



BIHAR STATE HOUSING BOARD
(Government of Bihar Undertaking)
6, SARDAR PATEL MARG, PATNA – 800015,



Landline: 0612 – 2217618, 0612 - 2217617
Email Id: it@bshb.in

NIT No. 01/2023-24

Date. 17.05.2023

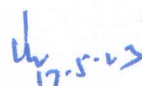
RFP FOR SELECTION OF CONSULTING FIRM FOR SETTING UP OF PROJECT MANAGEMENT UNIT

Bihar State Housing Board (BSHB) is a statutory authority regulated by Bihar State Housing Board act 1982 under the aegis of Urban Development and Housing Department, Government of Bihar. BSHB is mandated with the development of various housing schemes & related infrastructural facilities in the State.

Bihar State Housing Board (BSHB) invites sealed bid for the selection of **CONSULTING FIRM FOR SETTING UP PROJECT MANAGEMENT UNIT(PMU)**

Sr.	INFORMATION	DETAILS
1	Name of the Assignment	Selection of Consulting Firm for Setting Up Project Management Unit (PMU).
2	Availability of RFP	Downloadable from BSHB Official Website www.bshb.bihar.gov.in from 29.05.2023 (10:00 AM)
2	Bid EMD (Refundable)	2,00,000/- (Two Lakh Only) INR (Inclusive of Tax) Refer to RFP Clause - 6 Tax will be calculated as per applicable Tax Laws
3	RFP Document Fees (Non – Refundable)	Rs 10,000/- (Ten Thousand Only) INR Refer to RFP Clause - 5
4	Date of Issue of Notice-Inviting Bid	From date of Publication
5	Period of submission of necessary bid documents.	29.05.2023 to 23.06.2023 (3:00 PM)
6	Pre-Bid Meeting and Place & Time of Pre-bid meeting	08.06.2023 (11:00 AM) Conference Hall, Head Quarter, Bihar State Housing Board, 6, Sardar Patel Marg, Patna - 800015
7	Technical Bid Opening Date	23.06.2023 (3:30 PM)
8	Financial Bid Opening Date	Will be communicated Later Officially
9	Date of Presentation	Will be communicated Later Officially

1. Detailed descriptions of the item and instruction for submitting bid can be downloaded from BSHB's Official Website www.bshb.bihar.gov.in
2. The Managing Director, Bihar State Housing Board, Patna reserves the right to reject or cancel the tender or any part thereof without assigning any reasons.
3. For any queries related to bid, prospective bidders may contact the **Superintending Engineer's Cell, Bihar State Housing Board, Headquarter, 6- Sardar Patel Marg, Patna-800015.**
4. Corrigendum/Addendum, if any, will be published on the website of the Board www.bshb.bihar.gov.in.


Secretary
Bihar State Housing Board
Patna

Request for Proposal
Selection of consulting firm for
setting up of
**PROJECT MONITORING
UNIT (PMU)**



BIHAR STATE HOUSING BOARD

NIT NO-01/ 2023-24 DT-17-05-2023

6, Sardar Patel Marg, - 800015, BIHAR
Phone No- (0612) 2217617, 2217618,
Website:- www.bshb.bihar.gov.in

DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Bihar State Housing Board, Patna, BIHAR**

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 on behalf of the Bihar State Housing Board (BSHB) or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Bihar State Housing Board (BSHB) to the prospective Applicants or any other person. The purpose of this RFP is to provide interested bidders 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 Bihar State Housing Board (BSHB) in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Bihar State Housing Board (BSHB), its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct.

Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend 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 BSHB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Bihar State Housing Board (BSHB), its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Bihar State Housing Board (BSHB) also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Bihar State Housing Board (BSHB) is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Bihar State Housing Board (BSHB) reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. Bihar State Housing Board, Patna, shall be the sole and final authority related to the evaluation of proposals with respect to selection of a Consultant firm for sponsoring technically qualified manpower for PMU cell through this RFP; and not accountable to respond to any query related to the selection methodology, process and decisions.

