



JEEViKA

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Request For Proposal

**Hiring of Technical Support Agency (TSA) for farm sector initiatives to
enhance sustainable income of JEEViKA's Farm Communities**

**Two Envelope Bidding system through e-Procurement at
<https://eproc2.bihar.gov.in>**

Ref. No. BRLPS/Proj-LH-FARM/2492/25

Issued on 06/10/2025

**BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)
3rd Floor, Annexe-II, Vidyut Bhawan, Patna – 800021**

NOTICE INVITING TENDERS

1. JEEViKA, as Bihar's flagship rural livelihoods initiative, has been instrumental in empowering women farmers and strengthening rural economies through its robust community institutional architecture. By mobilizing women into Self-Help Groups (SHGs) and federating them into multiple tier organizations, JEEViKA has created a well-structured platform for promoting sustainable livelihood models for rural women and community cadres. Through targeted training and handholding support, the initiative has not only improved agricultural practices but also promoted entrepreneurship, financial literacy, and leadership among women farmers.
2. With its deep grassroots presence and a network of trained members, community resource persons, JEEViKA serves as a critical enabler of last-mile service delivery. These cadres act as change agents, ensuring the effective implementation of developmental interventions while bridging knowledge and resource gaps at the community level.
3. While JEEViKA has set up a strong community institution for livelihood promotion, the next organic evolution is to advance them towards on the new growth trajectory of sustainable income enhancement. As rural economies evolve and external challenges like climate change and shifting market dynamics intensify, ensuring long-term resilience and livelihood security requires focused interventions. Identifying key barriers and implementing targeted solutions would be essential in unlocking the full economic potential of these communities. In that pursuit, there are certain existing impediments which needs focused approach:
 - **Limited structured development of agricultural production clusters:** Limited development of specialized production clusters i.e., Integrated Farming Cluster (IFC), Organic cluster (OC), Natural Farming Cluster (NFC), and Climate Smart Villages (CSVs), leading to limited income diversification for smallholder farmers and slowing rural adaptation to climate change.
 - **Limited awareness and access to agricultural schemes:** Limited awareness and access to government schemes leading to limited adoption of sustainable agriculture practices further leading to low-income growth.
 - **Limited structured development and market integration in the Neera value chain** is resulting in underutilized palm resources and missed opportunities for rural income diversification.
 - **Limited training and capacity building initiatives on farm sector specific programs** resulting in limited adoption of agriculture best practices and latest innovations.
4. BRLPS invites proposals (the "Proposals") for hiring of Technical Support Agency (TSA) for farm sector initiatives to enhance sustainable income of JEEViKA's Farm Communities - Bihar Rural Livelihoods Promotion Society (BRLPS) in accordance with the procedure set out herein.
5. To participate in the e-tendering process, the bidder is required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>. For support related to e-tendering process, bidders may contact at following address during working hours: 10.00 AM to 6 PM. (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in
6. The agreement shall be signed between the successful bidder & BRLPS. Enquiries and clarifications (if any), shall be addressed to: Procurement Specialist, Patna-800021 Email id: proc.sp@brlps.in

7. Schedule of Events:

Sn.	Schedule	Important dates
1	Bid Publishing date	06/10/2025
2	Pre bid meeting date	16/10/2025 at 03.00 PM (Offline) at BRLPS Office, Patna
3	Last Date of submission of bid	31/10/2025 up to 03.00 PM
4	a. Bid opening date & Time (Technical) b. Bid opening date & Time (Financial)	Technical bid: 31-10-2025 at 03:30 PM (online) Financial Bid: To be notified later.
5	Bid validity period	180 Days (One hundred and eighty days)
6	Contact Person	State Project Manager I/c– Livelihoods Mobile - 9771479491
7	Website	https://eproc2.bihar.gov.in

NB: BRLPS reserves all the right to revise/change/cancel the Tender at any stage without assigning any reasons thereof.

8. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 6.0 lakh- (Rs. Six Lakh Fifty only) through <https://eproc2.bihar.gov.in> IPG (Internet Payment Gateway).
9. The technical and financial bids must be submitted through <https://eproc2.bihar.gov.in> online platform addressed to “**Chief Executive Officer cum Mission Director, Bihar Rural Livelihoods Promotion Society (BRLPS), Patna - 800021**” before the date and time specified in the Notice Inviting Tender (NIT). BRLPS does not take any responsibility for the delay / Non- Submission of Tender / Non-Reconciliation of online Payment caused due to Non- availability of Internet Connection, Network Traffic/ Holidays or any other reason.
10. The bidders shall submit their eligibility and qualification details, certificates as mentioned in the tender document in the format annexed in the Tender.
11. The Bidding documents shall be submitted in the mode as mentioned below:

Earnest Money Deposit (EMD)	Online Mode
Technical Bid (Un-priced)	As per format mentioned in RFP (Annexure I)
Financial Bid (Priced)	As per format available on eProc2 portal.

12. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for BRLPS, Patna the tenders opened on the next working day at the scheduled time.
13. The technical and financial bids must be submitted through <https://eproc2.bihar.gov.in> before the date and time specified in the tender document. BRLPS does not take any responsibility for the delay/ Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non- availability of Internet Connection, Network Traffic/ Holidays, or any other reason.
14. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online mode on <https://eproc2.bihar.gov.in> at the respective stage(s) only.
15. All prospective bidders may **attend the Pre-Bid meeting**. The venue, date and time are indicated in Schedule of Events as in above.
16. All further Notifications/Corrigendum/Addendum would be notified to the bidder through <https://eproc2.bihar.gov.in>

CEO, BRLPS

Table of Contents

Disclaimer	6
Abbreviations & Definitions	7
Fact Sheet	8
1. Introduction	9
1.1. Request For Proposal	9
1.2. Project Description	10
2. General Terms, Conditions & Provisions	10
2.1. General Instructions.....	10
2.2. Conflict of Interest	11
2.3. Corrupt and Fraudulent Practices	11
2.4. General Considerations.....	12
2.5. Completeness of Response/ Compliant Proposals	12
2.6. Proposal Validity	12
2.7. Extension of Validity Period	13
2.8. Confidentiality	13
2.9. Amendment to "RFP"	13
2.10. Governing Law	13
2.11. Force Majeure.....	14
2.12. Termination Clause	15
2.13. Suspension	17
2.14. Cessation of rights and obligations.....	17
2.15. Cessation of Services.....	17
2.16. Disputes Resolution	17
2.17. Liquidated Damages.....	18
3. Terms of Reference	18
Scope of Work.....	18
Payment Terms	23
4. Preparation & Submission of the Proposal	23
4.1. Pre-bid Conference	23
4.2. Right to Terminate the Process	24
4.3. RFP document fees	25
4.4. Tender Processing document fees.....	25
4.5. Earnest Money Deposit (EMD)	25
4.6. Performance Bank Guarantee.....	25
4.7. Proposal Preparation	26

4.8.	Technical Proposal	26
4.9.	Financial Proposal	27
4.10.	Venue & Deadline for Submission of Proposal	27
4.11.	Visibility, Format and Numbering of the uploaded document.....	27
5.	Evaluation and Qualification Criteria	28
5.1.	Evaluation	28
5.2.	Criteria for Evaluation	30
5.3.	Financial Bid Evaluation	33
5.4.	Combined Evaluation of Technical & Financial Bid	34
	ANNEXURES	35
	Annexure 1: Form –1 (Proposal Submission Letter).....	36
	Annexure 2: Technical Proposal – Standard Forms.....	38
	Annexure 3: Form Tech – 1 (Organization Details).....	39
	Annexure 4: Form Tech –2 (A&M)	41
	Annexure 5: Form Tech –3 (CV Template)	42
	Annexure 6: Form – 2 (Financial Bid Format).....	44
	Annexure 7: Form – 3 (Information and Dates)	45
	Annexure 9: Form –5 (Power of Attorney)	47

Disclaimer

- The information contained in this Request for Proposal document (RFP) or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the BRLPS or any of their employees or advisers, is provided to bidders 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 and is neither an offer nor invitation by the Bihar Rural Livelihoods Promotion Society (BRLPS) to the prospective bidders 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 BRLPS in relation to the Programme. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the BRLPS, 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 bidder 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 bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BRLPS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- The BRLPS, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder 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.
- The BRLPS also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFP. The BRLPS 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 the BRLPS is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the BRLPS reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- The bidder 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 the BRLPS, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the BRLPS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Abbreviations & Definitions

S. No.	Terms	Definition
1.	Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/BRLPS having the Power of Attorney (PoA) from the the Board Resolution mentioning the "name of the Authorized Signatory" of the respective Bidding firm.
2.	Bid/RFP Document	Documents issued by the procuring entity, including any amendments there to, that set out the terms and conditions of the given procurement and includes the invitation to bid.
3.	Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
4.	Bidder	TSA Firm participating in the procurement/ bidding process with the procurement entity.
5.	Committee	Committee constituted by Bihar Rural Livelihoods Promotion Society.
6.	Competent Authority	A BRLPS or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
7.	Agreement Price	Price payable to the firm/company on the panel of Bihar Rural Livelihoods Promotion Society (BRLPS) under the Agreement for the complete and proper performance of its obligations under the agreement.
8.	Agreement	An agreement entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.
9.	Day	A calendar day as per BRLPS
10.	Effective date of Agreement	The date on which the agreement comes into force and effect.
11.	EMD	Earnest Money Deposit
12.	GCC	General Conditions of Agreement
13.	GoB	Government of Bihar
14.	GST	Goods & Service Tax
15.	INR	Indian National Rupee
16.	Lol	Letter of Intent
17.	BRLPS	Bihar Rural Livelihoods Promotion Society.
18.	LH	Livelihoods (Farm)
19.	PAN	Permanent Account Number

S. No.	Terms	Definition
20.	PBG	Performance Bank Guarantee
21.	Personnel/ Resources	Professional and Support staff provided by the firm/ company and assigned to perform service to execute an assignment and any part thereof.
22.	TSA	Technical Support Agency
23.	Proposal	Proposals submitted by bidders in response to the RFP issued by BRLPS for selection of firm/company.
24.	QCBS	Quality-cum-Cost-Based Selection
25.	RFP	Request for Proposal
26.	Services	Work to be performed by the firm/ company pursuant to the selection by BRLPS and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by Bihar Rural Livelihoods Promotion Society.
27.	TIN	Tax Identification Number
30.	Working Days	Working days is defined as working days of BRLPS.

