

Bihar Vikas Mission
NOTICE INVITING TENDERS

Selection of an agency for development of financial, procurement and administrative delegation policy, manuals, guidelines, procedures and design of e-procurement system for the Bihar Vikas Mission

Ref. No.: BVM/2015-16/HR/07

Dated:13/05/2016

- The Bihar Vikas Mission (BVM) is a new entity established by the Government of Bihar, under Society Registration Act, 1860, to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs
- Bihar Vikas Mission seeks a proposal, as per the tender documents, from reputed consulting organisations for development of financial, procurement and administrative delegation policy, manuals, guidelines, procedures and design of e-procurement system for the Bihar Vikas Mission
- The detailed terms and conditions for qualification of the bidders, for bid submission and selection of the consultant, and roles and responsibilities of the consultant are indicated in the Bidding Documents. The Bidding Documents can be downloaded from the websites www.csd.bih.nic.in/www.prdbihar.gov.in/www.tenders.bih.nic.in
- Interested and qualified agencies are requested to submit their proposals along with supporting documents and non-returnable tender fees of Rs. 50,000 (Rs Fifty thousand only) in the form of a demand draft in favour of “Member Secretary, Bihar Vikas Mission” on or before 03/06/2016 by 3:00 P.M by hand/post/courier. The applications are to be addressed to the office of “**Member Secretary, Bihar Vikas Mission-cum-Principal Secretary, Cabinet Secretariat, Old Sachivalay, Patna, Bihar**”. Application should be submitted in prescribed format in sealed envelope and should be clearly labelled as “**Development of finance, procurement and administrative delegation, manuals, guidelines, procedures and design of e-procurement system for the Bihar Vikas Mission**”
- For any kind of dispute with regard to the said RFP advertised, the arbitrator will be the Development Commissioner, Government of Bihar and the High Court of Patna will hold exclusive jurisdiction.
- For any further clarifications, please send an email to tenders@biharvikasmission.org. The concerned authority will provide clarifications through email. Last date for submission of queries will be 20/05/2016.

Sd /-

Member Secretary, Bihar Vikas Mission-cum-
Principal Secretary, Cabinet Secretariat, Govt. Of Bihar

Request for Proposal (RFP)

Selection of an agency for development of finance, procurement and administrative delegation, manuals, guidelines, procedures and design of e-procurement system for the Bihar Vikas Mission

Ref No: BVM/2015-16/HR/07

Issued on: 13/05/16

Issued by: Bihar Vikas Mission,
Bihar State Building Construction Corporation Campus,
Hospital Road, Rajvanshi Nagar,
Patna - 800023

Response Deadline: 03/06/16

BIHAR VIKAS MISSION– AN INTRODUCTION

Bihar Vikas Mission is an entity established by the Government of Bihar, under Society Registration Act, 1860, to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs. The following are objectives of the mission:

- To ensure implementation in mission mode, fixation of priorities and monitoring of achievements against targets of programs and other resolutions of 7 Nischay for developed Bihar within the Sushashankaryakram: Programs of Good Governance 2015-2020, Agriculture Road Map, Human Development Mission, Skill Development Mission, Infrastructure development and Industrial incentives.
- To ensure strengthening of institutional arrangement and to promote modern and better work culture for a faster and more effective implementation of schemes and programs.
- To provide assistance in strengthening of monitoring mechanism and methodology for government programs and encourage use of modern techniques in Data collection, analysis and flow.
- External ecosystem - To develop institutional arrangements and enter into agreements for availing the experiences and knowledge resource of educational community, private sector and civil society. To involve experts, thinkers, experienced professionals, youth and students for ensuring effective policy framing and compliance.
- As a facilitator, actively provide easy access and availability of technical-managerial knowledge, methods and resources to various levels of administration.
- To ensure simplification of processes and make aware innovative solutions and best practices for developing and establishing a fast track system for quick decision making. To provide customized solutions for difficult problems and issues.
- To help in providing solutions to policy issues cropping up during the implementation of programs and ensure their approval from appropriate authority. To ensure coordination and removal of difficulties among departments in implementation of programs. To encourage documentation and sharing of experiences of modern methods and better work mechanisms of problems resolution among departments.
- To establish effective public dialogue and receive public reactions and response. Document the progress and achievements and ensure their effective dissemination and propagation for public awareness and education.
- For raising additional resources, enter into partnership with local and global organizations, governments and financial institutions for capacity enhancement for various activities of the Mission.

