



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) to setup PMU for
strengthening of Enterprises under Non-Farm**

Two Envelope Bidding system through e-Procurement

Ref. No. BRLPS/Proj-NF/2374/24

Issued RFP on 30/12/2024

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)

3rd Floor, Annexe-II, Vidyut Bhawan, Patna – 800021

NOTICE INVITING TENDERS

1. 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. 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. BRLPS invites proposals (the "Proposals") for hiring of a firm/company (the "Agency") for hiring of Technical Support Agency (TSA) to set up PMU for strengthening Enterprises under Non-Farm - Bihar Rural Livelihoods Promotion Society (BRLPS) in accordance with the procedure set out herein.
3. 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
4. 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

1. Schedule of Events:

Sn.	Schedule	Important dates
1	Bid Publishing date	30/12/2024
2	Pre bid meeting date	07/01/2025 at 03.00 PM (Offline) at BRLPS Office, Patna
3	Last Date of submission of bid	27/01/2025 up to 03.00 PM
4	a. Bid opening date & Time (Technical)	Technical bid: 27-01-2025 at 03:30 PM (online)
	b. Bid opening date & Time (Financial)	Financial Bid: To be notified later.
5	Bid validity period	180 Days (One hundred and eighty days)
6	Contact Person	Project Manager – Business Development Mobile - 7061882587
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.

2. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 4,00,000/- (Rs. Four Lakh only) through <https://eproc2.bihar.gov.in> IPG (Internet Payment Gateway).
3. 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.
4. The bidders shall submit their eligibility and qualification details, certificates as mentioned in the tender document in the format annexed in the Tender.
5. 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. (Annexure 6)

6. 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.
7. 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.
8. 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.
9. All prospective bidders may **attend the Pre-Bid meeting**. The venue, date and time are indicated in Schedule of Events as in above.
10. All further Notifications/Corrigendum/Addendum would be notified to the bidder through <https://eproc2.bihar.gov.in>

CEO, BRLPS

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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 Client 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 Client 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 Client, 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 Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- The Client, 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 Client 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 Client 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 Client is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Client 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 Client, 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 Client 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/Client 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 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	Firm participating in the procurement/ bidding process with the procurement entity.
5.	Committee	Committee constituted by Bihar Rural Livelihoods Promotion Society.
6.	Competent Client	A Client 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/ Procurement 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 GoB
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
15.	GST	Goods & Service Tax
16.	INR	Indian National Rupee
17.	Lol	Letter of Intent
18.	BRLPS	Bihar Rural Livelihoods Promotion Society.
19.	M&E	Monitoring & Evaluation
20.	PAN	Permanent Account Number

S. No.	Terms	Definition
21.	PBG	Performance Bank Guarantee
22.	Personnel/ Resources	Professional and Support staff provided by the firm/ company and assigned to perform service to execute an assignment and any part thereof.
23	TSA	Technical Support Agency
24.	Proposal	Proposals submitted by bidders in response to the RFP issued by BRLPS for selection of firm/company.
25.	Client/Client	Bihar Rural Livelihoods Promotion Society (BRLPS)
26.	QCBS	Quality-cum-Cost-Based Selection
27.	RFP	Request for Proposal
28.	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.
29.	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) to set up PMU for strengthening Enterprises under Non-Farm - Bihar Rural Livelihood Promotion Society (BRLPS)
Project Duration	12 Months
Method of Selection	QCBS 80:20
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 Document Fee (Non-refundable)	INR 5000/- (INR Five thousand only) to be paid through https://eproc2.bihar.gov.in
Bid Security/EMD	INR 4,00,000/- (INR Four Lakhs 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	07/01/2025 at 03:00 P.M. 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	27/01/2025 (Till 03:00 P.M.)
Date and Time of online Opening Technical Bid	27/01/2025 (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 Client reserves the right to (may), with concurrence of the bidder, extend the Term for a period or periods of up to 2 (two) years 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 received 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.

With an objective of enabling the rural economy to achieve its potential, GoB aims at promoting rural enterprises among the women SHG members. To support this, the State is keen to create an enabling ecosystem to support rural enterprise development.

