



Government of Odisha

Odisha Forest Development Corporation, Ltd.

Office of the Divisional Manager, O.F.D.C. Ltd.,

Berhampur (Commercial) Division

Email ID: dumberhampur@yahoo.com / dm.berhampur@odishafdc.com

**Expression of Interest (EOI) for Engagement of
Consultant for Construction of Red Sanders
Godown & Platforms for stacking & storing of
Timbers and Improvement of Raghunathpur
Timber Depot of Berhampur (Commercial) Division.**

DISCLAIMER

This is the bid document for selection of Consultant for **CONSTRUCTION OF RED SANDERS GODOWN & PLATFORMS FOR STACKING & STORING OF TIMBERS AND IMPROVEMENT OF RAGHUNATHPUR DEPOT OF BERHAMPUR (COMMERCIAL) DIVISION**. This document contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

Any discrepancy, omission, or ambiguity in the Bid Documents, if observed, shall be brought to the notice of the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division, Pin - 760007 (hereinafter referred to as the "Authority") by the Bidders in writing prior to the pre-bid meeting.

No representation or communication regarding discrepancies shall be entertained after the conclusion of the pre-bid meeting.

In the event that no such written intimation is received within the stipulated period, it shall be conclusively presumed that the Bidders have examined the Bid Document in its entirety and are satisfied with the contents and terms thereof, and no subsequent claim or objection in this regard shall be entertained.

All information supplied by the Bidders shall be treated as contractually binding on the Bidders, on successful award of the assignment by the 'Authority' based on this EOI. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of this office.

The scope of work as well as the rights and obligations of the successful Bidder shall be set out in a separate agreement to be executed between 'Authority' and the successful Bidder.

The 'Authority' reserves the right to accept or reject any or all Bids without giving any reasons thereof.

The 'Authority' shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this bid document.

The 'Authority' may include any other item in the Scope of work at any time after consultation with Bidders or otherwise.

The 'Authority' reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the 'Authority' without assigning any reasons thereof.

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

The Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division (hereinafter referred to as the "Authority"), invites Expressions of Interest (EOI) from eligible Consultants for Preparation of the Detailed Project Report (DPR) for **construction of Red Sanders Godown & Platforms for stacking & storing of Timbers and improvement of Raghunathpur Depot of Berhampur (Commercial) Division.**

Consultants having prior experience in the preparation of DPRs for similar nature of works in State or Central Government Departments, Public Sector Undertakings (PSUs), or other Government Agencies, and possessing sound financial credentials, are invited to participate.

The interested bidder can collect the detailed document of the EOI, visiting in person at the office of the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division located at Mandiapalli Junction, Ganjam District, Odisha on any of the working days between **05.05.26 to 19.05.26 up to 5:00 P.M** or can download the same from the **official website www.odishafdc.com** between these dates.

Tentative Cost:

The final cost of the proposed construction of Red Sanders Godown & Platforms for stacking & storing of Timbers will be based on the best final DPR which will be approved.

The final project cost is subject to revision at the discretion of the 'Authority'.

The EOI document, along with duly filled Annexure should be submitted as EOI to the following address as per following schedule:

Address for submission of the Bid: Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division, Berhampur, Ganjam District, Email Id: demberhampur@yahoo.com & dm.berhampur@odishafdc.com

Contact Person: Sri Pradeep Kumar Pradhan, Steno (mobile no- 8117883353) O/o the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division,

Important Dates:

Publication of EOI: -----

Last date for the submission of Bid: **19.05.26 up to 05.00 P.M**

Pre-Bid Meeting: **15.05.26 at 11.00 A.M** in the office chamber of the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division

Date of opening of technical proposal and evaluation thereof: **20.05.26 at 11.00 A.M**

Date of Technical presentation at office of the MD, Corporate office, Bhubaneswar/ GM, OFDC Ltd, Berhampur © Zone, Berhampur, Mandiapalli and opening of financial proposal: -----
Date will be intimated

Uploading of result of Evaluation of Bids: Intimation letter

In case the date of opening falls on a holiday, the bids shall be opened on the following working day at the same time and it will be binding on the Bidders for acceptance.

1. INTRODUCTION

The authority intends to undertake the construction of Red Sanders Godown for stacking & storing of Timbers at Raghunathpur Depot of Berhampur (Commercial) Division, Ganjam District, Odisha.

1. Storing of 42 nos of lots of Length 12ftx breadth 12ft with intermediary space for movement of truck and Hydra for loading & unloading of timbers
2. 30ft width verandah Infront of go-down
3. Drainage structure around the go-downs
4. Platforms of size Length 12ftx breadth 12ft with overhead detachable shed, drainage around the platform for storing of timber lots at Raghunathpur timber depot.
5. Improvement of existing sawmills & its premises for better utilization of space and efficiency.