Request for Proposal (RFP)

Bihar Vikas Mission seeks a proposal from reputed consulting organisations to develop its financial, procurement and administrative delegation policy, manuals, guidelines, procedures and design of e-procurement system. The agency will be required to study the existing procurement system in Bihar and spend analysis, on the basis of the study – design a procurement policy for the Bihar Vikas Mission. On the basis of the policy, the agency needs to formulate procurement procedures and a manual for procurement of goods, works, non consulting and consulting services; there should be a clear description of corrupt and fraudulent practices and methods to deal with these. The agency needs to recommend financial and administrative powers which will rest with various levels of people across the hierarchy of the Bihar Vikas Mission. The agency also needs to develop a scope of work for setting up the e-procurement portal for the mission in line with the government policy and recommend potential agencies/consultants to implement it.

1. PROJECT OBJECTIVE

Bihar Vikas Mission is mandated to lead and ensure execution of the various key development initiatives of the Government of Bihar. Bihar Vikas Mission has been created to continue Bihar's reform agenda by fast-tracking development & ensuring time bound delivery of services in mission mode. It will focus on helping Government machinery find solutions & technical know-how and other resources for execution, apart from overcoming procedural difficulties and act as a facilitator and force multiplier.

Every Government entity spends a sizeable amount of its budget for purchasing various types of goods, works and services to discharge the duties and responsibilities assigned to it. It is imperative that these procurements are made following uniform, systematic, efficient and cost effective procedures which are based on the principles of economy, efficiency, quality, transparency, competition, fairness, elimination of arbitrariness and accountability. Also the latest technology needs to be harnessed in the procurement domain exploring the use of electronic portal. It is in this context that the Bihar Vikas Mission wants to engage an agency for building efficient & transparent procurement policies/processes.

2. SCOPE OF WORK

The bidders are expected to provide consultancy services towards the achievement of the following objectives:

DESIGN PHASE

- 2.1. Study of the existing procurement system within the state across key departments, corporations and societies of the state government and spend analysis**

- 2.2. Development of a Procurement policy which is based on the principles of economy, efficiency, quality, transparency, competition, fairness, elimination of arbitrariness and accountability**
- 2.3. Defining all scenarios of corrupt and fraudulent activities and mechanisms to deal with all such scenarios**
- 2.4. Based on the procurement policy, development of procurement procedures and manual for procurement of Goods, Works, Non- Consulting and Consulting Services**
- 2.5. Recommending financial and administrative delegation of powers that will rest with people at various levels across the hierarchy of the Bihar Vikas Mission**
- 2.6. Integrating the finalized procurement policy with the e-portal of BELTRON to set up e-tendering system for the Bihar Vikas Mission**

Detailed description of the scope of work:

2.1 Study of the existing procurement system within the state across key departments, corporations and societies of the state government and spend analysis

- 1. Thorough study of the existing procurement system and procedures followed by various key departments of the State Government**
 - Study of the PWD code (Bihar Government) and Standard Bidding Document (SBD – Bihar Government) and Bihar Financial Rules which is followed across many departments of the state for procurement
 - Study of the existing procurement system being followed by different Departments, Corporations, Societies etc of the State Government and bring out its positive and negative aspects
 - Study of new-age procurement systems suggested and followed by external agencies including World Bank etc which have been adopted in Bihar/India
 - The study needs to bring out clearly the areas requiring improvement keeping in view the basic objectives of economy, efficiency, quality and transparency in procurement
 - The study should also include consideration of current and planned spends across categories
- 2. Doing a comparative analysis of various procurement systems and recommending points to be incorporated in BVM's policy**
 - Doing a comparative analysis of various systems across pre-defined parameters with clearly outlined remarks – positive and negative
 - Set of recommendations need to be made to set up an ideal procurement system which can be used by the Mission and beyond if necessary

2.2 Development of a Procurement policy which is based on the principles of economy, efficiency, quality, transparency, competition, fairness, elimination of arbitrariness and accountability

- Design a procurement policy which is best in class based on the principles of economy, efficiency, quality, transparency, competition, fairness, elimination of arbitrariness and accountability
- The policy needs to be based on the existing legal framework in the state of Bihar
- The policy framework should be built around the core of achieving economic, social and other objectives of the state and could include the issues like purchase preference or other facilities to the Cottage and Small Scale Industries and to State Public Sector Undertakings, MSME's in consonance with the policy of the Bihar government
- The policy should enable the authority to undertake various mission projects as per mandate amongst other things

