

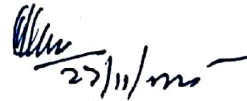
13

BIHAR GOVERNMENT  
BIHAR STATE DISASTER MANAGEMENT AUTHORITY  
(DISASTER MANAGEMENT DEPARTMENT)  
2<sup>nd</sup> Floor, Pant Bhawan, Patna-800001  
Phone No.-0612-2522082, Fax No.-0612-2522311  
(Website – [www.bsdma.org](http://www.bsdma.org))

**Notice Inviting Request for Quotation (RFQ) for Empanelment of well-established Institutions/Agencies for Conducting Residential Training Programmes**

The Secretary, Bihar State Disaster Management Authority, Government of Bihar (BSDMA), invites sealed quotations for the residential training & capacity-building programme for a minimum of 200 participants from well-established institutions/agencies having suitable training infrastructure and adequate residential facilities in Patna, under the two-bid system, for the financial years 2025–26 to 2027–28.

1. Date of Pre Bid Meeting - 15.12.2025 at 03:00 PM in the office of BSDMA
2. Last Date of Time for Submission of bids - 19.12.2025 at 05:00 PM
3. Date & Time of opening of tender - 23.12.2025 at 12:30 PM
4. Amount of Earnest Money Deposit - Rs. 50,000/-
5. Performance Security Deposit - Rs. 1,00,000/-
6. No bid will be received after the schedule last date of submission of the bids.
7. All Necessary work orders will be issued by the office of the Authority.
8. Details regarding eligibility criteria, term & conditions, payments guidelines etc. can be seen in the "Tender Section" of the website: <http://www.bsdma.org>.
9. The authority reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this RFQ at any stage without assigning an reason thereof.

  
(Md. Waris Khan)  
Secretary

File  
29  
BL

(14)

**BIHAR GOVERNMENT**  
**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
**(DISASTER MANAGEMENT DEPARTMENT)**  
2<sup>nd</sup> Floor, Pant Bhawan, Patna-800001  
Phone No.-0612-2522082, Fax No.-0612-2522311  
(Website – [www.bsdma.org](http://www.bsdma.org))

**Notice Inviting Request for Quotation (RFQ) for Empanelment of well-established Institutions/Agencies for Conducting Residential Training Programmes**

The Secretary, Bihar State Disaster Management Authority, Government of Bihar (BSDMA), invites sealed quotations for the residential training and capacity-building programme for a minimum of 200 participants from well-established institutions/agencies having suitable training infrastructure and adequate residential facilities in Patna, under the two-bid system, for the financial years 2025–26 to 2027–28.

The response to this Request for Quotation (RFQ) along with all required documents are to be submitted by interested agencies on or before 26.12.2025 at 05:00 PM.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with “Request for Quotation (RFQ) for rate contract for “Empanelment of Training & Capacity Building” for the financial year 2025–26 to 2027–28, Name of bidder firm, Contact no. & e-mail id enclosing two envelopes namely –

**A) Envelope- I: Marked as Technical Bid**

**B) Envelope- II: Market as Financial Bid**

Note : Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

Incomplete response or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Tender will be opened on 30.12.2025 at 12:30 PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the BSDMA.

Earnest Money Deposit (EMD): An EMD of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank of India in favour of “Bihar State Disaster Management Authority: payable at Patna must be enclosed in Technical Bid.

Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time as specified above.

The Undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal (s) or to cancel the whole of this RFQ at any state without assigning any reason thereof.

**1. General**

**General Provisions :**

- a. The Eligible Agencies will be empanelled with BSDMA, Patna for imparting training programme.
- b. The organizations / agencies fulfilling eligibility criteria will be selected by BSDMA, Patna for above training programme.
- c. The applicant(s) for selection/empanelment will be considered if any prior experience in Farmers' Training only through the Work Orders from Govt. Organizations in India.

- 13
- d. Interested and eligible Applicants under this RFP, need to submit Tender along with copies of each of the required documents before the last date & time given in this RFP documents along with fees.
  - e. After scrutiny of RFP, BSDMA, Patna shall shortlist the eligible applicants as per procedure and will inform the Applicants through e-mail.
  - f. BSDMA, Patna reserves the right to accept or reject any or all applicants without assigning any reason thereof. The issue of this RFP document does not in any way commit or otherwise obliges BSDMA, Patna to proceed with all or any part of RFP process.
  - g. The empanelled agencies will then be aligned with Bihar State Disaster Management Authority. The Department will then allocate target in specific courses and execute Memorandum of Understanding (MoU) with BSDM (Bihar State Disaster Management Authority), Bihar within 15 (Seven) working days of selection.
  - h. The Training Partners would be responsible for candidate's mobilization, establishment of training centers, ToT certified trainers, conduct training, scheduling assessment & certification, and the overall supervision by department.
  - i. The Selection/empanelment of the Implementing Agencies do not in any way commit or otherwise obliges BSDMS (Bihar State Disaster Management Authority), Patna to provide Work Order.

**2. EMD refundable :**

Rs. 50,000/- (Rupees Fifty thousand Only) to be paid by DD/Bank Guarantee. This shall be returned to unsuccessful bidder after completion or rejection of bid process. (The bidders which are registered Micro/Small scale unit seeking exemption for payment of EMD should submit valid copy of "UDYAM REGISTRATION CERTIFICATE" along with annexure page details)

**3. Pre-Qualification criteria**

Following below mentioned are the pre-qualification criteria. The participating organization shall possess the following minimum eligibility criteria. Any bid failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation:

**A. General Criteria for intending parties who have the requisite infrastructure in the below mentioned manner to conduct training.**

1. A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 4 Sq.ft. per trainee.
2. A separate practical area (having requisite tools for training) with not less than 5 Sq.ft. per trainee or sufficiently earmarked are designated for practical training not less than 5 Sq.ft. per trainee.
3. The class room shall be equipped with;
  - a. Study chairs for accommodating all trainees,
  - b. Dias for the Training and Training assistant (Desirable).
  - c. White board/Black Board with duster and markers,
  - d. LCD projector with screen,
  - e. Computer/laptop connected to LCD projector with speakers.
4. Computer system for use by Training Assistants and trainees (Desirable).
5. Internet facility.
6. CCTV camera with adequate resolution to clearly cover the whole area of classroom.



7. Office room or reception area of around 100 Sq.ft. for counselling/Registration with facility for safe storage of stationary and other items (Desirable)
8. Separate washroom facility for male and female.
9. Availability of firefighting equipment.
10. Availability of first aid facility.
11. Availability of adequate number of dustbins.
12. Clean Drinking Water Facility.
13. Accommodation should be provided for 200 participants.
14. 2000 square feet of open space should be available.
15. Waiting room for trainer.

**B. General Criteria for Accommodation**

1. A well ventilated, cleaned and illuminated room measuring not less than 10 x 10
2. Rooms should have all the basic amenities.
3. Rooms should have Air Conditioners and will be provided on twin, triple sharing basis.
4. Ample Parking Space for at least 10 Cars & 50 Bikes.

**4. Qualification criteria**

S.No.	Particulars	Proof Required
1	The Applicant Organization (AO) must be registered on or before 31.03.2020. Consortiums / Joint Ventures are not allowed.	Incorporation/Registration Certificate
2	Applicant Organization may be Proprietorship, Partnership, Trust, Society, Public or Private Limited Company	Proprietorship: Udog Aadhaar / GST Registration/ Registration under Shop & Establishment Act. Partnership: Registered Partnership Deed Trust : Trust Deed Society: Registration Certificate Public or Private Limited Company: Certificate of Incorporation
3	The Applicant Organization must have minimum Average Annual / Turnover of at least INR 2.00 Crore in the three financial years i.e., FY 22-23, 23-24, 24-25	Audited Balance Sheet & Profit & Loss / Income Expenditure Account And also Submit a CA Certificate stating the above figures with UDIN

4	The Applicant Organization must have to mandatorily submit as Affidavit that it has not blacklisted/debarred by any Central/ State Govt. or their undertakings.	Affidavit
5	Bidder must have at least three years experience of three different government departments.	Submit a Copy of Work Order/ Experience Certificate.
6	The AO/s should not currently have any of its Skill Development Center permanently blocked, debarred by BSDMA through an order or BSDMA or any other Departments/ State skill Mission/ Central Government institutions/ similar bodies.	Declaration

