

Expression of Interest (Eoi)

For

**Empanelment of Expert individual (s) and agency (s) to provide professional services to start-ups recognised under Bihar Start-up Policy.**

May 2023

Issued by:

Department of Industries, Government of Bihar,  
2nd Floor, Vikas Bhawan, Bailey Road,  
Jawaharlal Nehru Marg, Patna, Bihar 800015



Notice Inviting EoI  
for

**Empanelment of Expert individual (s) and agency (s) to provide professional services to start-ups recognised under the Bihar Start-up Policy.**

Department of Industries, Government of Bihar (herein referred to as "Authority") invites proposals from the expert individual (s) and agency (s) to support the Government of Bihar to provide 'Professional services to start-ups recognised under Bihar Start-up Policy'.

The document can be downloaded from the website <https://state.bihar.gov.in/industries>

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Department of Industries,  
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**Disclaimer**

Department of Industries, Government of Bihar does not make any representation of warranty as to the accuracy, reliability, or completeness of the information in this EoI document, nor will have the liability for any loss, expense or damage which may arise from with anything contained in this EoI document or in any way from the selection process for the work.

Department of Industries reserves the right to withhold or withdraw the process at any stage with or without intimation to all who submitted the Expression of Interest (EoI) Proposal Application.

Department of Industries reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel, or modify the process or to change/ modify/amend any or all provisions of this EoI Documents, at any time, without assigning any reason whatsoever.



## Fact Sheet

Sr. No.	Particulars	Details
1	Expression of Interest	To be intimated
2	1 <sup>st</sup> Expression of interest due date	(Eoi is open ended after due date i.e applications may be considered as per Eoi till Authority desired to do so)
3	Letter of Empanelment	To be intimated
4	Start Date	To be intimated
5	Website for Eoi Documents	<a href="https://state.bihar.gov.in/industries">https://state.bihar.gov.in/industries</a>
6	Contact Details	Directorate of Industries Department of Industries, Government of Bihar, 2nd Floor, Vikas Bhawan, Bailey Road, Jawaharlal Nehru Marg, Patna, Bihar 800015 Tel: 0612-2235812 Email ID – dir.ind-bih@nic.in

### Note:

- Professional Service include IT, HR, Accountants, Data Entry Operator and Graphic Designer. Basically, they can be professionals who can offer start-ups various knowledge-based expert services.
- Startups reserve the right to change any schedule of the bidding process. The same will be updated on the website.
- Proposals must be uploaded not later than time and date mentioned in the Fact Sheet.

### Section 1: Objective of the Eoi

The objective of the Eoi is to identify and shortlist/ empanel expert (s) and agency (s) who may be asked to provide professional support to start-ups recognized under Bihar start-up policy. These experts may also be asked to provide customized needs based on the requirement of startups. The objective of this document is to provide indicative information about the scope and objective of this activity.

The detailed terms and conditions may be negotiated between startups and the individual as per the scope of requirement by startups.

### Section 2: Critical Information

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



### Section 3: Eligibility Criteria

Bihar Start-up Fund Trust (BSFT) through Department of Industries, Government of Bihar has set up co-working space at B-Hub, Maurya Lok, 5<sup>th</sup> Floor, Block A, Patna. In this regard, expert individual (s) and agency (s) from various background are required to provide professional support to start-ups.

Professionals and agencies with relevant background are eligible to apply provided they possess the minimum experience as specified below.

3.1 Following are the position, qualification and experience requirement from selected individual (s)/ agency (s):

S No	Post	Qualification	Experience
1	Information Technology (IT)	B.E in IT/ BCA with minimum 2 years of experience	<ul style="list-style-type: none"><li>➤ Experience in development and maintenance of mobile applications and web applications.</li><li>➤ She/ he will be responsible in managing database and other computerized information system for startups.</li><li>➤ She/he will be responsible for providing technical support to startups like networking, system support and software development.</li></ul>
2	Human Resources (HR)	BBA with minimum 2 years of experience	<ul style="list-style-type: none"><li>➤ She/ he will be responsible of assisting with the creation and execution of HR initiatives and processes</li><li>➤ Provide counselling on policies and procedures</li><li>➤ Provide recruitment services by preparing job descriptions, posting ads and managing the hiring process</li></ul>
3	Accountant	B.Com/ CA Inter With minimum 2 years of experience	<ul style="list-style-type: none"><li>➤ She/ he will be responsible for maintaining book of accounts for startups (online and offline)</li><li>➤ Experience in Audit and Statutory compliances such as GST, IT Return, TDS etc.</li><li>➤ Understanding of Financial Statement.</li><li>➤ Knowledge of Tally &amp; relevant accounting software</li></ul>



4	Data entry operator	B. Com with minimum 1 years of experience as DOE/MIS Executive	<ul style="list-style-type: none"> <li>➤ Excellent knowledge of MS Office Word, Excel and power point</li> <li>➤ Proficient in touch-typing skills</li> <li>➤ Creating accurate spreadsheets</li> <li>➤ Entering and updating information into relevant databases</li> </ul>
5	Graphic designer	Graduate in any field with minimum 2 years of experience	<ul style="list-style-type: none"> <li>➤ Conceptualize visuals based on requirements</li> <li>➤ Testing graphics across various media</li> <li>➤ Develop layouts, photos, logos and other designs</li> <li>➤ Making layouts and pictures by hand or with design software</li> <li>➤ Familiarity with design software and technologies (such as Adobe Photoshop, Adobe InDesign)</li> </ul>

3.2 In case of an agency (s), the qualification and experience mentioned above shall be provided either from shareholder or Director or owner or employee working on payroll of the company/ firm/ body.

In addition to above, the agency(s) shall meet the below mentioned criteria.

- a. The agency should be a proprietorship/ partnership firm/ company/ body registered or incorporated in India.
- b. The agency should be operational for at least 3 financial years as of 31<sup>st</sup> March 2023.
- c. The agency should have an average annual turnover of Rs. 10 Lakhs in last 3 financial years.
- d. As on last date of submission of the Bid, the agency should not be blacklisted by Central Government/ State Governments/ Union Territories/ PSUs in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices.

#### Section 4: Application Procedure

Interested individual (s) and agency (s) can upload their application along with their CV with a photograph (as per the specified format in Form 1) on the website <https://state.bihar.gov.in/industries>

**Supporting Proofs & Documents:** Self-attested copy of documents supporting educational qualification certificate, experience certificate, training certificate, address proof etc.

Incomplete application (s) or application (s) without the supporting documents will be rejected & no communication will be made/entertained in this regard.



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### **Section 5: Type of Engagement**

The final shortlisted candidates shall remain empaneled for a period of 3 years. The empaneled experts and agencies may be required to work depending on the requirements of the specific engagement.

### **Section 6: Conditions of Engagement**

The empaneled list of experts and agencies shall be permanent in nature which might be used by startups from time to time as per the need.

### **Section 7: Commercial terms and conditions**

Department will not play any role in fixing of fees. It is solely between the startups and the empaneled experts/ agencies to negotiate and agree the price as per mutual terms and conditions.

### **Section 8: Intellectual Property Rights**

The copyright of all content/project/proposal/concept created during the contractual period with BSFT/ Department of Industries, Government of Bihar shall be owned by BSFT/ Department of Industries, Government of Bihar and should not be utilized anywhere else and/or for any other work/organization without the explicit written permission of BSFT/ Department of Industries, Government of Bihar.

### **Section 9: Conflict of Interest**

The prospective consultants/experts and agencies who are engaged to provide professional services would be required to give an undertaking that neither any conflict of interest exists on their part nor will they engage in any activity in future for a year which may result in conflict of interest.

### **Section 10: Right to Terminate the Process**

The Authority may terminate the empanelment process at any time without assigning any reason. The Authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.

This empanelment process does not constitute an offer by Authority.



# FORM 1: Format of CV for Expert Individual (s)

S No	Details			
1	Position Applied For			
2	Name of the Applicant			
3	Address of the Applicant			
4	Gender			
5	Nationality			
6	Educational Qualification of Applicant			
7	Years of experience			
8	Key expertise			
9	Languages known			
10	Publications (if any):			
11	Mobile No.			
12	Email ID			
13	Work History (Current and Past)			
	<ul style="list-style-type: none"> <li>Current Designation</li> <li>Organization</li> <li>Duration: From (dd/mm/yyyy) To (dd/mm/yyyy)</li> <li>Key job responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Current Designation</li> <li>Organization</li> <li>Duration: From (dd/mm/yyyy) To (dd/mm/yyyy)</li> <li>Key job responsibilities</li> </ul>		
	Name of clients:			
15	Any other (training, certification received etc)			

Name of the Expert

Signature

Date



FORM 2: Format to be filled only by Agency (s)

S No	Details	Response from Agency
1	Name of the Agency	
2	Address of Registered office / corporate office	
3	Year of establishment and type of entity	
4	Position Applied For	
5	Contact details and email id	
6	Turnover of the agency Year 2019-20 Year 2020-21 Year 2021-22 Documentary proofs- Audited/ CA certified to be enclosed	
7	Self-declaration regarding agency not blacklisted by Central Government/ State Governments/ Union Territories/ PSUs in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices	

Name of the Authorized Agency person

Signature

Date

Director of Industries,  
Department of Industries,  
Government of Bihar  
Patna, Bihar

Memo No 1380 / Patna, Dated 08-05-23

Copy to: IT Manager, Department of Industries, Government of Bihar, Patna, Bihar for  
Uploading the information of above advertisement on Department Website.

Director of Industries,  
Department of Industries,  
Government of Bihar  
Patna, Bihar