



Govt. of Bihar
Animal & Fisheries Resources Department

Notice Inviting Tender for selection of agency for training of dairy farmers under Dairy Development Directorate, Animal & Fisheries Resources Department, Bihar, Patna

Ref. No.:

Dated :-

1. Dairy Development Directorate, Animal & Fisheries Resource Department, Government of Bihar seeks a proposal from reputed organisations **for Training of dairy farmers of Bihar.**
2. The detailed terms and condition for qualification of the bidders, for submission of bids and selection of the bidder, roles and responsibilities of the bidder etc are indicated in the Bidding Documents, which can be downloaded from our website state.bihar.gov.in/ahd/CitizenHome.html.
3. Interested and qualified agencies are requested to submit their proposal along with supporting documents and non-refundable tender fees of ₹5,000/- (Rs Five thousand only) and earnest money deposit of ₹1,00,000/- (Rupees One Lac Only) in the form of a demand draft drawn in favor of "Director, Dairy" payable at Patna on or before date 24.09.2021 by 1.00 PM. by hand/ post/ courier. The applications are to be addressed to the office of "Director, Dairy Development Directorate, Animal & Fisheries Resource Department, 3rd Floor Vikas Bhawan, New Secretariat, Patna -800015, Bihar. Application should be submitted in prescribed format in sealed envelope and should be clearly labeled as **"Selection of agency for Training of dairy farmers under Dairy Development Directorate, Dept. of Animal & Fisheries Resources, Govt.of Bihar.**

Director,
Dairy Development Directorate,
Animal & Fisheries Resource Department,
Bihar, Patna

Dairy Development Directorate, Dept. of Animal & Fisheries Resources, Govt. of Bihar

SCHEDULE OF EVENTS

Place for opening of the bid	Dairy Development Directorate, Dept. of Animal and Fisheries resources, Bihar, 3rd Floor, Vikash Bhawan, Patna, Bihar
Pre-Bid Meeting	At 13.00 Hrs on 10.09.2021
Last Date & time of Submission of Bid	At 13.00 Hrs on 24.09.2021
Date & Time of Opening of Technical Bid	At 15.00 Hrs on 24.09.2021

TENDER DOCUMENTS

for

Training of Dairy Farmers of Bihar

Tender Reference No.:

August 2021



बिहार सरकार

***Animal & Fisheries Resources Department
(Dairy Development Directorate)
Govt. of Bihar***

3rd Floor, Vikas Bhawan, New Secretariat, Patna -800015

Contact No.: 0612-2202556

NOTICE INVITING TENDER FOR AGENCY TO TRAIN DAIRY FARMERS

Tender No.
Services to be offered	Training of dairy farmers
Details of Contact Person for clarifications/queries	Sri Sanjay Kumar
Cost of Tender Document	₹5,000/-
Earnest Money Deposit (EMD)	₹1,00,000/-
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	state.bihar.gov.in/ahd/CitizenHome.html
Bid Submission Closing Date & Time	24.09.2021 at 1.00 PM
Technical Bid Opening Date & Time	24.09.2021 at 3.00 PM
Address for Submission of Technical Bid (including Tender Document & EMD) on or before the closing date and time of bid submission	Dairy Development Directorate, Dept. of Animal and Fisheries resources, Bihar, 3rd Floor, Vikash Bhawan, Patna- 800015, Bihar
Venue for Technical Bid opening	In the Chamber of Director, Dairy Development Directorate, Bihar, 3rd Floor, Vikash Bhawan, Patna
Date, Time and Venue of opening of Financial bids	To be informed later
Tender Document and Financial Bid Validity	180 Days

Disclaimer

This tender is not an offer by Dairy Development Directorate, Dept. of Animal and Fisheries Resources, GoB, but an invitation to receive offer from Eligible Bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officer of Dairy Development Directorate, Patna with the vendor.

