

**Notification:-**

**Newspaper advertisement on**

**Request for proposal (RFP)**

**Operation & Maintenance of Fresh Catch Kiosks in Urban Areas of Bihar**

**Advertisement No:**

**Date:.....**

The Directorate of Fisheries, Bihar Patna invites application of "Request for proposal (RFP) for Operation & Maintenance of Fresh Catch Kiosks in Urban Areas of Bihar" under State Scheme's from Individuals/FFPOs/SHGs/Registered Firms/Cooperative Societies/Companies registered in India and compliant with applicable laws. For detailed guidelines, application & relevant documents visit: [http: fisheries.bihar.gov.in](http://fisheries.bihar.gov.in). Last date for submission of application is.....

  
**Director Fisheries,  
Bihar Patna.**





# 1. Schedule of events

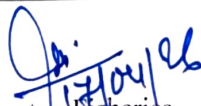


बिहार सरकार

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

1. With an objective to modernizing fish retailing across the State by deploying standardized, hygienic, prefabricated "Fresh Catch Kiosks" at identified locations. This ensures quality, compliance, ensures hygiene simplifies replication across districts. Selected individuals / FFPOs / SHGs / Registered Firms / Cooperative Societies / Companies registered in India and compliant with applicable laws will operate kiosks at allotted location/s, with work orders issued based on site readiness, capacity, and performance—strengthening Bihar's fish marketing value chain.
2. The detailed terms and condition for qualification of the RFP of Bid documents, which can be downloaded from website "<https://state.bihar.gov.in/ahd>" and "[fisheries.bihar.gov.in](https://fisheries.bihar.gov.in)"
3. Brief Details for bidding for operators are as below:  
Directorate of Fisheries, Bihar, Patna reserves the right to accept or reject any or all proposals without incurring any obligations to inform the affected applicant/s of the grounds thereof.

Name of Work	Operation and maintenance of Fresh Catch Kiosks in specified urban location
Method of selection	H1 Highest monthly rental fee (Subject to reserve price and mandatory 1 % of gross sales to DOF/Corporation.
Scheme Sanction letter No.	Letter no. 1777 dated 13.04.2026
Mode of Proposal submission	Offline through direct submission, Speed Post or Courier.
Address for submission of Proposal	Directorate of Fisheries, Dairy, Fisheries and Animal Resources Department, Government of Bihar, 2nd Floor, Director Cell, Room : 225, Vikas Bhawan, New Secretariat, Patna – 800015
Contract Period	3 years (extendable based on performance)
Bid System	Two Envelope System (Hard Copy) Envelope-1 - Pre-Qualification & Technical Proposal; Envelope - 2 - Financial proposal.
Bid Validity	180 days from due date of submission
EMD	Rs.25,000/- through DD in favor of "Director Fisheries, Bihar. Patna".
Security deposit	Rs. 2,00,000/ through DD in favor of "Director Fisheries, Bihar. Patna".
Pre-Bid Meeting	10:30 AM / 05 <sup>th</sup> May,2026 at Directorate Meeting Hall, 2nd Floor, Vikas Bhawan, Patna – 800015
Last Date & Time for Submission of Queries	8 <sup>th</sup> May,2026 till 5:00 PM
Last Date & Time for Submission of Proposal	20 <sup>th</sup> May,2026 till 5:00 PM
Date & Time of Opening of Technical Bid	10:30 AM / 22 <sup>th</sup> May,2026 at Directorate Meeting Hall, 2nd Floor, Vikas Bhawan, Patna – 800015
Contact/Nodal	Shri Manish Srivastava, Lecturer, Training and Extension Center, Mithapur, Patna. Contact No-9473191571
E-Mail	<a href="mailto:directorfisheries-bih@nic.in">directorfisheries-bih@nic.in</a>
Website	<a href="https://state.bihar.gov.in/ahd">https://state.bihar.gov.in/ahd</a>
Amendment /corrigendum, if any, shall be published at above mentioned web address.	

  
Director, Fisheries  
Bihar, Patna,  
Directorate of Fisheries,

Dairy, fisheries & Animal Resources Department,  
Vikas Bhawan, Bailey Road, Patna- 800015





RFP Reference No.: ..... Date: .....

**REQUEST FOR PROPOSAL (RFP)**  
Operation & Maintenance of Fresh Catch Kiosks  
in Urban Areas of Bihar  
(Two-Envelope Selection - Selection on Highest Rate - H1)



बिहार सरकार

Government of Bihar  
Dairy, Fisheries & Animal Resources Department  
Directorate of Fisheries,  
Vikas Bhawan, New Secretariat, Patna – 800015

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## Disclaimer

This RFP is issued by the Directorate of Fisheries (DoF), Government of Bihar, for inviting proposals from eligible applicants for establishment, operation and maintenance of modern Fresh Catch Kiosks in identified urban locations. The information contained in this document is provided on the terms and conditions set out herein. DoF reserves the right to modify, cancel, or annul the process at any time without assigning any reason.

