Request for Proposal

For

Empanelment of Vendors for Monitoring of river and Diara areas using drones

Tender No: Prohibition/Excise/Drone/2021/01

Dated: 10 Nov 2021

Department of Prohibition, Excise and Registration

Government of Bihar

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1 Introduction

I. As per new Excise Policy,2015 of the Government of Bihar, Government has decided to effectively monitor misuse of alcohol by citizens

II. The Department of Prohibition, Excise and Registration ("The Department") is working closely with other departments like Police and Administration to effectively implement the policy.

III. Bidders are advised to study this RFP document carefully before submitting their proposals in response to this Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal

IV. All proposals submitted in response to the RFP document must be accompanied by an EMD of Rs. 2 Lakhs (Rupees Two Lakhs Only) in the form of a demand draft or bank guarantee as per the format prescribed in this RFP document. Bids submitted without adequate EMD will be liable for rejection.

2 Schedule of Bid Process

S. No	Information	Details
1.	RFP No. and Date of availability	**Prohibition/Excise/Drone/2021/01** ***Available for download from 10 Dec 2021 3:00 pm onwards till 10:00 am 22Dec 2021***
2.	Last date for submission of written queries for clarifications	**11 Dec 2021, 10:00 am** **Email: excise-bih@nic.in**
3.	Date of pre-bid conference	**11 Dec 2021, 11:00 am at Conference Room, Department of Prohibition, Excise and Registration Vikash Bhawan, New Secretariat Patna – 800 015**
4.	Release of response to clarifications	***14 Dec 2021***
5.	Bid validity period	**180 days from the last date (deadline) for submission of proposals.**
6.	Last date (deadline) for submission of bids	**22Dec 2021, 3:00 pm**

S. No	Information	Details
7.	Opening of Technical Bids	**22Dec 2021, 3:30 pm**
8.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	***To be intimated***
9.	**Contact person for queries**	**Sh. Renu Sinha** **Assistant Commissioner of Excise** **email: excise-bih@nic.in**

This Request for Proposal (RFP) document is for empanelment of vendors for Empanelment of Vendors for Monitoring of rivers and Diara areas using drones.

Department of Prohibition, Excise and Registration (Department) intends "Aerial Videography of different districts of Bihar". The period of empanelment shall initially be for 12 months w.e.f. the effective date, which may be extended subject to satisfactory services and continued requirement of Department. The Service Provider shall be responsible to provide the services in accordance with the Terms of Reference (ToR).. The bidder is expected to respond to the requirements as completely and in as much relevant detail as possible, and focus on demonstrating bidder's suitability to become empanelled.

The bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

3 Scope of work

As a part of the scope of work, the service provider shall set up a team by arranging required drones, machines, vehicles, manpower such as manager/drone operator/driver, data analyzer, assistant and any other staff as per requirement for use of drones for monitoring of illegal activities related to Sale, consumption, production of alcohol etc. that will incorporate live data feeds from drones directly to the Cloud/Server Concerned district. On a notice of one day, shall collect the required data and show the required information of the required area through video to Department authorities, on a real-time basis through drone technology by capturing the required details including incident management, thermal imaging etc. and saved/kept in safe custody for future use/requirements of Department.

The applicants shall carry out aerial videography (using 4k resolution using Drones on area provided by the department for monitoring of projects and operation in district and submit to Department.

Note:- The vendor/ drone operating agency has to submit the 4k resolution aerial video for the 100 % area as provided by the Department and Geo-tagged ortho-image for the area of 10% equivalent of

the area as given in the work order. The report submitted by the vendor/drone operating agency should clearly indicate Geo- reference, timestamp, etc. with locational reference along with 4k resolution aerial video. The accuracy Geo Tag should be in order of 10cm +/- 1cm. The proof of Geo Tag accuracy needs to be demonstrated by the participating vendors either through Technical documentation or experiment. If the Geo tag accuracy is not as per Department requirement, service will be treated invalid.

(i) The aerial vehicle –rotor type Drone shall be used for data acquisition and subsequently processing.

(ii) The drone shall have on-board mounted payload consisting of processor board, GPS antenna, wireless camera.

(iii) The drone flight shall be controlled through Ground Control Station (GCS). The mission parameter required for flight control shall be provided by GCS to the flight controller.

(iv) On board mounted GPS transmitter/receiver should provide the current location to the processor board for flight control as well as it should be communicated to GCS to monitor flight trajectory on the display.

(v) The agency shall be fully responsible to provide security to their persons deputed on site including their insurance, wherever required under the law or considered prudent.