Fact Sheet

Important Dates & Information

Department Name	Bihar Rural Livelihoods Promotion Society (BRLPS)
Address & Phone Number	Annexe-II, 3 rd Floor, Vidyut Bhawan, Bailey Road, Patna, Phone – 91-612-2504980
Name of Work	Hiring of Technical Support Agency (TSA) for farm sector initiatives to enhance sustainable income of JEEVIKA's Farm Communities - Bihar Rural Livelihoods Promotion Society (BRLPS)
Project Duration	36 Months
Method of Selection	QCBS 70:30
Tender Currency	INR
Joint Venture/Consortium	No consortium / JVs / Associations shall be allowed to bid for this tender. Sub-contracting shall be allowed only for local level data collection or field work, if applicable in the assignment.
Bid Cost	INR 10000/- (INR Ten thousand) only to be paid through https://eproc2.bihar.gov.in only
Bid Security/EMD	INR 6.0 lakh (Rs. Six Lakh only) to be paid online on https://eproc2.bihar.gov.in
Performance Bank Guarantee (PBG)	5% of the total agreement value within 10 working days from date of issuance of Lol.
Portal for downloading tender documents and proposal submission	The tender is available and downloadable on e-Tendering website: https://eproc2.bihar.gov.in . All subsequent changes to the bid document shall be published on the above website.

Date & place of Pre bid meeting	16/10/2025 at 03:00 P.M. (Offline) Bihar Rural Livelihoods Promotion Society 3 rd Floor, Vidyut Bhawan, Annexe – II, Nehru Patna, Patna, 800021 Contact: 91-612-2504980
Last Date & Time for Receipt (Online Submission) of Bids	31/10/2025 (Till 03:00 P.M.)
Date and Time of online Opening Technical Bid	31/10/2025 (At 03:30 P.M.)
Date and Time of Technical Presentation	To be informed later
Date and Time of Opening Financial Bid	To be informed later
Bid Validity Period	180 days
Officer Inviting Bids	CEO cum Mission Director

1. Introduction

The Government of Bihar (GoB), through the Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous body under the Department of Rural Development, locally known as JEEViKA is working with an objective of social & economic empowerment of the rural poor. The programme has promoted formation and strengthening of SHGs, producers' organizations, and community development entities to promote nano and micro-enterprises in both farm and non-farm sectors. The primary focus of the programme is to enhance social and economic empowerment of the rural poor in Bihar.

1.1. Request For Proposal

- 1.1.1. Invitation for Selection of Technical Support Agency (TSA) under Bihar Rural Livelihoods Promotion Society (BRLPS).
- 1.1.2. Bihar Rural Livelihoods Promotion Society (BRLPS), JEEVIKA, Department of Rural Development, Government of Bihar, invites responses ("Tenders") to this Request for Proposal ("RFP") from reputed consulting firms ("Bidders") for the provision of Services as described under, "Terms of Reference" of this RFP.
- 1.1.3. Any agreement that may result from this procurement competition will be issued for a period of 12 months.
- 1.1.4. The BRLPS reserves the right to (may), with concurrence of the bidder, extend the Term of Agreement based on the requirement of BRLPS and performance of the TSA on yearly basis on the same terms and conditions.
- 1.1.5. The bidder shall not be permitted to subcontract any of the services under this RFP, except for hiring and managing payroll of its deployed resources.
- 1.1.6. The date for the commencement of services including deployment of manpower is within 30 calendar days of agreement signing with deployment of the entire work force. In case of delay in complete deployment above 30 days, a penalty of INR 10,000/- per resource per month will be levied.
- 1.1.7. Proposals must be uploaded not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received in hard copy WILL NOT be considered in this procurement process.

1.2. Project Description

- The Government of Bihar (GoB), through the Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous body under the Department of Rural Development, locally known as JEEViKA with an objective of social & economic empowerment of the rural poor. The programme has promoted formation and strengthening of SHGs, producers' organizations, and community development entities to promote nano and micro-enterprises in both farm and non-farm sectors. The primary focus of the programme is to enhance social and economic empowerment of the rural poor in Bihar. The objective is accomplished through:
 1. Improving rural livelihoods and enhancing social and economic empowerment of the rural poor.
 2. Developing organizations of the rural poor and producers to enable them to access and better negotiate services, credit and assets from public and private sector agencies and financial institutions.
 3. Investing in capacity building of public and private service providers.
 4. Playing a catalytic role in promoting development of microfinance and agribusiness sectors.

2.1. General Instructions

- 2.1.1. The BRLPS named in the "Data Sheet" shall select a firm from amongst the TSAs who have submitted a complete Technical Proposal and Financial Proposal in accordance with the method of selection indicated in the Data Sheet.
- 2.1.2. The TSAs are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the Proposal) for consulting services required for the Assignment named in the Data Sheet. The Proposal will be the basis for technical negotiations and ultimately for a signed agreement with the selected Consultant.
- 2.1.3. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several stages, the performance of the TSA under each stage must be to the BRLPS's satisfaction before work begins on the next stage.
- 2.1.4. The TSA must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment, consultants are encouraged to pay a visit to the BRLPS as specified in the Data Sheet before submitting a Proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The TSA's representative should contact the officials named in the Data Sheet to obtain additional information on the pre-proposal conference.
- 2.1.5. The BRLPS will provide the inputs specified in the Data Sheet and all available relevant project data and reports.
- 2.1.6. Please note that (i) the costs of preparing the proposal and of negotiating the agreement, including a visit to the BRLPS, are not be paid/reimbursed in any case; and (ii) the BRLPS is not bound to accept any of the Proposals submitted.
- 2.1.7. All information supplied by Bidders may be treated as binding on the Bidders, on successful award of the assignment by the BRLPS based on this RFP.
- 2.1.8. No commitment of any kind, award or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of the BRLPS. Any notification of preferred

Bidder status by the BRLPS shall not give rise to any enforceable rights by the Bidder. The BRLPS may cancel this public procurement at any time prior to a formal written agreement being executed by or on behalf of the BRLPS.

2.2. Conflict of Interest

- i. BRLPS requires that the TSA will provide professional, objective, and impartial advice and always hold the BRLPS's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- ii. TSA have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their BRLPS, 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 BRLPS comes to know about any such situation at any time, it may lead to the disqualification of the TSA during bidding process or the termination of its Agreement during execution of assignment.
- iii. No autonomous agency under the control of the Government of Bihar or current employees of the BRLPS shall work as consultants.

2.3. Corrupt and Fraudulent Practices

- 2.3.1. The BRLPS will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for this assignment in question;
- 2.3.2. For the purposes of this provision, the terms are set forth as follows:
 - “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - “Collusive Practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - “Coercive Practice” is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - “Obstructive Practices” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The BRLPS in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

2.4. General Considerations

- 2.4.1. Bidders are advised to study all instructions, forms, requirements, appendices, and other information in the RFP document carefully. Submission of the Proposal shall be

deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

- 2.4.2. Failure to comply with the requirements of this RFP may render the Proposal non-compliant and the Proposal may be rejected, therefore, TSA must:
- i. comply with all requirements as set out within this RFP;
 - ii. submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP;
 - iii. include all supporting documentations specified in this RFP; and
 - iv. each Bidder shall submit only one (1) proposal.

2.5. Completeness of Response/ Compliant Proposals

- 2.5.1. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 2.5.2. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
- Include all documentation specified in this RFP;
 - Follow the format of this RFP and respond to each element in the order as set out in this RFP
 - Comply with all requirements as set out within this RFP.

2.6. Proposal Validity

- 2.6.1. The Bidder's Proposal must remain valid for at least 180 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the BRLPS as non-responsive bid.
- 2.6.2. In exceptional circumstances, prior to the expiration of the bid validity period, the BRLPS may request bidders to extend the period of validity of their Bids. The EMD shall also be extended for a corresponding period. A bidder granting the request shall not be required or permitted to modify its bid. The request and the responses shall be made in writing.
- 2.6.3. If it is established that any Expert nominated in the Bidder's Proposal was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.

2.7. Extension of Validity Period

- 2.7.1. The BRLPS will make its best effort to complete the processing within the proposal's validity period. However, should the need arise, The BRLPS may request, in writing, all Bidders who submitted Proposals prior to the submission deadline to extend the Proposal's validity.
- 2.7.2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Experts.

2.8. Confidentiality

- 2.8.1. From the time the Proposals are opened to the time the Agreement is made, the Bidder should not contact the BRLPS on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award

recommendations shall not be disclosed to the Bidders who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Agreement award information.

2.8.2. Any attempt by the Bidders or anyone on behalf of the Bidder to influence improperly the BRLPS in the evaluation of the Proposals or award decisions may result in the rejection of its Proposal.

2.8.3. Notwithstanding the above provisions, from the time of the Proposals, opening to the time of Award publication, if a Bidder wishes to contact The BRLPS on any matter related to the selection process, it should do so only in writing.