#### 5. Technical Evaluation Criteria and Score:

Annexure 1 Evaluation Criteria		
S.No.	Details	Proof
1.	Period of Establishment: (completed years as on last date of bid submissions) (Maximum Marks: 10) More than 8 years old: 10 marks More than or equal to 08 years and less than 08 years old: 05 marks	
2.	Average Annual turnover (AATO) of in the three financial years i.e. FY 2022-23, 2023-24 and 2024-25 (Maximum Marks: 10) AATO more than 02 Crores: 10 marks. AATO more than or equals to 02 Crores and less than 02 Crores: 05 marks	Audited Balance Sheet & Profit & Loss / Income Expenditure Account. CA Certificate stating the above figures with UDIN (Annexure I)
3.	Intuitions Accredited for training from any State Government or Central Government. (10 Marks)	Mandatory
4.	Experience – Experience in last 5 years in providing training programme for minimum 200 persons. 1 Project: 5 Marks 2 Projects: 10 Marks 3 Projects: 20 Marks	States or National for Govt. department.
5.	Physical Verification (Maximum 50 Marks)	The committee of the BSDMA will physically verify the infrastructure proposed by the agency.

- Agency Scoring More than 70 marks will be Technically Qualified, and financial quotation of only technically qualified agencies shall be opened.

19

**6. Quoted rate of training centre:**

- a) Interlineations, correction, erasure and/or over-writing shall be valid only if initiated by the person or person signing the bid.
- b) Applicable GST must be clearly stated.
- c) The infrastructure will be hired as per the demand of BSDMA.
- d) The rates quoted by the bidder shall be applicable for two-three years. The applicable taxes shall be payable as per Government norms.
- e) TDS and any other liabilities may be deducted as per rule.
- f) The price should be quoted in India Rupees only.
- g) The applicable taxes shall apply in accordance with the prevailing rates.

**7. Validity of Quotation:-**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission and the rate may be fixed during the agreement period.

**8. Evaluation of Quotation**

The BSDMA will evaluate and compare the quotation determined to be substantially responsive i.e.

- (a) properly signed by authorized person; and
- (b) Conform to the terms and conditions, technical specification, proper attachment as per criteria mentioned.
- (c) The Quotations will be evaluated as per the Evaluation Criteria.

**9. Role and Responsibilities of the Department**

- (a) Monitoring and Evaluation of the TP Performance.
- (b) The Roles and Responsibilities of the department shall be discharged on a best effort basis, and they do not absolve the TP from discharging the necessary activities to complete the training cycle.

**10. Termination of the Agreement**

- (a) Termination for Default: Department may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the TP, terminate the Agreement in whole or in part (provided a cure period of not less than 30 days is given to the TP to rectify the breach):
- (b) The agreement may be terminated if it is discovered at any stage that the TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.
- (c) If the TP, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
- (d) If the TP commits breach of any condition of the Agreement.
- (e) If department terminated the Agreement in whole or in part, Performance Guarantee shall be forfeited.



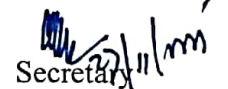
## 11. Award of Contract

The BSDMA will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment/judgment and sole discretion of the BSDMA, has financial capability to execute the contract and has quoted the lowest price.

- a. Notwithstanding the above, the BSDMA reserves the right to accept or reject any quotations and to cancel the entire process and reject all part of the quotations at any times prior to the award of contract.
  - b. Bidder, who will be awarded the contract, shall be required to furnish a performance security of Rs. 50,000 (Rupees Fifty Thousand only) with requisite validity (i.e. 2 years) in the form a Bank Demand Draft/BG in favor of BSDMA, payable at Patna.
  - c. The rates quoted against all the items shall remain unchanged within the contract period.
  - d. The BSDMA will issue order for training centre on as and when required basis.
12. Contract period for this work will be initially for three year and can be extended on mutual consent for further one year or more subject to need assessment and performance of the service provider.
  13. In case of extension of contract for further year(s), rates may be increased/ decreased on mutual consent.
  14. The undersigned reserves the right to reject any or all Quotation without assigning any reason.

We look forward to receiving your quotation and thank you for your interest in this project.

Yours Faithfully,

  
Secretary

Encl: As above (Details of requirement).

<Location, Date>

To,

The .....

Bihar State Disaster Management Authority (BSDMA)

Bihar, Patna

Dear Sir,

We, the undersigned, wish to be empanelled as Training Partner to implement Domain and ..... run under BSDMA, Bihar. We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by BSDMA.
- b. We have no conflict of interest as stated in the RFP.
- c. We meet the eligibility requirements as stated in RFP.
- d. We further declare that, upon selection we will be ready to establish training centre in implement skill development training program in any district of Bihar.
- e. In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- f. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Training no later than the date as specified by BSDMA.