A. Bidding Schedule

Advertisement No. & Date Availability of Request for Proposal document.	No 01/ dt. -17/05/2023 Downloadable from BSHB Website: www.bshb.bihar.gov.in from 29/05/2023 at 10 AM.
Date, Time and venue for Pre-Bid Meeting	08/06/2023. at 11A.M. in the conference hall of BSHB, 6, Sardar Patel Marg, Patna-800015, BIHAR
Last date & time for receipt of Technical and financial proposals (Through speed / Registered post or Courier. Hand delivery is not allowed)	23/06/2023 till 3.00 P.M.
Date and Time of opening of Technical proposals	23/06/2023 at 3.30 P.M.
Date and Time for Technical presentation	To be intimated later
Date and Time of opening of Financial proposals	To be intimated later

B. Instruction to Bidders

1. Location of the Work

Bihar State Housing Board, 6, Sardar Patel Marg, Patna-800015, Bihar

2. Minimum Eligibility Criteria

The bidder (company incorporated under the Companies Act or a limited liability partnership registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit the proposal: -

- a) The annual average turnover of the Applicant in India in the last five financial years ending 31 March 2023 shall be minimum INR 100 .00 Crores or above.
- b) The Applicant should have experience of Project monitoring unit/project management consultancy/ Project management consultant for at least 3 years for a government agency in India during last 10(Ten) years preferably in Urban sector.
- c) The Company / LLP / Private Limited Firms should be technically expert having wide experience in innovative construction management with modern concepts and also having experiences in Civil, MEP and Fire Fighting works as Project monitoring unit/project management consultancy/ Project management consultant):-
- d) The Applicant should not stand blacklisted/debarred/terminated from contract except for reasons of convenience of Client by any Government/Government Board/Corporation/ Company/ Statutory Body/ PSU Company/ Government of any sovereign countries/ Private Agencies and Funding Agencies as on the date of submission of the proposal.

3. Format and Signing of proposal

- a) The proposal shall be submitted in two parts
 - i. **Part A** Technical Proposal, and
 - ii. **Part B** Financial Proposal
- b) The proposals shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized by the bidder.
- c) Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Proposal prior to submission of the Proposal.

4. Submission of Proposals Packing, Sealing and Marking of Proposals

- a) The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left hand corner of the envelope and super scribed in the following manner.

PART A

TECHNICAL PROPOSAL for Selection of a Consulting Firm for setting up of a Project Monitoring Unit (PMU) in Bihar State Housing Board, Patna.

PART B

FINANCIAL PROPOSAL for Selection of a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) in Bihar State Housing Board, Patna.

- b) Both the Envelopes i.e. Envelope for **Part-A** and Envelope for **Part-B** must be packed in a bigger sealed outer cover and clearly super scribed with the following:

**Proposal for
Selection of a Consulting Firm for Setting up of a Project Monitoring Unit
(PMU) in Bihar State Housing Board,**

The Bidder's Name & Address shall be mentioned in the left hand bottom corner of the outer envelope.

- c) The envelopes shall be addressed to BSHB, Patna at the following Address:
- Secretary,
Bihar State Housing Board,
6, Sardar Patel Marge,
Patna - 800015, Bihar.**
- d) If the outer envelope is not sealed and marked as mentioned above, then BSHB will assume no responsibility for the Proposals being misplaced or opened pre-maturely.
- e) Telex/ Cable/facsimile/Email/Whatsapp Proposals will be rejected

5. RFP Document Fee

Non-refundable Proposal Document cost in shape of Demand Draft / pay order from any scheduled financial bank in favor of "**Bihar State Housing Board**", payable at "**Patna**" for **INR.10,000/-** (Rupees Ten thousand only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Proposal Document cost shall be treated as non- responsive and rejected.

6. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft / Pay order from any scheduled Financial Bank in favor of "**Bihar State Housing Board**" payable at "**Patna**" for **INR.2,00,000/- (Rupees Two lakh only)** is to be furnished by the bidder along with the technical proposal and shall remain valid till the validity of the proposal. Proposals without the requisite EMD shall be treated as non- responsive and rejected. No exemption from submission of EMD is allowed.

The EMD submitted by unsuccessful bidders will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of Proposal validity specified in this RFP. The EMD of the successful bidder will be returned on submission of the Performance Security. No interest will be paid on the EMD amount.

