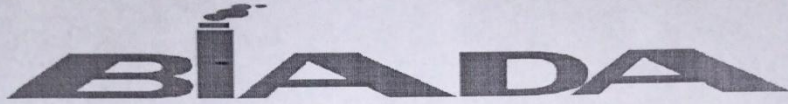




BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-04

Website: www.biadabihar.in Email: biada-bih@gov.in ☎-0612-2675998 & 2675991



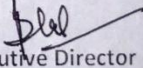
BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

Selection of Consultant for assisting BIADA in Investment Promotion of Industrial Parks and Business Process Re-engineering

Short notice for RFP-06/2021

Bihar Industrial Area Development Authority (BIADA) invites Request for Proposal from National as well as International consultancy firm/company/LLP for assisting BIADA in Investment Promotion of Industrial Parks and Business Process Re-engineering.

Interested consultant is invited to participate in tender process document available at www.biadabihar.in. The Proposal submitted either through e-mail (biada-bih@gov.in) or offline at Office Address- 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004. The proposal can be submitted from 21/06/2021 time up to 05/07/2021 at 01:00PM. Detailed Request for Proposal can be downloaded from www.biadabihar.in. In future all notices/information related to this EOI shall be uploaded on <https://www.biadabihar.in> only.


Executive Director
BIADA

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-04

Website: www.biadabihar.in Email: biada-bih@gov.in ☎-0612-2675998 & 2675991

**Request for Proposal
For
Selection of Consultant for assisting BIADA in
Investment Promotion of Industrial Parks and
Business Process Re-engineering**

21st June-2021



Bihar Industrial Area Development Authority

1st Floor, UdyogBhawan, Gandhi Maidan, Patna-800004

Website: www.biadaBihar.in

NOTICE INVITING TENDER

Request for Proposal For Selection of Consultant for assisting BIADA in Investment Promotion of Industrial Parks and Business Process Re-engineering

The BIADA invites technical and financial proposals from management consultancy firms. The document can be downloaded from the website <http://www.biadaBihar.in/active-tender>. Response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties. The RFP/tender document cost of INR 5,000/- + 900/- (G.S.T.) = Rs. 5,900/- (Rupees Five Thousands and nine hundred only) (through RTGS only) is to be paid only using RTGS in favour of BIADA payable at Patna (Account Holder Name - Bihar Industrial Area Development Authority, Patna, Bank Name- Punjab National Bank, A/c No- 3041000101412360, IFSCode:PUNB0304100).

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by Bihar State Industrial Development Authority, hereinafter referred to as BIADA, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require.

This RFP document may not be appropriate for all persons, and it is not possible for the BIADA, their employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

BIADA, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

BIADA may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

1. Fact Sheet

S. No.	Particulars	Details
1	RFP/ Tender Availability	21/06/2021
2	Last date for receiving queries	25/06/2021 or next working day in event of a holiday
3	Date of Pre-Bidding Meeting & Site Visit	29/06/2021 or next working day in event of a holiday
4	Response to queries	01/06/2021 or next working day in event of a holiday
5	Proposal Submission Last Date	By 05/07/2021 at 13:00 HRS
6	Technical Proposal Opening	05/07/2021 at 15:00 HRS
7	Financial Bid Opening	To be notified
8	Letter of Award	To be intimated
9	Start Date	To be intimated to Selected Bidder
10	Cost of Tender (Demand Draft)	INR 5,000/- + 900/- (G.S.T.) = Rs. 5,900/- (Rupees Five Thousand and nine hundred only)
11	Earnest Money Deposit (EMD) in the form of Demand Draft	INR 10,00,000 (Rupees Ten lakhs Only)
12	Performance Bank Guarantee	5 % of the Total Professional Fee
13	Website for Tender Documents	http://www.biadaBihar.in/active-tender
14	Method of Selection	QCBS [80:20 (Technical: Financial)]
15	Contact Details	Executive Director, BIADA, 1st Floor, Udyog Bhawan, Gandhi Maidan, Patna: 800004 Website: www.biadabihar.in

Note:

1. BIADA reserves the right to change any schedule of bidding process. Please visit BIADA website mentioned in document regularly for the same.
2. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered in this procurement process.

2. Background Information

1. Introduction

Bihar Industrial Development Authority (BIADA) is the anchor industrial development Authority of Bihar. BIADA is actively engaged in developing Industrial Infrastructure and promoting Industrial Progress by developing & maintaining Industrial Areas, and Industrial Parks and fostering an investor-friendly climate within the State.

2. Objective

BIADA intends to engage a consultancy agency of international repute (Consultant) for providing necessary support to BIADA, in accordance with the provisions of the RFP, for a period of 3 Years and serving the primary objective of assisting BIADA in developing state of the art industrial estates and promoting investments in the areas/estates of BIADA.

3. Eligibility Criteria

3.1 Eligibility requirements for the Consultant

The Bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the RFP/Tender documents. The Bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the Services. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document. The invitation to Proposal is open to all Bidders who qualify the eligibility criteria as given below:

Criteria	Requirements	Documentary Evidence
Legal Entity	The bidder should be a single Business Entity. (Any kind of Joint Venture or consortium is not allowed either in scope of work or team). For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act 1956/2013, or a Limited Liability Partnership firm registered under the Limited Liability Partnership Act of 2008, and operating for the last 10 years in Business Consulting as of March 31,2020.	Certificates of Registration/ Incorporation.
Financial Capacity	The bidder should have a minimum annual turnover of INR 200 Crores from Indian operations in business consulting services in each of the previous three financial years (FY 17-18, 18-19 and 19-20)	Audited financial statements for the three previous financial years and a Certificate from statutory auditor or a Practicing Chartered Accountant in this regard.

Criteria	Requirements	Documentary Evidence
Turnover from Government Consulting Services	The bidder should have a minimum annual turnover of INR 150 crore from Government/Public Sector consulting services in India in each of the last 3 financial years (FY 17-18, 18-19 and 19-20)	Certificate from statutory auditor or a Practicing Chartered Accounting
Bidder Experience	Experience of Lead Consultant involving Investment Promotion Program or business process restructuring for industrial area authorities in minimum 3 State Governments of India.	Letter of Award/ Work Order/ Contract Agreement/ Completion Certificate
Blacklisting	The Bidder should not be blacklisted/banned/debarred by any State Government or Central Government entity / PSU as on bid submission date.	Self-certification. False certification and/or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process and blacklisting by the State of Bihar.

4. Instruction to the Bidders

4.1 General Conditions of Contract

- a. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by BIADA on the basis of this RFP.
- b. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the BIADA. Any notification of preferred Bidder status by the BIADA shall not give rise to any enforceable rights by the Bidder. The BIADA may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the BIADA.
- c. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

4.2 Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP and Contract have the following meanings:

- a. “Bidder” means firm/ company who submits proposal in response to this Request for Proposal document.
- b. “Consultant” or “Advisor” means the firm/ company, selected through competitive tendering in pursuance of this RFP, for providing the services under the Contract.
- c. “Authority” means firm/company who submits proposal in response to this Request for Proposal document.
- d. ‘BIADA’ means Bihar Industrial Area Development Authority (BIADA).
- e. “Contract” means the Contract entered into by the parties for providing the services.
- f. “Personnel” means professional and support staff provided by the Consultant to perform Services to execute an assignment and any part thereof.
- g. “Proposal” means proposal submitted by Bidders in response to the RFP issued by the BIADA for appointment of consultant.
- h. “Services” means the work to be performed by the Consultant pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by the BIADA.

4.3 Compliant Tenders/Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms, requirements and other Bidders are advised to study all instructions, forms, requirements, annexure and other information in the RFP documents carefully. Submission of the bid/ Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:
 - i. Comply with all requirements as set out within this RFP.
 - ii. Submit the forms as specified in this RFP and respond to each element in the order set out in this RFP.
 - iii. Include all supporting documentations specified in this RFP.
- c. The Proposals must be complete in all respects, Indexed. The page numbers must be clearly marked on each page and cross reference be indicated on the Index Page. All the proposals should be submitted through hardcopy as given in the section 4.5.4 within due date.

The bidder should submit all original documents and hard bound copy of proposals to the BIADA at the time of technical presentation.

- d. In case of any difference between the proposal submitted online and hard bound proposal, the proposal submitted online shall be considered valid.

4.4 Pre-bid meeting & clarifications

4.4.1 Bidders Queries

- a. BIADA shall invite queries from Bidders as per the details mentioned in the Fact Sheet of this document.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to BIADA by email (Word File Only) on or before last date for sending pre-bid queries mentioned in Fact Sheet of this document through the e-mail of only authorized representative of the Bidder. The queries should necessarily be submitted in the following format:

Section/ Page No.	Content of RFP requiring clarifications	Change/ Clarification Requested	Remarks

- c. BIADA shall not be responsible for ensuring that the Bidder’s queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by BIADA.
- d. The purpose of query clarification is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, ‘BIADA’ reserves the right to hold or re-schedule the Pre-Bid meeting.

4.4.2 Responses to Pre-bid Queries and Issue of Corrigendum

- a. The Officer will provide timely response to the queries. However, BIADA makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does BIADA undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, BIADA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c. The Corrigendum (if any) and clarifications to the queries from all Bidders will only be uploaded on the website: <https://www.biadabihar.in/active-tender>.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, BIADA may, at its discretion, extend the last date for the receipt of Proposals.

4.5 Key requirements of the Bid

4.5.1 Rights to terminate the process

- a. BIADA may terminate the RFP process at any time and without assigning any reason. BIADA make no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by BIADA. The Bidders' participation in this process may result BIADA selecting the Bidder to engage towards execution of the Contract.

4.5.2 RFP Document Fees

- a. RFP document can be downloaded from the website <http://www.biadabihar.in/active-tender>. The RFP document fees will be as mentioned in the factsheet given above.
- b. Proposals received without or with inadequate RFP Document fees shall be rejected.

4.5.3 Earnest Money Deposit

- a. Bidders shall submit, along with their Bids, EMD of INR 10,00,000/- (Rupees Ten Lakhs Only), in the form of in the form of a Demand Draft OR Bank Guarantee in favour of BIADA and should be valid for 180 Days from the due date of the RFP/Tender.
- b. EMD of all unsuccessful Bidders would be refunded by BIADA within 60 Days of the Bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in Annexure-IV.
- c. EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- d. The bid/ Proposal submitted without EMD, mentioned above, will be summarily rejected.
- e. The EMD may be forfeited:
 - i. If a Bidder withdraws its bid during the period of bid validity.
 - ii. In case of a successful Bidder, if the Bidder fails to sign the Contract in accordance with this RFP.

4.5.4 Submission of Responses

- a. Technical Bid(containing)
 - i. EMD, Power of Attorney and Bid Document Fees
 - ii. Cover letter and Eligibility Criteria mentioned in Section3
 - iii. Technical Proposal
- b. Financial Bid (containing)
 - i. Cover Letter
 - ii. Financial Proposal

4.5.5 Authentication of Bids

The Proposal should be accompanied by a power-of-attorney or Board Resolution in the name of the signatory of the Proposal as per Annexure mentioned in this RFP.

4.6 Preparation and Submission of Proposal

4.6.1 Proposal Preparation Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of Proposal, in providing any additional information required by BIADA to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. BIADA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.6.2 Language

The Proposal should be filled by the Bidders in English language. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

4.6.3 Late Bids

- a. Original hard copy of Tender fees and EMD received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b. The bids submitted by telex/telegram/fax/e-mail etc. **shall not** be considered. No correspondence will be entertained on this matter.
- c. BIADA shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d. BIADA reserve the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

4.7 Evaluation Process

- a. BIADA will constitute a Proposal Evaluation Committee to evaluate the responses of the Bidders.
- b. The Proposal Evaluation Committee constituted by the BIADA shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- c. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence shall be entertained outside the process of evaluation with the Committee.
- d. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their Proposals.
- e. The Proposal Evaluation Committee reserves the right to reject any or all Proposals on the basis of any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP under the 'Evaluation and Selection' section.

4.7.1 Tender Opening

The Proposals submitted up to date and time mentioned in this RFP document by Proposal evaluation committee authorized by BIADA, in the presence of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the Bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the Proposal.

4.7.2 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

4.7.3 Tender Evaluation

Tender evaluation and Bidder Selection will be carried out as per the specifications mentioned in the Section on 'Evaluation and Selection'.

4.8 Modification and withdrawal of Bids

- a. The Bidder is allowed to modify or withdraw its submitted Proposal any time prior to the last date prescribed for receipt of bids, by giving a written notice to the BIADA.
- b. Subsequent to the last date for receipt of bids, no modification of bids shall be allowed.
- c. The Bidders cannot withdraw the Proposal in the interval between the last date for receipt of bids and the expiry of the Proposal validity period specified in the Proposal. Such withdrawal may result in the forfeiture of its EMD from the Bidder.
- d. Any document submitted after the last date of bid submission or any document submitted apart from <https://www.eproc.bihar.gov.in/> will not be considered in any case.

4.9 Proposal Forms

Wherever a specific form is prescribed in the Proposal document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the required information. For all other cases, the Bidder shall design a form to hold the required information.

4.10 Local Conditions

- a. Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and/or the cost.
- b. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award as described in the bidding document. The BIADA shall not entertain any request for clarification from the Bidder regarding such local conditions.
- c. It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, what-so-ever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the BIADA. Neither any change in the time schedule of the Contract nor any financial adjustments arising there-of shall be permitted by the BIADA on account of failure of the Bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Govt. offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

4.11 Contacting BIADA

Any effort by a Bidder to influence the evaluation, and comparison or contract award decisions may result in the rejection of the Proposal.

4.12 Eligibility Criteria

The Bidder shall meet the criteria for eligibility mentioned in the Tender document. The Bidder must have registration certificate, registration under Labour Laws, Contract Act, valid GST registration certificate and valid service tax registration certificate, whichever is applicable, for this Tender.

4.13 Tentative Schedule of Events

Tentative schedule of events regarding this tender shall be as per the dates and times mentioned in Section-1: of Fact Sheet.

4.14 Opening of Proposal

First, The Technical bid will be opened. The Financial bid may be opened in presence of technically qualified Bidders. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening is as follows:

- a. Technical Bid
- b. Financial Bid

4.15 Deciding Award of Contract

- a. The BIADA reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time before opening the Financial Proposal. The Bidder shall furnish the required information to BIADA and its appointed representative on the date asked for, at no cost to BIADA. The BIADA may at its discretion, visit the office of the Bidder any-time before signing of Agreement.
- b. BIADA shall inform those Bidders whose Proposals did not meet the eligibility criteria or were considered non-responsive, informing that their Financial Proposals will be not opened after completing the selection process. BIADA shall simultaneously notify those Bidders who qualify for the Evaluation process as described in this Tender Document, informing the date and time set for opening of Financial Proposals. The notification may be sent by mail.
- c. The Bidder's name, the Proposal Price, the total amount of each Proposal and other such details as the Tendering Authority may consider appropriate, will be announced and recorded by the BIADA at the opening of bid.
- d. After acceptance of LoA, Performance Security shall be deposited as specified in this document for signing an Agreement with BIADA.
- e. Special Condition for Awarding the Agreement:
 - i. BIADA will sign the Agreement with Successful Bidder for a period as mentioned in 'Duration of Contract' in the document.
 - ii. BIADA may extend the Agreement for a time period beyond what has been specified in 'Duration of Contract' in the document.
 - iii. BIADA will also have the right to provide extension/increase in the scope of work as per mutually agreed terms and conditions between parties.
 - iv. BIADA will have the right to ask for additional Team members beyond what has been specified in this RFP, subject to cost approvals.

4.16 Confidentiality

- a. As used herein, the term “Confidential Information” means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the Services hereunder are the Confidential Information of the Bidder.
- b. The Bidder shall keep confidential, any information related to this RFP/tender, with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this RFP/tender and shall not be disclosed to any third party for any reason what-so-ever.
- c. At all-time of the performance of the Services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees are given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms no less onerous than those contained under this RFP/tender and such rules, policies, standards, guidelines and procedures by its employees or agents.
- d. The Bidder should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.
- e. The obligations of confidentiality under this section shall survive rejection of the Contract.

4.17 Publicity

Any publicity by the Bidder containing the name of BIADA should be done only with the explicit written permission from BIADA.

4.18 Execution of the Agreement

After acknowledgement of the LoA by the selected Bidder, a performance guarantee of 5% of Total Professional Fee has to deposit in the form of FDR/TDR/BG of any nationalized/scheduled bank in the name of BIADA. The performance guarantee shall be valid for period of 6 months beyond the duration of Contract as specified in the RFP document. The Consultant shall sign the Agreement within thirty days from the issue of LoA.

Agreement is mutually extendable post the completion of the initial term.

4.18.1 Performance Guarantee

The successful Consultant/Company/Firm shall furnish the Performance Guarantee as stipulated in the section ‘Contract Performance Guarantee’ in this document.

4.19 Duration of Contract

The initial engagement shall be for 3 years and it can be extended up to 2 years upon review of performance of consultant with escalation factor on total professional fee by maximum 10%.

4.20 Terms and Conditions: Applicable Post Award of Contract

4.20.1 Termination Clause

- i. BIADA may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 60 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 90 days is given to the selected Bidder to rectify the breach):
- ii. If the selected Bidder fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by BIADA;or
- iii. If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof;or
- iv. If the selected Bidder, in the judgment of the BIADA, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract;or
- v. If the selected Bidder commits breach of any condition of the Contract;or
- vi. If BIADA terminates the Contract in whole or in part, proportionate amount of Performance Guarantee shall be forfeited.

4.20.1.1 Termination for Default

- a. BIADA may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 60 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 90 days is given to the selected Bidder to rectify the breach):
- b. If the selected Bidder fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by BIADA;or
- c. If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of Service or any extension granted thereof;or
- d. If the selected Bidder, in the judgment of the BIADA, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- e. If the selected Bidder commits breach of any condition of the Contract
- f. If BIADA terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.

4.20.1.2 Termination for Insolvency

BIADA may at any time terminate the Contract by giving a written notice of at least 60 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to BIADA.

4.20.1.3 Termination for Convenience

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

- b. In such case, BIADA will pay for all the pending invoices as well as the work done till that date by the Consultant.
- c. Depending on merits of the case the selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the Contract if any due to such termination.
- d. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

4.20.1.4 Termination by BIADA

- a. The BIADA may, by not less than 60 days written notice of termination to the Technical Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - i. The selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the BIADA may have subsequently granted in writing;
 - ii. The selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
 - iii. The selected Bidder fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
 - iv. The selected Bidder submits to the BIADA a statement which has a material effect on the rights, obligations or interests of the BIADA and which the selected Bidder knows to be false;
- b. Any document, information, data or statement submitted by the in its Proposals, based on which the selected Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60)days.
- c. If the BIADA would like to terminate the Contract for reasons not attributable to the selected Bidder's performance, they will need to clear all invoices for the Services up to the date of their notice along with 1 month fee pro-rata fee out of the total fee.
- d. If the BIADA would like to terminate the Contract for reasons attributable related to the selected Bidder's performance, the government will give a rectification notice for 3 months to the Consultant/ Advisor in writing with specific observations and instructions.

4.20.1.5 Termination by the selected Bidder

- a. The selected Bidder may, by not less than 60 days written notice to the BIADA, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - i. BIADA is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the Technical Consultant may have subsequently agreed in writing) following the receipt by the BIADA of the selected Bidder's notice specifying such breach
 - ii. If there are more than 2 unpaid invoices and BIADA fails to remedy the same within 45 days of the submission of the last unpaid invoice
 - iii. As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days;or
 - iv. The BIADA fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.

- v. Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by BIADA to the selected Bidder within 30 days of the Contract termination.

4.20.1.6 Consequences of Termination

- a. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], BIADA shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract.
- b. Nothing herein shall restrict the right of BIADA to invoke the BIADA Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/or remedies that may be available BIADA under law or otherwise.
- c. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

4.20.2 Liquidated Damages

- a. Notwithstanding BIADA's right to cancel the order, Liquidated Damages (LD) for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract. No Damage will be charged in case of force majeure beyond control of the Bidder.
- b. Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case maybe.
- c. BIADA reserve its right to recover these amounts by any mode such as adjusting from any payments to be made by BIADA to the Bidder. Liquidated damages will be calculated on per week basis.
- d. The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Professional Fee. The aggregate liability of the Consultant/Advisor shall in no event exceed the total value of the fee received under this Contract.

4.20.3 Dispute Resolution Mechanism

The BIADA and the Consultant shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under supply order, failing which the matter may be referred to the arbitration council as per Arbitration Act.

4.20.4 Notices

Notice or other communications given or required to be given under the Contract shall be in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post than on expiry of seven days from the date of posting.

4.20.5 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or BIADA as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- a. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- b. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- c. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The Bidder or BIADA shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of Contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the Contract.

Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The BIADA will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

4.20.6 Failure to agree with Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event BIADA may award the contract to the next best value Bidder or call for new Proposals from the interested Bidders or invoke the PBG of the most responsive Bidder.

4.21 Deployment

The proposed team should be stationed in Patna or any location as decided by the BIADA for the entire project period as per the requirements of the RFP. The team will be deployed within maximum of 30 days of the award of contract. The proposed team has to follow the working hours, working days and Holidays of State Government of Bihar.

Physical office space will be provided by the BIADA and other facilities in this office like Laptop and data cards will be arranged by selected bidder.

4.22 Contract Performance Guarantee

- a. Within 30 days after the receipt of notification of award of the Contract from BIADA, the successful Bidder shall furnish Contract Performance Guarantee to BIADA, which shall be equal to 5% of Total Professional Fee and shall be in the form of a Bank Guarantee Bond from any Nationalized Bank/Scheduled bank in the Performa given here-in-after in this document valid for period of 6 months beyond the duration of Contract as specified in the document.
- b. The proceeds of the performance guarantees shall be payable to the Purchaser as compensation for any loss/penalties resulting from the Suppliers failure to complete its obligations under the Contract.
- c. The performance guarantee will be discharged by the purchaser and returned to the Supplier within 60 days following the date of completion of the Suppliers performance obligations, including any warranty obligations under the Contract.

4.23 Statutory Requirements

During the tenure of this Contract, nothing shall be done by the Selected Bidder in contravention of any law, act and/or rules/regulations, there under or any amendment thereof governing inter-alia customs, stowaways, foreign exchange etc. and shall keep BIADA indemnified in this regard.

4.24 Contract Administration

- a. Either party may appoint any individual/organization as its authorized representative through a written notice to the other party. Each Representative shall have the authority to;
 - i. Exercise all of the powers and functions of his/her Party under this Contract, other than the power to amend this Contract and ensure proper administration and performance of the terms hereof;and
 - ii. Bind his or her Party in relation to any matter arising out of or in connection with this Contract.
 - iii. The Selected Bidder shall be bound by all undertakings and representations made by the authorized representative of the Selected Bidder and any covenants stipulated hereunder, with respect to this Contract, for and on their behalf.
 - iv. For the purpose of execution or performance of the obligations under this Contract, the BIADA representative would act as an interface with the nominated representative of the Selected Bidder. The Selected Bidder shall comply with any instructions that are given by the BIADA representative during the course of this Contract in relation to the performance of its obligations under the terms of this Contract and the Tender.
 - v. A committee comprising of representatives from BIADA and the Selected Bidder shall meet on a quarterly basis or as desired by BIADA to discuss any issues/bottlenecks being encountered. The Selected Bidder shall draw the minutes of these meetings and circulate to BIADA.

4.25 Right of Monitoring, Inspection and Periodic Audit

The BIADA reserves the right to inspect and monitor/ assess the progress/ performance at any time during the course of the Contract, after providing due notice to the Selected Bidder. The BIADA may demand, and upon such demand being made, the selected Bidder shall provide with any document, data, material or any other information required to assess the progress of the project. The BIADA shall also have the right to conduct, either itself or through any another consultant/ advisor as it may deem fit, an audit to monitor the performance by the Selected Bidder of its obligations/ functions in accordance with the standards committed to or required by the BIADA and the Selected Bidder undertakes to cooperate with and provide to the BIADA/ any other Consultant/ Advisor/ Agency appointed by the BIADA, all documents and other details as

may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Selected Bidder failing which the BIADA may, without prejudice to any other rights that it may have, issue a notice of default.

4.26 BIADA's Obligations

The BIADA representative shall interface with the Selected Bidder, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Contract.

BIADA shall ensure that timely approval is provided to the selected Bidder, where deemed necessary, which should include diagram/plans and all specifications related to Services required to be provided as part of the Scope of Work.

BIADA shall provide functional office space to the Project Team in its premises equipped with Internet and Printer etc. facilities.

4.27 Information Security

The Selected Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the BIADA, out of premises, without prior written permission from the BIADA.

The Selected Bidder shall, upon termination of this agreement for any reason, or upon demand by BIADA, whichever is earliest, return any and all information provided to the Selected Bidder by BIADA, including any copies or reproductions, both hard copy and electronic.

4.28 Indemnity

The Selected Bidder shall execute and furnish to BIADA, a Deed of Indemnity in favour of the BIADA in a form and manner acceptable to the BIADA, indemnifying BIADA from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a. Negligence or wrongful act or omission by the Selected Bidder or it's team or any Agency/ Third Party in connection with or incidental to this Contract; or
- b. Any breach of any of the terms the Selected Bidder's Proposal as agreed, the Tender and this Contract by the Selected Bidder, its Team or any Agency/ Third Party.
- c. The indemnity shall be to the extent of Total Professional Fee in favour of BIADA.

4.29 Prices

Prices quoted must be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period of the engagement. BIADA however reserve the right to review and negotiate the charges payable.

4.30 Special Conditions of Contract

Amendments of, and Supplements to, Clauses in the General Conditions of Contract.

4.31 Payment Schedule

The payment as specified in financial format Annexure-III as submitted by Selected Consultant shall be made on a Monthly basis.

- a. All travel expense outside Patna for official purpose with the permission of competent authority shall be paid directly or reimbursed by BIADA, in such cases where arrangements are not being made by BIADA.
- b. The travel expense (boarding and lodging) outside Patna will be paid extra based on the

actual rate of economy class air-fare in case they are required to travel from Patna to anywhere in India and abroad. Other allowances will be payable at the rates admissible to class-1 officers of the State Government.

- c. To claim reimbursement, onsite resources needs to submit the Travel Expense Claim to the BIADA along with the relevant bills/vouchers, boarding passes, tickets and hotel bills and approval from the authorized approving authority within four weeks from the date of return from the trip.
- d. Submission of hotel bills is mandatory with the Travel Expense Claim.
- e. For local travel during official visit within Patna, Consultants will make their own arrangements.
- f. Team members should have their own laptops and other peripherals including mobile phone.

The Invoice will be submitted every month. The payment will be made within 15 days after submission of Invoice. The Selected bidder shall satisfactorily perform work as specified under the Tender to the BIADA.

4.32 Continuance of the Contract:

Notwithstanding the fact that settlement of dispute(s) (if any) may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations.

4.33 Conflict of interest

The Bidder shall disclose to BIADA in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Vendor the Bidders team) in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

4.34 Severance

In the event any provision of the Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

4.35 Governing Language

The Agreement shall be written in English language, subject to below Clause, such language versions of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the Contract that are exchanged by parties shall be written in English language.

4.36 “No Claim” Certificate

The Selected Bidder shall not be entitled to make any claim, whatsoever against BIADA, under or by virtue of or arising out of, the Contract, nor shall BIADA entertain or consider any such claim, if made by the Selected Bidder after it has signed a “No claim” certificate in favour of BIADA in such form as shall be required by it after the work is finally accepted.

4.37 Publicity

The Selected Bidder shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the BIADA first gives its written consent to the selected Bidder.

4.38 General

4.38.1 Relationship between the Parties

Nothing in the Contract constitutes any fiduciary relationship between the BIADA and

Selected Bidder/ Bidder's Team or any relationship of employer employee, principal and agent, or partnership, between the BIADA and Selected Bidder.

No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the Contract.

BIADA will not be under any obligation to the Implementation Consultant's/ Advisor's Team except as agreed under the terms of the Contract.

4.38.2 No Assignment

The Selected Bidder shall not transfer any interest, right, benefit or obligation under the Contract without the prior written consent of the BIADA.

4.38.3 Survival

The provisions of the clauses of the Contract in relation to documents, data, processes, property, Intellectual Property Rights, indemnity, publicity and confidentiality and ownership survive the expiry or termination of this Contract and in relation to confidentiality, the obligations continue to apply unless BIADA notifies the Selected Bidder of its release from those obligations.

4.38.4 Entire Contract

The terms and conditions laid down in the Tender and all annexure thereto as also the Proposal and any attachments/annexure thereto shall be read in consonance with and form integral part of the Contract. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

4.38.5 Governing Law

This Contract shall be governed in accordance with the laws of India.

4.38.6 Jurisdiction of Courts

The High Court of India at Patna, Bihar has exclusive jurisdiction to determine any proceeding in relation to the Contract.

4.38.7 Compliance with Laws

The Selected Bidder shall comply with the laws in force in India in the course of performing the Contract.

4.38.8 Notices

A "notice" means:

- i. A Notice; or
- ii. A consent, approval or other communication required to be in writing under the Contract.

All notices, requests or consent provided for or permitted to be given under this Contract shall be in writing and shall be deemed effectively given when personally delivered or mailed by prepaid certified/registered mail, return receipt requested, addressed as follows and shall be deemed received two days after mailing or on the date of delivery if personally delivered:

To,
Managing Director BIADA
1st Floor, UdyogBhawan, Gandhi Maidan, Patna-800004.

Any Party may change the address to which notices are to be directed, by giving a notice to the other party in the manner specified above. A notice served on a Representative is taken to be notice to that Representative's Party.

4.38.9 Waiver

Any waiver of any provision of this Contract is ineffective unless it is in writing and signed by the Party waiving its rights.

A waiver by either Party in respect of a breach of a provision of this Contract by the other Party is not a waiver in respect of any other breach of that or any other provision.

The failure of either Party to enforce at any time any of the provisions of this Contract shall not be interpreted as a waiver of such provision.

4.38.10 Modification

Any modification of the Contract shall be in writing and signed by an authorized representative of each Party.

4.38.11 Taxes

The Bidder shall pay service and other applicable taxes, if any, imposed on the supply of Services under this Contract.

4.38.12 Application

These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

4.39 Fraud and Corrupt Practices

4.39.1 Fraud and Corrupt Practices

- a. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the BIADA shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the BIADA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case maybe, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.
- b. Without prejudice to the rights of the BIADA under Clause above and the rights and remedies which the BIADA may have under the LoA or the Agreement, if an Bidder or Systems Implementation Agency, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the BIADA during a period of 2 years from the date such Bidder, as the case may be, is found by the BIADA to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case maybe.
- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - i. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or

indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the BIADA who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the BIADA, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the BIADA in relation to any matter concerning the Project;

- ii. "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- iv. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by BIADA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or(ii) having a Conflict of Interest;and
- v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5. Scope of Work

Detailed Scope of Work

Selected consultant will have to carry out the following tasks: -

Part I – Business Process Re-engineering of Industrial Area Services

The Consultant will have to work extensively with the BIADA to understand the current processes, acts, organizational structure, roles and responsibilities etc. which defines the operational procedures. This broadly includes:

- Examining the current policy, practices and processes for attracting investors and businesses throughout the lifecycle of BIADA related approvals.
- Identifying key bottlenecks impacting the ease of doing business pertaining to BIADA.
- Reviewing existing regulations to minimize the interface of the citizen/entrepreneur with the BIADA.
- Process of approval of projects in sync with the requisite norms.
- Meeting with Industry and concerned stakeholders for taking inputs regarding their problems.
- Making recommendations on changes in process for approvals, application form, types of document required timelines etc.
- Formulating an action plan for improving the BIADA related approval process in Bihar as a whole in consultation with key stakeholders such as other relevant state BIADAs and industry bodies.
- Development of investor related process guidelines.
- Recommendations for implementing Ease of Doing business reforms (providing automated services with ease of approvals & NOCs pertaining to BIADA) through ICT enablement in a phased manner. A detailed phase-wise roadmap would be developed.
- Business process re-engineering for land allotment and building plan approval processes.
- Propose key changes in Land & Building regulations 2018 as per the model Building Bye Laws GOI.
- Benchmarking of other state's policies on parameters such as Mode of Allotment, criteria for evaluation of application, Lease Period, Use of Auto- DCR/any other such software, Defining Saturation Level, Categorization of IAs, Timelines, ERP implementation etc.
- Assistance in institutionalization of reforms, policies and standard operating procedures (SOPs) related to industrial areas through Government of Bihar.
- Business process re-engineering regarding all the Industrial Area services including land allotment, Building plan approval, amalgamation of plot, sub-division of plot, time extension, signing of lease deed, possession of plot etc.

Part II – Industrial Park Promotion

- The consultant will prepare strategy for economic development of Bihar through development of sector specific Industrial parks.
- Identify potential projects that can be positioned under different schemes to boost the economic development of Bihar. It shall involve identification of Greenfield and Brownfield projects and preliminary details about land availability, profile of user enterprises, infrastructure components required and eligibility under relevant scheme.
- Assistance/handholding to the BIADA/SPV in obtaining the grant approval from the Central government including presentation to be given at the desired forums.
- The Consultant shall carry out a detailed location and site analysis based on the higher employment creation and economic development which shall include connectivity, regulatory assessment i.e., guidelines pertaining to zoning and land use, change of land use, city development plans, FAR regulations, ground coverage, height restrictions and permissible BUA etc.
- Techno-economic feasibility of the project, site location and availability of land, project components, management arrangements, project cost and means of finance, financial analysis, sustainability aspects, impact etc.
- Assistance/handholding for hiring third party agencies through competitive bidding for preparing master plans, financial feasibility reports and DPRs for the projects involving following activities
 - Drafting of Request for Proposal(s) (RFP), Expression of Interest, Rate contract
 - Understanding and recommending possible Scope of Work for the work to be executed
 - Setting up of competitive selection and evaluation criteria for selection of BIADA vendor
 - Drafting of contract agreement in consultation with BIADA officials
 - Formulation of responses to bidder queries.
 - Assistance/handholding BIADA officials in floating e-tender and accepting online response
 - Evaluation of Bid documents
 - Project management & monitoring of the services of various vendors to enable timely completion of the project
- Activity pertaining to proposed Amritsar Kolkata Industrial Corridor (AKIC) in process formalization for formation of Special Purpose Vehicle (SPV) with National Industrial Corridor Development Corporation (NICDC) and investment promotion for upcoming Integrated Manufacturing Cluster (IMC)
- Any activity related to Industrial park promotion under Government of India scheme and policies.

Part III: Assistance BIADA in taking Environmental Clearance of Industrial Areas

- Assist BIADA in appointment of environmental consultant for preparation of Environmental Impact Assessment reports and Environmental Clearance reports of Industrial parks/Estates.
- Consultant will update BIADA regarding the provisions of existing Solid Waste Management Rule 2016 and any amendment or changes thereof.
- Consultant will assist BIADA in implementing SWM Rules 2016 by developing an implementation plan on the basis of site visit and inputs from various stakeholders.
- Consultant will assist BIADA in planning the implementation of various NGT orders related to industrial areas.

Note: Scope of services will not include site survey, cost analysis preparation of detailed project report and master plan.

Part IV: Marketing and Promotion of Industrial Area

a. Investment promotion Strategy

- Analysis of investment promotion strategies followed by other states & countries and suggesting the best practices.
- Design and develop an investment promotion strategy/ program and annual action plan.
- Create a sector and company focused contact strategy and action plan to reach the targeted investors and to promote Bihar as an Investment destination.
- Define Strategies and follow up mechanism to attract investors from India and specific countries for designated investment regions in Bihar, for focus sectors in the State.
- Benchmark industrial policy & other relevant sectoral policies and provide necessary inputs to Government of Bihar.

b. Knowledge Creation and Management

- Provide knowledge content & develop various marketing collaterals and materials such as Industrial Area pitch presentations, sector profiles, regional profiles, BIADA competitiveness profile, and investor guide for BIADA.
- Prepare all presentations and draft speeches for MD, BIADA and other officials for various events.
- Preparation and circulation of investment magazine (monthly) incorporating the promotional efforts and investment opportunities in the state
- Maintain databases of investors interfacing with different BIADAs/ boards & corporations of Government of Bihar.
- Competitive advantages of BIADA viz a viz other Industrial Estate/Corporation/Area.

Part V: IPA Ranking Framework

- Assistance/handholding the BIADA in achieving compliance of Industrial Parking Rating System (IPRS-2)
- Conduct gap analysis of Industrial Areas and suggest area of improvements

Part VI: Support BIADA in management of Industrial Area related services for Ease of Doing Business compliance.

- Conduct Business process re-engineering of Industrial Area services and diagnose the same in line with BRAP (ease of doing business recommendations by DIPP)
- Provide necessary inputs on behalf of BIADA for Industrial Information System (IIS) of Department For Promotion of Industries and Internal Trade (DPIIT)
- Easing out the process of different of modes of allotment of land and building plan approval.
- Promotion of BIADA Industrial parks through DIPP portal and Industrial park rating systems (IPRS)
- Earmarking of BIADA land bank on Geographical Information System for Ease of Doing Business (Ease of Doing Business) compliances.

Part VII: Industrial Area Development Strategy

- Based on socio-economic development and infrastructure demand in various regions of the state, the Knowledge Partner will identify the key clusters / regions/ areas to be taken up for industrial development
- Identify the anchor sector/ industry for each cluster and envisaged infrastructure for development of a holistic ecosystem for the sector
- Assistance/handholding BIADA in formulating the strategy and ways for increasing industrial land bank across Bihar
- Assistance/handholding BIADA in development of sectoral specific parks across the States by drafting EOI's, RFPs for hiring of technical consultants and contractors
- Pricing Strategy and Land allotment strategy Investment Promotion. Consultant will prepare the pricing and land allotment strategy of the industrial park so that there would be early takers of the plot.

Part VIII: Sector specific industrial park policy implementation and support

- Draft implementation guidelines for Sectoral policies formulated by the State
- To identify the area in Bihar which can be notified for setting of logistic park and private Industrial park for economic development of the State
- Drafting SOP for monitoring of compliance of terms and conditions already for availing incentives
- Policy related issues for submission of Government for better implementation and study and policies followed by various State.
- Proposal for revision of byelaws to incorporate the logistics park/private Industrial park policy

Part IX: Organization restructuring and IT enablement Human Resource Management System

- To examine the skill set of present human resources in Head Office and Regional Offices
- Suggest a suitable organizational structure, human resource requirement and methods to

evaluate the performance of the employees to enable transformation and continue growing.

- Conduct a gap assessment of the existing organizational structure
- Re-assess the requirement of human resource at Head office and Regional office levels
- Assess requirement of external resources to manage specific functions for running of operations.
- To prepare a roadmap and suggest a strategic plan/suitable business model for transformation of BIADA to become a lean, digitized and competitive Industrial Authority.
- To prepare a detailed strategic plan including a business model for the BIADA incorporating the best practices clearly indicating the amount of resources required to achieve the same and devising clear policy framework for key aspects of the Authority in order to enable the organization to become more competitive and adaptive.
- Consultant would assist BIADA in designing and development of the entire HR policy using IT systems to monitor contractual and non-contractual staff also for payroll and JDs for each post

6. Team Composition

The team for the engagement should comprise of four (4) core team members. The team members will be deployed at BIADA on full time basis, other supporting team members may work remotely and visit the site and support core team members as and when required. Following should be the composition of the core team:

Sl. No.	Position	Number	Qualification & Experience
1	Team Leader	1	<ul style="list-style-type: none"> • Full time MBA or Equivalent/ B.Tech/ M.Tech / Qualified CA/Company Secretary with atleast 10 years of post-qualification experience comprising of minimum 2 years in investment promotion and EoDB. • He/she should have worked for industrial park project implementation under any State Industrial Development Department/Authority/Corporation • Should have worked with Governments of India/ State Government. • Lead long term investment promotion projects for at least 2 States in the last 5years
2	Investment Promotion Expert	1	<ul style="list-style-type: none"> • Full time MBA or Equivalent/ B.Tech/ M.Tech / Qualified CA/ Company Secretary with 10 years of post-qualification experience • Minimum 5 years of experience in Investment Promotion, EoDB Reform Implementation, Conducting Road Shows, Content Development, Private Sector Development etc. • Consultant to have exposure of full lifecycle investment promotion from lead generation to Investment on-grounding.
3	Industrial Infrastructure Expert	1	<ul style="list-style-type: none"> • B. Tech (Civil Engineering) with atleast 5 years of experience in infrastructure development projects. • Minimum 5 years experience in Environmental Clearance, EIA report drafting, Implementation of NGT orders, Drafting of Environmental Policy, Rules, guidelines and Regulation. • Should have worked with SIDC/ Authorities/Corporation. • He/she should have worked on at least three sector specific industrial park projects with infrastructure development.
4	ICT/HR-MIS Expert	1	MCA/ BE/B.Tech (Computer Science/Information Technology) with at least 5 years of experience in .net and SQL server platform

If at any point in time, the BIADA feels that a resource is not up to the mark, a replacement will be demanded in written and will need to be obliged within 4 weeks.

The Consultant/ Advisor are not expected to change the team from what is proposed as a part of the response to this RFP. However, if a resource needs to be changed due to unforeseen circumstances, the Consultant/ Advisor need to give it in written to the Client and only upon agreement, the replacement may be carried out.

The consultant/ advisor shall make available the resources/ team members for meetings with Department or any other government officials in Bihar.

7. Evaluation & Selection

7.1 Technical Evaluation

Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Proposals:

- i. are not submitted in as specified in the RFP document;or
- ii. received without the letter of authorization (power of attorney);or
- iii. are found with suppression of details;or
- iv. with incomplete information, subjective, conditional offers and partial offers submitted;or
- v. submitted without the documents requested in the checklist;or
- vi. have non-compliance of any of the clauses stipulated in the RFP;or
- vii. have a lesser validity period;

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

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

- a. Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
- b. The BIADA may conduct clarification meetings with each or any Bidder to discuss any matters, technical or otherwise.
- c. Further the scope of evaluation committee also covers taking any decision with regard to the Tender document, execution/ implementation of the project including management period.
- d. Proposal shall be opened in the presence of Bidders representatives who intend to attend at their cost. The Bidders' representatives who are present shall sign a register giving evidence of their attendance.
- e. Proposal document shall be evaluated as per the following steps.
 - i. Preliminary examination of pre-qualification/eligibility criteria documents: The prequalification document will be examined to determine whether the Bidder meets the eligibility criteria, whether the Proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this RFP document will be rejected and will not be considered further.
 - ii. Evaluation of document: A detailed evaluation of the bids shall be carried out in order to determine whether the Bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the RFP document. Bids received would be assigned scores based on the parameters defined in the table below. All supporting document submitted in support of Eligibility and Technical Evaluation matrix should comply the following:
 - Supporting document is to be submitted in Technical Cover.
 - Supporting document should clearly indicate value of the completed/ on-going project and scope of work/services should be clearly highlighted.
 - In case of Bidder is having Non-Disclosure Agreement (NDA) with their client, no such experience will be counted (if agreement copy not submitted).
 - Bidders failing to comply any of the above then the Bid will be summarily rejected.

S. No.	Technical Proposal Evaluation Parameters	Max Score	Supporting Documents
A	Turnover of the Firm	10	
A-1	<p>Average annual turnover (Turnover of only lead partner should be taken into account)</p> <p><200Crores: 0Marks >200 upto300 Crores: 4Marks >300 upto400 Crores: 8Marks Above400Crores: 10Marks</p>	10	Certificate from statutory auditor/audited financial statements for the three previous financial years as mentioned
B	Similar Previous Experience	40	
B-1	<p>Experience as Knowledge Partner in delivering Investment Promotion, Private Sector Development assignments</p> <p>Experience of working on engagements with State Governments in the domain of Investment Promotion / Private Sector Development with a consulting fee of at- least INR 1 Cr. (excluding taxes) in last 5 years.</p> <p>2 marks each project subject to maximum of 20 marks</p>	20	Letter of Award /Agreement /Certificate from the Client showing the time, period and contract value
B-2	<p>Mandate of advising State Government (which was ranked in top 15 in DIPP rankings while being advised by the bidder) in India on Ease of Doing Business reforms with engagement duration of at least 6 months in the last 5years.</p> <p>2 marks each project subject to maximum of 10 marks</p>	10	Letter of Award /Agreement /Certificate from the Client showing the time period and contract value
B-4	<p>Experience of working with Industrial Authorities'/Corporation for Promotion of Sector specific Industrial Parks/Estate</p> <p>2.5 marks each project subject to maximum of 10 marks.</p>	10	Letter of Award /Agreement /Certificate from the Client showing the time period and contract value.
C	Approach & Methodology	25	
C-1	<ul style="list-style-type: none"> • Approach & Methodology: 7Marks • Understanding of the Project: 7 Marks • Project Plan and work breakdown structure: 7mark • Proposed Tools and technologies for effective management of project: 4Marks 		(Technical Proposal & Technical Presentation by Project Manager of the team or any proposed team members)

D	Experience of the Core Team	25	
D-1	Team Experience: 1) Project Manager:10 marks 2) Investment Promotion Expert: 5 marks 3) Industrial Expert: 5 marks 4) ICT Expert/HR-MIS: 5 marks 40% marks for meeting educational criteria and 60% marks for meeting experience in number of years	25	Enclose CV as per format defined in the RFP with consent from the Proposed Personnel
	Total	100	

Bidders may submit only relevant project experience while preparing the technical proposal..A **minimum of 70 marks in Technical Evaluation is mandatory for the bid to be qualified for financial evaluation stage.**

7.2 FinancialEvaluation

The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby Technical Proposal will be allotted weightage of 80% and Financial Proposal will be allotted weightage of 20%. The Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

Financial Proposals of only those Applicants who scores at least 80% marks in Technical Proposal evaluation shall be opened and evaluated as per financial evaluation criteria.

The Financial Proposals shall be given scores as follows:

$Sf = 100 \times Fm / \text{Financial Proposal of Applicant under consideration}$

1. Fm: Lowest Financial Proposal
2. Sf: Financial Score

For selection of Consultant/Advisor, final ranking will be determined based on the combined total score for each Bidder separately. This will be done by applying a weight of 0.80 (or 80 %) and 0.20 (or 20%) respectively to the technical and financial scores of each qualifying Proposal.

The Total Score of Technical Proposal and Financial Proposal shall be computed as follows:

Total Score = $(Tm \times 0.80) + (Sf \times 0.20)$ Te: Technical score. Tm : Technical Marks
Sf: Financial Score

7.3 Selection

The Bidder scoring the highest Total Score shall be declared as the “SelectedConsultant”

8 Annexure

8.1 Annexure I: Proposal Covering Letter

Date:

Managing Director BIADA

1st Floor, UdyogBhawan, Gandhi Maidan, Patna-800004 Website: - www.biadabihar.in

Dear Sir,

We(Name of the Bidder) hereby submit our Proposal in response to notice inviting tender dateand tenderdocumentno.and confirm that:

1. All information provided in this Proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 180 days from the last date of submission of Proposal, and
4. We are quoting for all the services mentioned in the Scope of Work of theRFP.
5. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. BIADA Patna may contact the following person for further information regarding this tender:
 - a. Name and full address of office, Contact No., Email ID, Company Name
7. We are submitting our Eligibility criteria, Proposal bid documents and technical bid documents along with original DD of both EMD and Tender Document Fee.

Yours sincerely, Signature

Full name of signatory Designation

Name of the Bidder (firm etc.)

8.2 Annexure II: FORMAT FOR POWER OF ATTORNEY

(To be provided in original as part of Technical Proposal (Envelope – 2) on stamp paper of value required under law duly signed by 'Bidder' for the tender)

Dated: _____

POWER OF ATTORNEY To Whomsoever It May Concern

Know all men by these presents, we _____ (name and registered office address of the Bidder) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement <<Name of the project>> involving the deliverables as per agreement with BIADA, vide Request of Proposal (Tender Document) Document dated, issued by Managing Director, BIADA, including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by BIADA or any governmental authority, representing us in all matters before BIADA and generally dealing with BIADA in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)
(Name, Title and Address)

Accept
(Attested signature of Mr. _____) (Name, Title and Address of the Attorney)

Notes:

- To be executed by the Bidder
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executants(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

8.3 Annexure III: Financial Proposal Format

To

Managing Director BIADA

1st Floor, Udyog Bhawan, Gandhi Maidan, Patna-800004 Website: - www.biadaBihar.in

Subject: Selection of consultant <<name of the Project>> Sir,

We, the undersigned, offer to provide the services to BIADA for assisting in Investment Promotion of Industrial Parks and Business Process Re-engineering in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our Financial Proposal is as below:

Professional Fee:

S. No.	Position	Number (n)	Monthly Rate (m) (in INR, excluding taxes)	Total (nXmX36*)
1	Team Leader	1		
2	Investment Promotion Expert	1		
3	Industrial Infrastructure Expert	1		
4	ICT/HR-MIS Expert	1		

* project duration in month

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We solemnly affirm that we will strictly adhere to the laws against fraud, corruption and unethical practices, including but not limited to "Prevention of Corruption Act, 1988", during the bidding process and execution of the Contract, in case we are awarded the work. We understand you are not bound to accept any Proposal you receive.

We remain, Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

8.4 Annexure IV: Draft Performance Guarantee

(To be issued by a Bank)

This Deed of Guarantee executed at _____ by _____ (Name of the Bank) having its Head/ Registered office at _____ (hereinafter referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns;

In favour of <<Client name & Address>> which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Where as M/s_____. a company/ firm formed under_____ (specify the applicable law) and having its registered office at_____has been, consequent to conduct and completion of a competitive bidding process in accordance with the letter of requirements document No._____dated//2018 issued by Managing Director , BIADA and selected M/s_____ (hereinafter referred to as the Bidder) for the Agreement by Managing Director , BIADA as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the Managing Director, BIADA, and Bidder. The Agreement requires the Bidder to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. ___/- (Rupees _____ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Bidder approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, _____ Bank here by guarantee as follows:

1. The Bidder shall implement the Project, in accordance with the terms and subject to the conditions of the Agreement, and fulfill its obligations there under
2. We, the Guarantor, shall, without demur, pay to Managing Director , BIADA an amount not exceeding INR _____ (Rupees _____ only) within 7 (seven) days of receipt of a written demand therefore from Managing Director , BIADA, stating that the Bidder has failed to fulfill its obligations as stated in Clause 1 above.
3. The above payment shall be made by us without any reference to the Bidder or any other person and irrespective of whether the claim of the Managing Director , BIADA is disputed by the Bidder or not.
4. The Guarantee shall come into effect from (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the BIADA under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from Managing Director,

BIADA prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to Managing Director, BIADA.

5. In order to give effect to this Guarantee, Managing Director , BIADA shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by Managing Director , BIADA or by the extension of time of performance granted to the Bidder or any postponement for any time of the power exercisable by Managing Director , BIADA against the Bidder or forbear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation, extension, forbearance or omission on the part of Managing Director , BIADA or any indulgence by Managing Director , BIADA to the Bidder to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This Guarantee shall be irrevocable and shall remain in full force and effect until all our obligations under this guarantee are duly discharged.

7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under_____.

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first herein above written.

Signed and Delivered by_____Bank by the hand of Shri_____its
____and authorized office.

Authorized Signatory_____Bank

8.5 Annexure V: Format for Professional Experience Citations

Assignment Name		Country
Project Location within the Country		Professional Staff provided by your Firm/ Company
Name of Client		No. of Staff
		No. of Person Months
Start Date	Completion Date	Approx. Value of Services
Name of Associated Firms (s)if any		No. of Professional Staff Months provided by Associated Firms(s)
Name of Senior Staff(Project Director/ Coordinator, Team Leader)involved and functions Performed		
Detailed Narrative Description of Project		
Detailed Description of Actual Services Provided by your Firm		

8.6 Annexure VI: Format for Curriculum Vitae (CV) of Key Staff

Photo	1.Name:			
	2.Position:			
	4. Date of Birth:			
	5. Education:			
6. Employment Record	From	To	Company	Position Held
7. Brief Profile				
8. Countries of Work Experience				
9. Languages				
10. Representative Projects				
<p>Nature of Work: Year:</p> <p>Location:</p> <p>Company:</p> <p>Position Held:</p> <p>Main Features:</p> <p>Activities Performed:</p>				
<p>Nature of Work: Year:</p> <p>Location:</p> <p>Company:</p> <p>Position Held:</p> <p>Main Features:</p> <p>Activities Performed:</p>				
Signature:			Name:	

8.7 Annexure VII: Format for Composition of Team and Tasks of Team Members

Sr. No.	Name	Qualification & Experience Required (in Years)	Proposed Position	Deployment (Part time/Fulltime)	Task Assigned

Note: Attach CV of all experts who will be supporting core team members.

8.8 Annexure IX: Technical Proposal Submission Form

TP-1 Technical Proposal Submission Form/ Declaration

TP-2 Consultant's Organization and Confirmation to Eligibility Criteria TP-3 Consultant's Experience for Technical Evaluation

TP-4 Conceptual Clarity and Understanding of the Assignment

TP-5 Approach, Methodology and Work Plan for Performing the Assignment (10 Pages limit)

TP-6 Team Composition

TP-7 Curriculum Vitae (CV) for Key Staff

TP-8 Other Relevant Documents & Submissions