2.9. Amendment to “RFP”

2.9.1. At any time prior to the deadline for submission of Proposal, after the Prebid meet, the BRLPS may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the “RFP” document by the issuance of Addendum/ Amendment and posting it on the e-Procurement portal. To afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the BRLPS may, in its sole discretion, extend the Proposal Due Date.

2.10. Governing Law

2.10.1. The Agreement shall be governed by and interpreted in accordance with the laws of the Bihar State/ India and under the jurisdiction of Courts in Patna, Bihar.

2.11. Force Majeure

2.11.1. Definition of Force Majeure

“Force Majeure” shall mean any event beyond the reasonable control of the BRLPS or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.

2.11.2. Force Majeure events

A Force Majeure shall include, without limitation, the following:

war, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war; strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague; earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;

- If either party is prevented, hindered, or delayed from or in performing any of its obligations under the agreement by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.

2.11.2.1. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the agreement for

so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The time for achieving Final Acceptance shall be extended.

2.11.2.2. The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the agreement and to fulfil its or their obligations under the agreement, but without prejudice to either party's right to terminate the Agreement under this Clause.

2.11.2.3. No delay or non-performance by either party to this Agreement caused by the occurrence of any event of Force Majeure shall:

- constitute a default or breach of the Agreement;
 - give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance,
- if, and to the extent that, such delay or non-performance is caused by the occurrence of an event of Force Majeure.

2.11.2.4. If the performance of the Agreement is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days on account of one or more events of Force Majeure during the time period covered by the Agreement, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Agreement by giving a written notice to the other.

2.11.2.5. In the event of termination pursuant to Clause 2.13, the cessation of rights and obligations of the BRLPS and the Consultant shall be as specified in the clause titled Termination.

2.11.2.6. Notwithstanding Clause 2.11.2.4., Force Majeure shall not apply to any obligation of the BRLPS to make payments to the Consultant under this Agreement.

2.12. Termination Clause

2.12.1. Termination for Default

2.12.1.1. The BRLPS may, without prejudice to any other remedy for breach of agreement, by a prior written notice of default of at least 30 days sent to the selected bidder, terminate the agreement in whole or in part provided a cure period of not less than 30 days is given to the selected bidder to rectify the breach.

2.12.1.2. If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the agreement, or any extension thereof granted by The BRLPS; or;

2.12.1.3. If the selected bidder fails to perform any other obligation under the agreement within the specified period of delivery of service or any extension granted thereof; or;

2.12.1.4. If the selected bidder, in the judgment of the BRLPS, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the agreement, or;

2.12.1.5. If the selected bidder commits breach of any condition of the agreement; or;

2.12.1.6. If The BRLPS terminates the agreement in whole or in part, amount of PBG may be forfeited. The decision of the BRLPS will be final and conclusive in this regard.

2.12.2. Termination for Insolvency

2.12.2.1. The BRLPS may at any time terminate the Agreement by giving a prior written notice of at least 30 days to the selected bidder if the selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to The BRLPS.

2.12.3. Termination for Convenience

2.12.3.1. The BRLPS, by a prior written notice of at least 60 days sent to the selected bidder, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the BRLPS's convenience, the extent to which performance of the selected bidder under the Agreement is terminated, and the date upon which such termination becomes effective.

2.12.3.2. In such case, BRLPS will pay for all the pending invoices as well as the work done till that date by the Bidder.

2.12.3.3. Limitation of Liability- In no event shall either party be liable for consequential, incidental, in direct, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in agreement, tort, strict liability or otherwise) for more than the value of the amount to be paid (including any amounts invoiced but not yet paid) under this Agreement.

2.12.4. Termination by The BRLPS

2.12.4.1. The BRLPS may at any time terminate the Agreement by giving a prior written notice of at least thirty (30) days of termination to the Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- The Selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the BRLPS may have subsequently granted in writing.
- The Selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- The Selected Bidder submits to the BRLPS a statement which has a material effect on the rights, obligations, or interests of the BRLPS and which the Selected Bidder knows to be false.
- Any document, information, data, or statement submitted by the Selected Bidder in its Proposals, based on which the Selected Bidder was considered

eligible or successful, is found to be false, incorrect, or misleading; or

- As the result of Force Majeure, the Selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- If the BRLPS would like to terminate the agreement for reasons not attributable to the Selected Bidder's performance, they will need to clear all pending invoices for the works done till date of the Selected Bidder services up to the date of notice of termination.
- If the BRLPS would like to terminate the agreement for reasons attributable related to the Selected Bidder, the BRLPS will give a written rectification notice for 1 month to the Selected Bidder in writing with specific observations and instructions before termination.

2.12.5. Termination by Selected Bidder

2.12.5.1. The Selected Bidder may, by not less than three (03) months prior written notice to the BRLPS, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- The BRLPS is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Selected Bidder may have subsequently agreed in writing) following the receipt by the BRLPS of the Selected Bidder's notice specifying such breach.
- As the result of Force Majeure, the Selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days;

2.13. Suspension

2.13.1. The BRLPS may, by written notice of suspension to the Selected Bidder, without any obligation (financial or otherwise) suspend all the payments to the Selected Bidder here under if the Selected Bidder shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension

- Shall specify the nature of the breach or failure, and
- Shall provide an opportunity to the Selected Bidder to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Selected Bidder of such notice of suspension.

2.14. Cessation of rights and obligations

2.14.1. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except

- Such rights and obligations as may have accrued on the date of termination or expiration,
- The obligation of confidentiality set forth in RFP.

2.15. Cessation of Services

2.15.1. Upon termination of this Agreement by notice of either Party to the other, the Selected Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make

every reasonable effort to keep expenditures for this purpose to a minimum.

2.16. Disputes Resolution

- 2.16.1. Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation.
- 2.16.2. If any of the disputes arising out of the agreement signed is not settled amicably, the courts in Patna, Bihar shall have the sole jurisdiction to settle the disputes.

2.17. Liquidated Damages

- 2.17.1. Except as provided under clause "Force Majeure," if the consultant fails to deliver the services within the period as allotted to the expert/s, the BRLPS may without prejudice to all its other remedies under the Agreement, deduct from the Agreed Price as per signed agreement, as liquidated damages, a sum equivalent to 1% per day till the period of delay from the invoice.

3. Terms of Reference

Introduction

JEEViKA, as Bihar's flagship rural livelihoods initiative, has been instrumental in empowering women farmers and strengthening rural economies through its robust community institutional architecture. By mobilizing women into Self-Help Groups (SHGs) and federating them into multiple tier organizations, JEEViKA has created a well-structured platform for promoting sustainable livelihood models for rural women and community cadres. Through targeted training and handholding support, the initiative has not only improved agricultural practices but also promoted entrepreneurship, financial literacy, and leadership among women farmers.

With its deep grassroots presence and a network of trained members, community resource persons, JEEViKA serves as a critical enabler of last-mile service delivery. These cadres act as change agents, ensuring the effective implementation of developmental interventions while bridging knowledge and resource gaps at the community level.

While JEEViKA has set up a strong community institution for livelihood promotion, the next organic evolution is to advance them towards on the new growth trajectory of sustainable income enhancement. As rural economies evolve and external challenges like climate change and shifting market dynamics intensify, ensuring long-term resilience and livelihood security requires focused interventions. Identifying key barriers and implementing targeted solutions would be essential in unlocking the full economic potential of these communities. In that pursuit, there are certain existing impediments which needs focused approach:

- **Limited structured development of agricultural production clusters:** Limited development of specialized production clusters i.e., Integrated Farming Cluster (IFC), Organic cluster (OC), Natural Farming Cluster (NFC), and Climate Smart Villages (CSVs), leading to limited income diversification for smallholder farmers and slowing rural adaptation to climate change.
- **Limited awareness and access to agricultural schemes:** Limited awareness and access to government schemes leading to limited adoption of sustainable agriculture practices further leading to low-income growth.
- **Limited structured development and market integration in the Neera value chain** is resulting in underutilized palm resources and missed opportunities for rural income diversification.
- **Limited training and capacity building initiatives on farm sector specific programs** resulting in limited adoption of agriculture best practices and latest innovations.

Addressing these challenges is crucial to unlocking the full potential of JEEViKA communities and ensuring sustainable livelihood growth.

Interventions for Sustainable Livelihood Enhancement and Last-Mile impact

In order to evolve the existing JEEViKA community institutions into a higher and sustainable income growth trajectory a multi-faceted approach is needed that strengthens institutional collaboration, enhances resource accessibility, and bridges critical gaps.

To achieve this, a targeted approach needs to be adopted focusing on four key interventions:

- **Promoting development of specialized production clusters to enhance agriculture resilience,** increase productivity, diversify smallholder farmer incomes, and accelerate rural adaptation to climate change through sustainable and resilient farming practices.
- **Strengthening convergence initiatives with agriculture line departments and institutions** to improve scheme uptake and ensure that government benefits reach the intended

communities.

- **Promoting NEERA Value Chain for rural economic transformation:** Enhance structured development and market integration in the Neera value chain to optimize palm resource utilization, drive rural income diversification, and promote sustainable economic growth.
- **Training and capacity building:** Enhance the skills and knowledge of JEEViKA end beneficiaries on farm sector specific programs through JEEViKA staff and cadres for increased adoption of agriculture best practises and innovations, enhanced scheme uptake, awareness and cluster strengthening.

These initiatives would be instrumental in ensuring the last-mile delivery of resources, optimizing their utilization, and promoting sustainable livelihood enhancement. By addressing these critical areas, JEEViKA may not only strengthen rural economies but also create a more resilient and self-sustaining future for its communities.