The EMD shall be forfeited:

- a) If a Bidder withdraws its Proposal during the period of validity of the proposal,

Or,

- b) If the successful Bidder fails to execute the agreement or the work assigned.

7. Financial proposal:

- a) The financial proposal shall be the **Quoted Fee per month** and shall be submitted in the given format i.e. **Form - E**. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. BSHB will only reimburse the GST as applicable.
- b) The Quoted Fee per month shall be paid by BSHB subject to the fulfillment of conditions in this RFP / Agreement by the selected bidder.
- c) The Financial proposal shall separately mention the GST amount.

8. Validity of Proposal

Proposals shall remain valid for 120 days from the last date of submission of proposals.

9. Documents accompanying the Proposal:

1. PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as nonresponsive.

- a. Non-refundable RFP document cost of Rs. 10,000/- (Indian Rupees Ten thousand only) in shape of DD/ Pay order from any scheduled bank drawn in favor of "**BIHAR STATE HOUSING BOARD**", payable at "**Patna**".
- b. EMD amount of INR. 2,00,000/- (Rs. Two lakh only) in shape of DD / Pay order from any scheduled bank drawn in favor of "**BIHAR STATE HOUSING BOARD**", payable at "**Patna**".
- c. Photocopy of the GST Registration Certificate and PAN card.
- d. Cover Letter as per the format in Form-A.
- e. Bidder's profile as per the format in Form-B.
- f. Past experience of the Applicant in Form-C. (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, requisite documents to justify the basic eligibility criteria has to be submitted).
- g. Curriculum Vitae for all the proposed positions as per the format in Form-D

2. PART B (Financial Proposal)

The bidder must submit the financial Proposal as per the format in Form -E with proper signature & seal of the bidder.

10. Deadline for submission of Proposals

Proposals filled in all respect must reach BSHB at the address, time and date specified in section A. RFP document should be send through Speed Post, Registered Post or Courier only. If the specified date for the submission of Proposals is declared as a holiday for BSHB, Patna, the Proposals will be received up to the appointed time on the next working day.

11. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by BSHB will be rejected.

12. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by BSHB, Patna.

13. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the BSHB Conference Hall.

14. Proposal Opening

BSHB will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location.

**Conference Hall
Bihar State Housing Board
6, Sardar Patel Marg,
Patna - 800015, Bihar.**

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for BSHB, Proposals shall be opened at the appointed time and location on the next working day.

The financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date & time of opening of the financial Proposals will be intimated to the qualifying bidders later.

15. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection** mode with weightage of **80% and 20%** for technical and financial proposals, respectively.

- 1) In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- 2) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table 1

SL. No.	Parameters	Total / maximum marks
1	Financial Capacity of the Bidder	20
	Bidder's Average Annual Turnover for the Last Three Financial Years (ending 31 March 2023) has to be at least INR 100 Crores:- <ul style="list-style-type: none"> • For Turnover in INR 100-250 Crores – 10 Marks • For Turnover of INR 251-500 Crores – 15 Marks • For Turnover above INR 500 Crores- 20 Marks 	20
2	Proof of Experience in the last 10 years, From the Proposal due date	10
	The Bidder should have the experience of working as PMU Unit for at least 5 years for a government agency in India during last 10 (Ten) Years preferable in Urban sector:- <ul style="list-style-type: none"> • For Successfully managing 2 PMU unit – 5 Marks • For Successfully managing more than 2 PMU Unit- 1 marks for each additional unit subject to maximum capping of 5 marks 	10
3.	Suitability for the scope of work-Team Composition	40
	<ul style="list-style-type: none"> • Structural Engineer (Team Leader) 15 to 20 Yr.– 10 Above 20 yrs.- 12 	12
	<ul style="list-style-type: none"> • Architect 10 to15 Yr.– 08 Above 15 yrs.- 10 	10
	<ul style="list-style-type: none"> • Quantity Surveyor 5Yr. 7 Above 5 yrs.- 9 	9
	<ul style="list-style-type: none"> • Urban Planner 5Yr. 7 Above 5 yrs. 9 	9
5.	Presentation	30
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member. The bidders shall be invited for a Power Point presentation in front of the committee to be formed by BSHB to evaluate the presentation	30
	TOTAL	100

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **70**.

