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Odisha Forest Development Corporation Limited



(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

[website: www.odishafdc.com E-mailID:general@odishafdc.com]

RFP Notice No. 01/2024/GM, OFDC LTD., Bhubaneswar (C) Zone
Bhubaneswar Dated 01.02.2024

**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PREPARATION OF DETAILED
PROJECT REPORT (DPR) ON THE CITY GREEN LANDSCAPING OF BHUBANESWAR CITY.**

Proposal is invited from eligible bidders for selection of Agency to prepare DPR of the Bhubaneswar city green landscaping by the General Manager, ODISHA FOREST DEVELOPMENT CORPORATION (OFDC) Ltd. Bhubaneswar (C) Zone.

The eligibility criteria, terms and conditions, details of Bid submission and opening of Bids etc. are available in the RFP document which can be seen and downloaded from OFDC Website www.odishafdc.com. The last date of submission of the proposal is **21.02.2024, 17.00 Hrs.** The intending bidders may submit their Bid through Registered Post/ Speed Post to the Office of General Manager, Odisha Forest Development Corporation, Bhubaneswar zone, Plot no- 217/218, Satya Nagar, Bhubaneswar, Odisha-751007, Odisha or may drop in the Tender Box kept in the General Manager's office at 217/218, Satya Nagar, OFDC Ltd for the purpose before the last Date & Time.

For and behalf of OFDC Ltd,


General Manager
Bhubaneswar (C) Zone

REQUEST FOR PROPOSAL

**Selection of Agency for Preparation of Detailed
Project Report (DPR) on the City Green
Landscaping of Bhubaneswar City.**

Notice No.1/2024

Date:01/02/2024

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DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Applicant(s), by or on behalf of the Odisha Forest Development Corporation Ltd. (OFDC), is provided to Applicant(s) only on the terms and conditions stipulated in this RFP document.

This RFP document is not an agreement and is not an offer or invitation by the OFDC Ltd or its representatives to any other party and it does not create any legal right in favour of any applicant(s). The purpose of this RFP document is to provide interested parties required information to assist the formulation of their application and detailed Proposal. This RFP document does not purpose to contain all such information each Applicant may require. This RFP document may not be appropriate for all persons, and it is not possible for the OFDC Ltd, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Certain applicants may have a better knowledge of the proposed Project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. OFDC Ltd, its employees and advisors make no representation or warranty and shall in unreliability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. OFDC Ltd, may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement the information in this RFP document.



NOTICE INVITING BID
ODISHA FOREST DEVELOPMENT CORPORATION LIMITED

Proposals are invited from Eligible Bidders for Selection of Agency for Preparation of Detailed Project Report (DPR) on the City Landscaping of Bhubaneswar City, for and on behalf of OFDC LTD.

1	Availability of RFP document	From Date 03.02.2024 Downloadable from website:www.odishafdc.com
2	Last date and time for submission of completed proposal.	21.02.2024 up to 17:00 Hours.
3	Pre bid Meeting	06.02.2024 at 12.30 Hours at OFDC G.M office, Bhubaneswar (C) Zone.
4	Date, time and venue for opening of Technical Proposal & Pre-qualification Evaluation	22.02.2024 at 11.30Hours.
5	Date & time of Financial Bid opening (Only of Technically Qualified Bidders)	To be announced after technical bid evaluation and intimated through mail only.
6	Venue of the opening of Technical & Financial Bids	Office of General Manager, Odisha Forest Development Corporation, Bhubaneswar zone, Plot no-217/218, Satya Nagar, Bhubaneswar, Odisha-751007
7	Contact Officer	Mihir Kumar Jena DM, OFDC Ltd, Bhubaneswar Plantation Division Mail id-ofdcplbbsr@gmail.com

SECTION –I

INSTRUCTIONS TO BIDDERS

- 1.1 The Odisha Forest Development Corporation (OFDC) Limited (Bid Inviting Authority) a Govt. of Odisha Undertaking was incorporated in the year 1962 under Companies Act 1956 do trading of Timber, Firewood, Kendu Leaf, Bamboo and other forest produces as a commercial partner of the State Government.
- 1.2 This 'Bid Document' contains the following:
- Section I: Instruction to Bidders
 - Section II: General Definitions & Scope of Contract
 - Section III: Bid Schedule
 - Section IV: Terms of Reference
 - Section V: Eligibility Criteria
 - Section VI: Terms and Conditions of Contract
 - Section VII: Bid Evaluation Criteria
 - Section VIII: Formats for bidder for Submission of Bid (Technical bid)
 - Section IX: Formats for bidder for Submission of Bid (Financial bid)
 - Section X: Annexure [Formats for the successful bidder (Supplier) after finalization of bid]

1.2.1 DOWNLOADING OF BID DOCUMENT:

The bidder can download the bid document from the web site of the OFDC Ltd at www.odishafdc.com and take a print out of the same. The Bid document along with all supporting documents are required to be signed and sealed at every page towards acceptance of all the terms and conditions of this Tender. Signed and sealed Tender document along with all other required supporting documents and Bank draft evidencing payment of non-refundable tender fee of **Rs.5000+18%GST** and Bank Draft of **Rs.5,00,000/-** towards EMD are required to be submitted as per details provided in clause no. 6.5-6.7. The Tender Fees and EMD are to be paid in shape of Bank Draft drawn in any nationalized bank in favour of the General Manager, OFDC Ltd Bhubaneswar (C) Zone, payable at Bhubaneswar.

The bidder may also deposit the tender fees and EMD amount through RTGS/ NEFT to the Indian Overseas Bank Name- **General Manager, OFDC LTD, Bhubaneswar(C) Zone, A/C No- 106002000000556, IFSC Code - IOBA0001060**

However, it is responsibility to the bidder to ensure that the amount of tender fees and EMD after deposited through RTGS/NEFT is well within the last date of submission of bid. The bidder is requiring to mention the UTR No. of the transaction in the bid. Amount credited to Bank A/c after due date will not be accepted and the Bid will be rejected for non-submission of Tender Fee and EMD.

1.2.2 CLARIFICATION ON BID:

The registered bidder can ask questions related to bid only through Email ID ofdcplbbsr@gmail.com of OFDC Ltd before the pre-bid meeting. OFDC Ltd will clarify queries related to the bid and any modification in the RFP will be published in the website in form of a corrigendum to this RFP.