IMPORTANT NOTE

- I. Dairy Development Directorate, Dept. of Animal & Fisheries Resources, Govt. of Bihar hereinafter called the Client, invites sealed bids under two bids system from eligible organisations/companies/organizations etc. for "Selection of Agency for training of dairy farmers".
- II. Sealed bidding document (Technical Bid along with EMD and Financial Bid) duly filled in as per the instructions of the Tender Document should be addressed to the Dairy Development Directorate, Patna and must reach latest by 13.00 Hrs. on 24.09.2021.
- III. The sealed bidding document should be delivered in Client's office by the stipulated date and time.
- IV. Tender document can be obtained from Dairy Development Directorate on any working day between date 10.09.2021 to dated 23.09.2021 from 10.00 AM to 05.00 PM by payment of ₹5000/-. Alternatively, tender forms can also be downloaded from the official web site of the Dept. of Animal & Fisheries Resources <https://state.bihar.gov.in/ahd/CitizenHome.html>. A demand draft of ₹5000/- drawn in favor of "Director, Dairy" payable at Patna should be enclosed along with the Technical Bid for the Tender Forms downloaded from the website.
- V. The Technical Bids shall be opened in the chamber of Director Dairy Development, Bihar on 24.09.2021 at 15.00 hrs. by the Committee authorized by the Dairy Development Directorate, in the presence of such bidders who may wish to be present. The financial bids of only those bidders whose Technical Bids qualify, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.
- VI. The Bidder shall bear all costs associated with the preparation and submission of its bid and Dairy Development Directorate, will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
- VII. Interested bidders are advised to study the document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

- VIII. The Dairy Development Directorate reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Dairy Development Directorate, Patna shall be final and binding.
- IX. Dairy Development Directorate, Patna, at its sole discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <https://state.bihar.gov.in/ahd/CitizenHome.html>.
- X. The contract can be terminated at any time without assigning any reason by giving a notice of two months by Dairy Development Directorate, Patna.
- XI. Incomplete bids are liable to be rejected.
- XII. Late bids shall not be accepted and no correspondence in this regard shall be entertained.
- XIII. The decision of the Director, Dairy Development Directorate, Bihar, Patna on any dispute, arising out of or relating to the contract, including the interpretation of a part or full of this document, shall be final and binding on the parties.

BACKGROUND

The training & capacity building programs are targeted to enhance the efficiency of operation of Dairy Development Directorate to achieve its objective of more remunerative market linkage of milk for the benefit of the farmer members, who have limited access to information and resources. The training programme will comprise of dissemination of information and skill development through concurrent modular/capsular training methodology to enhance milk producers/farmer's learning abilities and retention of knowledge.

Institution building stakeholders' capacity development to ensure supportive supervision and on the job hand holding support to the trained farmers. The training will create awareness and build their capacities to adopt the latest farming practices and technology and in turn to increase dairy productivity.

The agency shall have to ensure qualitative training and shall conduct training need assessment by in-depth analysis, group discussions with society members, unions, federation, district officials, wholesalers and retailers etc. as suited to the type of training.

The selected agency will provide training as per the requirement of the business. The training and exposure visit will be required at the state level should consider training for linking beneficiaries to sustainable entrepreneurial enterprises. **Tentative Target (in 1 year): 4000 dairy farmers.**

TERMS & CONDITIONS

1. Validity of Contract

The tenure of assignment/contract would be for a period of **3 years** from the date of signing of this agreement and it may further be extended up to 2 years or more depending upon the performance of the agency/persons to be only considered and approved by Director, Dairy Development Directorate, Animal & Fisheries Resource Department, Bihar, Patna.

2. Payment

Selected agency can claim the payment on monthly basis against the valid invoice and the progress report of the work delivered in the month with proof as training module, photographs of training, (if any for the month).

The payment will be done after due approval from the Director, Dairy Development Directorate.

The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the Department.

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted.

The rates quoted shall be inclusive of all charges, taxes, and duties as applicable as per law. The quoted rates shall be firm and shall not be subject to any change whatsoever and shall hold good till completion of the work including extended period of contract, if any.

3. General Rules and conditions:-

The agency will be hired based on an agreement between Director, Dairy Development Directorate, Animal & Fisheries Resource Department, Bihar, Patna as one party and the selected agency.

Director, Dairy reserves the right to reject/cancel the hiring of organisation at any time, if he/ she is satisfied that it is desirable to do so in the interest of dairy farmers after giving an opportunity for correction of error. The decision of Director, Dairy shall be final and binding.