The highest evaluated Technical proposal (Th) shall be given maximum Technical Score (St) of 100. The Formula for determining the Technical Score (St) of all other proposals is calculated as following:-
 $St = 100 \times T/Th$, in which "St" is the Technical Score, "Th" is the highest Technical Score given, and "T" is the Technical Score of the proposal under consideration.

3) Opening of Financial Proposal

Financial Score: The lowest evaluated financial proposal (Si) will be given a maximum financial score (Fm) of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:

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

4) Combined and Final Evaluation

Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T= the weight given to the Technical Proposal; P= the weight given to the Financial Proposal; $T + P = 1$) as following:

$$S = St \times T\% + Sf \times P\%.$$

where $St = 100 \times T/Th$ and $Sf = 100 \times Fm/F$

The selected applicant shall be the first ranked applicant (having the highest combined score). The second and third ranked applicant shall be kept in reserve and may be invited for negotiations in case the first ranked applicant withdraws, or fails to comply with the requirements specified in the RFP document.

16. Evaluation Methodology:

- 1) Evaluation of technical proposals based on Table 1.
- 2) Technical scores shall be calculated for bidders after the presentation.
- 3) Financial proposals of the top three ranked bidders based on their technical score (Ts) after technical evaluation shall be opened.
- 4) Combined Scores shall be calculated based on technical and financial scores as per QCBS system.
- 5) The highest ranked bidder with the highest marks obtained shall be awarded with the project.

17. Performance Security and Agreement:

BSHB shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 5% (Five Percent) of the contract value (valid for 2 months post expiry of the contract period) and enter into the contract agreement with BSHB and start the work on an immediate basis. The format of Bank Guarantee for Performance Security will be provided by BSHB to the successful bidder.

18. Termination of contract:

- a) BSHB, if required, may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 30 days by the firm and the replacement (expert) shall have equal or better qualifications and experience as those of the originally proposed expert.
- b) Either party can terminate the agreement by giving 30 days prior written notice.

19. Right to Accept or Reject

BSHB reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

20. Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by BSHB with the selected firm.

21. Disputes

All legal disputes are subject to the jurisdiction of **Patna** courts only.

22. Liability

The Liability of the selected consultant under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement.

23. Indemnity

The Consultant at all times during the pendency of this agreement, keep the BSHB Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement.

24. Confidentiality

The Consultant shall treat the details of the output of the assignment and the services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to BSHB or the services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent authority.

C. Terms of Reference

1. Background

Bihar State Housing board(BSHB) represents a statutory authority constituted by the Government of Bihar under the Bihar State Housing Board act , 1982 and is mandated with the development of various housing schemes & related infrastructural facilities in the State.

Mission:

- Preparation of Comprehensive Development Plan, Interim Development Plan and Zonal Development Plan
- Preparation of Area Development Plan & Town Planning Schemes.
- Development of Housing & Urban Infrastructure to increase livability of the city.
- Ensure environmental development in the urban Diaspora.
- Reduce encroachment of Govt. lands and ensure adherence to Planning & Building regulations.
- Create land bank for effective Urban Development.
- Ensure slum Redevelopment. Provision of affordable Housing.

2. Objective

A Project Management Unit is envisioned to support, monitor and manage all these different activities of BSHB. Since this will involve wide spectrum of activities covering different projects, it is imperative to have professionals who can provide technical assistance and Project Management support to BSHB.

3. Scope of Work

The scope of work for the Project Monitoring Unit shall include advisory support and assistance in the following major areas which shall include, but not limited to:

Consultant will provide Project Management support to Bihar State Housing Board for short listing of projects, DPR preparation, BOQ preparation, architect supervision for development work, Techno-economic feasibility, Bid Documents Preparation, Bid Process Management and overall project monitoring, adherence to milestones, quality assurance

The Consultant along with Bihar State Housing Board will prepare detailed Project reports including economic and technical viability of projects, technical feasibility, socioeconomic impact for development of projects within the State.

Broader scope of work as follows:-

The broad scope of work is to manage operations as given below, however, not Limited to the Following:-

Prepare DPR and structure EPC projects

Bid process management for shortlisted projects for implementation

Project monitoring during implementation of project.

