



बिहार सरकार

Govt. of Bihar
Animal & Fish Resources Department
Directorate of Fisheries, Patna, Bihar

Request for proposal for selection of Technical Advisory Team (TAT) in Directorate of Fisheries, Animal and Fish Resources Department, Govt. of Bihar

1. Directorate of Fisheries (DoF), Animal & Fish Resource Department (AFRD), Government of Bihar seeks a proposal from reputed agencies for selection of Technical Advisory Team (TAT).
2. The detailed terms and condition for qualification of the bidders, for submission of bids and selection of the agency, scope of work of the agency etc. are indicated in the Bidding Documents, which can be downloaded from our website: <https://state.bihar.gov.in/ahd>.
3. Brief Details for bidding are as below:

Tender Cost	Rs. 10,000/- through DD in favor of "Director Fisheries, Bihar, Patna"
Last Date for submission of queries/ Clarifications	05-04-2021
Pre-Bid Meeting	09-04-2021
Last Date and time for receipt of Proposal through speed post/courier	21-04-2021 Till 03:00 PM
Date and Time of Opening of Technical Proposal	21-04-2021 Till 05:00 PM
Date and Time of Opening of Financial Proposal	Qualified bidders will be intimated later.
E-Mail ID	directorfisheries-bih@nic.in
Contact Details	Dilip Kumar Singh, Deputy Director Fisheries (SPU), Directorate of Fisheries, Block A, 2nd Floor, Officers' Hostel, Bailey Road, Patna -800001. Mob No. – 94731-91534
Any kind of amendment/corrigendum will be published at above web address.	

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

Director, Fisheries (Incharge)
Directorate of Fisheries
Animal & Fish Resource Department
Officers' Hostel, block- 'A',
Bailey Road, Patna, Bihar-800001



बिहार सरकार

Govt. of Bihar

Animal & Fish Resources Department

Request for Proposal for selection of Technical Advisory Team (TAT) in Directorate of Fisheries under Animal and Fish Resources Department, Govt. of Bihar.

Notice

Inviting Tenders

Directorate of Fisheries, Animal & Fish Resources Department, Government of Bihar seeks a proposal from reputed firms/agencies for selection of Technical Advisory Team (TAT) for technical support and implementation of fisheries development schemes in Bihar.

The detailed terms and conditions for qualification of the bidders for submission of bids and selection of the consultant, roles and responsibilities of the consultant etc. are indicated in the Bidding Documents which can be downloaded from our website: <https://state.bihar.gov.in/ahd> Interested and qualified agencies are requested to submit their proposals along with supporting documents and non-refundable tender fees of Rs 10,000 (Rs Ten Thousand Only) in the form of a demand draft in favor of "Director Fisheries, Bihar, Patna" on or before date 21-04-2021 by 03:00 PM through speed post/courier only.

The applications are to be addressed to the office of "Director Fisheries, Directorate of Fisheries, Block 'A', 4th Floor, Officers' Hostel, Bailey Road, Patna, Pin: 800001, Bihar". Applications should be submitted **with both technical and financial proposals** in prescribed format in sealed envelopes separately labeled as '**Technical/Financial Proposal**' and should be sent in a single sealed envelope clearly labeled as "**Request for proposal for selection of Technical Advisory Team (TAT) in Directorate of Fisheries under Animal and Fish Resources Department, Govt. of Bihar**"


Director Fisheries, (Incharge)
Directorate of Fisheries,
Bihar, Patna
Animal & Fish Resources Dept.
E-Mail: -directorfisheries-bih@nic.in

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REQUEST FOR PROPOSAL

SELECTION OF FIRMS/AGENCIES TO ESTABLISH TECHNICAL ADVISORY
TEAM (TAT) IN DIRECTORATE OF FISHERIES UNDER ANIMAL AND FISH
RESOURCES DEPARTMENT, GOVT. OF BIHAR.

SELECTION OF REPUTED FIRMS/AGENCIES TO ESTABLISH TECHNICAL ADVISORY TEAM (TAT) IN DIRECTORATE OF FISHERIES UNDER ANIMAL AND FISH RESOURCES DEPARTMENT, GOVERNMENT OF BIHAR.

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1. FACT SHEET

Tender No.	
Title of Tender	Request for Proposal for Selection of Technical Advisory Team (TAT) for technical support and implementation of fisheries development schemes in Bihar
Date of Pre-bid Meeting	09-04-2021
Last date and time for receipt of response to RFP (Bid - Documents)	21-04-2021 Till 03:00 PM
Date of opening of Technical Proposal	21-04-2021 Till 05:00 PM
Date of opening of Financial Proposal	Qualified bidders will be intimated later.
Mode of Proposal Submission	Offline
Address for submission of pre-bid queries and proposal	Director Fisheries, Directorate of Fisheries, Animal and Fish Resources Department, Govt. Of Bihar Block A, 4th Floor, Officers Hostel Bailey Road, Patna 800001.
Tender document fee	Rs. 10,000/- through DD in favor of "Director Fisheries, Bihar. Patna" which is non-refundable.
Earnest Money Deposit (EMD)	EMD: Rs. 5,00,000/- in the form of Demand Draft in favor of "Director Fisheries, Bihar, Patna" or Bank Guarantee
Method of Selection	Least Cost Method
Letter of Awards	To be notified
Assignment duration	TAT would initially be engaged for a period of 3 years , which may be extended for a further period of 2 years on satisfactory work and mutually agreeable terms with annually increased rate of 10% of the contract value.

