



Govt. of Bihar
Department of Agriculture
Bihar Horticulture Development Society, Patna.
(State Horticulture Mission)
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001,
Phone: 0612-2547772, e-mail: dir-bhds-bih@nic.in,
Website: horticulture.bihar.gov.in

NOTICE – INVITING e-TENDER.

Through e-procurement mode only over (<https://eproc2.bihar.gov.in>)

e-Tender notice for selection of agency/ firm to provide a Project Monitoring Unit (PMU) of 5 members for implementation of Horticulture Development Schemes in Bihar.

Directorate of Horticulture requires a Project Monitoring Unit (PMU) of 5 members for implementation of Horticulture Development Schemes in Bihar.

BACKGROUND

- i. The Directorate of Horticulture (DoH), Department of Agriculture, Government of Bihar is implementing National Horticulture Mission (NHM), Per Drop More Crop (PDMC), Makhana Vikas Yojana, etc, in the state.
- ii. Some of the recent initiatives of the DoH are Cluster development, Kharif onion, Makhana storage and equipment support, Packhouse establishment, exotic fruit development scheme etc.
- iii. The main objectives of the DoH are:
 - Promote holistic growth of horticulture sector, including bamboo and coconut through area based regionally differentiated strategies, which includes research, technology promotion, extension, post-harvest management, processing and marketing, in consonance with comparative advantage of each region within the State and its diverse agro-climatic features.
 - Encourage aggregation of farmers into farmer groups like Farmer Interest Groups/Farmer Producer Organizations and Farmer Producer Companies to bring economies of scale,
 - Enhance horticulture production; augment farmers' income, and strengthen nutritional security of the State,
 - Improve productivity by way of quality germplasm, planting material and water use efficiency through micro irrigation,
 - Support skill development and create employment generation opportunities for rural youth in horticulture and post-harvest management, especially in the cold chain sector.
 - To optimize utilization of water resources through efficient water management to expand coverage for achieving "per drop more crop".

To Support the DoH in implementation, monitoring and evaluation of various schemes, proposals are invited in the prescribed form from such qualified agency/ firms for the selection of competent and qualified PMU.

E-tender forms including terms and conditions for technical qualification and procedure of selection is available on the website: horticulture.bihar.gov.in. Applicants may upload/submit their tender along with all required documents for technical qualification through the online portal. Financial proposals should also be proposed on that portal in prescribed form separately.

The applicants need to upload/submit scanned copy of transaction proof of EMD and tender document cost on online portal and also necessary to submit in original to BHDS official address mentioned above on or before the time of opening date of tender for technical evaluation. It will also be essential for the successful applicants to submit all the uploaded documents in original for verification only, if asked by the BHDS. **Proposal can only be uploaded/submitted through online e-tender on website : (<https://eproc2.bihar.gov.in>)**

SN	Activity	Date/Time : Duration
1.	Start Date & Time for Downloading of Tender document	07.07.2025- 10:00 Hrs.
2.	Date of Pre bid Meeting (Online/Offline/Hybrid mode)	15.07.2025- 12:00 Hrs. Zoom link will be provided on https://eproc2.bihar.gov.in
3.	Last Date & Time for Downloading of Tender document	23.07.2025- 14:00 Hrs.
4.	Last Date & Time for submission/ uploading of offer/Bid	30.07.2025- 15:00 Hrs.
5.	Date and time of Technical bid opening	30.07.2025- 15:30 Hrs.
6.	Date and time of Financial bid opening	To be intimated to technically successful bidder only
7.	Nodal officer/Contact person for queries	Sri Nitesh Kumar Ray, Deputy Director, Administration and Evaluation, Directorate of Horticulture Mobile No. : 9431818924
8.	Mode of Selection	List cost based Empanelment- LCBS (L1)

Director Horticulture –cum- Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/ cancel the proposal without assigning any reasons thereof.



Director Horticulture-cum-Mission Director

1. Technical Qualification for Agency/ Firm: -

Sr No	Particulars		Details	Required Documents
i.	Agency	:-	Should be a reputed agency/ firm with a track record of providing services in Horticulture, Post-Harvest Management, Cold chain, Food processing and allied fields for at least 5 years in India.	Certificate of Incorporation/ Registration certificate to be attached with the technical tender. Bills raised for the services provided in the last 5 years.
ii.	Agency's Office	:-	The agency/ firm must have a registered branch/ office in India. Mention full address, concerned person's name, mobile no., e-mail, etc. of the firm's registered office located in India.	Rent Agreement of Registered Office if office is on Rent and Ownership Documents if office is owned by bidder.
iii.	Agency's Annual Turn Over	:-	Should have a minimum annual turnover of Rs 5 Crores from consulting or Consultancy during each of the last three years (FY 23-24, FY 22-23, FY 22-21). Certified turnover certificate and audited copy of the financial statements towards the same must be submitted.	1. CA Certified Audit Report/ Audited Balance Sheet and Profit and Loss Statement (With UDIN) of the agency should be submitted as supporting documents. 2. IT Return of Last three years (FY 2021-22, 2022-23, 2023-24) must be submitted. (Annexure II)
iv.	Experience	:-	Should have worked on at least 2 PMU/PMA assignments in Horticulture/ Central govt. / State Govt. / Govt. agency in the last 5 years. Documentary evidence in form of signed work orders/agreements should be submitted. (Preferably 5 years professional experience in successfully conducting feasibility study, monitoring and Investment promotion).	Firm should attach bills raised for each of the assignments of last 3 years and its corresponding payment proof highlighted in the bank statement. Note: The above documents should be in Linear Order and payment proof must be highlighted and should match with Invoice Bill/Voucher. If the Payment proof is not matching with bill voucher, then kindly submit the Reconciliation Statement of the difference. (Annexure- II)
v.	Document Cost	:-	Rs. 5000/- (Five thousand only)	Annexure-(VIII)
vi.	Earnest Money Deposit	:-	The Agency/ firm need to deposit an EMD (Bid Security) of Rs. 5,00,000/- (Rupees Five Lakh only) through online mode. Tender received without EMD (Bid Security) will be rejected. EMD (Bid Security) of Rs. 5,00,000/- (Rupees Five Lakh only) will be returned to unsuccessful bidders.	BHDS shall not be liable to pay any Interest on the EMD so made and the same shall be interest free. Bids not accompanied by Security shall be rejected by the BHDS as non-responsive. EMD exemption is not allowed Annexure-(IX)
vii	E.P.F/ ESI	:	It is mandatory for the Agency/ Firm to be registered under ESI and EPF. In case the firm is not registered with ESI and EPF it must provide an affidavit that it will get registered under ESI and EPF within 30 days from date of agreement.	Certificate of Registration under EPF and ESI and last 12 Month EPF and ESI Returns
viii	Empanelment Fee	:-	Empanelment fee will be Rs. 25,000/-	

			for one year which will be non-refundable. The successful agency will have to submit an annual empanelment fee Rs. 25,000/-(Rupees Twenty Five Thousand Only) for one year through online mode.	
ix.	Performance Security	:-	The selected firms must provide Performance Security Deposit of Rs. 5.00 lakh (Five lakh only) and in case of failure to do the work, the performance security amount will be forfeited.	
x.	Tenure	:-	The tenure of the firm will be for one year and in case of satisfactory performance the same may be extended for 2 years each at a time as per requirement.	
xi.	Affidavit	:-	Affidavit from the notary on non-judicial stamp of Rs 1000 (Rupees One Thousand Only) that the firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.	Annexure-(X)
xii.	BHDS rights	:-	BHDS reserves the right: 1. To increase or decrease the number of manpower Evaluation will be done according to the terms and conditions cited in proposal documents under BFR, 2005.	
xiii	GST	:	Agency/ firm must be duly registered under GST.	Copy of GST Registration Certificate. Copy of GST Return (GSTR 3B) of Last 2 years and it should match with Audited Balance Sheet and Profit and Loss Statement of respective years.

2. General terms & conditions for empanelment in BHDS :-

1. Agency/ firm should have at least 5 years of experience in the field of Consultancy/consultancy service.
2. Proposal should be submitted only through online e-tender on website: www.eproc.bihar.gov.in or <https://eproc2.bihar.gov.in>
3. Proposal submitted without relevant papers/documents will be rejected.
4. Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in proposal documents.
5. The selected agency will have to submit an undertaking on non-judicial stamp paper of Rs. 1,000/ (Rupees One Thousand Only) to BHDS prior to the issue of work order covering the following point:
 - Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.
6. EMD and document costs will be the part of Technical Proposal only.
7. The **Technical Proposal** along with all required documents for technical qualification should be uploaded/submitted through online e-tender on website [horticulture.bihar.gov.in/](http://horticulture.bihar.gov.in) <https://eproc2.bihar.gov.in> or <https://eproc2.bihar.gov.in>. Applicant needs to upload/submit

scanned copy of transaction proof of EMD and tender document cost on online portal and also necessary to submit in original to BHDS official address mentioned above on or before the time of opening date of tender for technical evaluation. Financial proposal should also be proposed on that portal in prescribed form separately.