We understand that BSDMA is not bound to accept any Proposal that BSDMA receives. We remain,  
Yours sincerely,

Authorized Signature

{In full and initials}

Name and Title of Signatory: \_\_\_\_\_

Name of Applicant:

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone): \_\_\_\_\_

Contact information (e-mail): \_\_\_\_\_



**Financial Bid**

SI No	सेवा प्रदाता द्वारा उपलब्ध कराई जाने वाली सेवायें	अनुमानित प्रतिभागियो संख्या	प्रति दिन का दर (यानी एक यूनिट का दर)	GST%	कुल धनराशि प्रति यूनिट (रूपया में)
1.	सामुदिक केंद्र का भाड़ा	200			
कुल राशि					

### Important Information and Details

Particulars Details		
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Company, Proprietorship, Partnership.	
6	Address of Registered Head Office:	
7	Incorporation/ Registration status of the Agency	<i>Submit Incorporation Certificate Page No. at which enclosed: ____</i>
8	Date of Incorporation/ Registration	
9	Power of Attorney in the name of the Authorized signatory	
10	Turnover in the last 3 Years:	<i>Submit a CA Certificate stating the above figures with UDIN (Annexure I)  Page No. at which CA Certificate has been enclosed: ____ Also submit Audited Financial statements for all the FYs.</i>
11	The AO/s must have provided Skilling Training to at least 5000 candidates on a consolidated basis during the last three financial years (FY 2021-22 to FY 2023-24).	<i>Submit a CA Certificate stating the above figures with UDIN (Annexure II)</i>
12	PAN Number	<i>Page No. at which enclosed: ____</i>
13	GSTIN Number	<i>Page No. at which enclosed: ____</i>
14	<b>A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector.</b>	<i>Page No. at which Affidavit has been enclosed: (Annexure III)</i>
15	Prior Experience Proof	<i>Page No. at which enclosed: 3</i>
17	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed : ____</i>

(5)

*(Past relevant experience)*

<i>SN</i>	<i>Details of Past Experience (work order)</i>	<i>Funding Department (Name the state/ central govt. )</i>	<i>Year of work order</i>	<i>Sanctioned Target in the work order</i>	<i>Total Value (amount) of the work order</i>



## CA Certificate

This is to certify the below details for the \_\_\_\_\_ (Company Name):

SL. No.	Financial Year	Turnover (Rs. In Lakhs)
		Total
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover of above 03 FYs		

Average Annual Turnover as on 31.03.2025 (Rs. ....In Lakh):

.....

Signature & Seal

(Certified by CA)

Name of CA : .....

Membership Number : .....

Firm Name : .....

UDIN: .....



## CA Certificate

This is to certify the below details for the \_\_\_\_\_ (Company Name): We certify that we have gone through the records of training made available by the organization including various govt. portals on which these records are available and certify as below:

SL. No.	Financial Year	Training Figure
		Total
1	2021-22	
2	2022-23	
3	2023-24	
Total number of Trained Candidates in above 03 FYs		

Signature & Seal


(Certified by CA)

Name of CA : .....

Membership Number : .....

Firm Name : .....

UDIN: .....



**(Affidavit on non-judicial stamp paper of 100/- by Authorized Representative of the applicant with his / her dated signature and enterprise seal)**

**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No. .... Dated : ..... and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of ..... (Name of the Organization), with its registered office at ..... do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practices or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I on behalf of .....(Name of the Organization) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above-mentioned RFP.
4. I/We on behalf of .....(Name of the Organization) do hereby affirm and undertake that we do not have any of our Skill Development Center permanently blocked, debarred by BSDMA through an order of BSDMA or by any other Govt. Departments/ State skill Mission/ Central Government bodies.

For and on behalf of: Signature:

Name :

Designation :

Date :

**(Organization Seal)**



(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/-or more)

Know all men by these presents that We .....  
(name of the enterprise and address of the registered office do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name) .....  
Son/ daughter / wife of ..... and presently residing at ..... who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFP Reference No. .... Dated : .....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....,

THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON .....  
DAY OF .....

For .....;  
{Signature, name, designation and address }

Accepted .....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.

2.

Note: In case of a company, a specific Board Resolution in this respect may be submitted.