2.3 Defining all scenarios of corrupt and fraudulent activities and mechanisms to deal with all such scenarios

- Define all scenarios of corrupt and fraudulent practices which could occur in the procurement cycle
- Define mechanisms within the existing legal framework and the new policy, so as to be able to deal with these scenarios

2.4 Based on the procurement policy, development of procurement procedures and manual for procurement of Goods, Works, Non- Consulting and Consulting Services

- Preparing and defining procedures and various methods of procurement
- Preparing standard documents for procurement of goods, works and non-consulting services which are to be used for tendering/bidding using National Competitive Bidding (NCB), International Competitive Bidding (ICB), Limited Tendering (LT), local purchase/ window shopping, direct contracting/single sourcing/nomination
- Preparing standard documents for procurement of Consulting Services laying down various methods for procurement keeping into account the Quality and Cost aspects of such services and formulating evaluation criteria for various methods to be used in such procurement
- Defining guidelines for vendors/suppliers/contractors for registration and participation in the procurement packages specific to a particular vendors/suppliers/contractors
- Implementing the anti-corruption and fraudulent practice policy while preparing the standard procurement documents
- Defining consequences and penalties for violating the guidelines and procedures

laid down in the manual

2.5 Recommending the financial and administrative delegation of powers which will rest with people at various levels across the hierarchy of the Bihar Vikas Mission

- Create scenarios of recommendation on the powers of administrative and financial approvals which could be given to members at various levels within the Mission

2.6 Integrating the finalized procurement policy with the e-portal of BELTRON to set up e-procurement system for the Bihar Vikas Mission

- To bring more transparency and efficiency in the procurement system, the latest technology needs to be utilized for procurement, and the use of electronic portal needs to be explored and introduced
- System integrators should set up an e-Procurement portal and implement it against the set procurement policy. For this purpose, they need to use the existing e-portal built by BELTRON and customize it for the Mission
- Train the mission team to use the e-procurement system

3. DELIVERABLES, SUGGESTED TIMELINES & PAYMENT MILESTONES

The following table defines the deliverables, suggested timelines and payment milestones. The timelines and payment milestones are only preliminary and can be adjusted based on the Mission's requirements. The Mission expects the assignment to be completed in 4 months from commencement -

Module	Deliverables	Suggested timelines (T = Project Kick-off)	Payment (% of total fee for different modules)
2.0	<ul style="list-style-type: none"> • Project Commencement 	T	10%
2.1	<ul style="list-style-type: none"> • Report on the study of existing procurement systems including recommendations 	T+ 1 month	10%
2.2	<ul style="list-style-type: none"> • Draft of the procurement policy recommended for the Bihar Vikas Mission • Updated draft with amendments suggested by the members of the Mission 	T+2 months	25%
2.3	<ul style="list-style-type: none"> • Defining corruption and fraudulent practices which can occur in the procurement process • Defining mechanisms within the policy to address corruption and fraudulent practices 	T+2.5 months	10%
2.4	<ul style="list-style-type: none"> • Preparation of guidelines, procurement procedures and 	T+3 months	15%

	manual <ul style="list-style-type: none"> Defining guidelines in case considered necessary for vendors/suppliers/contractors for registration and participation in the procurement packages specific to a particular vendors/suppliers/contractors 		
2.5	<ul style="list-style-type: none"> Recommending the financial and administrative powers with regard to procurement in the Mission Finalizing the document with changes suggested by members of the Mission 	T+3.5 months	15%
2.6	<ul style="list-style-type: none"> Integrate the procurement policy with BELTRON e-portal Train the Mission team to use the e-procurement system 	T+4 months	15%

4. SCHEDULE OF EVENTS

S.No.	Event	Target Date
1	RFP Issued	13 May 2016
2	Last Date for Submission of Queries	20 May 2016
3	Reply to queries	24 May 2016
4	Last Date for Submission of Proposals and Technical Bid Opening	3 June 2016
5	Presentation by the Bidding Organisations (Tentative)	8 June 2016
6	Opening of Financial Bid	10 June 2016
7	Award of Contract by Bihar Vikas Mission	15 June 2016
8	Commencement of Implementation of Project	25 June 2016

5. REQUISITIONS AND EVALUATION CRITERIA

- It is proposed to have a **Two Cover System** for this RFP Response
 - Technical Proposal
 - Financial Proposal
- The proposals will be evaluated by Bihar Vikas Mission evaluation committee based on the technical and financial details submitted by the bidder
- The technical proposal of only those bidders who qualify the eligibility criteria shall be opened and evaluation will be done based on the specified technical criteria