(vi) Time-stamp and display of longitude, latitude shall be overlaid on the video/ Orthoimage.

(vii) The Video/ ortho image should be Geo-tagged/ aligned with the survey roads with latitude and longitude coordinates.

(viii) The agency shall be fully responsible for obtaining the required permission/ license/ security clearances from the State Govt. / Local bodies and DGCA etc, wherever it is required.

(ix) Instructions for submission of the RFP and guidelines for preparing of RFP are enclosed. Eligible bidders interested in short-listing for Aerial Data collection, should fill up the enclosed expression of interest form .

(x) Joint Venture (JV) is not eligible in this RFP.

(xi) Only those agencies who satisfy minimum eligibility criteria need to apply. Client certificates shall be required for experience in aerial videography.

(xii) The Authority shall evaluate the RFP proposals based on relevant experience of project monitoring, aerial videography in hill terrain etc., in accordance with pre-determined criteria as detailed in connection with EOI.

(xiii) The Authority shall invite the aforesaid shortlisted service providing firms through Request of Proposal (RFP) to submit their respective technical and financial bids, on e-tendering mode. All the technical bids so received shall be opened and pursuant to the evaluation thereof along with the Financial Bid.

4 Technical Specification

The drone and its user should have minimum features as listed below:

1. Must be registered with DGCA for the type specific
2. Must have 3D view/Gimbel mounted camera of high resolution. Thermal camera will have added advantage
3. Endurance of flight in air must be of minimum 20 minutes or more (cover 10 km minimum). May get relaxation of 5 minutes if drones will be capable of wider area coverage in average short span of time.
4. Night vision flying drone are mandatory to catch illicit/ malpractices within allocated area with face capturing facilities
5. Recorded data/video must have good encryption feature
6. Drone pilot must have valid DGCA licence to fly a drone on commercial purpose

5 Payment

The schedule of payment shall be as under:-

(i) No advance Payment
(ii) Release Payment of the invoice amount after successful completion of Aerial Videography assignment and acceptance of the deliverables by HQ, Department.
(iii) GST shall be released separately only after submission of proof of payment.

6 Insurance cover to be maintained

(a)All the equipment shall be owned by the Service Provider throughout the duration of contract and the service provider shall ensure to maintain proper insurance coverage of its equipment against fire, theft, vandalism or any other perceived risk(s) / natural disaster etc.
(b)In addition to material and equipment, the Service Provider shall also ensure to have adequate insurance for all its personal working/ deployed on the site under this contract.
(c)The Service Provider shall indemnify Department against any damage/ loss of property or personnel of Service Provider working on any site or any third party damage/ loss of property due to Drone operation by the agency.

7 Instruction to bidders

7.1 Pre-Bid Meeting & Clarifications

I. The department shall hold a pre-bid meeting with the prospective bidders. Responses to Pre-Bid Queries shall be made available on the department website.

II. The Nodal Officer notified by the department will endeavour to provide timely response to all queries. However, the department makes no representation or warranty as to the completeness or accuracy of any response; neither response nor does the department undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all.

III. At any time prior to the last date for receipt of bids, the department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

IV. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the https://state.bihar.gov.in/excise

V. Any such corrigendum shall be deemed to be incorporated into this RFP.

VI. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the department may, at its discretion, extend the last date for the receipt of Proposals.

7.2 Key Requirements of the Bid

7.2.1 Right to Terminate the Process

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

II. This RFP does not constitute an offer by the department. The bidder's participation in this process may result the department selecting the bidder to engage towards execution of the contract.

7.2.2 RFP Document Fees

a) RFP document can be downloaded from the website www.eproc2.bihar.gov.in after paying processing fee if Rs. 590/-. RFP document processing fee of Rs. 10,000/- however, will have to be paid through DD payable in favour of Bihar State Beverage Corporation Limited, payable at Patna from a scheduled commercial bank. Proposals received without or with inadequate RFP Document fees shall be rejected.

b) The bidder may also download the RFP documents from the website https://state.bihar.gov.in/excise .In such case, the demand draft of RFP document fees should

be submitted along with Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

7.2.3 Earnest Money Deposit (EMD)

a) Bidders shall submit, along with their Bids, EMD of INR 2 Lakhs only in the form of a Demand Draft OR Bank Guarantee (in the format specified in Annexure I: Form 3) issued by any Scheduled bank in favour of Bihar State Beverages Corporation Limited, payable at Patna, and should be valid for 180 days from the due date of the tender / RFP.

b) EMD of all unsuccessful bidders would be refunded by the department within 30 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in Annexure III: Form 1.

c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

e) The EMD may be forfeited:

   A. If a bidder withdraws its bid during the period of bid validity.

   B. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

7.2.4 Submission of Proposals

a) The bidders should submit their responses as per the format given in this RFP in the following manner

   A. Pre-Qualification and Technical Proposal

   B. Commercial Proposal

b) Please Note that prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.

c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

d) The bids shall be uploaded through http://eproc2.bihr.gov.in as per the instructions available on the website.

7.2.5 Authentication of Bids

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

7.3 Preparation and Submission of Proposal

7.3.1 Proposal Preparation Costs

a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

b) The department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7.3.2 Language

a) The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

7.3.3 Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted online through http://eproc2.bihar.gov.in

Late Bids

a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.

b) The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c) The department reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

7.3.4 **Tender Opening**

I. The Proposals submitted up to due date and time will be opened at a date to be notified by a committee authorized by the department, in the presence of such of those Bidders or their representatives who may be present at the time of opening.

II. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafides for attending the opening of the proposal.

7.3.5 **Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

7.3.6 **Tender Evaluation for responsiveness**

I. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if Proposals

A. Are not submitted in as specified in the RFP document

B. Received without the Letter of Authorization (Power of Attorney)

C. Are found with suppression of details

D. With incomplete information, subjective, conditional offers and partial offers submitted

E. Submitted without the documents requested in the checklist

F. Have non-compliance of any of the clauses stipulated in the RFP

G. With lesser validity period

II. All responsive Bids will be considered for further processing. the department will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

8 Criteria for Evaluation

- Pre-Qualification evaluation: The Bidder shall be examined prima facie to substantiate the compliance with the Bidder's eligibility criteria as set out for this project in terms of organizational, financial and technical experience etc. The bid will be rejected, in case it does not meet the Pre-qualification criteria. The next stage of the evaluation will be an assessment of the technical bid.

- Technical evaluation: Based on the short-listing of the pre-qualified Bidders, the Committee will proceed to a detailed evaluation of the Technical Bids of such pre- qualified Bidders in order to determine whether they are substantially responsive to the requirements set forth in the Request for Proposal. In order to reach such a determination, Department of Prohibition and Excise will examine the information supplied by the Bidders, and shall evaluate the same as per the evaluation criteria specified in this RFP.

- Department of Prohibition and Excise shall review the submitted proposal and a Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to comply with the technical requirements.

- Proposal may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black listed by a central or any state government or has indulged in any malpractice/ unethical practice and has not honoured contractual obligation elsewhere;

- The Bidders may be asked to make presentation on technical and operational aspect of the bid, based on the discretion of the Technical Committee;

- After the technical evaluation is completed and approved, Department of Prohibition and Excise shall inform the Bidders who have submitted proposals, the detailed compliance of their Technical Proposals, and shall notify those Bidders whose Proposals did not meet the minimum technical criterion or were considered non-responsive to the RFP and Scope of Services, that

their Financial Proposals will be returned unopened after completing the evaluation process. Department of Excise and Prohibition shall simultaneously notify in writing to the Bidders that have complied with the Technical Criterion specified in the RFP the date, time and location for opening the Financial Proposals;

- Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the same is approved by the appropriate Committee;

- Please note that no conditional bid will be entertained;

- During the evaluation process, Department of Prohibition and Excise / Evaluation Committee may raise clarifications from the Bidder/s. The Bidder/s would need to respond within the timelines, formats and conditions specified in such clarification requests;

    - Substantially Responsive Bid: A substantially responsive bid is one, which conforms to the requirements, terms, conditions and specifications of the RFP document without material deviation. A material deviation is one which affects in any substantial way the functionality, scope, quality, or performance of the deliverables, or which limits in any substantial way, inconsistent with the RFP document, Department of Excise and Prohibition's rights or the Bidder's obligations for, performance of the Project and the rectification of which deviation would affect unfairly the competitive position of other Bidders presenting substantially responsive proposals; and

    - Technical evaluation committee may recommend waiver of any minor informality or non-conformity or irregularity in a proposal, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

8.1 Pre-Qualification Criteria*

S No	Requirement	Criteria	Documents Required
1	Legal Entity	The Bidder should be a company registered under Indian Companies Act 1956. The company should be operational in India for at least the last three financial years for the year ending 31st March 2021 as evidenced by the Certificate of Incorporation issued by the Registrar of Companies, India.	Certificate of Incorporation.
2	Licenses and Permission	The agency shall be fully responsible for obtaining the required permission/license/security clearance from the State Govt./Local bodies and DGCA etc, whichever it is required.	Enclosed required licenses
3	Consortiums/Sub-Contract	Consortiums are not allowed to bid.	Declaration from the bidder
4	Turnover	The bidder in its name must have achieved a minimum average annual financial overall turnover of INR 50 lakhs per year for the last three years	Certificate from Statutory Auditor confirming the same
5	Net worth	The bidder should have positive net worth in the last 3 (three) financial years.	Self-Declaration to be enclosed.