The proposed project aims to ensure the comprehensive and sustainable construction of Red Sanders Godown & Platforms for stacking of Timbers at Raghunathpur Depot campus of Berhampur (Commercial) Division. The focus is on storing & stacking of such valuable Red sanders woods of state Govt. property in good condition to attract the purchasers in view of quick disposal and sustainable revenue generation.

2. Scope of Work

- * To protect timbers from Sun & Rain.
- * To improve the presentation of timbers
- * To retain the quality of timbers.

The Authority intends to engage a qualified Architectural/Design Consultant for the comprehensive design and planning of construction of Red Sanders Godown & Platforms for stacking & storing of Timbers at Raghunathpur Depot of Berhampur (Commercial) Division, Ganjam, Odisha.

The DPR shall include technical recommendations, design and layout plans, detailed estimates for both civil and electrical works, technical specifications for all civil structures and electrical components, waste management solutions, and all other relevant components of the project.

The consultants shall prepare the Detailed Project Report (DPR) incorporating the following key components:

1. To develop the structures or frameworks to store the timbers and firewood in the depot
These timbers and firewood are arranged for kept open and on the soil exposing to sun & rain. The objectives of the structures should be to protect the timbers from sun & rain and keep the materials safely with ease of lifting & stacking, transportation.

The structures should be eco-friendly, cost economic and durable. The possible damages be considered during lifting & shifting with machineries and manual mode..

2. Design go-downs to store timbers (Red sanders to be specific) with proper alignment, good aeration & drainage.

The design should ease all the timber related activities such, entry of trucks and its free movement, unloading & loading of timbers in truck, shifting of timbers by hydra for Lot formation, erection of iron angles for lot supports.

3. Provision of drainage to avoid rain water logging.
4. Provision of toilet & drinking water facilities.
5. Timber arrangements inside the go-down for better presentation.
6. To ward off rodents, insects & pests thereof from damaging timbers & other properties.
7. Stacking & storage for maximum utilization of space.
8. Vehicle parking space inside the campus for transportation & disposal of timber & firewood.
9. Improvement of existing sawmills & its premises for better utilization of space, efficiency etc.

3. Detailed Scope of Work (Indicative)

The scope of work will cover concept design to detailed design and cost estimation for the following components for construction of Red Sanders Godown & Platforms for stacking & storing of Timbers at Raghunathpur Depot of Berhampur (Commercial) Division, Ganjam, Odisha.

3.1 Public convenience/ Bio toilets

- . Provide toilets, restroom, drinking water stations, and resting zones.
- . Design should ensure hygiene, universal accessibility, and minimal water use.

3.2 Drinking water facilities & management

- . Bore well installation
- . Rain water harvesting structure

4. Design Guidelines:

- All structures to be designed with a minimal environmental footprint.
- Use of local and eco-friendly materials.
- The architecture should blend with the surrounding landscape.
- Incorporate universal accessibility and safety standards.

5. Consultant Deliverables

The consultant shall deliver the following:

Proper executable deliverables (detailed engineering drawings/documents) shall be submitted such that the work can be executed without further engineering/directives at site.

| Deliverables | Name of the Deliverables | Time Frame | Payment Percentage |
|--------------|--|------------|--------------------|
| D1 | Draft feasibility report | 1 week | 0 |
| D2 | 04 (Four) sets of the draft detailed project report including drawing and online presentation as per | 1 week | 0 |

| | | | |
|--|--|--|--|
| | direction of the DM, O.F.D.C. Ltd., Berhampur (C) Division. | | |
| | Draft design calculations, drawings, BOQ – 04 (Four) sets of hard copy and 1 set of soft copy, and tentative cost estimates. | | |

| | | | |
|----|---|--------|----|
| D3 | 06 (Six) sets of the final detailed project report including drawing, design and calculation sheet and final cost estimates duly vetted by the competent authority. | 1 week | 80 |
| | Detailed design report and drawings – 3 (Three) sets of hard copy + 1 (One) soft copy (in AutoCAD and PDF format) and other editable formats. | | |
| | Working drawings – 6 (Six) sets of hard copies + 1 (One) soft copy (architectural, interior, structural and electrical also). | | |
| | Original copies of sanctioned plan, including architectural, interior and structural along with photocopies of 10 (Ten) sets. | | |
| D4 | Completion certificate from the appropriate authority. | | 20 |

1. 04 (Four) sets of the draft detailed project report including drawing and online presentation as per direction of the DM, O.F.D.C. Ltd., Berhampur (C) Division.
2. Draft design calculations, drawings, BOQ – 04 (Four) sets of hard copy and 1 set of soft copy.
3. 06 (Six) sets of the final detailed project report including drawing, design and calculation sheet duly vetted by the competent authority.
4. Bill of Quantities & Cost Estimates (as per the current PWD SOR) – 6 (Six) sets of hard copy + 1 (One) soft copy (in Excel format and also in online BOQ format).
5. Detailed design report and drawings – 3 (Three) sets of hard copy + 1 (One) soft copy (in AutoCAD and PDF format).
6. Working drawings – 6 (Six) sets of hard copies + 1 (One) soft copy (architectural, interior, structural and electrical also).
7. Original copies of sanctioned plan, including, architectural, interior and structural along with photocopies of 10(Ten) set.
8. Completion certificate from the appropriate authority.