2.1. General Instructions

- 2.1.1. The Client named in the "Data Sheet" shall select a firm from amongst the Consultants 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 Consultants 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 consultant under each stage must be to the client's satisfaction before work begins on the next stage.
- 2.1.4. The Consultants 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 Client 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 Consultant's representative should contact the officials named in the Data Sheet to obtain additional information on the pre-proposal conference.

- 2.1.5. The Client 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 Client, are not be paid/reimbursed in any case; and (ii) the Client 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 Client 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 Client. Any notification of preferred Bidder status by the Client shall not give rise to any enforceable rights by the Bidder. The Client may cancel this public procurement at any time prior to a formal written agreement being executed by or on behalf of the Client.

2.2. Conflict of Interest

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

2.3. Corrupt and Fraudulent Practices

- 2.3.1. The Client 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;

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- “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 Client 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. Consultants 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, Consultants 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 Consultant 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 Client as non-responsive bid.
- 2.6.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Client 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 Client will make its best effort to complete the processing within the proposal's validity period. However, should the need arise, The Client 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 Client 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 shortlisted Bidders or anyone on behalf of the Bidder to influence improperly the Client 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 Client 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 Client 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 Client 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 Client 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 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 Client and the Consultant shall be as specified in the clause titled Termination.

2.11.2.6. Notwithstanding Clause 2.10.2.4., Force Majeure shall not apply to any obligation of the Client to make payments to the Consultant under this Agreement.

2.12. Termination Clause

2.12.1. Termination for Default

2.12.1.1. The Client may, without prejudice to any other remedy for breach of agreement, by a 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 Client; 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 Client, 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 Client terminates the agreement in whole or in part, amount of PBG may be forfeited. The decision of the Client will be final and conclusive in this regard.

2.12.2. Termination for Insolvency

2.12.2.1. The Client may at any time terminate the Agreement by giving a 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 Client.

2.12.3. Termination for Convenience

2.12.3.1. The Client, by a 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 Client'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, The Client 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 Client

2.12.4.1. The Client may at any time terminate the Agreement by giving a written notice of at least thirty (30) days written notice 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 Client 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 Client a statement which has a material effect on the rights, obligations, or interests of the Client 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 invoices for the Selected Bidder services up to the date of their notice.
- If the BRLPS would like to terminate the agreement for reasons attributable related to the Selected Bidder, the BRLPS will give a rectification notice for 1 month to the Selected Bidder in writing with specific observations and instructions.

2.12.5. Termination by Selected Bidder

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

- The Client 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 Client 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;

2.12.6. Payment upon Termination

2.12.6.1. Upon termination of this Agreement vide para 2.12.3 as above, all pending payments due till the date of the termination of the agreement will be made by Client to the Consultant.

2.13. Suspension

2.13.1. The Client 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 Client 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

Background

The Government of Bihar (GoB), through the Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous body under the Department of Rural Development, Government of Bihar, 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. 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.

With an objective of enabling the rural economy to achieve its potential, GoB aims at promoting rural enterprises among the women SHG members. To support this, the State is keen to create an enabling ecosystem to support rural enterprise development.

Scope of Work

In the current landscape, despite significant progress made in the last decade, Bihar still faces challenges in social and economic indicators compared to the national average. However, the state's robust network of Community-Based Organizations (CBOs) presents a unique opportunity to propel its rural economy into a pivotal development force for the future.

The table below provides the status of the community organisations that have been created in the State:

Type of Community Based Organisations (as of Dec 2023)	Numbers
Self Help Groups	10,63,489
Farmer Producer Organization	61
Village Organisations	71,110
Cluster Level Federations	1672

Recognizing the untapped potential of Bihar's rural economy, there is a vision to transform them into a significant contributor to the state's aspiration of graduating into a developed State, significantly contributing to the national vision for 2047.

The Bihar government aims to create Lakhpati Didis from rural communities, generate employment opportunities for unemployed youth, and provide skilling initiatives in sectors like tourism, food processing, art and craft, etc. Also involves developing more opportunities in sectors such as tourism, agriculture, new age sectors (renewables, circular economy, rural services, etc.) and manufacturing, coupled with efforts to improve the ease of doing business.