- The commercial bid will be opened and compared only for submissions that obtain a minimum technical score of 70% in the technical evaluation
- The evaluation committee shall evaluate the responses to the RFP and all supporting documents / documentary evidence. The bidder must make sure to submit all relevant supporting documents / documentary evidence asked for..
- The decision of the evaluation committee in the evaluation of responses to the RFP shall be final
- The contract will be awarded to the organisation which qualifies eligibility criteria, gets a minimum score of 70% in the technical evaluation and gets the highest score in overall evaluation based on weighted average method (70% technical and 30% financial)
- All responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and supporting documents mentioned against each clause. Selected Bidders would be required to make a presentation to the evaluation committee of the Bihar Vikas Mission

5.1 Eligibility Criteria

The Bidder is expected to submit the supporting documents with respect to the below mentioned eligibility criteria together with the Technical Proposal:

1. Technical Capacity:

- **Legal Entity:** The Bidder must be an entity registered under the Companies Act, 2013 or 1956 or a Limited Liability Partnership registered under the LLP Act, 2008
- The Bidder should have at least ten (10) years (preceding the PDD) of experience in providing consultancy services in India. The Bidder shall enclose the Copy of Certificate of Incorporation from Registrar of Companies/ Copy of Certificate of Incorporation. The Bidder shall also enclose details in the format of **Form T2: Details about the Bidder** (attached in the annexure)
- The Bidder shall have undertaken / been undertaking at least 1 project (completed or on-going) of INR 3cr/ 2 projects worth INR 1.5 Cr each, of designing and drafting a procurement policy in the last 5 years. The Bidder shall enclose a copy of the Work Order, Contract, Completion Certificate (if applicable) and a self attested letter mentioning the exact Project Cost (INR). The Bidder shall enclose details in the format of **Form T4: Bidder's Experience – Project Description Sheet** (attached in the annexure). Work Orders/Contracts bound by non-disclosure agreements must be submitted in a separate sealed envelope that shall be opened only in the presence of a representative of the respective bidder, and then sealed back again.
- The Bidder shall have over the past 10 years (preceding the PDD) minimum one credential showcasing experience of working on e-procurement strategy/programme management for any central/state government/bodies (completed or on-going project). The Bidder shall enclose a copy of the Work Order, Contract, Completion Certificate (if applicable) and a **self attested letter mentioning the exact Project Cost (INR)**. The Bidder shall enclose details in the format of **Form T4: Bidder's Experience – Project Description Sheet** (attached in the annexure)

- 2. Financial Capacity:** The Bidder should have an annual turnover of at least INR250 crore in the last three financial years preceding the PDD. The Bidder shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total revenues from professional fees during each of the 3 (three) financial years preceding the PDD. In the event that the Bidder does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Bidder. The Bidder shall also enclose details in the format of **Form T3: Financial Capacity of the Bidder** (attached in the annexure)
- 3. Conditions of Eligibility for Key Personnel:** Each of the Key Personnel must fulfil the Conditions of Eligibility specified below:

S.No.	Position	Minimum Qualifications	Experience (essential)	Experience (Desired)
1.	Team Leader (Should be available full time for at least 4 months)	MBA/PGDM from reputed Indian or Foreign Institution / Graduate Degree in Engineering/Commerce	Experience in handling Government Procurement, Experience in implementing Procurement Policies and System improvement.	International experience would be preferred. Prior experience in leading Procurement related projects will be preferred.
2.	Policy Expert (Should be available for at least 50% of the project duration)	MBA/PGDM from reputed Indian or Foreign Institution/ Graduate Degree in Engineering / Commerce	Experience in framing and implementing Government Policies.	Experience of framing procurement policy will be desirable.
3.	Procurement Expert (Goods) (Should be available for at least 50% of the project duration)	MBA/PGDM from reputed Indian or Foreign Institution/ Graduate Degree in Engineering / Commerce	Experience in handling Procurement related to goods.	International experience would be preferred.
4.	Procurement Expert (Works) (Should be available for at least 50% of the project duration)	MBA/PGDM from reputed Indian or Foreign Institution/ Graduate Degree in Engineering / Commerce	Experience of handling procurement projects.	International experience would be preferred.
5.	Procurement	MBA/PGDM	Experience in handling	Government experience