2. REQUEST FOR PROPOSAL

Directorate of Fisheries, Animal and Fisheries Resources Department. GoB hereby invites proposals in the form of techno-financial bids from interested and technically qualified agencies for deployment as Technical Advisory Team (TAT) for technical support and implementation of fisheries development schemes in Bihar.

The proposal has to be submitted offline at Director Fisheries, Directorate of Fisheries. Animal and Fish Resources Department. Govt. of Bihar, Block A, 4th Floor. Officers Hostel Bailey Road, Patna 800001.

3. BACKGROUND

Traditionally, Bihar's economy is dominated by rural sector Around 88% of the population live in the rural areas. Agriculture and Dairy sub sectors have fared well in recent past. The positive impact of green revolution and white revolution can be easily visualized in Bihar. The state is endowed with adequate freshwater resources and fishery subsector has a tremendous potential. In the year 2019-20, State has achieved total fish production of 6.41 Lakh MT. The State vision towards fisheries development in Bihar comprises the following: -

- i) Ensure sustainable socio-economic development of farmers involved in fisheries and enhance Human Resource Development to make the fisheries sector an efficient and professionally managed sector. While Safeguard the rights of small fishermen, encourage increased participation of women in this sector and implement schemes for welfare of fishermen
- ii) Encourage Public Private Partnerships in all segments of the fisheries value chain Creating an excellent environment to attract private sector investments in the fisheries sector through legislative and policy support Assist in domestic market development through in centivization of Local bodies and private sector players to create modern cold chain and hygienic fish markets
- iii) Promote innovation and encourage technology up gradation through Research and Development Promote high value fishery resources and their processing for value addition through modernization of the fisheries sector by importing new technologies
- iv) Put in place appropriate mechanisms to ensure sustainable fisheries and aquaculture to ensure ecological integrity and biodiversity. Ensure sanitary and Phyco-sanitary standards in all the stages of fisheries and aquaculture.
- v) Promote export market through quality management, packaging, labeling, marketing and Brand development

Technical Advisory Team (agency)

For effective rolling out of the ongoing schemes, it is planned that the TAT would be in place for technical support and implementation. This TAT would provide **eight core and three support resource persons** in Patna. It is expected that the selected TAT with its wide array of expertise, will bring a more holistic perspective towards technical advisory and overseeing effective scheme implementation under the aegis of Directorate of Fisheries, Animal and Fish Resources Department, Govt. of Bihar.

Request for Proposal

Directorate of Fisheries, Animal and Fish Resources Department, Govt of Bihar is issuing this Request for Proposal (RFP) for selection of an Agency for setting up a 'Technical Advisory Team' for Technical support and implementation of Fisheries development Schemes for a period of **3 Years / 36 months** with and extension of **2 years / 24 months** based on performance review of agency by Directorate of Fisheries, Animal and Fish Resources Department, Govt of Bihar.

4. EARNEST MONEY DEPOSIT & BID PROCESSING CHARGE

A non-refundable tender document fee of **Rs.10,000/-** (Rupees ten thousand only) through DD in favor of '**Director Fisheries, Bihar, Patna**' has to be submitted by the bidder along with the bid. The bid must be accompanied by a refundable **Earnest Money Deposit (EMD) of Rs. 5,00,000/-** (Rupees five lakh only) separately in the form of Demand Draft or bank guarantee drawn in favor of **Director Fisheries, Bihar, Patna payable at any nationalized bank situated at Patna (Bihar)**. After selection of the suitable applicant for appointment as consulting firm, the amount of EMD shall be refunded to the unsuccessful bidders. Bidders may submit the EMD in the form of Demand Draft or bank guarantee. The EMD of the successful Bidder shall be retained by the Directorate till the completion of the assignment.

5. TERMS OF REFERENCE

5.1. Scope of Work:

The scope of work of the mentioned engagement will broadly cover the following areas:

- a) **Support for conceptualization of schemes that can help uplift the fish farmers of Bihar:** TAT shall support in formulating strategies/sub-strategies necessary for successful implementation of fisheries development schemes implemented by the Directorate of Fisheries.
- b) **Support towards effective overseeing of the ongoing DoF activities:** TAT shall extend support to Directorate to carry out routine assignments for smooth and effective implementation of the ongoing schemes.
 - *Convergence support:* Converging communication with requisite stakeholders for Inter and Intra department coordination under the ambit of Directorate.
 - *Institutional strengthening support:* To assist in strengthening of fisheries Co-operatives by development and execution of capacity building modules among the fish farmers.
 - *Database management:* To develop data collection tools, coordinate and converge with offices/officials to collect data, data analysis and report preparation.
 - *Financial management:* To support in creating standard recording, analysis and reporting tools for financial transaction within the Directorate.
 - *Operational & functional management:* To develop simpler modules/processes/tools to carry out daily activities of the Directorate.

