town Planner</td>
<td>1</td>
<td>Retired/ Deputation</td>
</tr>
<tr>
<td>6</td>
<td>Associate Town Planner</td>
<td>4</td>
<td>Retired/ Deputation/Contractual</td>
</tr>
<tr>
<td>7</td>
<td>Assistant Town Planner</td>
<td>22</td>
<td>Contractual</td>
</tr>
<tr>
<td>8</td>
<td>Secretariat Assistant</td>
<td>22</td>
<td>Retired</td>
</tr>
<tr>
<td>9</td>
<td>Upper Division Clerk</td>
<td>4</td>
<td>Retired/ Contractual</td>
</tr>
<tr>
<td></td>
<td>Personal Assistant</td>
<td>4</td>
<td>Retired/ Contractual</td>
</tr>
<tr>
<td>10</td>
<td>Stenographer</td>
<td>5</td>
<td>Contractual</td>
</tr>
<tr>
<td></td>
<td>Lower Division Clerk</td>
<td>4</td>
<td>Contractual</td>
</tr>
</tbody>
</table>
Payment Schedule

Payment shall be released after completion of service.