

EXPRESSION OF INTEREST (EOI)

TO

**SELECT SERVICE PROVIDER FOR
SETTING UP A PROJECT MANAGEMENT UNIT (PMU)
FOR
INCREASING THE GER
AND
OVERALL QUALITY IMPROVEMENT INITIATIVES IN HIGHER
EDUCATION**

**BIHAR STATE HIGHER EDUCATION COUNCIL
BIHAR**

REFERENCE NO. SHEC/PMU/55/2021-298

AUGUST 2021



TABLE OF CONTENTS

Contents

PART I: GENERAL TERMS.....	3
A. OBJECTIVE OF THIS EXPRESSION OF INTEREST (EOI).....	3
B. EOI ISSUING AUTHORITY	4
C. TENTATIVE CALENDAR OF EVENTS.....	5
D. AVAILABILITY OF THE EOI DOCUMENTS	5
E. BIDDERS' CONFERENCE/PRE-BID MEETING.....	5
F. EOI PROCESSING FEES.....	5
G. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS.....	6
PART II: SCOPE OF SERVICES	7
H. ABOUT THE EDUCATION DEPARTMENT AND BIHAR STATE HIGHER EDUCATION COUNCIL, GOVERNMENT OF BIHAR	7
I. BACKGROUND AND RATIONALE.....	7
J. SCOPE OF WORK	7
K. PROJECT TERM.....	10
L. PROJECT DELIVERABLES & TIMELINE.....	10
M. PAYMENT TERMS	12
PART III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA.....	13
N. CONDITIONS UNDER WHICH THIS EOI IS ISSUED.....	13
O. RIGHTS TO THE CONTENT OF THE PROPOSAL.....	13
P. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS	14
Q. EVALUATION OF PRE-QUALIFICATION PROPOSAL	14
R. LANGUAGE OF PROPOSALS.....	14
S. PRE-QUALIFICATION CRITERIA.....	14
PART IV: ANNEXURE – RESPONSE FORMATS.....	17
FORM I: COVER LETTER.....	17
FORM II: GENERAL DETAILS OF THE ORGANIZATION	19
FORM III: FINANCIAL DETAILS OF THE ORGANIZATION.....	20
FORM IV: RELEVANT PROJECT EXPERIENCE	21
FORM V: POWER OF ATTORNEY FOR AUTHORISED SIGNATORY	22
FORM – 9: UNDERTAKING ON BEING NOT BLACK-LISTED.....	23
FORM – 10: UNDERTAKING ON NON-INVOLVEMENT IN MAJOR LITIGATIONS	24

PART I: GENERAL TERMS

A. OBJECTIVE OF THIS EXPRESSION OF INTEREST (EOI)

The National Education Policy 2020 has outlined an ambitious task of nearly doubling the county-level GER in higher education from 26.3% (2018) to 50% by 2035. In this connection, Bihar needs to quadruple its GER from 13.6% (2018) to 50% by 2035 while improving the quality of educational outcomes. Implementation of NEP 2020 both in letter and spirit in the higher education sector, the Department of Education, Bihar needs to formulate various initiatives. There are many challenges to achieve the goals as envisaged in the NEP but with targeted interventions, these can be achieved at greater extent.

It may be mentioned that due to the COVID-19 pandemic across the country from March 2020 it has become a necessity to adopt virtual/online classes to ensure continuity in learning for students at all levels. The virtual mode has now become the order of the day in all the major HEIs of the country. To cope with the above our Universities and Colleges in Bihar need to be well equipped for Online Teaching pedagogy. The exponential growth and penetration of mobile phones/devices among college/university students and improved internet connectivity have opened a window to plan for introducing digital expansion and facilitate the hosting of major courses of higher education.

Strengthening and augmenting the existing facilities of Nalanda Open University may help us to start ODL courses across the state and we will be able to serve a larger population to upgrade their educational qualifications and acquire knowledge in various fields of learning. This will also address the issue of many shadow areas in the state as there are many blocks that still don't have Higher Education Institutes. Additionally, this will also have a direct impact on GER in the short and medium-term.