8. **The Technical Proposals will be opened first** and will be evaluated by the evaluation committee constituted at the society. Only such proposal will be opened and evaluated, for which required Earnest Money and Proposal document cost transaction proof will be submitted by proposer in original to BHDS office on or before the opening date of technical bid. Evaluation of the Technical Proposal shall be carried out by a committee constituted by the Society, which shall look into compliance of specifications and other Terms & conditions for empanelment. At the second stage, **Financial Proposal of only technically acceptable agencies will be opened**, for further evaluation.
9. Mission Director, BHDS, Patna reserves the right to reject/cancel the empanelment of agency at any time if he/she is satisfied that it is desirable to do so in Society's interest after giving an opportunity to the agency of being heard. The decision of Mission director, BHDS, Patna shall be final and binding.
10. Proposers or their duly authorized representatives may be present at the time of opening the Technical Proposal, the time and place for which is indicated in the proposal documents. Time and Place for opening of Financial Proposal shall be announced after technical evaluation and shall be communicated through a notice at the office of Mission Director.
11. Participation for the selection process will automatically imply the acceptance, on part of the participating agency of all the terms and conditions of this notice for selection.
12. Agency/ firm will have to provide list of suitable candidates to Bihar Horticulture Development Society within one week from the issuance of allotment letter.
13. An MOU will be signed between the selected Agency/ firm and Bihar Horticulture Development Society for the terms and conditions of the invitation proposal.
14. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws.
15. The bidders should submit their financial bid keeping in mind circular regarding service charge for outsourced manpower which has been issued by Finance Department, GOB vide Memo No 2988 dated 23.03.2023 under para 4(i) of the circular, service charge rates for outsourced manpower has been fixed at minimum 3.85% and maximum 7% (including transaction charges).

3. Financial Proposal by Agency/ firm: -

The agreement will be signed by Bihar Horticulture Development Society, Patna subject to the condition of deduction of GST TDS and Income Tax TDS, if applicable.

Bihar Horticulture Development Society needs experienced PMU for implementing schemes under National Horticulture Mission, Chief Minister Horticulture Mission and other schemes. The Technical Consultants must meet the desired qualification as indicated against their post. The Monthly payment to be made (Rs.) is indicated for each post (Excluding GST) as decided by Bihar Horticulture Development Society. Agency/ firm must provide break up of Basic Pay and other allowances that will be paid for each post, Service charges, break up of taxes etc. The same has to be submitted in a sealed envelope superscribing the '**Financial Proposal**' on the top. **Annexure-(XI)**

Proposed honorarium for each post					Service fee	EPF	ESI	If there is other tax, then	Total Amount	GST (18%), if applicable	Total Amount (Including Tax)
S. No	Post	Basic Remuneration (Rs.)	Other Allowance (Rs.)	Total amount Rs. (1+2)	Rs.	Rs.	Rs.	Rs.			
1	2	3	4	5	6	7	8	9	10	11	12
1	Chief Technical Consultant (Horticulture planning, Advisory, Coordination with external agencies)										
2	Technical Consultant (Finance and Accounts)										
3	Technical Consultant (Fruits, Vegetables, Flowers and Others)										
4	Technical Consultant (Protected Cultivation and Micro Irrigation)										
5	Technical Consultant (Hi-tech Farming)										

- **Financial Proposal should not be part of Technical Proceedings.**

Note:- If there is any change in Tax rates or any additional tax is proposed/ levied, then it will be the responsibility of the Agency/ firm to pay the same.

4. General Conditions of Tender: -

- In Tender EProc2, the financial proposal will be submitted by the Agency/ firm according to 'Annexure XI', in which the firm will mention the amount to be given to the candidate after deducting statutory liabilities, etc. out of Monthly payment (Rs.). The firm that will pay the maximum amount for each post will qualify as **LI**.
- Financial proposals will be opened only of such firms which are found technically suitable.
- Other conditions, if any, may be declared at the time of opening of tender.
- Proof of Security Deposit amount and document cost should be attached in the technical proposal.
- Conditional proposals will be rejected.
- Proposals submitted without required documents will be rejected.
- Any legal dispute will be settled only in the court located at Patna, Bihar.
- Agency/ firm must provide details of EPF, ESI and other taxes deposited along with proof to the Bihar Horticulture Development Society on quarterly basis. In the event of non-compliance of this condition by the Agency/ firm, the bills submitted by them will be withheld from the next month and for which the Agency/ firm will be fully responsible.

Sl. No	Name of Post	No. of Post	Educational Qualification	Desired Minimum Wok Experience	Monthly payment (Rs.)
1	Chief Technical Consultant (Horticulture planning, Advisory, Coordination with external agencies)	1	MBA/Ph.D/ M.Sc. in Agriculture/ Horticulture	5 years experience in agricultural management	90,000
2	Technical Consultant (Finance and Accounts)	1	Post Graduate Degree in Commerce with preference in finance management	3 years experience	80,000
3	Technical Consultant (Fruits, Vegetables, Flowers and Others)	1	Masters in Horticulture	3 years experience	80,000
4	Technical Consultant (Protected Cultivation and Micro Irrigation)	1	M.Sc. in Horticulture/ M.Tech in Agricultural Engineering	3 years experience	80,000
5	Technical Consultant (Hi-tech Farming)	1	Post Graduate in Horticulture/ Agricultural Engineering	3 years experience	80,000
Total		5	-	-	-

5. Eligibility of Technical Consultant: -

- I. The Candidates must fulfill the required qualification.
- II. Curriculum Vitae of all the candidates for the post listed above is mandatory (attested by the candidate).
- III. Age Limit: As on 01.04.2025, the category wise maximum age limit prescribed by the General Administration Department of Bihar Government for admission to government service will be followed.
- IV. The contract period will be for one year. The contract can be extended if the work is satisfactory. Based on the performance the BHDS reserves the right to increase the contract value up to 5% on initial contract value and decision of the BHDS in this regard shall be final and binding.
- V. If the work of any of the team member is found unsatisfactory, the services of Agency/ firm will be withdrawn without any notice. In case of any loss that might be caused to the BHDS due to lapse on the part of personnel deployed by Agency/ firm discharging their responsibilities, such loss shall be compensated by the contracting agency and in this connection, the BHDS shall have the right to deduct appropriate amount from the bill.
- VI. In the event of person deputed by Agency/ firm being on leave/absent shall ensure suitable alternative arrangement to make up for such absence.
- VII. The person deployed by Agency/ firm should have required qualifications. In case of non-compliance/ non-performance of the service accordance to the terms of the contract, the BHDS shall be at liberty to make suitable deductions of (ranging from 2% to 10%) from the bill without prejudice to its right under any other provisions of the contract. Penalty up to 5% may also be imposed, if there are frequent changes of employees deployed at this office.

- VIII. Agency/ firm cannot replace the manpower without approval of Mission Director and should submit reason for change in manpower in writing. The full particulars of the personnel (Curriculum Vitae) to be deployed by the Agency/ firm shall be furnished to the BHDS seven days in advance before they are proposed to be deployed in the BHDS.
- IX. Any increase in statutory taxes during the contract period will be borne by the BHDS.

6. Pre Bid Meeting

- i. All those bidders who have obtained purchased bid document can participate in pre bid meeting and seek clarification on the bid, if any.
- ii. Not exceeding two employees from each of the bidding agency/ firm are invited to attend the Pre-Bid Conference at their own cost, which is to be held at the venue indicated above.
- iii. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- iv. Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder

7. Submission of Proposals

Only online mode for submission of the proposal shall be accepted. The proposal will be submitted at <https://eproc2.bihar.gov.in> The proposal shall be submitted with duly signed pages of the proposal with page numbering and requisite documents as detailed below:

i. Technical Bid:

- a) The Technical Proposal as per the format given in **Annexure-III** in support of years of experiences and details of number of ongoing or completed assignment/consultancy services executed successfully.
- b) General description of Team as per **Annexure-IV**.
- c) CVs of each expert in not more than 4 A-4 sheets, team leader and team members duly signed as per **Annexure-V**.
- d) Scanned copy of Tender Acceptance Letter **Annexure-VI**.
- e) Scanned copy of GST Registration Number
- f) Scanned copy of Turnover Certificate, Audited Annual Report & Balance Sheets for last 3 financial years.
- g) IT Returns of last 3 years (F.Y 2021-22, 2022-23, 2023-24) must be submitted (**Annexure-II**).
- h) Bidder has to submit Document fee and EMD through online mode.
- i) Proof of in-house experts in the format as per **Annexure-VII**.

ii. Financial Bid:

Financial Bid is to be submitted in prescribed format. The fee quoted in financial bid should be expressed **inclusive of applicable taxes**.

While submitting the Financial Proposal, the firm shall ensure the following:

- a) Prices payable to the Bidder as stated in the contract **shall remain fixed during** the performance of the contract. However, in the event of any increase/decrease in Government taxes/duties as applicable at the time of delivery, the prices shall be adjusted accordingly at the time of payment.

8. Duration of the Contract

Initially the contract will be for a duration of 1 (one) years and may be extended as per requirement based on satisfactory work (subject to performance review by BHDS) and mutually agreeable terms with annually increased rate up to 5% with individual case study of key personnel.

9. Terms and Conditions:

- a) Failure to comply with requirements spelt out in validity of the bid shall make the Proposal liable to be rejected.
- b) If an agency/ firm or any of its member(s) make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignments of the DoH.
- c) In case it is found during the evaluation or at any time before issue of the Letter of Acceptance (LoA) that one or more of the eligibility conditions have not been met by the firm or the firm/ team member has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the service provider. If the firm has already been issued the LoA the same shall, notwithstanding anything to the contrary contained therein or in this RfP be liable to be terminated by a communication in writing by the Director (Horticulture), Department of Agriculture, Bihar (Patna), without the DoH, Government of Bihar being liable to any manner whatsoever to the Applicant.
- d) The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- e) The DoH, Government of Bihar reserves the right to verify all statements, information, and documents submitted by the applicant in response to the RfP. Failure of the Directorate of Horticulture to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the DoH, Government of Bihar there under.
- f) Financial Bid of only those bidders shall be opened, who qualifies on technical evaluation parameter. The date of financial bid opening will be intimated to the shortlisted bidders.

10. Brief Description of the Selection Process

The Agency shall be selected through an open competitive bidding process. A two-stage selection process will be adopted in evaluating the Proposals.

In the first stage, technical evaluation will be carried out of the shortlisted bidders that qualify on the Eligibility conditions. In the second stage, a financial evaluation will be carried out of the technically qualified bidders. Proposals will finally be ranked according to their bids.

11. Evaluation of Bids

Prior to evaluation of Proposals, the DoH will determine whether each Proposal is responsive to the requirements of the RfP. A Proposal shall be considered responsive only if:

- a) It is received in the specified format.
- b) It is received by the due date including any extension thereof.
- c) It contains all the information (complete in all respects) as requested in the RfP.
- d) It does not contain any conditions or qualification.
- e) It has submitted Rs. 5,00,000/- (Rupees five Lakhs Only) as Earnest Money Deposit and Tender processing charges of Rs. 5,000/- (Rupees Fifty Thousand Only) through online mode.
- f) It is not non-responsive in terms hereof.

The DoH, Government of Bihar reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the DoH, Government of Bihar in respect of such Proposals.

Note: - Proposed team should be from in house pool of experts only, no external consultants or consortia of firms/agencies are permissible.

12. Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out based on criteria given below:

- i. Only those bidders qualifying through the Technical Bid will be considered for financial evaluation.
- ii. The Financial Bid must be submitted as per format given at **Annexure-XI**/eproc2 -sheet.
- iii. The Service Tax and other levies, if any, should be furnished as per the format.
- iv. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.
- v. Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.
- vi. The Evaluation Committee will determine whether the Financial Proposals are complete, unqualified and unconditional.

The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the team to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Agency/ firm.

13. Award of Assignment

After selection, a Letter of Award shall be issued in duplicate by the DoH, Government of Bihar to the selected Agency/ firm and the Agency/ firm shall, within 7 (seven) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in the acknowledgement thereof. The LoA shall constitute the agreement for the purpose of this consultancy assignment.

14. Terms of Payment

Payment of professional fee will be made on quarterly basis upon the submission of an invoice backed by Quarterly Progress Reports outlining the areas covered in Terms of Reference of this RfP. Payment of professional fees would be made within 20 (Twenty) working days of submission of invoices (Subject to department scrutiny of the progress report).

15. Penalty Clause

For non-performance / delayed performance, the following penalties may be imposed on the PMU:

- a) Forfeiture of Performance Security
- b) Deduction of 1% of fees of installment due to each week of delay or part thereof wherever any deadline is fixed subject to ceiling limit of 5% of professional fees due.

16. Removal and Replacement of Team members

If DoH finds that any of the team member has committed serious misconduct or has been charged with having committed a criminal action, or if the DoH determines that a team member has engaged in Fraud and Corruption while performing the Services, the Agency/ firm shall, at the DoH's written request, provide a replacement.

In the event that any of team member is found by the DoH to have not performed as per desired standards then with a notice one month DoH may ask selected agency to replace the said member with a person who is equally qualified or has higher experience than that mentioned in the RfP.

17. Amendment to RFP

At any time prior to the closing time and date of receipt of bids, the DoH may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RfP document by an amendment in order to provide prospective bidder reasonable time for taking the amendment into account in preparing their bids. The Department may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the RfP.

18. Disclaimer

The Department shall not be responsible for any late receipt for any reasons whatsoever.

19. The Department reserves the right

- a) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the government and the objective of the scheme without assigning any reasons thereof.
- b) To include any other items in the Terms of Reference at any time after consultation in the pre-bid meeting or otherwise.
- c) To facilitate evaluation of Proposals, the DoH may, at its sole discretion seek clarification from any applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the DoH for this purpose. Any request for clarification(s) and all clarification(s) on response thereto shall be in writing. If a bidder does not provide clarifications sought above within the specified time, its proposal shall be liable to be rejected. In case the Proposal is not rejected, the DoH may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

20. Right to reject any or all Proposals

Notwithstanding anything contained in the RfP, the Bihar Horticulture Development Society reserves the right to accept or reject any Proposal and to annul the selection process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

The DoH reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or uncovered; or,
- b) The Agency/ firm do not provide, within the time specified by the DoH, the supplemental information sought by the DoH for evaluation of the Proposal.

21. Miscellaneous

The Selection Process shall be governed by, and constructed in accordance with, the laws of State and India and the Court at Patna, Bihar shall have exclusive jurisdiction over all disputes arising under, pursuant to and for in connection with the selection process.

22. Validity of Proposal

The proposal should be valid for a period not less than ninety (90) days from the due date for receiving the proposal.

23. Clarifications

Any clarification sought may be directed to Director (Horticulture), Directorate of Horticulture, Department of Agriculture, State Horticulture Mission, Bihar, 2nd Floor, Krishi Bhawan, Mithapur, Patna 800001 Phone: 0612-25547772 | Email: dir-bhds-bih@nic.in.

Mission Director,
Bihar Horticulture Development Society,
Patna

Terms of Reference:

Scope of work for the PMU.

- i. **Work with DoH for conceptualization of Schemes that can help uplift the fruit and vegetable farmers of Bihar:** PMU shall support and work with DoH in formulating strategies, sub-strategies necessary for successful implementation of horticulture development schemes implemented by the DoH. PMU would also support in developing strategies for marketing oriented production of fruits and vegetables with Cluster Development approach. In addition, PMU will also develop comprehensive roadmaps for the development of Makhana, Honey and Litchi value chains.
- ii. **Investments Facilitation support to Entrepreneurs/FPCs/ processors in Agri/ Horticulture:** PMU will be responsible for inviting and mobilizing proposals and projects eligible for assistance under DoH. PMU would facilitate interested investors in horticulture and appraise the projects in terms of location, produces, facilities, capacities and relevant criteria to finalize the potential projects. PMU would provide facilitation of the potential projects for its implementation. PMU would develop a complete and transparent mechanism for project selection by setting an approved and established criterion for the project selection.
- iii. **Information Dissemination on Horticulture Scheme and Organization of promotional events:** PMU would work with the state government and BHDS in organizing workshops/media campaigns aimed at sensitizing stakeholders about various initiatives and support available under DoH. PMU, with the support of DoH, would organize promotional events of state/national/ international level of major horticultural produce/ GI tag produce. The PMU would develop a year-round calendar of events for sensitization of stakeholders along with identifying the potential resources persons/institutes/organizations/etc. for the events.
- iv. **Technical Support in financial management of DoH:** PMU would give Consultancy support to DoH in regulatory procedures, financial matters, file management, resolving tax related queries, monitoring fund management, generating utilization certificate, procurement and other financial related matters. The team will also facilitate hiring of agency/individual for managing FPCs financial matters such as bookkeeping, audit, Tax/GST filing, ARs, etc. as per requirement.
- v. **Evaluation and Appraisal of Techno-feasibility reports and Detailed Project Reports (DPRs):** PMU would work with DoH in selection of projects through evaluation/appraisal of techno-feasibility reports and DPRs submitted for existing schemes at DoH. PMU would also assist the DoH in field visits, monitoring visits for evaluation of proposals. They will also assist in preparing BTORs, Field Reports, etc.
- vi. **Capacity Building of entrepreneurs/ FPCs in project execution and supply chain management:** PMU will be responsible for providing capacity building services to entrepreneurs, FPCs and producers and other stakeholders in execution of the projects. Such services may include providing expert services on identification and establishment of effective supply chain, technology sourcing, market linkages and developing knowledge collaterals for capacity building of the entrepreneurs. The team will also assist DoH in developing ToT and SoPs modules towards key thematic areas. Team would identify best practices in other states and assist DoH in exposure of progressive farmers/FPCs/ officials in training and exposure. This will also include preparation of training modules, ITC tools etc.
- vii. **Support DoH in Exploring Market linkages and strengthening supply chain of major horticultural produce:** PMU would assist FPCs/farmers/processors/exporters of the State in exploring market linkages of horticultural produce/ product at national and international level. Team would work with DoH in developing strategies/policy to strengthen supply chain in the State.
- viii. **Monitoring and reporting:** PMU, with the assistance of DoH will monitor the Schemes/projects. PMU would develop monitoring indicators for projects under the

schemes and develop reporting templates to monitor projects. The team will further assist in mid-term and annual reviews of the schemes/projects. The PMU team will visit the sanctioned projects on quarterly/yearly/need basis. They will prepare reports along with evaluation of actionable inputs.

- ix. **Procurement management:** PMU would provide technical inputs towards procurement/bid process management pertaining to schemes being implemented by DoH. This will include facilitating the society on bid process management, bid document preparation and participation in bid selection process.
- x. **Documentation support:** PMU would be responsible for documenting the progress of the schemes on monthly basis formulating over all development and progress report of each scheme on financial year basis.
- xi. **Provide suitable technical inputs on any aspect/project under the DoH as and when required by the Department.**

Schedule - 1

General instructions related to the procedure to be followed for selection and submission of tender by the service provider agency/ firm for providing a 5 (five) member Project Monitoring Unit (PMU) to Bihar Horticulture Development Society for implementing horticulture development schemes in Bihar.

Bihar Horticulture Development Society, Patna, Directorate of Horticulture, Department of Agriculture, which operates various schemes of horticulture development. It is a registered society under the Societies Registration Act, 1880. Its headquarter is located in Patna and District Horticulture Development Committee has been constituted in all 38 districts of the state.

Services of qualified PMU will be obtained on contract through service provider agency/ firm for the implementation of horticulture development schemes in Bihar by the Bihar Horticulture Development Society.

Service Conditions for Technical Consultant :

1. The person employed through the service provider PMU Agency/ Firm can be relieved in the event of any misconduct/ dereliction of duty/ incompetence / negligence / unsatisfactory work.
2. Technical Consultants for different posts are required in the office of Bihar Horticulture Development Society on the basis of fixed amount as indicated against their posts on contract basis under temporary arrangement. The claim of any kind of government or permanent employment by the persons employed on the post of technical consultant through the service provider PMU Agency/ Firm will be invalid.

From the date of termination of services of the PMU Agency/ Firm, the services provided by the PMU team members will also automatically be terminated from that date.

3. The contract will be of one year. If required by the society, the service of the organization doing satisfactory work can be renewed as per its requirement.
4. The persons to be employed will not have any right of Bihar Horticulture Development Society as any office or office bearer. PMU Agency/ Firm will enter into contract with Technical Consultants and PMU Agency/ Firm will enter into agreement with Bihar Horticulture Development Society, Patna.
6. Under no circumstances the contractual service of the Technical Consultant shall be the basis for permanent employment in the society.
7. The PMU Agency/ Firm will be liable to take care of all statutory compliances like ESI, EPF and others as mandated by the Labor Resources Department and other central or state government departments. Bihar Horticulture Development Society is not responsible for such compliances.
8. The PMU Agency/ Firm will be paid a fixed amount of 80000/- (Rupees Eighty thousand Only) per month per Technical Consultant (Excluding GST) and a fixed amount of Rs. 90,000 (Ninety Thousand Only) for the post of Chief Technical Consultant. Apart from this, no other type of amount will be paid. The honorarium will be calculated on the basis of working days'/absence report of the concerned Technical Consultant.
9. Since there is only one vacancy for each post, reservation criteria is not applied.
10. **Conduct Certificate: -**

It will be mandatory to obtain a Conduct Certificate from the local police station where he has resided for more than one year along with the police station of his ancestral residential address. A person named in a criminal case/ charge-sheeted person will not be eligible for this employment.

Name of Agency/ firm:

Address:

Phone No. /Mobile No.:

To,

The Mission Director,
State Horticulture Mission, Bihar
2nd floor, Krishi Bhawan,
Mithapur, Patna-800001

Sir,

Subject: **TECHNICAL PROPOSAL**

In accordance with the terms & conditions of the notice for selection of agency/ firm to provide a Project Monitoring Unit (PMU) of 5 (five) members for implementation of Horticulture Development Schemes in Bihar.

I /We submit the **technical proposal** containing the following documents mentioned in checklist. (Please enclosed below documents serially in proposal to be submitted)

Check List

Sl. No.	Activity	Remarks (Yes/No)
1.	Authority Letter (Annexure I)	
2.	Information Sheet (Details of firm) (Annexure II)	
3.	Technical Bid Form (Annexure III)	
4.	Description of Team (Annexure IV)	
5.	Curriculum Vitae (CV) of Proposed Staff (Annexure V)	
6.	Tender Acceptance Letter (Annexure VI)	
7.	Declaration of Existing Strength of Agri-Professionals in the Agency/ Firm (Annexure VII)	
8.	Details of proposal document cost (Not applicable for proposal document purchased in person) (Annexure VIII)	
9.	Details of Earnest Money Deposit (Annexure IX)	
10.	Submission of Affidavit (Annexure X)	
11.	Financial Proposal – (Annexure XI)	
12.	Photocopy of ESI and EPF Certificate or an affidavit that it will get registered under ESI and EPF within 30 days from date of the agreement.	

13.	GST Registration Certificate (optional)	
14.	Photocopy of Income tax return for FY 2021-22, 2022-23 and 2023-24 along with computation and PAN Card and self-attested copies of Profit and Loss Account and Balance Sheet	
15.	Agency/ Firm Constitution Certificate	

Further, it is certified that the information furnished in this proposal documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms and conditions mentioned and undertake to abide by the terms & conditions and rules & regulations mentioned in the proposal document.

It is also certified that the proposer has never been blacklisted/debarred by Union or any State Government department or institute in any matter and the owners or partners/ directors have never been legally prosecuted & in any legal dispute with Union or any State Government department.

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....

(Letter head of the bidder)
AUTHORITY LETTER

Mr./Ms./ M/s.
.....
..... (Name & address with
mobile no. of the person) is working with/on behalf of our agency/ firm
as.....

**He is authorized to submit, collect & correct all EOI/quotation/project documents
on behalf of the firm.**

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

INFORMATION SHEET

(General Information to be supplied along with the Proposal)

Sl. No	Particulars		Particulars
1	Name of Agency/ Firm	:	
2	Agency/ Firm Registration Number & date of registration	:	
3	PAN Number of Agency/ Firm	:	
4	Address of Head Office of Agency/ Firm	:	
5	Type of Agency/ Firm (Proprietor/ Partner)	:	
6	Name of Proprietor/ Main Partner(s)	:	
7	Mobile Number	:	
8	Email Id	:	

10. Experience of Concurrent/ Internal Audit in Govt./ Non Govt. Organizations and accounting experience in Government Sector. Firm should attach Bills raised for each of the 3 years and its corresponding payment proof highlighted in the bank statement-

Sl. No.	Year	Name of Govt./ Non Govt. Organization	Invoice Amount	Date of Invoice	Date of Receipt
1	FY 2021-22				
2	FY 2022-23				
3	FY 2023-24				

11. Turnover of last 3 years (Attach copy of Income Tax return along with computation and self-attested copies of Profit and Loss Account and Balance Sheet): -

- (i) FY 2021-22-
- (ii) FY 2022-23-
- (iii) FY 2023-24-

12. Details of Proprietor/ Partners

S.No.	Name of Partner/ Proprietor	Membership Number	Address	Mobile Number and Email Id
1				
2				
3				

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

TECHNICAL BID FORM**A-Applicant's Organization**

[Provide here a brief (not more than four pages) description of the background and organization of your entity and each associate, if any, for this assignment.]

B-Applicant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in Rupees):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	
Address:	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

C. Approach & Methodology: The Bidder will provide brief write up about understanding of the assignment, its approach and methodology for carrying out this assignment.

Firm's Name _____

Description of Team

Sl. No.	Name of Team Member /s	Proposed Position in PMU
1		
2		
3		
4		
5		

Note: CV of the Team Members to be provided in the format given at Annexure-V

Curriculum Vitae (CV) of Proposed Staff (should not exceed more than 4 A-4 sheets)

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____
2. **Name of Entity** [Insert name of entity proposing the staff]: _____
3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education:** [Indicate college/ university and other specialized education of staff member, giving names of institution, degrees obtained and dates of obtainment]:

6. **Membership of Professional Associations:** _____
7. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]:

8. **Employment Record:** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):
dates of employment, name of employing organization, position held]:
From [Year]: _____ To [Year]: _____
Employer. _____
Position held: _____
9. **Works Undertaken that Best Illustrate Capability to Handle the Tasks Assigned**
[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10]
Name of assignment or project _____
Year _____
Location _____
Client _____
Main project features _____
Position held _____
Activities performed _____

10. Certification:

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

_____ Date: _____

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative. _____

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Annexure VI

Date:

To

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:

Name of Tender Work: _____

Dear Sir,

1. I / We have downloaded/ obtained the tender document(s) for the above mentioned "Tender /Work' from the web sites(s) namely:

as per your advertisement, given in the above-mentioned websites(s).

2. I / We hereby certify that / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s). schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/ entirety.
5. In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject the tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

Format for Declaration of existing strength of Agri - professionals in the firm

A declaration from the human resource department on the company letter head should be submitted to this respect.

This is to that M/s ABC has qualified Agri- professionals in India as of March 2025. The details of the same has been tabulated herewith.

Name of Employee	Designation	Date of Joining the firm	Educational qualification (Under Graduate)	Educational qualification (Post-Graduate)

On behalf of.....

Name:

Position

Seal and Signature

DETAILS OF PROPOSAL DOCUMENT COST

PROPOSAL document cost as per details below is enclosed for the purpose for selection of agency/ firm to provide a Project Monitoring Unit (PMU) of 5 (five) members for implementation of Horticulture Development Schemes in Bihar.

Transaction Details (NEFT/RTGS/Challan No.).....

Dated.....

Amount (In figures & words).....

.....

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

DETAILS OF EARNEST MONEY

Earnest money as per details below is enclosed for selection of agency/ firm to provide a Project Monitoring Unit (PMU) of 5 (five) members for implementation of Horticulture Development Schemes in Bihar.

Transaction Details (NEFT/RTGS/Challan No.).....

Dated.....

Amount (In figures & words).....

.....

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....

Submission of Affidavit (For Technical proposal)

(Through Notary Public on Non-Judicial stamp paper)

- Firm is not blacklisted in service from any office of the Central Government or any State Government and that the firm has not been punished by any court and no judicial suit is pending.

Signature of Authorized Signatory
Name

Designation

Seal of the firm

Dated.....

FINANCIAL PROPOSAL**Name of Agency/ Firm:****Address:****Phone No. /Mobile No.:**

To,

The Mission Director,
State Horticulture Mission, Bihar
2nd Floor, Krishi Bhawan, Mithapur, Patna-800001

Sir,

I / we do hereby propose following price:

Proposed honorarium for each post					Service fee Rs.	EPF Rs.	ESI Rs.	If there is other tax, then Rs.	Total Amount	GST (18%), if applicable	Total Amount (Including Tax)
S. No	Post	Basic Remuneration (Rs.)	Other Allow ance (Rs.)	Total amount Rs. (1+2)							
		1	2	3	4	5	6	7	8	9	
1	Chief Technical Consultant (Horticulture planning, Advisory, Coordination with external agencies)										
2	Technical Consultant (Finance and Accounts)										
3	Technical Consultant (Fruits, Vegetables, Flowers and Others)										
4	Technical Consultant (Protected Cultivation and Micro Irrigation)										
5	Technical Consultant (Hi-tech Farming)										

I/ we do understand that I will have to provide details of EPF, ESI and GST paid on quarterly basis along copies of return. In case any information is found wrong, action can be taken against me/ us.

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....