### Section 1: Notice Inviting Tender (NIT)

Name of the Client	Directorate of Fisheries, 2nd Floor, Vikas Bhawan, Bailey Road, Patna – 800015
Project	Operation & Maintenance of Fresh Catch Kiosks in specified urban locations of Bihar
Method of Selection	H1 – Highest Monthly License Fee (subject to reserve price and mandatory 1% of gross sales to DoF)
Submission Mode	Offline through direct submission Speed Post or Courier:Two-Envelope System (Hard Copy): Envelope-1 – Pre-Qualification & Technical Proposal; Envelope-2 – Financial Proposal
Address for submission of Proposal	Directorate of Fisheries, Dairy, Fisheries and Animal Resources Department, Government of Bihar, 2nd Floor, Director Cell, Room : 225, Vikas Bhawan, New Secretariat, Patna – 800015
EMD	Rs.25,000/- through DD in favor of “Director Fisheries, Bihar. Patna”.
Security Deposit	Rs.200,000/- through DD in favor of “Director Fisheries, Bihar. Patna”.
RFP Availability	<a href="https://state.bihar.gov.in/ahd">https://state.bihar.gov.in/ahd</a> , <a href="https://fisheries.bihar.gov.in">https://fisheries.bihar.gov.in</a>
RFP Reference No.	.....
Sanction letter No.	Letter no. 1777 dated 13.04.2026
Date of Issue of RFP	...../...../2026
Pre-Bid Meeting	_____ at Directorate Meeting Hall, 2nd Floor, Vikas Bhawan, Patna – 800015
Last Date & Time for Submission	...../...../2026 at 3.30 PM
Date & Time of Opening Technical Bid	...../...../2026 at 4.00 PM
Date & Time of Opening – Envelope-2	To be intimated to technically qualified bidders
Contact/Nodal	Shri Manish Srivastava, Lecturer, Training and Extension Center, Mithapur, Patna. Contact No- 9473191571
E-Mail	<a href="mailto:directorfisheries-bih@nic.in">directorfisheries-bih@nic.in</a>
Amendment /corrigendum, if any, shall be published at above mentioned web address.	

### Section 2: Background & Objectives

To establish clean, well-organized, and modern fish retail centres in urban areas of the state so that fish is sold in a hygienic and systematic manner. The kiosks will ensure regular availability of fresh, clean, and good-quality fish to consumers, regulate unorganized vending, and provide fair/transparent pricing while supporting producers' livelihoods. The Fresh Catch Kiosks will

strengthen basic marketing infrastructure, create self-employment for fishers/farmers and youth, and ensure adherence to food safety and environmental standards within urban local bodies (ULBs).

### **Objectives:**

- a. Create standardized and hygienic infrastructure for urban fish retail with adequate refrigeration, water supply, sanitation, and electrical fittings.
- b. Bring unorganized fish vending into a formal, monitored system and improve food safety and consumer confidence.
- c. Ensure reasonable prices for consumers and remunerative returns to producers through transparent mechanisms.
- d. Generate sustainable livelihoods by providing access to modern retail infrastructure and skills.

### **Section 3: Instructions to Bidders (ITB)**

#### **3.1 Eligibility to Participate**

Applicants may be Individuals/FFPOs/SHGs/Registered Firms/Cooperative Societies/Companies registered in India and compliant with applicable laws.

#### **3.2 Two-Envelope Submission (Hard Copy)**

Bidders shall submit one sealed outer cover containing two separate sealed envelopes as detailed below:

- Envelope-1: Pre-Qualification (PQ) & Technical Proposal – forms and documentary proofs.
- Envelope-2: Financial Proposal – Monthly License Fee (in INR) for the offered kiosk location, exclusive of taxes; not lower than the reserve price (₹15,000 for Municipal Corporation areas; ₹10,000 for Municipal Council areas).
- Both envelopes must be clearly superscribed with the RFP Reference No., bidder's name, and the specific kiosk/location (if applicable).
- Proposals must be signed by the authorized signatory and submitted at the address specified in Section 1 before the deadline.

#### **3.3 Earnest Money Deposit (EMD) & Bid Validity**

Each proposal must be accompanied by an EMD of ₹25,000 (Rupees Twenty-Five Thousand only) in the form of Demand Draft in favour of 'Director, Fisheries', payable at Patna. Bids without EMD will be summarily rejected. Bid validity shall be 180 days from the last date of submission.