Understanding the government's objective of catalysing rural growth, specific measures are being proposed. These include:

1. Improving access to various business services that are required for enterprise development.
2. Develop partnerships with private entities to ensure participation of businesses in private sector supply chains.
3. Facilitate access to finance through partnerships with NBFCs, FIs and convergence with various schemes.
4. Promote some of the specific initiatives undertaken by the State.
5. Facilitating government procurement from Self Help Groups (SHGs) through tailored schemes and policies
6. Explore the potential of creation of a concierge model for local gig opportunities, enabling skilled rural communities to engage in various on-call roles.
7. Establish a Bihar based brand identity (Umbrella Brand) that resonates with consumers due to its quality, standardization, community-centric production, and sustainability to strengthen the market presence of SHG products.

Through these multifaceted interventions, the goal is to drive economic transformation and prosperity in rural Bihar.

The Government aims at engaging a consulting firm to support it in developing an ecosystem that facilitates the journey of women members of these CBOs into Lakhpati Didi's. The team of consultants will work closely with the State and District teams of BRLPS to support the women to get associated with enterprises and contribute to their household incomes.

It is expected that the TSA team will be responsible for:

1. Conduct a rapid assessment of the current Community Based Organizations and identify the potential opportunities for engaging them with entrepreneurial opportunities in the state. The rapid assessment may focus on,

-
- a. Analyze the SHG/CBO data, covering thrift and saving activities, inter-lending, bank linkages, revolving fund, and rating and grading results.
 - b. Study the existing interventions for CBOs, focusing on capacity building and key initiatives that have supported their development.
 - c. Assess SHG demographics, structure, maturity, livelihood and enterprise activities, income generation, employment status, and schemes availed.
 - d. Map the current economic generation activities and also map potential sustainable income-generating activities, considering local resources, skill sets, financial sources, market dynamics, and support services.
 - e. Assess the challenges faced by CBOs in their current entrepreneurial journeys.
2. Based on the findings and challenges faced by the SHG run enterprises, help BRLPS in creating an enabling enterprise ecosystem that provides access to critical business services required for enterprise development to create market linkages, access to finance, and technical skills.
 3. Assess the current markets where SHGs are currently selling their products, identifying key locations and demographics. Help SHGs/CBOs promote their products both in domestic and international markets.
 4. Identify product basket and enhance value chain under aggregation model to establish & promote Umbrella brand for sales & marketing of SHG products of Bihar.
 5. Provide solutions in developing livelihoods of SHG's in non-farm based SHG enterprises of Bihar, and also in establishing new SHG Enterprises based on newer and innovative models of businesses on the basis of the research and study process undertaken on the SHG's of Bihar.
 6. By assisting the State in implementing the enterprise development plan, increase the number of Lakhpati Didi households.
 7. Standardize processes and develop guidelines to implement various initiatives.
 8. Enhance the skills and competencies of the BRLPS team, especially at the District and Block level, to support the transformational journeys of the Community based Groups.
 9. Assess the digital preparation of the state and assist the department in establishing a marketplace and concierge model.
 10. Support in ensuring financial compliance with laws and regulations and other financial advisory services e.g. auditing financial statements, filing ITR, conducting forensic accounting investigations etc.
 11. Support in completion of cost audit, cost benefit analysis, partnering with business stakeholders for cost optimization etc.

Outcomes

1. Help the department achieve its target of creating Lakhpati Didis in the State.
2. Help existing businesses graduate to higher level by improving access to various business services.
3. Create an enabling ecosystem to help SHGs in establishing and strengthening businesses.