Training modules should be approved by the authorized official before delivering training to farmers.

4. Role of Agency

- Agency shall make arrangement of food, logistics, accommodation, training kits, training Hall, and arrangement of projectors etc.
- Training module in Hindi version shall be used for the training to farmers.
- The agency will share training schedule and training requirements (such as training module prints, training equipment, accessories etc.) 10 days before to the Director, Dairy Development Directorate, Bihar, Patna.
- The agency has to organise training as per schedule or as suggested by Director, Dairy Development Directorate, Bihar, Patna.
- The agency will arrange exposure visits of all the trainees.

5. SCOPE OF WORK

- Conduct 5 days' training of dairy farmers including at least one exposure program for the beneficiaries (total number of trainees/year – 4000 and training batch size should not exceed 40)
- Arrangement of good accommodation for beneficiaries during the training sessions

- Arrangement of 3 standard meals (Breakfast, Lunch, Dinner) and 2 times tea & snacks for each beneficiary for all 5 days of training session
- Arrangement of local conveyance from accommodation place to training venue (if both are not in the same premises).
- Exposure visits of beneficiaries to any functional dairy
- Standard training hall equipped with audio-visual facilities and having all required facilities (toilets, drinking water etc.)
- Training schedule and course module preparation, in coordination with Dairy Development Directorate, in Hindi language for 5 days' training session
- Qualified and experienced trainers (at least 3 years of experience in dairy)
- Training kit (bag, notebook, pen, course material etc.) distribution to each beneficiary
- Training completion certificate printing & distribution to each beneficiary
- Maintain training records of all the trainings

6. BID

- The bid must be accompanied by an Earnest Money Deposit (EMD) of ₹1,00,000/- (Rupees OneLakh only) in the form of Demand Draft drawn in favor of "Director, Dairy" payable at Patna. After selection of the suitable applicant, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder shall be retained as security money till the completion of the assignment.
- Services offered should be strictly as per specifications mentioned in this Tender Document.
- Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- Bidder shall quote the prices of services as mentioned valid for 180 days.
- The project cost for above-mentioned scope of work at S.N. 5 is ₹1,150/- (Rs.OneThousand One hundred fifty only) per farmer. Thus, financial bid of tendered organisation should not exceed the maximum limit.
- Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.
- Director, Dairy may reject a proposal at any stage if it is found that the organisation recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question and may also declare organisation ineligible or blacklist the organisation, either indefinitely or for a stated period of time, if at any time it is found that the organisation has engaged in corruptor fraudulent practices in competing for, or in executing, the contract.

- Notwithstanding anything contained in this RFP, Director, Dairy reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- Director Dairy reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.
- At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, Director Dairy may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder amend the RFP.
- In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, Director Dairy may, at its discretion, extend the Proposal Due Date.
- The Proposal shall be valid for a period not less than 180 Days from the Proposal Due Date "Proposal Validity Period" in the format set out in the Annexure enclosed. Director, Dairy reserves the right to reject any Proposal that does not meet this requirement.
- Prior to expiry of the Proposal Validity Period, Director may request the Bidders to extend the period of validity for a specified additional period.
- The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.
- The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk. It shall be deemed that prior to the submission of Proposal, the Bidder has made a complete and careful examination of term conditions/requirements, and other information set forth in this RFP document.
- Received all such relevant information as it has requested from Director, Dairy and made a complete and careful examination of the various aspects of the assignment.
- Director, Dairy shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.
- All taxes payable to government should be paid by the Bidder as per applicable norms and procedure. Director, Dairy is nowhere liable and responsible for payment of such taxes.
- For clarification purposes only, the communication address is: Director, Dairy Development Directorate, Animal & Fisheries Resource Department, 3rd Floor, Vikas Bhawan, New Secretariat, Patna – 800015.
Website: <https://state.bihar.gov.in/ahd/CitizenHome.html>

7. Proposal DueDate

Proposals should be submitted on the date and time as per information provided in the fact sheet of this RFP. Any Bid received by the Dairy Development Directorate, Animal &

Fisheries Resource Department, Bihar, Patna after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

8. Declaration of successful bidder

- Director, Dairy may either choose to accept the Proposal of the successful tender or invite him for negotiations.
- Upon acceptance of the Proposal of the tender technically qualified with L1 Criteria, with or without negotiations, Director, Dairy shall declare the tender as the Successful Bidder.
- In case two or more bidders quote equal in financial bid, then the bidder with higher number of experience (earlier date of incorporation) in the technical bid evaluation shall be declared successful.