Need for a Technical Support Agency (TSA)

To achieve the above-mentioned interventions, a dedicated TSA is needed to manage and monitor the identified areas. TSA would support JEEViKA in driving convergence initiatives, developing SOPs and monitoring frameworks for streamlining Neera value chain, strengthening production clusters, and develop district wise value chain enhancement plans to support development of growth centers and enterprise development at the block and district level. The TSA would provide effective management and monitoring support across all interventions, ensuring coordinated implementation, tracking progress, addressing challenges, and evaluating outcomes to achieve long-term impact and sustainability.

Scope of Work

1. Facilitating JEEViKA in the development of production clusters i.e., Integrated Farming Clusters, Organic Farming Clusters, Natural Farming Clusters, and Climate Smart Villages

The TSA would support JEEViKA in monitoring and managing the dedicated production clusters through the following initiatives across the state:

- **Assessment of existing clusters:** The TSA would facilitate the assessment and mapping of ongoing initiatives for the development of specialized production clusters such as Integrated Farming Clusters, Organic Farming Clusters, Natural Farming Clusters, and Climate Smart Villages (CSVs). This would involve identifying current efforts, evaluating their success, and pinpointing gaps to understand existing strengths and areas for improvement. It would provide support on enterprise development among PGs across identified agriculture clusters. It would also support production, processing and marketing of organic clusters across different districts of Bihar.
- **Mapping new Potential Clusters:** The TSA would identify and prioritize new clusters based on the gaps identified during the assessment of existing clusters. This includes assessing the suitability of new regions for specialized production clusters by considering factors such as climate, soil quality, water resources, and the potential for community engagement, along with aligning these sites to meet broader agricultural development goals.
- **Evaluate and monitor the sustainability, scalability, and resilience** of these production clusters across priority geographies through integrating proven best practices.
- **Facilitate partnerships and convergence mechanisms with market players, public sector institutions and schemes**, such as the All India Coordinated Research Project on Integrated

Farming Systems (AICRP-IFS) and the All-India Network Project on Organic and Natural Farming (AI-NPOF) centers of ICAR-IIFSR within SAUs and KVKs.

- **Develop Key Performance Indicators (KPIs) and facilitate implementing monitoring systems** to evaluate the effectiveness of cluster level interventions and their impact

2. Strengthening convergence initiatives with agriculture line departments and institutions for enhanced scheme uptake

- **Inter-Departmental Coordination:** Facilitate collaboration between other government line departments, ensuring alignment and integration of welfare and agricultural schemes/programs like: *Drone Didi*, *Custom Hiring Centers (CHCs)*, *Bharatiya Paramparagat Krishi Padhhati (BPKP)*, *Jaivik Krishi Protsahan Yojana (JKPY)*, *Paramparagat Krishi Vikas Yojana (PKVY)*, *National Mission for Sustainable Agriculture (NMSA)*, *Pradhan Mantri Van Dhan Yojana (PMVDY)*, *PM Formalization of Micro Food Processing Enterprises (PMFME)*, *Godown subsidy scheme*, *Agriculture Infrastructure Fund*, *Sub Mission on Agri Mechanization*, *PM-KISAN* among others.
- **Data-driven Beneficiary Mapping:** Develop a data-driven approach to identify eligible households, minimizing overlaps and ensuring equitable distribution of benefits.
- **MIS Integration & Monitoring:** Establish a multi-tiered review and monitoring system MIS/ dashboard (block, district, and state levels) to track scheme implementation, measure impact, and enable real-time decision-making
- **Community Awareness & Outreach:** Develop IEC materials for awareness campaigns to improve accessibility and uptake of government schemes.
- **Document best practices** and impact stories

3. Promoting NEERA Value Chain for rural economic transformation

- **Develop operational guidelines** and Implementation plan for the Mukhyamantri Neera Samvardhan Yojana project.
- **Develop and oversee implementation program** in line with government directives.
- **Ensure seamless coordination** among district and block-level units for effective execution of the project.
- **Establish a robust monitoring framework** and monitor the progress of Neera collection, processing, quality control, and sales.
- **Maintain comprehensive documentation**, reporting, and impact assessment to facilitate programme improvements.

4. Training and Capacity Building initiatives:

- TSA would support JEEViKA in conducting a series of training and capacity building programs to enhance the skills and knowledge of JEEViKA end beneficiaries through JEEViKA staff and cadres over the project period. TSA would develop and deliver the structured training modules complemented by tailored IEC materials.
- TSA would strengthen the capacities of JEEViKA staffs, cadres, FPOs, and SHGs through targeted training on scheme provisions, compliance, and efficient delivery mechanisms through development of online training module for staffs and JEEViKA beneficiaries. Establish collaborations with different public and private institutions like AICRP, ICAR-IIFSR, National

Innovations in Climate Resilient Agriculture (NICRA), SAUs, Krishi Vigyan Kendra (KVK), Agricultural Technology Management Agencies (ATMA), among others for various capacity building initiatives.

- TSA would conduct Training of Trainers (ToT) programs to strengthen NEERA value chain stakeholder capacities, targeting tappers, tree owners, and producer groups for broader outreach and impact.
- TSA would support JEEViKA in conducting training sessions for end beneficiaries, staffs and cadre to strengthen the production clusters

Outcomes

- Improved JEEViKA's institutional capacities for efficient scheme delivery leading to an increase in farm scheme adoption among JEEViKA communities through convergence with 500 crores.
- Developing specialized production clusters i.e. Integrated, Natural, Organic farming clusters and CSVs for 1 lakhs farmer with increase incremental income by 40%.
- Ensuring average net annual income of Rs 1.5 lakhs in each CHC in the span of 3 years in 500 CHC.

Team requirement

The proposed project team will be centrally placed at the BRLPS office for 36 months.

Resource Requirement for three (03) years

#	Team	No.	Qualifications and experience	Detailed Role and Responsibilities
1	Team Leader	01	<ul style="list-style-type: none"> • MBA/PG in Agriculture, Rural Management, or allied fields with 8+ years of experience in relevant sectors. • Minimum 6 years of experience in leading large-scale rural development or government-supported programs. • Proven track record of multi-stakeholder coordination and team leadership. 	<ul style="list-style-type: none"> • Provide leadership and direction to the TSA team. • Liaise with JEEViKA leadership and government departments for convergence and program alignment. • Facilitate high-level inter-departmental coordination for schemes like PMFME, PKVY, BPKP, etc. • Ensure MIS-based decision-making and progress tracking across thematic areas. Lead review reports like Inception Report and Quarterly Progress Reports, and advocacy based on implementation insights. • Facilitate development of Case Studies, Success Stories and Toolkit capturing best practices from clusters implementing agroecological and entrepreneurship models.

#	Team	No.	Qualifications and experience	Detailed Role and Responsibilities
2	Convergence Specialist	01	<ul style="list-style-type: none"> PG in Public Policy, Agriculture, Social Work, or Rural Development with 6+ years of experience in institutional convergence. Prior experience working with government schemes and institutions in agriculture. 	<ul style="list-style-type: none"> Coordinate with agriculture line departments and institutions to ensure saturation and effective delivery of schemes across JEEViKA clusters. Map schemes and beneficiaries using data-driven approaches and develop MIS dashboard (offline) to track progress on scheme coverage across JEEViKA beneficiaries. Develop Convergence Action Plan including stakeholder mapping and a GIS-powered beneficiary database for precise targeting and integrated implementation of agricultural schemes. Develop Training Module for different schemes covering scheme details application processes, compliance requirements for JEEViKA staff, SHGs, FPOs Develop SOPs, toolkits, and capacity building calendar to support block/district teams in convergence planning. Ensure delivery of timely capacity building training of JEEViKA staff and cadre on developed SoPs and toolkits to ensure efficient scheme dissemination, uptake, and adoption at the grassroot level. Facilitate documentation of best practices, suggestions, and impact use cases. Support integration of scheme-level data into dashboards.
3	Agriculture Cluster and Market	01	<ul style="list-style-type: none"> MBA/PG/PhD in Agriculture, Horticulture, Environment Sciences with 6+ years of experience in sustainable 	<ul style="list-style-type: none"> Develop a comprehensive As-Is Assessment framework to evaluate current initiatives, identify potential sites and support climate-smart projects. Also prepare a detailed

#	Team	No.	Qualifications and experience	Detailed Role and Responsibilities
	Linkages Specialist		<p>agriculture development practice.</p> <ul style="list-style-type: none"> Hands-on experience with cluster-based agriculture production models, FPOs, and Market Linkages. 	<p>report highlighting gaps and prioritized sites.</p> <ul style="list-style-type: none"> Build capacities of the JEEViKA staffs and cadres by conducting ToTs for conducting as-is assessment and on other assets. Coordinate and facilitate capacity building trainings for developing specialized clusters like Organic and Climate-Smart Villages. Develop KPIs to ensure cluster sustainability, scalability, and resilience, integrating best practices. Build collaborations with private sector and public institutions. Facilitate market linkages by connecting with key players aligned with cropping cycles. Oversee development, evaluation, and monitoring of specialized production clusters, identifying strengths, gaps, and new site priorities.
4	Value Chain Specialist	01	<ul style="list-style-type: none"> PG in Food Technology, Forestry, Natural Resource Management, or Agri Business with 6+ years of experience in value chain development or NTFP. Experience in managing government programs related to agroforestry, Neera/palm value chains, or forest produce. 	<ul style="list-style-type: none"> Design and implement operational guidelines, SOPs, and toolkits for promoting and strengthening the Neera value chain, including process flowcharts. Oversee the development of impact reporting formats to track progress, stakeholder feedback, income, and programme insights. Coordinate and ensure timely delivery of training programs for staff, tappers, tree owners, and producer groups, including ToTs, to enhance Neera value chain practices. Facilitate capacity-building sessions on hygienic extraction, storage, preservation, and packaging for

#	Team	No.	Qualifications and experience	Detailed Role and Responsibilities
				<p>stakeholders.</p> <ul style="list-style-type: none"> Establish monitoring protocols to ensure quality, processing standards, and compliance across the value chain. Strengthen stakeholder capacity through capacity building trainings on Neera quality control and sales. Collaborate with JEEViKA staff to monitor progress and address challenges related to collection and quality control.
5	Capacity Building Specialist	1	<ul style="list-style-type: none"> PG in Social Work, Rural Development/ Management/ Agriculture, or related field 6+ years of experience in training, capacity building, or related fields. Experience in the agricultural sector and familiarity with agricultural schemes and policies. Excellent communication, presentation, and interpersonal skills. 	<ul style="list-style-type: none"> Develop and deliver structured training modules on agricultural schemes for enhanced scheme uptake and awareness. Assess training gaps among JEEViKA staff, cadres, beneficiaries, and stakeholders. Create tailored IEC materials to complement training programs and enhance understanding of agricultural schemes Train staff and cadre to strengthen clusters and promote sustainable agricultural practices. Facilitate Training of Trainers & stakeholder training on NEERA value chain best practices. Facilitate workshops, seminars, and training sessions to enhance skills and knowledge of participants. Monitor and evaluate the effectiveness of training programs and make necessary adjustments based on feedback

Note: The bidder may be required to deploy additional team members during the 36-month contract period for specific tasks, matching the same experience level, education, and finalized rate as the personnel specified in this contract.