4. Build & promote an umbrella brand to establish market presence of Bihar's SHG products through B2B sales, E commerce, retail outlet and other appropriate marketing & sales channels.
5. Facilitate participation of SHGs in private sector supply chains.
6. Improve the presence of SHG products from Bihar on digital platforms, international markets and become part of the Private Supply Chains.
7. Development of SoP and operation plans for seamless SHG participation in supply chains, digital markets, and exports.
8. Facilitate partnerships and organize buyer seller meets to promote SHG/CBO products and market connect.
9. Establish a knowledge management system.
10. Partnering with business and other stakeholders for cost optimization
11. Monitor the progress and establish a project management framework that helps capture the direct and indirect impact of the interventions in the State.
12. Facilitate backward & forward linkage for SHG enterprises
13. Facilitate internal audit & statutory compliance of state promoted & TSA supported enterprises.

Deliverables

Deliverable
Enterprise Business development assessment and annual work plan
<ul style="list-style-type: none"> • Audit & Statutory compliance of state promoted and TSA supported group enterprises. • Product development cum value chain assistance to 50-100 group/ individual enterprises. • Marketing campaign roll out for SHG enterprises.
<ul style="list-style-type: none"> • Market linkage for Producer companies/Group enterprises. • Market linkage for minimum 50 individual enterprises. 80% of supported enterprises should register a revenue growth of minimum 15%.
<ul style="list-style-type: none"> • Endline assessment report. • SOPs of marketing, sales, value chain development, audit & statutory compliance. • Build & promote an umbrella brand to establish market presence of Bihar's SHG products through B2B sales, E commerce, retail outlet and other appropriate marketing & sales channels.
<ul style="list-style-type: none"> • Based on the above deliverables, the consultant will submit a monthly work plan in discussion with the BRLPS to carry out the assignment.

The above deliverables are for Year 1 and if the assignment is extended, deliverables for Year 2 and Year 3 will be mutually agreed and developed post implementation learnings of

Year 1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

Team requirement

The proposed project team will be centrally placed at the BRLPS office at SPMU, Patna, with the flexibility to deploy members at the district level as and when needed, ensuring a cohesive and successful implementation across all project requirements.

S. No.	Name of Expert	No. of Expert	Qualification & Experience	Responsibilities
1.	Team Lead	01	<p>PG degree/diploma in management with specialisation in Marketing/ Sales/ Supply Chain Management/ Rural development with minimum 8 years of post-qualification experience.</p> <p>The TL should have worked extensively in Government supported projects and should have a strong understanding of livelihood approaches. Demonstrated experience of leading multi-disciplinary teams shall be required. She/He should have cross domain expertise in sales & marketing, supply and value chain management, business development across similar assignments as per the scope of work in this RFP.</p>	<p>Overall project leadership and management and will be responsible for overseeing the rapid assessment and market landscape study.</p> <p>She/he shall drive sales & marketing, maintain efficient supply and value chain management, design business development strategy.</p> <p>She/he will provide direction, manage budgets and resources, and maintain effective communication with stakeholders.</p>

				<p>Coordinate with the senior officials of the department, facilitate coordination and convergence with other departments and private sector entities.</p> <p>Develop the annual action plans.</p> <p>Firm-up intervention designs and acquire sign off from the counterpart SPOC</p>
2.	Chartered Accountant	01	At least 5 years of experience post Chartered Accountant final exam qualification and membership of ICAI.	<p>Will be responsible for:</p> <ul style="list-style-type: none"> • Internal audit of the financial statement. • Filing ITR • Preparing balance sheet and profit and loss account • Ensuring financial compliance with laws and regulatory standards • Providing financial

				<p>advisory services</p> <ul style="list-style-type: none"> • Evaluating accounting system and suggesting improvements. • Conducting forensic accounting investigations • Analysing financial report to recommend strategy to enhance profitability and growth • Preparing business performance reports for management • Reviewing budgets, payroll, investments and other finances.
3.	ICWA/CS	01	<ul style="list-style-type: none"> • All four groups of inter and final ICWA examination passed. • At least 3 years of experience post completion of ICWA examination. Preference may be given for government project experience. 	<p>Will be responsible for-</p> <ul style="list-style-type: none"> • Assist in completion of cost audit. • Effective partnering with business and other stakeholder