Key tasks

Task: Preparation of DPRS for selected projects

Consultant along with BSHB will finalize total number of projects to be undertaken across above mentioned objectives. The number of projects will be finalized along with consultant after initial diagnosis and understanding of requirement.

The DPR should include following (not exhaustive)

i) Demand estimation:

- Primary survey to assess the demand for the urban infrastructure meeting with key stakeholders to understand urban requirements.
- Demand forecast - to estimate future infrastructure requirements
- Making the case for the investments

ii) Feasibility of the project:

- Development potential to enlist potential increase in revenues due to project undertaking .
- Potential bottlenecks/or important considerations for design –
 - (a) key issues facing implementation of these projects.
 - (b) To list down all legal/regulatory issues for implementation .
- Inputs from stakeholder consultations to assess project viability and implementation with industry leaders, customers, Government officials and other key stakeholders.

iii) Design:

- Key architectural design options and its implications - list of options for the implementation of the project and its cost implications for undertaking agency
- Design options for ancillary facilities and development required
- Architect consultations.

iv) Bid Management

v) Implementation

Key Personnel

There should be a minimum team committed to help on the project.

SL. No.	Role	Educational Requirement	Requirement
1	Structural Engineer (Team Leader)	B.E(Civil), M.E., Engineers with specialization in Structural Engineering having experiences 15 yrs & above in Structural Designing & Analysis.	01
2	Architect	M. Arch & Registered Architects with Council of Architecture (COA) having experiences 10 yrs & above in planning, designing & detailing of schemes preferably in Consultancy Firm / Govt. Organization pertaining to the Projects of Residential, Commercial (Mall ,Office, Hotel etc.)	01
3	Urban planner	Graduation in Architecture or Civil Planner engineering or Planning and Post -Graduation: Urban Planning/ Urban Design with minimum 5 yrs post qualification	01

4	Quantity Surveyor	Graduate or Diploma(in Civil & Electrical) having experiences 5yrs & above preferably in the Residential Commercial infrastructure preparation of BOQ along with Detailed Calculation Sheet as per BCD and CPWD Schedule of Rate	02= (Civil-01& Electrical-01)

4. **Office Space:**

A dedicated Office space will be provided within the BSHB office building to the PMU team along with office infrastructure including a telephone, printer, fax and a desktop computer.

As per the requirement ascertained, a project vehicle may also be allocated to the PMU, for official use only, upon due approval from the competent authority in BSHB,

5. **Contract period**

Contract will be for a period of 12 months from the date of deployment of the personnel in BSHB. On satisfactory performance during the contract period and at the sole discretion of the Authority, there will be a one-time escalation of 10% in monthly retainer-ship fees which shall be valid for the next one year (13-14 months). The agreement can be renewed after 12 months on mutually agreed terms and conditions.

FORM A: Cover Letter
RFP No. _____ Date. _____

To,
Secretary,
Bihar State Housing Board,
6 Sardar Patel Marg
Patna - 800015

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by BSHB. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP. We undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We are enclosing Document Purchase Fee of INR 10,000/- in the form of Demand Draft / Pay order (DD/ PO No..... Dt..... drawn on.....) payable to the BIHAR STATE HOUSING BOARD at Patna.

We are enclosing EMD of INR 2,00,000/-in the Form of Demand Draft/Pay order (DD/PO No..... Dt..... drawn on.....) payable to the BIHAR STATE HOUSING BOARD at Patna.

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that BSHB reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and seal
Name and Designation
Name of the Company
Dated _____

**FORM B: Undertaking on
Personnel**

(To be submitted on the Letterhead of the bidder)

To,
Secretary,
Bihar State Housing Board
6 Sardar Patel Marg.
Patna-800015

Sub: Undertaking on Personnel
Sir,

1. We do hereby undertake that those persons whose CVs have been submitted and evaluated as core experts, as part of the technical proposal, shall be deployed during the project, as per our bid submitted in response to the RFP;
2. We undertake that the Bihar State Housing Board will normally not allow any replacement of the core experts. However, under exceptional circumstances, the Bihar State Housing Board may consider replacement of at most one of the three experts, at their sole discretion;
3. We also undertake to staff the project with equally competent team members in case any of the proposed team members leave the project either due to voluntary severance or disciplinary action against them;
4. We acknowledge that the Bihar State Housing Board, has the right to seek the replacement of any member of the project team being deployed by us, based on the assessment of Bihar State Housing Board, that the person in question is incompetent to carry out the tasks expected of her/him or found that person does not really possess the skills/ experience/ qualification as projected in her/his profile or on the ground of security concerns or breach of ethics;
5. In case we assign or reassign any of the team members, we shall be responsible, at our expense, for transferring all appropriate knowledge from personnel being replaced to their replacements within a reasonable time.