Deliverables

A. TSA deliverables for 36 months

The required resources will undertake the deliverables as per Appendix-I below:

Deployment Table

S.No	Indicator	Unit	No. of months
1	Team Leader	1	36
2	Convergence Specialist	1	36
3	Agriculture cluster and Market linkage specialist	1	36
4	Value chain specialist	1	36
5	capacity building Specialist	1	36

Other terms

1. Payment Terms

- The payment will be made on the unit cost of each Professional/person deployed in the project as quoted by the bidder. The unit cost of person should be including all the cost, including administrative cost. Payment will be made on quarterly basis.
- For activities mentioned under “Terms of Reference”, quarterly invoice will be generated and submitted within 20 days from the last working day of the ending quarter along with a half-yearly Status Report of activities undertaken for each quarter with attendance of the deployed manpower, to the SPMU-BRLPS by the Technical Support Agency (TSA).
- Statutory deductions, if any, shall be made at source from the invoice/s.
- The payment of TA/DA, if any will made to TSA as per BRLPS Norms.
- All the payments shall be made in Indian National Rupee (INR) and shall be subject to applicable statutory deductions, if any.

2. Work Schedule, Travel Allowance and Dearness Allowance

- Working hours and leave policy for deployed person: The TSA shall follow all the rules pertaining to working hours and leave policy of the client. In case of exigency the TSA shall provide alternative services for the employee who is on leave/absent.
- Travel, TA/DA Norms:** The selected bidder shall follow TA/DA norms as per client’s policy. Deployed staff will have to travel as per client’s requirement who would follow the Travel, TA/DA norms etc. of client. Tour/travel requests of the deployed staff would be sanctioned by the SPM-Farm or an officer designated by CEO, BRLPS and will be reimbursed to TSA by the client upon submitting the bills and supporting documents to BRLPS.

3. Roles and Responsibilities of Bihar Rural Livelihoods Promotion Society (BRLPS)

- Facilitating training for Cluster promotion and on scheme convergence at the grassroot level
- Undertaking operational expenses of training to be facilitated by the TSA
- Facilitating Scheme Convergence activities as would be defined under the Scheme Convergence Action Plan at the department level and at the grassroot level
- Aligning JEEVIKA’s on ground cadre for rolling out plans designed by the TSU as a part of the mandate.
- Make available all program documents including Annual Action Plan, Resource Framework Document, Program Implementation Plan, Community Operations Manual & Finance Manual, etc.

-
- f) SPM-farm will be the contract manager and review the task on monthly basis.
 - g) BRLPS would provide working office space with office desk, chairs required for the deployed staffs of the TSA including drinking water and toilet facility. All the team members would be required to be deployed at client's office.

4. Payment Terms

- The payment will be made on the unit cost of each Professional/person deployed in the project as quoted by the bidder. The unit cost of person should be including all the cost, including administrative cost.
- For activities mentioned under "Terms of Reference", quarterly invoice will be generated and submitted within 20 days from the last working day of the ending quarter along with a Monthly Status Report of activities undertaken for each month with monthly attendance of the deployed manpower, to the SPMU-BRLPS by the Technical Support Agency (TSA). If the submitted invoice value is correct, payment will be made within 21 days from the date of receipt of invoice by the BRLPS.
- Statutory deductions, if any, shall be made at source from the invoice/s.
- The payment of TA/DA, if any will made to agency as per BRLPS HR-Norms upon submission of invoice along with half-yearly payment subject to BRLPS approvals.
- All the payments shall be made in Indian National Rupee (INR) and shall be subject to applicable statutory deductions, if any.

5. Preparation & Submission of the Proposal

- Bidders should submit their responses as per the formats given in this RFP which is to be uploaded on the website <https://eproc2.bihar.gov.in>.
- Please note that prices should not be indicated in the technical proposal but should only be indicated in the financial proposal (provided in EXCEL format on <https://eproc2.bihar.gov.in>)
- The submission of bid is to be made through <https://eproc2.bihar.gov.in>.
- 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 Bidder's Proposal.
- The Proposal 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 authorized signatory of the Bidder.

5.1. Pre-bid Conference

- a. BRLPS shall hold a pre-bid meeting with the prospective Bidders as per information given in the Fact Sheet above.
- b. The Bidders will have to ensure that their queries for pre-bid meeting should reach the point of contact (Nodal Officer) through email only as mentioned in the fact sheet above.
- c. The e-mail should necessarily have subject as per the following nomenclature:
"Pre-bid Query – **RFP for Hiring of TSA for farm sector initiatives to enhance sustainable income of JEEVIKA's Farm Communities - Bihar Rural Livelihoods Promotion Society (BRLPS)** **{Company's Name}"
- d. The queries should necessarily be submitted in the following format in both PDF and Editable MS-Word/ Excel File Format:

S. No.	RFP document reference(s) (Section & page number)	Content of RFP requiring clarification(s)	Points of clarification
1.			
2.			
3.			

- e. BRLPS shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the BRLPS.

5.1.1. Pre-bid Queries and Corrigendum

- a. The BRLPS will endeavor to provide timely response to all queries. However, BRLPS makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does BRLPS undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, BRLPS 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 to be published on <https://eproc2.bihar.gov.in>.
- c. The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the <https://eproc2.bihar.gov.in> and emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. To provide prospective Bidders reasonable time for taking the corrigendum into account, the BRLPS may, at its discretion, extend the last date for the receipt of Proposals.

5.2. Right to Terminate the Process

- 5.2.1. BRLPS may terminate the RFP process at any time and without assigning any reason. BRLPS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 5.2.2. This RFP does not constitute an offer by the BRLPS. The Bidder's participation in this process may result BRLPS selecting the Bidder to engage towards execution of the subsequent agreement.

5.3. RFP document fees

- 5.3.1. The Bidder will download the RFP document(s) and price format from the website <https://eproc2.bihar.gov.in>. The bid fee of INR 10000/- (INR Ten thousand only) should be submitted online.

5.4. Tender Processing document fees

- 5.4.1. The bidder will have to pay a one-time Tender Processing Fee at

<https://eproc2.bihar.gov.in>. for submitting the proposal online. The RFP document fee must be submitted with proposal. Proposals received without or with inadequate RFP document fees shall be rejected.

- 5.4.2. This fee is mandatory to be paid through online mode i.e., Internet payment gateway (Credit/ Debit Card), Net banking, NEFT/RTGS.

5.5. Earnest Money Deposit (EMD)

- 5.5.1. Bidders shall submit an EMD of of Rs. 6,00,000/- (Rs. Six Lakh only)only to be paid online on <https://eproc2.bihar.gov.in>.

5.5.2. Bidders may also submit EMD in the form of Bank Guaratnee. Bidder submitting EMD in the form of Bank Guarantee will have to submit scanned copy of same with their Technical Proposal and hard copy of same should reach BRLPS Office on before the last date for online submission of bid. The Bank Guarantee should be in the name of Bihar Rural Livelihoods Promotion Society, payable at Patna. The Bank Guarantee should be valid for a period of 180 days.

- 5.5.3. EMD of all unsuccessful Bidders would be refunded by the BRLPS within 2 months of the signing of agreement with the successful bidder. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.

- 5.5.4. The EMD amount is interest free and will be refundable to the unsuccessful Bidders as well as successful bidder without any accrued interest on it.

- 5.5.5. Proposals not accompanying the EMD or containing EMD with infirmity (ies) (relating to the amount or validity period etc.), mentioned above, shall be summarily rejected.

- 5.5.6. The EMD may be forfeited in the event of:

- A Bidder withdrawing its bid during the period of bid validity
- A successful Bidder fails to sign the subsequent agreement in accordance with this RFP
- The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP
- A Proposal contains deviations (except when provided in conformity with the RFP) conditional offers and partial offers.

5.6. Performance Bank Guarantee

- 5.6.1. Within 10 working days from the date of Letter of Invitation (LOI) from the BRLPS, the successful Bidder shall furnish the Performance Bank Guarantee (PBG) of an amount equal to 5% of its Financial Proposal (i.e.,36 months project value), by way of DD/ Performance Bank Guarantee issued by one of the Nationalized/ Scheduled Indian Banks for the due performance of the Assignment.

- 5.6.2. The PBG submitted will be for 42 months. However, in case of extension of project, above performance guarantee will have to be renewed for the extended period of the project.