The HEIs in the state have significant scope for improvement in NIRF ranking as well becoming NAAC accredited institutions. In the current scenario, due to numerous reasons, State HEIs have lower participation in NIRF and consequently accredited institutions are very few, indicating quality gaps in the sector. To address this at an intrastate level, we need to create metrics covering different parameters about access, equity, quality (e.g. teacher quality, graduate's quality, employability, research outcome), etc.

Understanding the nuances of the above areas – in the context of the huge surge in education technology, and fast-evolving policy in the education sector would require the support of a reputed global advisory firm with requisite expertise in – technology, education, processes, and higher ed management.

The consultant should be cognizant of the nuances of the public education processes and should ensure high outcomes in these areas. Some of these areas may require collaboration with other Govt Agencies, Private Partners to optimize the outcomes. Finally, these are emerging areas – as an outcome of COVID and NEP – and hence Departments and Universities would require hands-on support to ensure the successful execution of these initiatives.

The objective of this Expression of Interest (EOI) is to reach out & invite such globally reputed firms who would be desirous of supporting Bihar State Higher Education Council in reforming Higher Education in the state.

B.EOI ISSUING AUTHORITY

Bihar State Higher Education Council (BSHEC), on behalf of the Education Department, the Government of Bihar, which is a state implementation body, intends to shortlist potential bidders. BSHEC reserves the right to accept or reject any proposal, and to cancel the evaluation process and reject any or all proposals at any time before short listing of the potential bidder, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidders of the grounds for Bihar State Higher Education Council's action.

Sl. No.	Item	Description
B.1.	Project Title	SELECTION OF SERVICE PROVIDER FOR SETTING UP A PROJECT MANAGEMENT UNIT (PMU) FOR INCREASING THE GER AND OVERALL QUALITY IMPROVEMENT INITIATIVES IN HIGHER EDUCATION
B.2.	Project Initiator Details	
	Organization	Bihar State Higher Education Council (BSHEC), Bihar
	Contact Person	Mr. Yogesh Kumar, SPO, BSHEC Mobile Number: 7677203172 E-mail: shecbihar@gmail.com
	Contact Person (Alternate)	Mr. Shahbaaz Ahmad Mobile Number: 9702216518 E-mail: shecbihar@gmail.com
	Contact Address	Bihar State Higher Education Council (BSHEC), Bihar State Textbook Publishing Corporation Ltd. Campus, Budh Marg, Patna – 800001 Bihar
B.3.	Website	www.bshec.in

C. TENTATIVE CALENDAR OF EVENTS

The following table enlists important milestones and timelines for the completion of bidding activities:

SL.No	Milestone	Date and time
C.1.	Release of Expression of Interest (EoI)	01-09-2021, 11.00AM
C.2.	Last date and time for submission of the EOI	24-09-2021 at 5.00 PM
C.3.	Bidders conference	08-09-2021 at 3.00 PM
C.4.	Response to the queries	14-09-2021 at 3.00 PM
C.5.	Opening of EOI responses	Will be communicated separately
C.6.	Announcement of short-listed firms	Will be communicated separately

D. AVAILABILITY OF THE EOI DOCUMENTS

EOI can be downloaded from the BSHEC website (www.bshec.in/tenders.php). Bidders are advised to study the EOI document carefully before submitting their proposals in response to this EOI 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 a full understanding of its terms, conditions, and implications.

The response to this EOI document should be full and complete in all respects. Failure to furnish all information required as performs in this EOI document or submission of a proposal not substantially responsive to the EOI document in every respect will be at the bidder's risk and may result in rejection of the submitted proposal. EOIs will be evaluated based on the submission of the completed proposal before the deadline as indicated under the section 'Part I: General Terms', post which, under no circumstances, any information or clarifications that may change the proposals will be entertained.

E. BIDDERS' CONFERENCE/PRE-BID MEETING

A bidder's conference (Pre-bid meeting) will be hosted at the address given under 'Section B.2.' in of this EOI document. The representatives (restricted to two persons) of the interested organizations may attend the bidders' conference at their own cost.

The purpose of the conference is to provide an opportunity to the bidders to seek clarification regarding any aspect of the document and the project.

F. EOI PROCESSING FEES

A non-refundable fee for INR 10,000/- (Ten Thousand Only) in the form of 'Demand Draft issued by any Nationalised/Scheduled Bank in favour of "Bihar State Higher Education Council", payable at Patna, has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

G. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in their complete form in all respects as specified in the EOI, must be submitted to BSHEC at the address given under 'Section B & C' as per the scheduled date and time. Late proposals will be summarily rejected.

In exceptional circumstances and at its discretion, BSHEC may extend the deadline for submission of proposals by issuing an amendment to be made available at BSHEC website, in which case all rights and obligations of the BSHEC and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended.

PART II: SCOPE OF SERVICES

H. ABOUT THE EDUCATION DEPARTMENT AND BIHAR STATE HIGHER EDUCATION COUNCIL, GOVERNMENT OF BIHAR

The Department of Education, Bihar is tasked with providing education and setting up related framework and infrastructure across the State with five directorates and several apex bodies. The department has been working to facilitate an environment in which the youth of the state and other stakeholders would explore their knowledge and skills by pursuing primary, secondary, higher and mass education.

The National Policy on Education 1986 visualized setting up State Councils of Higher Education (SCHE) to strengthen higher education policy and planning at the state. Following the recommendations of the National Policy on Education, the University Grants Commission (UGC) issued guidelines to set up SHECs in 1988. According to the UGC guidelines, SHECs are entrusted with planning and coordination, academic, advisory and administrative functions. Within the scope of the Twelfth Five-year Plan, National Mission on Higher education 2013 has placed a greater premium on the need for state-level planning for Higher Education, wherein state councils for Higher Education are expected to play a key role. One of the pre-requisites of the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) scheme requires that states form a State Higher Education Council (SHEC). RUSA relies on SHECs for the planning and implementation in each of the states. The State Higher Education Council in Bihar was formed by an Executive Order in the year 2015. It was enacted by an Act of the State Legislature in the year 2020.

Bihar State Higher Education Council is a body to advise the Education Department in matters relating to Higher Education, promoting accessibility, quality, excellence and equity in higher education, along with sharing of resources between Universities & Colleges. It also leads academic and governance reforms at the institutional level, establishes principles for funding of Institutions, maintaining a Data Bank on Higher Education and conducts research and evaluation studies. The BSHEC is also an integral part of the process of implementation of National Education Policy – 2020.

I.BACKGROUND AND RATIONALE

Setting up a Project Management Unit (PMU), as specified in this document, is a Bihar State Government initiative for ensuring quality improvement in the field of Higher Education, as well as to increase the Gross Enrolment Ratio (GER) of the State. Considering the complex and critical nature of these activities there is an urgent requirement for a PMU that would help the State to achieve the expected target.

J. SCOPE OF WORK

The scope of work in this section is not exhaustive and the successful bidder shall have to undertake other tasks as may be necessary or incidental to accomplish the objectives outlined by the BSHEC.

The selected bidder is expected to provide qualified manpower to provide consultancy services towards the achievement of the following objectives.

1. GER enhancement through modernization of Nalanda Open University and adopting various strategies including ODL

1.1. Institutional management

- Linkage with BBOSE/BSDM/RPL/school dropout system to be explored
- Help in defining the quality aspects for supporting ODL

1.2. Expansion of study centre

- Assist in the identification of locations for the expansion of the Study Centre
- Suggest & setup monitoring systems at the Study Centres.

1.3. Modernization of examination system

- Suggest & help in the implementation of Robust Examination System which can be taken online to the vast deep Geographical areas across the state with National and Global access.

1.4. Multi-modal content support (Thrust on Digital)

- Help in enabling Virtual Classes and Live lectures through top-class MOOCs/LMS platform etc.

1.5 Identification & introduction of new courses

- Based on market trends, identify new courses which would appeal to the students

1.6 Student outreach, services and support

- Help in improving student services and support

2. Strengthening quality through an indigenous Bihar State Institutional Rating Framework (BSIRF)

2.1. Creation of BSIRF Framework (Universities and Colleges)

- Specific to the needs of Bihar and
- Covering the criteria of National Rating/ Accreditation Bodies like NIRF, NAAC, NBA and Global Ratings like Times Higher Education, QS Rating etc. with focus on research, Publication, diversity of Faculty and Students, etc

2.2. Creation & approval of questionnaire

- Collect & incorporate feedback from various stakeholders on various areas such as questionnaire, marks, weightage, relevancy etc.

2.3. Familiarization of HEIs

- Doubt clearing, clarification, Data-management and hand-holding support
- Assist in Data validation
- Publishing overall rating
- Ensuring Data-Access & Drill-Down is enabled on the Dashboard Created

2.4. Support in Unified MIS

- Providing handholding support in 'Unified Management Information System (Unified MIS)' to cater to the needs of the stakeholders across the Departments, Universities, Colleges etc

3. Digitization of higher education systems in Bihar

- Assist in development of digital content, employability linked content and full digital curriculum
- Assist in shortlisting & selection of courses for digitization in coordination with universities
- Help in creation and approvals of guidelines on content creation
- Training plan preparation for faculty members from Bihar on digital content creation
- Monitoring of progress on content creation as per quality standards prescribed in SWAYAM
- Help in the procurement of various digital infrastructure, as needed covering the entire bid process management
- Help in vendor performance management by monitoring the implementation

J.4. Miscellaneous

- Make qualitative PowerPoint presentations as and when required on the project(s) and its related activities during meetings, conferences, etc.
- The agency shall depute additional resources as per work requirements for the execution of the assignment.
- The resources of the selected bidder will have to be used to carry out any other function as directed by BSHEC/DoE from time to time, to bring about accelerated development in the sector.

J.5. Roles and responsibilities of BSHEC, Bihar and its authorized agent (s):

- BSHEC, Bihar will provide approvals for all plans, strategies and materials produced.
- Provide Sign-off / acceptance of various project deliverables submitted by the agency:
- BSHEC, Bihar will work closely with the agency in the formulation and planning of the required activities.
- Conduct project review meetings with the deployed team and monitor the implementation and overall progress of the project activities.
- Provide periodic feedback.
- Review and approve the payments to the selected agency as per quality services provided by the resources of the agency.
- Physical office space will be provided by the department along with other facilities in this office like photocopiers, scanners, printers, paper, toner, etc.
- Facilitate travel of any resource outside Patna for the assigned and approved tasks like discussions/meetings with any important stakeholders, network sources etc., for meeting the deliverables effectively.

- BSHEC, Bihar shall take up the following costs or reimburse later to the agency for effective functioning of the agency in delivering the tasks subject to prior approval from the competent authority :
 - Cost involving the agency to meet the additional demands towards delivering the outputs other than what has been decided upon selection or indirect scope of work of this RFP document.
 - Cost involving any External agency to meet the tasks or additional demands towards delivering the outputs.
 - Any cost towards event management that is beyond the scope of the agency.

J.6. Roles and Responsibilities of Selected Agency

- The selected agency must provide fully loaded laptops/Desktops to all deployed personnel (operating system, antivirus solution, Microsoft Office suite and all required software(s) to carry out the tasks as required).
- The selected consulting firm will deploy high-performing resources to setting up a PMU.
- Proposed team structure for delivering the Services, including CVs of Key Experts will be provided by Agency in advance to BSHEC.
- In case, any resource person's performance is not found satisfactory, h/she will be replaced within a month's time.
- Agency will be required to submit reports as required by BSHEC, Bihar.
- Provide project status report(s) and MIS as desired by BSHEC, Bihar.
- Set-up and administration of escalation mechanism for faster issue/risk management
- A monthly review meeting is to be done at Patna, Bihar. In this meeting the agency will brief the BSHEC, Bihar officials on the progress made by team.
- Agency will bear all costs related to Local travel (within Patna).
- The PMU shall comprise of full time members and will be available for the full period of project implementation.
- BSHEC will not responsible for any additional liability of staff like PF/ESI or statutory benefit. BSHEC will not be liable for any compensation under the Workman Compensation Act.
- The PMU should provide training and hand-holding support to the relevant staff of the HEIs.
- Follow the office timings of BSHEC and will be bound by the rules of the Institution.




K. PROJECT TERM

Any contract that may result from this procurement competition will be issued for a term of Two (02) Years. BSHEC, Bihar reserves the right to extend the Term for a further period subject to the requirement of the project, satisfactory performance and approval by the competent authority on the same terms and conditions, if required.

L. PROJECT DELIVERABLES & TIMELINE

The selected agency shall fully abide by various time limits as prescribed for different assignments and the performance of the agency shall be judged as per the adherence to such quality and time parameters as laid down for the respective work.

	M1	M2	M3	Q2	Q3	Q4	Q5	Q6	Q7	Q8
CREATE AN EXPANSION PLAN FOR ODL IN BIHAR COVERING VARIOUS AREAS INCLUDING COURSES/ STUDY CENTER/ AUDIO-VISUAL/ DIGITAL MEDIA										
IMPLEMENTATION OF DIGITAL SYSTEMS										
IMPLEMENTATION OF M&E SYSTEMS TO SUPPORT EXPANSION										
IDENTIFICATION & INTRODUCTION OF NEW COURSES FOR THE UPCOMING ACADEMIC YEAR										
DIGITAL CONTENT CREATION FOR SELECT COURSES (40%)										
CREATION & APPROVAL OF BSIRF FRAMEWORK										
FAMILIARIZATION WITH BSIRF										
DATA COLLECTION & VALIDATION				Phase -1				Phase -2		
PUBLISHING OF RESULTS										
SELECTION OF COURSES FOR DIGITIZATION										

-  ODL and Nalanda University
-  Digitization of Course
-  Bihar State Institutional Rating Framework



M. PAYMENT TERMS

The payment terms under this project would be as follows –

The selected agency shall submit the invoices for the deployed manpower as per the agreed rates every quarter, along with the attendance record of the manpower and the quarterly progress report to BSHEC, Bihar.

BSHEC, Bihar shall verify and process the same and will remit the payment through Cheque/RTGS/NEFT within 21 days of submission of the Invoice along with the necessary supporting documents.

Note:

The shortlisted bidders, to whom the RFP will be released, will be provided with the opportunity for due diligence before the submission of their techno-commercial proposal during the RFP bid process under the e-tendering system. The shortlisted bidders will have to send the requests beforehand for required documentation on the current business processes, applications, infrastructure and operations & services so that the department can provide the same to the bidders during the due-diligence process.

The requirements given in this EOI are indicative only and the department will seek inputs from the shortlisted bidders in further refining the requirements and all aspects of services before finalizing the request for proposal.

PART III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA

N. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

N.1. This EOI is not an offer and is issued with no commitment. BSHEC reserves the right to withdraw, change or vary any part thereof at any stage. BSHEC also reserves the right to disqualify any bidder, should it be so necessary at any stage.

N.2. BSHEC reserves the right to withdraw this EOI if determines that such action is in the best interest of the Government of Bihar.

N.3. Short-listed Bidders would be issued formal tender inquiry/request for proposal inviting their technical and commercial bids at a later date under the e-tendering system/manual tender as required afterward and to be decided accordingly.

N.4. The BSHEC shall ultimately determine the timing and sequence of events resulting from this EOI.

N.5. No conversations or agreements with any official, agent, or employee of Education Department, Government of Bihar shall affect or modify any terms of this and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of Government of Bihar shall be superseded by the definitive agreement that results from this process. Oral communications by department to bidders shall not be considered binding on the department, nor shall any written materials provided by any person other than the department.

N.6. Neither the Bidder nor any of the Bidder's representatives shall have any claims whatsoever against the Department or any of their respective officials, agents, or employees arising out of, or relating to these procedures (other than those arising under a definitive service agreement with the bidder following the terms thereof).

N.7. Applicants who are found to canvass, influence, or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

N.8. Each applicant shall submit only one pre-qualification requirements proposal.

O. RIGHTS TO THE CONTENT OF THE PROPOSAL

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the pre-qualification proposal will become the property of the education department, Government of Bihar. They will not be returned after the opening of the pre-qualification proposals. Department is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. Department

shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

P. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all forms, schedules, and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

Q. EVALUATION OF PRE-QUALIFICATION PROPOSAL

The Bidders' pre-qualification proposal in the bid document will be evaluated as per the requirements specified in the EOI and adopting the pre-qualification criteria spelled out in this EOI. The bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

R. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

S. PRE-QUALIFICATION CRITERIA

The invitation for bids is open to all entities which fulfill pre-qualification criteria as specified below –

Sr. No.	Basic Requirement	Eligibility Criteria	Documents Required
1	Legal Entity	The bidder should be registered in India under the Indian Companies Act 1956 or a partnership firm registered under the Limited Liability Partnership Act 2008 and should have operated in India for a minimum of 10 years in consulting as of March 31, 2021. Consortium/JV/Sub-contracting is not allowed	Copy of certificate of incorporation/ registration
2	Annual Turnover	Average Annual turnover of the bidder from Indian operations in consulting services during the last three financial years, i.e., from 2017-18 to 2019-20 should be at least INR 200(Two Hundred) crores.	Auditor's certificate
3	Net worth Certificate	The net worth of the bidder, during each of the last three financial years, i.e., from 2017-18 to 2019-20, should be positive.	Auditor's certificate
4	Government Consulting Services	The bidder should have been working consultancy assignments for a minimum of 03 years for the Government/ Public Sector	Work Order along with Completion certificates will be required. If the work is

		Consulting services in India as on the date of participation/opening of the EOI.	under progress then latest payment certificate against the work Order to be attached.
5	Work Order Certificate	The bidder should have served as a PMU/PMC/Quality management Unit/Advisor/Knowledge Partner for at least two (2) engagements in the Education Sector either at the State level or at central level of which atleast one should be with consulting fees of INR 5 crores per annum and also should have experience of working with the Govt of Bihar in atleast 1 project as PMU/PMC/Quality management Unit/Advisor/ Knowledge Partner within the period starting from 01/04/2016. Engagement/Rendering services in Govt sector through NGO/other international societies will not be accepted	Copy of Work Order /Completion Certificate/ Contract payment RA Bill certificate to be attached (with clear details around the scope of work and value of the project)
6	Tax Registration	The bidder should be a registered with i. GST ii. Income Tax	Copies of relevant certificates of registration
7	Organization Staffing	The Bidder must have a minimum strength of 300 full-time including part time resources on the payroll of the company in India at the time of EOI bid submission.	Certificate from HR Dept. on company letterhead.
8	Blacklisting	The firm/agency should not be black-listed/de-listed/debarred by Govt. of India/Any other State Govt./Bihar Govt. or its Departments/agencies at the time of submission of response/bid for this process.	Notarised Affidavit to be submitted. False certification and/or non-disclosure will lead to disqualification from the evaluation process and blacklisting in the State of Bihar.
9	Power of Attorney	Special power of attorney on a non-judicial stamp paper of appropriate value authorizing the representative of the bidder to sign the bid against this EoI	Duly signed Power of Attorney
10	EOI Processing Fee	As per Part I – F.	Demand Draft
11	Scope of Work Understanding	Bidders need to submit a write-up of 250-500 words on "understanding of Scope of Work and demonstrating that they have the required qualifications and experience to perform the Services. "	Write up on Company Letter head

T. PRE-QUALIFICATION REQUIREMENTS PROPOSAL

The pre-qualification Proposal should be submitted in a sealed envelope with the following details.


- PART I FORM I: Covering Letter,
Processing Fee as described in 'Section F' of this EOI
Board Resolution
- PART II Details and documents as per 'Section S' of this EOI
FORM II
FORM III
- PART III FORM IV: Relevant Project Experience of Projects

We look forward to receiving your Proposal and thank you for your interest in this Project.

[State Project Director-cum-Member Secretary]
Bihar State Higher Education Council,
Bihar Textbook Corporation Ltd Campus,
Buddha Marg, Patna – 800 001.

Memo No :SHEC/PMU/55/2021 - 298

Dated: 27.08/2021.


[State Project Director-cum-Member Secretary]
Bihar State Higher Education Council

PART IV: ANNEXURE – RESPONSE FORMATS

FORM I: COVER LETTER

(Company letterhead)

[Date]

To,
The State Project Director-cum-Member Secretary
Bihar State Higher Education Council (BSHEC),
Bihar State Textbook Publishing Corporation Ltd. Campus,
Budh Marg Patna, 800001 Bihar

Dear Sir,

Ref: Expression of interest notice for selection of service provider for setting up a Project Management Unit (PMU) for increasing the GER and overall Quality improvement initiatives in Higher Education

Having examined the Expression of Interest (EOI), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a pre-qualification requirements proposal in response to the Expression of Interest (EOI) for selection of service provider for setting up a Project Management Unit (PMU) for increasing the GER and overall Quality improvement initiatives in Higher Education.

We attach hereto the response as required by the EOI, which constitutes our Proposal.

Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail		



We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the education department, Govt of Bihar is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for providing services as a Project Management Unit (PMU) for increasing the GER and overall quality improvement initiatives in Higher Education.

We agree to the unconditional acceptance of all the terms and conditions set out in the EOI document.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well, as such other documents, which may be required in this connection.

Dated this Day of

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder

Witness Signature:

Witness Name:

Witness Address:

FORM II: GENERAL DETAILS OF THE ORGANIZATION

Details of the Organization	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Income Tax / PAN Registration Details	
GST Number	
Other Relevant Information	
Mandatory Supporting Documents:	
a) Certificate of Incorporation from Registrar of Companies (ROC)	
b) Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company	

FORM III: FINANCIAL DETAILS OF THE ORGANIZATION

Financial Information			
	FY 2018-19	FY 2019-20	FY 2020-21
Revenue (in INR crores)			
Net Worth (in INR crores)			
Revenue from Government Consulting Services			
Other Relevant Information			
Mandatory Supporting Documents:			
Auditor Certified financial statements for the last three financial years; 2018-19, 2019-20 and 2020-21 (Please include only the sections on revenue, net-worth and revenue from Government consulting services and not the entire balance sheet.)			

FORM IV: RELEVANT PROJECT EXPERIENCE

Assignment Name:		Country:
Location within Country:		Professional Staff provided by your Firm/Entity (profiles):
Name of Client:		Number of Staff:
Address & Contact Details of Client:		No. of Staff Months/Duration of Assignment:
Start Date: (MM/YYYY)	Completion Date: (MM/YYYY)	Approx. Value of Services in Rupees:
Name of Associated Firm(s) if any		No. of Staff Months provided by the Associated Firm(s):
Name of senior staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative description of Project:		
Description of Actual Services provided by your staff:		

Note: Kindly attach the work order/work completion certificate



FORM V: POWER OF ATTORNEY FOR AUTHORISED SIGNATORY

(On Company Letter Head)

Know all men by these presents, we,
(Name of Firm and address of the office) do hereby constitute, nominate, appoint and registered.

Authorize

Mr./Ms..... Son/daughter/wife of
..... and presently residing at
.....

Who is presently employed with/ retained by us and holding the position ofas our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection to work as Request for Proposal (RFP) for "Selection of Service Provider for Setting Up A Project Management Unit (PMU) For Increasing The GER And Overall Quality Improvement Initiatives In Higher Education", including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the BSHEC, Bihar, representing us in all matters before BSHEC Bihar, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the BSHEC, Bihar in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the BSHEC, Bihar.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative according to and in the exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in the exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS..... DAY OF, 2021

For.....

(Signature, name, designation, and address)

Witnesses:

1

2

Notarized

Accepted

.....

(Signature, name, designation and address of the Attorney)



FORM – 9: UNDERTAKING ON BEING NOT BLACK-LISTED

(Affidavit)

This is to certify that << **COMPANY NAME** >> is not currently blacklisted by the Government of Bihar or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices and not backed out from executing the work after award of the work as on the DD/MM/2021.

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Date

Place

FORM – 10: UNDERTAKING ON NON-INVOLVEMENT IN MAJOR LITIGATIONS

(On Bidder's Letterhead)

This is to certify that << **COMPANY NAME** >> is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this EOI and the subsequent RFP.

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Date:

Place: