

### General Information

Template Group	BR_Lump Sum Rate V 1.4		
Bid Parts	2	Category	ITEM RATE
Tender Creator	Mr Umakant Pandey (AD)	Organization Hierarchy	Government of Bihar->Urban Development and Housing Department->UD & HD HQ Patna
System Tender No.	125788	Tender Reference No.	PR-024916(URBAN DEV.)
Procurement Category	GENERAL	Tender Currency	INR
Bidding Currency	INR		
Tender Type	Open Tender	Estimated Value Visibility Flag	N
Minimum Number Of Bids	2		
Ranking Sequence	L1 Ranking	Offer Validity(In Days)	180
Tender Issuing Authority	UMAKANT PANDEY (AD)	Tender Approving Authority	UMAKANT PANDEY (AD)
Detailed Description	REQUEST FOR PROPOSAL For Selection of Swachhata Knowledge Partner(SKP) to Provide Capacity Building Training under Swachh Bharat Mission-Urban (2.0)		
NIT	REQUEST FOR PROPOSAL For Selection of Swachhata Knowledge Partner(SKP) to Provide Capacity Building Training under Swachh Bharat Mission-Urban (2.0)		

### Date Schedule

<b>Bid Submission Start Date</b>	24-02-2026 04:00 PM
<b>Bid Submission Due Date</b>	07-04-2026 03:00 PM
<b>Bid Open Date</b>	08-04-2026 04:00 PM
<b>Physical doc Submission End Date as allowed in the tender document</b>	

### Pre-bid Discussion

<b>Pre-Bid Discussion Type</b>	OFFLINE
<b>Pre-Bid Meeting Start Date</b>	09-03-2026 03:00 PM
<b>Pre-Bid Meeting End Date</b>	09-03-2026 04:00 PM
<b>Venue Details</b>	Urban Development & Housing Department, 1st floor, Vikas Bhawan, Patna-800015
<b>Remarks</b>	

### Payment

<b>Payment Type</b>	EMD
<b>Amount</b>	2000000
<b>Payment Mode</b>	Internet Payment Gateway(IPG),Challan Bank Guarantee

<p><b>Payment Currency</b> INR</p> <p><b>Exemption Allowed/Disallowed</b> N</p> <p><b>Exemption Reason</b></p>
<p><b>Payment Type</b> Tender Fee</p> <p><b>Amount</b> 10000</p> <p><b>Payment Mode</b> Internet Payment Gateway(IPG),Challan </p> <p><b>Payment Currency</b> INR</p> <p><b>Exemption Allowed/Disallowed</b> N</p> <p><b>Exemption Reason</b></p>
<p><b>Payment Type</b> Tender Processing Fee</p> <p><b>Amount</b> 590</p> <p><b>Payment Mode</b> Internet Payment Gateway(IPG),Challan </p> <p><b>Payment Currency</b> INR</p> <p><b>Exemption Allowed/Disallowed</b> N</p> <p><b>Exemption Reason</b></p>

**GENERAL PARTICULARS**

<p><b>Description</b> Company Name</p>
<p><b>Description</b> GST</p>
<p><b>Description</b> PAN</p>
<p><b>Description</b> Address</p>
<p><b>Description</b> Email</p>
<p><b>Description</b> Contact Person</p>

**Terms and Conditions**

Clause No.	Specification
1	Accept all terms and condition as per NIT, RFP, And Tender Documents

**Attachment**  
RFP-NIT.pdf

**Attachments**

Label	File Name	Attach File
RFP cum NIT	RFP-NIT.pdf	RFP-NIT.pdf
Financial Form	Financial Proposal_Capacity Building.xlsx	Financial Proposal_Capacity Building.xlsx

**Required Attachment**

<b>Supporting Document</b> Agency must be a legally registered company in India under the Indian Companies Act 1956/2013 (as amended)	<b>Mandatory</b> Y	<b>Allow Exemption</b> N	<b>Attachement Group</b> Others
<b>Evaluation Type</b> BidPart1			
<b>Supporting Document</b> The Bidder must be an empaneled Swachhata Knowledge Partner under the empanelment letter No. ?D.O No	<b>Mandatory</b> Y	<b>Allow Exemption</b> N	<b>Attachement Group</b> Others
<b>Evaluation Type</b> BidPart1			
<b>Supporting Document</b> The Agency must not be blacklisted/debarred by any Government (Central or State) or PSU in India as	<b>Mandatory</b> Y	<b>Allow Exemption</b> N	<b>Attachement Group</b> Others
<b>Evaluation Type</b> BidPart1			
<b>Supporting Document</b> The average annual turnover for the last 3 F.Y (2021-22,2022-23 & 2023-24 or 2024-25) must be 10 Cr.	<b>Mandatory</b> Y	<b>Allow Exemption</b> N	<b>Attachement Group</b> Financial
<b>Evaluation Type</b> BidPart1			

<p><b>Supporting Document</b>                  The bidder must have experience in Urban Waste Management/Waste Management/Sanitation/Health and Hygiene</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Experiences</p>
<p><b>Supporting Document</b>                  The bidder must have work experience of consultancy in Swachh Survekshanin 50 ULBs and at least five "</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Experiences</p>
<p><b>Supporting Document</b>                  The Bidder must have experience in executing at least one capacity-building development program on Urb</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Experiences</p>
<p><b>Supporting Document</b>                  The bidder must have undertaken atleast 100 classroom training sessions(Minimum 30 participants in e</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Others</p>
<p><b>Supporting Document</b>                  The bidder must have experience indeveloping knowledge products such as compendiums of best practice</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Experiences</p>
<p><b>Supporting Document</b>                  Bidder should have in-house master trainers for Solid and liquid waste management and other technical</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Experiences</p>
<p><b>Supporting Document</b>                  Bidders must have a valid registration for income tax</p> <p><b>Evaluation Type</b>                  BidPart1</p>	<p><b>Mandatory</b>                  Y</p>	<p><b>Allow Exemption</b>                  N</p>	<p><b>Attachement Group</b>                  Others</p>

<b>Supporting Document</b> Bidders must have a valid registration for GST	<b>Mandatory</b> Y	<b>Allow Exemption</b> N	<b>Attachement Group</b> Others
<b>Evaluation Type</b> BidPart1			
<b>Supporting Document</b> Any other doc as per RFP	<b>Mandatory</b> N	<b>Allow Exemption</b> N	<b>Attachement Group</b> Others
<b>Evaluation Type</b> BidPart1			

**BOQ**

ITEM CODE	ITEM NAME	UOM	Quantity
Financial bid	REQUEST FOR PROPOSAL For Selection of Swachhata Knowledge Partner(SKP) to Provide Capacity Building Training under Swachh Bharat Mission-Urban (2.0)	Work	1
<b>Estimated Cost</b> 0	<b>BOQ Attachment</b> Financial Proposal_Capacity Building.xlsx	<b>Mandatory Item</b> Yes	

**Created By :** Mr Umakant Pandey (AD)

**Created On :** 24-02-2026 12:49 PM

## Notice Inviting Tender

Notice Inviting Tender for Selection of Swachhata Knowledge Partner (SKP) to Provide Capacity Building Training under SBM-Urban (2.0)



**Urban Development and Housing Department, Govt. of Bihar**

**1st Floor, Vikas Bhawan, New Secretariat, Patna – 800 015**

**(Tel: 0612-2215580, Fax: 0612-2217059)**

Email: urbansec-bih@nic.in, udhd.bih@gmail.com,  
website: urban.bih.nic.in

**RFP No-**

**Date-**

1. Urban Development & Housing Department, Government of Bihar invites tender for selection of Swachhata Knowledge Partner to provide capacity Building Training under SBM-Urban (2.0)
2. Interested agencies may download the complete Request for Proposal (RFP) document from the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

SN	PARTICULARS	DETAILS
1.	Last date for ONLINE Submission of Technical & Financial proposal on <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a>	Till 23-03-2026 up to 03:00 PM ON WEBSITE <a href="http://WWW.EPROC2.BIHAR.GOV.IN">WWW.EPROC2.BIHAR.GOV.IN</a>
2.	Date of Pre-Bid Meeting	09-03-2026 at 03:00 PM
3.	Submission of Hard Copies (EMD & Tender Fee) and Original Affidavits (Power of Attorney(POA), Blacklisting Certificate) at UD&HD, GoB	24-03-2026 at 03:00 PM Urban Development & Housing Department, 1 <sup>st</sup> floor, Vikas Bhawan, Patna-800015
4.	Date and time of opening of Technical Bids	24-03-2026 at 04:00 PM ON WEBSITE: <a href="http://WWW.EPROC2.BIHAR.GOV.IN">WWW.EPROC2.BIHAR.GOV.IN</a>
5.	Date and time of opening of the Financial Proposal	To be intimated later to the successful bidders

- The Urban Development & Housing Department, Government of Bihar, reserves the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
- EMD of INR 20,00,000 shall be submitted through online mode only
- Bid value document fee of INR 10,000 shall be submitted through online mode only
- This is a limited tender for Swachhata Knowledge Partner under the empanelment letter No. "D.O No. 12/02/2022-SBM-III/PHE
- The department has every right to postpone or cancel the NIT/RFP at any time due to administrative reasons and no claim shall be entertained on this account.

Other details can be seen in the RFP document on [www.eproc2.bihar.gov.in/](http://www.eproc2.bihar.gov.in/) [www.urban.bih.nic.in](http://www.urban.bih.nic.in)

21  
24/2/26

(Ranjan Kumar Choudhary),  
Deputy Secretary,

Urban Development & Housing Department, Government of Bihar

520

**REQUEST FOR PROPOSAL**

**For**

**Selection of Swachhata Knowledge Partner (SKP) to Provide Capacity Building Training under Swachh Bharat Mission-Urban (2.0)**

**Issued by:**

Urban Development & Housing Department, Govt. of Bihar

1st Floor, Vikas Bhawan, Patna- 800015

Phone:(0612)2215580,2205101,2215385

Email: [urbansec-bih@nic.in](mailto:urbansec-bih@nic.in),

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

29

523

## Table of contents

### Contents

1. Notice Inviting Tender .....	4
2. Disclaimer .....	5
3. Abbreviations & Definitions .....	7
4. Data Sheet .....	8
5. Introduction .....	8
6. Objectives .....	9
7. Instruction to Bidders .....	10
8. Cost of preparation of Bid .....	10
9. Pre-Bid Meeting .....	10
10. Pre-bid conference .....	10
11. Validity of the proposal .....	11
12. Right to Accept Proposal .....	11
13. Request for Proposal .....	11
14. Enquiries and clarifications .....	11
15. Property Ownership Clause .....	12
16. Amendment of the RFP document .....	12
17. Eligibility Criteria .....	12
18. General condition on qualification .....	14
19. Sub-contractor Experience .....	14
20. Submission of Bid .....	14
21. Financial Bid Evaluation .....	15
22. E-Procurement related instruction .....	15
23. Project Duration .....	16
24. Scope of Work .....	16
25. Key Deliverables and its Implementation .....	18
26. Disclosure .....	19
27. Documents comprising the Proposal .....	20
28. Late proposal .....	20
29. Bid Opening .....	20

532

30. Evaluation of the Bids .....	20
31. Bid Validity .....	20
32. Method of Selection .....	21
33. Corrupt Fraudulent Practices .....	21
34. Penalty Clause: .....	21
35. Non-Performance .....	21
36. Arbitration: .....	22
37. Language: .....	22
38. Correction of Errors .....	22
39. Termination .....	22
40. Terms of Payment .....	23
41. Award of contract .....	23
Annexure-1: Letter of Proposal Submission .....	24
Annexure-2: Financial Strength of the firm .....	25
Annexure-3: Financial Bid Format .....	26
Annexure-4: Non-Blacklisting Certificate .....	28
Annexure-5: Format for Technical Capacity of Applicant- History of Capacity Building and Training .....	29
Annexure-6: CV .....	30
Annexure-7: Bidder's Authorization Certificate .....	31

29

## 1. Notice Inviting Tender

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**1st Floor, Vikas Bhawan, New Secretariat, Patna – 800 015**  
(Tel: 0612-2215580, Fax: 0612-2217059)  
Email: [urbansec-bih@nic.in](mailto:urbansec-bih@nic.in), [udhd.bih@gmail.com](mailto:udhd.bih@gmail.com),  
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Deputy Secretary

Urban Development & Housing Department, Government of Bihar

520

## 2. Disclaimer

The information contained in this Request for Proposal ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the authority in relation to RFP for improving the rank of Swachh Survekshan in Bihar 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 authority, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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

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

The Authority 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 Authority 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 Authority is bound to select an applicant or to appoint the selected applicant, as the case may be, and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the authority, or any other costs

29

519

incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the applicant and the authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

The authority 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 authority 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.

29

### 3. Abbreviations & Definitions

Sl. No	Abbreviations	Expansion
1	UD&HD	Urban Development & Housing Department
2	EMD	Earnest Money Deposit
3	ToR	Terms of Reference
4	IEC	Information, Education and Communication
5	BCC	Behavior Change Communication
6	RFP	Request for Proposal
7	ULB	Urban Local Bodies
8	LCS	Least Cost Selection
9	NIT	Notice Inviting Tender
10	Day	A calendar day as per GoB/GoI
11	GoB	Government of Bihar
12	PAN	Permanent Account Number
13	Proposal	Proposals submitted by the bidder in response to the RFP issued by UD&HD, GoB
14	WO	Work Order
15	Services	Work to be performed by the firm pursuant to the selection by UD&HD, GOB
16	GST	Goods & Service Tax
17	INR	Indian National Rupee
18	Bid Security	Any firm/agency/company participating in the bidding process with the procurement entity
19	LMS	Learning Management System
20	GFC	Garbage Free City
21	ODF	Open Defecation Free
22	SOPs	Standard Operating Procedures
23	MPR	Monthly Progress Report
24	KPIs	Key Performance Indicators
25	LoI	Letter of Intent
26	PQ	Pre-Qualification
27	State Government	Government of Bihar
28	Contract	"Contract" means a legally enforceable agreement entered between the UD&HD and the selected bidder with mutual obligation
29	PBG	Performance Bank Guarantee
30	EMD	Earnest Money Deposit

29

#### 4. Data Sheet

S. No	Particulars	Details
1	Name of the client:	UD&HD, GoB
2	Last date for receiving Pre-bid queries	08-03-2026
3	Method of selection	Least Cost Selection (LCS) after meeting all eligibility requirements
4	Pre-bid meeting	09-03-2026 Time:03.00 PM
5	Bid due date and time	23-03-2026 up to 03:00 PM
6	Date and time of opening of the technical proposal	24-03-2026 Time:04.00 PM
7	Date of opening of financial bid	UD&HD, Government of Bihar, will inform the date and time of online opening of the financial proposal
8	Tender Fees	INR 10,000
9	EMD	INR 20,00,000
10	PBG	An amount equivalent to 5% of the contract value shall be deposited through online mode
11	Address for communication	Deputy Secretary, Swachh Bharat Mission (SBM) Urban Development & Housing Department, Government of Bihar, Vikas Bhavan, New Secretariat, Patna-800001
13	Language	English
14	Bid Validity	180 days

Note: The bidding process shall be conducted in an online (e tendering) manner. Please visit the <https://eproc2.bihar.gov.in> for further details regarding tendering process. All the clarifications/corrigendum to the queries, notification & details terms and conditions regarding this tender notice hereafter will be published online on the website <https://eproc2.bihar.gov.in>.

#### 5. Introduction

The Urban Development and Housing Department (UD&HD) of Bihar intended to select Swachhata Knowledge Partner to provide capacity building training under Swachh Bharat Mission-Urban 2.0. This initiative aims to improve urban sanitation, solid waste management, Swachh Survekshan performance for 2026-27, and compliance with GFC and Swachh protocols through targeted capacity building & digital solutions interventions. The agency will be the primary support resource for developing the capacity of executive and technical officials of the State Department and ULBs under SBM (U) 2.0 through training and handholding. List of agencies, who are eligible to submit the proposal in response to this RFP are as follows:

29

S. No	Name of the Organization
1	All India Institute of Local Self Government
2	Administrative Staff College of India
3	Hasiru Dala
4	Skill Council for Green Jobs
5	Feedback Foundation Charitable Trust
6	IORA Ecological Trust DDNH
7	TERI School of Advanced Studies
8	Goa Waste Management Corporation
9	CEPT Research and Development Foundation
10	Shriram Institute for Industrial Research
11	CDD India
12	Water Sanitation and Hygiene Institute
13	Saahas
14	Regional Centre for Urban and Environmental Studies-All India Institute of Local Self-Govt. Mumbai
15	Himalayan Institute for Environment, Ecology & Development (HIFEED)
16	University of Science and Technology Meghalaya
17	National Institute of Urban Management
18	Mahatma Gandhi State Institute of Public Administration
19	Urban Management Centre
20	TNIUS
21	Regional Centre for Urban and Environmental Studies – Lucknow
22	Center for Good Governance, Dr. R.S.T. Uttarakhand Academy of Administration, Nainital (ATI)
23	Amity University Uttar Pradesh (Ritnand Balved Education Foundation)

The SKP will carry out a multi-stage capacity building training to the Administrative/Executive official., technical staff, sanitary inspectors, IT/MIS/Data Entry Operators/Public Representatives and other stakeholders under Swachh Bharat Mission (U) 2.0

## 6. Objectives

- Enabling comprehensive approach to capacity building of all relevant stakeholders within the urban sanitation and waste management sector, thus creating a robust, inclusive, and resilient ecosystem capable of addressing challenges within the sector in the long term
- To enhance ULB performance and rankings in Swachh Survekshan 2026-27.
- To promote best practices in urban sanitation and solid waste management specially for parameters of Survekshan, GFC & ODF.

27

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## 7. Instruction to Bidders

- UD&HD Bihar will select the agency in accordance with the method of selection specified in the data sheet.
- The Bidder shall bear all costs associated with the preparation and submission of its proposal and contract negotiation
- The Department is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of contract without thereby incurring any liability to the bidder
- The bidder shall provide all supporting documents for all the information submitted as a part of this RFP response. Any claim without the required supporting document would not be considered for the purpose of scoring.
- While submitting the proposal the bidder has to ensure that the Tender Fee and EMD Payment proof should be kept in a sealed envelope with superscription "RPF for selection of agency to provide capacity building training under SBM-Urban(2.0).
- The bidder shall bear all the costs associated with the preparation and submission of its proposal
- JV/Consortium are not allowed for this RFP
- UD&HD reserves the right to change any or all the provisions of this RFP document. Such changes would be intimated through corrigendum/Addendum. Any Corrigendum/Addendum issued shall be part of the bidding documents and shall be available on the Eproc website.
- Bidder shall designate one person ("contact person" and "Authorized Representative and Signatory") authorized to represent the Bidders in its dealing with UD&HD. The authorization shall be in the form of a written power of attorney in any other form demonstrating that the representative has been duly authorized to sign. This designated person shall be authorized to perform all tasks including but not limited to providing information, responding to enquiries, and contractual commitments on behalf of the bidders. The covering letter submitted by the bidders shall be signed by the authorized signatory and shall bear the stamp of the entity thereof.

## 8. Cost of preparation of Bid

The Bidder shall bear all the costs associated with the preparation and submission of the proposals and the UD&HD shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

## 9. Pre-Bid Meeting

The Urban Development & Housing Department (UD&HD) shall organize a Pre-Bid Conference as per the schedule and venue provided in the data sheet. During the course of the pre-bid meeting, the bidders will be free to seek clarifications and make suggestions for consideration of the UD&HD. The UD&HD may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Bid Conference. The decision of the UD&HD regarding acceptability of any suggestion shall be final in this regard and shall not be questioned under any circumstances.

## 10. Pre-bid conference

A pre-bid conference of the interested parties shall be convened at the following designated date, time and place

Date: 09-03-2026



1579

Time: 03:00 PM

Venue: Vikas Bhavan, New Secretariat, Patna-800001

The queries should be sent to the Nodal Authority at least one (1) business days before the scheduled pre-bid conference in writing or email. All emails can be addressed to the following Email Id: urbansec-bih@nic.in & nodalofficersbmbihar1@gmail.com

### 11. Validity of the proposal

The proposal shall remain valid for a period of 180 days after the date of proposal opening prescribed in RFP. UD&HD may solicit the Bidder's consent to an extension of proposal validity.

### 12. Right to Accept Proposal

UD&HD reserves the right to accept or reject any proposal, and to annul the selection process and reject all proposals at any time prior to the award of contract without thereby incurring any liability to the affected Bidder (s) or any obligation to inform the affected bidders of the ground of such decision.

### 13. Request for Proposal

The Bidder is requested to examine all the instructions, guidelines, terms and condition and formats in RFP. Failure to furnish all the necessary information's as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP shall be at bidder's own risk and may be liable for rejection. The entire set of RFP is available for free download at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

### 14. Enquiries and clarifications

The format for submission of the pre-bid queries is printed below:

S.No.	Section No	Page No	RFP document reference(s) (Section & page number)	Content of RFP requiring clarification(s)	Points of Clarification

The prospective bidders shall submit their queries through e-mail on or before the time mentioned in data sheet. Any queries submitted beyond the above-prescribed format will not be entertained. It may not be possible at the Pre-Bid Conference to answer queries which are received after the fixed date and time. The responses will be conveyed to all the prospective bidders by way of publishing amendments/ clarifications on the website (<https://www.eproc2.bihar.gov.in>).

## 15. Property Ownership Clause

All the collaterals developed by the selected agency will be the property of the department. The Department has full rights to use the collaterals as per their requirement. All the copyright issues of the collaterals developed are the sole responsibilities of the agency. If any copyright issue occurs that will be the sole responsibility of the agency.

## 16. Amendment of the RFP document

- o At any time before submission of Proposals, the authority may amend the RFP by issuing an addendum through the website and response will be conveyed to all the prospective bidders by way of publishing amendments/clarifications on the eproc2 portal. Any such addendum will be binding on all the Bidders.
- o To give bidders a reasonable time in which to take an addendum into account in preparing their Proposals, the Authority may, at its discretion, extend the deadline for the submission of the Proposals

## 17. Eligibility Criteria

Pre-Qualification Requirements		
S. No	Particulars	Supporting documents to be enclosed with the proposal
1	Agency must be a legally registered company in India under the Indian Companies Act 1956/2013 (as amended till date) /societies/NGO or Partnership Firm under LLP Act 2008	Certified copy of incorporation and PAN
2	The Bidder must be an empaneled Swachhata Knowledge Partner under the empanelment letter No. "D.O No. 12/02/2022-SBM-III/PHE Dated 8th December 2023" issued by Ministry of Housing and Urban Affairs (MoHUA), GoI	Letter of empanelment issued by MoHUA, GoI
3	The Agency must not be blacklisted/debarred by any Government (Central or State) or PSU in India as on date of publication of RFP	Self-certified Certificate (Annexure 3)
4	The average annual turnover for the last 3 F.Y (2021-22,2022-23 & 2023-24 or 2024-25) must be 10 Cr. Out of 4 financial years, the bidder can submit the turnover for any three financial years.	Audited Balance Sheet certified by CA having CA's registration number and seal.
5	The bidder must have experience in Urban Waste Management/Waste Management/Sanitation/ <b>Health and Hygiene (Sanitation Specific)</b> -related projects with State/UT/ULB/Public Sector Undertaking (PSU), specifically in areas like capacity building, planning, implementation, research, documentation, Swachh Survekshan, skill gap assessment, or evaluation and successfully completed the same in the last 5 years	Copy of contract agreement/work order mentioning the relevant scope of work and completion certificate from the client

1512

	<p>One (1) Project with similar works costing at least 8 crores <b>OR</b> Two (2) Projects with similar works each costing at least 5 crores <b>OR</b> Three (3) projects with similar works each costing at least 4 crores</p>	
6	<p>The bidder must have work experience of consultancy in Swachh Survekshan in 50 ULBs and at least five "3 lakh plus population Urban Local Bodies "in the last 7 years  <i>*Experience in ODF and Star rating will be considered under Swachh Survekshan</i></p>	Copy of contract agreement/work order and completion certificate from the client
7	<p>The Bidder must have experience in executing at least one capacity-building development program on Urban waste management/Sanitation/ Health and Hygiene (<b>Sanitation Specific</b>)/ Skill Development /Disaster Management for Central/State Government/Public Sector Undertaking (PSU) with minimum project value of 2 crores in the last 5 years</p>	Copy of contract agreement/work order mentioning the relevant scope of work and completion certificate from the client
8	<p>The bidder must have undertaken at least 100 classroom training sessions (Minimum 30 participants in each training session) in the field of Urban Sanitation/Waste Management/ Health &amp; Hygiene (Sanitation specific)/ SBM Project to the officials/ Sanitation's workers/ ERS of the Central/State Government /ULB /PSU/any Other Government Undertaking Organizations during the last 7 years (2018-19,2019-20,2020-21, 2021-22, 2022-23, 2023-24 &amp; 2024-25)</p>	Copy of contract agreement/work order along with training completion certificate letter issued by the competent authority
9	<p>The bidder must have experience in developing knowledge products such as compendiums of best practices, projects/process evaluations, SOPs/ toolkits/ development of training related material related to Urban sanitation and Waste management /Health and Hygiene (<b>Sanitation Specific</b>) related projects</p>	Copies of 3 such Knowledge products developed (attested by the bidder to be their original work/being the lead author in case of a joint publication)
10	<p>Bidder should have in-house master trainers for Solid and liquid waste management and other technical support team with a minimum staff strength of 10 experts <b>Qualification and Experience</b> <b>a) Solid Waste Master Trainer:</b> - Graduate/Master's in Civil Engineering/ Mechanical</p>	<ul style="list-style-type: none"> <li>List of staff with appointment letter/contract letter</li> <li>CVs of Master trainers and technical support team members</li> </ul>

29

LS11

	<p>Engineering/Environmental Engineering/Environmental Science with a minimum 7 years of experience, out of which 5 years of experience in municipal solid waste management or sanitation-related projects.</p> <p><b>b) Liquid Waste Management Master Trainer:-</b> Graduate/Postgraduate in Civil Engineering/Environmental Engineering/Chemical Engineering/Mechanical Engineering/Environmental Science with minimum 7 years of experience, out of which 5 years of experience in used water management</p> <p><b>e) Other Technical Support Team:-</b> Post-Graduation with minimum 5 years of experience in the relevant field</p>	
11	Bidders must have a valid registration for income tax and GST	Copy of GST registration and other supporting documents

**\*\*Only those SKPs that meet all the prescribed eligibility criteria shall be considered qualified for opening and evaluation of the financial bid**

### 18. General condition on qualification

Even though the tenders meet the above criteria, they are subject to disqualification if they have

- Made misleading or false representations in the forms, statements, and attachments submitted in proof of the qualification requirements and/or
- Record of poor performance such as abandoning the works, not properly completing the contracts and blacklisting by any Govt/ Govt. Agency

### 19. Sub-contractor Experience

Sub-contractor experience and resource shall not be taken into account in determining the tenderer's compliance with the qualification criteria.

### 20. Submission of Bid

- Bidders are requested to go through all terms and conditions to be fulfilled and steps to be followed in preparation and submission of the proposal
- The bidders are requested to sign and put the official seal of the company on each page of the tender document.
- Only the mandatory document is required to be submitted in hard copy. Submission of hard copies of technical proposal is not required.
- Any Bid containing corrections or alterations shall be rejected
- Each Bidder will submit one bid. The bid is not transferable.



1510

## 21. Financial Bid Evaluation

Only those bidders who fully satisfy all the prescribed eligibility criteria during the initial screening stage shall be considered qualified for further evaluation. The financial bids of only these eligible and qualified bidders will be opened. Bidders who fail to meet any of the eligibility requirements will be disqualified at this stage, and their financial bids will not be opened or evaluated. The financial evaluation will proceed strictly in accordance with the tender conditions and applies solely to the bidders who have successfully met the eligibility norms.

## 22. E-Procurement related instruction

The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at "[https:// www.eproc2.bihar.gov.in](https://www.eproc2.bihar.gov.in)" by the procedure given below:

- 22.1 The bidder must have the DSC/PKI and user id of the e-procurement website for participating in the e-tendering process. The bidder may use their existing DSC/PKI if they already have it. Bidder can buy/ procure a new DSC from any of the authorized agencies, or they may contact e- procurement help desk. For user id, bidder can get themselves registered on e-procurement website at "[https:// www.eproc2.bihar.gov.in](https://www.eproc2.bihar.gov.in)" and submit their bids online. Offline bids shall not be entertained by the tender inviting authority for the tenders published on e-procurement platform.
- 22.2 The bidders shall submit their eligibility details and Financial bid etc., in the online standard formats given in e-Procurement website along with formats provided in the RFP. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria and other certificate /documents in the e- Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- 22.3 All the required documents will be attached at the proper place as mentioned in the e- forms otherwise the tender will be rejected.
- 22.4 Bihar e-Procurement facilitates e-payment solutions to bidders for payment of e-Tendering Fee of INR 5000 using Internet Payment Gateway (IPG). Internet Payment Gateway (IPG) enables bidders to use their Credit / Debit Card issued by Mastercard / Visa. Any Bank card which is issued from Master / Visa will be accepted on the e-Procurement portal. The Tender Fee and EMD must be submitted to department as per the directions provided in previous sections of this RFP before tender closing.
- 22.5 The tender opening and evaluation will be done at the time and venue mentioned in the fact sheet. Any corrigendum or date extension notice will be given on e-procurement website only.
- 22.6 For support related to e-tendering process, bidders may contact at following address:  
e- Procurement 2.0 HELP DESK Address, MJ junction services limited RJ complex ,2nd floor, Canara Bank Campus, Khajpura, Ashiyana Road, P.S- Shastri Nagar, Patna 800014, Bihar, Email Id- [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in), Toll free Number:18005726571, Timing 8 AM to 7 PM

569

## 23. Project Duration

The overall duration of the project shall be 1 year from the date of agreement.

## 24. Scope of Work

The selected Swachhata Knowledge Partner is required to tailor their focus to each stakeholder segment, aligning with their existing skill sets and anticipating the skills needed for upcoming challenges. Collaborative efforts with cities and department are crucial to ensure the achievement of Capacity Building (CB) session objectives. The selected agency will execute the following tasks:

### Capacity Building Program:

- Conduct a gap analysis of stakeholders' performance and skillset, assess the gap in sanitation practices and related aspects for a comprehensive training need assessment
- Develop subject-specific training modules, content, designed to cover essential skills and knowledge for Swachhata activities and protocols.
- Capacity Building of sanitation staff emphasis on the entire value chain of waste from source segregation to processing and disposal
- Organize and facilitate training for ULB officials, Staff, Safai karamchari, sanitary inspector, City Manager, Safai Mitra, Sewer worker, and other stakeholders at ULB/Divisional/State level
- Training directed towards sensitizing and enabling the key officials to proactively take measures for creating a safe occupational space for frontline sanitation workers and safaimitras
- Provide short-term skill development training to sanitation workers/officials and upon completion of each level of training, ensure measurable learning outcomes
- Training on financial modelling of projects, DPR preparation, leveraging and operationalizing PPP models, and enhancing own revenue sources
- Conduct awareness drives within marketplaces to educate vendors and visitors on recyclable waste management protocols
- Enhancing the technical capacity of smaller ULBs which have hitherto faced a challenge of not only in-house capacities but also in accessing training and knowledge resources, in order to ensure their inclusion within a modernizing solid waste management ecosystem.
- Developing an understanding of monitoring, evaluation, policy review, and documentation of best practices within the solid waste management public sector ecosystem, developing the capacity of ULBs (as the frontline service provider) to capture key insights from ground level implementation and use these insights to design robust programmes, and developing the administrative capacity to capture data, formulate reports and briefs, and develop basic skills for evidence based decision making at the ULB level in particular.

### Workshop:

- Organize a series of state-level workshops focused on cross-learning among ULBs, sanitation workers, and stakeholders, highlighting innovative sanitation practices and successful Swachhta initiatives.

20

- Facilitate knowledge-sharing sessions with state-level experts in sanitation and urban management.
- Organized State/District/Divisional/ULB-level workshop for all the elected members to enhance their knowledge of the scheme.
- Provide digital learning materials and reports from each workshop, along with video documentation for future reference and training

**Real-Time Monitoring and Reporting System Development:**

- Develop reporting features to generate daily, weekly, and monthly reports on ULB performance
- Create video tutorials to guide ULB officials on how to use the system effectively for data entry, tracking, and reporting
- Establish digital system for real time tracking and monitoring of ULBs

**Peer Visit Programs, Peer Surveys and Peer Learning Visits:**

- Organize structured peer visits and survey for GFC, ODF and Survekshan and video documentation of knowledge-sharing initiatives amongst ULBs
- Develop a **peer visit toolkit and mobile app** for use by participants to streamline planning, reporting, and feedback collection
- Document all peer visits and learning sessions through video recording, best practices and case studies on IT enabled platform

**GFC Star Rating and Swachh Survekshan Ranking Improvement**

- To improve the overall ranking of Swachh Survekshan at the ULB and state level
- To undertake an extensive review of the field situation that will include all components of GFC under Swachh Survekshan
- Training key staff to improve GFC star rating and Swachh Survekshan 2025
- Establish a progress tracking system to monitor real-time performance against the criteria set in the Survekshan and GFC frameworks
- Analysis of Swachh Survekshan (SS) 2024 shortcomings of ULBs and suggestions/recommendations for improvement in the current context of Swachh Survekshan ranking
- Assistance in documentation like Star Rating Protocol, ODF+, ODF++ and ODF-SS validation
- Gap assessment of Ganga town ULBs as per the toolkit of Swachh Survekshan for improving the rank of Ganga town
- Gap Assessment of overall processing of waste as per the toolkit of Garbage Free City (GFC) for improving of star rating in Swachh Survekshan
- Organize ward Sabha with specific ward members and the community for the awareness of onsite composting and overall processing
- Continuously guiding ULBs in the implementation of key parameters of Swachh Survekshan 2025 and developing reports

- Prepared format of all the indicators of Swachh Survekshan and ensured to upload them within the timeline
- Maintaining and regularly updating SBM(U) MIS and ensuring the availability of updated data at all times, supporting and answering data queries from various authorities
- Generating report/data required as per the requirements of SS 2025

#### Gap Analysis and Action Plan Development

- Conduct skill gap analysis of the sanitation workers and by identifying these gaps, targeted programs can be developed to enhance the skills and knowledge of sanitation workers, improving their performance and contributing to a more effective waste management system
- Conduct data collection, perform geospatial mapping, prepare detailed analysis reports, and develop actionable plans for each ULB.
- Conduct ULB-specific gap analysis using geospatial mapping and predictive analytics to inform and create actionable plans
- Undertake Training Needs Analysis at State and ULB level
- Any other task assigned by UD&HD

#### Notes

1. Number of participants, No. of Cycles and other details may vary depending upon UD&HD's requirement.
2. **For Online Training:** Selected bidder shall be responsible for designing, developing and implementing requisites Course, training module with study material and exercises, team engagement, honorarium of experts/trainers, digital and physical collaterals such as letters, posters, social media posts; video conferencing platform and recordings; post-completion documents including follow-up with participants for success stories; documentation of the training.
3. **For Classroom Training:** Selected bidder shall be responsible for designing, developing and implementing requisites Course, training module and kit; food and refreshments; honorarium of experts/trainers; certificates; cost of adequate infrastructure viz. classroom with training aid, projector, screen, white board; stationary and related items; trainer cost;

## 25. Key Deliverables and its Implementation

- Develop a **comprehensive month-wise calendar** for one year that outlines key events, activities, and milestones as per the scope of work and implementing the same within the timeline
- Identify **key milestones and measurement metrics** for each activity and implementing the same within the timeline

506

- **Training Schedule-** A clear and structured schedule outlining the duration, frequency and key milestones of the training session
- **Training materials-** This includes participant manuals, facilitator guides, presentations, handouts and any other resources used during the training session
- **Training modules/Curriculum:** - A structured set of modules or a curriculum outlining the topics, learning objectives, and activities for the training program
- **Swachh Survekshan Ranking Improvement Plan** for each ULB and getting it implemented
- **Video recording** of the training session
- Documentation detailing the selection of the qualified trainers
- **Capacity Building Assessment tool-** Pre- and post-training assessments, case studies, and other evaluation methods to measure the effectiveness of the training
- **Training Need Assessment report**
- **Monitoring and Evaluation Plan**
- **Training Feedback and Evaluation Report**
- **Action plan** for sustainability and continuous improvement
- Submission of the Monthly Progress Report (MPR) and the Final Year Report
- Submission of a **status report** on a daily basis to officials concerned about the implementation, shortcomings, and targets achieved

## 26. Disclosure

- Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions



## 27. Documents comprising the Proposal

- Only the mandatory document is required to be submitted in hard copy. Submission of hard copies of the Technical Proposal is not required
- Bidders shall submit the Financial Proposal online as specified in the data sheet. The Technical Proposals comprising of Blacklisting certificate, Power of Attorney and Payment Proof will be opened at the date and time specified in the Data Sheet.
- During the proposal evaluation, if the given supporting document is not sufficient to substantiate the evidence, then department may ask for any other historic/additional supporting documents to examine the authenticity of the documents.

## 28. Late proposal

The Authority will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

## 29. Bid Opening

- The Bids shall be opened by the committee at the specified time in the presence of attending Bidders.
- To assist in the scrutiny, evaluation and comparison of proposals, UD&HD may at their discretion, request clarification on the bids submitted from the Bidders
- Notwithstanding any terms and conditions stipulated in the RFP document, UD&HD reserves the right to accept or reject in part or whole any, or all the bids received at any time prior to the award of the contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidders

## 30. Evaluation of the Bids

- The Technical Documents submitted by the bidders will be examined to determine compliance with the minimum eligibility criteria prescribed in the Tender Document. Any agency that fails to meet even one of the eligibility requirements shall be rejected and will not proceed to the next stage of evaluation
- Only those agencies that successfully fulfill all minimum eligibility criteria shall be considered eligible for the opening and evaluation of their Financial Bids

## 31. Bid Validity

Each Bid shall indicate that it is a firm and irrevocable offer and shall remain valid for a period of not less than 180 days from the last date for submission of the RFP. Non-adherence to this requirement may be a ground for declaring the RFP as non-responsive. However, UD&HD may solicit the shortlisted Bidder's consent for extension of the period of validity. Such a request may strictly be made in writing and it would be solely at the discretion of the bidders to accept such extension.

27

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### 32. Method of Selection

The selection shall be carried out using the Least Cost Selection (LCS) method, under which the bidder submitting the lowest financial bid shall be declared the L1 bidder and selected for award of contract.

### 33. Corrupt Fraudulent Practices

The Bidder shall observe the highest standard of ethics during the bidding process and execution of the project.

- o "Corrupt Practice" means offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and
- o "Fraudulent practice" means a misrepresentation of facts in order to influence the selection process or execution of contract which is detrimental to UD&HD and includes collusive practice among the bidders during the selection process, designed to establish price at artificial, non-competitive levels and to deprive the UD&HD of the benefits of free and open competitive
- o UD&HD will reject a proposal for award if it determines that the bidders recommended forward is engaged in corrupt or fraudulent practices in competing for the contract in question

### 34. Penalty Clause:

- o **Delay up to 15 days:** A penalty of 0.5% of the total cost of the delayed activity will be levied for each day of delay beyond the agreed timeline, capped at a maximum of 10% of the total cost of that activity.
- o **Delay beyond 15 days:** If the delay exceeds 15 days, the Department reserves the right to levy a 1% penalty per additional day, capped at a total penalty of 10% of the activity's cost. The Department may also choose to terminate the contract for non-performance if no satisfactory explanation is provided by the agency.
- o The cumulative penalty imposed on the agency for any or all defaults under this contract shall not exceed 10% of the total contract value. In the event that penalties exceed this limit, the Department reserves the right to review and assess further actions, including potential termination of the contract.

### 35. Non-Performance

- o If deliverables do not meet the pre-approved quality standards or specifications as outlined in the Terms of Reference (ToR), the agency will be required to rectify the deliverables within 7 days at no extra cost.
- o **Penalty for repeated quality issues:** If the agency fails to meet quality standards after rectification, a penalty of 5% of the total cost of the activity may be imposed. After three instances of repeated failure in the same or multiple activities, the Department reserves the right to terminate the contract.
- o To safeguard the agency's interest, penalties will not be imposed for delays caused by circumstances beyond the agency's control, such as delays caused by the Department or external stakeholders, provided that these are communicated promptly and supported with proper documentation. In case of such delays, the agency can request a justified extension of the timeline without penalty, subject to approval by the Department.

29

### 36. Arbitration:

- o If any dispute or difference of any kind whatsoever shall arise between UD&HD and the selected bidder in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation
- o If the parties even after 30 days fail to resolve their dispute or difference by such mutual consultation, then either the UD&HD or the selected bidder may give notice to other party of its intention to commence arbitration, with respect to such dispute or differences arising out of terms and condition of the contract in accordance with the procedure published in public works contract Disputed Arbitration Tribunal Act 2008
- o The arbitration shall be in accordance with the procedure prescribed under the Bihar Public contracts Disputed Arbitration Tribunal Act 2008
- o The contract shall be governed by and interpreted in accordance with the laws of India from time being in force. All disputes arising out of the tender will be subject to jurisdiction of courts at Patna only.

### 37. Language:

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

### 38. Correction of Errors

- o The bids determined to be substantially responsive shall be checked by UD&HD for any arithmetic errors, and wherever there is discrepancy between the amount quoted in figures and in words, the amount presented in words shall be considered
- o The amount stated in the bid shall be adjusted by UD&HD in accordance with the above procedure for the correction of errors and with the concurrence of the bidders, shall be binding upon the bidders. If the bidder does not accept the corrected amount, the bid shall be rejected and the bid security may be forfeited.

### 39. Termination

- a) Termination on expiry of the CONTRACT: - The agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless the UD&HD has exercised its option to extend the contract in accordance with the provisions, if any, of the contract
- b) Termination on account of Force Majeure: - Either party shall have the right to terminate the contract on account of Force Majeure
- c) Termination on breach of Contract: - A breach by the successful Bidders of its obligations hereunder and such breach not being rectified by the successful bidders within 30 working days of receipt of the UD&HD's notice intimating such breach shall be terminated. Upon termination, the successful bidders shall surrender all the data, material and assets belonging to UD&HD/ULBs
- d) Termination for delay: - Successful Bidders shall be required to perform all activities/services as per the terms and condition specified in the RFP. If the successful bidders fails to do so, the UD&HD shall give a written notice to fulfill the applied conditions and specifications within the next 30 working days, failing which the contract is liable for termination

#### 40. Terms of Payment

- No advance payment shall be made.
- The payment will be made upon submission of monthly invoice backed by an activities report outlining the activities undertaken and area covered with documentary proof like photographs, press coverage etc. The agency must ensure that the invoice submitted is accompanied by verification reports from the respective Municipal Commissioner/Executive officer of Urban Local Bodies, Government of Bihar.
- All payment shall be released subject to verification report received from Municipal Commissioner/Executive officer of Urban Local Bodies, GoB/Nodal officers at the state level.

#### 41. Award of contract

On acceptance of Proposal for awarding the contract, UD&HD will notify the successful Bidders that their proposals have been accepted. UD&HD and successful agency will sign the Contract Agreement. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.



501

**Annexure-1: Letter of Proposal Submission**

Letter No.:

Date

To,  
**Under Secretary**  
**Urban Development & Housing Department, Govt. Of Bihar**  
**1st Floor, Vikas Bhawan,**  
**Patna-800015**  
**Phone: (0612)2215580, 2205101**  
**Email: urbansec-bih@nic.in,**

Subject: [Project Name]

- I. We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated..... We are hereby submitting our technical proposal in a sealed envelope.
- II. We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements specified in RFP. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
- III. We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal. The Proposal has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.
- IV. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- V. I confirm that I have the authority of (Name of the agency/institution) to submit proposals/tenders and to clarify any details on its behalf.
- VI. We understand you are not bound to accept any proposal you receive.

Enclosures:

21

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

500

Annexure-2: Financial Strength of the firm

Financial Year	Turnover (in INR Lakh)
FY 2021-22	
FY 2022-23	
FY 2023-24	
<b>Total</b>	
<b>Average for the last 3 years</b>	

29

### Annexure-3: Financial Bid Format

(To be submitted online only on the e-Tender portal. Submission of the hard copy of the financial bid may lead to disqualification.)

S.No.	Activities Name	Unit (if applicable)	Nos.	Rate per unit	Total Cost (Including GST)
1	Classroom Training for Administrative/Executive officials (Per Participant/Per Day)	Each	522	₹	₹
2	Classroom Training for Technical Staff (including PHE staff) (Per Participant/Per Day)	Each	522	₹	₹
3	Classroom Training for Sanitary Inspector/City Manager (Per Participant/Per Day)	Each	522	₹	₹
4	Online Training (50 participants in each batch)	Batch	50	₹	₹
4	Exposure Visit for Administrative/Executive officials (Per Participant/Per Day)	Each	261	₹	₹
5	Exposure Visit for Technical Staff (including PHE staff) (Per Participant/Per Day)	Each	261	₹	₹
6	Exposure Visit for Public Representatives and other stakeholders (Per Participant/Per Day)	Each	261	₹	₹
7	Training Modules and Curriculum Development	Training Minutes	1	₹	₹
8	Cost associated with the activities pertaining to GFC and the Swachh Survekshan Ranking Improvement Plan	Per ULB	261	₹	₹
8	State-level Workshop	Cost Per Person/ Per day	4	₹	₹
9	Divisional Workshop	Cost Per Person/ Per day	9	₹	₹
10	City Level Workshop	Cost Per Person/ Per day	261	₹	₹

1998

S.No.	Activities Name	Unit (if applicable)	Nos.	Rate per unit	Total Cost (Including GST)
11	Skill Gap Assessment & Training Need Analysis	Per ULB	261	₹	₹
12	Short-term Skill Development Training	Per Participant/Per Day	7830	₹	₹
13	Dashboard & IT-related Development		1	₹	₹
14	Any other Cost (if required)				₹
<b>Total Quoted Amount</b>					

TOTAL Overall Total Cost (Inclusive GST) in Word: -

**Notes:**

1. The number of training/ quantities/activities is tentative and specified for the evaluation of financial bids. The actual number of training/quantities/activities may vary as per the requirement
2. Norms for the Exposure visit will be decided by the Urban Development & Housing Department, Government of Bihar
3. Training Cost per unit per day will include the cost of training of a stakeholder, Logistics, Inception report, collateral development, Training resources and his/her local travel expenses per day.
4. Logistics will include Venue, Food (B+L+HTT), Stationary (Notepad, Pen) etc.
5. All bidders must fill out the total cost per activity, ensuring transparency in each cost component
6. The timeline for execution of each activity must align with the stages mentioned, any delays should be communicated to the department in a timely manner
7. The bill needs to be submitted in duplicate copies with all the necessary documentary proofs signed by Executive officers/ Municipal Commissioners/Nodal Officers including duly signed feedback forms of all participants. The feedback received needs to be analyzed and a brief to be submitted with it.
8. Every training report must be submitted by the agency within the 2 to 3 days of training. The report must include all the collateral and training provided pre and post-assessment of the training. The reporting also includes a soft copy of the Video recording of all the sessions. There must be a well defined feedback form which needs to be filled and signed by all the participants containing their satisfaction level from the training (i.e. Above expectation, satisfactory and below expectation).
9. The quoted price must be GST inclusive



497

### Annexure-4: Non-Blacklisting Certificate

(Self-certified letter to be printed on a company letterhead)

#### AFFIDAVIT

I / We/M/s \_\_\_\_\_ (name of firm/company) having  
PAN No. \_\_\_\_\_, Goods & Service Tax No. \_\_\_\_\_

certificate issued by \_\_\_\_\_ having office at \_\_\_\_\_ and do hereby declare  
to the best of our knowledge and belief that we have not been blacklisted/banned/debarred by any  
State Government or Central Government entity/PSU as on date.

Yours faithfully

(Signature of the applicant) (Name)



Date-----

Place-----

(Company Stamp / Seal)

1996

**Annexure-5: Format for Technical Capacity of Applicant- History of Capacity Building and Training**

S.No	Assignment/Training Event	Name of client	Approx. value of contract	Location	Start-End (Month/YY- Month/YY)	No.of Experts provided in the assignment	Activities Performed

**Note:**

1. Provide details of at least the minimum number of projects/training events required as per the minimum eligibility criteria
2. Copy of the work order/empanelment/relevant document along with the client certificate of work completion for each project is to be provided



1490

## Annexure-7: Bidder's Authorization Certificate

### Bidder's Authorization Certificate

To

The Under Secretary,

Urban Development & Housing Department,  
Govt. of Bihar, 1<sup>st</sup> Floor,  
Vikas Bhawan, New Secretariat,  
Patna, Bihar – 800001

Sub: RFP for-----

Dear Sir,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the Agency in dealing with tender No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Agency: -

Authorized Signatory: -

Verified Signature: -

Seal of the Organization: -

Date: -

Place: -

(Note: Please attach the valid power of attorney in favour of person signing this authorization letter)