- 5.6.3. Refund of PBG: The PBG shall be refunded within six months from the date of successful completion of the assignment.

- 5.6.4. Forfeiture of PBG: PBG shall be forfeited in the following cases:

- When any terms and condition of the agreement is breached.
- When the selected Bidder fails to commence the services or fails to provide

deliverables after partially executing the deliverables under agreement.

- The Resources must follow the working hours, working days and Holidays of BRLPS. However, resources shall be available on a holiday if so, required by the BRLPS. No extra payments will be made for working on extended hours/Saturdays/Sundays/Holidays to meet the committed/required time schedules.

5.6.5. Format of Performance Bank Guarantee (PBG) and Agreement: These will be shared at the time of issuance of LoI.

5.7. Proposal Preparation

- 5.7.1. 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 BRLPS to facilitate the evaluation process, and in negotiating a definitive agreement or all such activities related to the bid process.
- 5.7.2. BRLPS will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 5.7.3. Proposal should be accompanied by an appropriate board resolution or power of attorney in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder's Proposal.
- 5.7.4. The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English/Hindi, translation of the same in English language is to be submitted duly attested by the Bidder. For purposes of Proposal evaluation, the English translation shall govern.

5.8. Technical Proposal

- 5.8.1. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial bid information shall be declared non-responsive.
- 5.8.2. Bidder shall not propose alternative Experts. Only one CV shall be submitted for each Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 5.8.3. If any of the Experts become unavailable during the period of agreement (not before 03 months), the Consultant shall provide a written adequate justification and evidence satisfactory to the BRLPS together with the substitution request along with new CV. In such case, a replacement Expert shall have equal or better qualifications and experience than those of the originally proposed Expert.
- 5.8.4. Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP).

5.9. Financial Proposal

- 5.9.1. The Financial Proposal shall be prepared using the Prescribed Forms available on eProcurement portal (in EXCEL format). It shall list all costs associated with the assignment, including (a) remuneration for Experts with administrative cost.

a. Taxes

- 5.9.2. The TSA and Experts are responsible for meeting all tax liabilities arising out of the

assignment.

c. Currency of Proposal

5.9.3. The TSA may express the price for its Services in the INR.

d. Currency of Payment

5.9.4. Payment under the Agreement shall be made in INR.

5.10. Venue & Deadline for Submission of Proposal

5.10.1. Proposals, in its complete form in all respects as specified in the RFP, must be submitted online before the end time.

5.10.2. Bids received in hard copy shall not be entertained.

5.10.3. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

5.10.4. The BRLPS reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

5.11. Visibility, Format and Numbering of the uploaded document

5.11.1. The bidder shall ensure that the document uploaded on the e-procurement portal is clearly visible and downloadable.

5.11.2. The bidder shall ensure that the documents uploaded are correctly numbered so that any specific document can be easily and quickly found using the appropriate serial/page no. All documents shall only be uploaded in the formats mentioned here: PDF Format. The unsuccessful opening or downloadability of documents which are uploaded in any format/PDF format shall not be entitled for any claim whatsoever.

5.11.3. No claims shall be entertained owing to issues of internet connectivity. The bidders are advised to upload the bid online well in advance of the deadline to avoid difficulties.

6. Evaluation and Qualification Criteria

6.1. Evaluation

6.1.1. Evaluation Process

- a. **Bihar Financial Rule and amendments published time to time will be followed for evaluation of bid by the BRLPS.**
- b. The committee will evaluate the responses of the Bidders (Proposal Evaluation Committee).
- c. The Committee shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability of a Bidder to submit requisite supporting documents / documentary evidence may lead to the Bidder's Proposal being declared non-responsive.
- d. 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 negotiation/discussion with the Proposal Evaluation Committee.
- e. The Proposal Evaluation Committee may ask for meetings/enquires through email with the Bidders to seek clarifications on their proposals.
- f. The Proposal Evaluation Committee reserves the right to reject any or all Proposals based on any deviations contained in them.
- g. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- h. The evaluation would consist of following phases:
 - **Phase I:** Evaluation of Pre-qualification Criteria.
 - **Phase II:** Evaluation of Technical Proposal (of only those bidders who qualify as per the pre-qualification criteria).
 - **Phase III:** Evaluation of Financial Proposal (of only those bidders who score at least **70% in the technical qualification criteria**)
 - **Phase IV:** Combined Evaluation of Technical and Financial Bids (QCBS – 70:30).
 - **Agency scoring highest scores (H1) in combined evaluation will be considered as successful agency/bidder.**

6.1.2. Proposal Opening

- a. The Proposals submitted up to the last date and time mentioned above will be opened online on the mentioned time and date by the BRLPS, in the presence of the Bidder's representatives who choose to be present at the time of opening.
- b. The representatives of the Bidders are advised to carry an identity card or a letter of BRLPS from the Bidding entity for attending the opening of the Proposal.

6.1.3. Proposal validity

- a. The offer submitted by the Bidders should be valid for minimum period of 180 days from the last date of submission of the Proposal.

6.1.4. Award criteria

- a. **Bihar Financial Rule and amendments published time to time will be followed for award of agreement by the BRLPS.**
- b. The BRLPS may award the Assignment to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids and has **scored H-1 status** as per the QCBS process.

6.1.5. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

- a. The BRLPS 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 assignment, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for The BRLPS action.

6.1.6. Notification of Award

- a. Prior to the expiration of the validity period, The BRLPS will notify the successful bidder in writing by email, that its proposal has been accepted. In case the tendering process has not been completed within the stipulated period, The BRLPS, may like to request the bidders to extend the validity period of the bid.
- b. The notification of award will constitute the formation of the agreement. Upon the successful bidder's furnishing of Performance Bank Guarantee, The BRLPS will return the EMD of unsuccessful bidders.

6.1.7. Signing of Agreement

- a. After the BRLPS notifies the successful bidder that its proposal has been accepted, The BRLPS shall enter into an agreement, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between. The BRLPS and the successful bidder.

6.1.8 Performance Assessment

The performance of agency will be assessed on every six months based on the deliverables mentioned in the Terms of Reference and following points-

1. Quality of deliverable is not up to the mark as mentioned in scope of work
2. Delays in deliverables pre decided dates
3. Not engaging resources on a dedicated basis
4. Assigning resources that does not meet the BRLPS requirements

In case of any short-comings in respect of the above, penalty may be imposed by the BRLPS.

6.1.9 Failure to agree with terms and condition of RFP

- a. Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event the BRLPS may award the assignment to the next highest bidder on the lowest amount received in the selection process.

6.1.10 Proposal Evaluation

- a. Initial Proposal scrutiny will be held and to confirm that Proposals do not suffer from the infirmities detailed below. The proposal will be treated as non-responsive, if a Proposal is found to have been:
- Submitted in manner not conforming with the manner specified in the RFP document
 - Submitted without appropriate EMD as prescribed herein
 - Received without the appropriate power of attorney

- Containing subjective/incomplete information
- Submitted without the documents requested in the checklist
- Non-compliant with any of the clauses stipulated in the RFP
- Having lesser than the prescribed validity period.
- The EMD of all non-responsive bids shall be returned to the bidders.

b. All responsive Bids will be considered for further processing as below.

- The BRLPS will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

7. Criteria for Evaluation

7.1.1. Pre-qualification (PQ) criteria

#	Qualifying Parameter	Eligibility Criteria
1	Registration	<p>The Bidder should be a registered entity either Private limited Company/ Public Limited Company/ Partnership firm (LLP) and have been in operation for a minimum duration of 10 Years.</p> <p>Documentary Evidence: Certificate of Incorporation / Registration</p>
2	Annual turnover	<p>The Bidder should have an Annual Average Turnover of Rs. 100 crores in three consecutive years in the last five financial years; 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 from consulting services in India. This must be individual firm's turnover for program management of relevant projects and not that of group of companies/ subsidiaries/ sister concerns/ holding company.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • CA certificate having UDIN number should be submitted.
3.	Net worth	<p>The bidder should have a positive net-worth of minimum INR 10 Cr. and should be a profit-making company for the last three financial years ending 31.03.2024 (overall from Indian business).</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • CA certificate should be submitted.

4	Firm's Specific Work Experience	<p>The agency should at least have 2 completed or ongoing projects in livelihoods/ market development/ value chain development/ enterprise promotion/ agriculture/ rural development space with CBOs such as SHGs/ FPOs etc.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • Work orders/ Signed contract/ ongoing or completion certificates
5.	Manpower	<p>The firm should have more than 100 (One hundred) full time employees in performing Consulting/ Advisory services on its payroll in India.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • Self-Certificate from HR Head or authorized signatory.
6.	Blacklisting	<p>The bidder will have to certify that the agency has not been blacklisted/debarred or suspended or facing any major litigation with any government/PSUs/Local bodies/BRLPS in the last 5 years.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • Self-Certificate from HR Head or authorized signatory.

7.1.2. Technical Qualification (TQ) criteria (Technical Score = ST)

The evaluation committee of the BRLPS will carry out the evaluation of technical proposals (of only those bids/proposal who will qualify in pre-qualification) based on the following evaluation criteria and points system. If required, specific clarifications may be asked from any or all bidder(s) at any stage. However, after the submission of the proposal by the bidder, any supplementary/ clarificatory document of a date later than the date of submission of proposal shall not be accepted.

#	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.	Maximum Marks
1.	Average annual turnover	
	<p>The Annual Average Turnover in three consecutive years in the last five financial years; 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 from consulting services in India. This must be individual firm's turnover for program management of relevant projects and not that of group of companies/ subsidiaries/ sister concerns/ holding company.</p> <p>>=100 Cr = 05 Marks >=200 Cr: 10 marks</p>	10
2.	Prior Experience	
	<p>Experience of implementing projects with a value of more than 02 Cr. with SHGs, CBOs, FPOs etc on livelihoods/agriculture enterprise promotion.</p> <p>2 Projects – 2 Marks 3 Projects – 4 Marks 4 Projects – 6 Marks 5 Projects – 8 Marks 6 projects or more – 10 Marks</p>	10
#	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.	Marks
	<p>Experience of implementing projects on community development/ rural development/ Livelihood/Skill Development/Agriculture with deployment of team at District and sub-district level.</p> <p>2 Projects – 3 Marks 3 Projects – 6 Marks 4 Projects – 10 Marks</p>	10
3.	Detailed Approach & Methodology and Implementation Plan	
	Adequacy and quality of the proposed methodology, work plan and knowledge transfer in responding to the Terms of Reference (ToR).	20
	3.1 Technical Approach & Methodology for this assignment	

	3.1.1 Approach & Methodology including the organization structure to be deployed in order to facilitate the progress for the engagement – 2,5 marks	
	3.1.2 Work Plan – 2.5 marks	
	3.2 Presentation by the Consultant on the approach and methodology – 15 Marks	
4	Experts' qualifications and competence for the Assignment	50 Marks
	The number of points to be assigned to each of the positions shall be determined considering the following parameters – (a) General Qualification – 20% (b) Relevant Experience – 70% (c) Experience in the Regional languages – 10% <i>CVs are to be submitted in the attached Format.</i>	
1.	Expert-1 [Team Leader (01)] – 10 marks	
2.	Expert-2 [Convergence Specialist (1)] – 10 Marks	
3.	Expert-3 [Agriculture Cluster and Market Linkage Specialist (1)] – 10 Marks	
4.	Expert-4 [Capacity Building Specialist (1)] – 10 Marks	
5.	Expert-5 [Value Chain Specialist (1)] – 10 Marks	
	Grand Total	100

Note: Additional Consultants for specific tasks, matching the same experience level & education will be taken on discovered man-month rates quoted in the financial bid.

7.2. Technical Evaluation

Technical Evaluation of proposals of only those bidders will be done who will qualify in the pre-qualification criteria. Technical Evaluation will be done on the Technical Evaluation Criteria mentioned above. Bidder scoring minimum 70 marks in technical evaluation will be considered as technically qualified and financial proposal of only those bidders will be opened online who will be technically qualified.

7.3. Financial Evaluation

- A fixed price fee to be quoted for the entire scope of work as “Hiring of Technical Support Agency” for Bihar Rural Livelihoods Promotion Society (BRLPS).” **Total Prices quoted should be inclusive of all fees towards complete scope of work, all taxes, duties, levies, license fees, and shall also include all expenses incurred for the execution of the agreement such as travel expenses, transportation expenses, other expenses, office expenses, out of pocket expenses etc. along with margin.** Conditional Financial Bid shall be out-rightly rejected.
- The grand total of the total Cost as quoted in price format shall be considered as the quoted value for evaluation of financial bid.
- No adjustment of the agreement price shall be made on account of any variations in cost of inflation, labour and materials or any other costs components affecting the total cost in fulfilling the obligations under the agreement. **The prices, once offered, must remain fixed during the period of agreement.**
- In this phase, the Financial Bids of only those Bidder, who are technically qualified under Technical Evaluation as above shall be opened online.

7.4. Combined Evaluation of Technical & Financial Bid:

- a) The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of

100.

b) The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

c) $S_f = 100 \times F_m / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70, and

P = 30

d) Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = S_t \times T\% + S_f \times P\%$.

e) All scores shall be calculated up to two decimal places only.

ANNEXURES

Annexure 1: Form –1 (Proposal Submission Letter)
(Should Be Scanned and Uploaded)
PROPOSAL SUBMISSION LETTER

(On the letter head)

{Location, Date}

To:

The Chief Executive Officer

Bihar Rural Livelihoods Promotion Society,

Annexe-II, 3rd floor, Vidyut Bhawan,

Bailey Road, Patna-800021

Dear Sir,

We, the undersigned, offer to provide the services under {RFP Name} to Bihar Rural Livelihoods Promotion Society (BRLPS), in accordance with your Request for Proposals vide no.

_____ (RFP No) _____(dated).

We are hereby accordingly submitting our Proposal as per terms of this RFP.

We hereby declare that:

- We agree all the terms and conditions of this RFP.
- All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification.
- Our Proposal shall be valid and remain binding upon us till the bid validity period.
- We meet the eligibility requirements as stated in RFP
- In competing for (and, if the award is made to us, in executing) the Agreement, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- Except as stated in the RFP, we undertake to negotiate an agreement on the basis of the proposed Experts. We accept that the substitution of Experts for reasons other than those stated in RFP may lead to the termination of agreement negotiations.
- Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Services related to the assignment no later than the period mentioned in the RFP.

We understand that Bihar Rural Livelihoods Promotion Society is not bound to accept any Proposal that it receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

Annexure 2: Technical Proposal – Standard Forms

(Should Be Scanned and Uploaded)

Checklist of Required Forms

Required for Proposal (√)	Form	Description
√	TECH-1	TSA Unit's Organization and Experience.
√	TECH-2	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
√	TECH-3	Team Composition, Experts Inputs, and attached Curriculum Vitae (CV)

Annexure 3: Form Tech – 1 (Organization Details)

Project Management Unit’s Organization and Experience

Form TECH-1: A brief description of the Technical Support Agency (TSA) Unit’s organization and an outline of the recent experience of the TSA that is most relevant to the assignment. The outline should indicate the names of the TSA.

Experts who participated, the duration of the assignment, the agreement amount, and the Project Management Unit’s role/involvement

A. TSA’s Organization

- Provide here a brief description of the background and organization of your company/firm.
- Include organizational chart, a list of Board of Directors, and beneficial ownership.

B. TSA’s Experience

List only previous similar assignments successfully completed/ on-going in the last 5 years as specified under Technical Evaluation criterion broadly in following categories:

Format for Experience is as follows: -

Duration	Assignment name/& Brief description of main deliverables / outputs	Name of BRLPS & Address	Approx. Contract value (in Rs equivalent) / Amount paid to your firm	Role on the Assignment
e.g., Apr 2019 to Mar 2020}	{e.g., “Improvement quality of..... ” designed masterplan for rationalization of ;}	{e.g., Ministry of..... , country}	Amount in Crore.	{e.g., Lead Partner in a JV A&B&C}
e.g., Apr 2019 to Mar 2020}	{e.g., “Improvement quality of..... ” designed masterplan for	{e.g., Ministry of..... , country}	Amount in Crore.	{e.g., Lead Partner in a JV A&B&C}

Duration	Assignment name/& Brief description of main deliverables / outputs	Name of BRLPS & Address	Approx. Contract value (in Rs equivalent) / Amount paid to your firm	Role on the Assignment
	rationalization of ;}			
e.g., Apr 2019 to Mar 2020}	{e.g., "Improvement quality of..... " designed masterplan for rationalization of ;}	{e.g., Ministry of..... , country}	Amount in Crore.	{e.g., Lead Partner in a JV A&B&C}

Annexure 4: Form Tech –2 (A&M)

Description of Approach, Methodology and Work Plan

Form TECH-2: a description of the approach, methodology, and work plan for performing the assignment.

Suggested structure of your Technical Proposal: -

- **Technical Approach and Methodology:** Please explain your understanding of the objectives of the assignment, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output, the approach for mobilizing the proposed experts named in the bid, the approach for engaging as Technical Support Agency.
- **Work Plan:** Please outline the plan for the implementation of the main activities/tasks of the assignment, including mobilizing of proposed experts named in the bid, the content and duration of each activity, phasing and interrelations (including interim approvals by the BRLPS), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s). The work plan should be consistent with the Work Schedule.
- **Organization:** Please describe the structure and composition of your team, including the list of the Experts –Clearly reflecting the experts committed right from the start date.

Annexure 5: Form Tech –3 (CV Template)

{A brief description of the team composition and roles and responsibilities needs to be provided in addition to the CV}

 {Add Photo – Delete this text}	Name	{Full Official Name}			
	Proposed Position:	{The proposed designation}			
	Date of Birth	{Please use the following format only: 28 th August 1978}			
	Education:	Degree(s)/ Diploma(s)	Institution	Year	
				From	To
	{Degree name with specialization (if any)}	{Name of institution, Name of city where institution is situated}	{YYYY}	{YYYY}	
	{Add/ Delete rows if needed}				
Employment Record	Total Experience: {Total Work Experience in Years and Months, e.g., 10 years and 6 months}				
	From	To	Company	Position Held	
	{MM, YYYY}	{MM, YYYY}	{Company Name, Name of city where you were posted}	{Designation in the company}	
	{Add/ Delete rows if needed}				
Brief Profile	{Enter data here}				
Countries of Work Experience	{Name of the country}				
Languages	Language	Speaking	Reading	Writing	
	{Name of Language, e.g., English, Hindi etc.}	{Yes/ No}	{Yes/ No}	{Yes/ No}	
	{Add/ Delete rows if needed}				
Work Undertaken that Best Illustrates Capability to Handle the Task Assigned {Add assignments and rows as per the text}					

