

# Government of Bihar

## Request for Proposal

For

Selection of Consultancy Firm to work as Technical Support  
Unit of Department of Industries, Government of Bihar



बिहार सरकार

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Issued by

**Department of Industries  
Government of Bihar**

New Secretariat, Vikas Bhawan  
Bailey Road, Patna-800 015  
Tel: 0612-2215462

**E-mail:** [dir-td.ind-bih@nic.in](mailto:dir-td.ind-bih@nic.in)

**Website:** <http://industries.bih.nic.in>

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## **Foreword**

- 1.** While this Request for Proposal document (“RFP”) has been prepared in good faith, neither the Department of Industries nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.
- 2.** This document is not transferable and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources
- 3.** Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.
- 4.** The Department of Industries may modify, amend, reject or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. The Department of Industries reserves the right to waive any irregularity in the proposal (RFP) and the Department of Industries makes it clear that the RFP is not an offer/ Agreement.
- 5.** Neither the Department of Industries nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by the Department of Industries or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.
- 6.** The Department of Industries is not bound to accept any or all the Proposals. The Department of Industries reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against the Department of Industries or its officers, employees, successors or assignees for rejection of his bid. The RFP submitted by the bidder will be the property of the Department of Industries.



## Government of Bihar Department of Industries

### Tender Notification

**Tender Notice No:**

**Date:**

**Request for Proposal for:** Selection of Consultancy Firm to work as technical Support Unit of Department of Industries, Government of Bihar

1. Department of Industries, Government of Bihar intends to hire a Technical Support Unit for its day to day operations and implementation of schemes and policies.
2. This Request for Proposal (RFP) is to solicit technical and financial proposals from the prospective bidders for providing Technical Support Service to the Department of Industries.
3. The period for the requested tender is 36 months.
4. The bidding will be conducted in accordance with Single-Stage, Two Envelope Bidding Procedure based on the evaluation and qualification criteria detailed in Section 3 of this RFP.
5. Department of Industries will not be responsible for any costs or any expenses incurred by the bidders in connection with the preparation of pre-bid queries, participation in pre-bid conference, preparation or delivery of bids.

**6. Tender Schedule/Programme:**

#	Information	Details
1.	RFP No. and Date	<b>RFP No. 4tech/PMA for consultant/216/2017 Dated: 27.12.2018</b> The bidders can download the RFP document from the following websites: <a href="http://www.industries.bih.nic.in/">www.industries.bih.nic.in/</a>
2.	Sale & RFP Document Purchase Price	Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft from a Nationalized bank/Scheduled Bank in favour of "Department of Industries, Government of Bihar" payable at "Patna"
3.	Date and address of pre-bid conference	<b>31/12/2018, 04:00 PM</b> The Director (Technical Development), Department of Industries, Government of Bihar Vikas Bhawan, Bailey Road, Patna-800015, Bihar (India)
4.	Last date for submission of written queries for clarifications	<b>03/01/2019, 05:00 PM.</b> Clarification may be submitted at - <b>Email:</b> <a href="mailto:dir-td.ind-bih@nic.in">dir-td.ind-bih@nic.in</a>
5.	Release of response to clarifications	<b>05/01/2019, 05:00 PM</b> The pre-bid clarification will be hosted on the following website: <a href="http://industries.bih.nic.in/">http://industries.bih.nic.in/</a>
6.	Last date (deadline) for submission of bids and Address	<b>21/01/2019, 05:00 PM</b> The Director (Technical Development), Department of Industries, Government of Bihar Vikas Bhawan, Bailey Road, Patna-800015, Bihar (India) <b>Note:</b> Any request for extension of submission deadline will not be entertained.
7.	Earnest Money Deposit (EMD)	Rs. 10, 00,000/- (Rupees Ten Lakh Only) in the form of Bank Guarantee from a Nationalized bank/ Scheduled Bank in favour of "Department of Industries, Government of Bihar" valid for 180 days from the date of

#	Information	Details
		submission of the bid.
9.	Bid Validity Period	<b>One-hundred and eighty days (180 days)</b> from the last date for submission of the proposals.
10.	Opening of Technical Bids	<b>21/01/2019, 06:00 PM</b>
11.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	<b>To be intimated later</b>
12.	For any further clarification- Contact Person	The Director (Technical Development), Department of Industries, Government of Bihar Vikas Bhawan, Bailey Road, Patna-800015, Bihar (India)

- The Department of Industries, Government of Bihar reserves the right to reject or cancel the tender or any part thereof without assigning any reasons thereof
- The Tender document can be obtained from under the icon “Tender on the website of Industries department”(www.industries.bih.nic.in)
- Corrigendum/Addendum, if any, will be published on the departmental website.

Director (Technical Development)  
Department of Industries, Government of Bihar

## Section 1. Instruction to the Bidders

### 1.1. General Instructions

**1.1.1.** All information supplied by bidders, as part of their proposal, may be treated as contractually binding on the bidders, on successful award of the assignment by the Department of Industries, Government of Bihar on the basis of this RFP.

**1.1.2.** No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Department of Industries, Government of Bihar. Any notification of preferred bidder status by the Department of Industries, Government of Bihar shall not give rise to any enforceable rights by the Bidder. Department of Industries, Government of Bihar may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Department of Industries, Government of Bihar.

### 1.2. Compliant Proposals

**1.2.1.** Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid/proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

**1.2.2.** Failure to comply with the requirements of this paragraph may render the proposal noncompliant and the proposal may be rejected. Bidders must:

- (i) Comply with all requirements as set out within this RFP.
- (ii) Submit the forms as specified in this RFP
- (iii) Include all supporting documentations specified in this RFP

### 1.3. Pre-bid Conference

#### 1.3.1. Bidders Queries

The bidders shall submit their pre-bid queries in the format given below by email on or before due date as given in the notice. Any requests for clarifications after the indicated date and time will not be entertained by the Department of Industries.

#	RFP Document Reference(s) {Section & Page Number(s)}	Content of RFP requiring Clarification(s)	Points of Clarification
1.			

#### 1.3.2. Responses to Pre-Bid Queries and Issue of Corrigendum

- a. Meeting of the bidders shall be convened as per schedule given at the Section 2 of this document. A maximum of two representatives of each bidder shall be allowed to participate on production of an authority letter from the bidder.
- b. During the course of Pre-bid Conference, bidders will be free to seek clarifications and make suggestions for consideration of the Department of Industries. The Department of Industries shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process. The Director (Technical Development) of the Department of Industries will endeavor to provide timely response to all queries. However, the Department of Industries makes no representation or warranty as to the completeness or accuracy of any response; nor does the Department of Industries undertake to answer all the queries that have been posed by the bidders. The responses to the queries from the bidders will be distributed to all.
- c. At any time prior to the last date for receipt of bids, Department of Industries 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. All bidders will be notified of such amendment(s) by publishing on the website, and these will be binding on all the bidders.
- d. The Corrigendum (if any) & clarifications to the queries from all bidders will be published on the <http://industries.bih.nic.in/>. Any such corrigendum shall be deemed to be incorporated into this RFP. In order to provide prospective bidders reasonable time for taking the corrigendum into account, the Department of Industries may extend the last date for the receipt of proposals.

#### **1.4. Right to Terminate the Process**

- 1.4.1.** Department of Industries may terminate the RFP process at any time and without assigning any reason. Department of Industries makes no commitments, expressed or implied, that this process will result in a business transaction with anyone.
- 1.4.2.** This RFP does not constitute an offer by Department of Industries. The bidder's participation in this process may result in selection of the bidder for execution of the contract.

#### **1.5. RFP Document Fees**

- 1.5.1.** RFP document can be downloaded from the website <http://industries.bih.nic.in/>
- 1.5.2.** A non-refundable bank demand draft for Rs. 10,000/- (Rupees Ten Thousand Only) from a Nationalized bank/Scheduled Bank in favour of "Department of Industries, Government of Bihar" payable at "Patna" should be submitted along with proposal towards the RFP Document Fees. Proposals received without or with inadequate RFP document fees shall be rejected.

#### **1.6. Earnest Money Deposit (EMD):**

- 1.6.1.** Bidders shall submit, along with their bids, EMD (amount specified in the notice), in the form of Bank Guarantee drawn from any nationalized bank or scheduled bank in favour of "Department of Industries, Government of Bihar", payable at Patna. EMD should be valid for 180 days from the last date of bid submission. Bid security in any other form will not be accepted. EMD shall be submitted in the format provided in the Section 3 of this RFP.
- 1.6.2.** EMD of successful bidder would be returned upon submission of Performance Bank Guarantee. The bid security of all unsuccessful bidders will be returned by Department of Industries at the earliest either after expiry of the final bid validity or within 30 day after award of the contract to the successful bidder.
- 1.6.3.** The bid submitted without EMD, will be liable for rejection without providing any further opportunity to the bidder concerned.
- 1.6.4.** The bidder shall extend the validity of the offer and EMD on request by Department of Industries.
- 1.6.5.** EMD may be forfeited, if a bidder withdraws its bid during the period of bid validity or/ and in case of a successful bidder, if the bidder fails to sign the agreement in accordance with terms and conditions

#### **1.7. Deadline for submission of proposals**

- 1.7.1.** Proposals, in its complete form in all respects as specified in the RFP, must be submitted to the address as specified in the notice.
- 1.7.2.** Last Date & Time of submission: As given in the Tender Notice.
- 1.7.3.** Department of Industries may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum, in which case all rights and obligations of Department of Industries and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### **1.8. Preparation and Submission of Proposals**

- 1.8.1.** Bidders shall provide all the information sought under this RFP. The Department of Industries would evaluate only those proposals that are received in the specified forms and complete in all respects.
- 1.8.2. Language:** The Proposal should be in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.
- 1.8.3. Authentication of Bid:** Proposal should be accompanied by a Power of Attorney in the name of the signatory, who is authorised by the bidder to sign and submit the proposal in response to this RFP.

- 1.8.4.** The bidders should submit their responses as per the format given in this RFP in the following manner
- (i) Response to Pre-Qualification Document and Technical Proposal: 1 Original + 1 Copy + 1CD in first envelope
  - (ii) Financial Proposal - 1 Original in second envelope
- 1.8.5.** Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super scribing "Technical Proposal" and "Financial Proposal" respectively. Each copy of each type of bid should also be marked as "Original" OR "Copy" as the case may be.
- 1.8.6.** Bidder should not indicate any pricing related information in their technical proposal and should be indicated only in their Financial Proposal.
- 1.8.7.** The two envelopes containing copies of Technical Proposal and Financial Proposal should be put in another single sealed envelope clearly marked "Response to RFP for <Name of the assignment>-< RFP Reference Number>" and the wordings "DO NOT OPEN BEFORE <Date and Time>".
- 1.8.8.** The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the bid to be returned unopened in case it is declared "Late".
- 1.8.9.** All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the bid.
- 1.8.10.** The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- 1.8.11.** All pages of the bid including the duplicate copies, shall be initialed and stamped by the person or persons who sign the bid.
- 1.8.12.** In case of any discrepancy observed by the client in the contents of the original proposal with respective to copy, the information furnished on original proposal will prevail.
- 1.8.13.** Bidder must ensure that the information furnished by him in the CD is identical to that submitted by him in the original proposal. In case of any discrepancy observed by the client in the contents of the CDs and original proposal, the information furnished in original proposal will prevail over the soft copy.
- 1.9. Proposal Preparation Cost:** The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Department of Industries to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Department of Industries will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 1.10. Bid Price**
- 1.10.1.** Financial Bid, including all applicable taxes, duties, other levies and charges etc., shall be as per the format provided in this RFP. Bid price for evaluation purpose is inclusive of all applicable taxes, duties, other levies and charges etc.
- 1.10.2.** Bidders shall quote for the entire scope of contract on "overall responsibility" basis such that the total bid price covers all the bidder's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the services.
- 1.10.3. Taxes:** The rates quoted by the bidders shall be inclusive of all taxes and duties. However it will not include Service Tax. Service Tax or any cess will be paid in addition as per the prevailing norms.



**1.10.4.** Prices quoted by the bidder shall remain fixed during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation or with incomplete details will be treated as non-responsive and shall be rejected.

**1.11. Late Bid**

**1.11.1.** Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

**1.11.2.** The bids submitted by fax, e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

**1.11.3.** Department of Industries shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No correspondence on the subject will be entertained.

**1.11.4.** Department of Industries reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

**1.12. Conflict of Interest**

**1.12.1.** Department of Industries requires that Consultants provide professional, objective, and impartial advice and at all times hold the Department of Industries' interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other Department of Industries, or that may place them in a position of not being able to carry out the assignment in the best interest of the Department of Industries Without limitation on the generality of the foregoing, Consultants, and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:

- (i) If a Consultant combines the function of consulting with those of Contracting and/or supply of equipment; or
- (ii) If a Consultant is associated with or affiliated to a Contractor or manufacturer; or
- (iii) If a Consultant is owned by a Contractor or a manufacturing firm having relationship with Department of Industries, the Consultant should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant will limit its role to that of a Consultant and disqualify itself and its associates from work, in any other capacity or any future project within the next three years (subject to adjustment in special cases), that may emerge from this assignment (including bidding or any part of the future project). The Agreement with the Consultant selected to undertake this assignment will contain an appropriate provision to such effect; or
- (iv) If there is a conflict among consulting assignments, the Consultant (including its personnel and sub-consultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant assignment. The duties of the Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations if no conflict exist, a Consultant cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such Consultant.

**1.12.2.** It is also clarified that the Consultancy firm so selected as a result of this bid process shall not be able to participate as a vendor to implement the IT initiatives, if any mentioned in this bid.

**1.13. Fraud and Corruption**

The Department of Industries requires that consultants observe the highest standard of ethics during the procurement and execution of such Agreements. In such pursuance of this policy, the Department of Industries:

**1.13.1.** defines, for the purposes of this provision, the terms set forth below as follows:

- a. "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in Agreement execution;

- b. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Agreement to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
- 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 Department of Industries 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 bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

**1.13.2.** will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Agreement; and

**1.14. Validity of the Proposals:** The proposals submitted by the bidder must be valid for 180 days from the date of submission without changing the personnel proposed for the assignment and the proposed Price must be valid for 180 days from the opening of financial proposal. The Department of Industries will make its best efforts to select a consultancy firm within this period.

**1.15. Cost of preparing the Proposal:** Cost of preparing a proposal and of negotiating an Agreement including visits, if any, is not reimbursable as a direct cost of the assignment.

**1.16. Bid Opening**

**1.16.1.** Tender Opening shall happen as per the details provided in Tender Notification under the chairmanship of Nodal Officer or any other officer authorized by the Department of Industries, in the presence of such of those bidders or their representatives who may be present at the time of opening.

**1.16.2.** The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

**Section 2. Data Sheet for Instruction to the Bidders****Table 1**

#	Particulars
1.	<p><b>Name of the Client:</b> Department of Industries, Government. of Bihar</p> <p><b>Client's Representative:</b> Director (Technical Development) Department of Industries, Government. of Bihar New Secretariat, Vikas Bhawan, Bailey Road Patna-800015</p> <p><b>Method of Selection: Least Cost Method (L1 basis).</b></p>
2.	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>Name of the assignment is: <b>Selection of Consultancy Firm to work as Technical Support Unit of Department of Industries</b></p>
3.	<b>Details on the services are provided in the Terms of Reference (ToR) under Section 4.</b>
4.	<p>Department of Industries will provide the following inputs and facilities: As mentioned in Terms of Reference (ToR) in Section 4.</p>
5.	Proposals must remain valid for 180 days from the submission date.
6.	<p><b>Bid Security:</b> The bidder shall submit Bid Security of an amount Rs. 10 Lakh (Rs Ten Lakh Only) either in the form of Demand Draft or in the form of Bank Guarantee in the prescribed form from scheduled bank of India valid up to three months beyond the bid validity period or in the form of Fixed Deposit Receipt (FDR) pledged in the name of "Department of Industries, Government of Bihar".</p>
7.	<p>Clarifications may be requested not later than the date mentioned hereinafter. The address for requesting clarifications is-</p> <p>Director (Technical Development) Department of Industries, New Secretariat, Vikas Bhawan, Bailey Road Patna-800015</p> <p>Clarifications should also be sent to the following email address: <a href="mailto:dir-td.ind-bih@nic.in">dir-td.ind-bih@nic.in</a></p>
8.	Association Arrangements and Joint Ventures with other consultancy firms for this assignment are <b>NOT Permitted.</b>
9.	<p>Under this Agreement:</p> <ul style="list-style-type: none"> <li>Department of Industries shall pay the consultancy fee on <b>quarterly basis for 12 quarters</b>, at the end of each quarter on input basis.</li> <li>The consultant shall raise the invoice within <b>7 (seven) days</b> at the end of each quarter.</li> <li>The Department of Industries shall duly make the payment of consultancy fee to the consultancy firm within a period of 30 (thirty) days from the date of receipt of the respective invoice.</li> </ul>
10.	Department of Industries will pay Service Tax, on prevailing rates as applicable on the consultancy charges.
11.	Proposals must be submitted <b>NOT</b> later than the date indicated hereinafter.

#	Particulars												
12.	<p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria:</p> <p>a) The technical bid has to comply with all the pre-qualification criteria as mentioned in Table: 3 below. If any of the bids fails to meet the pre-qualification requirements, the same shall be rejected.</p> <p>b) Technical criteria that would be considered for selection of preferred bidder would be as follows:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Criteria</th> <th>Score Allocated</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Firm's Experience</td> <td>50</td> </tr> <tr> <td>2.</td> <td>Project Team</td> <td>50</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total Score</b></td> <td><b>100</b></td> </tr> </tbody> </table> <p>c) The members of the Proposal Evaluation Committee will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.</p> <p>d) Narrative Evaluation Criteria and Detailed Marking Scheme is at <b>Appendix-I</b> to Data Sheet.</p>	S. No.	Criteria	Score Allocated	1.	Firm's Experience	50	2.	Project Team	50	<b>Total Score</b>		<b>100</b>
S. No.	Criteria	Score Allocated											
1.	Firm's Experience	50											
2.	Project Team	50											
<b>Total Score</b>		<b>100</b>											
13.	Department of Industries may ask for the documentary proof (if not enclosed with the proposal) establishing eligibility of the bidder to the extent that the bidder has claimed in its proposal for the eligibility but not enclosed the documentary proof.												
14.	Expected date for public opening of Financial Proposals will be communicated to all technically eligible bidders.												
15.	<p>The Agreement will be awarded to the consultancy firm which qualifies in technical evaluation (<b>securing 70 or more marks</b>) and offers lowest bid in financial proposal.</p> <p><b>Note:</b> Bidders are required to provide a financial quote for providing the technical support services with the team size mentioned in the RFP. This quote shall be used for the selection of the lowest quoting bidder. However bidders are also required to provide unit rates for one quarter for each of the team members except for the Project Manager cum Team Leader. These rates shall be used for hiring additional manpower from the successful bidder in due course if required and shall be binding on the bidders during the agreement period. The unit rates provided for the additional manpower should be same as in the main financial quote.</p>												
16.	Expected date for Agreement negotiations: <b>1 week from the date of opening of financial proposals</b>												
17.	Expected date for commencement of consulting services: <b>2 weeks from the date of opening of financial proposals</b>												
18.	The duration of the consultancy assignment shall be <b>36 months</b> (from the date of signing of the Agreement) and may be further extended on mutually agreeable terms with pro rata increase in costs.												
19.	The performance security shall be released/ refunded after <b>3 months</b> from the date of actual closure of the Agreement Period.												

**Table 2: Schedule of the Bid Process:**

#	Information	Details
1.	RFP No. and Date	<b>RFP No4tech/PMA for consultant/216/2017 Dated: 27.12.2018</b> The bidders can download the RFP document from the following websites: <a href="http://www.industries.bih.nic.in/">www.industries.bih.nic.in/</a>
2.	Sale & RFP Document Purchase Price	Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft from a Nationalized bank/Scheduled Bank in favour of “Department of Industries, Government of Bihar” payable at “Patna”
3.	Date and address of pre-bid conference	<b>31/12/2018, 04:00 PM</b> The Director (Technical Development), Department of Industries, Government of Bihar Vikas Bhawan, Bailey Road, Patna-800015, Bihar (India)
4.	Last date for submission of written queries for clarifications	<b>03/01/2019, 05:00 PM</b> . Clarification may be submitted at - <b>Email: <a href="mailto:dir-td.ind-bih@nic.in">dir-td.ind-bih@nic.in</a></b>
5.	Release of response to clarifications	<b>05/01/2019, 05:00 PM</b> The pre-bid clarification will be hosted on the following website: <a href="http://industries.bih.nic.in/">http://industries.bih.nic.in/</a>
6.	Last date (deadline) for submission of bids and Address	<b>21/01/2019, 05:00 PM</b> The Director (Technical Development), Department of Industries, Government of Bihar Vikas Bhawan, Bailey Road, Patna-800015, Bihar (India) <b>Note:</b> Any request for extension of submission deadline will not be entertained.
7.	Earnest Money Deposit (EMD)	Rs. 10, 00,000/- (Rupees Ten Lakh Only) in the form of Bank Guarantee from a Nationalized bank/ Scheduled Bank in favour of “Department of Industries, Government of Bihar” valid for 180 days from the date of submission of the bid.
9.	Bid Validity Period	<b>One-hundred and eighty days (180 days)</b> from the last date for submission of the proposals.
10.	Opening of Technical Bids	<b>21/01/2019, 06:00 PM</b>
11.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	<b>To be intimated later</b>
12.	For any further clarification- Contact Person	The Director (Technical Development), Department of Industries, Government of Bihar Vikas Bhawan, Bailey Road, Patna-800015, Bihar (India)

**Table 3: Pre-Qualification Criteria**

#	Requirement	Criteria	Documents Required
1.	<b>Legal Entity</b>	<p>The bidder should be a company/LLP registered in India under the Companies Act, 1956/ 2013 or LLP Act 2008 with a registered office and operations in India. The bidder should be operating for the last 10 years in Business Consulting as of March 31, 2018.</p> <p>The bidder should be a single legal entity for all purposes during the entire duration of the project. Joint venture or association/ Consortiums are not allowed to bid is not allowed.</p>	<p>As per the form given in Section 5.</p> <p>Certificate of Incorporation and Certificate of Commencement of Business (if applicable) issued by the Registrar of Companies, India.</p>
2.	<b>Turnover</b>	The bidder should have a minimum annual turnover of Rs. 25 Crores or more in the last three financial years (each year) ending 31 <sup>st</sup> March 2018 (FY 2015-16, 2016-17 and 2017-18) as evidenced by the audited accounts of the company. This turnover should be from business consulting related services only.	As per the form given in Section 5
3.	<b>Net worth</b>	The bidder should have positive net worth in the last 3 (three) financial years.	Self-Declaration to be enclosed.
4.	<b>Firm's Experience</b>	The bidder should have experience of government consulting for a minimum period of 3 years during the last 5 years.	As per the form given in Section 5
5.	<b>Blacklisting</b>	The bidder should not have been blacklisted or suspended by the State Governments, Central Government or any other public Sector undertaking or a Corporation or any other Autonomous organisation of Central or State Government in India in the last 5 years.	<p>Self-certification as per the form given in Section 5.</p> <p>False certification/ or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process and blacklisting in the State of Bihar.</p>
6.	<b>Association with the Department</b>	The bidder should not be associated with the Department of Industries, Govt. of Bihar in the context of any assignment (directly or indirectly)	Self-Declaration to be enclosed.

### **Section 3. Appendix to Data Sheet**

#### **Appendix-I to Data Sheet**

#### **3.1. Technical Proposal Evaluation**

##### **3.1.1. Technical proposal guidelines**

- 3.1.1.1. The bidder is expected to understand the complete scope of work, the processes and functions of the Department of Industries while preparing the Technical Proposal.
- 3.1.1.2. The bidder is expected to bid for the project with a complete understanding that, all the processes, functions, services requirement etc., given in this RFP, at a fixed price, without any provisions for bargaining for a different interpretation of the specifications in this RFP and changes in scope, while executing the project. The assumptions made by the bidder shall not have any impact on the financial bid submitted.
- 3.1.1.3. The Technical proposal must not contain any pricing information.
- 3.1.1.4. The bidder is expected to respond using the specified formats for the response, wherever applicable. Failure to use the specified formats may result in disqualification.
- 3.1.1.5. Wherever the customer name is asked for, in experience or deliverables, the bidder is required to provide the name. Not providing the name of the customer will be treated as incomplete information and will affect the evaluation process.
- 3.1.1.6. The bidder is requested to provide documentary evidence of experience, methodology or any other information provided in the technical proposal. However, the bidder is expected to provide the names of the organizations, only if the organization is the direct customer (had a direct contract) of the bidder.
- 3.1.1.7. The bidder shall number all the pages of the Technical proposal including the annexure and other attachments.

##### **3.1.2. Technical Evaluation Process**

- 3.1.2.1. Department of Industries may seek clarifications from the bidder on the Technical Proposal. Any of the clarifications submitted by the bidder on the Technical Proposal should not have any commercial implications.
- 3.1.2.2. All such clarifications will be sent to the contact persons indicated in the proposal by email.
- 3.1.2.3. The bidder has the option to respond or not respond to these queries. If the bidder fails to respond within the stipulated time period, Department of Industries has the right to make assumptions on the Technical Proposal submitted by the bidder and if such assumptions lead to disqualification of the Technical Proposal, Department of Industries is not accountable for these omissions.
- 3.1.2.4. The responses by the bidder to the queries raised by Department of Industries will be treated as part of the proposal by the respective bidders.
- 3.1.2.5. If such clarifications are oral in nature, they will only be considered in the form of minutes of the meeting duly signed/agreed to by the all the participants.
- 3.1.2.6. If any of the responses by the bidders to the queries sent by Department of Industries has commercial implications, these commercial aspects will not be accommodated in the financial bid evaluation process.
- 3.1.2.7. All the responses to the clarifications will be part of the Technical Proposal of the respective bidders, and if the clarifications are in variance with the earlier information in the proposal, the information provided in later stages will prevail and will form part of the agreement.

##### **3.1.3. Technical Evaluation Methodology**

- 3.1.3.1. The technical bid meeting all the Pre-qualification requirements will be evaluated as per the criteria given in this RFP. The minimum technical cut-off score is 70. Proposals scoring 70 or above points will qualify for financial bid opening and further evaluation.
- 3.1.3.2. The financial bids of bidders who do not qualify technically shall be returned unopened to the bidder's representatives after the completion of the evaluation process.
- 3.1.3.3. Department of Industries shall indicate to all the bidders the results of the technical evaluation through a written communication. The technical scores of the bidders will be announced prior to the opening of the financial bids.
- 3.1.3.4. The technically qualified bidders will be informed of the date of the opening of the Financial bids.

## **3.2. Financial Bid Evaluation**

- 3.2.1. The bidder should strictly use the financial proposal response forms only. Any conditional bid would be rejected. Bids that are not in accordance with the RFP requirements are liable to be disqualified at Department of Industries' discretion.
- 3.2.2. The Financial Bids of only the technically qualified bidders will be opened for evaluation. Only those bidders who's Technical Proposals score 70 marks or more shall be technically qualified for financial bid opening.
- 3.2.3. Bidders are required to provide a financial quote for providing the technical support services with the team size mentioned in the RFP. This quote shall be used for the selection of the lowest quoting bidder. However bidders are also required to provide unit rates for one quarter for each of the team members except for the Project Manager cum Team Leader. These rates shall be used for hiring additional manpower from the successful bidder in due course if required and shall be binding on the bidders during the agreement period. The unit rates provided for the additional manpower should be same as in the main financial quote.
- 3.2.4. The Financial bids would be opened in the presence of the bidders' representatives on a specified date and time to be intimated to the respective bidders.
- 3.2.5. The bidder names, the bid prices, the total amount of each bid and such other details as Department of Industries may consider appropriate, will be announced and recorded at the opening.
- 3.2.6. The bidders whose financial bid is less than the average bid price will be disqualified. Average bid price is calculated as average bid price of all technically qualified bids.

## **3.3. Overall Evaluation Methodology and Award Criteria**

- 3.3.1. The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- 3.3.2. The consultancy firm will be selected on lowest cost basis.
- 3.3.3. Letter of Intent shall be issued to the consultancy firm quoting the lowest price.
- 3.3.4. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- 3.3.5. Any conditional bid would be rejected.
- 3.3.6. In case of tie amongst two or more bidders who have the same bid price, the bidder with the highest technical scores will be invited for discussions for issuance of letter of intent.
- 3.3.7. Upon issuance of letter of intent, the successful bidder's furnishing of performance bank guarantee, Department of Industries will promptly notify each unsuccessful bidder and return their EMD.
- 3.3.8. Only after the Department of Industries is satisfied about the quality/standard of the resources mentioned in 3.9, the agreement shall be signed.



- 3.3.9.** Department of Industries reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of agreement, 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 its action
- 3.4. Award of Contract:** Department of Industries will award the contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.
- 3.5. Notification of Award:** Prior to the expiration of the validity period, Department of Industries will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee (PBG), Department of Industries will promptly notify each unsuccessful bidder and return their EMD/ Bid Security.
- 3.6. Signing of Contract**
- 3.6.1.** After the notification of award, Department of Industries will issue Purchase Order (PO)/ Letter of Intent (LoI). The bidder shall sign and return back to the Department of Industries duplicate copy of the Purchase Order/LoI as an acceptance of the PO/LoI within 7 working days from the date of issuance of PO/ LOI along with a Performance Bank Guarantee.
- 3.6.2.** On receipt of the Performance Bank Guarantee, Department of Industries shall enter into a contract with the successful bidder. Department of Industries shall have the right to annul the award in case there is a delay of more than 30 days in signing of contract, from the date of acceptance of PO/LOI, for reasons attributable to the successful bidder and follow Government guidelines for the award of contract to next best value bidder as per evaluation criteria.
- 3.7. Commencement of the Assignment:** Assuming that the Agreement can be satisfactorily concluded in two weeks after finalizing the consultant, it is expected that the works shall commence within two weeks.
- 3.8. Performance Bank Guarantee**
- 3.7.1.** The successful bidder shall at his own expense deposit with Department of Industries, within seven (7) working days from the date of issuance of PO/ LoI, an unconditional and irrevocable Performance Bank Guarantee (PBG) from any Nationalised bank/Scheduled Bank to Department of Industries, in the format prescribed in Appendix-III to Data Sheet, payable on demand, for the due performance and fulfilment of the contract by the bidder.
- 3.7.2.** This Performance Bank Guarantee will be for an amount equivalent to 5% of total contract value. PBG shall be invoked by Department of Industries in the event the Bidder:
- i. Fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of Department of Industries.
  - ii. Misrepresentations of facts/information submitted to Department of Industries.
- 3.7.3.** The Performance Bank Guarantee shall be valid for 180 days post satisfactory completion of the overall engagement/work as per the Agreement. In the event of any amendments to Agreement, the bidder shall within 15 days of receipt of such amendment furnish the amendment to the Performance Guarantee as required.
- 3.7.4.** The Performance Bank Guarantee may be discharged/returned by Department of Industries upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.
- 3.7.5.** In the event of the bidder being unable to service the contract for whatever reason, Department of Industries would invoke the Performance Bank Guarantee. Notwithstanding and without prejudice to any rights whatsoever of Department of Industries under the contract in the matter, the proceeds of the PBG shall be payable to Department of Industries as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract. Department of Industries shall notify the

bidder in writing of the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the bidder is in default.

- 3.7.6. Department of Industries shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

### Appendix-II to Data Sheet

#### 3.9. Technical Evaluation Criteria

The bidder must respond to all the criteria and meet the minimum marks to qualify for financial bid evaluation. The bid proposal should strictly be in line with the formats provided in this RFP.

#	Heading	Required Experiences	Score	
1.	<b>Firm's Experience (Marks = 50):</b> Last 3 years only (work order of the period 01 <sup>st</sup> Jan. 2015 – 31 <sup>st</sup> Dec. 2018)	<p>Experience of long term Project Management Consulting Assignment for any State or Central Government agency or any other Public Sector Undertaking or a Corporation in India</p> <ul style="list-style-type: none"> <li>The projects should have been either completed or an ongoing project as on bid submission date.</li> <li>Each Project to be of minimum duration of 2 years or more</li> <li>Each Project to be of a minimum Rs. 1 crore or more in last 5 years as on bid submission date</li> <li>Each project will be given 6 marks, subject to a maximum of 5 projects</li> </ul>	<b>30</b>	
2.		<p>Experience of assisting State Governments in implementation of schemes for any State or Central Government agency (preferably in Bihar)</p> <ul style="list-style-type: none"> <li>The projects should have been either completed or an ongoing project as on bid submission date.</li> <li>Each project will be given 4 marks, subject to a maximum of 5 projects</li> </ul>	<b>20</b>	
#	Heading	Position and Experience	Nos.	Score
1.	<b>Project Team (50 marks)</b>	<p><b>Project Manager and Team Leader</b></p> <ul style="list-style-type: none"> <li>Should be MBA/Post Graduate Diploma in Management/M.Tech/M.A./(Economics)/Chartered Accountant or equivalent from reputed institutions</li> <li>Should have minimum experience of 10 years or more</li> <li>Should have experience in management and implementation of government scheme, programmes and policies etc.</li> </ul>	<b>1</b>	<b>15</b>
2.		<p><b>Company Secretary</b></p> <ul style="list-style-type: none"> <li>Should be Company Secretary certified from the Institute of Company Secretaries of India</li> <li>Should have minimum experience of 5 years or more</li> <li>Should have experience in supporting Board of Directors and working committees, providing legal and financial advices during and outside the meeting, compliance with legal and statutory requirements, convening and servicing Annual General Meetings, business restructuring and handling the company liquidation/ winding up matters etc.</li> </ul>	<b>1</b>	<b>7</b>
3.		<p><b>Chartered Accountant</b></p> <ul style="list-style-type: none"> <li>Should be Chartered Accountant certified from the Institute of Chartered Accountants of India</li> <li>Should have minimum experience of 5 years or more:</li> <li>Should have experience in project accounting, project structuring, DPR preparation and evaluation, investment promotion, grounding, business restructuring and handling the company liquidation/ winding up matters etc.</li> </ul>	<b>1</b>	<b>7</b>
4.		<p><b>Information and Communication Technology Expert</b></p> <ul style="list-style-type: none"> <li>Should be B.Tech (in Computer Sc. or Electronics)/MCA</li> </ul>	<b>1</b>	<b>7</b>

		<ul style="list-style-type: none"> <li>• Should have minimum experience of 5 years or more</li> <li>• Should have experience in IT solutions, Systems Integration and e-Gov. initiatives for Government</li> </ul>		
5.		<p><b>Project Management Consultant</b></p> <ul style="list-style-type: none"> <li>• Should be MBA/Post Graduate Diploma in Management/M.Tech/ M.A. (Economics) or equivalent from reputed institutions</li> <li>• Should have minimum experience of 5 years or more</li> <li>• Should have experience in management and implementation of government scheme, programmes and policies etc.</li> </ul>	5	14

**Appendix-III to Data Sheet**

**Bank Guarantee Form**

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

**Beneficiary:** \_\_\_\_\_ (name and address of Employer)

**Date:** \_\_\_\_\_

**Bid Security No.:** \_\_\_\_\_

Whereas M/s \_\_\_\_\_ (insert the name of the Consultant) (hereinafter called the "Consultant") has submitted its technical & financial proposals for the work of \_\_\_\_\_ (insert the name of Assignment) (hereinafter called the "Proposal") on dated \_\_\_\_\_ against the Employer's Notice Inviting Tenders (NIT) Notice Inviting Request for Proposals (NIP)/ Invitation for Bid (IFB) No. \_\_\_\_\_ (Insert NIT/NIP/IFB number as per publication in news paper or website).

Furthermore, we understand that, according to your conditions, proposals must be supported by a Bid Security.

At the request of the Consultant, we \_\_\_\_\_ (insert name of the bank) hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of \_\_\_\_\_ (insert bid security amount in figures) \_\_\_\_\_ (amount in words) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Consultant is in breach of its obligation(s) under the RFP conditions, because the Consultant:

- (a) has withdrawn its Proposal during the period of Proposal validity specified in its Technical Proposal Form; or
- (b) does not accept the correction of errors in accordance with the Instructions to the Bidders (hereinafter "the ITB") of the RFP Document; or
- (c) having been notified of the acceptance of its Proposal by the Employer during the period of proposal validity, (i) fails or refuses to execute the Agreement, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This guarantee will expire: (a) if the Consultant is the successful Consultant, upon our receipt of copies of the Agreement signed by the Consultant and the performance security issued to you upon the Instruction of the Consultant; and (b) if the Consultant is not the successful Consultant, upon the earlier of (i) our receipt of a copy your notification to the Consultant of the name of the successful Consultant; or (ii) Ninety days after the expiration of the Consultant's proposal.

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

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

\_\_\_\_\_ Bank's seal and authorized signature(s) \_\_\_\_\_

## **Section 4. Terms of Reference**

### **4.1. Background**

Department of Industries, Government of Bihar is responsible for the comprehensive industrial and entrepreneurship development in the state through the formulation and implementation of industrial and entrepreneurship policies and schemes. Key roles of the Department of Industries are as follows:

- Policy formulation for industrial development, promotion of entrepreneurship & employment generation
- Coordination with the other departments of the State Government to facilitate industrial investment
- Co-ordination with Government of India for the implementation of national level policies, schemes, programs and other reform measures for industrial development, promotion of entrepreneurship and employment generation
- Implementation of best governance practices promoting ease of doing business
- Providing handholding support to the investors in terms of investment facilitation through Single Window Clearance Mechanism, handholding support etc. with a focus on women, weaker sections, differently abled etc.
- Promotion of Start-ups and Innovation led business opportunities
- Skill development of young entrepreneurs through training, incubation support, industrial exposures etc.
- Creation and Maintenance of industrial infrastructure including export related infrastructure
- Technological Upgradation and Capacity Building of Enterprises
- Promotion of MSMEs through Cluster Development programs, implementation of Preferential Purchase
- Policy for MSMEs, Facilitation Council under MSMED Act etc.
- Promotion of Handloom, Handicrafts, Khadi & Village Industries
- Organizing industrial exhibitions, trade fairs, buyer-seller meets etc. and facilitating state based investors to participation in national level trade fairs, exhibitions etc. for market development
- Grievance redressal of investors

### **4.2. Structure of the Engagement**

Department of Industries, requires the services of reputed consultancy firm to provide well qualified and experienced consultants to provide technical support in its operations, implementation of policies and schemes, and institutional strengthening.

**4.3. Scope of Work:** The Technical Support Unit shall assist the Department of Industries in respect to its all functions, existing and future including particularly but not limited to the followings:

#### **4.3.1. Implementation of Bihar Industrial Investment Promotion Policy, 2016**

- a. Provide statistical analysis report for policy level decision making such as addition of priority sectors, revision of selection criteria, revisions in incentive structure, process related course correction etc.
- b. provide necessary assistance in amendment of the policy
- c. Provide support to the Secretariat of the State Investment Promotion Board in grounding of investment proposals, monitor on-ground implementation of the approved investment projects, assist in conducting its regular meeting including preparation of agenda note, minutes, follow-up actions etc.
- d. Review the DPR submitted by the investors and provide recommendation on acceptance/ rejections
- e. Assist the Secretariat of the State Investment Promotion Board in sanction and disbursement of subsidies under the policy
- f. Provide assistance to investors in case of any hindrance is faced by them in obtaining necessary approvals and clearances
- g. Follow up with the investors capturing progress and problem of the approved projects, reporting the same to Department of Industries to facilitate timely action/help for implementation of the approved projects

#### **4.3.2. Implementation of “Bihar Start-up Policy, 2017”**

- a) Conduct review of the Start-up Policy and provide necessary assistance in amendment of the policy
- b) Monitoring the state supported incubation centres
- c) Providing assistance for the promotion and advertisement of the Start-up Policy
- d) Providing advisory to the designated vendor for the improvement and updating of functions of online portal for start-up

- e) Transaction Advisory Support

**4.3.3. Implementation of “Chief Minister’s Schedule Caste & Schedule Tribe Entrepreneurship Scheme”**

- a) Scrutiny of online applications received under the scheme
- b) Development of model DPRs and handholding support to the entrepreneurs in preparation of DPR
- c) Coordination with the designated Training Institutes
- d) Field level monitoring and progress reporting of the implementation of the scheme
- e) Providing advisory to the designated vendor for the improvement and updating of functions of online portal for the scheme

**4.3.4. Implementation of “Ease of Doing Business” reforms as per the recommendations of the DIPP, Government of India. for investment grounding**

- a) Coordination with all concerned Departments and assist them in the implementation of the business reform action points
- b) Coordination with the Department of Industrial Policy and Promotion, Government of India for guidance and clarification
- c) Providing advisory to the designated vendor for the improvement and updating of functions of online application and approval portals
- d) Documentation of implemented business reforms action points and progress reporting
- e) Assist all concerned Departments in spreading awareness about the implemented reforms across the investors and other beneficiaries

**4.3.5. Assistance in handling the various issues and matters related to BIADA, BICICO, BSFC and other corporations concerned to the Department of Industries wherever applicable**

- a. Conducting the financial health checkup of the corporations concerned to Department of Industries and its periodic reporting
- b. Prepare the roadmap for institutional and operational strengthening of these organisations
- c. Assist in designing the Operational Guidelines and MIS for these organisations
- d. Assist in designing of OTS and other schemes to increase the functional efficiency of these organisations
- e. Assisting the Department of Industries in the liquidation of these organisations

**4.3.6. Support on Investment Promotion activities**

- a) Preparation of an investment promotion calendar for the State
- b) Preparation of shelf of investment opportunities in the state.
- c) Develop appropriate content, presentation and other promotional material (collaterals) for each of the priority sectors
- d) Assist Department of Industries in organizing investor meets, road shows (national & international), sectoral seminars and participation in national and international events.
- e) Coordinate with the national and international trade agencies and assist Department of Industries in diplomatic trade missions etc. for investment mobilisation
- f) Create a comprehensive database of domestic and international potential investors in each of the identified focus sectors of the State including the investors identified during various events, investors meet etc.
- g) Assist Secretariat in actively engaging with prospective investors to facilitate them in formulating investment proposition

**4.3.7. Assistance in design, development and implementation of a suitable online MIS system for all works related to the Department of Industries (excluding software development).**

**4.3.8. Further, the Technical Support Unit shall take up the tasks assigned to them by the Department of Industries from time to time during the assignment period including field level works.**

#### 4.4. Deliverables and Timelines

4.4.1. A monthly progress review meeting chaired by Principal Secretary, Department of Industries will be organized to assess the performance of the Technical Support Unit.

4.4.2. The Technical Support Unit will submit Monthly Progress Report to Department of Industries.

4.5. **Engagement Duration:** This assignment will be for a period of **36 months**, and can be extended if necessary subject to business needs and on mutual agreement with the Department of Industries. This will be a time input based contract and activities will be limited to the contract duration only.

4.6. **Resource Requirements:** The Technical Support Unit should comprise of the following personnel who shall be stationed in Patna on a full time basis i.e. for 36 months as mentioned below.

#	Personnel	Nos.	Period
1.	Project Manager and Team Leader	1	36 Months
2.	Company Secretary	1	36 Months
3.	Chartered Accountant	1	36 Months
4.	Information and Communication Technology Expert	1	36 Months
5.	Project Management Consultant	5	36 Months
<b>Total</b>		<b>9</b>	

**Note:** The team mentioned above is envisaged under the current project scope and as per the immediate requirement. Any further increase in team deployment at support consultant level would be discussed and bidder is required to mobilize team as per mutually agreed terms.

4.7. **Payment under the assignment:** In consideration of the services performed by the consultancy firm under this assignment, the Department of Industries shall make to the consultancy firm such payments and in such manner as is provided below:

4.7.1. Department of Industries shall pay the consultancy fee on quarterly basis for 12 quarters, at the end of each quarter on input basis.

4.7.2. The consultant shall raise the invoice within 7 (seven) days at the end of each quarter.

4.7.3. Department of Industries shall duly make the payment of consultancy fee to the consultancy firm within a period of 30 (thirty) days from the date of receipt of the respective invoice.

4.7.4. Currency of payment - All payments shall be made in Indian Rupees in forms of Cheque/Drafts.

#### 4.8. Responsibilities

4.8.1. Department of Industries will be responsible to provide

- (i) Working space for the Technical Support Unit consultants
- (ii) Access to all books, registers, and records during office hours and permission to take notes and photocopies
- (iii) Access to all circulars, guidelines & regulations and records during office hours and permission to take notes and photocopies thereof.

4.8.2. Technical Support Unit will be responsible for the following and may include these cost in their "Out of Pocket Expense" component in their fees itself:

- (i) Arrange its own communication facilities (including internet facilities) necessary for the assignment excluding any printout etc. related requirements.
- (ii) Arrange for all local transportation, travelling within Bihar, all stay, lodging, boarding and food arrangements required for the assignment
- (iii) Any travel outside Bihar for project related requirements will be reimbursed based on actuals. These travel should be approved by the nodal officer before undertaking any such travel.

## Section 5. Bid Response Formats

### 5.1. Letter of Proposal (On Applicant's letter head)

[Reference]

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar

**Sub:** Selection of Consultancy Firm to work as Technical Support Unit of Department of Industries, Government of Bihar

Sir,

1. With reference to your RFP Document dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consultant for the captioned project. The proposal is unconditional.
2. 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.
3. This statement is made for the expressed purpose of appointment as the consultant for the aforesaid project.
4. I/We shall make available to the Department of Industries any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Department of Industries to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any Agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or Agreement by any public authority nor have had any Agreement terminated by any public authority for breach on our part.
7. 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 Consultant, without incurring any liability to the Applicants
8. 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 the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
9. I/We agree to keep this offer valid for 180 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.
10. A Power of Attorney (PoA) in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Section 5.
11. I/We have studied RFP document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Department of Industries or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy
12. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
13. 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.

Yours Sincerely,

(Signature, name and designation of the authorized signatory)



**5.2. Form T1: Format for Submission of the Pre-Qualification Document**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar, Patna

**Subject:** Submission of the Pre-Qualification Document for selection of Technical Support Unit of Department of Industries, Government of Bihar

Sir,

I/We, the undersigned, offer to provide technical support services to Department of Industries, Government of Bihar with reference to your Request for Proposal dated <insert date> and our proposal. We are hereby submitting our Pre-qualification proposal.

I/We hereby declare that all the information and statements made in this Pre-qualification proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document

Yours Sincerely,  
(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

**5.3. Form T2: Compliance Sheet for Pre-Qualification and Technical Proposal**

The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification Document and Technical Proposal.

#	Specific Requirements	Documents Required	Compliance	Ref. & Page No.
<b>Pre-Qualification Document</b>				
1.	Format for submission of the Pre-Qualification Document	Form T1	Yes/No	
2.	Power of Attorney/Board Resolution	Copy of Power of Attorney/ Board Resolution in the name of the Authorized signatory as per the prescribed format in Section 5	Yes/No	
3.	Legal Entity	Form T3 (including supporting documents indicated)	Yes/No	
4.	Particulars of the bidders to assess its operation etc.	Form T3	Yes/No	
5.	Financial Strength of the bidder	Form T6 (including supporting documents indicated)	Yes/No	
6.	Financial Strength of the bidder in government consulting	Form T6 (including supporting documents indicated)	Yes/No	
7.	Blacklisting	Form T5	Yes/No	
8.	Manpower Strength	Form T4	Yes/No	
9.	Bid Document Fee	Demand Draft	Yes/No	
10.	Earnest Money Deposit	No prescribed format	Yes/No	
11.	Project Experience	Form T9 and Work Order and Self Certificate of Completion/ Phase Completion (for ongoing projects).	Yes/No	
<b>Technical Proposal</b>				
12.	Format for Submission of the Technical Proposal	Form T7	Yes/No	
13.	Experience of long term Project Management Consulting Assignment for any state or central government agency or any other Public sector undertaking or a Corporation in India	Form T8 and Work Order and Self Certificate of Completion/ Phase Completion (for ongoing projects).	Yes/No	
14.	Experience of assisting State Governments in implementation of schemes for any state or central government agency (preferably in Bihar)	Form T8 and Work Order and Self Certificate of Completion/ Phase Completion (for ongoing projects).	Yes/No	
15.	Team Composition and Task Assigned	Form T9	Yes/No	
16.	Project work break down structure	Qualitative assessment based on timelines, resource assignment, dependencies and milestones	Yes/No	
17.	CV of proposed resources for the assignment	Form T10	Yes/No	

**5.4. Form T3: Bidder Information**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar, Patna

Item	Bidder's Response
Company Name	
Year Established	
Incorporated in India (Yes/ No)	
Authorized Signatory	
Position	
Address	
Mobile	
Telephone	
Fax Number	
Email Address	
Brief Profile of Company	Provide here a brief (two pages) description of the background and organization of your firm/entity.

Yours Sincerely,  
(Authorised Signatory)  
Signature:  
Name:  
Designation:  
Address:  
Seal:  
Date:

### 5.5. Form T4: Undertaking on Personnel

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar, Patna

**Sub:** Undertaking on Personnel

Sir,

1. We do hereby undertake that those persons whose CV's have been submitted as part of technical proposal shall be deployed during the project as per our bid submitted in response to the RFP.
2. We undertake that any of the above personnel shall not be removed or replaced without the prior written consent of the Department of Industries, Government of Bihar.
3. Under exceptional circumstances, if the above personnel are to be replaced or removed, we shall put forward the profiles of personnel being proposed as replacements, which will be either equivalent or better than the ones being replaced.
4. We also undertake to staff the project with competent team members in case any of the proposed team members leave the project either due to voluntary severance or disciplinary actions against them.
5. We acknowledge that Department of Industries, Government of Bihar has the right to seek the replacement of any member of the project team being deployed by us, based on the assessment of Department of Industries, Government of Bihar that the person in question is incompetent to carry out the tasks expected of him/her or found that person does not really possess the skills /experience/qualifications as projected in his/her profile or on the ground of security concerns or breach of ethics.
6. In case we assign or reassign any of the team members, we shall be responsible, at our expense, for transferring all appropriate knowledge from personnel being replaced to their replacements within a reasonable time.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

**5.6. Form T5: Undertaking of not being blacklisted, suspended, terminated etc.**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar, Patna

**Subject:** Undertaking of not being blacklisted, suspended etc.

Sir,

I/We hereby declare that our company <insert details> is not blacklisted, suspended or terminated in any manner whatsoever by State Government in the last 5 years. The bidder is having unblemished past record and was not declared ineligible to participate for bidding in the last 5 years by any State Government due to, breach of general or specific instructions, corrupt /fraudulent, Non Performance or any other unethical business practices.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

**5.7. Form T6: Financial Information of bidder**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
 Department of Industries,  
 Government of Bihar, Patna

<b>Financial Information</b>	<b>FY &lt;&lt; Enter FY&gt;&gt;</b>	<b>FY &lt;&lt; Enter FY&gt;&gt;</b>	<b>FY &lt;&lt; Enter FY&gt;&gt;</b>	<b>FY &lt;&lt; Enter FY&gt;&gt;</b>	<b>FY &lt;&lt; Enter FY&gt;&gt;</b>	<b>Supporting document</b>
Annual Turnover (in Rs. Crore)						Relevant extract from P & L; Certificate from Auditor/ Authorized Representative
Annual Turnover from Business Consulting (in Rs. Crore)						Certificate from Auditor / Authorized Representative
Annual Turnover from Government Consulting (in Rs. Crore)						Certificate from Auditor/ Authorized Representative
Authorized Signature [In full and initials]: Name and Title of Signatory: Name of Firm: Address: Seal/Stamp of bidder:						

(To be certified by the Statutory Auditor)

**5.8. Form T7: Format for Submission of the Technical Proposal**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar, Patna

**Subject:** Submission of Technical Proposal for selection of consultancy firm to work as Technical Support Unit of Department of Industries, Government of Bihar

Sir,

I/We, the undersigned, offer to provide project management services to Department of Industries, Government of Bihar with reference to your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Technical proposal.

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

I/We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document

Yours Sincerely,  
(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

**5.9. Form T8: Project Experience**

[Using the format below, provide information on each assignment for which your firm, was legally contracted for carrying out consulting services similar to the ones requested under this assignment..]

<b>Assignment name:</b>	<b>Approx. value of the contract (in Rs.):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Address:</b>	<b>Approx. value of the services provided by your firm under the contract (in Rs.):</b>
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	<b>No. of professional staff-months provided by associated Consultants:</b>
<b>Name of associated Consultants, if any:</b>	<b>Name of senior professional staff of your firm involved (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	



**5.10. Form T9: Team Composition and Task Assigned**

<b>Key Technical Support Team</b>			
<b>Name of Staff</b>	<b>Area of Expertise</b>	<b>Position Assigned</b>	<b>Task Assigned</b>

**5.11. Form T10: CV Format**

(Please use separate forms for multiple CVs. Maximum page limit of 5 pages per CV)

1.	<b>Proposed Position:</b>				
2.	<b>Name of Staff:</b>				
3.	<b>Date of Birth:</b>				
4.	<b>Nationality:</b>				
5.	<b>Education:</b>				
	<b>Name of Institution</b>	<b>Degree obtained</b>	<b>Date of obtainment</b>		
6.	<b>Membership of Professional Associations:</b>				
7.	<b>Other Training:</b>	•			
8.	<b>Papers &amp; Relevant Works</b>	•			
9.	<b>Countries of Work Experience:</b>				
10.	<b>Languages:</b>	<b>Name of Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
11.	<b>Employment Record:</b>				
a.	<b>From [Year] – To [Year]:</b>				
	<b>Employer:</b>				
	<b>Positions held:</b>				
b.	<b>From [Year] – To [Year]:</b>				
	<b>Employer:</b>				
	<b>Positions held:</b>				
12.	<b>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>				
	<b>Please provide a brief description about your profile. (10 lines)</b>				
	<b>Project Name:</b> <b>Year:</b> <b>Location:</b> <b>Employer:</b> <b>Main Project Features:</b> <b>Position held:</b> <b>Activities Performed:</b>				
	<b>Project Name:</b> <b>Year:</b> <b>Location:</b> <b>Employer:</b> <b>Main Project Features:</b> <b>Position held:</b> <b>Activities Performed:</b>				

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: \_

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:

**5.12. Form C1: Financial Proposal Submission Form**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

Director (Technical Development)  
Department of Industries,  
Government of Bihar, Patna

**Subject:** Submission of Financial Proposal for selection of Technical Support Unit of Department of Industries, Government of Bihar

Sir,

I/We, the undersigned, offer to provide the Technical Support Services to Department of Industries, GoB in accordance with your Request for Proposal dated <<.....>> and our Technical Proposal.

Our attached Financial Proposal is for the amount of Rs.....(Rupees.....) and is inclusive of all taxes, duties, levies except for any Service Tax as may be applicable.

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

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

Yours Sincerely,  
(Authorised Signatory)

Signature:  
Name:  
Designation:  
Address:  
Seal:

**5.13. Form C2: Breakdown of Financial Proposal**

#	Designated Role/ Title	Deployment	Total Manpower Required	Quarterly Rate <sup>1</sup> (in Rs.)/ Manpower	Total Time Input (in quarter)	Quarterly Fees (in Rs.)	Total Cost (in Rs.)	Taxes (in Rs.)	Grand Total (in Rs.)
1.	Project Manager and Team Leader	Full Time	1		12				
2.	Company Secretary	Full Time	1		12				
3.	Chartered Accountant	Full Time	1		12				
4.	ICT Expert	Full Time	1		12				
5.	Project Management Consultant	Full Time	5		12				
<b>Grand Total</b>			<b>9</b>	<b>-</b>	<b>-</b>				

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

<sup>1</sup> The quarterly rate should be inclusive of Out of Pocket Expenses (OPE) component also.

**5.14. Format for Power of Attorney**

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), ..... son/daughter/wife of ..... and presently residing at .....,who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for the \*\*\*\* including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to Department of Industries, Government of Bihar, representing us in all matters before the Department of Industries, signing and execution of all Agreements including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Department of Industries in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Department of Industries

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2.....

For .....

(Signature, name, designation and address)

Witnesses:

1. (Notarised)
- 2.