

Notice Inviting Proposal for Appointment of Consultancy agency (Re-Tender) for SPMG Bihar State Ganga River Conservation Programme Management society



Urban Development and Housing Department, Govt. of Bihar
1st Floor, Vikas Bhawan, New Secretariat, Patna - 800 015
(Email: urbansec-bih@nic.in)

UD&HD NO-26

Date: 05/01/2018

1. Principal Secretary, Urban Development & Housing Department, Government of Bihar, invites proposals from eligible Consultancy Firms for Appointment of Consultant for SPMG Bihar State Ganga River Conservation Programme Management society
2. Eligibility Criteria for participating Consultancy Firm:
 - Consultancy Firm/ Organization should be registered under any statute in India.
 - Consultancy Firm should be registered with GST
 - Agency should have experience of 5 years of providing consultancy services to Central / State government departments or externally aided projects of government departments
 - The Consultant (in case of single business entity) should have a minimum average annual turnover of Rs. **5 (Five) crores** during last three (3) financial years;
 - Bidder should have Experience of at least 3 (Three) Specific assignments as PMC/PMU/Technical assistance to Central / State government departments or externally aided projects of government departments
 - Bidder should not be blacklisted or debarred from any government organization/ Department.
3. Interested Consultancy Firms may download the complete Request for Proposal (RFP) Document, from tender/procurement section on the website <http://www.urban.bih.nic.in>
4. A firm will be selected under **Least Cost Selection method** and procedures described in this RFP.
5. Interested Consultants are also required to submit cost of RFP documents of **Rs. 10,000/-** and Refundable Bid Security of **Rs. Two Lakh**. In the Name of Director, BUDA No proposals will be accepted without cost of RFP document and valid Bid Security. No liability will be accepted for downloading the incomplete document.
6. Sealed Completed Proposals will be received at the address mentioned below on any working day up to **04:00 PM hours on 30/1/2018** and Technical Proposal of Bids shall be opened on the same day at **04:30 PM hours** at Address:
The Principal Secretary, Urban Development & Housing Department, Room No. 159, Vikas Bhawan, New Secretariat, Patna - 800 001, Bihar, INDIA
7. The Principal Secretary, UD&HD reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

Principal Secretary
UD&HD

2018

Request for Proposal

For Appointment of Consultancy Agency for
SPMG/ Bihar State Ganga River Conservation
& Program Management Society (BGCMS)

Principal Secretary,
Urban Development & Housing Department, Govt. of Bihar
First Floor, Vikas Bhawan, New Secretariat, Patna – 800 015

RFP for appointment of Consultancy Agency for SPMG/BGCMS

Tel : 0612-2215385, 221550, Fax: 0612-2231566, 2215580

Email: asurbanbiharg@mail.com

Website: urban.bih.nic.in

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1/1/2018





Urban Development & Housing Department

(Govt. of Bihar)

Request for Proposal (RFP) for For Appointment of Consultancy Agency for SPMG/ Bihar State Ganga River Conservation & Program Management Society (BGCMS)

January - 2018

Urban Development & Housing Department, Govt. of Bihar
1st Floor, Vikas Bhawan, Patna – 800 015
Phone: (0612) 2215358, 2205101, 2215385 Fax: (0612) 2223059, 2231566
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Project Name: National council for rejuvenation, protection and Management of River Ganga (National Ganga Council) / NAMAMI GANGE
Name Of The Client: Urban Development & Housing Department, Government of Bihar
Title: State Program Management Group (SPMG) / Bihar State Ganga River Conservation & Program Management Society (BGCMS)

Section 1. Letter of Invitation

To,
All prospective bidders

Dear Mr./Ms.:

1. URBAN DEVELOPMENT & HOUSING DEPARTMENT, GOVERNMENT OF BIHAR (hereinafter called “Employer or Client”) is executing Projects sanctioned under “NAMAMI GANGE” Scheme in the State.
2. The employer invites proposal to provide the Man power service for: **SPMG/ Bihar State Ganga River Conservation & Program Management Society (BGCMS)**. More details on the services are provided in the Terms of Reference in this RFP document and qualification requirement is at Instructions to Consultants.
3. A firm will be selected under **“Least cost based Selection (LCS)”**.
4. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract
5. Please inform us in writing at the following address
To The Principal Secretary, Urban Development & Housing Department, Government of Bihar upon receipt:
 - (a) that you have downloaded this RFP document from official website of Urban Development & Housing Department, Government of Bihar; and
 - (b) that you will submit the proposal by the date & time indicated in part II of the information to consultants called project specific information.

Yours sincerely,
Principal Secretary
Urban Development & Housing Department,
GoB, Patna

Section 2

Instructions to Consultants

Part I

1. Definitions

- (a) “Assignment/ job” means the work to be performed by the Consultant pursuant to the Contract.
- (b) “NMCG” means National Mission for Cleaning Ganga
- (c) “Client” means The Principal Secretary, Urban Development & Housing Department,
- (d) “Consultant” means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract.
- (e) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- (f) “Data Sheet” means such part of the Instructions to Consultants used to clarify the relevant clause of Instructions to Consultant or to replace certain clause of the Instructions to Consultant specific to the assignment.
- (g) “Day” means calendar day.
- (h) “Employer or Client” means the Urban Development & Housing Department, Govt. of Bihar who have invited the bids for HR Agency and/ or with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.
- (i) “Government” means the Government of Bihar.
- (j) “NGRBA” means National Ganga River Basin Authority.
- (k) “BGCMS” means Bihar State Ganga River Conservation & Program Management Society (**BGCMS**)
- (l) “**SPMG**” means State Program Management Group
- (m) “**National Ganga Council**” means the National council for Rejuvenation, protection and Management of River Ganga”
- (n) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their proposals.
- (o) “Joint Venture” means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant’s obligations under the Contract.

- (p) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the consultants.
- (q) “Partner” means any of the entities that make up the Joint Venture; and Partners means all those entities.
- (r) “Personnel” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Domestic Personnel” means such professionals and support staff who at the time of being so provided had their domicile in India.
- (s) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (t) “Proposal” means the Technical Proposal and the Financial Proposal.
- (u) “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP.
- (v) “Services” means the work to be performed pursuant to the Contract.
- (w) “Standard Electronic Means” includes facsimile and email transmissions.
- (x) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.
- (y) “UD&HD” means Urban Development & Housing Department, Govt. of Bihar.
- (z) “ULB” means Urban Local Body, local government of a town/city.

2. Introduction

- 2.1 The Employer named in the Part II Data Sheet will select a organization (the Consultant) from those to whom the LOI has been addressed, in accordance with the method of selection specified in the Part II Data Sheet.
- 2.2 The name of the assignment has been mentioned in Part II Data Sheet. Detailed scope of the assignment has been described in the Terms of Reference in Section 5.
- 2.3 The date, time and address for submission of the proposals has been given in Part II Data Sheet.
- 2.4 The Consultants are invited to submit their Proposal, for consulting Assignment named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.5 The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment, and make available relevant project data and reports.
- 2.6 Consultants shall bear all costs associated with visits, the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

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

4. Clarification and Amendment of RFP Documents

- 4.1 Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query) to all Consultants. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 4.2 below.
- 4.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

5. Conflict of Interest

- 5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignment or their own corporate interests and act without any consideration for future work.
- 5.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- (i) **Conflicting activities:** A firm that has been engaged by the Employer to provide goods, works or assignment other than consulting assignment for a project, and any of its affiliates, shall be disqualified from providing consulting assignment related to those goods, works or assignment. Conversely, a firm hired to provide consulting assignment for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment other than consulting assignment resulting from or directly related to the firm's consulting assignment for such preparation or implementation. For the purpose of this paragraph, assignment other than consulting assignment are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
 - (ii) **Conflicting Assignment:** A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in

conflict with another assignment of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Employer in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment shall not be hired for the assignment in question.

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

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

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

6. Unfair Advantage

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

7. One Proposal

7.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

8. Proposal Validity

8.1 The Part II Data Sheet to consultant indicates how long Consultants Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise. However, the Employer may request Consultants to extend

the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their proposal. Under such circumstance the Employer shall not consider such proposal for further evaluation and the bid security of the bidder.

9. Preparation of Proposals

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

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

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

- (a) If a Consultant considers that it may enhance its expertise for the assignment/job by associating with other Consultants in sub-consultancy, it may associate with other Consultant.
- (b) The estimated number of Professional staff / months for the assignment / job is as shown in the Part II. However, the Proposal shall be based on the number of Professional staff / months or budget estimated by the Consultants. While making the proposal, the consultant must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.
- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position mentioned. CV of Alternative professional staff will not be evaluated.

9.4 Depending on the nature of the assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- (a) A brief description of the consultant's organization and in the case of a consortium/

joint venture, of each partner, will be provided in Form Tech-2. In the same Form, the consultant and in the case of a consortium/ joint venture, each partner will provide details of experience of assignments which are similar to the proposed assignment as per the terms of reference. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract & completion certificate for all the assignments mentioned in the proposal.

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment and on requirements for counterpart staff and facilities including, administrative support, office space, domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks is to be provided in Form TECH-5 of Section 3.
- (e) CVs of the Professional staff as mentioned in para 9.4 (d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (f) A detailed description of the proposed methodology and staffing for training needs to be given, if the Part II Data sheet specifies training as a specific component of the assignment / job.

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

9.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment,

including (a) remuneration for staff and (b) reimbursable expenses indicated in the Part II Data sheet. If appropriate, these costs should be broken down by activity. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

10. Taxes

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

11. Currency

11.1 Consultants shall express the price of their Assignment in India Rupees. [In case of assignment where payments in foreign currency are allowed to be made, the consultants are free to make their quote in any foreign currency. The employer shall mention the provision regarding conversion of such foreign currency to Indian Rupees]

12. Bid Security and Bid processing Fees

12.1 Bid Security

- I. Bid Security of **Rs. 2,00,000 (Indian Rupees Two Lakh only)** must be submitted along with the Proposal in the form of DD drawn in favour of the Director, BUDA payable at **Patna** or in the form of Bank Guarantee issued by any scheduled bank of India in the name of “The Director, BUDA” or in the form of Fixed Deposit Receipt (FDR) pledged in the name of Director, BUDA.
- II. **Proposals not accompanied by Bid Security shall be rejected as non-responsive.**
- III. No interest shall be payable by the Employer for the sum deposited as Bid Security.
- IV. The Bid Security of the bidders would be returned back within one month of signing of the contract.

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

- I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- III. If the consultant tries to influence the evaluation process.
- IV. If the First ranked consultant withdraws his proposal during contract negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

13. Bid Processing Fees

All consultants are required to pay **Rs.10,000 (Indian Rupees Ten Thousand Only)** towards Bid Processing Fees in the form of demand Draft drawn in favour of “**Director, BUDA**” and payable at Patna. The Bid Processing Fee is Non-Refundable.

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

14. Submission, Receipt, and Opening of Proposal

- 14.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. The technical proposal should be spiral binded with page numbers and table of contents.
- 14.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. **The signed Technical and Financial Proposals shall be marked “ORIGINAL”.**
- 14.3 **The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the Assignment / job.** The envelopes containing the Technical Proposals, Financial Proposals, EMD and bid processing fees shall be placed into an outer envelope and sealed. **This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]”.** The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**
- 14.4 The Proposals must be sent to the address/addresses indicated in the Data sheet and received by the Employer no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

15. Proposal Evaluation

- 15.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or

Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

- 15.2 The employer has constituted a **Consultancy Evaluation Committee (CEC)** which will carry out the entire evaluation process.

15.3 Evaluation of Technical Proposals:

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

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

15.5 Public opening & evaluation of the Financial Proposals:

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

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

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

16. Negotiations

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

16.2 Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization & staffing and any suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Assignment/job”. Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

16.3 Financial negotiations: After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Employer with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

16.4 Availability of Professional staff/experts: Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organisation. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of Invitation to negotiate.

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

17. Award of Contract

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

17.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions including Performance Guarantee as mentioned in the standard form of contract in Section-6, within 15 days of issuance of the letter of intent.

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

18. Confidentiality

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

INSTRUCTIONS TO CONSULTANT

Part-II

DATA SHEET

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

Ref. clause of ITC	Particulars	Clarification / Modification / Replacement
2.1	Name of the Employer:	The Principal Secretary, Urban Development & Housing Department, Government of Bihar
2.1	Method of Selection:	Least Cost Based Selection (LCS)
2.2	Name of the Assignment is:	Appointment of Consultancy Agency for SPMG/ Bihar State Ganga River Conservation & Program Management Society (BGCMS)
2.3 & 14.4	Date & Time & Address for submission of Proposal:	Date: 30/1/ 2018 Time: 16:00 Hrs. Address: Urban Development & Housing Department, Room No. 159, First Floor, Vikas Bhawan, New Secretariat, Patna
2.5	Representatives of Employer:	Additional Secretary Urban Development & Housing Department
2.5	A pre-proposal meeting will be held:	Date: 15/1/ 2018 Time: 15:00 Hrs Venue: Conference Hall, Urban Development & Housing Department, Vikas Bhawan, New Secretariat, Patna
2.6	Inputs & facilities to be provided by the employer:	All available relevant reports related to SPMG/ BGCSM. Office space with furniture will be provided by the employer at Patna
3.1 & 3.2	Eligibility / Qualification Criteria	JV partner / Consortium / other association will not be allowed in any circumstances.

		<p>For eligibility, the Consultant shall have at least:</p> <ol style="list-style-type: none"> 1. Agency should have experience of 5 years of providing consultancy services to Central / State government departments, or externally aided projects of government departments. 2. Shall be registered with GST 3. The Consultant (in case of single business entity) should have a minimum average annual turnover of Rs. 5 (Five) crores during last three (3) financial years; 4. Bidder should have Experience of at least 3 (Three) Specific assignments as PMC/PMU/Technical Assistance to to Central / State government departments, or externally aided projects of government. 5. Bidder should have not being blacklisted or debarred from any government organization/ Department. 						
4.1	Clarifications may be requested:	<p>Not later than 10 days before the submission date at following Address: Additional Secretary Urban Development & Housing Department, , 1st Floor, Vikas Bhawan, New Secretariat, Patna – 800 015 Tel.: 0612, 2215358, Fax: 0612-2231566, 2215580 Email: ubansec-bih@nic.in</p>						
8.1	Proposals must remain valid until:	<p>180 days after the submission date [i.e. up to _____ 2018]</p>						
9.1	Language for Correspondence exchanged by consultant & the employer	English / Hindi						
9.3 (a)	Association of Sub Consultant	Not allowed						
9.3 (b)	The estimated number of Professional staff / months to be mobilised immediately after contract under the Assignment is:	<table border="1"> <thead> <tr> <th>Designation of Key Experts</th> <th>Nos.</th> <th>Total Man months</th> </tr> </thead> <tbody> <tr> <td>Sr. Environmental Planner / water Resources Management</td> <td>1</td> <td>36</td> </tr> </tbody> </table>	Designation of Key Experts	Nos.	Total Man months	Sr. Environmental Planner / water Resources Management	1	36
Designation of Key Experts	Nos.	Total Man months						
Sr. Environmental Planner / water Resources Management	1	36						

		Specialist (Unit Head)		
		Environmental Specialist (Ganga)	1	36
		Assitant GIS Specialist	1	36
		Finance Director (Unit Head)	1	36
		Sr. Financial Management Specialist	1	36
		Sr. Procurement Specialist	1	36
		Monitoring Evaluation (M/E) officer	1	36
		Assistant System Analyst	1	36
		Communication Manager (Unit Head)	1	36
		Grievance Redressal Officer	1	36
		Technical Manager (Unit Head)	1	36
		Sr. Environmental Engineer & (Waste water segment & Sewerage)	1	36
		Solid waste Management Specialist	1	36
		Sr. Civil Engineer	1	36
		PPP Specialist	1	36
		Team Assistant	4	144
		Total	19	
9.3 (C)	The estimated number of Professional staff / months to be mobilised as per requirement of the	Designation of Key Experts	Nos.	Total Man months
		DSS Specialist	1	36

	Department under the Assignment is:	Procurement Specialist	1	36
		Enforcement coordinator	1	36
		Assistant coordinator facilities	1	36
		IT Officer	1	36
		Communication participation / outreach coordinator	1	36
		RTI Officer	1	36
		River Front Management specialist	1	36
		Economic/ Financial Analysis Specialist	1	36
		Social Development Specialist (ESMF)	1	36
		Environmental Specialist	1	36
		Total		
9.4	The formats of the Technical Proposal to be submitted :	<p>Form Tech 1: Letter of Proposal submission</p> <p>Form Tech 2: Consultant's organization & experience</p> <p>Form Tech 3: Comments & suggestions on TOR</p> <p>Form Tech 4: Approach & methodology (Max. of 20 pages including charts and diagrams)</p> <p>Form Tech 5 : Team composition</p> <p>Form Tech 6 : Curriculum vitae (CV)</p> <p>Form Tech 7: Comment / modification suggested on draft contract.</p> <p>Form Tech 8: Information regarding any conflicting activities and declaration thereof.</p> <p>Submission of the technical and financial proposal in improper form will render the proposal liable to be rejected.</p>		
9.4 (g)	If training is a specific component of this	NO		

	Assignment	
9.6	Financial Proposal	In addition to technical proposal, Consultants are required to submit financial proposal sealed in separate envelope (as per forms prescribed in Section 4).
10.1	GST	The consultant should not include GST in the cost of consultancy. GST should be mentioned separately. The employer will pay to the consultant GST or any other tax replaced with it at the rate prevailing at the time of submission of invoice.
11.1	Consultant to state the cost:	Indian Rupees
14.3	Submission of Technical & Financial Proposal:	Consultant must submit the original and 1 (One) copy of the Technical Proposal, and the original of the Financial Proposal.
15.4	Eligibility Criteria for Responsiveness & Evaluation Criteria:	<p>For eligibility, the Consultant shall fulfil minimum eligibility criteria as follows:</p> <ol style="list-style-type: none"> 1. Agency should have experience of 5 years of providing consultancy services to Central / State government departments, or externally aided projects of government departments 2. Shall be registered with GST 3. The Consultant (in case of single business entity) should have a minimum average annual turnover of Rs. 5 (Five) crores during last three (3) financial years; 4. Bidder should have Experience of at least 3 (Three) specific assignments as PMC/PMU/Technical Assistance to Central / State government departments, or externally aided projects of government departments. 5. Bidder should have not being blacklisted or debarred from any government organization/ Department. 6. Following are the proof to be attached:- <ul style="list-style-type: none"> • Proof 1- Legal firm/ certificate to be attached

		<ul style="list-style-type: none"> • Proof 2- Financial capacity/ turnover of last three years audited financial statement • Proof 3- PAN number and GST number • Proof 4- Work order of ongoing assignment of minimum one year • Completion certificate for completed project if any. <ul style="list-style-type: none"> • CV should be signed by the respective experts themselves. Unsigned CV will not be consider for evaluation. <p>Detailed Evaluation Criteria is given in Appendix to Data Sheet. The minimum qualifying technical score is 70%. Financial Proposal of only those bidders will be opened who score 70% or more marks in technical evaluation.</p> <p>CV of the only 15 Experts as per list provided on Para 9.3 (b) will be considered for technical evaluation purpose.</p> <p>CV of other experts as per list given at para 9.3 (C) need not be submitted with technical proposal. However in case of services of other experts are required their CVs will be required and evaluated against the criteria mention in Appendix-II of Data sheet before mobilisation.</p> <p>CV of Team Assistant will not be evaluated, hence not required to be submitted by the bidder at the time of submission of proposal, this may be ask at the time of contract award.</p>
15.5	Tentative Date of opening of Financial Proposal:	To be informed to the bidders after technical evaluation.
15.7	Method of Selection:	Method of Selection will be Least cost Selection Method
17.2	Performance Security:	The consultant will furnish within 10 days of the issue of Letter of Intent (LOI), an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee (in prescribed format)/ in favour of “ The Director, BUDA, Urban Development & Housing Department ” payable/en-cashable at Patna, from any nationalised or scheduled commercial Bank in India for an amount equivalent to 5% (five percent) of the agreed consultancy fees. towards Performance

		Security valid for a period of six (6) months beyond the stipulated date of completion of contract. The Bank Guarantee will be released after six month and rectification of errors, if any after the end of contract period. The performance Security may be forfeited by the client if the contract is terminated by the client for not providing the satisfactory services by the consultant.
17.3	Tentative Date of Commencement of Assignment:	As per the date given in NTP
Add: New clause 19.1	Duration of Assignment:	The assignment shall be for a period of 3 (Three) years from the date of execution of agreement which may be extended for the period of 1 year maximum 2 extension as per mutual agreement between two parties and if the consultant has provided services to the satisfaction of client.

Appendix to Data Sheet to Instructions to Consultants

The Detailed criteria for evaluation of technical proposals shall be as described hereunder:

I. FIRMS GENERAL EXPERIENCE & EXPERIENCE IN SIMILAR ASSIGNMENTS (200 Points)

A. General Experience in Consultancy (50 points)

Criteria: The extent and depth of experience of the firm Agency should have experience of 5 years of providing consultancy services to Central / State government departments or externally aided projects of government departments

Factors to consider: Each reference project included in the technical proposal will be judged against the criteria established.

B. Specific Experience in Project Management Consultant/ Technical Assistance Services and / or, Project Management Unit (150 points)

Criteria: Extent of experience in holding & managing Project Management Consultancy Services / Technical Assistance Consultancy Services and / or, Project Management Unit

Factors to consider: Bidder should have Experience of at least 3 (Three) Specific assignments as PMC/PMU/TA.

II. APPROACH AND METHODOLOGY (50 Points)

A. Understanding of Objectives (30 points)

Criteria: General understanding of the project requirements; coverage of principal components as requested in TOR; and site visit assessment.

B. Quality of Methodology (20 points)

Criteria: The degree to which the presented written methodology/approach addresses the requirements of the TOR.

Factors to consider: Assessment of the inter-relationship of work program and methodology write-up. A consistent relationship is to be given maximum points. Simply writing the approach & methodology as written in this RFP will not obtain higher scores.

III. PERSONNEL (750 Points)

Expertise

Criteria: Separate assessment of each expert listed in the Request for Proposal. Each expert is to be evaluated against the tasks assigned in accordance with three main criteria:

- (i) Qualification of expert such as academic qualification: (30%)
- (ii) General experience such as no. of years of related experience: (30%)

(iii) Project related experience based on the number of relevant projects implemented: (40%)

Weighted Marks for Expertise:

SN	Designation of Key Experts	Nos.	Man-months	Weighted Marks
1	Sr. Environmental Planner / water Resources Management Specialist (Unit Head)	1	36	50
2	Environmental Specialist (Ganga)	1	36	50
3	Assistant GIS Specialist	1	36	50
4	Finance Director Unit Head)	1	36	50
5	Sr. Financial Management Specialist	1	36	50
6	Sr. Procurement Specialist	1	36	50
7	Monitoring Evaluation (M/E) officer	1	36	50
8	Assistant System Analyst	1	36	50
9	Communication Manager (Unit Head)	1	36	50
10	Grievance Redressal Officer	1	36	50
11	Technical Manager (Unit Head)	1	36	50
12	Sr. Environmental Engineer (Waste water segment & Sewerage)	1	36	50
13	Solid waste Management Specialist	1	36	50
14	Sr. Civil Engineer	1	36	50
15	PPP Specialist	1	36	50
	Total			7500

DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

S.No.	Criteria	Weightage (%)	Maximum Marks
1	Firms General Experience & Experience in PMC/PMU/DSC Assignments		200
A	General Experience in consulting services (50 points)	25%	50
(i)	Five to Seven years of Experience		10
(ii)	Eight to Ten years of Experience		25
(iii)	More than 10 years		50
B	Specific Experience in Project Management Consultant / technical assistance / Project Management Unit (150 points)	75%	150
(i)	3 Assignments		50
(ii)	Four to Eight Assignment		100
(iii)	More than Eight Assignment		150
2	Approach & Methodology for proposed assignment		50
A	Understanding of Objectives	60%	30
B	Quality of Methodology	40%	20
3	Qualification and Experience of Team Leader & Other Key Professionals		750
A	Each Expert Cv Evaluated as per the criteria mentioned below		50
(i)	Qualification – required as per post	30%	15
(ii)	General experience – 0 marks for less than 5 year experience, 10 marks for 5 -10 years and or 15 Marks for more than 10 years of experience.	30%	15
(iii)	Project related experience – 5 marks for each year experience of working with large scale urban development projects/programmes but maximum 20 marks	40%	20

Section 3

Technical Proposal - Standard Forms

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sir

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Consultant's Organization & Experience

Form Tech-2A: Format for Details of Consultant

Details of Bidder Firm

a.	Name of consultant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Service Tax Registration /GST Number (copy).	:	
j.	Permanent Account Number (copy).	:	
k.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

Form Tech- 2B: Format for Financial Capability of the Consultant

(Rs. crores)

Consultant*	------(Name of Consultant)				
FY	2014-15	2015-16	2016-17	Total	Average
Annual Turnover					
Certificate from the Statutory Auditor					
<p>This is to certify that(name of the Consultant) has received the payments shown above against the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm</p> <p>Date:</p> <p>(Signature, name and designation of the authorised signatory)</p>					

- # The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.
- * Any Consultant should fill in details as per the row titled Annual turnover and net profit in the row below.

Form Tech-2C: General Experience of Similar Nature *(List projects in the last 5 years & fill up one sheet for each project).*

Assignment name:	Average annual fee received for the assignment (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff / months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

Form 2D: Specific Experience in Similar Projects such as Project Management Consultant, /Project Management Unit/ DSC Technical Cell etc.

Assignment name:	Average annual fee received for the assignment (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff / months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTER PART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by the Employer according to Paragraph 6 of the Part II Special information to consultants including: administrative support, office space, Domestic transportation, equipment, data, etc.]

FORM TECH-4

DESCRIPTION OF APPROACH & METHODOLOGY FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

a) Technical Approach and Methodology,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

FORM TECH-5

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff:

Sr. No.	Name of Staff	Name of Firm	Area of Expertise	Position / Task assigned for this job

FORM TECH-6

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:
[For each position of key professional separate form Tech-6 will be prepared]:
2. Name of Firm:
[Insert name of firm proposing the staff]:
3. Name of Staff:
[Insert full name]:
4. Mobile No. & email Id:
5. Date of Birth:
6. Nationality:
7. PAN Card No.
8. Education:
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations if any
8. Other Training:
9. Countries of Work Experience:
[List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record:
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:	To Year]:
--------------	-----------

 - Employer:
 - Positions held:

- Detailed Tasks Assigned
[List all tasks to be performed under this Assignment/job]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 11.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

13. 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 Expert]

Place:

Full name Expert

FORM TECH-7

COMMENTS / MODIFICATIONS SUGGESTED ON DRAFT CONTRACT

[Here the consultant shall mention any suggestion / views on the draft contract attached with the RFP document. The consultant may also mention here any modifications sought by him in the provisions of the draft contract. This information shall be used at the time of the negotiations. However, the Employer is not bound to accept any/all modifications sought and may reject any such request of modification.]

FORM TECH-8

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify,

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

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

Section 4.

Financial Proposal - Standard Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sir

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the Domestic taxes but exclusive of service tax/ GST. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

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

Yours sincerely,

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

¹ Sub Total (A) as per Form FIN 2

FORM FIN-2

SUMMARY OF COSTS

S.No.	Particulars	Form	Amount in Rupees *	Amount in words
1	Remuneration	FIN 3 (Table-A)		
	For Manpower			
2	Consultancy charges 10% of manpower fee			
3	TA/DA and Other miscellaneous charges (lumsun)			
	Total Cost of Financial Proposal			
3	Service Tax / GST		Paid as per prevailing rate at the time of submission of invoice	

Note:- The cost of experts mentioned at the Table-B of FIN-3 should not be included in summary of cost.

Authorized Signature

Name:

Designation

Name of firm:

Address:

FORM FIN-3

BREAKDOWN OF REMUNERATION (Professional Staff and Support Staff) (for details please refer to Note below)

Table-A

Fee for the Experts whose mobilisation would be required immediately (Only this financial fee will be considered for financial Evaluation Purpose)						
SN	Name of the Expert	Designation of Key Experts	Nos.	Total Man months	Rate per Month	Total Remuneration (5X6)
1	2	3	4	5	6	7
		Sr. Environmental Planner / water Resources Management Specialist (Unit Head)	1	36		
		Environmental Specialist (Ganga)	1	36		
		Assitant GIS Specialist	1	36		
		Finance Director (Unit Head)	1	36		
		Sr. Financial Management Specialist	1	36		
		Sr. Procurement Specialist	1	36		
		Monitoring Evaluation (M/E) officer	1	36		
		Assistant System Analyst	1	36		
		Communication Manager (Unit Head)	1	36		
		Grievance Redressal	1	36		

		Officer				
		Technical Manager (Unit Head)	1	36		
		Sr. Environmental Engineer & (Waste water segment & Sewerage)	1	36		
		Solid waste Management Specialist	1	36		
		Sr. Civil Engineer	1	36		
		PPP Specialist	1	36		
		Team Assistant	4	144		
		Total	19			

Table-B

Fee for the Experts whose mobilisation would be required as per need.					
(This cost will not be considered for financial evaluation purpose. However this cost would be applied at the time of mobilisation of experts)					
S.N o.	Name of Staff	Position	Man Month Rates in Rupees (A)	Proposed Man Months (B)	Total Amount in Rupees* (A) x (B)
Key professionals for SPMG/ BGMCS					
1		DSS Specialist		36	
2		Procurement Specialist		36	
3		Enforcement coordinator		36	
4		Assistant coordinator facilities		36	
5		IT Officer		36	
6		Communication participation / outreach coordinator		36	
7		RTI Officer		36	

8		River Front Management specialist		36	
9		Economic/ Financial Analysis Specialist		36	
10		Social Development Specialist (ESMF)		36	
11		Environmental Specialist		36	
	Sub Total				
Total Remuneration cost					

NOTE:- The proposed remuneration of the each of above mentioned positions should not exceed the provisions of the guidelines of the NGRBA

- Department shall not provide any other reimbursable expenditure for any visit like attending of meeting/ work shop outside state, field visit etc., during the assignment period. Consultant shall have to incur these expenditure from TA/DA part.

*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP.

1 Key Professionals are to be indicated by name (Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5 & 7)

2 Support Staff is to be indicated per category. Indicate separately staff-month rate for each activity separately.

Total Remuneration = _____ (Amount in Words)

Note :- Initially Urban development and Housing Department wants to appoint professional staff only for the following post but later on stage UD&HD may ask the consultant to deploy other team member

SN	Name of the post	SN	Name of the post
1	Sr. Environmental Planner / water Resources Management Specialist (Unit Head)	9	Communication Manager
2	Environmental Specialist (Ganga)	10	Grievance Redressal Officer
3	Assistant GIS (Specialist)	11	Technical Manager (Unit Head)
4	Finance Director (Unit Head)	12	Solid waste management specialist
5	Sr. Financial Management Specialist	13	Sr. Environmental Engineer (Waste water segment)
6	Sr. Procurement Specialist	14	Sr. Civil Engineer

7	Monitoring Evaluation Officer	15	PPP Specialist
8	Assistant System Analyst	16	Team Assistant 4 positions

Section 5

Terms of Reference

Terms of Reference for the Proposed BGCMS Team under NGRBA

1. Bihar State Ganga River Conservation Programme Management Society (BGCMS), i.e. the State Programme Management Group (SPMG), is a registered society of the State Government constituted with the objective of serving as the dedicated institution for effective implementation and monitoring of the NAMAMI GANGE Programme activities at the State level.
2. NAMAMI GANGE Programme has started the Mission Clean Ganga with a changed and comprehensive approach to champion the challenges posed to Ganga through four different sectors, namely - wastewater management, solid waste management, industrial pollution and river front development. .
3. NAMAMI GANGE is fully operational and is also supported by the state level State Ganga River Conservation Authorities (SGRCAs) in five Ganga basin States
4. Accordingly Bihar state Established a society under society registration Act, 1980 namely “**Bihar State ganga conservation programme management society**”
5. The Objective of the Program is to finance infrastructure investments to reduce pollution loads at priority locations on the river. The investments are intended to exemplify, among other attributes, the high standards of technical preparation and implementation, sustainability of operations, and public participation. The majority of investments in the NAMAMI GANGE program are expected to be in the wastewater sector, particularly in wastewater treatment plants and sewerage networks. Investments will also be supported in industrial pollution control and prevention (e.g. common effluent treatment plants), solid waste management (e.g. collection, transport and disposal systems), and river front management (e.g. improvement of the built environment along river stretches, improvement of small ghats and electric crematoria, and the conservation and preservation of ecologically sensitive sites). Many investments are likely to combine elements of more than one of these sectors.

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

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

- The Agency will provide guidance and will support to prepare DPRs, policies & strategies, monitoring formats, reports, monitoring software, IEC policy & documents and Procurement.
- The Agency will be responsible for preparing, reviewing, Modification in Standard designs, drawings and estimates as per requirements.
- The agency will be responsible for Inspection, supervision, Monitoring and review of the physical work as well as financial progress.
- Agency will prepare bid documents, RFP , EoI and Tender Documents for procurement of services and goods.

- The Agency will be responsible for preparing periodic reports and any other Statement/ report/ PPTs that may be required by central / State government under NAMAMI GANGE Programme time to time.
- The Agency would develop an manage effective MIS to ensure supervision and monitoring and to provide data to the department as when required.
- The agency will organise workshops/ Meetings / capacity Building programmes for successful implementation of NAMAMI GANGE programme.
- As the assignment involves extensive field work, the agency will ensure that field work is carried out as per the requirement.
- The agency will be required to attend workshops/ Meetings organise by the central government or any other agency authorised to do so under NAMAMI GANGE Programme.
- Agency will provide all type of technical and handholding support to UD&ND, GoB.
- Some other programme/ Project/ scheme work may be assigned by the Urban Development & Housing Department, GoB to consultancy agency.

To implement the successfully work under SPMG/ BGCMS , following professionals need to be deployed by the consultant:

SN	Name of the positions	SN	Name of the positions
1	Sr. Environmental Planner / water Resources Management Specialist (Unit Head)	16	RTI Officer
2	Environmental Specialist (Ganga)	17	Grievance Redressal Officer
3	DSS Specialist	18	Technical Manager (Unit Head)
4	Assistant GIS Specialist	19	Sr. Environmental Engineer (Waste water segment)
5	Finance Director Unit Head)	20	Solid waste Management Specialist
6	Sr. Financial Management Specialist	21	River Front Management Specialist
7	Sr. Procurement Specialist	22	Sr. Civil Engineer
8	Procurement Specialist	23	Economic/Financial Analysis (Specialist)
9	Monitoring Evaluation (M/E) officer	24	PPP Specialist

10	Enforcement Coordinator	25	Social Development Specialist (ESMF)
11	Assistant Coordinator Facilities	26	Environmental Specialist (E&MF)
12	IT Officer	27	Team Assistant 4 positions
13	Assistant System Analyst		
14	Communication Manager (Unit Head)		
15	Communication participation /outreach coordinator		

Note :- Initially Urban development and Housing Department wants to appoint professional staff only for the following post but later on stage UD&HD may ask the consultant to deploy other team member.

SN	Name of the post	SN	Name of the post
1	Sr. Environmental Planner / water Resources Management Specialist (Unit Head)	10	Communication Manager
2	Environmental Specialist (Ganga)	11	Grievance Redressal Officer
3	Assistant GIS (Specialist)	12	Technical Manager (Unit Head)
4	Finance Director (Unit Head)		Solid waste management specialist
5	Sr. Financial Management Specialist	13	Sr. Environmental Engineer (Waste water segment)
6	Sr. Procurement Specialist	14	Sr. Civil Engineer
7	Monitoring Evaluation Officer	15	PPP Specialist
8	Assistant System Analyst	16	Team Assistant 4 positions

Note:- The reservation policy of Bihar State Government will be applicable for initial engagement as well as replacement.

7. Required Qualification/ Skill and Rolls and Responsibilities of the above mentioned personnel

SN	Name of the Positions	Skill / Qualification	Rolls and Responsibilities
1	Sr. Environmental Planner / water Resources Management Specialist (Unit Head)	Graduate or post Graduate in Environmental Planning / Environmental Earth Science/ water Resource management with 10 Years' Experience	<ul style="list-style-type: none"> • Technical Leadership of planning and knowledge functions of SPMG (Including water quality management, wetland/ biodiversity management and environmental flows. • Responsibility for staff and task Management of Planning and knowledge Unit of SPMG • Lead the annual investment planning function of NAMAMI GANGE • Close collaboration with centre (NMCG) and state implementation partner agencies. • Any other work assigned by UD&HD & NMCG
2	Environmental Specialist (Ganga)	Graduate or post Graduate in Environmental Planning	<ul style="list-style-type: none"> • Lead the development of knowledge, based on diverse

		/ Environmental Earth Science/ water Resource management with 08 Years' Experience	<p>environmental aspects focus on assessment and conservation of aquatic biodiversity and other environmental assets such as floodplains and marshlands.</p> <ul style="list-style-type: none"> • Any other work assigned by UD&HD & NMCG
3	Assistant GIS Specialist	Graduate in Engineering (Civil/IT/Computer), with Specialist course in GIS/ Geo informatics with 06 years' Experience.	<ul style="list-style-type: none"> • Develop comprehensive Geographic Information System for Ganga Basin including on topography, terrain, climate, land use/ land cover, surface and ground water, wetlands, water quality, administrative and other aspects. • Collate existing spatial datasets and undertake supervise development of new spatial database. • Help contribute to reporting, knowledge product generation, analysis and website development through mapping, spatial visualization of attribute data and spatial analysis.

			<ul style="list-style-type: none"> Any other work assigned by UD&HD & NMCG
4	Finance Director (Unit Head)	Graduate or Post Graduate in degree in commerce/ MBA in Finance with 15 years relevant experience in Govt. department / under takings (Additional qualification of CA shall be preferred)	<ul style="list-style-type: none"> Responsible for all financial management, accounting, disbursement, and audit of NAMAMI GANGE Schemes. Responsible for staff and task management of the FM, Admin, and HR unit. Any other work assigned by UD&HD & NMCG
5	Sr. Financial Management Specialist	Graduate or Post Graduate in degree in commerce/ MBA in Finance with 10 years relevant experience in Govt. department / under takings (Additional qualification of CA shall be preferred)	<ul style="list-style-type: none"> Assist in financial Management, accounting and disbursements. Facilitate audit and address issues raised in audit reports. Developing and using effective system for financial management . (Including related Information Management, Monitoring and reporting) for the NAMAMI GANGE Programme. Compatible with govt. system. Facilitation (including appropriate training) of Staffs on financial management

			<p>arrangements.</p> <ul style="list-style-type: none"> • Any other work assigned by UD&HD & NMCG
6	Sr. Procurement Specialist	Graduate Degree in Civil Engineering or an MBA (Finance) with 10 years' experience. (MBA in Finance shall be preferred)	<ul style="list-style-type: none"> • Ensuring all procurement work as per agreed guidelines. • Development and using effective system (including related information management, monitoring and reporting) for procurement under the NAMAMI GANGE program • Facilitation (including appropriate training) of Staffs on procurement arrangements • Any other work assigned by UD&HD & NMCG
7	Monitoring Evaluation (M/E) officer	Graduate in Commerce or Science or Arts with 8 years relevant Experience. (Additional qualification of MBA in Finance shall be preferred)	<ul style="list-style-type: none"> • Develop and strengthen monitoring, inspection and evaluation procedures • Monitor all project activities, expenditures and progress towards achieving the project output; • Recommend further

			<p>improvement of the logical frame work;</p> <ul style="list-style-type: none"> • Develop monitoring and impact indicator for the project success; • Monitor and evaluate overall progress on achievement of results. • Monitor the sustainability of the project's results; • Provide feedback to the Project Manager on project strategies and activities • Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks; • Report monthly, quarterly, half-yearly and annual progress on all project activities • Develop M&E system for the
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			<p>Project and for the government counterpart/stakeholders;</p> <ul style="list-style-type: none"> • Prepare and maintain data base • Any other work assigned by UD&HD & NMCG
8	Assistant System Analyst	BE/ B-Tech in CS, IT with 06 years relevant experience.	<ul style="list-style-type: none"> • Assist in ensuring proper functioning of all IT systems at SPMG. • Any other work assigned by UD&HD & NMCG
9	Communication Manager (Unit Head)	MBA or post graduate in Mass Communication, with 15 years relevant experience. (MBA shall be preferred)	<ul style="list-style-type: none"> • Lead Communication efforts in SPMG (Internal and External). Work closely with other SPMG units and staff to promote effective strategic communication and facilitating shared vision development and awareness building. • Responsibility for staff and task management of the communication unit. • Any other work assigned by UD&HD & MNCG

10	Grievance Redressal Officer	Graduate in Commerce or Science or Arts with 08 years relevant experience. (Additional qualification of MBA shall be preferred)	<ul style="list-style-type: none"> • Responsible for all compliances with RTI Act. • Responsible for proper functioning of the Grievance Redressal system. • Any other work assigned by UD&HD & NMCG
11	Technical Manager (Unit Head) (Team Leader)	Graduate or post Graduate in civil Engineering / Infrastructure planning with 15 years' Experience in relevant sector of govt. or govt. under taking	<ul style="list-style-type: none"> • Will Act as a Team leader of the SPMG. • Overall responsibility for technical knowledge and planning aspects of NAMAMI GANGE program in the state. • Overall Responsibility for staff and task management of planning & Knowledge Unit, and Technical Unit of SPMG • Should be responsible for all contract management. • Identification of bottlenecks and facilitate their resolutions. • Close and continuous communication with all functional wing and key stakeholders at central/ state levels and with development

			<p>partners.</p> <ul style="list-style-type: none"> • Coordination with all the concerned offices and officers. • Close collaboration with state level implementation institutions. • Responsibility for staff and task management of the technical Unit. • He will be responsible for all type of reporting under NAMAMI GANGE Programme. • Any other work assigned by UD&HD & NMCG
12	Sr. Environmental Engineer (Waste water segment)	Graduate or post Graduate in Environmental planning/ Environmental Earth science/ water Resource Management with 10 years' Experience.	<ul style="list-style-type: none"> • Conduct technical review and provide guidance on planning and preparation of Municipal and industrial wastewater investment proposals. • Review and Provide guidance and sewerage networks aspects of investment design and implementation coverage, house connection etc. • Any other work assigned by UD&HD & NMCG

13	Solid waste Management Specialist	Graduate or post Graduate in Civil Engineering / Environmental planning with 08 years relevant experience related to solid waste management work.	<ul style="list-style-type: none"> • Conduct Technical review and provide guidance on planning and preparation of solid waste management investment proposal. • Review and provide guidance on solid waste management aspects of investment, design and implementation, including maintenance, coverage. • Any other work assigned by UD&HD & NMCG
14	Sr. Civil Engineer	Graduate degree in Civil Engineering with 10 year experience.	<ul style="list-style-type: none"> • To inspect on going civil works under NAMAMI GANGE scheme and Conduct technical review and provide guidance on civil work carried by other agencies. • Coordination with all the concerned offices. • Close collaboration with state level implementation institutions. • provide guidance on , design and implementation, including maintenance, coverage. • Any other work assigned by

			UD&HD & NMCG
15	PPP Specialist	Graduate Degree in Civil Engineering or MBA (Finance) with 8 Years' experience. (Additional qualification of CA shall be preferred).	<ul style="list-style-type: none"> • Ensuring Public Private Participation in execution of NAMAMI GANGE Projects. • Preparation of bid-document of the projects to be taken up on PPP mode. • Developing and facilitating the EA in execution of projects on PPP and DBOT basis. • Monitoring and supervision of projects on PPP or DBOT basis. • Any other work assigned by UD&HD & NMCG
16	Team Assistant 4 positions	Graduate with 4 years relevant experience, including as program Assistant, Good computer skills (esp. with common office programs for word processing, spread sheets, presentation, internet searches) Good Typing in Hindi & English and communication skills.	<ul style="list-style-type: none"> • Facilitating communications and reporting. • File/ Register maintenance and other work as directed by the officer of SPMG/BGCMS. • Any other work assigned by UD&HD

8. Payment Schedule

This is an input based Contract payment will be linked to MPR of the Consultant.

8.1 Input-Based

100% of the total Contracted vaule, divided into 36 months, shall be paid against the actual monthly inputs of the Experts on submission of approved monthly Attendance sheets which is approved by authority i.e. Nodal Officer of SPMG/BGCMS along with the Monthly Reports.

The payment for the Input-Based services will be made on monthly basis against the satisfactory services rendered and submission of approved time sheets and MPRs.