#### **3.4 Performance Security / Security Deposit**

The selected bidder shall furnish a refundable Security Deposit of ₹2,00,000 (Rupees Two Lakh only) in the form of Demand Draft/Bank Guarantee before signing the agreement. No interest shall be payable. The EMD of the selected bidder will be adjusted against the Security Deposit.

### 3.5 Pre-Bid Queries & Corrigendum

Bidders may submit queries by email to directorfisheries-bih@nic.in by the date specified in Section 1. Corrigendum/clarifications, if any, shall be published on the Department's website only.

### 3.6 Opening & Evaluation

Envelope-1 will be opened first. Only bidders meeting the Pre-Qualification (PQ) criteria and securing the minimum Technical score will be considered responsive; only their Envelope-2 (Financial) will be opened. The date/time of opening of Envelope-2 will be intimated to qualified bidders.

## Section 4: Terms of Reference (ToR)

### 4.1. Project Background

The Directorate of Fisheries intends to establish clean, well-organized, modern, and hygienic Fresh Fish Kiosks in urban areas across Bihar to formalize fish retail, ensure food safety, maintain transparent pricing, and strengthen market infrastructure and livelihoods. Ownership of land and kiosk assets remains with the Department/Corporation; construction and operations are undertaken by selected allottees as per the approved model and standards.

### 4.2. Purpose of the Assignment

Engage qualified Individuals/FFPOs/SHGs/Registered Firms/Cooperatives/Companies ("Operator/Allottee") to construct (as per approved design), equip, operate, and maintain Fresh Fish Kiosks on Department-allotted sites within stipulated timelines, and to retail fish at Department-fixed rates under strict hygiene, safety, and administrative controls.

### 4.3. Roles and Responsibilities

#### 4.3.1. Directorate of Fisheries / Corporation (Client)

- Allot suitable site/land in urban areas (ULB/Department/other government land) through the notified tender process.
- Issue Letter of Award (provisional), verify originals, execute Agreement on ₹1,000 stamp paper, and issue Work Order post-compliance.
- Prescribe and update the approved kiosk model/design and retail price list; monitor compliance.
- Administer tender scrutiny, H1 determination (highest rate quoted), and lottery if H1 tie occurs; handle extensions/termination as per rules.
- Exercise administrative control over kiosk operations, including inspections, penalties, and renewal decisions.

#### 4.3.2. Operator / Allottee

- Construction and Operation of the kiosk will be strictly as per the approved model/design within 30 days of release of Work Order; no deviation is allowed. The total estimated cost of a Fresh Catch Kiosk including civil work is 11,00,000 (Rupees Eleven Lakh Only) Financial assistance to the extent of 80% of the total / actual cost which ever is minimum shall be provided by the government under the scheme while the 20% shall be contributed by the beneficiary / allottee. Ownership of the structure / land remains with the Department/Corporation.

- Operate the kiosk daily (6:00 AM–9:00 PM); maintain staffing ( $\geq 1$  fish cutter,  $\geq 2$  salespersons) with valid medical fitness certificates; optional medically fit delivery staff.
- Source fish only from Department-prescribed supply chains; sell only approved items at Department-fixed rates with prominently displayed price list.
- Maintain hygiene, sanitation, pest control, waste disposal as per ULB/Department norms; keep the kiosk open every day (exceptions require prior intimation).
- Ensure routine servicing/maintenance of all equipment at own cost; maintain cold chain for sensitive products.
- Not to sub-let/transfer the kiosk or run any other business at/near the site.
- Pay monthly rent (min ₹15,000 for Municipal Corporations; ₹10,000 for Municipal Councils) by the 5th of each month, with 10% escalation every two years, plus applicable land/other charges and 1% of gross monthly sales to the Department's designated account; maintain a Daily Sales Register; favor digital payments.
- Bear and timely pay electricity, water, sanitation, taxes, and maintain insurance of kiosk and assets; connections to be in allottee's name.

## 5. Scope of Work (SoW)

### 5.1. Pre-Construction & Mobilization

- Site reconnaissance, layout confirmation, utilities planning; obtain Departmental approval on final kiosk design drawings (no changes permitted from approved model).
- Mobilize the selected vendor for labor, materials, equipment, and take a 30-day construction schedule aligned to Work Order date.
- Submit Work Method Statement, HSE plan, and Quality Assurance Plan for basic civil, fabrication, electrical, plumbing, water supply, fixtures & furnishings, and refrigeration works (consistent with approved model).

### 5.2. Construction & Fit-Out (Design-Build as per Approved Model)

- External electrical wiring & fittings, lighting, earthing; plumbing & potable water; drainage/waste lines; display & signage; storage of Fishes;
- Refrigeration/freezer units sized for projected volumes and cold chain integrity; basic pest proofing.
- Quality checks and completion certificate request within 30 days; rectify punch-list before commissioning.

### 5.3. Commissioning

- Demonstrate functional readiness of electrical, water, refrigeration, lighting, signage, and sanitation.
- Submit Insurance policy, statutory/municipal compliances, and staff medical fitness certificates.
- Display approved price list and customer information board (timings, cleanliness norms, digital payment options).

### 5.4. Operations & Maintenance

- Daily operation 6:00 AM–9:00 PM; ensure stock planning, demand surges management (advance intimation to suppliers), and continuous cold chain.

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- Sell only approved fish categories (fresh/chilled/shrimp etc.) per demand and Department guidance; verify quality & quantity at delivery.
- Maintain hygiene: daily cleaning schedule; pest control; safe waste handling/disposal as per ULB norms.
- Recordkeeping: Daily Sales Register; monthly returns show rent, utilities, taxes, and 1% gross sales remittances. Promote digital payments.
- Asset care: routine servicing (refrigeration, electrical, water systems); replacement of consumables and minor repairs at own cost; insurance renewal.

### 5.5. Deliverables & Reporting

#### Time-Bound Deliverables

- D-7: Mobilization Plan & 30-Day Construction Schedule.
- D-0 to D-30: Construction & Fit-out completion; Request for Commissioning with snag list closure.
- Go-Live: Commissioned kiosk with displayed price list and digital payment readiness.

### 5.6. Recurring Reporting

- Daily: Sales Register (kept on premises; produced on demand).
  - Monthly (by 5th):
  - Rent payment proof; 1% gross sales remittance proof.
  - Utility, sanitation, tax payment receipts.
- Brief O&M log (equipment service done/issues).
- Incident Reports: closures/exceptions; quality rejections at delivery; breakdowns affecting cold chain.

### 5.7. Key Performance Indicators (KPIs) & Service Levels (SLAs)

These KPIs operationalize the SOP and payment/penalty framework already present in your draft (rent & 1% sales timelines, hygiene compliance, operating hours, and performance-based continuation).

- 5.7.1. Timely Commissioning: Kiosk commissioned  $\leq 30$  days from Work Order. Breach: Delay without approved extension  $\rightarrow$  action as per agreement/penalty/possible cancellation.
- 5.7.2. Operating Hours Compliance: Open daily, 6:00–21:00; exceptions require prior intimation.
- 5.7.3. Breach: Unjustified closure  $\rightarrow$  warning/penalty; repeated  $\rightarrow$  termination.
- 5.7.4. Pricing Compliance: 100% adherence to Department-fixed rates; price list displayed.
- 5.7.5. Breach: Over-charging  $\rightarrow$  penalty/termination.
- 5.7.6. Hygiene & Sanitation: Zero major violations;  $\leq 2$  minor observations per quarter;  $> 3$  hygiene violations  $\rightarrow$  termination as per rules.
- 5.7.7. Cold Chain Integrity: No temperature abuse incidents  $> 2$  hours; preventive servicing per OEM schedule.
- 5.7.8. Timely Payments: Rent, utilities, taxes, and 1% gross sales remitted by 5th monthly.
- 5.7.9. Breach: Delays  $\rightarrow$  penalty per rules; persistent delays  $\rightarrow$  cancellation.

5.7.10. Record Keeping: Daily Sales Register up-to-date and produced on demand; digital payment availability.

5.7.11. No Sub-letting or Side Business: Zero tolerance; breach leads to immediate termination.

#### **5.8. Eligibility & Pre-Qualification**

- Applicant types: Individual/FFPO/SHG/Registered Firm/Cooperative/Company. Minimum age 21; permanent resident of Bihar; literate; medically fit; no criminal conviction/blacklisting.
- Financials: ₹10,00,000 minimum available in own account (FD/savings/certified bank proof). Registration fee ₹1,000 (non-refundable) and EMD ₹25,000 via separate DDs. Security Deposit ₹2,00,000 post-award (EMD adjusted). No interest on EMD/Security. Partial EMD refund (₹10,000) to unsuccessful bidders.
- Post-selection documents: PAN, residence certificate, evidence of 2 years' experience in fish production/marketing (within 1 month). Aadhaar copy. Medical fitness certificate if asked.
- Submission & e-Procurement: All bids via eProc2.0 with Class III DSC; no offline submissions; corrigenda on portal; helpdesk details as notified.

#### **5.9. Selection Methodology**

- Two-stage (Technical & Financial) under submission of hard copy. Financial bids of only technically qualified applicants to be opened. H1 (highest quoted rate) to be awarded; lottery in case of H1 tie. Competent authority: Director Fisheries, based on Tender Committee recommendations. Refusals cascade to next highest at H1 rate; EMD of refusing H1 forfeited.

#### **5.10. Contract Tenure, Renewal & Exit**

- Initial term: 3 years, extendable in 3-year blocks based on satisfactory performance and sales. Tenure counts from Agreement execution date.
- Surrender by Allottee: 3-month prior notice. Handover all assets in original condition; settle dues. Penal charges ₹500/day for unauthorized retention beyond termination date.
- Re-allotment only through open tender.

#### **5.11. Payment Terms**

- Monthly Rent (min ₹15,000—Municipal Corporation; ₹10,000—Municipal Council) payable by 5th; 10% escalation every 2 years; other land-related charges extra.
- 1% of Gross Monthly Sales payable to Department's designated account (supporting Daily Sales Register).
- Utilities/Taxes/Sanitation/Insurance paid by allottee.



## **5.12. Performance Management, Penalties & Termination**

- Grounds for termination include: poor sales performance; misbehavior with customers; sub-letting/transfer; over-charging; unjustified closures; sale of non-approved items (e.g., mutton/chicken/eggs); >3 hygiene violations; any act against Department/consumer interest or that harms Government/Department brand. Immediate termination without notice is permissible in serious cases. Security Deposit may be forfeited per rules.
- Delayed payments (rent/1% share/dues) may attract penalty and/or cancellation as per rules.

## **5.13. Legal & Compliance Clauses**

### **5.13.1. Agreement & Stamp Duty**

- Agreement on non-judicial stamp paper of ₹1,000 in Department-prescribed format.

### **5.13.2. Force Majeure**

- Events beyond control (strike, accident, fire, flood, cyclone, earthquake, epidemic/pandemic, Government orders, etc.). Written intimation mandatory; Department may issue directions to ensure continuity.

### **5.13.3. Dispute Resolution & Jurisdiction**

- First attempt amicable settlement; then appeal to designated authorities (MD, Corporation/Director Fisheries; then Secretary/Principal Secretary). If unresolved, then the matters will be settled in the courts of Jurisdiction at Patna, under the Arbitration and Conciliation Act, 1996.

### **5.13.4. Ownership & Branding**

- Land and kiosk remain Government property; allottee cannot claim ownership or represent as Government agent/employee. Brand and image protection obligations apply.

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#### 5.14. Staffing & Qualification Requirements

- Minimum staffing: 1 certified fish cutter + 2 salespersons; optional delivery staff.
- Health & hygiene: Valid medical fitness certificates for all frontline staff; periodic renewal as per directions.
- Conduct: Customer-friendly behavior; uniforms/PPE (gloves, aprons, caps) and hand hygiene mandatory.

#### 5.15. Health, Safety, and Environment (HSE) Standards

- ULB/Department hygiene norms, pest control schedule, waste segregation & disposal as per municipal rules.
- Equipment earthing and electrical safety; refrigerated storage temperature logs; handwash station availability; cleaning SOPs and checklists displayed.

#### 5.16. Documentation & Records

- Daily Sales Register; procurement invoices; temperature logs; cleaning & pest-control logs; staff medical records; rent/1% remittance proofs; utility receipts; insurance. Records must be produced on demand.

#### 5.17. Bid Submission Package for the RFP

- As per the RFP, all required documents must be submitted with the **Technical Proposal** and **Financial Proposal sealed separately**, both of which should then be placed **together in a single outer sealed envelope**, clearly addressed to the **Director, Fisheries**.

#### 5.18. Governance & Oversight

- Inspections by Department/Corporation at any time.
- Performance reviews quarterly for hygiene, price adherence, payment compliance, and sales performance; renewal decisions based on these.

#### 5.19. Special Conditions

- No temporary stalls near kiosk; no parallel businesses from kiosk premises.
- Advance payments to suppliers as per Department supply chain; quality & quantity verification at delivery—no ex-post claims.

#### 5.20. Summary of Key Commercials & Securities

- Registration fee: ₹1,000 (non-refundable)
- EMD: ₹25,000 (refund ₹10,000 to unsuccessful bidders; no interest)
- Security Deposit: ₹2,00,000 (EMD adjusted; no interest)
- Monthly Rent (min): ₹15,000 (Municipal Corporation) / ₹10,000 (Municipal Council), +10% every 2 years
- Revenue Share: 1% of monthly gross sales to Department's designated account
- Utilities/Taxes/Insurance: To be borne by allottee; pay by 5th monthly

## Section 5: Pre-Qualification (PQ) Criteria

Bidders must meet all PQ criteria and submit documentary evidence; otherwise the bid will be rejected:

Sl.No	Criterion	Documentary Evidence
1	Applicant type: Individual/FFPO/SHG/Registered Firm/Cooperative/Company; Registered in India; Permanent resident of Bihar for Individuals	Certificate of incorporation/registration; Domicile certificate (for Individuals)
2	Age (Individuals): Minimum 21 years as on last date of submission	Self-attested ID proof with DoB
3	No criminal conviction; not blacklisted by any Govt. entity	Affidavit of non-blacklisting & litigation disclosure (Annexure A)
4	PAN & Aadhaar (for Individuals); PAN & GST (for Firms/Companies)	Copies of PAN, Aadhaar/GST
5	Financial capacity: Minimum liquid funds of ₹10,00,000 available up to last date of application	Bank certificate / relevant passbook statement / FD details
6	Experience: Minimum 2 years in fish production and/or marketing (for bidder or key personnel)	Experience/Work certificates / self-declaration with proofs
7	EMD of ₹25,000 submitted in prescribed form	Original Demand Draft

## Section 6: Technical Evaluation – Marking Scheme (100 Marks)

Parameter	Max Marks	Evaluation Method / Documentary Proof
Experience in fish retail/production/marketing	30	≥5 years: 30; 3–<5 years: 20; 2–<3 years: 15. Work orders/experience certificates.
Business & Operations Plan (staffing, sourcing, price display, customer service)	20	Evaluation of submitted Plan including staffing & duty rosters.
Hygiene, Food Safety & Waste Management Plan	10	SOPs for sanitation, pest control, waste segregation/disposal; compliance with ULB norms.
Cold-chain & Equipment Plan	10	List/specs of refrigerators, display counters, power backup, AMC/maintenance plan.
Financial Capacity	10	Liquid funds beyond minimum: ≥₹30 lakh: 10; ₹20–<30 lakh: 8; ₹10–<20 lakh: 6.
Digital Payments & MIS Reporting	5	UPI/POS readiness; daily sales register template; sample monthly report.
Local Presence & Understanding of Market	5	Details of local team/partnerships; letters of intent from suppliers.
Presentation/Demo (if called)	10	Clarity, feasibility, and alignment with ToR.

## **Section 7: Financial Proposal & Selection Method**

Bidders shall quote a "Monthly License Fee" (in INR) payable to DoF for operating the allotted kiosk. The quoted fee must be  $\geq$  the reserve price: ₹15,000 per month (Municipal Corporation areas) or ₹10,000 per month (Municipal Council areas). In addition, the operator must deposit 1% of gross monthly sales to DoF. Taxes/levies are extra and borne by the operator.

Among technically qualified bidders for a given kiosk/location, the bidder quoting the Highest Monthly License Fee (H1) will be selected. In case of tie in H1, selection shall be through a lottery among tied bidders, or any transparent method announced by DoF. If the H1 bidder declines, the next highest bidder may be invited to match H1; failing which, DoF may take suitable action including forfeiture of EMD and re-tendering.

## **Section 8: Contract Terms & Conditions**

### **Agreement & Tenure:**

On issue of Letter of Award (LoA), the selected bidder shall sign an Agreement on non-judicial stamp paper of ₹1,000 within 15 days. Initial tenure will be three (3) years from Agreement date, extendable in blocks of three years based on satisfactory performance.

### **Payments to DoF:**

The Monthly License Fee and any other dues shall be deposited on or before the 5th day of every month. License Fee will escalate by 10% after every two (2) years. In addition, 1% of gross monthly sales shall be deposited to DoF in the designated account; operator shall maintain a Daily Sales Register.

### **Penalties & Termination:**

Delay or default in payments, repeated hygiene violations, price overcharging, sub-letting, misbehavior, sale of unauthorized items, or poor performance may attract penalties and/or termination with forfeiture of Security Deposit. Unauthorized retention post-termination will attract penal charges (e.g., ₹500 per day) and recovery of asset damages from the Security Deposit.

### **Ownership & Possession:**

Land/site and constructed kiosk shall at all times remain property of DoF/Corporation. The operator has only a right to use during the term; no tenancy or proprietary rights shall accrue.

### **Insurance:**

Operator shall insure the kiosk and all assets against fire, theft, natural calamities and third-party liabilities and keep policies valid throughout the term.

### **Force Majeure:**

Force Majeure shall mean events beyond the reasonable control of either party, including strikes, accidents, fire, floods, storms/cyclones, earthquakes, epidemics/pandemics, and compliance with Government orders/notifications, etc. The affected party shall notify the other in writing without undue delay, and the obligations shall be suspended for the period of impact. If the Force Majeure persists beyond 60 days, either party may seek termination without liability (except payment of dues up to the date).

**Intellectual Property Rights (IPR) & Data Ownership:**

All drawings, designs, specifications, kiosk models, brand names/marks (including "Fresh Catch" and any Government insignia) and related IP shall remain the exclusive property of DoF. The operator is granted a limited, non-exclusive, non-transferable license to use such IP solely for operating the kiosk during the Agreement term. All data generated from kiosk operations (sales, customer footfall, etc.) shall be owned by DoF; the operator shall not claim any rights over such data and shall maintain confidentiality.

**Confidentiality:**

The operator shall keep confidential all information received from DoF and shall not disclose it to third parties without prior written consent, except as required by law.

**Fraud & Corrupt Practices:**

Bidders shall observe the highest standards of ethics and shall not engage in any corrupt/fraudulent/collusive/coercive/obstructive practices. DoF reserves the right to reject any proposal, forfeit EMD/Security Deposit, and blacklist the bidder for any such acts.

**Dispute Resolution & Governing Law:**

Parties shall first attempt amicable settlement. Failing which, disputes shall be referred to arbitration under the Arbitration and Conciliation Act, 1996. The seat/jurisdiction shall be Patna, Bihar. This RFP and subsequent Agreement shall be governed by the laws of India.

## Section 9: A. Overall Submission Structure (Hard Copy)

### Outer Envelope (Single, Sealed)

- Superscribed:  
"RFP: Fresh Catch Kiosk – Two Envelope Submission"  
Name of Bidder  
RFP Reference No.  
Addressed to: Director, Fisheries, Directorate of Fisheries, Vikas Bhawan, Patna

### Inside the outer envelope, place:

- Envelope-1 (Sealed): Pre-Qualification (PQ) + Technical Proposal (TQ)
- Envelope-2 (Sealed): Financial Proposal

### B. Format of Submission – Envelope-1

- Pre-Qualification (PQ) & Technical Qualification (TQ)
- Envelope-1 should be indexed and separated into two clearly marked sections:

#### Section-I: Pre-Qualification (PQ) Documents

Cover Page title: "Envelope-1A: Pre-Qualification (PQ) Documents"

#### PQ Document Index (Mandatory – First Page)

Sl. No.	PQ Requirement	Document to be Submitted	Reference/Page No.
PQ-1	Applicant Category & Registration	Registration Certificate / Incorporation Certificate	
PQ-2	Age Proof (Individuals $\geq 21$ years)	Aadhaar / ID with DOB	
PQ-3	Domicile (Individuals)	Bihar Domicile Certificate	
PQ-4	PAN / Aadhaar / GST	Self-attested copies	
PQ-5	Non-blacklisting & Litigation	Affidavit (₹100 stamp paper) – Annexure A	
PQ-6	Financial Capacity	Bank Certificate / FD / Passbook showing ₹10 lakh	
PQ-7	Experience (Minimum 2 years)	Work / Experience Certificates	
PQ-8	Earnest Money Deposit (EMD)	Original DD of ₹25,000	
PQ-9	Registration Fee	Original DD of ₹1,000	
PQ-10	Authorized Signatory	Power of Attorney (if applicable)	

#### Important Instructions for PQ

- All documents must be self-attested and arranged strictly in the above order.
- Originals are not to be enclosed (except DDs).
- Non-submission or incomplete PQ documents will lead to rejection at PQ stage.

#### Section-II: Technical Qualification (TQ) Proposal

Cover Page title: "Envelope-1B: Technical Proposal (TQ)"

TQ Proposal Structure (Activity-wise Format)

Each activity should be submitted as a separate, numbered sub-section, matching the marking criteria.

### **TQ-1: Experience in Fish Retail / Production / Marketing (30 Marks)**

- Brief write-up (1–2 pages)
- Supporting documents:
  - Work orders / experience certificates
  - Client details, period, nature of work

### **TQ-2: Business & Operations Plan (20 Marks)**

*(Max 5 pages)*

Must cover:

- Staffing plan (fish cutter, salespersons)
- Source of fish supply
- Daily operations & customer service
- Display of prices and operating hours

### **TQ-3: Hygiene, Food Safety & Waste Management Plan (10 Marks)**

*(Max 3 pages)*

Include:

- Cleaning & sanitation SOP
- Waste segregation and disposal method
- Pest control arrangements
- Compliance with ULB norms

### **TQ-4: Cold Chain & Equipment Plan (10 Marks)**

*(Max 2–3 pages)*

Include:

- List and capacity of refrigerators/freezers
- Cold storage maintenance plan
- Power backup arrangement
- AMC / servicing plan

### **TQ-5: Financial Capacity (10 Marks)**

- Details of funds beyond minimum ₹10 lakh
- Supporting bank/FD documents

### **TQ-6: Digital Payments & MIS Reporting (5 Marks)**

Include:

- UPI / POS readiness declaration
- Sample Daily Sales Register
- Sample Monthly Reporting format

### **TQ-7: Local Presence & Market Understanding (5 Marks)**

Include:

- Local office / manpower details

- Supplier tie-ups / Letters of Intent (if any)

**TQ-8: Presentation / Demo (if required) (10 Marks)**

- No document submission required at this stage
- Will be informed separately to shortlisted bidders

**Technical Proposal Declaration**

Signed declaration confirming:

- Truthfulness of information
- Acceptance of RFP terms
- Validity of proposal (180 days)

**C. Key Submission Tips (Very Important)**

- PQ + TQ only in Envelope-1 (No financial info anywhere in Envelope-1)
- Use page numbering, indexing, and separators
- Financial figures must not appear in TQ documents
- Non-compliance will lead to summary rejection

**Annexure D – Financial Proposal (to be kept in Envelope-2)**

S. No.	Kiosk Location / ID	Reserve Price (₹/month)	Quoted Monthly License Fee (₹/month)
1	[Location name]	₹15,000 (MC) / ₹10,000 (Municipal Council)	[To be filled by bidder]

**Note:** Quoted fee is exclusive of taxes/levies. Operator shall additionally deposit 1% of gross monthly sales to DoF as per Agreement.

*Subb*

*Page*

• Annexure E – Location for the establishment of Fresh Catch Kiosk.

फ्रेश कैच कियोस्क की स्थापना के लिए विभिन्न जिलों में चिन्हित स्थल।

क्र० सं०	जिला का नाम	प्रखंड	चिन्हित स्थल	प्राप्त अनापत्ति प्रमाण पत्र में क्षेत्रफल	अभ्युक्ति
1	2	3	4	5	6
1.	पटना	पटना सदर	1. बोरिंग रोड	15x15ft	
		फुलवारी	2. इसोपुर हुडको भवन परिसर	89x24ft	
		नूतन राजधानी अंचल	3. वार्ड संख्या-11-बेउर मोड	-	
		पाटलिपुत्र अंचल	4. अटलपथ पुल के नीचे अशोक राजपथ मछली मंडी 5. बोरिंग कैनाल रोड, वेंडिंग जोन	-	
		कंकड़बाग अंचल	6. वार्डसंख्या-34 कंकड़बाग टैम्पु स्टैंड वेंडिंग जोन	-	
		बाँकीपुर अंचल	7. वार्ड संख्या-40 अशोक राजपथ 8. बाँकीपुर पोस्ट ऑफिस के पास डबल डेकर पुल के नीचे	-	
		पटनासिटी अंचल	9. वार्ड संख्या-67 पूरब दरवाजा 10. वार्ड संख्या-69 मथनीतल कसाईवाडा (पार्षद कार्यालय के पास)	-	
2.	मुजफ्फरपुर	मुजफ्फरपुर सदर	11. नीम चौक	0.6dc	
			12. लक्ष्मी चौक	0.8dc	
			13. भगवानपुर चौक	0.6dc	
			14. संजय सिनेमा चौक	0.8dc	
3.	भागलपुर	भागलपुर सदर	15. खिरनी घाट वार्ड नं० 3	100x23ft	
			16. भैरवा तालाब के सामने वार्ड नं० 19	75x25ft	
			17. वेंडींग जोन सिटएस नाथनगर वार्ड नं० 8	50x30ft	

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*Handwritten signature*

4.	बेतिया	बेतिया सदर (अहवर मझरीया)	18. एनएच के दक्षिण पिपरा चौक	15x15ft	
		बरबतसेना	19. वृद्धाश्रम रोड के मोहाने पर	15x15ft	
		बरबतसेना	20. बरबत बजार सरकारी स्कूल के पास	15x15ft	
5.	मोतिहारी	मोतिहारी सदर	21. सरकारी बस स्टैंड भवानीपुर	0.50dc	
			22. रौबीनकल्ब भवानीपुर	0.5dc	
			23. मोतिझील मोतीहारी के किनारे	0.50dc	
6.	शेखपुरा	शेखपुरा सदर	24. एनएच 333 ए के समीप	0.50dc	
7.	अररिया	फारबिसगंज नगर	25. नगर परिषद स्थित मेला ग्राउण्ड	15x15ft	
8.	बक्सर	बक्सर सदर	26. सरकारी जलकर विश्राम सागर	5.60ac	
		डुमरौव	27. पुराना प्रखंड कार्यालय	-	
9.	औरंगाबाद	औरंगाबाद सदर	28. नगर परिषद क्षेत्र	15x15ft	

— End of RFP —

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