6. BID PROCEDURE

- The proposal shall be submitted in 2 parts, i.e. Technical Bid (Part A) and Financial Bid (Part B), must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand bottom corner of the envelope and super scribed in the following manner:

Part-A: Technical bid for “PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR CONSTRUCTION OF RED SANDERS GODOWN & PLATFORMS FOR STACKING & STORING OF TIMBERS AND IMPROVEMENT OF RAGHUNATHPUR DEPOT OF

BERHAMPUR (COMMERCIAL) DIVISION, GANJAM, ODISHA OF O.F.D.C. LTD., BERHAMPUR (C) DIVISION, ODISHA”.

Part-B: Financial bid for “PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR THE FOR CONSTRUCTION OF RED SANDERS GODOWN & PLATFORMS FOR STACKING & STORING OF TIMBERS AND IMPROVEMENT OF RAGHUNATHPUR DEPOT OF BERHAMPUR (COMMERCIAL) DIVISION, GANJAM, ODISHA

o Both the envelopes i.e. envelope for Part-A and envelope for Part-B must be packed in separate sealed outer covers and clearly super scribed with the following:

Bid for “FOR CONSTRUCTION OF RED SANDERS GODOWN & PLATFORMS FOR STACKING & STORING OF TIMBERS AND IMPROVEMENT OF RAGHUNATHPUR DEPOT OF BERHAMPUR (COMMERCIAL) DIVISION, GANJAM, ODISHA OF O.F.D.C. LTD., BERHAMPUR (C) DIVISION, ODISHA”.

The Bidder’s name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division at the following address:

At: Mandiapalli, Po: Narendrapur PS: Chamakhandi, Dist: Gajapati, Pin: 760007

- If the outer envelope and the financial bid envelope is not sealed and marked as mentioned above, the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division will assume no responsibility for the bid’s misplacement or premature opening. Telex, cable or facsimile bids will be rejected.

The interested bidder can collect the detail document of the EOI, visiting in person at the office of the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division located at Mandipalli, Ganjam District, Odisha on any of the working days between **05.05.26 to 19.05.26 up to 5:00 P.M** or can be download the same from the official website www.odishafdc.com in between these dates.

- The bidder can submit the proposal in person visiting the office as mentioned above between the aforementioned working days or can submit the same in Post/Courier in the above address. The Authority does not accept responsibility for any time lost or delay in transmitting the bid document; timely submission is the sole responsibility of the bidder.
- The last date of receiving the Bid documents is **19.05.26 up to 5:00 P.M.**

6.1 Detailed Procedure for Submission of Earnest Money Deposit (EMD)

Procedure to be followed for submission of EMD is as below:

- An EMD of the value of Rs. 15,000/- must be paid through Demand Draft in favour of the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division, Berhampur, in any nationalized Bank payable at Berhampur, Odisha.

- The EMD should be submitted in the Technical Bid.
- EMD of all unsuccessful bidders would be refunded by this office within 90 days of the bidder being notified as unsuccessful. The EMD for the amount mentioned above of the successful bidder would be returned upon submission of Performance Bank Guarantee of 3% of contract value.
- The EMD amount is interest-free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- The bid/proposal submitted without EMD mentioned above will be summarily rejected.
- The EMD shall be forfeited if:
 - Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.
 - A Bidder withdraws the Proposal or increases the quoted prices after opening of the proposal and during the Bid validity period or its extended period, if any.
 - The Bid is varied or modified in a manner not acceptable to the 'Authority' after opening of Bid during the validity period or any extension thereof.
 - During the Bid process, if a Bidder indulges in any act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - If the Bidder tries to influence the evaluation process.
 - If a Bidder has been found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this EOI.
 - If the successful bidder fails to sign the contract or the performance guarantee is not submitted within the time specified.
 - If a Bidder's proposal contains deviations, conditional offers and partial offers.
 - The local MSE bidders are exempted from submission of EMD. However, they must furnish documentary evidence against the same.

6.2 Clarification of Bidding Document

If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to the Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division, Berhampur, Ganjam District prior to the date fixed for pre-bid meeting.

- The queries may be sent by email also to demberhampur@yahoo.com & dm.berhampur@odishafdc.com up to one day before the date fixed for pre-bid meeting.
- The queries received by email up to one day before the date fixed for pre-bid meeting only shall be considered for response.

- Verbal queries will be accepted on the day of the pre-bid meeting. After the pre-bid meeting no query shall be entertained.
- The clarification given in response to the queries and issues raised in the pre-bid meeting shall be final and binding on the bidder.

6.2.1 Amendment of Bidding Document

- At any time, prior to the deadline for submission of bids, the “Authority” may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form part of the bidding document. Such amendments and clarifications in response to pre-bid meeting will be published on the same website. Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. The “Authority” will bear no responsibility or liability for bidders failing to do so.
- In order to afford the prospective bidders reasonable time to take the amendment into account in preparing their bids, the “Authority” may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and should be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

6.2.2 Penalty for Suppression / Distortion of Fact

- If any bidder fails to produce the original hard copies of the documents (especially Credential Certificates and audited balance sheets), or any other documents on demand of the **EOI** Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended / debarred / blacklisted / disqualified from participating in the tenders of the “Authority” for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the “Authority” may take appropriate legal action against such defaulting bidder.
- Conditional and incomplete bids will be summarily rejected.
- Any type of canvassing by the Bidder in furtherance of a bid is strictly prohibited. Such canvassing may lead to cancellation of its bid.
- The **EOI** Committee reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of bidding.
- The Bidder shall bear all costs associated with the preparation and submission of the Bid and the purchaser will in no case be responsible and liable for that cost.

7. Instructions to Bidders

- The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The “Authority” shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
- It shall be deemed that by offering a Bid, the Bidder has:
 - Made a complete and careful examination of the bidding documents of the proposed work, received all relevant information from the “Authority”.
 - Satisfied itself about all matters, things and information herein above necessary and required for bidding, execution of the agreement in accordance with the bidding documents and performance of all of its obligations thereunder.
- Acknowledged and agreed that ignorance of any of the matters herein above shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss of profits, etc. from the “Authority”.
- Agreed to be bound by the undertakings submitted by it under and in terms hereof.
- Any corrigendum including extension of date or change of date for submission of the **EOI** shall be published on the website and that shall be deemed to have been seen by the bidders.
- Final selection of consultant from the bid received will be done at the discretion of the "Authority" and the decision of the "Authority" shall be final and binding on all the participating parties.
- Details submitted by the parties shall be examined in line with criteria mentioned at Clause No. 10.2, 10.3 and 10.4. All the terms and conditions shall be considered in totality and applications received without documents complying with the above conditions shall be summarily rejected.
- Applicants can also be asked to furnish additional information/confirmation in connection with verification of the documents submitted by them, if deemed necessary.
- If at any stage, it is found that the documents submitted by the applicant or their claims are false, then the offer of the bid will be rejected and/ or the agreement/contract will be terminated.

8. Fees Payable

The following fees are payable at various stages of the bidding process:

- **EOI Process Fee/ Bid processing fees:**
 - The participating bidders shall submit a non-refundable bid processing fees or EOI Process Fee of **₹5,000/- (Rupees Five thousand only excluding GST)** through Demand Draft/NEFT in favour of Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division, Berhampur, in any nationalized Bank payable at Berhampur
- **Earnest Money Deposit (EMD):**
 - EMD of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** only shall be paid by every bidder as per the procedure mentioned in the clause 6.1 of the EOI document.

9. Submission of Bids

The bidder shall submit the bid in two separate parts:

Part-A shall be named "Technical Bid" and shall comprise of as below:

- Annexure - I (EOI Form)
- Annexure - II (General Information)
- Annexure - III (Undertaking)

Part-B shall be named "Financial Bid"

- The Financial proposal should be as per Clause 10.3 B.

10. Procedure for Selection

- This office will constitute a **EOI** Committee to evaluate the responses of the bidders.
- The **EOI** Committee constituted by this office shall evaluate the responses to EOI and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of the bid.
- The decision of the **EOI** Committee regarding the acceptance or validity of any document submitted in support of a claim shall be final and binding.
- The decision of **EOI** Committee in evaluation of responses to the EOI shall be final.
- The **EOI** Committee may ask for meetings with or written clarifications along with compliance document from the Bidders towards compliance/clarifications on their proposals, if required.
- The **EOI** Committee reserves the right to reject any or all proposals based on any deviations.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI.
- Frivolous bids will be rejected.
- Initial Bid scrutiny will be held, and incomplete details as given below will be treated as non-responsive if Proposals are:
 - Not submitted as specified in the EOI document.
 - Received without the Letter of Authorization (Power of Attorney).
 - Found with suppression of details.
 - Found with incomplete information, subjective, conditional offers and partial offers submitted.
 - Submitted without the documents requested in checklist.

10.1 Criteria for Evaluation

The overall objective of this evaluation process is to select the capable and qualified firm for preparing the Detailed Project Report (DPR) for construction of Red Sanders Godown & Platforms for stacking & storing of Timbers at Raghunathpur Depot of Berhampur (Commercial) Division, Ganjam, Odisha. The pre-qualification proposal will be evaluated as per the criteria mentioned below and only those

bidders who qualify the requirements will be eligible for next level of evaluations. Technical Proposal and Financial Proposal of Bidders who do not meet the pre-qualification criteria will not be opened.

The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least 70% marks in the technical evaluation would be eligible for the next stage, i.e. Financial Bid opening.

Bidders should submit supporting documentary evidence with respect to the above, in absence of which their proposals will be summarily rejected.

10.2 Pre-Qualification Criteria

| Serial No. | Basic Requirement | Specific Requirement | Documents required |
|------------|--|---|---|
| 1. | Legal Entity | <ul style="list-style-type: none"> The Bidder should have been registered as a Company/ LLP under Companies Act, 1956/ 2013 or Partnerships Firm registered under LLP Act, 2008. Have been operating for at least last Three (3) financial years as on 31st March 2025. | <ul style="list-style-type: none"> Copy of Certificate of Incorporation/ Registration. Copy of GST Registration certificate. Copy of PAN Card. Partnership deed in case of partnership firm. Income Tax Return with computation certificate (for the last three consecutive financial years). Letter of Authorization or Power of Attorney. |
| 2. | Technical Capacity/ Similar Experience | <ul style="list-style-type: none"> The Bidder should have a minimum of 03 (Three) years' experience for DPR preparation work in different Govt. Depts./ P.S.U.s. The Bidder must have successfully prepared at least 2 (Two) or above accepted DPR for godown construction or similar works of minimum value of Rs. 3 crores for any State/Central Government Organizations of State/Central Govt. Undertakings during last five financial years. | <ul style="list-style-type: none"> The Bidder must submit the copy of the Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority. The said Certificate should contain the particulars of the work completed, period of work, and the total value of work for which the DPR was prepared. |
| | | • | • |
| 3 | Earnest Money Deposit (EMD) | Rs.15,000/- | <ul style="list-style-type: none"> In the shape of Demand Draft to be drawn in favour of Divisional Manager, O.F.D.C. Ltd., Berhampur (C) Division. |
| 4 | Black Listing | The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India or Non-Govt: concern | Annexure-Self Declaration. |

| | | | |
|---|------------------------------|---|---|
| 5 | Existence in Odisha | The bidder should have a local registered office in Odisha along with the State GST Registration certificate. If the bidder does not have a local office at the time of bid submission, they have to furnish an undertaking to setup an office within one month from issue of the work order. | Trade License/ Lease Agreement etc. along with GST Registration Certificate/Declaration. |
| 6 | Annual turnover | The annual turnover of the bidder must have above ₹ 50,00,000/-. | Financial Statements i.e. Profit & Loss Account and Balance Sheet. |
| 7 | Consortium/Sub Contracting | The EOI does not allow any kind of consortium bidding or subcontracting | Self-Declaration |
| 8 | Correctness of all documents | | Declaration in the agency's letterhead as to the correctness of the copies all documents. |

10.3 Mandatory Document Requirement:

A. For Technical Proposal (PART A)

The technical proposal shall contain the signed and scanned copies of the following:

- a. Filled in form as given in Annexure – I, II, III.
- b. Copy of Certificate of Incorporation/ Registration
- c. Copy of GST Registration certificate.
- d. Copy of PAN registration.
- e. Partnership deed in case of partnership firm.
- f. Letter of Authorization or Power of Attorney
- g. Income Tax Return with computation certificate (for the last three consecutive financial years).
- h. The Bidder must submit the copy of the Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority. The said Certificate should contain the particulars of the work completed, period of work and the total value of work.
- i. Trade License valid as on submission of bid.
- j. Declaration in the agency's letterhead as to correctness of the copies of all documents submitted including Self Declaration/ Undertaking (Annexure III) to the effect that the agency has not been blacklisted / debarred by any Govt. / Non-Govt. Concern and it is not a consortium firm.
- k. Document in support of payment of Bid processing fees and Earnest Money Deposit (EMD).
- l. Audit certificate from any listed Chartered Account firm.

- m. Experience: Work Order, completion certificate, DPR approval certificate to be submitted. The said Certificate should contain the particulars of the work completed, period of work and the total value of work.

The requisite documents are to be submitted in the respective folder of the envelope of the Technical Bid. Failure in submission of any of the above documents may render the Bidder liable to be rejected.