<p>Project/ Assignment: {Name of the project/ Assignment} Month and Year (Start and end): {E.g., September2019 – August 2020} Location: {Name of the city, Name of the state} BRLPS: {Name of the BRLPS} Position held: {Position/ Designation as per the assignment} Activities:</p> <ul style="list-style-type: none"> • {Mentions activities for which you were responsible in the project and “highlight” the key words that relates to the job description for your proposed position} • {Add more sections if needed}
<p>Project/ Assignment: {Name of the project/ Assignment} Month and Year (Start and end):{E.g. September2019 – August 2020} Location: {Name of the city, Name of the state} BRLPS: {Name of the BRLPS} Position held: {Position/ Designation as per the assignment} Activities:</p> <ul style="list-style-type: none"> • {Mentions activities for which you were responsible in the project and “highlight” the key words that relates to the job description for your proposed position} • {Add more sections if needed}
<p>Project/ Assignment: {Name of the project/ Assignment} Month and Year (Start and end): {E.g. September2019 – August 2020} Location: {Name of the city, Name of the state} BRLPS: {Name of the BRLPS} Position held: {Position/ Designation as per the assignment} Activities:</p> <ul style="list-style-type: none"> • {Mentions activities for which you were responsible in the project and “highlight” the key words that relates to the job description for your proposed position} • {Add more sections if needed}
<p>Certification</p> <p>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 described herein may lead to my disqualification or dismissal, if engaged</p> <p>{Name of Candidate} Date: DD-MM-YYYY Countersigned by the Consultant (Bidder) Signature and name of Expert Signature, seal of the Consultant (Bidder)</p>
<p>NOTE: CVs must be signed by the individual and should be countersigned by the bidder submitting proposal.</p>

Annexure 6: Form (Financial Bid Format)

Summary of Annual Costs (This is for reference only, not to be scanned and uploaded)

This price format will have to submitted in online format only and failure to comply the same will result in rejection of Bid

#	Position	No. of Resources (A)	Deployment Months (B)	Deployment Per Month (%) (C)	Cost Per Month (INR) (D)	Total Amt. (INR) (A*B*C*D)
1	Team Leader	1	36	100%	<p>PLEASE DO NOT QUOTE RATE HERE. A SEPERATE PRICE FORMAT (IN EXCEL FORMAT) IS AVAILABLE ON https://eproc2.bihar.gov.in to quote prices.</p>	
2	Convergence Specialist	1	36	100%		
3	Agriculture Cluster and Market Linkage Specialist	1	36	100%		
4	Capacity Building Specialist	2	36	100%		
5	Value Chain Specialist	1	36	100%		
Sub-Total (INR)						
GST as applicable						
Grand-Total (Including GST) (INR)						

Annexure 7: Form (Information and Dates)

Important Information and Details

#	Particulars	Details
1	Name of the Firm	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status	
6	Address of Head Office:	
7	Incorporation/Registration status of the Bidder	Submit Incorporation Certificate <i>PageNo.at which enclosed:_____</i>
8	Date of Incorporation/Registration	
9	Power of Attorney/Board Resolution in the name of the Authorized signatory	<i>PageNo.at which enclosed:_____</i>
10	Turnover in the last 5 Financial Years from consultancy services in India:	FY2019-20:_____/- FY2020-21:_____/- FY2021-22:_____/- FY2022-23:_____/- FY2023-24:_____/- Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: _____</i>
11	Net worth as on 31-March-2024	INR _____/- Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: _____</i>
13	PAN Number	<i>Page No.at which enclosed:_____</i>
14	GSTIN Number	<i>Page No.at which enclosed:_____</i>
15	An undertaking stating that the firm has not been blacklisted by any Central/ State Government/Public Sector as on the date of RFP	<i>Page No. at which Affidavit has been enclosed:_____</i>

#	Particulars	Details
16	Number of Qualified Resources: The Bidder should have at least 100 resources in advisory/consulting services at bidder's own payroll	A certificate from HR (on company's letterhead) of the bidder should be submitted. <i>PageNo.at which enclosed:_____</i>
19	One Copy of the whole of the RFP document (With Corrigendum, if any) with each page signed and stamped.	<i>Page No.at which enclosed:_____</i>

Annexure 9: Form (Power of Attorney)

(Power of Attorney or Board Resolution in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of appropriate value)

Know all men by the present that We..... (name of the enterprise and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize 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 including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFP Reference No. Dated.....

The attorney is fully authorized for providing information/ responses to the tendering BRLPS, representing us in all matters before the tendering BRLPS including negotiations with the tendering BRLPS, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering BRLPS in all matters in connection with or relating to or arising out of our bid for the said tender.

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.....DAYOF

For ;
{Signature, name, designation and address}

Accepted
.....
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1. _____
2. _____

Appendix-I

Resource	Deliverable	unit Definition	HY1	HY2	HY3	HY4	HY5	HY6	Total
Team Leader	Inception Report		1	0	0	0	0	0	1
	Yearly Compendium of Case Studies, Success Stories and Toolkit (25 case studies/success stories in second and third year)		0	1	0	1	0	1	3
	Quarterly Progress Reports (QPR) with insights and recommendations on all four key intervention areas		2	2	2	2	2	2	12
	Overall monitoring and technical support on all deliverables to the TSA team and any other support as required by JEEViKA		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Agriculture Cluster and Market Linkages Specialist	Cluster As-Is Assessment Framework and detailed study report of existing production clusters, including engagement SoP and list of potential new sites		200 staff and 500 cadres	200 staff and 500 cadres	0	0	0	0	1

	Yearly refresher training (Set-1) of staff and cadres on cluster assessment framework		0	0	200 staff and 500 cadres	200 staff and 500 cadres	0	0	400 staff and 1000 cadres
	Facilitate Capacity-building sessions for JEEVIKA staffs on cluster promotion frameworks (second year)		0	0	200 staff	200 staff	0	0	400 staff
	Yearly refresher training (Set-2) of staff and cadres on cluster promotion framework		0	0	0	0	400 staff and 1000 cadres	0	400 staff and 1000 cadres
	Supporting state and district team in promoting of production clusters across state		7 districts	7 districts	6 districts	6 districts	6 districts	6 districts	38 districts
	Cluster Evaluation Framework with KPIs for tracking sustainability, scalability, and resilience of production clusters		0	1	0	0	0	0	1
	Demonstration of the developed Cluster Evaluation Framework with KPIs (100 clusters with 300 farmers each across 10 districts over initial 2 years)	No. of cluster (300 farmers per cluster)	20	20	30	30	0	0	100
	District wise Identification and listing of market players and process		1	0	1	0	1	0	3

	designing for the linkage at the cluster level								
	Entrepreneurial Model Designs for Agri Entrepreneurs (AEs) with detailed business plan and executional calendar		1	0	1	0	1	0	3
	Strengthened Agri-entrepreneurship ecosystem leading to sustainable net annual income enhancement of Agri Entrepreneurs by Rs 2 lakhs (through linking to market institutions)		500	750	500	500	500	500	3250
	Convergence Action Plan across all Districts of Bihar		1	0	1	0	1	0	3
	Household coverage within the specialised production clusters (Integrated, Natural, Organic farming clusters)		20000	20000	20000	25000	25000	25000	135000
Convergence Specialist	Development of organic cluster	No. of cluster (300 farmers per cluster)	50	0	50	0	50	0	150
	Demonstrating Fund leverage under Farm based government schemes	Amount in Crore	30	40	40	40	50	50	250

	convergence through direct engagement								
	MIS Dashboard (offline) for scheme coverage across JEEVIKA beneficiaries		0	1	0	0	0	0	1
	SOP designing for the CHC engagement, aiming for annual income of INR 1.5 lakhs per CHC		1	1	0	1	0	0	3
	Supporting district team in implementation of developed CHC engagement SOP		7 districts	7 districts	6 districts	6 districts	6 districts	6 districts	38 districts
	Liveraging Drones and its traning through convergence and coordinate for training	No. of Drone didi	50	100	100	200	200	200	500 overall
	Demonstration of CHC engagement SOP and support in making it profitable	No. of CHCs	50	100	100	200	200	200	500 overall
Value Chain Specialist	Operational Guidelines, SOPs, and Toolkits for end-to-end NEERA value chain management		1	0	1	0	1	0	3
	Planning, strategy, review and monitoring support of NEERA value chain management		7 districts	7 districts	6 districts	6 districts	6 districts	6 districts	38 districts

	Demonstration of the developed Operational Guidelines, SOPs, and Toolkits for end-to-end NEERA value chain management throughout the assignment period (3 years)		1 district	2 districts	2 districts	2 districts	2 districts	1 district	10 districts with all enrolled tappers
	Development of Training Module (ToT) and Training calendar for the Capacity Building of NEERA staff, cadres, tappers, tree owners, producer groups		1	0	0	0	0	0	1
	Drone Activity SOP and its functioning and deleeping it as profitable business	No. of Drone didi	50	100	100	200	200	200	500 overall
	Training of staff and cadres on NEERA (each year)		100 staff, 150 cadres	600 staff, 900 cadres					
	Quarterly reporting of NEERA		2	2	2	2	2	2	12
	Yearly impact assessment report of NEERA		0	1	0	1	0	1	3
Capacity Building Specialist	Active support in all capacity building initiatives (including facilitation of trainings, modules, and IEC materials across all areas as outlined)		Ongoing support	Ongoing					

	Training Modules with training calendar on agricultural schemes of Gol and GoB (Set 1) with 1 set of IEC material (at least 3 different IEC materials for staff, cadre, and household level)	No. of Training module	1 set	1 set	1 set	0	1 set	1 set	5 set
	Training Modules with training calendar on agricultural schemes of Gol and GoB (Set 2) with 1 set of IEC material (at least 3 different IEC materials for staff, cadre, and household level)		0	0	1 set	0	0	0	1 set
	IEC materials for AEs on technical guidance, business planning, market access, and compliance		1 set	1 set	1 set	0	1 set	0	4 sets
	Capacity Building of Agri Entrepreneurs (AEs) on entrepreneurial capacity, business planning for 5 years, accounting, etc.	No.of AE	500	750	500	500	500	500	3250
	Agriculture Cluster and Market Linkages Specialist	Training of staff on market linkage	80	80	100	100	100	100	560