

ANNEXURE – I

Operation of Fresh Catch Kiosk Application Form (Technical Bid)

To

The Director of Fisheries,
Bihar, Patna

Subject: Application for Operation of Fresh Catch Kiosk

(Affix recent
passport-size
coloured
photograph)

1. Name of Applicant (In Hindi):
2. Name of Applicant (In English – CAPITAL LETTERS):
3. Father's / Husband's Name:
4. Name of District Applied For :
5. Name of Location Applied For:

(Write the name of the location where the application for allotment of Fresh Catch Kiosk is being submitted)

6. Address of Applicant:

(a) Present Address:

(b) Permanent Address:

(Attach self-attested photocopies of documents related to the addresses mentioned in items 3(a) and (b))

7. Mobile Number:
8. Email ID:
9. Aadhaar Number: (Attach self-attested photocopy of Aadhaar Card)
10. PAN Number: (Attach self-attested photocopy of PAN Card)
11. Date of Birth/Age:

12. Permanent Residence Certificate (Yes / No) :

(The applicant must be a permanent resident of the State of Bihar. Attach a self-attested photocopy of any certificate issued by the Government that proves the applicant is a permanent resident of Bihar.)

13. Is the applicant medically fit? (Yes / No):

(If required, the applicant shall have to submit the original medical fitness certificate issued by any registered medical practitioner.)

14. Tender Participation Fee and Earnest Money Deposit:

(Attach Demand Drafts of the prescribed registration fee of ₹1,000.00 and Earnest Money Deposit of ₹25,000.00, issued separately, drawn in favour of the **Director Fisheries, Patna** or in the name specified by them, and payable as required.)

5. **Minimum Working Capital for Operation of Fresh Catch Kiosk (in ₹):**

(Minimum working capital of ₹10,00,000.00 (Rupees Ten Lakh only) is mandatory for the business. For this purpose, attach self-attested photocopies of Fixed Deposit/Bank account balance details/Banker's certificate, etc., in the name of the applicant.)

Notes:

- Before applying for the Fresh Catch Kiosk, the bidder/applicant should carefully read and understand the tender document.
- Compliance with all conditions from Serial No. 1 to 15 is mandatory. For eligibility consideration in the next stage of the selection process, the applicant must correctly fill in all required information and submit all prescribed documents along with the application form.
- If a bidder is found technically unqualified in the technical bid, their financial bid shall not be considered and shall not be opened.

Declaration

I hereby declare that the information provided in this application form and the attached documents is true and correct to the best of my knowledge and belief, and nothing has been concealed. I am fully aware that if any information furnished by me is found to be false or incorrect at any stage, my application for tender shall be liable to be rejected. All information and documents submitted by me can be verified with the originals, and I shall be fully responsible for the same. I hereby apply for allotment of Fresh Catch Kiosk and agree to abide by all terms and conditions.

Signature of the Applicant

Date: -----

Place: -----



ANNEXURE – II
Operation of Fresh Catch Kiosk

Applicant Profile

Particular	Details
Educational Qualification	
Experience in Fish Trade	
Business Experience	
Present Occupation	
Annual Income	
Bank Name & Branch	
Account Number	

Signature of Bidder

Date:

ANNEXURE – III
Operation of Fresh Catch Kiosk

Financial Capacity Declaration

I hereby declare that I possess financial resources of not less than ₹10,00,000 available for operation of the Fresh Catch Kiosk.

Supporting documents attached:

- ☐ Bank Certificate
- ☐ Bank Statement
- ☐ Fixed Deposit Proof

Signature of Bidder

Date:

ANNEXURE – IV
Fabrication of Fresh Catch Kiosk
Affidavit of Non-Blacklisting
(Notarized Affidavit Required)

I,, hereby declare that:

1. I have not been blacklisted by any Government Department/Agency.
2. No criminal case is pending against me.
3. All information submitted is true and correct.

Signature of Bidder

Date: _____

ANNEXURE – V

Operation of Fresh Catch Kiosk

Consent-cum-Undertaking Certificate

(To be notarized by the applicant on ₹100 Non-Judicial Stamp Paper)

I, Son/Wife of, aged about Years, Resident of (full address) District being a permanent resident of the above address, hereby submit this **Consent-cum-Undertaking** for allotment of **Fresh Catch Kiosk (Location:)** under the tender process and provide my consent as follows:

1. That I have applied for allotment of a **Fresh Catch Kiosk (Fish Sales Centre)** and I hereby give my unconditional consent to abide by all the rules, terms, and technical conditions prescribed in the tender document.
2. That I acknowledge that the ownership of the land and the constructed **Fresh Catch Kiosk** shall remain entirely with the Fisheries Department/Nigam.
3. That upon receiving the allotment of the Fresh Catch Kiosk, I shall commence fish sale operations within one week in accordance with the prescribed conditions.
4. That I undertake to pay the prescribed monthly rent, electricity charges, and any other applicable dues regularly by the 5th day of every month. (*Minimum monthly rent: ₹10,000/- for Municipal Corporation areas and ₹6000/- for Municipal Council areas, as applicable.*)
5. That I further agree to deposit 1% (one percent) of the gross sale proceeds (Gross Sale) of fish sales on a monthly basis into the account specified by the Fisheries Department/Nigam. I shall maintain a Daily Sales Register and produce the same before authorized officials for inspection whenever required.
6. That in case of any default in payment of rent or the prescribed share of sales proceeds, I shall be liable for penalty as per rules, and I understand that my allotment may be cancelled by the competent authority.
7. That I undertake to maintain proper cleanliness, hygiene, and waste disposal at the kiosk and shall strictly comply with all norms prescribed by the Municipal Body and Fisheries Department/Agency.
8. That I undertake to sell fish only at the prices approved by the competent authority/Department and shall not charge any excess amount under any circumstances.
9. That if the kiosk is required to be vacated due to road widening, administrative reasons, law and order issues, or any other reason by the District Administration or Municipal Authority, I shall vacate the same within one month from the date of notice without any objection.
10. That I shall not sublet, assign, or transfer the Fresh Catch Kiosk, either wholly or partly, to any other person/entity, and any such act shall render the allotment liable for cancellation.

I have carefully read and understood all the terms and conditions and I declare that I shall be legally bound to comply with the same.

Signature of Applicant

Date:

Place:

Mobile No.:

ANNEXURE – VI
Operation of Fresh Catch Kiosk
Financial Bid

1. Name of Applicant:
2. Name of District Applied For :
3. Name of Location Applied For:

(Write the name of the location where the application for allotment of Fresh Catch Kiosk is being submitted)

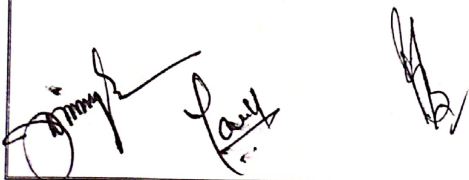
4. I hereby quote the following monthly rent amount for operation of Fresh Catch Kiosk:

Quoted Monthly Rent (₹):

(In Words):

Signature of Bidder

Date: _____



ANNEXURE – VII
Operation of Fresh Catch Kiosk
Document Checklist

Sl. No.	Document	Attached (Yes/No)	Page no.
1	Application Form- Technical Bid, (Annexure – I)		
2	Applicant Profile (Annexure – II)		
3	Financial Capacity Declaration (Annexure – III)		
4	Affidavit of non-blacklisting (Annexure – IV) (In case of firm)		
5	Character Certificate (S.P. of Concern District) In case of an Individual		
5	Consent-cum-Undertaking Certificate (Annexure – V)		
6	Financial Bid (Annexure – VI)		
7	Aadhaar Card		
8	Residence Proof		
9	Educational Certificate		
10	PAN Card		
11	Financial Capacity Proof		
12	Registration fee draft		
13	EMD Draft		
14	Medical Certificate		
15.	Experience: Minimum 2 years in fish production and/or marketing (Attached Experience/Work certificates / self-declaration with proofs)		
16.	Business & Operations Plan (staffing, sourcing, price display, customer service)		
17.	Hygiene, Food Safety & Waste Management Plan		
18.	Cold-chain & Equipment Plan		
19.	Digital Payments & MIS Reporting		
20.	Details of local team/partnerships; letters of intent from suppliers.		
21.	PPT (Clarity, feasibility, and alignment with ToR.)		