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1.2.3 PREPARATION OF BID

The detail guideline for preparation of bid is mentioned at Terms & Conditions of Contract-Section VI (Clause 6.4–6.7 & 6.17)

1.2.4 PAYMENT OF EMD AND COST OF BID DOCUMENT:

The detail guideline for payment of EMD & Cost of Bid Document mentioned at Terms & Conditions of Contract-Section VI (Clause 6.5 -6.7)

1.2.5 SUBMISSION AND SIGNING OF BID

The detail guideline for submission & signing of bid is mentioned at Terms & Conditions of Contract-Section VI (Clause 6.16-6.17)

SECTION II

General Definitions & Scope of Contract

2.1 General Definitions

- 2.1.1 Corporation** means Odisha Forest Development Corporation Limited-OFDC Ltd.
- 2.1.2 Government** means Government of Odisha.
- 2.1.3 Authority** means the **General Manager** or any authorized person of Odisha Forest Development Corporation Limited (OFDC Ltd.) by the **General Manager**, who on behalf of the Corporation calls and finalize bid under reference.
- 2.1.4 Bid Evaluation Committee & Technical Committee** is the Committees authorized by the **General Manager** of OFDC Ltd.
- 2.1.5 Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/ User Institution, more specifically mentioned in the Terms & Conditions of Contract (Section VI) of this bid document, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the OFDC Ltd. on account of such violations.

2.2 Scope

- 2.2.1** The detail Terms of Reference is mentioned in Section-IV.
- 2.2.2** The successful bidder selected for the purpose shall enter into a contract with the agreed terms and conditions mentioned in Section –VI.
- 2.2.3** The successful bidder will be engaged for the assignment.

3.1. Bid Details

SECTION-III

BID SCHEDULE

1.	Bid Reference No.	01/2024/GM OFDC, BBSR
2.	Bid Processing Fees	Rs.5000/- +18% GST in DD/Banker's cheque (Non-refundable) *
3.	Earnest Money Deposit	Rs.5,00,000/- in shape of D.D. & is refundable to unsuccessful bidder*
4.	Validity of bid	120 days from the last date of bid submission.
5.	Security Deposit	5% of the contract price (for successful bidders). EMD will be adjusted against the Security Deposit in case of Successful bidder.
6.	Validity of Performance Security	Up to 90 days after the date of completion of the Contractual obligations.

- * The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT to the Indian Overseas Bank Name- General Manager, OFDC LTD, Bhubaneswar (C) Zone, A/C No-106002000000556, IFSC CODE- IOBA0001060. However, it is responsibility to the bidder to ensure that the amount of tender fees and EMD after deposited through RTGS/NEFT is well within the last date of submission of bid. The bidder is require to mention the UTR No. of the transaction in the bid. Amount credited to Bank A/c after due date will not be accepted and the Bid will be rejected for non-submission of Tender Fee and EMD.

3.2. Important Dates:

Sl. No	Particulars	Date and time
1	Date of Invitation of Bid	01.02.2024
2	Date & time of Pre-Bid Meeting	06.02.2024 at 12.30 Hrs at OFDC G.M office, Bhubaneswar (C) Zone
3	Last Date & time of bid submission	21.02.2024 at 17.00 Hrs
4	Date & time of technical bid opening	22.01.2024 at 11.30 Hrs
5	Date of opening of financial bid	To be informed to the qualified bidders

SECTION-IV
TERMS OF REFERENCE

4.1 Objectives

Odisha Forest Development Corporation Limited (OFDC Ltd) is a Government of Odisha Enterprise incorporated under the Companies Act, 1956 having its registered Office at Bhubaneswar dealing with various Forestry/ Plantation activities in the State of Odisha. It has entrusted with the city landscape plan development under the city landscape cell.

Government of India in 2015 launched the Smart Cities Mission in collaboration with state governments. On January 28, 2016, the smart city proposal of Bhubaneswar was adjudged the best in the country for its financial viability and the feasibility in the execution of different planned projects. Bhubaneswar smart city aims to promote Bhubaneswar a city that gives better quality of life to its citizens with a clean and sustainable environment. The smart city endeavor proposes to undertake comprehensive development by promoting mixed land use including housing, walk able localities, open spaces, smart infrastructure and above all greening activities.

In the era of Modernization, urban green spaces (UGSs) are attracting increasing attention in smart city development. There is currently paucity of UGSs and their importance has become crucial in enhancing life expectancy and health. The presence of UGSs in smart cities is proposed to improve residents' life styles. Urban greenery is a defining element of cities and the important part of building culture. There is currently a consensus that green space improves the quality of life and increase the attractiveness of a city. Green space informs the design of cities and serves a variety of functions for sustainable city. Integrated and sustainable urban development aims to strengthen UGSs and provide a range of ecosystem services, so that people can utilize their benefits.

4.2 Objectives

To prepare a detailed project report of the greening activities of the Bhubaneswar smart city under the Landscape Cell of the Odisha Forest Development Corporation.

4.3 Scope of Work

The Organization / Agency is expected to prepare the Detailed Project Report (DPR) on the city landscaping of Bhubaneswar City across 100km road in the city. The key components of the DPR are as below:

- Mapping of the proposed landscape
- Assess the free space, encroached public spaces vis-à-vis habitation.
- Assess and prepare the inventory of the proposed 100 km city road.
- Prepare and proposed world class landscape design with input load, that includes free space maximization with greening, water frontage, urban furniture etc.
- Assess the irrigation supply and require irrigation vis-à-vis the plan.
- Develop plan for smart and cost effective irrigation for supporting the greening activity
- Develop plan to reuse the treated water from the units located at different compartments of the city.
- Develop GIS based mapping of the utility services such as pipelines, transmission lines (underground, over ground)
- Develop and Propose the Execution plan, procurement plan vis-à-vis the DPR, including the PMU level system and processes supporting the execution.

- To propose the monitoring system against the execution plan.
- Develop citizen feedback system on technology platform.

4.4 Team

The Agency will deploy a team (section-7, clause-7.1E) of experts with required qualifications and experience to undertake the assignment efficiently and effectively.

4.5 Timeline of Delivery of Services

The DPR need to be completed within six months from the date of agreement.

SECTION- V- ELIGIBILITY CRITERIA

The bidder should fulfill the following Eligibility Criteria:

Sl.	Criteria	Supporting documents required to be furnished.
1	Should be registered in India as a Company / Firm/Society under Company's Act 1956 or Limited Liability Partnership (LLP) firms incorporated in India under the Limited Liability Partnership Act, 2008 or Society's Registration Act 1860. Consortium is not Permitted.	Copy of the Certificate of incorporation /registration
2	The agency should have an operational office/support office in Bhubaneswar	Proof of Local address of Organization/Residential Representative not less than the position of Director/ VP/Any Senior Management position to be submitted.
3	The average annual turnover should be minimum Rs. 50 Crores during the last 3 financial years, i.e. 2020-21, 2021-22 and 2022-23	Annual Turnover Statement by Chartered Accountant (as Per Format –Annexure-5) Copy of the certified and audited profit & loss account and balance sheet of the Organization 2020-21, 2021-22 and 2022-23
4	The Organization should have ISO 9001:2015 and ISO 20000:2018 certification	Copy of certification.
5	The agency must have successfully managed at least 03 (Three) development projects preferably smart city/city greening/City Landscape with the value not less than one crore during last 3 year.	Work order/ completion certificate
6	The agency should not have been blacklisted by State Government/PSU/Central Government.	Affidavit in the Format–Annexure-4.
7	The agency should have GST Registration & PAN.	Copy of GST Registration Copy of the PAN.

SECTION –VI
TERMS & CONDITIONS

6.1 Contents of the Bid Document:

This 'Bid Document' contains the following:

Section I	:	Instruction to Bidders
Section II	:	General Definitions & Scope of Contract
Section III	:	Bid Schedule
Section IV	:	Terms of Reference
Section V	:	Eligibility Criteria
Section VI	:	Terms and Conditions of Contract
Section VII	:	Bid Evaluation Criteria
Section VIII	:	Formats for bidder for Submission of Bid (Technical bid)
Section IX	:	Annexure [Formats for the successful bidder (Supplier) after finalization of bid]

6.2 Bid Document:

6.2.1 The detailed terms of reference and terms and conditions governing the scope of services are contained in this "Bid Document".

6.2.2 The bid document shall be made available in the tender section of the O.F.D.C Ltd. website www.odishafdc.com for downloading. Bidder shall submit Bid document cost (mentioned in Section III) as described in clause 6.5 and non submission of the same shall be one of the primary reasons for rejection of the offer in the first round.

6.2.3 The BID shall be submitted through registered post at the address OFDC Ltd., O/O General Manager, OFDC. Ltd. Bhubaneswar (C) Zone, Odisha, at Plot No.217/218, Satya Nagar, PIN-751007. The bid may be dropped in the tender box kept in the Corporate Office of the OFDC Ltd for the purpose.

6.2.3.1 Payment of Bid Document Cost & EMD:

The details of payment of document cost & EMD is mentioned at clause 6.5

6.2.3.2 The details of documents in support of any eligibility criteria of technical bid

6.2.3.3 Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

6.3 Responsibility of Verification of Contents of Bid Document:

- 6.3.1** The Bid Documents has total 46 Pages duly inscribed at the bottom of each pages excluding the cover page. The bidder shall examine all instructions, forms, terms and conditions, terms of reference in the Bid Document and verify that all the contents mentioned under clause 6.1, are contained in the 'Bid Document'.
- 6.3.2** Failure to furnish any information required by the bid documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.

6.4 Guidelines for Preparation of Bid

- 6.4.1** The Bidder shall bear all costs associated with the preparation and submission of its bid and OFDC Ltd, here in after referred to as "Tender Inviting Authority", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. The document to be submitted is mentioned in clause 6.2.3.
- 6.4.2** In the event of documentary proof as required being not enclosed, the Bid shall be liable to be rejected. All pages of the bid, except for un amendable printed literature, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder.
- 6.4.3** **Language of Bid:** - The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Tender Inviting Authority, shall be in English language.
- 6.4.4** The bid (in English Language only) for the services mentioned in Section IV shall be submitted along with detailed information in the prescribed formats.
- 6.4.5** The documentary evidence regarding past performance shall be submitted along with the Bid shall be duly attested by the bidder on every page and serially numbered. Any interlineations, erasures or over writing shall be valid only if they are initialed by the person(s) signing the offer.
- 6.4.6** Bidder shall submit a declaration letter as per the format given as Format Annexure-4 and copy of amendments published if any signed by the bidder or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the bid document.
- 6.4.7** An offer submitted in vague /ambiguous financial terms and the like, shall be termed as non-responsive and shall be summarily rejected.

6.4.8 Clarifications to specific requests shall be responded through e-mail and general clarifications, affecting all the bidders shall be published in the official website of the Corporation (www.odishafdc.com). However, it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

6.4.9 Any clarification on the Tender procedure shall be obtained from ODISHA FOREST DEVELOPMENT CORPORATION LIMITED (OFDC.Ltd) over mail:-ofdcplbbsr@gmail.com.

6.5 Payment (Bid document Cost & EMD)

6.5.1 The bid document cost and EMD shall be paid by the bidder in the following manner. The bid document fee & EMD shall have to be furnished in shape of Demand Draft from any nationalized/scheduled bank in India in favour of General Manager, OFDC Ltd., payable at Bhubaneswar.

The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT to the Indian Overseas Bank. Name- General Manager, OFDC LTD, BBSR(C)Zone A/c no- 106002000000556, IFSC Code-IOBA0001060

However, It is responsibility to the bidder to ensure that the amount of tender fees and EMD after deposited through RTGS/NEFT is well within the last date of submission of bid. The bidder is required to mention the UTR No. of the transaction in the bid. Amount credited to Bank A/c after due to will not be accepted and the Bid will be rejected for non-submission of Tender Fee and EMD.

The Proof of Payment of the bid document cost & EMD(s) in a sealed envelope should be kept in separate sealed envelope and should be clearly super scribed as: Bid document cost & EMD, Bid Reference No. and the Name of the bidder.

6.6 Bid Document Cost

6.6.1 The bidder must submit the bid document cost as mentioned in Section—III and non-submission of Bid Document Cost as mentioned in Section III shall be one of the primary reasons for rejection of the offer in the first round.

6.6.2 All bidders shall pay bid document cost as per the instructions provided in clause 6.5. Bidders are liable to pay bid document cost even if any exemption is allowed in EMD.

6.7 Earnest Money Deposit (EMD):

6.7.1 The amount of the EMD(s) to be submitted is mentioned at Section III and Non-submission of EMD as mentioned in Section III shall be one of the primary reasons for rejection of the offer in the first round.

6.7.2 EMD of unsuccessful bidders will be discharged/ returned as promptly.

6.7.3 The successful bidder's EMD will be discharged upon the bidders signing the contract and adjusted towards the security deposit.

6.7.4 No interest will be paid for the EMD submitted.

6.7.5 The EMD will be forfeited if a bidder.

- Misrepresents facts or submit fabricated / forged / tampered / altered / manipulated documents during verification of bidding process.
- Withdraws its bid after the opening of technical bid.
- a successful bidder, fails to sign the contract after issuance of Letter of Intent
- Fails to furnish performance security after issuance of Letter of Intent.

6.8 Deadline for Submission of Bid

6.8.1 Bid completed in all respect should reach the Office of the General Manager, OFDC Ltd Bhubaneswar (C) Zone Plot- 217/218, Satya Nagar, Bhubaneswar, Pin- 751007 on or before the last date of submission shall not be held liable for any delay. Bid received after the last date shall not be accepted.

6.8.2 OFDC Ltd. may, at its discretion, extend the deadline for submission of Bid by amending the Bid Document, in which case, all rights and obligations of the OFDC Ltd. and the bidders previously subjected to the deadline shall thereafter be subjected to the same deadline so extended.

6.9 Period of Validity of Bid

6.9.1 The bid must remain valid for minimum 120 days (four months) from the date of opening of price bid. A bid valid for a shorter period shall be rejected by the OFDC Ltd. as non-responsive.

6.9.2 The successful bidder upon entering into a contract can withdraw from the contract by giving one-month prior notice after 120 days of price firmness, but not after the execution of agreement or issuance of work order for any of the agreed items.

6.10 Rejection of Bids:

6.10.1 The bids shall be rejected in case the bidder fails to meet the eligibility criteria as specified in Section V

6.10.2 At any point of time, the OFDC Ltd. reserves the right to reject the bid if the bidder fails to fulfill the terms & conditions of the bid document, furnishing of relevant document as per the satisfaction of OFDC Ltd.

6.11 Notices

6.11.1 The OFDC Ltd. shall publish the following information on its website at the appropriate time as part of ensuring transparency in the bid process;

6.11.1.1 The bid notices, documents, corrigendum, addendum etc. if any.

6.11.1.2 Amendments to the bid conditions, if any especially after the pre-bid meeting.

6.11.1.3 Results of the responsiveness of the technical bids and minor infirmities/ clarifications sought.

6.11.1.4 List of the qualified bidders.

6.11.1.5 Final List of technically qualified bidders.

6.11.1.6 Summary of price bid opening

- 6.11.2 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing by email or fax and confirmed by post. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- 6.11.3 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.
- 6.12 Other Terms and Conditions**
- 6.12.1 The bidder shall be responsible for payment of any charges due to any statutory authorities such as Income Tax, GST etc.
- 6.12.2 In the event, if it found that there is some statutory deduction to be made at the source, the OFDC Ltd. will have the authority to do so.
- 6.13 Pre-Bid Meeting**
- 6.13.1 A pre-bid meeting will be convened to clarify the doubt prospective bids. The OFDC Ltd., may or may not amend the terms and conditions as well as terms of reference of the bid document after the pre-bid meeting on the basis of feedback obtained during such meeting with a view to obtain maximum number of competitive bids.
- 6.13.2 Date of pre-bid meeting is mentioned in Section III.
- 6.13.3 Pre-bid meeting is called by the OFDC Ltd. to explain briefly about the requirements as well as the terms and conditions of the bid document and to get the prospective bidders, or any clarifications sought by the prospective bids on bid terms & conditions/terms of reference etc., as part of ensuing transparency in the bid process.
- 6.13.4 It is an opportunity for the prospective bidder to obtain all the details about the bided services, conditions governing the bids and also to get the explanation of any ambiguous condition that may be present in the bid document.
- 6.13.5 It is also an opportunity for the OFDC Ltd. to assess the market and obtain feedback on the terms of reference/features etc. requested by the User Institution/ funding agency, so as to make amendments in the bid document on the basis of expert advice.
- 6.13.6 Failure to attend the Pre-bid meeting will not bid is qualification, but a loss of opportunity for the prospective bidders to understand about the items bided and the bid conditions.
- 6.13.7 Filled up Bids will be accepted only after the date of pre-bid meeting.
- 6.14 Amendment of Bid Documents:**
- 6.14.1 At any time prior to the deadline for submission of Bid, the OFDC Ltd. may, for any reason, modify the bid document by amendments.
- 6.14.2 The amendments shall be published in web portal of the OFDC Ltd. only, and the bidder shall submit copy of amendments published if any signed by the bidder or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the bid document.

6.14.3 The OFDC Ltd. shall not be responsible for failure to inform the prospective bidders for any notices published related to each bid. Bidders are requested to browse website of the OFDC Ltd. for information/general notices/amendments to bid document etc. on a day today basis till the bid is concluded before submission of bid.

6.15 Submission of Bid

6.15.1 The bids are to be submitted in **two parts**.

6.15.2 **PART-I as TECHNICAL BID** shall be submitted in a separate sealed envelope super scribed as Technical Bid with all the required documents as mentioned in clause 6.17.

6.15.3 **PART II as FINANCIAL BID** (in the required Format in Section-IX) must be submitted in a separate sealed envelope super scribed as Financial Bid. The price bid format is specific to a bid to be typed under the letter head of the Agency and is not interchangeable. The Financial bids submitted in any other formats will be treated as non-responsive. Multiple price bid submission by bidder shall lead to cancellation of bid.

6.15.3.1 Both technical bid and financial bid kept in a separate sealed envelope are to be put in third envelope super scribe as "RFP For selection of Agency for Preparation of Detailed Project Report (DPR) on the City Landscaping of Bhubaneswar City, for and on behalf of OFDC LTD and to be submitted through registered/speed post to the **Office of General Manager, Odisha Forest Development Corporation, Bhubaneswar Zone, Plot no-217/218, Satya Nagar, Bhubaneswar, Odisha-751007** or may drop in the tender box kept in the Office of the General Manager, 217/218, Satya Nagar of the O.F.D.C. Ltd for the purpose.

6.15.4 Signing of Bid

The bidder shall digitally/ physically sign on all statements, documents, certificates submitted by him, owning responsibility for their correctness / authenticity. If any of the information furnished by the bidder is found to be false/fabricated, the EMD/ Bid Security shall stand & his/her name shall be recommended for blocking of portal registration and the bidder is liable to be black listed.

6.16 List of Documents in Bid Submission

The list of documents as a part of Technical Bid (PART-I) is as mentioned below:

- 6.16.1.1 Bank draft evidencing payment of Bid Document cost
- 6.16.1.2 Bank Draft evidencing Earnest Money Deposit.
- 6.16.1.3 Annexure-1 (Check List)
- 6.16.1.4 Annexure-2 (Details of bid document cost & EMD)
- 6.16.1.5 Annexure-3 (Details of Bidder & Registered/ Branch office in Bhubaneswar)
- 6.16.1.6 Proof of Registered/Branch Office/Support Office in Bhubaneswar (Copy of Telephone Bill/ Registration etc.)
- 6.16.1.7 Annexure-4 (Declaration Form)
- 6.16.2 Annexure-5 (Annual Turnover Statement by Chartered Accountant)

- 6.16.6 ISO 9001:2015 and ISO 20000:2018 Certification)
- 6.16.7 Copy of the GST Registration certificate
- 6.16.8 Copy of PAN
- 6.16.9 Financial bid in prescribed format as per Section-IX.

Note:No price information to be furnished in the technical bid.

6.17 Opening of Technical Bid

- 6.17.1 The opening of the technical bid and the financial Bid shall be done by the OFDC Ltd. as per bid schedule. The prospective bidders or his/her representative may be present at the time of the opening of technical and/or financial bids.
- 6.17.2 In the event of the specified date for opening of bid being declared holiday, the Bid shall be opened at the appointed time and venue on the next working day.

6.18 Evaluation of Bid

6.18.1 Bid Evaluation Committee:

- 6.18.1.1 The documents submitted as part of the technical bids shall be scrutinized by a bid evaluation committee duly appointed.
- 6.18.1.2 The bid evaluation committee may also verify the veracity of claims in respect of the known performance of the services offered, the experience and reputation of bidder in the field, the financial solvency etc.
- 6.18.1.3 The decisions of the bid evaluation committee on whether the bidders are responsive or non-responsive are final and binding on the bidders.

6.18.2 Bid Evaluation criteria

The bidder who qualifies based on the **eligibility criteria** mentioned in Section V shall be eligible for further evaluation of their technical bid for award of mark. Bid evaluation shall be based on **Quality & Cost based Selection (QCBS)** method. The **details** of the technical & price bid evaluation, weight age of technical & price bid, the parameters of scoring of marks are mentioned in **Section-VII**. The RPF calling authority as every right to negotiate the final price with successful bidder before finalization of contract.

6.19 Award of Contract

Criteria: -The bidder with **highest score** as specified in **Section-VII** would be awarded the contract.

6.20 Notification of Award/Letter of Intent (LOI)

Before expiry of the bid validity it period, the OFDC Ltd, will notify the successful bidder(s) in writing, by registered / speed post or by email (to be confirmed by registered / speed post immediately afterwards) that its bid for the services, which have been selected by the OFDC Ltd., has been accepted, also briefly indicating there in the essential details like description of services and the corresponding prices accepted. This notification is undertaken by issuing a Letter of Intent (LOI) by the OFDC. Ltd.

- 6.20.1 The successful bidder, upon receipt of the LOI, shall furnish the required performance security and submit an agreement in the prescribed format



- corresponding prices accepted. This notification is undertaken by issuing a Letter of Intent (LOI) by the OFDC. Ltd.
- 6.20.1 The successful bidder, upon receipt of the LOI, shall furnish the required performance security and submit an agreement in the prescribed format within seven days, failing which the EMD will be forfeited and the award will be cancelled.
- 6.20.2 The Notification of Award shall constitute the conclusion of the Contract.
- 6.21 Signing of Contract**
- 6.21.1 The Successful bidder shall execute an agreement in the format in Annexure-I as prescribed by the Corporation for ensuring satisfactory execution of the services.
- 6.21.2 The successful bidder shall submit bank guarantee in the format as per Annexure-II, a performance security prescribed under clause.6.24.
- 6.21.3 Promptly after notification of award, **within seven days**, the successful bidder shall execute the contract on Rs.100/- stamp paper purchased in the name of the successful bidder, duly signed and dated, to the OFDC.Ltd by registered/speed post or in person.
- 6.21.4 **Assignment:-**The Successful bidder shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Tender inviting Authority's prior written permission.
- 6.21.5 **Subcontracts:-** The Successful bidder shall not subcontract the execution of the contract. Such action, if done without the knowledge of the OFDC. Ltd prior to the entering of the contract, shall not relieve the Successful bidder from any of its liability or obligation under the terms and conditions of the contract.
- 6.22 Period of Contract:** The successful bidder will be engaged initially for a period of 6 months, which may further be extended by the Authority, subject to the contextual requirements and with mutual agreement.
- 6.22.1 **Modification of contract:-**
- 6.22.2 If necessary, the General Manager, OFDC Ltd. may, by a written order given to the successful bidder at any time during the period of the contract, amend the contract by making alterations and modifications within the general scope of contract.
- 6.22.3 In the event of any such modification/alteration causing increase or decrease in the cost of services to be supplied and provided, or in the time required by the successful bidder to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly.
- 6.22.4 If the successful bidder doesn't agree to the adjustment made by the Tender Inviting Authority/User Institutions, the successful bidder shall convey its views to the designated authority, i.e. GM, OFDC Ltd. within ten days from the date of the successful bidder's receipt of the amendment / modification of terms of the contract.

- successful bidder to the OFDC Ltd. within 7 days from the date of issuance of 'Letter of Intent'.
- 6.23.2 The contract duly signed and returned to the OFDC Ltd. shall be accompanied by a demand Draft or Bank Guarantee in the prescribed format.
- 6.23.3 Upon receipt of such contract and the performance security, the OFDC Ltd. Shall issue the work order containing the terms and conditions for the execution of the order.
- 6.23.4 Failure of the successful bidder in providing performance security mentioned in Section III and/or in returning contract copy duly signed in time shall make the bidder liable for forfeiture of its EMD.
- 6.23.5 The Security Deposit shall be denominated in Indian Rupees or in the currency of the contract as detailed below:
- 6.23.5.1 It shall be in any one of the forms namely Account Payee/Demand Draft or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in this document endorsed in favour of the General Manager, OFDC Ltd Bhubaneswar (C) Zone.
- 6.23.5.2 In the event of any amendment issued to the contract, the successful bidder shall, within ten (10) days of issue of the amendment, furnish the corresponding amendment to the Security Deposit (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 6.23.5.3 OFDC Ltd. will release the Security Deposit without any interest to the successful bidder on completion of the successful bidder's all contractual obligations.
- 6.23.5.4 The Bank Guarantee submitted in place of DD shall be in the prescribed format (Annexure II); Bank Guarantee in no other form will be accepted.
- 6.24 Time Frame for Delivery of Services**
- 6.25 Payment**
- 6.25.1 **10% of the contract value** after signing of contract
- 6.25.2 **20% of the contract value** shall be paid after the inspection Report, to be submitted within 30 days
- 6.25.3 **30% of the contract value** shall be paid after the 4 months of field work and of submission of detailed designs.
- 6.25.4 **20% of the contract value** shall be paid after submission of estimations within 5 months
- 6.25.5 **20% of the contract value** will be paid after submission of the final DPR to OFDC Ltd.
- 6.25.6 The original invoice submitted shall be in the name of the General Manager, OFDC Ltd. Bhubaneswar (C) Zone or his authorized Divisional Manager.
- 6.25.7 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the Successful bidder at rates as notified from time to time.
- 6.26 Intellectual Property Rights (IPR)**

6.26 Intellectual Property Rights (IPR)

6.26.1.1 The successful bidder shall, at all times, indemnify and keep indemnified the OFDC Ltd. free of cost, against all claims which may arise in respect of goods & services to be provided by the successful bidder under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks.

6.26.2 In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the OFDC.Ltd., the OFDC.Ltd shall notify the successful bidder of the same and the successful bidder shall, at his own expenses take care of the same for settlement without any liability to the OFDC.Ltd.

6.26.3 The Successful bidder shall at all times, indemnify and keep indemnified the OFDC Ltd. against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services.

6.27 Corrupt or Fraudulent Practices

6.27.1.1 It is required by all concerned namely the OFDC Ltd./User Institution/ Bidders/ Successful bidders etc. to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the OFDC Ltd. defines, for the purposes of this provision, the terms set forth below as follows:

6.27.2 OFDC Ltd. will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the OFDC Ltd. if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

6.27.3 No bidder shall contact the OFDC Ltd. Or any of its officers or any officers of the Government on any matter relating to its bid, other than communications for clarifications and requirements under this bid in writing, with an intention to influence the members of various committees or officials of Tender Inviting Authority. Any such effort by a bidder to influence the OFDC Ltd. in the OFDC's bid evaluation committee, bid comparison or contract award decisions may result in rejection of the bid.

6.28 Force Majeure

6.28.1 For purposes of this clause, Force Majeure means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non-performance or delay in performance. Such events may include, but are not restricted to, acts of the OFDC Ltd. either in its sovereign or contractual

capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

6.28.2 If a Force Majeure situation arises, the successful bidder shall promptly notify the OFDC Ltd in writing of such conditions and the cause there of within seven days of occurrence of such event. Unless otherwise directed by the OFDC Ltd. in writing, the successful bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6.28.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

6.28.3.1 In case due to a Force Majeure event the OFDC Ltd. is unable to fulfill its contractual commitment and responsibility, the OFDC Ltd will notify the successful bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

6.29 Resolution of Disputes

6.29.1 If dispute or difference of any kind shall arise between the OFDC Ltd. and the successful bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

6.29.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the bid document, either the OFDC Ltd. or the successful bidder may give notice to the other party of its intention to commence arbitration, as provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

6.29.3 In the case of a dispute or difference arising between the OFDC Ltd. and a domestic successful bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of Chairman, OFDC Ltd. Whose decision shall be final.

6.29.4 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., Bhubaneswar, Odisha.

6.30 Applicable Law & Jurisdiction of Courts

6.30.1 The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

6.30.2 All disputes arising out of this bid will be subject to the jurisdiction of courts of law in Bhubaneswar/High court of Orissa.

6.31 General/Miscellaneous Clauses

- 6.31.1** Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e., the Successful bidder on the one side and the Tender Inviting Authority on the other side, are relationship of master and servant or principal and agent. .
- 6.31.2** Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- 6.31.3** The Successful bidder shall notify the OFDC Ltd. of any material change would impact on performance of its obligations under this contract.
- 6.31.4** The Successful bidder shall, at all times, indemnify and keep indemnified the OFDC Ltd/User Institution / Government of Odisha against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the successful bidder/ its associate/affiliate etc.
- 6.31.5** All claims regarding indemnity shall survive the termination or expiry of the contract.

6.32 Penalties for Non-performance

- 6.32.1** The penalties to be imposed, at any stage, under this bid are;

- 6.32.1.1** Imposition of liquidated damages,
- 6.32.1.2** For feature of EMD/performance security
- 6.32.1.3** Termination of the contract
- 6.32.1.4** blacklisting/debarring of the bidder

- 6.32.2** Failure to produce the requisite certificates after claiming to possess such certificates or concealment or misrepresentation of facts will not only lead to rejection of bids in the first round itself and/or may lead to forfeiture of EMD or performance security as well as result in blacklisting/debarring of the bidder.
- 6.32.3** The penalties to be imposed on the bidder, at any stage, will be decided on the basis of the violations of number of bid conditions specifically mentioned in the bid document as that leading to for feature or EMD/Performance Security or leading to black-listing/debarring.
- 6.32.4** Any unexcused delay by the successful bidder in maintaining its contractual obligations towards delivery of goods and performance of services shall render the successful bidder liable to any or all of the following's actions:
- 6.32.5** **Liquidated Damages:-** If the successful bidder fails to deliver any or all of the goods or fails to perform the services within the time frame(s) prescribed in the contract, the OFDC. Ltd shall, without prejudice to other rights and remedies available to the OFDC Ltd. Under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to **1% of the value of the services** per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of **4%**. Once the delivery

- period is exceeded, OFDC. Ltd may consider termination of the contract. During the above-mentioned delayed period of supply and /or performance, the conditions incorporated shall also apply and OFDC Ltd. shall seek alternate measures at their and cost of the successful bidders.
- 6.32.6 The penalties imposed by the OFDC Ltd. will be published on the website of the OFDC. Ltd for a period as decided as appropriate by it with a view to prevent other government institutions from procurement of services from such bidders.
- 6.32.7 The decision to impose penalties and finally to black list the defaulting firm will be final and shall be binding on all bidders participating in this bid. However, there will be provision for appeal before the government against the decisions of the Tender Inviting Authority.
- 6.33 Termination of Contract**
- 6.33.1 Termination for default:- The Tender Inviting Authority/ User Institution, without prejudice to any other contractual rights and remedies available to it (the Tender Inviting Authority), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Tender Inviting Authority.
- 6.33.2 In the event of the OFDC Ltd. terminates the contract in whole or in part, the OFDC. Ltd May procure good sand/ or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the OFDC. Ltd for the extra expenditure, if any, incurred by the OFDC Ltd. for arranging such procurement.
- 6.33.3 Unless otherwise instructed by the OFDC Ltd/ User Institution, the successful bidder shall continue to perform the contract to the extent not terminated.
- 6.33.4 Termination for insolvency: If the successful bidder becomes bankrupt or otherwise insolvent, the OFDC.Ltd reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and/or will accrue thereafter to the Tender Inviting Authority.
- 6.33.5 Termination for convenience:-The OFDC.Ltd reserves the right to terminate the contract, in whole or in part for its(Tender Inviting Authority's/ User Institution's) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Tender Inviting Authority/ User Institution. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

6.34 Confidentiality

- 6.34.1** It would be the sole responsibility of the successful bidder to keep all information of ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC Ltd. confidential and make sure to prevent any leakage of information.

6.35 Limitation of Liability

In no circumstance shall the aggregate liability of either OFDC LTD or the Agency exceed the total value of the Agreement for the assignment.

6.36 Non-solicitation

OFDC LTD and the Agency undertake during the effective term of the Engagement and for a period of one year thereafter, not to solicit, hire or employ directly or indirectly of the other party who has had any involvement in the engagement except with the prior written consent of the other party. If such consent is given a fee of 15% of the individual's annual total compensation shall be payable to the other party

Notwithstanding the foregoing, nothing shall prohibit the Parties from offering employment to persons who respond to a general solicitation or advertisement.

SECTION – VII

EVALUATION CRITERIA

7.1 Evaluation of Technical Bid

In the first stage, the Technical Bid will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose proposal fulfills the eligibility criteria shall only be considered for technical evaluation and award of marks as per the evaluation parameters mentioned below:

S I	Technical Evaluation(Maximummarks–100)	Score
A	Certifications of the Agency (maximum marks–10)	
	ISO 9001:2015 Certification	5
	ISO 20000:2018 Certification	5
B	Annual Turnover of the Agency in last 3 Financial Years (Maximum marks–15)	
	AboveRs.100.0 Crores	15
	>Rs.80.0 Crores and < Rs.100.0 Crores	10
	Rs70.0Crores-Rs.80.0Crores	5
C 1	Preparation of DPR with City Level Landscaping Work (Maximum marks– 5)	
	5+ Projects	5
	4 Projects	3
	3 Projects	2
C 2	Preparation of City level Project with Landscaping Element (Maximum marks– 5)	
	Project Value 50 Cr +	5
	Project Value 40-50 Cr	3
	Project Value 30-40 Cr	2
D	Experience of managing projects in Odisha (10)	
	3Assignments	10
	2 Assignments	7.5
	1Assignments	5
E	Human Resources proposed for the project (Maximum marks– 25)	
	Team Leader- B. Tech Civil / Architecture with 10+ Year or master's in architecture/Civil Engineering with 8 years of experience. He/ She should be worked as a Team Leader in at least one similar project.	8
	Landscape Architect: master's in landscape architecture/urban design or equivalent with 5+ Year of experience in at least one similar project.	5

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GIS Expert : Masters in GIS /Geography/ Urban Planning with 5+ Year of experience in Urban Development Projects	3
Environmental Expert: Masters in Environmental Planning / Engineering/Forestry/Life science or equivalent, with 5+ Year of relevant experience	3
Design Engineer: B. Tech (Civil/Mechanical) with 10+ years or Masters in Civil/ Mechanical Economics/ Social Sciences with minimum 7+ years of experience in designing smart watering/ drip irrigation/ landscaping work	3
BOQ and Estimate Expert / Quantity Surveyor: B.Tech Civil with 8+ years of experience in preparation of BOQ/Estimates for infrastructure projects	3
Presentation on Methodology, Work Plan and Deliverables based on TOR (Maximum marks –30).	30

Based on the criteria technical bid would be assigned as core called as Technical Score (TS)out of 100.

7.1 Evaluation of Financial Proposal:

The lowest financial bid shall be awarded a commercial score of 100.

The financial score FS, of the bidder shall be determined by using the following using the formula:

$FS = (\text{Price of the lowest bidder} / \text{Price of the bidder under consideration}) \times 100$ (upto two decimal)

7.2 Combined Score

Bids will finally be ranked according to their combined score as follows:

$$S = (TS \times TW) + (FS \times FW)$$

Where,

S = The combined score (Technical & Financial) after multiplication of weightage factors

TS =Technical Score be for multiplication of weightage factor

FS = Financial Score before multiplication of weightage factor

TW =Weightage factor for Technical Bid

FW=Weightage factor for Financial Bid

The weightage factors assigned to Technical Bid and Financial Bid shall be 0.80 and 0.20 respectively.

The bidder with the highest Combined Score(S)would be awarded the contract.

SECTION-VIII

FORMATS FOR SUBMISSION OF BID

(Technical Bid)

FORMAT

Annexure-1CHECKLIST

(To be submitted in *Part-I- Technical Bid*)

The documents has to be arranged as per the order mentioned in checklist for ease of scrutiny.

Name of the Bidder	
---------------------------	--

Sl. No	Item	Whether included Yes/No	Page No
1	As per Format in Annexure-1 (Check List)		
2	Bid Document Cost as DD(Rs.5000/-+18%GST)		
3	The Earnest Money Deposit as DD(Rs.5,00,000/-)		
4	As per Format in Annexure-2 (Details of Bid Document Cost &EMD submitted)		
5	As per Format in Annexure-3 (Details of Bidder & Registered /Branch office in Bhubaneswar)		
6	Proof of Registered / Branch Office in Bhubaneswar (Copy of Telephone Bill /Registration etc.)		
7	Annexure-4(Declaration Form)		
8	Annexure-5 Accountant)		
9	Copies of the annual audit statement /Annual Report for 2020-21,2021-22,2022-23(Provisional statement of account shall not be considered) Ins up port of in formation in format		
	Annexure-5		

8

	Annexure-6(Certificate of Exclusivity)		
	Annexure-7(Approach, Methodology &Time Frame)		
	Copy of ISO 9001:2015 Certification		
	Copy of ISO 20000:2018 certificate		
	Copy of the G.S.T Registration Certificate		
	Copy of PAN(Income Tax)		

Note: **No price Information (I.e. Scanned copy of the price format etc.) to be uploaded in Technical Bid.**

Format-Annexure-2
(To be submitted in *Part-I-Technical Bid*)

DETAILS OF BID DOCUMENT COST & EMD SUBMITTED

	Particulars	Draft No.& Date	Name of Bank	Amount (Rs.)
	Bid Document Cost			
	EMD			

Signature of the Bidder: Date:

Official Seal:

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Format-Annexure-3

(To be submitted in **Part-I Technical Bid**) DETAILS OF THE BIDDER & REGISTERD / BRANCH OFFICE IN
BHUBANESWAR

GENERAL INFORMATION ABOUT THE BIDDER				
	Name of the Bidder			
	Registered address of the firm			
1	State		District	
	Telephone No.		Fax	
	Email		Website	
Contact Person Details				
2	Name		Designation	
	Telephone No.		Mobile No.	
Communication Address				
	Address			
	State		District	
3	Telephone No.		Fax	
	Email		Website	
Type of the Agency(Please tick the relevant box)				
	Private Ltd.		Public. Ltd	
	Partnership		Society	
			Proprietorship	
			Govt./PSU	
4	Registration No.& Date of Registration.		Furnish the copy of the registration/ certificate of incorporation	
Key personnel Details(Chairman, CEO, Directors, Managing Partners etc.)				
	Name		Designation	
5	Name		Designation	
6	Whether any criminal case was registered against the company/Firm/Society or any of its promoters in the past?			
7	Other relevant Information			

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8.a	G.S.T. Registration No: Furnish the copy of the G.S.T. registration certificate
8.b	Permanent Account No. :Furnish the copy of the PAN
9	Details of <u>Registered/ Branch office</u> in Bhubaneswar: Name of Contact Person: Designation: Address of Registered/ Branch Office in Bhubaneswar: Telephone No.(Landline): Mobile: Email: Fax: No. of technical & administrative personnel available in Bhubaneswar Office :
	Proof of <u>Registered/Branch office</u> in Bhubaneswar: Attach copy of the registration details or telephone bill receipt etc.

Signature of the bidder:

Seal

Date :

Name & Address of the Firm:



Format-Annexure-4

(To be submitted in *Part-I Technical Bid*)

DECLARATION FORM

(Affidavit before Executive Magistrate/Notary Public)

I/Wehaving My /our office
at.....do declare that I /We have carefully read all the terms
&conditions of bid of ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC Ltd., Odisha for
Selection of agency for computer based examination. I will abide with all the terms &conditions set for
the Bid document Reference no. along with the subsequent amendment, if any.

I/We do hereby declare I/We have not been black listed by any State Govt. /Union Territory /
Govt. of India / PSU ..

I/We agree that the OFDCLtd. Can for the Earnest Money Deposit and or Performance Security
Deposit and blacklist me/us for a period of 3 years if, any information furnished by us proved to be false
at the time of inspection/verification and not complying with the Bid terms &conditions.

I/We do here by declare that, if selected
will carry out the work as per the terms & conditions and terms of reference of the bid document. I
/we further declare that I /we have a registered / branch office in Odisha.

Signature of the bidder :
Seal

Date :

Name & Address of the Firm :

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Format-Annexure-5
(To be submitted in *Part-I Technical Bid*)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____
_____ are given below and certified that the statement is true
and correct.

SI No.	Financial Year	Turn over in Crores(Rs.) both in words and figures
1	2020- 2021	
2	2021- 2022	
3	2022-2023	
	Average	

Date:

Place:

Signature of Auditor/
Chartered Accountant

(Name in Capital)

Seal

Membership No.

Note:

To be issued in the letter head of the Chartered Accountant.

This turnover statement should also be supported by copies of audited annual statement of the last three years /Annual Report and the turnover figure should be highlighted there.

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FORMAT:Annexure-6
(to be furnished in the technical proposal)

Letter of Exclusivity

I, we, _____, hereby declare that we are/ will not
associate with any other firm/entity for submitting the proposal under consideration.

Dated this the _____ day of _____ 2023

For _____

Authorized Signatory/ Signature[In full and initials]: _____

Name and Title of Signatory: _____

(Seal)

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Annexure-7

(to be furnished in the technical proposal)

Approach, methodology and work plan

Response to Terms of Reference

[Describe your Approach/methodology and work plan to provide the required services and the compliance of your methodology and work plan to the terms of reference mentioned in Section IV]

***The approach section should highlight the issues and current thinking on best practice that will indicate the manner in which the agency approaches this project.**

The methodology section should provide insight to each of the main task areas specified in the terms of reference. The section should highlight each of the main task areas. Specify what activities will be undertaken by whom at what stage in the project and should clearly set out the specific deliverables.

The work plan should show the methodology graphically in Microsoft Projector by means of a Gantt chart or other recognized project management tool, showing by task area, the activities to be undertaken and the timing of deliverables keeping in mind the time frame mentioned in the Terms of Reference.

Authorized Signatory/Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

(Seal)

8

SECTION-IX

APPLICATION- FINANCIAL BID

1). Name of Tendering Firm/Agency/institution:

A. Human Resource Cost

Sl. No.	Particulars	Quantity	Rate	Value (in INR)	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Add Rows as required.

B. Reimbursable Expenses

Sl. No.	Particulars	Quantity	Rate	Value (in INR)	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Add Rows as required

C. Other Expenditures and Taxes.

2

Sl. No.	Particulars	Quantity	Rate	Value (in INR)	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

D.Total Value

Sl. No.	Particulars	Value (INR)	Remark
A	Human Resource Cost		
B	Reimbursable Expenses		
C	Other Expenditures and Taxes		
Grand Total			

Signature of authorized person

Full Name:

Seal:

Date:

Place:

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SECTION-X

ANNEXURES

(Required to be executed by the successful bidder)

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AGREEMENT

THIS AGREEMENT made the.....day of.....,2023between the General Manager, 217/218, Satya Nagar, Odisha Forest Development Corporation Ltd., Bhubaneswar, represented by the.....(Authorized Signatory),Odisha Forest Development Corporation Ltd.,(here in after called "the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC**") of one part and(Name and Address of agency).....(here in after "the Agency")represented by.....(Name of the Authorized Signatory and Designation),Aged..... Years, residing at (Full Residential Address of the Signatory) of the other part:

WHEREAS the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** has invited bids for the selection of agency for Preparation of Detailed Project Report (DPR) on the City Landscaping of Bhubaneswar City, for and on behalf of OFDCLTD.T) vide bid reference no.....dated).The **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** has finalized the bid in favour of the Agency for the for the said services for a total cost of Rs. (Contract Price in Words and Figures) (here in after "the Contract Price") and issued Letter of Intent/NotificationofAwardNo.....Dated.....

NOWTHISAGREEMENTWITNESSETH ASFOLLOWS:

1. In this Agreement words and expressions shall have the same meaning respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.:
 - (a) All the documents submitted by the agency as part of technical bid and price bid;
 - (b) Scope of contract mentioned in the bid reference mentioned above;
 - (c) Terms of Reference of the bid reference mentioned above;
 - (d) The clarifications and amendments issued/received as part of the bid document
 - (e) Terms & Conditions of Contract mentioned in the bid reference mentioned above;
 - (f) Letter of Intent/ Notification of award
3. In consideration of the payments to be made by the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** to the Agency as herein after mentioned, the Agency here by covenants with the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** to carry out the Services and to remedy defects there in conformity in all respects with the provisions of the Contract.
4. The **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** hereby covenants to pay the Agency in consideration of the provision of the Services and the remedying of defects there in, the Contract Price or such other sum as may be come payable under the



Provisions of the Contract at the times and in the manner prescribed by the Contract.

BRIEF PARTICULARS OF THE SERVICES WHICH SHALL BE SUPPORTED / PROVIDED BY THE AGENCY ARE:

Price:

Time frame for Delivery of Services:

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said..... (For the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC**)

In the presence of.....

Signed, Sealed and Delivered by the

said..... (For the Agency) (Signature, Name, Designation and Address with Office seal)

In the presence of.....

1) (Signature, Name and Address of witness)

2) (Signature, Name and Address of witness)



ANNEXURE-II

**BANK GUARANTEE FORM
(For Security Deposit)**

To

The General Manager,
The Odisha Forest Development Corporation Limited,
217/218, Satya Nagar, Bhubaneswar, Odisha

WHERE AS.....(Name and address of the Service Provider)(Herein after called " Agency")has under taken, in pursuance of contract No dated(Herein after " the contract")to(Description of Services)

AND WHEREAS it has been stipulated by you in the said contract that the Agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give such a bank guarantee on behalf of the Agency;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of.....(Amount of the guarantee in words and figures), 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 (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Where by waive the necessity of your demanding the said debt from the supplier 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 supplier shall in any way release us from any liability under this guarantee and we here by waive notice of any such change, addition or modification.

This guarantee shall be valid up to 90 days after the date of completion of the contractual obligations, i.e., up to.....(indicate date)

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.....
(Signature with date of the authorized officer of the Bank)

.....**Name**
And designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

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