				<p>for cost optimisation</p> <ul style="list-style-type: none"> • Prepare monthly and quarterly accounting reports for submission to management. • Maintain and review general ledger and reconcile balance sheet. • Cost benefit analysis.
4.	Sales and Market Linkage expert	02	<ul style="list-style-type: none"> • PG degree/diploma in management with specialization in Sales/Marketing/ International Business, or related field. • A minimum of 5 years of post-qualification experience in creating market linkages, e-commerce platform, digital marketing and international business development including channel development, sales delivery and tracking, onboarding new client etc. 	<ul style="list-style-type: none"> • Develop a comprehensive framework for SHG product development and improvement, including quality checks, standards, and compliance with digital presence requirements keeping in mind the State level Umbrella Branding. • Forge

				<p>partnerships with e-commerce platforms, design programs supporting SHG procurement by major entities, and facilitate entrepreneurs in establishing online pages for showcasing and selling products through social media platforms.</p> <ul style="list-style-type: none"> • Develop capacity building programs for SHGs to ensure product quality and standardization. • Facilitate onboarding of enterprises on various E-Commerce Platforms.
5.	Marketing and Branding Expert	01	<ul style="list-style-type: none"> • PG degree/diploma in Management with specialisation in Marketing/ Branding/ 	<ul style="list-style-type: none"> • Conduct a thorough analysis of domestic and

			<p>International Business, or related field.</p> <ul style="list-style-type: none"> • A minimum of 5 years of post-qualification experience in market analyses, identifying trends, and understanding consumer behaviour in both domestic and international markets. • Experience in marketing promotions, campaign design/advertisement, branding and packaging design & development, product development etc. 	<p>international market landscapes for SHG products, providing expertise in licenses, registration, and integration into larger supply chains.</p> <ul style="list-style-type: none"> • Designing and developing marketing & branding materials and programs considering the select product basket to be kept under Bihar Umbrella Brand. • Facilitate various marketing and branding campaigns, promotions and programs through multiple modes of communication. • Develop capacity building programs for SHGs to educate
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				<p>them on print media, electronic media and digital marketing modes.</p>
6.	<p>Product Enhancement and Value Chain Expert - Handloom & handicraft</p>	01	<ul style="list-style-type: none"> • PG degree/diploma in management with specialisation in Food Technology/ Food Engineering/Food Processing, agri-business management/ or related field. • A minimum of 5 years of post-qualification experience in product development, food processing, value chain analysis, or agribusiness. • Experience of working on government livelihood or value chain development project is preferred. • Strong background in product development and improvement, including quality checks and standards is preferred. 	<ul style="list-style-type: none"> • Collaborate with SHGs to enhance product quality and standardization, ensuring their readiness for markets and integration into larger supply chains. • Conduct comprehensive value chain studies to provide end-to-end services for SHGs, optimizing processes and identifying opportunities for increased efficiency and market competitiveness. • Design new products based on market research/de

				<p>mand in food as well as handicraft and handloom.</p> <ul style="list-style-type: none"> • Design Development, Skill upgradation, Research & Development, Infrastructure, Marketing Support and Welfare measures for artisans.
7.	<p>Product Enhancement and Value Chain Expert - Food processing /Agri-business development</p>	01	<ul style="list-style-type: none"> • PG degree/diploma in management/designing /fashion technology or related field for a minimum of 5 years of post-qualification experience in product development, art design, value chain analysis, or art and craft. • Experience of working on government livelihood or value chain development project is preferred. • Strong background in product development and improvement, including quality 	<ul style="list-style-type: none"> • Collaborate with SHGs to enhance product quality and standardization, ensuring their readiness for markets and integration into larger supply chains. • Conduct comprehensive value chain studies to provide end-to-end services for SHGs, optimizing processes and identifying opportunities

			<p>checks and standards is preferred.</p>	<p>for increased efficiency and market competitiveness.</p> <ul style="list-style-type: none"> • Design new products based on market research/demand in food as well as handicraft and handloom. • Design Development, Skill upgradation, Research & Development, Infrastructure, Marketing Support and Welfare measures for artisans.
8.	Monitoring & Evaluation expert	01	<ul style="list-style-type: none"> • PG degree/diploma in Economics/Statistics/ or Management with specialisation in Rural Development or related field. • A minimum of 5 years of post-qualification experience in monitoring and evaluation (M&E) of development 	<ul style="list-style-type: none"> • Facilitate the development of a comprehensive program theory of change, monitoring and evaluation framework, and impact assessment framework. • Build the capacity of

			<p>projects.</p> <p>Should have developed Monitoring frameworks for development project and designed M&E studies.</p>	<p>BRLPS team in effective monitoring and evaluation practices, providing training and support to ensure ongoing tracking of progress, learning, and continuous improvement</p> <ul style="list-style-type: none"> • Support in documentation, reporting and knowledge management
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Terms:

1. WORK SCHEDULE, TRAVEL ALLOWANCE AND DEARNESS ALLOWANCE

- a) 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.
- b) **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 Chief Operating Officer, or an officer designated by CEO, BRLPS and will be reimbursed to each staff member individually by the client.

2. Facilities and services to be provided by BRLPS

- a) BRLPS will designate key- official as nodal officer for this contract to monitor that the deliverables are implemented as per Contract.
- b) Make available all program documents including Annual Action Plan, Resource Framework Document, Program Implementation Plan, Community Operations Manual& Finance Manual, etc.
- c) BRLPS would provide working office space with office desk, chairs required for the deployed staffs of the selected bidder including drinking water and toilet facility. All the team members would be required to be deployed at client's office.

3. REVIEW AND MONITORING OF THE ASSIGNMENT:

The performance of the TSA will be judged based on work done against the approved annual action plan approved by Chief Executive Officer-BRLPS. The monthly deliverables and performance of the TSA will be one of the key factors for continuation of services. TSA performance will be reviewed quarterly for which; a review mechanism put in place. The observation of BRLPS in the review meeting shall be complied by the TSA and accordingly complete the assignment at no additional cost.

The work of the selected bidder and the final output / deliverables submitted by the selected bidder would be reviewed by the following committee and efforts would be made to communicate to the TSA the observations / comments / appraisal within 7 days of submission of the deliverables. The TSA shall comply with the observation and comments.

	Members and reviewing community may be following or as decided by the CEO, BRLPS
	Additional CEO, BRLPS
	Chief Operating Officer (COO)
	SPM (Livelihood) or other concerned as decided by CEO, BRLPS
	Chief Financial Officer (CFO)
	Any other representative as replacement or additional member as per the recommendation of Chief Executive Officer

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 quarterly payment and CEO, 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. Client 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 to set up PMU for Non-Farm - 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. Client 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 Client.

5.1.1. Pre-bid Queries and Corrigendum

- a. The BRLPS will endeavor to provide timely response to all queries. However, Client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Client 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, Client 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 Client may, at its discretion, extend the last date for the receipt of Proposals.

5.2. Right to Terminate the Process

- 5.2.1. Client may terminate the RFP process at any time and without assigning any reason. Client 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 Client. The Bidder's participation in this process may result Client 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 5000/- (INR Five 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 INR 4,00,000/- (INR Four Lakh) only to be paid online on <https://eproc2.bihar.gov.in>.
- 5.5.2. **Bidders seeking exemption from submitting EMD under MSME registration will have to furnish MSME certificate with their technical bids as per Bihar Financial Rules. Such agencies/vendors seeking exemption from EMD should submit an Undertaking on their letter head, that if they withdraw their bid during bid validity period or does not submit performance security or sign the agreement, shall be liable for legal action.**
- 5.5.3. EMD of all unsuccessful Bidders would be refunded by the Client 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 07 working days from the date of Letter of Invitation (LOI) from the client, the successful Bidder shall furnish the Performance Bank Guarantee (PBG) of an amount equal to 5% of its Financial Proposal (i.e., 12 months project value), by way of DD/

-
- Performance Bank Guarantee issued by one of the Nationalized/ Scheduled Banks in India for the due performance of the Assignment.
- 5.6.2. The PBG submitted will be for 18 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 Lol.