Government of Bihar
Dairy, Fisheries & Animal Resources Department
Directorate of Fisheries

**Request for Proposal (RFP) : Terms and Conditions for Allotment and Operation
of Modern Fish Sale Outlets (Fresh Catch Kiosks)**

Under the "Saat Nishchay Part-3 Programme" of the Government of Bihar, the Fisheries Department / District Administration / Municipal Corporation / Municipal Council / other Government Institutions shall establish **Modern Fish Sale Outlets (Fresh Catch Kiosks)** at designated locations in urban areas of the State.

The following Rules and Conditions shall govern the allotment, operation, and management of Fresh Catch Kiosks.

I. Objective of Establishment of Fresh Catch Kiosks

The objectives of establishing Fresh Catch Kiosks are:

1. To establish clean, organized, and modern fish retail outlets in urban areas.
2. To ensure availability of fresh, hygienic, and quality fish to consumers.
3. To regulate unorganized and illegal fish trade.
4. To provide fish to consumers at fair and reasonable prices.
5. To ensure better price realization and fair remuneration for fish producers.
6. To strengthen fish marketing and distribution infrastructure.
7. To generate self-employment opportunities for fish farmers and unemployed youth.
8. To ensure compliance with sanitation, food safety, and environmental standards within Urban Local Bodies.

II. Construction of Fresh Catch Kiosks

1. Under the Saat Nishchay Part-3 Programme, **30 prefabricated Fresh Catch Kiosks** shall be constructed during FY 2026-27 at selected urban locations across districts of Bihar by the Directorate of Fisheries / Bihar State Aquaculture Development Corporation Ltd. (after its constitution).
2. Project financing shall be as follows:
 - o 80% of total project cost — Fisheries Directorate.
 - o 20% of total project cost — Allottee/Operator (Beneficiary).
3. Construction, including civil structure, prefabricated superstructure, electrical works, refrigeration equipment, plumbing, water supply, furnishing, and allied works shall be executed through empanelled agencies selected via an Expression of Interest (EOI) tender process.
4. Selection of kiosk operators shall be conducted through a **separate tender process** after construction completion.
5. The allottee/operator shall not make any structural modification to the kiosk without prior written approval.
6. Ownership of land and kiosk infrastructure shall remain vested with the Fisheries Department / designated Government Corporation at all times.

III. Invitation of Tender and Selection Procedure (Offline Mode)

1. Operators shall be selected through **offline tender process under Two-Bid System**,:
 - Technical Bid
 - Financial Bid
2. The **Notice Inviting Tender (NIT)** shall be published:
 - On the Fisheries Department website, and
 - In leading newspapers for wide publicity.
3. Interested applicants shall obtain the tender document from the designated office or download it from the Department website and submit the completed bid **in physical form** within the prescribed time.
4. All required documents shall be submitted as **self-attested photocopies**, along with the bid.
5. Submission of bids shall be done in the following manner:
 - **Envelope-1: Technical Bid**
Marked: "*Technical Bid – Operation of Fresh Catch Kiosk*"
 - **Envelope-2: Financial Bid**
Marked: "*Financial Bid – Operation of Fresh Catch Kiosk*"
 - **Envelope-3: Outer Envelope**
Containing both Envelope-1 and Envelope-2, properly sealed.
6. Each envelope must clearly mention:
 - Notice Inviting Tender (NIT) reference number
 - Location applied for
 - Name, address, and contact number of the applicant
7. Bids must be submitted at the **Directorate of Fisheries, Bihar, Patna or designated office** within the stipulated deadline.
8. Late or incomplete applications shall be rejected without consideration.
9. Technical Bids shall be opened first and evaluated by a **Tender Committee** constituted by the Department.
10. Financial Bids of only those bidders who qualify in the Technical Bid shall be opened.
11. The bidder quoting the **highest financial offer (H1)** shall be selected.
12. In case of a tie among the highest bidders, selection shall be made through a **draw of lots (lottery system)** in presence of bidders.
13. The selected bidder shall be required to produce **original documents** for verification.
14. Upon selection, the bidder shall deposit the prescribed **security amount** and complete all formalities within the stipulated period.
15. Failure or refusal to execute the agreement shall result in **forfeiture of Earnest Money Deposit (EMD)**.
16. A **Letter of Award (LOA)** shall be issued to the selected bidder.
17. The selected bidder shall deposit a **Security Deposit of ₹2,00,000 (Rupees Two Lakh only)** through Demand Draft in favor of the designated authority.
18. Upon fulfillment of all conditions, the LOA shall be converted into a **Work Order**.
19. The allottee shall not represent himself/herself as an employee or agent of the Department.
20. Any false declaration or submission of misleading information shall lead to **cancellation of allotment and forfeiture of security deposit**.
21. An agreement shall be executed on a **₹1000/- judicial stamp paper** before commencement of operations.