B. For Financial Proposal (PART B)

The Financial proposal shall contain the filled in form as per Annexure IV (PART B).

The Financial proposal should contain the consultancy fees for DPR preparation (in percentage of Project Cost) including GST as per the following table:

| | Consultancy Fees (in percentage of Project Cost including GST) | |
|--------------------|---|---|
| | Preparation of DPR excluding Supervision, Quality Control, Verification of Measurement, | Preparation of DPR including Supervision, Quality Control, Verification of Measurements |
| | Certification of Bills, and related services (L) | Measurements, Certification of Bills, and related services (L*) |
| Financial Proposal | | |

The financial evaluation for the selection of the Consultant shall be conducted solely on the basis of the lowest financial proposal (L1) submitted for the preparation of the Detailed Project Report (DPR), excluding all other components of post DPR preparation services such supervision, quality control, verification of measurements, certification of bills, and related services.

However, for activities such as supervision, quality control, verification of measurements, certification of bills, and other related services, the ‘Authority’ reserves the right to negotiate with the most responsive bidder (L1) identified for the DPR component, to continue with the same Consultant for the aforesaid post-DPR services, provided that the most responsive bidder agrees to match the lowest financial proposal received for these services during the present **EOI** process.

10.4 Technical Evaluation Scoring Matrix

Technical proposal of those bidders will be opened and evaluated, who qualify the pre-qualification criteria. The **EOI** Committee will evaluate the Technical Proposals based on technical evaluation criterion as provided below:

| SL No | Evaluation Criterion | Maximum Score | Document required |
|-------|---|---------------|---|
| 1. | <u>Annual Turnover</u> 50 lakhs- 10 marks 2 marks for each additional 25 lakh, maximum up to 20 marks. | 20 | Audit certificate from any listed Chartered Account firm. |
| 2 (a) | <u>Experience (Technical capacity)</u> No. of finally accepted DPR prepared for DPR preparation in different Govt. Depts/ P.S. Us of value greater than Rs. 3 crores in the last 5 Years. 2 projects=10 marks 3 projects=15 marks 1 mark for additional 1 such project, maximum up to 20 marks | 20 | Work Order, completion certificate, DPR approval certificate to be submitted. The said Certificate should contain the particulars of the work completed, period of work and the total value of work. |
| 2 (b) | <u>Experience:</u> Value of any one similar project of State Government, Central Government, or Public Sector Undertaking (PSU), for which the Detailed Project Report (DPR) prepared was accepted. 10 marks for Rs. 3 crores. 1 mark for additional Rs. 25 lakhs, subject to maximum 20 marks | 20 | Work Order, completion certificate, DPR approval certificate to be submitted. The said Certificate should contain the particulars of the work completed, period of work and the total value of work |
| 3 | <u>Presentation by Bidder</u> 10 marks- Overall design and Planning 10 marks- Innovativeness and Creativity in design ideas 10 marks- Eco- friendliness and sustainability of design 10 marks- Quality of Presentation | 40 | A power point presentation from the bidder about the DPR |

- All the bidders who secure a Technical Score of a minimum 70% will qualify for further evaluation, i.e., in the mode of e- EOI.
- **The bidder with the highest technical bid (H1) will be awarded 100% score.**
- Technical scores for bidders other than H1 will be evaluated using the following formula:
 $T_n = \{(\text{Technical Bid score of the Bidder} / \text{Highest technical evaluation marks}) \times 100\} \%$
(Adjusted to two decimal places).
- The financial bids of only the technically qualified bidders will be opened for further processing.

10.5 Evaluation of Financial Bids

- The financial bids of technically qualified bidders (i.e., bidders with a minimum of 70 marks in Technical Evaluation) will be opened on the prescribed date in the presence of bidder representatives.
- The financial bid for all the deliverables and services specified in this bid document should be quoted as a percentage of the total cost of the project.
- The financial evaluation for selection of the Consultant shall be conducted solely on the basis of the lowest financial proposal (L1) submitted for the preparation of the Detailed Project Report (DPR), excluding all other components of post-DPR preparation services such as supervision, quality control, verification of measurements, certification of bills, and related services.
- Any conditional bid & multiple bids will be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the bidder does not accept the correction of error, the bid will be rejected.
- If there is no price quoted for any service, the bid shall be declared disqualified.
- In the event that there are two or more bidders having the same value in the financial bid, the bidder securing the highest technical score will be adjudicated as “Best Responsive Bid” for award of the Project.
- The bidder with the lowest qualifying financial bid (L1) will be awarded 100% score.
- Financial score for other bidders will be evaluated using the following formula:
 $F_n = \{(\text{Financial Bid of L1} / \text{Financial Bid of Bidder}) \times 100\} \%$

10.5.1 Final Evaluation of Bids

- The technical and financial evaluation scores secured by each bidder will be added using a weightage formula of 60% and 40% respectively to compute the composite score.
- **The composite score will be computed as under: $B_n = 60\% \times T_n + 40\% \times F_n$**
- The bidder securing the highest composite score will be adjudicated as the most responsive bidder for award of the project.
- In the event of composite bid scores being found tied, the bidder securing the highest technical score will be awarded the project or any other method as decided by the **EOI** Authority.
- In case there is Tie still persist, again the lottery system shall be the deciding factor.

11. Termination

The “Authority” reserves the right to terminate the Agreement proposed to be executed with the successful party with 7 days’ written notice to the successful bidder in the event of:

- The successful bidder violates any clauses applicable to this EOI.

- Unsatisfactory performance by the successful bidder at any time during the contract period.
- Misrepresentation with regard to any information at any time during the contract period.
- If the selected Agency shows unwillingness to execute the contract after the agreement is signed, the EMD will be forfeited in case of condition (a), (b), and (c).

12. Dispute Resolution

- In the event any dispute arises between the successful bidder and the “Authority” in connection with this **EOI**, the interpretation of any provision of this **EOI** or the rights, duties, or liabilities of the successful bidder/Authority under this **EOI**, the same shall be referred to General Manager, Berhampur (C) Zone, Berhampur / Managing Director, OFDC Ltd, Bhubaneswar (Higher Authority).
- In the event disputes are not resolved even after referring to General Manager, Berhampur (C) Zone, Berhampur/ Managing Director, OFDC Ltd, Bhubaneswar either of the parties shall be free to approach the appropriate court of law. The courts in Ganjam alone shall have exclusive jurisdiction in respect of all disputes in relation to this **EOI**.

13. Letter of Consultancy

A Letter of Award (LoA) shall be issued to the most responsive bidder.

14. Execution of Agreement


- The selected bidder shall be required to execute an Agreement with the ‘Authority’ in the prescribed format within seven (7) days from the date of issue of the Letter of Award (LoA).
- Prior to the signing of the Agreement, the selected bidder shall submit a Performance Bank Guarantee (PBG) equivalent to the amount specified in the **EOI** document, issued by a scheduled commercial bank, and valid for the duration stipulated by the Authority.
- The Performance Bank Guarantee shall be furnished in the prescribed format and shall serve as a security for the due performance and fulfilment of the obligations under the Agreement.
- Failure to execute the Agreement or submit the Performance Bank Guarantee within the stipulated period may result in the forfeiture of the Earnest Money Deposit (EMD) and cancellation of the award, at the discretion of the Authority.
- Upon execution of the Agreement and submission of the Performance Bank Guarantee, the work shall be deemed to have commenced from the date specified in the Letter of Award or as otherwise directed by the ‘Authority’.

14.2 Contract Finalization and Award

This office shall reserve the right to negotiate with the most responsive bidder. On this basis, the contract agreement would be finalized for award and signing.

14.3 Failure to Agree with the Terms and Conditions of the EOI

Failure of the successful bidder to agree with the Terms and Conditions of the EOI shall constitute sufficient grounds for the annulment of the award, in which event this office may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, this office will invoke the PBG of the most responsive bidder and/or initiate action as per Bid Security declaration.


Divisional Manager,
Berhampur (C) Division

Annexure-I
(To be submitted on the Letter Head of Bidder)

To

The Divisional Manager,
Berhampur (C) Division
At – Mandiapalli Junction
PO – Narendrapur
PS- Chamakhandi
Dist – Ganjam, Odisha
PIN – 760007

Sub: Selection of Consultant FOR THE FOR CONSTRUCTION OF RED SANDERS
GODOWN & PLATFORMS FOR STACKING & STORING OF TIMBERS AT
RAGHUNATHPUR DEPOT OF BERHAMPUR (COMMERCIAL) DIVISION,
GANJAM, ODISHA

Sir,

The undersigned, having read and examined in detail all the EOI documents pertaining to your assignment, do hereby express the interest to do the work as specified in the scope of work.

| Sl. No. | Description | Response |
|---------|--|----------|
| 1 | Name of the Organization | |
| 2 | Address | |
| 3 | Name, designation & address of the person to whom all references shall be made | |
| 4 | Telephone (with STD code) | |
| 5 | Mobile No. of the contact person | |
| 6 | E-mail of the contact person | |
| 7 | Fax No. (with STD code) | |

We have enclosed the following documents:

1. General information of the bidder as per format given in Annexure-II
2. Copy of Certificate of Incorporation / Registration
3. Copy of GST Registration Certificate
4. Copy of PAN Registration
5. Partnership deed in case of partnership firm.
6. Letter of Authorization or Power of Attorney.
7. Income Tax Return with computation certificate (for the last three consecutive financial years).
8. Trade License valid as on submission of bid.
9. Document in support of payment of Bid processing fees and Earnest Money Deposit (EMD).
10. Audit certificate from any listed Chartered Account firm.
11. The Bidder must submit the copy of the DPR approval certificate along with Payment Certificate or Work Completion Certificate, as the case may be, issued under the

signature of the Competent Authority in support of claim of experience. The said Certificate should contain the particulars of the work completed, period of work and the total value of work for which the DPR was prepared and accepted by the competent authority.

12. Declaration in the agency's letterhead as to correctness of the copies of all documents submitted including Self Declaration / Undertaking (Annexure III) to the effect that the agency has not been blacklisted / debarred by any Govt. / Non-Govt. concern and it is not a consortium firm.
13. Undertaking as per format given in Annexure-III.
14. Self-attested copies of all supporting documents.

I hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,
Yours faithfully,

(Authorized Signature)

Name: _____

Designation: _____

Mobile No.: _____

E-mail: _____

ANNEXURE-II
(To be submitted on the Letter Head of Bidder)

| Sl. No. | Information | Details |
|---------|--|---------|
| | Name of Bidder | |
| | Registered Address of Bidder | |
| | Address for Communication | |
| | Address of local office in Odisha. If bidder has no local office at the time of bid submission, an undertaking has to be furnished on bidder's letter head on setting up an office within 3 months from issuance of work order. | |
| | Name, Designation and Address of the contact person to whom all references shall be made regarding this EOI | |
| | Mobile No. of contact person | |
| | E-mail address of contact person | |
| | GST Number of the Firm | |
| | PAN No. of the firm | |

Date & Place:

(Authorized Signatory)

Name, Designation & Contact No. Seal

ANNEXURE-III
UNDERTAKING / SELF-DECLARATION
(To be submitted on the Letter Head of Bidder)

- i. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
- ii. I have also gone through all the terms & conditions meticulously and I undertake to comply with the same completely.
- iii. The Earnest Money and all other documents required for qualifying the technical bid have been submitted.
- iv. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the EOI.
- v. If I fail to complete the work within the period stipulated in the work order due to my own fault / inconvenience, the 'Authority' shall reserve the right to forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the EOI process of the 'Authority' for the following three (3) consecutive years.
- vi. I undertake that I have not been debarred / delisted by any State / Central Government Organization or State / Central Govt. Undertakings or Statutory Bodies or Local Bodies during the last three consecutive years up to the last date of submission of EOI.
- vii. We are not a consortium firm and no subcontracting will be undertaken.
- viii. If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the EOI, if any, to the extent accepted may be cancelled.

Date:
Place:

(Authorized Signatory)
Name, Designation & Contact No. Seal

Annexure IV
FINANCIAL PROPOSAL
Part B
(To be submitted in covering letter)

To

**The Divisional Manager,
Berhampur (C) Division
At – Manidapalli
PO – Naredrapur
PS- Chamakhandi
Dist – Ganjam, Odisha
PIN – 760007**

Sub: Selection of Consultant FOR THE FOR CONSTRUCTION OF RED SANDERS GODOWN & PLATFORMS FOR STACKING & STORING OF TIMBERS AT RAGHUNATHPUR DEPOT OF BERHAMPUR (COMMERCIAL) DIVISION, GANJAM, ODISHA

I, (Bidder's name) hereby submit my Financial Proposal for selection of my firm as consultant for the above.

| | | |
|---------------------------|---|---|
| | Consultancy Fees (in percentage of Project Cost) including GST | |
| | Preparation of DPR excluding Supervision, Quality Control, Verification of Measurement, Certification of Bills, and related services (L) | Preparation of DPR including Supervision, Quality Control, Verification of Measurements, Certification of Bills, and related services (L*) |
| Financial Proposal | | |

I hereby understand and agree that the financial evaluation for the selection of the Consultant shall be carried out solely on the basis of the lowest financial bid (L1) quoted for the preparation of the Detailed Project Report (DPR), excluding all costs or components related to post-DPR services such as supervision, quality control, verification of measurements, certification of bills, and any other allied or subsequent services.

I understand and fully agree that for activities such as supervision, quality control, verification of measurements, certification of bills, and other related post-DPR services, the Authority reserves the right to negotiate with the most responsive bidder (L1) identified for the DPR component, to engage the same Consultant for the aforesaid services, subject to the condition that the said bidder agrees to match the lowest financial offer received for these services during the present EOI process.

I agree that this offer shall remain valid for 180 (hundred eighty days) from the proposal due date or such further period as may be mutually agreed upon.

Date:

Place:

(Authorized Signatory)
Name, Designation & Contact No. Seal