9. Dairy Development Directorate, Animal & Fisheries Resource Department, Bihar's Right to Accept or Reject Proposal

Director, Dairy reserves the right to accept or reject any or all of the proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.

Director, Dairy reserves the right to reject any Proposal if at any time: -

A material misrepresentation made at any stage in the bidding process is uncovered or The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

10. Notification of award

Post a successful evaluation of the proposals received under this bid process, Director, Dairy shall intimate the successful bidder, by way of a Letter of Intent inviting him to furnish the requisite performance bank guarantee and execute the resultant Contract.

11. Completion of Contract

Unless otherwise terminated under the provisions of any relevant clause of the document, contract shall be deemed to have been completed after issuance of completion certificate from Director, Dairy stating that there is no demand & deliverable outstanding against the party and they have satisfactorily discharged all liabilities under the contract.

12. Qualification / Eligibility Criteria for Technical Eligibility

Only those bidders who fulfill the following qualification criteria are eligible to respond to the RFP. Offers received from the bidders who do not fulfill all or any of the following eligibility criteria are liable to be rejected. Director, Dairy reserves the right to interpret the documents/proof of eligibility submitted by the bidders and may choose to accept/reject the proof of eligibility or may also call for further clarification with respect to any documents submitted by the bidder.

The experience and expertise of the bidder, and bidder's compliance with all these requirements must be substantiated with relevant and credible documentary proof.

Qualification/ Eligibility Criteria for the agency/organisation			
S.N.	Basic requirement	Specific Requirement	Document Required
1.	Legal Entity/ registered organisation	The Bidder should be a registered organisation (Pvt. Company/ Limited Liability Partnership (LLP)/ Societies/ Trust/ Cooperative / Section 25 company) or any registered institutions in India. The organisation must be operational in India for at least 3 years after registration.	A copy of Registration Certificate
2.	Relevant Experience	<ul style="list-style-type: none">a. Bidder should have experience to host the residential trainings.b. Having more than three years of similar experience in implementing/ imparting training in the area of capacity building.c. Bidder must be associated with minimum 3 esteemed institutions (govt. or pvt.) in dairy/agriculture/rural development sector in last 3 financial years.	Supporting Documents (Work Order/Sanction Letter/ Completion Certificate) to be attached.
4.	Turnover	The bidder should have an average turnover for the last three financial years ending on 31st March 2020 should be equal to or greater than Rupees Fifty Lakhs.	Turnover Certificate duly certified by CA

5.	GST Registration	The bidder must have a valid GST Registration or Exemption Certificate.	GST Registration Certificate/ Exemption Certificate by CA
6.	Not Blacklisted	The bidder should not be blacklisted by any Government/ Government agency /PSU for the last 3 years.	Undertaking to this effect to be submitted as per the format-4.
7.	Earnest Money Deposit	Submission of Earnest Money Deposit (EMD) of INR ₹1,00,000/- in the form of Demand Draft with a validity of 180 days from the date of publication of RFP.	Amount of INR ₹1,00,000/- in the form of Demand Draft with a validity of 180 days drawn in favor of "Director, Dairy" payable at Patna.
8.	Human resource	Minimum 10 employees must be there on the bidder's pay-role for last 1 year	List of employees with supporting documents
9.	Infrastructure	Must have infrastructure (RCC building), with all common facilities, for accommodation & training of dairy farmers. Bidder with bigger infrastructure will be given preference.	Details of infrastructure (no. of rooms with area, number of toilets etc.) certified by local public representative or block level govt. officer
10.	Connectivity & Accessibility	The venue must be easily accessible and must have direct bus and/or train connectivity	Address proof of the venue

13. Technical Bid Evaluation:

The Bidder shall be evaluated on the above-mentioned parameters. Only bidders qualifying the technical evaluation shall be qualified for the financial evaluation.

NOTE: The agency if fails to submit any document asked in the RFP, may be rejected.

14. Notes to above Clause:

- Bidding team may visit Director, Dairy, Animal & Fishries Resources Department, Bihar, Patna premises prior to the bid submission – however, all expenses will be borne by the bidder.

- It shall be the bidder's responsibility to ensure submission of unambiguous/clear and enough documentary evidence in support of the evaluation criteria.
- Director, Dairy reserves the right to verify and or all data/document/information provided by the bidder. False statement by Bidder will make it liable for appropriate action as per Banning policy.
- Bidder must include the phone numbers, e-mail of contacts to enable Director, Dairy to independently verify the proof submitted in the document.

15. Financial Bid:

A sum amount to be quoted by the Bidder as per the Performa in RFP Document.

16. Financial Evaluation

- The Bidder with lowest qualifying financial bid L1 will be awarded the contract. In case L1 bidder denies performing the work, his earnest money will be forfeited and Director, Dairy may offer the award to L2 or L3.
- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- Any conditional bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected if there is a discrepancy.

17. Award of Contract

Dairy Development Directorate will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

18. Dispute resolution

Director, Dairy Development Directorate, Animal & Fisheries Resource Department, Bihar, Patna and the bidders shall make every effort to resolve amicably by direct negotiation, in case of any disagreement or dispute arising between them

TENDER FORM**PROFORMA FOR FURNISHING TECHNICAL BID**

(Please go through the terms and conditions before filling up this Proforma)

Sl. No.	Subject	Details	Pg.No. of Enclosures
1.	Name, Address & Telephone No. of the organisation		
2.	Date of Registration and Registration No. of the organisation (Please enclose supporting document)		
3.	Legal status of the Organization (i.e. Whether Pvt. Company/ Limited Liability Partnership (LLP)/ Societies/ Trust/ Cooperative / Section 25 company or any registered institutions in India)		
4.	Name of Head of the organisation		
5.	Name, designation and address including contact no. and email id of the Contact Person		
6.	Annual Turnover of the organisation for last 3 years(attach copies of audited balance sheet)		
7.	GST No. (if exempted, then enclose exemption certificated as directed)		
8.	PAN No. (Attach copy)		
9.	Details of projects successfully completed (Attach copies of Projects and Certificate of Satisfactory Completion)		
10.	Details of esteemed institutions (govt. or pvt.)in dairy/ agriculture/ rural development sector in last 3 financial years (attach supporting documents)		
11.	Details of EMD (DD enclosed)	1. D.D. No.: 2. Date: 3. Amount: 4. Issuingbank:	

12.	Manpower strength of the organization (attach documentary proof in support)		
13.	Whether you have any point of disagreement with the terms and conditions stipulated in the Tender Document? If yes, please specify and also indicate suggested solution. (if space is not sufficient, please attach separate sheet.)		
14.	Undertaking submitted on a stamp paper of Rs.100/- (Rupees One Hundred Only) as per format prescribed.		

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the Dairy Development Directorate, Patna to accept/reject "the points of disagreements and proposed solution provided by us" would be final and binding.
- d) The signatory to this bid is authorized to sign such bid on behalf of the organization.

Signature: _____

Name: _____

Designation: _____

FORMAT-2**FINANCIAL PROPOSAL/ FINANCIAL BID**

(To be filled in a separate sealed envelope system & Marked as Financial Bid- for selection of agency for Training of Farmers under Dairy Development Directorate, Animal & Fisheries Resource Department, Bihar, Patna

Financial Format (To be filled by the bidding Agency)

Sl. No	Particulars	Cost(inclusive of all taxes) (Rs./farmer/day)	Remarks
1.	Accommodation		
2.	Food		
3.	Training Kit & Stationery		
4.	Training Facilitation Cost (honorarium & TA/DA of resource person, local conveyance, exposure visit, Venue, Audio-visual etc.)		
5.	Miscellaneous (provide details)		
	Total Cost		

Contract would be awarded to the lowest evaluated bidder (L1) whose bid will be found to be responsive and who will be eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.

Signature of Authorized Signatory

Authorized Representative of Agency with Seal/Stamp

FORMAT-3

**LETTER OF UNDERTAKING
(ON THE LETTER HEAD OF THE BIDDER)**

To,

Director,

Dairy Development Directorate, Dept. of Animal and Fisheries Resources
3rd Floor, Vikash Bhawan, Patna – 800015, Bihar

Sub: Tender Document for Selection of Agency for providing Training to dairy farmers of Bihar.

Sir,

This bears reference to Dairy Development Directorate Patna tender No. _____ dated _____
We have critically examined the proposal and hereby, accept all the terms and conditions for submitting bid as mentioned in this tender Document. We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid and all declarations/undertakings are in the format prescribed.

Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We understand that you are not bound to accept the lowest or any proposal you may receive.

The above document is executed on ___/___/2021 at (place) _____ and we accept that if anything out of the information provided by us is found wrong our tender/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Date:

Name of the Bidder:

Authorized Signatory:

Place:

Seal of the Organization

FORMAT-4

**DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING
FROM TAKING PART IN GOVT. TENDER BY/ DAIRY DEVELOPMENT DIRECTORATE/GOVT.
DEPT/GOVT. UNDERTAKING**

(To be executed on the stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I,....., Authorised Signatory of M/s hereby declare that the organisation namely M/s has not been blacklisted or debarred in the past by DairyDevelopment Directorate or any other Government Depart. or Govt. Undertaking from taking part in Government tenders.

Or

I,....., Authorised Signatory of M/s hereby declare that the organisation namely M/s was blacklisted/debarred by DairyDevelopment Directorate, or any other Government Department from taking part in Government tenders for a period of years w.e.f. The period is over on and now the organisation/agency is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o DairyDevelopment Directorate, Patna and EMD/SD shall be forfeited. In addition to the above O/o DairyDevelopment Directorate, Patna will not be responsible to pay the bills for any completed/ partially completed work.

Signature with seal

Name.....

Capacity in which as signed:

Name & address of the organisation:.....

Date:

FORMAT-5

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

(Must be submitted to O/o Dairy Development Directorate, Patna on or before date of bid opening)

Ref.: _____

Date: _____

To

Dairy Development Directorate, Dept. of Animal and Fisheries Resources
3rd Floor, Vikas Bhawan, Patna – 800015, Bihar

Dear Sir,

Ms./Mr. _____ is hereby authorized to sign relevant documents on behalf of the organisation for the tender for "Training of dairy farmers under Dairy Development Directorate, Dept. of Animal & Fisheries Resources, Govt. of Bihar". She/He is also authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory

Representative Signature

Organisation Seal

(Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received)

FORMAT-6

DETAILS OF SIMILAR WORKS EXECUTED

S.N.	Name of the Work/Location	Name of the Client	Total Project Cost	Date of commencement	Date of completion	Litigation if any	Reference (official of client organization)	Remarks

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

FORMAT-7**CHECK LIST**

Check-list for pre-qualification bid for providing "Training of dairy farmers under Dairy Development Directorate, Dept. of Animal & Fisheries Resources, Govt. of Bihar"

Sl.	Documents asked for	Page no. on which document is placed
1.	Bid Security (EMD) of ₹1,00,000/- (Rupees One lac only) in the form of Account Payee Demand Draft issued by any scheduled commercial bank drawn in favour of " Director, Dairy" payable at Patna.	
2.	One self-attested recent passport size photograph of the authorized person of the organisation/agency, with name, designation, address and office telephone numbers.	
3.	Undertaking on a Stamp Paper of ₹100/- (Rupees One Hundred Only) as per format prescribed.	
4.	Self-attested copy of the PAN card issued by the Income Tax Dept. Copy of Income-Tax Return of the last 3 financial years	
5.	Self-attested copy of Registration Certificate of the organisation	
6.	Self-attested copy of the GST Certificate or CA certified GST exemption certificate	
7.	Proof of experience of last three financial years as specified in Sl. No. 10 of Format-1 of the Annexure	
8.	Audited Financial Statements of last three years as a proof for 3 years' Average Annual turnover	

9. Detail of EarnestMoney	10. Details of non-refundable tender document fee
1. D.D. No.:	1. D.D. No.:
2. Date:	2. Date:
3. Amount:	3. Amount:
4. Name of the issuingbank:	4. Name of the issuingbank: