



## **Bihar Urban Infrastructure Development Corporation Ltd.**

(A Govt. of Bihar Undertaking)

### **REQUEST FOR PROPOSAL**

For

### **APPOINTMENT OF HUMAN RESOURCE MANAGEMENT AGENCY IN BUIDCO**

**Through e-procurement mode only – [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)**

No. BUIDCO/Vi-319-18-75

Date : 10-12-2018

1. BUIDCO Urban Infrastructure Development Corporation Ltd. (BUIDCO) represents a Government company constituted by the Government of Bihar under the Companies Act, 1956 on 16th June 2009 and is mandated with the development of various urban infrastructure development schemes in the state. The objective of the company is to provide efficient infrastructure system in the State. It is headquartered at Patna.
2. BUIDCO hereby invites Proposals from interested organizations as per norms laid out in the Request for Proposal document (RFP).

S.No	Name of work	Bid Processing fees (Beltron) (In Rs.)	Bid Document Cost (In Rs.)	Bid Security (EMD) (In Rs.)	Project Period
1.	Appointment of Human Resource Management Agency in BUIDCO	1,180/-	5,000/-	1,00,000/-	3 Years

2. Place & Date of Pre-bid meeting : Date **28.12.2018** Time **03:00** PM.  
BUIDCO office, Khadya Bhawan, 2<sup>nd</sup> floor, Daroga Rai Path, R. Block Road No.-2, Patna-800 001
3. Date of downloading of bid document : From **20.12.2018 to 21.01.2019** up to **02:00** PM  
Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
4. Last date and time for receipt (upload) of bids : Date **22.01.2019** up to **03:00** PM  
Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
5. Last Date and time for Submission of hard copy of bid : Date **23.01.2019** up to **04:00** PM
6. Time and date of opening technical bids : Date **23.01.2019** up to **04:30** PM
7. Time and date of opening of financial bids : To be communicated later on.
8. Place of opening of bid : Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
9. Period of bids validity : 120 days
10. Officer inviting bids : Chief Engineer, BUIDCO
11. The RFP document containing the project profile, invitation for qualification and criteria for evaluation may be obtained from the website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
12. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK, First Floor, Plot No.- M/22, Road No.-25, Sri Krishna Nagar, Bank of India Compound, Patna-800001, Contact No: 0612-2523006; 7542028164". Vendor may visit [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
13. Detailed N.I.T can be seen at website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
14. BUIDCO will not be responsible, in case of any delay, due to any reason whatsoever, in receipt of Bid Documents by the Bidders.
15. The Owner reserves the right to reject any or all Bids or cancel/withdraw the Invitation for Bids (IFB) without assigning any reason whatsoever and in such case, no Bidder/ intending Bidder shall have any claim arising out of such action.
16. For participating in e-tendering process, the contractor shall have to get themselves registered to get used ID, Password and digital signature. This will enable them to access the website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and download/participate in e-tender
17. Those who are not registered in e-tendering systems, they may contact "e-Procurement HELP DESK, First Floor, Plot No.- M/22, Road No.-25, Sri Krishna Nagar, Bank of India Compound, Patna- 800001, Contact No: 0612-2523006; 7542028164 " for registration.
18. BUIDCO., Patna intends to undertake a competitive bidding process in order to shortlist and qualify suitable Bidders,

who shall be eligible for operation and evaluation of their price bids towards selection of the successful bidder in terms of the RFP for award of the project.

19. The detail of the bidding process and summary of the scope of consultancy services for the project is included in the RFP document.
20. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum/addendum if any published before submitting the bids online.
21. In the unlikely event of the server for [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) being down for more than two consecutive hours (in the period from midnight to closing time for receipt of tenders) on the last date of receiving of bid, the last date of the same shall be extended by concerned authority only to the next working day till the last receiving time stipulated in the original NIT.
22. Before submission. The bidders should satisfy themselves of download ability/ visibility of the scanned & uploaded file by them.
23. File size should be less than 5MB and should be in M.S.word, M.S. Excel, PDF and JPEG Formats.
24. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last hour's technical snags.
25. In exceptional circumstances, the competent authority, BUIDCO may solicit the Bidder's consent to an extension of the period of validity.
26. Bids that are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.
27. The bidders shall submit their eligibility, qualification details, Technical bid, Financial bid etc., in the online standard format given for respective tenders in e-Procurement website ([www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)) at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement website. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness /authenticity.
28. Corrigendum/ Addendum, if any, will be published on the [eproc.bihar.gov.in](http://eproc.bihar.gov.in) website itself.
29. Bidder should submit the Tender Fee/ EMD and the Technical Bid in hard copy also as per Clause of this RFP. The Financial bid should be submitted only online. The Financial bid submitted in hard copy shall be treated as non-responsive and eligible for rejection. The hard copy should be posted/couriered/given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
30. The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
31. A bid processing fee of 1,180 (Non-Refundable) to be paid only through e-Payment modes i.e. Internet Payment Gateway (Master or Visa Card) /Internet Banking/NEFT or RTGS towards charges for online processing charges of beltron. For any queries regarding Tendering process, the bidders may contact at address as provided in the tender document.
32. The original demand draft against bid document cost, original demand draft or bank guarantee of Rs. 01.00 lakh as bid security, affidavits should be submitted through hard copy submission.

BUIDCo reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

**Sd/-**  
**Chief Engineer,**  
**BUIDCo, Patna**

Bihar Urban Infrastructure Development Corporation, 2<sup>nd</sup> Floor, Khadya Bhawan, Road No.- 02, Daroga Prasad Rai Path, R Block, Patna – 800 001 (Tel: 0612-2506109,Email: [mdbuidco@gmail.com](mailto:mdbuidco@gmail.com))