General Evaluation Elaboration

An evaluation committee so constituted by The Department will evaluate the bids as per the following pattern:

i. Conditional bids shall be summarily rejected.

ii. Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.

iii. 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 the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

iv. The Tenderer is expected to submit all documents along with General Bid for General Evaluation, in case document is not provided or provided but not a valid document, then the same parameter shall not be considered for marking for the specific Bidder. It is the Bidder's responsibility that all documents pertaining to every parameter of "General Evaluation Elaboration" needs to be submitted and tagged/referenced to the evaluation parameter.

v. The Tenderer may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise.

vi. Further, the scope of the evaluation committee also covers taking of any decision with regard to the RFP, execution/ implementation of the project including management period.

8.2 Technical Qualification

The agency should have experience of minimum 100 km square of linear Aerial Video/Ortho-imaging/Aerial Mapping on Agricultural land/Highways/Railways/Gas-pipelines/Power-lines/smart city development project assignments etc. using Drones during the last five (5) years from the last date of receipt of bids. The 100 km minimum square area given above can be single work or total of not more than 10 smaller assignments. The companies who do not have such experience can accept to demonstrate Proof of Concept for 10 Kilo meters without any cost and if Department wishes such firms may be declared fit for execution of orders.

The documentary proof in support of the experience (in the form of copy of work order/ completion certificate from its clients along with a self-declaration in prescribed form (T-6) indicating the names of projects undertaken, scope of work of each project, name of client, start

date, date of completion, System used, value of the project etc.) shall be submitted as part of the eligibility documents.

(a) Applicant should submit relevant details of each project and should enclose Work Order / Purchase order / Copy of contract / Letter of Empanelment highlighting detailed scope of project implemented within the last 5 years from the last date of receipt of bids as proof for the same.
(b) An applicant determined non-performing or having been terminated from any project during last three years by Ministry of Road Transport & Highways, Government of India or its executing agencies like, Department etc. will not be eligible to participate in the empanelment process.

8.3 Commercial Bid Evaluation

a. The Financial Bids of qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
b. Financial Bids that are less than 30% of the average bid price will be disqualified (the average bid price is computed by adding all Financial Bid values of ALL the qualified bidders and dividing the same by the number of bidders)
c. The Bidder, who has submitted the lowest Commercial bid, shall be selected as the L1 and shall be called for empanelment. All other bidders who have technically qualified and are willing to be empanelled at the L1 rates shall also be empaneled.
d. The empanelled vendors shall submit a Performance Bank Guarantee as specified by the department.
e. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
f. Any conditional bid would be rejected.

9 Annexure

Annexure I: TECHNICAL BID TEMPLATES

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Technical Evaluation Criteria.

Technical Proposal shall comprise of following forms:

Forms to be used in Technical Proposal

Form 1: Undertaking on Total Responsibility

Form 2: Particulars of the Bidder

Form 3: Bank Guarantee for Earnest Money Deposit

Form 4: Letter of Proposal

Form 5: Format for technical format

Forms to be used in Commercial Proposal

Annexure II: FINANCIAL PROPOSAL TEMPLATE

Form 1: Covering Letter

Form 2: Financial Proposal

Form 1: Undertaking on Total Responsibility

No. Date:

To:

Dear Sir,

Sub: Self certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation :

Date :

Time :

Seal :

Business Address:

Form 2: Particulars of the Bidder

Details of the Bidder (Company)				
1.	Name of the Bidder			
2.	Address of the Bidder			
3.	Status of the Company (Public Ltd/Pvt. Ltd)			
4.	Details of Incorporation of the Company			Date:
				Ref. #
5.	Details of Commencement of Business			Date:
				Ref. #
6.	Valid Sales tax registration no.			
7.	Valid GST no.			
8.	Permanent Account Number(PAN)			
9.	Name & Designation of the contact person to whom all references shall be made regarding this tender			
10.	Telephone No. (with STD Code)			
11.	E-Mail of the contact person:			
12.	Fax No. (with STD Code)			
13.	Website			
14.	Financial Details (as per audited Balance Sheets) (in Cr)			
15.	Year	2017-2018	2018-2019	2019-2020
16.	Net Worth			
17.	Turn Over			
18.	PAT			
19.	Name of the Bidder			

Form 3: Bank Guarantee for Earnest Money Deposit

To,

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP #<RFP Number> dated<Date> for <Name of the assignment> (hereinafter called "the Bid") to the department

Know all Men by these presents that we <> having our office at <Address>(hereinafter called "the Bank") are bound unto the department (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures>(Rupees<Amount in words> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <Date>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

    (a) Withdraws his participation from the bid during the period of validity of bid document; or

    (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser

will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <insert date> and including <extra time over and above mandated in the RFP> fromthe last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTHWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <Amount in figures> (Rupees <Amount in words> only)
II. This Bank Guarantee shall be valid upto *<insert date>*)
III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before *<insert date>*) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

Form 4: Letter of Proposal

To:

<Location, Date>

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Subject: Submission of the Technical bid for <Name of the assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide Systems Implementation solutions to the department on <Name of the Systems Implementation engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for <90> days as stipulated in the RFP document.

We hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____Date: _____

Form 5: FORMAT FOR TECHNICAL BID

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Technical Bid Covering Letter

(To be prepared on letterhead of the Bidder, scanned & uploaded on EPROC2 portal)

To

Assistant Commissioner

Department of Prohibition, Excise and Registration

Bihar

Subject: RFP for Aerial Videography of district using Drone.

Ref: RFP No.

Dear Sir/Mam,

1. I/We, the undersigned, have carefully examined the contents of the above referred RFP document including amendments/ addendums (if any) thereof and undertake to fully comply and abide by the terms and conditions specified therein and hereby submit our Bid for the aforesaid service. Our bid for the subject RFP is unconditional and unqualified.

2. I/We offer to execute the work in accordance with the Scope of work and the Conditions of Contract of this RFP both explicit and implied.

3. I/We undertake that, in competing for (and, if the award is made to us), for executing the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

4. I/We understand that :

(a) This bid, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the requisite Bid Security, shall be summarily rejected.
(b) If at any time, any averments made or information furnished as part of this bid is found incorrect, then the bid will be rejected and the contract if awarded on the basis of such information shall be cancelled.
(c) Department is not bound to accept any/ all Bid(s) it will receive.
(d) Until a contract is executed, this bid together with RFP Document as well as notification of Letter of Empanelment issued by shall constitute a binding Contract between us.

Details of experience in similar projects

*(To be prepared on letterhead of the Bidder, scanned & uploaded on Eproc2 portal***)**

Sub: RFP for Aerial Videography of state using Drone. *RFP No.*

S.No.	Client Name & Address	Brief of Work / Project / Location	Area KMs completed	Start Date and Completion	Page nos. of documents (as proof)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Name .....

Designation/ Title of the Authorized

Signatory.....Dated: ... /... /2021

ANNEXURE II: FINANCIAL PROPOSAL TEMPLATE

Form 1: Covering Letter

To:

<Location, Date>

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Subject: Submission of the Financial bid for <Provide Name of the Implementation Assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide the Implementation services for <*Title of Implementation Services*> in accordance with your Request for Proposal dated <*Date*> and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <*Amount in words and figures*>. This amount is inclusive of the local taxes.

1. **PRICE AND VALIDITY**
   - All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of <days> calendar days from the date of opening of the Bid.
   - We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
   - We understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.
2. **UNIT RATES**

We have indicated in the relevant forms enclosed, the unit rates per Km/ square for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

4. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

5. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

6. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.

7. PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded .to us, we shall submit the Performance Bank Guarantee as specified in the <Annexure III> of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form 2: Financial Proposal

		All Districts	
		Day (06 AM-06 PM)	Night (06 PM-06AM)
Rates Per KM square F(Rs.)	In figures		
	In Words		

ANNEXURE III: TEMPLATE FOR PBG

Form 1: Performance Bank Guarantee

PERFORMANCE SECURITY:

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<email id>

Whereas, <name of the supplier and address>(hereinafter called "the bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <name of the assignment> to the department (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, **<Name of Bank>** a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs.<Insert Value>(Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.**<Insert Value>(Rupees<Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until *<Insert Date>*)

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed **Rs.<Insert Value>(Rupees <Insert Value in Words> only).**
II. This bank guarantee shall be valid up to <*Insert Expiry Date*>)
III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <*Insert Expiry Date*>) failing which our liability under the guarantee will automatically cease.