

**Request for Proposal (RFP)**  
**For**  
**Selection of Consultancy Firm for setting up**  
**of Project Management Unit (PMU)**  
**under**  
**Swachh Bharat Mission (Urban)**  
**in Bihar**  
**( RFP No. \_\_\_\_\_, Issued On: \_\_\_\_\_ )**

**Issued by:**

**Principal Secretary**

Urban Development & Housing Department, Govt. of Bihar  
# 159, 1st Floor, Vikas Bhawan, Patna – 800015

Phone: (0612)2215580, 2205101, 2215385

Fax: (0612)2223059, 2231566

Email:urbansec-bih@nic.in, Website: <http://www.urban.bih.nic.in/>,



### DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Urban Development & Housing Department, Govt. of Bihar (UD & HD) or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the UD & HD to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the UD & HD in relation to set up the PMU by hiring qualified experts/specialists /supporting staff. Such assumptions assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for UD & HD, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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

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

UD & HD also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. UD & HD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that UD & HD is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the PMU Services and UD & HD reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by UD & HD or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and UD & HD shall not be liable in a manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



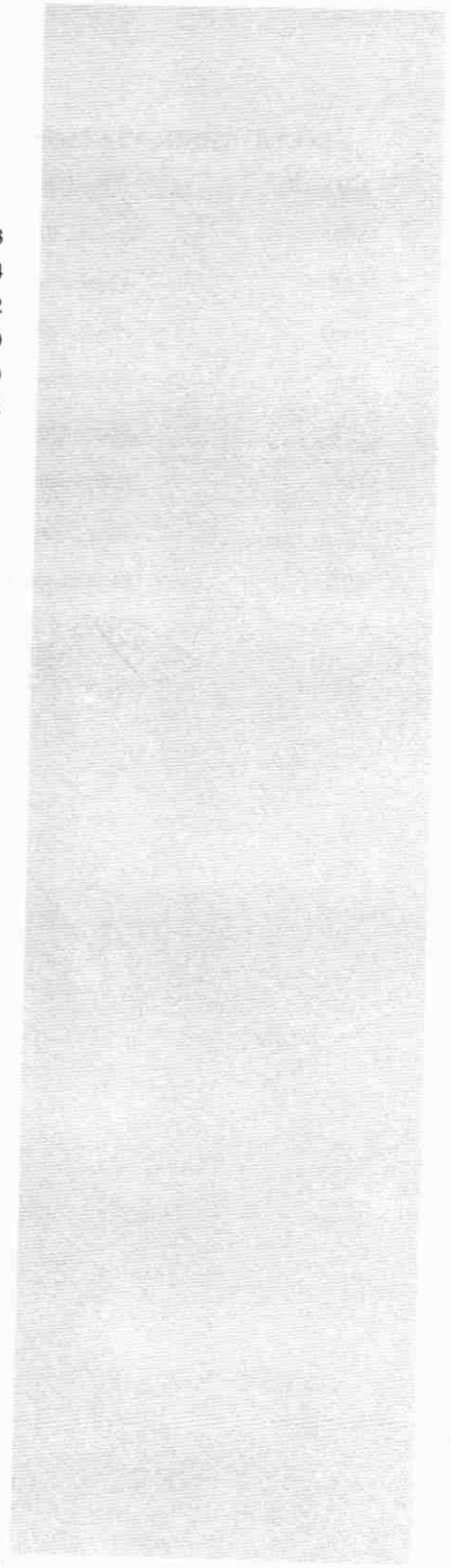
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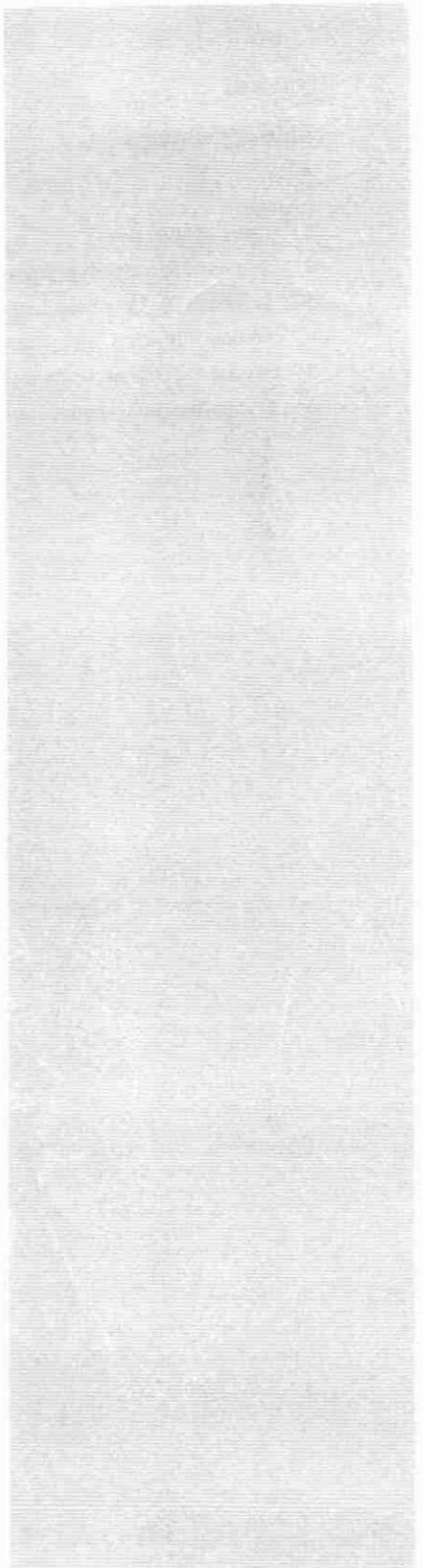


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### LIST OF ABBREVIATIONS

UD & HD	Urban Development & Housing Department, Govt. of Bihar
SBM	Swachh Bharat Mission
RFP	Request for Proposal
PMU	Project Management Unit
INR	Indian Rupees
RFP	Request for Proposal
ITC	Instruction to Consultants
JV	Joint Venture
MOU	Memorandum of Understanding
QCBS	Quality & Cost Based Selection

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## 1. Letter of Invitation

- a. Urban Development & Housing Department, Govt. of Bihar (UD & HD) is entrusted for implementation of Swachh Bharat Mission across different ULBs in the state of Bihar.

**UD & HD** hereby invites sealed proposals through single stage Two packet system, from experienced and reputed Consultants who are empanelled under Swachh Bharat Mission (SBM) by Ministry of Urban Development for Solid Waste Management to provide following services :-

**“Selection of Consultant for Setting up of Program Management Unit (PMU) for Swachh Bharat Mission (Urban) in Bihar”.**

The proposal shall be submitted in physical form **ONLY**.

- b. **Scope of Consultancy Services:** The scope of the Consultancy Services required by UD & HD for the above mentioned Project is detailed in Section 4 (Terms of Reference) **of the RFP Document.**
- c. RFP Document and RFP document Fee: The RFP document can be downloaded from UD & HD ([www.urban.bih.nic.in](http://www.urban.bih.nic.in)) and RFP document fee of Rs. 10,000/- ( Rupees Ten Thousand only ) can be purchased from UD & HD office in the form of Demand Draft drawn in favour of Deputy Director, BUDA from 07-08-2017 to 20-08-2017.
- Applicants who download the RFP from UD & HD website can submit the cost of RFP document along with their proposal.
- d. It will be the responsibility of the Consultant who is submitting the proposal on downloaded RFP document to check and see any addendum/corrigendum issued in this regard from the website from time to time and ensure submission of proposal along with all addendum/corrigendum.
- e. Earnest Money Deposit (EMD): The proposals must be accompanied by EMD of INR Rs.- 5,00,000/- (Rupees Five Lakh Only ) in the form of Bank Demand Draft drawn on any Nationalized Bank / Reputed Private Bank in India. EMD may be also in the form of Bank Guarantee drawn on Nationalized / Reputed Private Bank in India.
- f. Non-submission of the requisite RFP document Fee and EMD shall lead to summarily rejection of the proposal. The proposal security needs to be mandatorily submitted along with the bid.
- g. Receipt of Proposals: Proposals must be submitted physically on or before date specified in the Data Sheet not later than 21-08-2017 Hrs on 15:00 hour. Proposals will be opened on the same day (if Possible) at 16:00 Hrs. in presence of Consultants' representatives who choose to attend. UD & HD will not be responsible for any delay in receiving the RFP documents by the Consultant or in receipt of their proposals. UD & HD reserves the right to accept/reject any or all proposals without assigning any reason there of.
- h. A Consultant will be selected under Least Cost Selection method by giving weightage to and adding the Technical & Financial evaluation scores. Detailed method and procedures including weightage for Technical and Financial score are described in 'Section 2 Instruction to Consultants (ITC) including Data Sheet of the RFP.