III. Eligibility Criteria

Applicants must satisfy all the following:

1. Minimum educational qualification: Literate.
2. Permanent resident of Bihar.
3. Not convicted in any criminal case or blacklisted.
4. Minimum age: 21 years.
5. Aadhaar card mandatory.
6. PAN card and residence proof to be submitted after selection.
7. Registration Fee: ₹1,000 (non-refundable).
8. Earnest Money Deposit (EMD): ₹25,000.

Refund of EMD : EMD of unsuccessful bidders shall be refunded without interest.

Security Deposit Adjustment : EMD shall be adjusted toward security deposit; remaining amount must be deposited before commencement.

9. Financial capacity: Minimum ₹10,00,000 available funds supported by:
 - o Bank statement / passbook, or
 - o Bank certificate, or
 - o Fixed Deposit proof.
10. Applicant must be medically fit.

Failure to meet any eligibility condition shall result in rejection.

IV. Standard Operating Procedure (SOP)

1. Operating hours: 6:00 AM – 9:00 PM.
2. Fish procurement shall follow Department-approved supply chains.
3. Kiosk remains under administrative control of the Department.
4. Indigenous fish varieties must be stocked as per demand.
5. Payment to fish suppliers shall be made in advance by the operator.
6. Sale price shall be as fixed by the Department.
7. Cleanliness and waste management mandatory.
8. Municipal hygiene and environmental rules must be followed.
9. Equipment maintenance shall be operator's responsibility.
10. No additional stalls or business activities allowed.
11. Kiosk shall not remain closed without prior permission.
12. Quality and quantity must be checked at delivery.
13. Home delivery personnel may be appointed with medical fitness certificates.
14. Minimum staffing:
 - o 1 Fish Cutter
 - o 2 Salespersons
15. Cold chain maintenance mandatory.
16. Subletting or transfer strictly prohibited.
17. Kiosk must be vacated if land required by authorities.

Payment of Rent and Charges

1. Minimum monthly rent payable before **5th of every month**:
 - o ₹10,000 — Municipal Corporation areas
 - o ₹6000 — Municipal Council areas
2. Rent escalation: **10% every two years**.
3. Operator shall deposit **1% of monthly gross sales** with the Department.
4. Daily Sale Register must be maintained.
5. Electricity, water, sanitation charges and taxes shall be borne by operator.
6. Utility connections shall be in operator's name.
7. Kiosk and equipment insurance mandatory.
8. Digital payment methods shall be promoted.

VI. Termination of Contract

1. Contract period: **3 Years**, extendable based on performance.
2. Agreement may be terminated for:
 - a. Non-payment for two consecutive months
 - b. Misconduct
 - c. Subletting
 - d. Overpricing
 - e. Unauthorized closure
 - f. Selling non-approved products
 - g. Hygiene violations
3. Department may terminate immediately in public interest.
4. Operator may surrender kiosk with **3 months' notice**.
5. Unauthorized occupation penalty: ₹500/day.
6. Assets must be handed over in working condition.
7. Damages shall be recovered from security deposit.

VII. Force Majeure

Force Majeure includes events beyond control such as:

- a. Natural disasters
- b. Fire or major accidents
- c. Epidemics/pandemics
- d. Government restrictions
- e. Civil disturbances

Affected party must notify the Department immediately in writing.

VIII. Dispute Resolution

1. Disputes shall first be resolved amicably.
2. Appeal hierarchy:
 - a. First Appellate Authority: Managing Director / Director of Fisheries, Bihar.
 - b. Second Appellate Authority: Secretary / Principal Secretary / Additional Chief Secretary, Department of Dairy, fisheries & Animal Resources, Govt. of Bihar.
3. Unresolved disputes shall be governed under the **Arbitration and Conciliation Act, 1996**, with jurisdiction at **Patna, Bihar**.

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.**