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- c) **Information dissemination on fisheries schemes:** TAT would assist State Government in organizing workshops / media campaigns / e-meets/ webinars etc. aimed at sensitizing stakeholders about various initiatives and support available under Directorate. TAT will support Directorate in various events such as seminars, workshops, campaigns, roundtables, conferences etc. for brand promotion, awareness generation on schemes, providing thought leadership on fisheries development knowledge sharing and scheme promotion.

TAT would develop a year-round calendar of events for sensitization of stakeholders in the pockets of important fish production along with identifying the potential resource persons/institutes/organizations/etc.

- d) **Assistance in mobilization of proposals under schemes of the Directorate:** TAT would assist State Government in inviting and mobilizing proposals and projects eligible for assistance under different schemes of fisheries.
- e) **Evaluation and Appraisal of Techno-feasibility reports and Detailed Project Reports (DPRs):** TAT will facilitate preparation of the Business Plans / DPRs for supporting investors / project proponents in application under different schemes.

TAT would also assist State Government in selection of projects through evaluation / appraisal of techno-feasibility reports and DPRs submitted for existing schemes at the Directorate.

- f) **Supporting capacity building of entrepreneurs/farmers in project execution and supply chain management:** TAT would provide capacity building modules to support entrepreneurs in execution of the fish projects. Such services may include developing modules for capacity building in different technical aspects. The team will also facilitate in developing ToT and SoP modules towards key thematic areas.
- g) **Assistance in management of the schemes:** TAT would provide technical support in effective management of schemes (being implemented by DoF). Further, the team would facilitate development of Standard Operating Procedures (SoPs) and guidelines for fish farmers and entrepreneurs on production and operations management.
- h) **Release and Utilization of Grant:** TAT would support State Government in planning effective release of grant support and monitoring as per the norms and guidelines GoB. The agency would develop reporting templates & tools for evaluating the grant release and its effective utilization by the beneficiary and the concerned field officials of the Directorate.
- i) **Exploring Market linkages:** TAT would support entrepreneurs in exploring suitable opportunities for production, processing and market linkages for fisheries projects. This will enhance the overall business success of proposals. The team will also facilitate brand enhancement for products developed by farmers / Enterprises promoted under the scheme, to enhance the market acceptance of the same.
- j) **Monitoring and reporting:** TAT would assist Directorate of Fisheries in effective monitoring of schemes and projects by way of providing periodic (**daily, weekly, bi-weekly, monthly, quarterly**) status updates on key schemes and projects. TAT would review and suggest improvements in the reporting templates.

The team will further assist in mid-term and annual reviews of the schemes. TAT will also design formats for data collection, status reporting across the states and districts to meet the MIS requirements for Directorate for scheme monitoring and analysis.

- k) **Procurement management:** TAT would facilitate the procurement / bid process management pertaining to schemes being implemented by Directorate. This will include facilitating the tender preparation to work award stage.
- l) **Ground Truthing field visits:** TAT would carry out necessary field visits in the operational areas for better visibility and ground truthing of ongoing activities, as per need of the assignment. This will be a need-based activity for augmenting the TAT deliverables.
- m) **Web Based Management Information System (MIS) –** Maintenance of the existing web portal, online scheme management system, need-based development in the web portal, MIS, software development, development of need-based mobile applications for scheme management, monitoring & market linkage activities, online scheme management, database management in the Directorate of Fisheries, development of project based application with online and offline features, hosting of online scheme applications at SDC on latest technologies and platform with online and offline facilities, development of online and offline financial management system for connecting the districts and preparation of utilization certificates.
- n) **All other work assigned by Fisheries Directorate.**

5.2 Deliverables of the project

1. Preparation and implementation of Fisheries Development Schemes.
2. Day-to-day support in implementation of the schemes/convergence support for Inter and Intra department coordination, providing support for institutional strengthening, database management/financial management/operational and functional management.
3. Dissemination of information related to fisheries schemes by organizing workshops/media campaigns / e-meets/ webinars etc. aimed at sensitizing various stakeholders. Also, supporting in organizing seminars, workshops, campaigns, roundtables, conferences etc. for brand promotion & awareness generation on schemes.
4. Assistance to Directorate in mobilization of proposals/projects under different schemes of fisheries.
5. Facilitating in preparation of the Business Plans / DPRs for supporting investors / project proponents in application under different schemes.
6. Providing capacity building modules to support entrepreneurs in execution of the fish projects.
7. Providing technical support in effective management of schemes (being implemented by DoF) along with facilitate developing of Standard operating procedures (SoPs) and guidelines for fish farmers or entrepreneurs on production and operations management.
8. Developing reporting templates & tools for evaluating the grant release and its effective utilization by the beneficiary and the concerned field officials of the Directorate.
9. Supporting entrepreneurs in exploring table opportunities for production, processing and market linkages for fisheries projects.
10. Providing quarterly status updates on key schemes and projects. Assisting mid-term and annual review of the schemes and designing formats for data collection, status reporting across the states and districts to meet the MIS requirements
11. Facilitating the procurement / bid process management pertaining to schemes and facilitating the tender preparation to work award stage.
12. Need based field visits in the operational areas for better visibility and ground truthing of ongoing activities.

13. Development of MIS for Fisheries Directorate, maintenance of the web portal, online scheme management system and need based development in the web portal. Development of need based mobile applications for scheme management, monitoring & market linkage activities online scheme management, database management.

5.3 Team and Responsibilities

Sl.	Position	Educational Qualification	Experience Required	Major Responsibilities
1	Project Coordinator (1)	S/He should be an MBA in Agribusiness Management with graduation in / Agriculture / Horticulture/ Forestry /allied fields with professional experience of more than 8 years	<ul style="list-style-type: none"> • Should have experience in managing at least one project in providing implementation support for Central/State schemes, program management and monitoring project evaluation / appraisal and investment facilitation/mobilization and at least three assignments in consultancy advisory role pertaining to agriculture and allied sector. • Should have experience of working in TAT/ PMU / PMA/ similar assignments for implementing Agri / Fisheries schemes • S/He should also have worked with State Government(s) on long term Agriculture / Fisheries / Horticulture / Food Processing project • S/He should have extensive experience of providing project - evaluation, appraisal and implementation support to state in similar assignments. 	<ul style="list-style-type: none"> • Provide senior level support to project implementation, including facilitation in complete procurement management, preparation and monitoring of partner agreements, work plans, and budgets. • Supervise the work of Technical Advisory Team and coordinate with Directorate for smooth project implementation. • Facilitate and support coordination and communications with respect to aquaculture and fisheries development projects in Bihar. • Steer inter-departmental coordination, liaising with government / non-government agencies and other national and international institutions. • Preparation of project implementation plan, designing and managing the project to attain set objectives and follow the defined timelines. • Assist DoF in stakeholder's coordination for grounding of projects and smooth implementation of schemes.
2.	Finance Consultant (1)	Should have an MBA/PG degree in Finance Management/CA/ICAI/	<ul style="list-style-type: none"> • S/He should have at least 5 years of professional experience in project 	<ul style="list-style-type: none"> • Facilitate DoF in overseeing scheme expenditures financial

		<p>I.C.W.A.I. or post graduation in Economics having professional experience of more than 5 years</p>	<p>implementation and scheme financial management.</p> <ul style="list-style-type: none"> • Should have experience conducting financial analysis and financial model development for projects and proposals. • Should have experience of conducting technical, economic, financial feasibility for the different Agri & allied value chain enterprises. 	<p>reporting revenue and expenses</p> <ul style="list-style-type: none"> • Assisting directorate in creating and managing financial forecasts budgets for various projects and • To analyze data and identify areas for improvement and / or recommend solutions for effective utilization of funds • Coordinating for credit linkage activities for fishers/fish farmers as per need of the Directorate. • Establishment of appropriate internal controls and project governance • Final submission of model DPRs for the ongoing/upcoming projects.
3.	Project Consultant (1)	<p>Should have an PGDM in Human Resource Management, MBA/PDGM in Management or post graduation in Economics /Commerce having professional experience of more than 5 years</p>	<ul style="list-style-type: none"> • Should have experience of development, planning and implementation of various projects. • S/He should have at least three years of professional experience in project development and operations management. • Should have experience of conducting feasibility analysis and financial model development. • S/He should have worked with state Government (preferably Bihar) in one agricultural transformation project involving capacity building in fisheries group formation. 	<ul style="list-style-type: none"> • Facilitate DoF in monitoring scheme financial performances. • To assist in financial planning for various projects. • DoF in monitoring To Support DoF evaluation of ongoing schemes and analyzing data to identify areas for improvement. • Assisting in establishment of appropriate internal controls and project governance • Facilitating DoF in preparation of Model DPRs for ongoing/upcoming projects

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4.	Institution Building and Capacity Building Consultant (1)	Should have a MBA/PG Degree in Management/ Rural Management / Rural Development /Marketing/ Social Work /Business Management with graduation in any discipline professional with experience of more than 4 years.	<ul style="list-style-type: none"> • S/He should have experience in community mobilization, promotion and strengthening of community organization (SHGs /farmer group/ farmer producer organization) for at least 2 years. • S/He should have at least one year of experience with State Government/Government officials. 	<ul style="list-style-type: none"> • To coordinate with district/block team or implementation of activities pinned the Directorate. • Will support the field implementation team in mobilizing the fish farmers and formation of fish farmers producer organizations. • Will develop modules for capacity building of fish farmers etc. • Will help in development of data collection module at CBO level.
5.	Fisheries Consultant (2)	Master's Degree in Fisheries Sciences with specialization in aquaculture from ICAR recognized institutes. Work experience in the sector will be preferred.	<ul style="list-style-type: none"> • S/He should have domain knowledge Aquaculture/Fisheries of • S/He should have domain knowledge and expertise of hatchery / fish seed production • Should have experience and exposure to productivity enhancement programs and new technologies. 	<ul style="list-style-type: none"> • Support in designing new schemes and programs as per the need Directorate of • Provide technical fisheries related support in development of DPRS, schemes; • Develop capacity development modules for the areas of fisheries. • Provide technical input and capacity building of hatcheries operators to adopt better management practices: • Work with the technical team to map infrastructure facilities and improvement management; of brood stock • Analyze the nursery / seed farm scenario in the state, plan for actionable areas and facilitate implementation
6	IT Consultant (1)	B. Tech (IT / Computer Science) / bachelor's in	<ul style="list-style-type: none"> • A university degree in Computer Science, Information Systems, or 	<ul style="list-style-type: none"> • To facilitate DoF in overseeing development or procurement of

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		engineering (BE) (IT / Computer science) with minimum (5) five years of experience in IT or database administration	<p>related field is required as well at least 5 experience. years of relevant</p> <ul style="list-style-type: none"> • Must have experience in web design, and web-based data base design and implementation. • Experience working with following environments: Mac OS, Windows 10 & Windows Server 2008+ operating systems, Office 365 etc. 	<p>software and IT systems to meet the requirements for supervision, monitoring and evaluation of projects including concurrent monitoring verification of KPIs, in consultation with the relevant officials in the Directorate.</p> <ul style="list-style-type: none"> • Support management of web-based project management tools for tracking implementation of activities projects and • Establishes and revises database by conferring with analysts and programmers to code and retrieve data.
7.	MIS Consultant (1)	MBA/MCA with BCA/Graduation in IT / Computers/ Statistics/Commerce from reputed institute with more than 5 years of professional experience	<ul style="list-style-type: none"> • Minimum work experience of 5 (five) years in designing and maintenance of MIS systems in government section. • Management Information Systems • Expert with experience in web-based database design and development; implementation and management. Should be proficient at using software for MIS. 	<ul style="list-style-type: none"> • Development of advanced MIS for reporting and facilitate in schemes and programs related to Directorate. • Manage database of projects, processes and results in association with the M&E. Collecting inputs from teams for creating data-based insights. • Creation of MIS reports and subsequent data representation and visualization • Periodic reporting for weekly, monthly and quarterly updates to management. • Any other responsibilities assigned from time to time
8.	Multi Skill support staff (1)	Should be graduate in any field with more than 2 years of professional experience	<ul style="list-style-type: none"> • S/He should have experience of working with state government/ for more than 2 years. • Should have professional computer and 	<ul style="list-style-type: none"> • Will extend support to key experts and directorate as per requirement. • Will support in data collection, analysis and report preparation.

			documentation experience.	<ul style="list-style-type: none"> • Will support in documentation and report writing Will extend support to key experts and
9.	Data Entry Operator (2)	Should have graduation in any discipline with diploma in computer application and have a professional experience of minimum 1 year	<ul style="list-style-type: none"> • Should have professional computer and documentation experience • Should have typing speed of 25 words per minute in Hindi and 30 words per minute in English 	<ul style="list-style-type: none"> • Will extend support to key experts and directorate as per requirement. • Will support in documentation and report writing

6. DURATION OF THE CONTRACT

Initially the contract will be for a duration of **three years and may be extended** for a period of another two years based on satisfactory work, performance evaluation and mutually agreeable terms with annually increased rate of 10% in order to address inflation (exclusive of GST; GST shall be as applicable).

7. ELIGIBILITY OF THE AGENCY

The agencies intending to bid for appointment as TAT shall fulfill the following criteria:

- Should be a reputed Institution/Company/Consulting Firm/Organization (Corporate House) with a track record of **providing consulting advisory services** in Agriculture and allied sectors, for more than ten years in India.

The Agency should submit relevant proofs (work orders/credentials/Certificate of Incorporation MoA/ AoA/Firm Registration certificate etc.) to that effect.

- Should have a minimum annual turnover of **Rs50.00 crores** from consulting or advisory during each of the last three years. Certified turnover certificate and audited copy of the financial statements towards the same must be submitted.
- Should have worked as PMU / PMA / TAT (Program Management Unit/Agency/Technical Advisory Team) in Agriculture and allied sector and related schemes with respect to State / Central government programs in the last five years. Documentary evidence in form of signed workorders / agreements should be submitted.
- Should have undertaken minimum 3 Agriculture and allied sectors /related long-term projects (of more than 1 year) for the State / Central government in the last five years. Documentary evidence in form of signed work orders/ agreement should be submitted.

8. Submission of Proposals

Only physical mode for submission of the proposal shall be accepted. The proposal shall be submitted at Director Fisheries, Directorate of Fisheries, Animal and Fish Resources Department, Govt. Of Bihar, Block-A, 4th Floor, Officers Hostel Bailey Road,

Patna 800001, on or before 21-04-2021 by 3:00 PM, with duly signed pages of the proposal and requisite documents as detailed below:

i. Technical Bid:

- a) The Technical Proposal as per the format given in **Annexure-I** 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-II**.
- c) CVs of each experts in not more than 4 A-4 sheets, team leader and team members duly signed as per **Annexure-III**.
- d) Scanned copy of Tender Acceptance Letter **Annexure-IV**.
- e) Proof of in-house Agri & allied professionals in the format as per **Annexure-V**.
- f) Financial bid form in the format as per **Annexure-VI**
- g) Scanned copy of GST Registration Number.
- h) Scanned copy of Turnover Certificate, Audited Annual Report & Balance Sheets for last 3 financial years.
- i) Bidder has to submit Document fee and EMD as DD/BG in favor of Director Fisheries, Bihar, Patna payable to Patna, on or before the last date and time of bid submission. Scanned copy of the document fee and EMD shall be submitted with the technical proposal. The Bank Guarantee format has been placed at **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.

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 a firm / organization 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 Directorate of Fisheries.
- c) In case it is found 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 Team 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 Consultant. 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 Fisheries, Directorate of Fisheries, Animal and Fish Resources Department, Govt. Of Bihar, Block A, 4th Floor, Officers Hostel Bailey Road, Patna 800001,

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without the Directorate of Fisheries, 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 Directorate of Fisheries, Animal and Fish Resources Department, 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 Fisheries to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the Directorate of Fisheries, Government of Bihar there under.
- f) Technical Bids will be opened at Director Fisheries, Directorate of Fisheries, Animal and Fish Resources Department Govt. Of Bihar Block A, Road, 4th Floor, Officers Hostel Bailey Patna 800001. The Tender will be at liberty to be present either in person or through an authorized representative at the time of opening of Technical Bid with Bid Acknowledgement Receipt.
- g) Financial Bid of only those bidders shall be opened, whose Technical Bids / Proposals are found to be suitable in the technical evaluation. 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, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out.

11. Evaluation of Bids

- i. Prior to evaluation of Proposals, the Directorate of Fisheries 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) The travel expenses of TAT team for official / project related work shall be taken care of by Directorate of Fisheries, Animal and Fisheries Resources Department, Government of Bihar. Bidding firm will submit the costs for manpower only.
 - e) It does not contain any conditions or qualification.
 - f) It has submitted Rs. 5,00,000/- (Rupees five Lakhs Only) as Earnest Money Deposit (EMD in the form of BG or DD) and processing charges of Rs. 10,000/- (Rupees Ten Thousand Only) through DD.
 - g) It is not non-responsive in terms hereof.

The Director of Fisheries, Directorate of Fisheries, 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 Directorate of Fisheries, Government of Bihar in respect of such Proposals.

- ii. The Technical Bid will be evaluated on a scale of 100. The comparative weightage for each activity of technical bid would be as below:

Evaluation Criteria				Max. Marks
a)	Minimum Annual Turnover from consulting / advisory over the last three years			10
	Turnover more than Rs. 200 crores for each of the last three years -10 Marks Turnover more than Rs. 100 crores for each of the last three years-7 Marks Turnover up to Rs. 50-100 crores for each of the last three years - 5 Marks			
b)	Past experience of working as Programme Management Agency (TAT) in Agriculture and allied sector correlated schemes with Central and/ or State Government			15
	6 or more assignments as PMU/TAT in Agriculture and allied sector - 15 marks			
	Up to 5 assignments as PMU/TAT in Agriculture and allied sector- 10 marks Up to 3 assignments as PMU/TAT in Agriculture and allied sector - 5marks			
c)	CVs and experience of key personnel*			55
	Position (No.)	Experience	Qualification	
1	Project Coordinator (1)	More than 8Years	MBA (Agribusiness Management) with B.Sc. (Fisheries Agriculture/ Horticulture/Forestry/allied sectors)	15
2	Finance Consultant (1)	More than 5 years	MBA in Finance or PG In Economics	5
3	Project Consultant (1)	More than 5years	MBA/PGDM in HRM/Finance or PG in Economics/Commerce	5
4	Fisheries Consultant (2)	Should have technical knowledge & expertise in fisheries.	Master's Degree in Fisheries Sciences with specialization in aquaculture from ICAR recognized institutes.	10
5	IT Consultant(I)	More than 5 years	B. Tech (IT/ Computer Science) / bachelor's in engineering (BE) (IT/ Computer science)	5
6	Institution Building and Capacity Building Consultant (I)	More than 4 years	MBA/PG Degree in Management/Rural Management/Rural Development/Social Work/Business Management with graduation in any discipline	4
7	MIS Consultant(1)	More than 5 years	MCA MBA with BCA/Graduation in IT/Computers/Statistics Commerce	5

8	Multi Skill support staff (1)	More than 2 Years	MBA with Graduation in Economics/Statistics	2
9	Data Entry Operator (2)	More than 1 year	Should have graduation in any discipline, diploma in computer application	4
d)	In-house strength of Agri & allied professionals in the firm Website Management & - More than 30 in-house dedicated Agri & allied professionals in the firm - 10 - 26-30 in-house dedicated Agri & allied professionals in the firm - 7 - 21-25 in-house dedicated Agri & allied professionals in the firm - 5 - Up to 20 in-house dedicated Agri & allied professionals in the firm - 3			10
e)	Approach and methodology for completing the assignment - To be awarded for a thorough understanding of the requirement and innovative approaches in handling the scope of work outlined.			10

*Evaluation Criteria of CVs and experience of key personnel detailed out in Annexure III.

Note: 1. Consulting agency may propose a consortium with other firms to enhance their candidature. However, evaluation will be done only for the lead bidding firm.

Note: 2. The Directorate of Fisheries may ask to provide additional Resource, based on the need of the assignment case to case basis. Deployment of such resources would be done on mutually agreed terms and conditions.

The agency may deploy additional manpower as per actual requirement of the work. However, the CVs of only the above-mentioned personnel will be considered for technical evaluation. In case of replacement of a team member, if necessary, after the appointment of TAT, the substituted person should have an equivalent or higher qualification.

12. Evaluation of Technical Proposal

In the first stage, the technical Proposal will be evaluated on the basis of the criteria stated in evaluation table above. Only those Applicants having Technical Proposals score 70 marks or more out of 100 marks shall qualify for further consideration.

- i. The Agency obtaining at least **70% marks** on the basis of evaluation of the Technical Bid will qualify for evaluation of Financial Bid.
- ii. Further, the Technical Agency will be selected from the technically qualifying bidders based on **Least Cost Method (L1)**.

13. 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-VI**.
- iii. The GST and other levies, if any, should be furnished as per the format.
- iv. The travel expenses of TAT team for official/project related work shall be taken care of by Directorate of Fisheries, Animal and Fisheries Resources Department, Government of Bihar. Bidding firm will submit the costs for manpower only.

- v. In case nothing mentioned, it will be assumed that taxes / other levies are included in the rates quoted.
- vi. Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.
- vii. The selection method is Lease Cost Method (L1).
- viii. The Directorate of Fisheries would enter a contract with L-1 bidder i.e., eligible bidder with the lowest total quoted cost in the financial bid.

The undersigned reserves the right to enter price negotiation with the successful bidder to reduce the quoted price if the same is found to be irrational. An evaluation committee involving officers of Directorate under the chairmanship of Director would be formed to undertake the evaluation and selection process of TAT.

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 fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant.

The Bidder shall be selected on the basis of **Least Cost Method**, the minimum qualifying marks will 70 in Technical evaluation. Financial proposal of only those agencies will be opened which has secured minimum 70 marks.

For financial evaluation, the total cost indicated in the Financial Proposal will be considered without considering the GST.

Fisheries Directorate 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 bidder to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant.

Firm quoting the lowest rate will be L1 bidder. In case the L1 bidder refuses to do the work then L2 bidder will be invited.

An evaluation committee involving officers of Directorate under the chairmanship of Director would be formed to undertake the evaluation and selection process of TAT.

14. Award of Assignment

After selection, a Letter of Award shall be issued in duplicate by the Directorate of Fisheries, Government of Bihar to the Selected consulting agency and the consulting agency 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.

15. 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 two weeks** of submission of invoices.

16. Penalty Clause

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

- a) Forfeiture of Performance Security
- b) Directorate of Fisheries will reserve the right of performance review/evaluation of the selected agency.
- c) 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.

17. Limitation of Liability

The liability of the Technical Advisory Team (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this assignment, including the work, or Services covered under this assignment, shall be the payment of direct damages only which shall in no event in the aggregate exceed the Total Contract Value.

18. Performance Guarantee / Security

After selection of suitable applicant in TAT, the amount of EMD shall be refunded to the unsuccessful bidders. The EMD of the successful bidder shall be retained by Directorate of Fisheries, Government of Bihar till the completion of the assignment.

In addition, performance security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

19. Removal and Replacement of Team members

If Directorate of Fisheries finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or if the Directorate of Fisheries determines that a Consultant's Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Directorate of Fisheries written request, provide a replacement. In the event that any of Key Experts is found by the Directorate of Fisheries to have not performed as per desired standards then with a notice of one month Directorate of Fisheries may ask selected agency to replace the said expert with an Expert who is equally qualified or has higher experience than that mentioned in the RFP.

20. Amendment to RFP

At any prior to the closing time and date of receipt of bids, the Directorate of Fisheries 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 paring their bids, the Directorate 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.

21. Disclaimer

The Directorate of Fisheries shall not be responsible for any late receipt for any reasons whatsoever.

22. The Directorate of Fisheries 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

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meeting or otherwise.

c) To facilitate evaluation of Proposals, the Directorate of Fisheries 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 Directorate of Fisheries 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 Directorate of Fisheries may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

23. Right to reject any or all Proposals

Notwithstanding anything contained in the RFP, the Directorate of Fisheries 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 Directorate of Fisheries reserves the right to reject any Proposal if:

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

24. Miscellaneous

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

Office space for TAT shall be provided by Directorate of Fisheries, Animal and Fish Resources Department, Govt. of Bihar. The travel expenses of TAT team for official / project related work shall be covered by Directorate of Fisheries, Animal and Fish Resources Department Govt. of Bihar.

25. 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.

26. Clarifications

Any clarification sought may be directed to Director Fisheries, Directorate of Fisheries Animal and Fish Resources Department, Govt. of Bihar, Block A, 4th Floor, Officers Hostel Bailey Road, Patna 800001, Telephone No: 0612 - 2535800, Email: directorfisheries-bih@nic.in, Website: <https://state.bihar.gov.in/ahd>

Annexure-I

TECHNICAL BID FORM **APPLICANT'S ORGANIZATION AND EXPERIENCE**

A- Applicant's Organization

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

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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 to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in Rupees)
Country: Location within country:	Duration of Assignment (months):
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 own involved and functions performed (indicate month significant profiles such as Project Director Coordinator, Team Leader):
Narrative description of Project:	
Description of actual service provided by your staff within the assignment:	

Handwritten signature

Annexure – II

Firm's Name: _____

Description of Team

Sl. No.	Name of Team Member/s	Proposed Position in TAT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

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

Handwritten signature

Annexure-III

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

1. **Proposed Position** [only 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** the staff has been involved, indicate the following information for those one

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: _____

Annexure IV

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

To

Date

Sub: Acceptance of Terms & Conditions

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:

2. I/We hereby certify that I/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 the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your directorate / 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 directorate / 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)

Annexure V

Format for Declaration of existing strength of Agri & allied 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 _____ has qualified Agri - professionals in India as of **February 2021**. The details of the same been tabulated herewith.

Name of the Employee	Designation	Date of Joining the Firm	Educational Qualification (Undergraduate)	Educational Qualification (Graduate)

On behalf of _____

Name:

Position:

Seal & Signature

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Annexure VI**Financial Bid Form
(Not to be filled manually)**

Ref. Submission of Proposal against your RFP Reference No: _____ Our
detailed financial proposal is as follows:

(Amount in Indian Rupees)

Sl. No	Description	Unit	Unit Cost per month	Total Cost for 3 Years	Remarks
A. Manpower Cost					
1.	Project Coordinator	1			
2.	Finance Consultant	1			
3.	Project Consultant	1			
4.	Fisheries Consultant	2			
5.	IT Consultant	1			
6.	Institution Building and Capacity Building Consultant	1			
7.	MIS Consultant	1			
8.	Multi Skill support staff	1			
9.	Data Entry Operator	2			
	Sub-Total (A)	11			
B. Other Expenses to be quoted					
1.	Manpower supplying charges including TA/DA, Office Equipments, communication, Office Expenses	36 Months			
	Sub-Total (B)				
	Total (A+B)				
Total Amount in words:					

Annexure - VII: Bank Guarantee Format

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

In consideration of _____ (Bidder) submitting the Bid for Selection as Technical Advisory Team (TAT) for implementation of fisheries development schemes in Bihar, in response to the RFP Notice issued by Directorate of Fisheries, Animal and Fish Resources Department Govt. Of Bihar vide Tender No. _____ being a bidder, required to deposit EMD as per (insert name of bank) hereby agrees unequivocally, _____, Dated: _____ and the terms of the RFP, the irrevocably and unconditionally to pay Director Directorate of Fisheries (hereinafter referred to as "Procurer") at Patna, Bihar forthwith on demand in writing from Director Fisheries, Directorate of Fisheries, on behalf of Animal and Fish Resources Department, Government of Bihar any amount up to and not exceeding Rs. _____ (Rupees _____ only), on behalf of _____ (Bidder).

This guarantee shall be valid and binding on this Bank up to and including _____ and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between concerned parties.

The Guarantor Bank hereby agrees and acknowledges that the Procurer shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit

Our liability under this Guarantee is restricted to Rs. _____/- (Rupees _____ only). Our Guarantee shall remain in force until _____. The Procurer shall be entitled to invoke this Guarantee until _____

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by the Procurer, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to the Procurer.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by the Bidder or any other person. The Guarantor Bank shall not require the Procurer to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against the Procurer in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India. The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly the Procurer shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against Bidder, to take any claim against or any demand on Bidder or to give any notice to the Bidder to enforce any security held by the Procurer or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

The Guarantor Bank acknowledges that this BANK GUARANTEE is not personal to the Procurer and may be assigned, in whole or in part. (whether absolutely or by way of security) by Procurer to any entity to whom the Procurer is entitled to assign its rights and obligations.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted to Rs. _____/(Rupees _____ only), and it shall remain in force until _____ with an additional claim period of thirty (30) days thereafter. We are liable to pay the guaranteed amount or any part thereof under this BANK GUARANTEE only if the Procurer serves upon us a written claim or demand.

Signature _____

Name _____

Power of Attorney No. _____

For _____ (Insert name of the Bank)

Banker's Stamp and Full Address. Dated this _____ day of _____

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