Authorized Signatory (in full and initials)

Name & Title of Signatory:

Name of Firm:Address:

Seal/Stamp of bidder:

FORM C: Bidder's Profile

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN:
5. Telephone No. & Fax No:
6. E.Mail Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last Five Financial Years ending 31 March 2023. (Please attach copy of three Audited Financial Statements)

A. 2022-2023

B. 2021-2022

C. 2020-2021

D. 2019-2020

E. 2018-2019

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated: _____

FORM D**(Format for Project Experience)**

Experience of Managing Project Monitoring Unit in a Government Body		
Sl. No.	Parameters	Remarks
	Name of the development Authority / Client	
	Project Description	
	Location	
	Period of service rendered by the applicant (Start date and End date)	
	Consultancy Fees of the Applicant (in Indian Rupees)	
	Present status	
	Other Information	
	Copy of Appointment Letters and Agreement	

Signature of Authorized Person and seal

Name and designation Name of the Company Dated:

.....

FORM E
Format of Curriculum Vitae (CV)
(Mentioning the position is mandatory)

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Achievements/ Accomplishments:

Education:

(Summarize College / University and other specialized education of staff Member)

Employment Record

(Starting with present position, list in reverse order every employment held) worked

List of Projects/Assignments on which the personnel has Worked

Sl. No.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

Languages:

(Indicate proficiency in speaking, reading and writing of each language by

(Excellent, Good, Fair, Poof)**Note: CV's of Experts shall only be evaluated.**

FORM-F (FINANCIAL PROPOSAL)

To,

**Secretary,
Bihar State Housing Board
6 Sardar Patel Marg
Patna- 800015**

NAME OF THE PROJECT: Financial Proposal for Selection of Consulting Firm for setting up of a Project Monitoring Unit (PMU) Bihar State Housing Board,6,Sardar Patel Marg Patna-800015, BIHAR

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

Name of the Project	Fee Quoted per month (INR)
Selection of Consulting Firm for Setting up of a Project Monitoring Unit (PMU) in Bihar State Housing Board, Patna - 800015, Bihar	_____ (both in words and figure) exclusive of applicable Goods & Service tax and other statutory taxes.
GST (as applicable)	
Total Amount	_____ (both in words and figure) exclusive of applicable Goods & Service tax and other statutory taxes.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 120 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

**Your's
Faithfully,**

Signature of Authorized Person and seal

Name and designation

Name of the Company Dated:

Note:- Financial Proposal must be accompanied by Form F1

FORM-F1 (SUMMARY OF COST)

**To,
Secretary,
Bihar State Housing Board]
6 Sardar Patel Marg
Patna- 800015, BIHAR**

NAME OF THE PROJECT: Financial Proposal for Selection of Consulting Firm for setting up of a Project Monitoring Unit (PMU) Bihar State Housing Board, Patna

Sir,

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP. Our breakup of financial proposal in accordance with Form G is

(1)	Professional Fee (Total of Form F)	Summary of Cost	
		Nos.	Monthly Fees in INR
i	Structural Engineer (Team Leader)		
ii	Architect		
lii	Urban Planner		
iv	Quantity Surveyor		
Total cost exclusive of taxes (A)			
GST (As applicable) (B)			
Total Cost of Financial Proposal (C=A+B) (Should match the amount as specified in Form F)			
Amount in Words			

BSHB, at its sole discretion and as per its requirement, may increase the no. of personnel's at the same rate as quoted in this Financial proposal (Form G-1) anytime during the contract period.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 120 days from the last date of submission of proposal. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

**Signature of Authorize Person and seal
Name and designation
Name of Company**