S.No.	Position	Minimum Qualifications	Experience (essential)	Experience (Desired)
	nt Expert (Services) (Should be available for at least 50% of the project duration)	from reputed Indian or Foreign Institution/ Graduate Degree in Engineering / Commerce	Procurement related to services.	ce would be preferred.
6.	IT Expert (Should be full time for at least 1 month)	MBA/PGDM from reputed Indian or Foreign Institution/ Graduate Degree in Engineering	Experience of handling projects related to e-procurement and system integration	Experience of working on e-procurement portal of any central/state government will be preferred.
7.	Support Consultants – Procurement x 3 (Should be full time for at least 4 months)	MBA/PGDM from reputed Indian or Foreign Institution/ Graduate Degree in Engineering / Commerce	Experience of handling projects related to procurement	
8.	System Integrators – IT x 2 (Should be full time for at least 1 month)	MBA/PGDM from reputed Indian or Foreign Institution/ Graduate Degree in Engineering	Experience of handling projects related to e-procurement and system integration	

4. The Bidder should submit a Power of Attorney and Board resolution authorizing to sign on behalf of the Bidder, however, that such Power of Attorney would not be required if the Application is signed by a Partner or Director (on the Board of Directors) of the Bidder
5. While submitting a Proposal, the Bidder should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Bidders may format the specified forms making due provision for incorporation of the requested information.

5.2 Technical Proposal

The technical evaluation will be based on the Approach and Methodology, Technical Capability (in terms of previous experience) and qualifications and experience of proposed team members. The Bidder should enclose **Form T1: Letter of Technical Proposal Submission**(attached in the annexure)along with the technical proposal.

The overall marking criteria is given in the table below, followed by detailed marking criteria:

No.	Criteria	Max marks
1	Approach and methodology	25
2	Technical Capability	25
3	Team qualifications and experience	50
Total		100

1. Approach and methodology

This section should demonstrate the bidder's understanding of the objective of the assignment and the terms of reference, as well as the proposed methodology for conducting the assignment. The scoring for this section will be done on the basis of the technical proposal and the presentation.

No.	Sub-Criteria	Score
A.	Understanding of the objective and terms of reference	15
B.	Proposed methodology, Detailed work - plan	10
Sub-total		25

2. Technical Capability

*The technical capability will be determined on the basis of the number of similar projects showcased by the bidder. The Bidder shall enclose details in the format of **Form T4: Bidder's Experience – Project Description Sheet** (for each project to be submitted separately)to demonstrate technical capability*

No.	Sub-criteria	Score
A.	Experience of working in consulting assignments in India with projects ≥ 2 cr (@ 2 marks for each project with a maximum of 10 marks)	10
B.	Experience of working on projects in procurement domain 1 project = INR 3cr/2 projects = INR 1.5 Cr = 3 Marks, More than 1 project = INR 3cr/2 projects = INR 1.5 Cr = 5 Marks	5
C.	Experience of working on projects in procurement	5

No.	Sub-criteria	Score
	domain for any 1 project with any Central/State Government/semi-Government or multilateral funded project 1 project = 3 Marks Between 2-3 projects = 4 Marks More than 3 projects = 5 Marks	
D.	Experience of consulting assignments on e-procurement strategy/system integration for any central/state government/semi-government bodies 1 Project = 1 mark 2 Projects = 3 marks 3 or more Projects = 5 marks	5
Sub total		25

Note: For the projects to be considered eligible, they need to meet each of the following criteria: The projects may be ongoing or completed. However, supporting documents in the form of a copy of the Work Order, Contract, Completion Certificate (if applicable) and a self attested letter mentioning the exact Project Cost (INR) need to be provided. In case of projects whose contract the Bidder wishes to keep confidential – the contract can be submitted in an additional sealed document which will be opened in front of the bidder and sealed back.

3. Team qualifications and experience

The CVs of the proposed team members will be evaluated to determine the marks in this criteria. The Bidder shall enclose details in the format of **Form T5: Team's CV** (attached in the annexure).

No.	Sub-criteria	Max score
A.	Team leader (3 Marks for Qualification + 7 for Experience)	10
B.	Policy Expert (2 Marks for Qualification + 3 for Experience)	5
C.	Procurement Expert (Goods) (2 Marks for Qualification + 3 for Experience)	5
D.	Procurement Expert (Works) (2 Marks for Qualification + 3 for Experience)	5
E.	Procurement Expert (Services) (2 Marks for Qualification + 3 for Experience)	5
F.	IT Expert (2 Marks for Qualification + 3 for Experience)	5

No.	Sub-criteria	Max score
G.	Support Consultants – Procurement (3 No.) (1.5 Marks for Qualification + 1.5 for Experience per consultant)	9
H.	System Integrators – IT (2 No.) (1 Mark for Qualification + 2 for Experience per consultant)	6
Sub total		50

Shortlisting of Bidders

Of the Bidders ranked as aforesaid, not more than 4 (four) shall be pre-qualified and short-listed for financial evaluation in the second stage. However, if the number of such pre-qualified Bidders is less than 2 (two), the Mission may, in its sole discretion, pre-qualify the Bidder(s) whose Technical Score is less than the minimum score specified below provided that in such an event, the total number of pre-qualified and short-listed Bidders shall not exceed 2 (two).

Only those bids with a technical score of ≥ 70 (ST) shall be considered for financial evaluation. QCBS method shall be adopted for selection of the bidder.

5.3 Financial Proposal

The Mission will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

- All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office, etc.), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non responsive and liable to be rejected.
- The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs

shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

- Costs (including break down of costs) shall be expressed in INR.

The Bidder shall enclose details in the format of **Form F1: Financial Proposal** (attached in the annexure).

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where, Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.7 and 0.3 respectively

The Selected Bidder shall be the Bidder having the highest combined score. The second highest Bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Bidder withdraws, or fails to comply with the requirements.

6. CLARIFICATIONS AND AMENDMENTS

1. Clarifications:

- Bidders requiring any clarification on the RFP may send their queries to the Authority in writing by speed post/ courier/ special messenger or by e-mail so as to reach before the date mentioned in the Schedule of Selection Process. The envelopes/email message shall clearly bear the following identification: ***“Queries concerning RFP for Selection of management and procurement consultant for Development of procurement policy, manuals, guidelines, procedures and design of e-procurement system”***
- The Mission shall endeavor to respond to the queries within the period specified therein. The responses to all queries, will be sent by e-mail to all Bidders, who have raised any query and be published on the websites – www.csd.bih.nic.in, www.prdbihar.gov.in, www.tenders.bih.nic.in
- The Mission reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in the above shall be construed as obliging the Mission to respond to any question or to provide any clarification.

2. Amendments:

- Any such amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Bidders. Bidders are advised to check for amendments at least upto 03(three) days before the PDD.
- In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

7. APPLICATION SECURITY

- The Applicant shall furnish as part of its Application, an Application Security (bid security) of amount INR 5,00,000 only (Rupees Five Lakh only) in the form of a Bank Draft issued by a Scheduled/ nationalized Bank in India, drawn in favour of the Member Secretary, Bihar Vikas Mission, payable at Patna.
- The Bihar Vikas Mission shall not be liable to pay any interest on the Application Security deposit so made and the same shall be interest free. Applications not accompanied by the Application Security shall be rejected by the Mission as non-responsive.
- The Application Security of unsuccessful Applicants will be returned by the Bihar Vikas Mission, without any interest, within 120 days of opening of the bids.
- The Selected Applicant's Bid Security will be returned, without any interest, upon signing of the MoU and furnishing the Performance Security in accordance with the relevant provisions thereof.
- The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged and confirmed that the Mission will suffer loss and damage on account of withdrawal of its Application or for any other default by the Applicant during the Application validity period. No relaxation of any kind on Application Security shall be given to any Applicant.
- Application Security shall be forfeited and appropriated by the Bihar Vikas Mission hereunder or otherwise, under the following conditions:
 - i. If an Applicant submits a non-responsive Application;
 - ii. If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
 - iii. If an Applicant withdraws its Application during the period of Application validity as specified in this RFP and as extended by the Bihar Vikas Mission from time to time;
 - iv. In the case of Selected Applicant, if it fails within the specified time limit: to sign the Concession Agreement and/ or to furnish the Performance Security within the period prescribed therefore in the MoU
 - v. In case the Selected Applicant, having signed the MoU, commits any breach thereof prior to furnishing the Performance Security

8. PERFORMANCE SECURITY AND PENALTY

- The Selected Applicant shall furnish the following as the Performance Security for the project: 2% of the Total Financial Bid as mentioned in the Section 5.3 of the Bid document in the form of a Bank Draft issued by a Scheduled/ Nationalized Bank in India, drawn in favour of the Member Secretary, Bihar Vikas Mission, payable at Patna at the time of signing of MoU
- Bihar Vikas Mission shall deduct 8% of the amount payable according to the bills raised by the Applicant at each payment milestone mentioned in the Bid document

above which shall be payable to the Applicant upon successful completion of the project

- The Bihar Vikas Mission shall not be liable to pay any interest on the Performance Security deposit so made and the same shall be interest free
Performance Security shall be forfeited and appropriated by the Bihar Vikas Mission hereunder or otherwise, under the following conditions:
 - i. If the Selected Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
 - ii. If the Selected Applicant refuses to provide services towards successful completion of its duties and responsibilities as per the expectations mentioned in the scope of work section of the Bid Document
- The Selected Applicant would be subjected to penalty deduction from the Performance Security in case of unsatisfactory or delayed output against the deliverables mentioned above in the bid document
- The Selected Applicant would be subjected to a payment deduction of 5% for every 15-day delay in the output against the delivery schedule which has not been discussed or approved by the relevant authority in Bihar Vikas Mission
- The selected agency shall not change the personnel whose CVs have been given in section 5.2. In case of any change which is beyond the control of the company and is inevitable, the same will require prior written intimation and consent of the mission. Any change, without permission of the mission, in the personnel so deployed initially shall be liable to a penalty of 5% of the cost of the contract and shall extend to each such change thereafter
- The penalty against performance security will be exempted in case of any delay which is on account of force majeure or beyond the control of the company and is inevitable or in case of foreseeable delay which has been prior informed within the specified timeline and approved by the concerned authority

9. GUIDELINES

Bidding agencies are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

In order to facilitate the evaluation by the Bihar Vikas Mission and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below:

- All information included in this Request for Proposal (RFP) is confidential and only for the knowledge of the recipient. No information included in this document or in discussions connected to it may be disclosed to any other party

- The Bidders should submit 2 printed copies of the proposal and 4 non-rewritable CDs as a file in PDF format containing the Technical and Financial Bid in each along with all annexures and forms/letters
- Each copy of the bid should be submitted in two separate envelopes;
 - i. Technical Proposal and the CD with the Technical Proposal
 - ii. Financial Proposal and the CD with the Financial Proposal
- All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the Bidder
- The technical part of the proposal should not contain any pricing information whatsoever on the services offered. Pricing information should be included in the Financial Proposal, separately
- Interested and qualified agencies are requested to submit their proposals along with supporting documents on or before 03/06/2016 by 3:00 P.M by hand/post/courier along with a separate envelope containing the non-returnable tender fees of Rs. 50,000 (Rs. Fifty thousand only) in the form of a demand draft in favour of “Member Secretary, Bihar Vikas Mission” and the draft against application security
- The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below:

a) The outer envelope shall be addressed to

**Member Secretary,
Bihar Vikas Mission-cum-Principal Secretary,
Cabinet Secretariat, Old Sachivalay,
Patna, Bihar**

Email: tenders@biharvikasmission.org

Marked clearly: Proposal for – **“Selection of an agency for development of finance, procurement and administrative delegation, manuals, guidelines, procedures and design of e-procurement system for the Bihar Vikas Mission”**

- All inner envelopes shall indicate the name and address of the Bidder
- The first inner envelope marked “Technical proposal” shall contain the Technical Proposal with 2 hard copies duly marked “Original” and “Copy” along with two CDs marked “Original” and “Copy”
- The second inner envelope marked “Financial Bid” shall include the Financial Bid with 2 hard copies duly marked “Original” and “Copy” along with two CDs marked “Original” and “Copy”
- A third envelope is to be submitted containing the non-returnable tender fees of Rs. 50,000 (Rs. Fifty thousand only) in the form of a demand draft in favour of “Member Secretary, Bihar Vikas Mission” and the draft against application security

- The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked

For any queries with respect to the RFP please send an email to tenders@biharvikasmission.org. The concerned authority will provide clarifications through email if necessary open to all proposers who have confirmed their intention to participate by purchasing the RFP document and will also publish them on the websites (Cabinet Secretariat, IPRD, Tenders, BVM).

10. RIGHTS OF BIHAR VIKAS MISSION

- Bihar Vikas Mission may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Mission and the bidders previously subject to the original deadline will then be subject to the new deadline.
- The amendment to the RFP if any will be intimated by uploading the same on the websites www.csd.bih.nic.in/www.prdbihar.gov.in/www.tenders.bih.nic.in. No separate intimation would be provided to the individual interested applicants. Therefore, the applicants are requested to keep checking the websites regularly.
- In order to accord prospective Bidders reasonable time to take the amendment into account, Bihar Vikas Mission may, at its discretion, extend the last date for the receipt of Bids
- The Bidders are allowed to resubmit their bid, if required, after such amendments within the revised deadline
- Complete Bids (including Technical and Financial) must be received by the Mission at the address specified above not later than the date indicated above. In the event of the specified date for the submission of bids being declared a holiday for the Employer, the Bids will be received up to the appointed time on the next working day. Any Bid received by the Mission after the deadline prescribed above will be returned unopened to the bidder
- If Bihar Vikas Mission deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions, it may issue supplements to this RFP
- Bihar Vikas Mission may, at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended
- Bihar Vikas Mission may terminate the RFP process at any time without assigning any reason
- Bihar Vikas Mission reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Bihar Vikas Mission action

11. ANNEXURE: FORMS FOR SUBMISSION

Technical Proposal Forms

1. Form T1: Letter of Technical Proposal Submission

[Date]

<Insert Name and Address>

Subject: "Selection of an agency for development of finance, procurement and administrative delegation, manuals, guidelines, procedures and design of e-procurement system for the Bihar Vikas Mission"

Dear Sir,

We, the undersigned, offer to provide the consulting assignment for Bihar Vikas Mission in accordance with your RFP document dated [Insert Date] and our Proposal. We are hereby submitting our Technical Proposal and Financial Proposal in two separate sealed envelopes. We confirm that we have read the RFP document in totality and abide by the terms and conditions stated in the document.

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. Our Proposal is binding upon us.

This Proposal is valid for 180 days from the Proposal Due Date.

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

Yours sincerely,

Authorized Representative [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

2. Form T2: Details about the Bidder

S. No	Parameter	Details
1	Title of Consultancy	
2	Title of Project	

3	Name of Firm	
4	Legal Status	
5	Country of Incorporation	
6	Year of commencement of business	
7	Principal place of business	
8	Name of the Authorized Signatory	
9	Designation of the Authorized Signatory	
10	Company of the Authorized Signatory	
11	Address of the Authorized Signatory	
12	Phone Number of the Authorized Signatory	
13	E-Mail Address of the Authorized Signatory	
14	Has the Bidder been penalised by any organization for poor quality of work or breach of contract in the last five years? (Yes/No)	
15	Has the Bidder or any of its Associates suffered bankruptcy/insolvency in the last five years (Yes/No)	
16	Signature Name Designation of the Authorized Signatory	

3. Form T3: Financial Capacity of the Bidder

S. no.	Financial Year	Annual Revenue (INR crore)
1.	2014-15	
2.	2013-14	
3.	2012-13	

Certificate from Statutory Auditor:

This is to certify that (name of the Bidder) has received the payments shown above against the respective years on account of professional fees.

(Signature, name and designation of the Authorised signatory)

Date:

Name and seal of the audit firm:

4. Form T4: Bidder's Experience – Project Description Sheet (for each project to be submitted separately)

Assignment name:	
Country: Location within country: Project Type: (Private/Government/Semi Government/ Multilateral Organization)	Duration of assignment (months):
Name and address of Client:	Amount of consulting fee received by your firm (INR):
Start date (month/year):	Completion date (month/year):
Scope of services (in 500 words):	

5. Form T5: Team's CV – Separate sheet for all key personnel

1. Name of firm	:			
2. Name of staff	:			
3. Date of birth	:		4. Nationality:	
5. Education	:	College/University	Degree obtained	Date/Year of obtainment
6. Membership of professional associations	:			
7. Other training	:			
8. Countries of work	:			

experience			
9. Experience	Relevant Experience (Procurement related) – Total No. of Years		
10. Employment record	From <Date > to <Date>		
	Employer		Position held
11. Areas of expertise	:		
12. Work undertaken that best illustrates capability to handle the tasks assigned			
Name of the assignment or project:			
Client:			
Year:			
Location:			
Description of project and role:			
Positions held:			

Financial Proposal Forms

1. Form F1: Financial Proposal

To,

<Insert name and address>

Subject: Financial Proposal for Selection of management and procurement consultant for Development of procurement policy, manuals, guidelines, procedures and design of e-procurement system

Dear Sir,

We have read and examined the RFP document complete with the Scope of Work and General Conditions of contract.

We hereby quote for Bihar Vikas Mission - of the consultancy specified in the RFP at a total cost of INR_____ (IN WORDS).

The financial proposal submitted is unconditional and fulfills all the requirements of the RFP document. Provisions for the taxes (service tax, TDS, etc.) and reimbursable expenses shall be as per the terms stated in the RFP document.

Our financial proposal shall be binding upon us up to expiration of the validity period of the proposal. We understand you are not bound to accept any proposal you receive.

Signature and Name of the Authorised Representative

Name of the Bidder and Seal