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 Client to facilitate the evaluation process, and in negotiating a definitive agreement or all such activities related to the bid process.
- 5.7.2. Client 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. Consultant 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 Client 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 Consultant and Experts are responsible for meeting all tax liabilities arising out of the assignment unless stated otherwise.

c. Currency of Proposal

- 5.9.3. The Consultant 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 Client 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 considered 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 – 80:20).
 - **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 Client 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 considered for award of agreement by the BRLPS.**
- b. The Client 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 Client 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 Client action.

6.1.6. Notification of Award

- a. Prior to the expiration of the validity period, The Client 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 Client, 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 Client will return the EMD of unsuccessful bidders.

6.1.7. Signing of Agreement

- a. After the Client notifies the successful bidder that its proposal has been accepted, The Client shall enter into an agreement, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between. The client 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 client 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 Client 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 Client 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 Partnership firm (LLP) / Private limited Company/ Public Limited Company) 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 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.

3	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
4.	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.
5.	Blacklisting	<p>The bidder will have to certify that the agency has not been blacklisted/debarred or suspended or facing any major litigation with government clients in the last 5 years.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • Self-Certificate from HR Head or authorized signatory.
6.	<p>The bidder undertakes that they are not engaged or will not engage or involve themselves in any litigation which affects or compromises the delivery of services as required under this document. Undertaking from the Company Secretary or the Authorized Signatory is required to be submitted along with this bid.</p>	

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

The evaluation committee appointed by the Client 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/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 social development/ 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	20
	Adequacy and quality of the proposed methodology, work plan and knowledge transfer in responding to the Terms of Reference (ToR).	
	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 – 5 marks	
	3.1.2 Work Plan – 5 marks	
	3.2 Presentation by the Consultant on the approach and methodology – 10 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 [Chartered Accountant (1)] – 05 Marks	
3.	Expert-3 [ICWA/CS (1)] – 05 Marks	
4.	Expert-4 [Sales and Market Linkage Expert (2)] – 10 Marks (05 Marks each)	
5.	Expert-5 [Marketing and Branding Expert (1)] – 05 Marks	
6.	Expert-6 [Product Enhancement and Value Chain Expert – Handloom & Handicraft (1)] – 05 Marks	
7.	Expert-7 [Product Enhancement and Value Chain Expert – Food processing /Agri-business development) (1)] – 05 Marks	
8.	Expert-8 [Monitoring & Evaluation Expert] (1)] – 05Marks	
	Grand Total	100

Note: Additional Consultants will be taken on discovered man-month rates quoted in the financial bid.

7.2. Financial Bid 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 Annual 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.

7.3. 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 “ S_f ” is the financial score, “ F_m ” 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 = 80, and

P = 20

- d) Proposals are ranked according to their combined technical (S_t) and financial (S_f) 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:

- 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 Client & 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 Client & 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 Client), 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}

<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: center;">Photo</p> <p style="text-align: center;">{Add Photo – Delete this text}</p>	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}					

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}
Client: {Name of the Client}
Position held: {Position/ Designation as per the assignment}
Activities:

- {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}

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}
Client: {Name of the Client}
Position held: {Position/ Designation as per the assignment}
Activities:

- {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}

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}
Client: {Name of the Client}
Position held: {Position/ Designation as per the assignment}
Activities:

- {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}

Certification

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

{Name of Candidate} Date: DD-MM-YYYY

Countersigned by the Consultant (Bidder)

Signature and name of expert

Signature, seal of the Consultant (Bidder)

Annexure 6: Form (Financial Bid Format)

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

Form-2 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	12	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	Chartered Accountant	1	12	100%		
3	ICWA/CS	1	12	100%		
4	Sales and Market Linkage Expert	2	12	100%		
5	Marketing and Branding Expert	1	12	100%		
6	Product Enhancement and Value Chain Expert – Handloom & Handicraft	1	12	100%		
7.	Product Enhancement and Value Chain Expert – Food processing /Agri-business development)	1	12	100%		
8.	Monitoring & Evaluation Expert	1	12	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 200 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 8: 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 Rs. 100/- or more)

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 Client, representing us in all matters before the tendering Client including negotiations with the tendering Client, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering Client 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. _____