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i. Contact person:

**Special Secretary**

Urban Development & Housing Department, Govt. of Bihar  
# 159, 1st Floor, VikasBhawan, Patna – 800015

Phone: (0612)2215580,2215113

Fax: (0612)2223059, 2231566

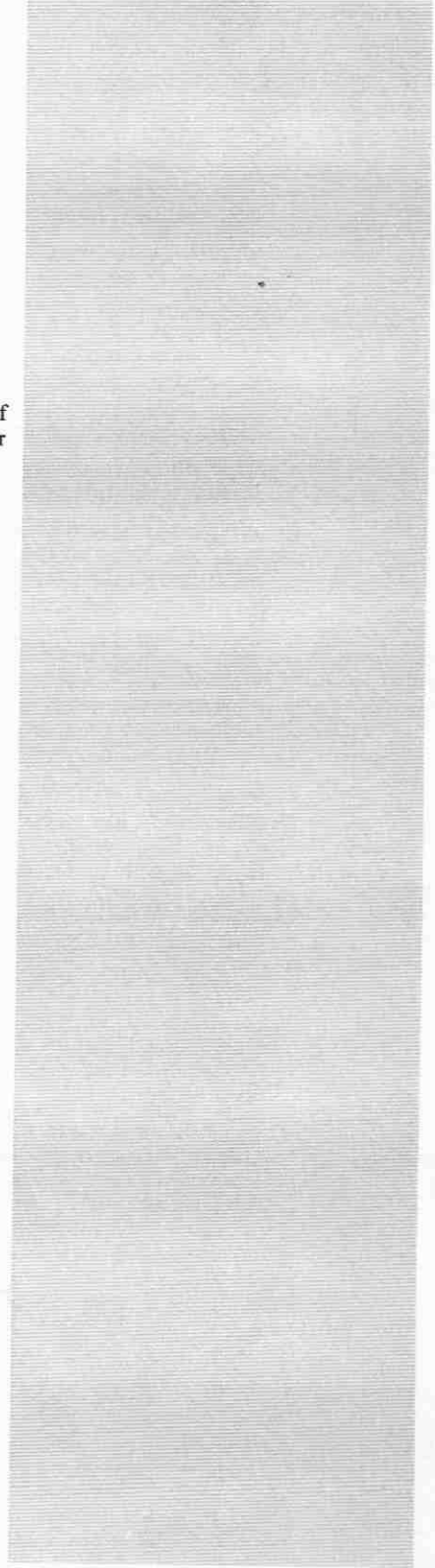
Email: [spsecsd1@gmail.com](mailto:spsecsd1@gmail.com)

Website: <http://www.urban.bih.nic.in/>

- j. Pre-Bid Meeting: - A pre-bid meeting will be held on 02-08-2017 at 11.00 Hrs. in the office of Principal Secretary, UD & HD to clarify any issues and answer any queries on any matter relating to the services, as stated in the RFP.



Sanjay Dayal,  
Special Secretary  
Urban Development & Housing  
Department Govt. of Bihar



## 2. Section 1: Instructions to Consultants (ITC)

<b>1. Definitions</b>			
<b>S.No</b>	<b>Particulars</b>	<b>Clause</b>	<b>Description</b>
1.1		1.1.1	"Act" means the Bihar Transparency in Public Procurement Act, 2012. Rules means Bihar Transparency in Public Procurement Rules, 2013"
		1.1.2	"Client" means the Procuring Entity with which the selected Consultant signs the Contract for the Services.
		1.1.3	"Consultant" means the Bidder who may any entity or person that may provide or provides the Services to the Client under the Contract.
		1.1.4	"Contract" means the Contract signed by the Parties and all the attached documents and the appendices.
		1.1.5	"Bid Data Sheet (BDS)" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
		1.1.6	"Day" means a calendar day.
		1.1.7	"Government" means the Government of Bihar. ULB means Urban Local Bodies.
		1.1.8	"Instructions to Consultants (ITC)" means the document which provides short listed Consultants with information needed to prepare their Proposals.
		1.1.9	"LOI" means the Letter of Invitation being sent by the Client to the short listed Consultants.
		1.1.10	"Personnel" means professionals and support staff provided by the Consultant or by any Sub-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 India; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside India.
		1.1.11	"Proposal" means the Technical Proposal and the Financial Proposal submitted by the Consultant.
		1.1.12	"RFP" means the Request For Proposals prepared by the Client for the selection of Consultants.
		1.1.13	"Services" means the work to be performed by the Consultant pursuant to the Contract.
		1.1.14	"Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services.
		1.1.15	"Terms of Reference" (TOR) means the document included in the RFP which explains the objectives ,scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.
<b>2. Introduction</b>			
2.1		2.1.1	The Client named in the Bid Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Bid Data Sheet.

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