



ଓଡିଶା ବନ ଉନ୍ନୟନ ନିଗମ ମିଃ Odisha Forest Development Corporation Limited

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

OFFICE OF THE DIVISIONAL MANAGER, BHUBANESWAR(PLANTATION) DIVISION

Plot No. 217/218, Satya Nagar, Bhubaneswar, Odisha, PIN-751007

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EOI-CUM-RFP Notice No. 2094 Bhubaneswar Dated: 30.06.2026

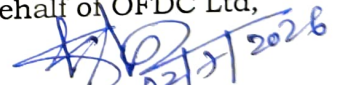
EOI-CUM-RFP FOR SELECTION OF AGENCY FOR PREPARATION OF DPR FOR REDEVELOPEMNT OF JAYDEV VATIKA, KHANDAGIRI, BHUBANESWAR.

Expression of Interest-cum- RFP are invited in double sealed cover from eligible bidders for selection of Agency to prepare DPR for Redevelopment of Jaydev Vatika, Khandagiri, Bhubaneswar for Divisional Manager, Odisha Forest Development Corporation (OFDC) Ltd, Bhubaneswar (Plantation) Division.

The eligibility criteria, terms and conditions, details of Bid submission and opening of Bids etc. are available in the EOI-CUM-RFP document which can be seen and downloaded from OFDC Ltd Website www.odishafdc.com from 03.07.2026 at 10.30 AM. The last date of submission of the proposal is 14.07.2026 upto 05.30 PM.

The intending bidders may submit their bid through Registered Post/Courier/Hand Delivery to the Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Division, Plot No.-217/218, Satya Nagar, Bhubaneswar, Odisha or may drop in the tender box kept in the Division Office at Plot No-217/218, Satya Nagar, Bhubaneswar, Odisha for the purpose before the last date & time.

For and behalf of OFDC Ltd,

(X)  30/06/2026
Divisional Manager

Bhubaneswar (Plantation) Division

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DISCLAIMER

The information contained in this EOI-cum-RFP document or subsequently provided to Applicant(s), by or on behalf of the Divisional Manager, Odisha Forest Development Corporation Ltd. (OFDC Ltd), Bhubaneswar (Plantation) Division is provided to Applicant(s) only on the terms and conditions stipulated in this document.

This EOI-cum-RFP document is neither an agreement nor 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 EOI-cum-RFP document is to provide interested parties required information to assist the formulation of their application and detailed Proposal.

This EOI-cum-RFP document does not purport to contain all such information. Each applicant may require this EOI-cum-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 EOI-cum-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 EOI-cum-RFP document and obtain independent advice from appropriate sources.

OFDC Ltd, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI-cum-RFP document.

Divisional Manager, OFDC Ltd Bhubaneswar (Plantation) Division may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI-cum-RFP document.

SECTION I: SCHEDULE OF BIDDING PROCESS (DATA SHEET)

Sl. No.	Particulars	Details
1	Name of the Authority	Odisha Forest Development Corporation Ltd. (OFDC)
2	Tender Inviting Authority	Divisional Manager, OFDC Ltd., Bhubaneswar (Plantation) Division
3	Name of Assignment	Preparation of Detailed Project Report (DPR) for Redevelopment of Jaydev Vatika
4	Method of Selection	Quality and Cost Based Selection (QCBS) — 70:30
5	Bid Validity Period	30 Days from the date of technical bid opening
6	Tender Processing Fee	₹10,000 + 18% GST (Non-refundable)
7	Earnest Money Deposit (EMD)	₹ 40,000
8	Performance Security	5% of Contract Value
9	Indicative Contract value	₹40.00 Lakhs (Excluding GST)
10	Completion Period	30 Days
11	Mode of Submission	Offline Sealed Proposal via Speed Post / Registered Post / Courier
12	Proposal System	Two-Bid System (Technical & Financial Bids)
13	Last Date & Time of Submission	14.07.2026 at 5.30 PM
14	Opening of Technical Bid	To be intimated
15	Opening of Financial Bid	To be intimated to technically qualified bidders only

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

2.1 General Definition

- **Corporation:** means Odisha Forest Development Corporation (OFDC) Limited
- **Government:** means Government of Odisha.
- **Authority:** means the Managing Director, OFDC Ltd or any authorized person of Odisha Forest Development Corporation Limited (OFDC Ltd.) by the Managing Director, who on behalf of the Corporation to finalize any dispute related to Bid.
- **Bid Evaluation Committee & Technical Committee:** is the Committee authorized by the Managing Director of OFDC Ltd.
- **Similar Projects :** Similar Projects includes infrastructure, water supply, environmental, industrial, Tourism, Sustainability and Forestry Projects.

- **Nodal Officer:** means Suchismita Patra, Sub-Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Sub-Division-II to resolve the queries related to Bid.
- **Tender inviting Authority:** means Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Division.

2.2 Downloading of bid document:

The bidder can download the bid document from the website of the OFDC Ltd. at www.odishafdc.com and take a printout 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 cost of Bid document of Rs. 1000 + 18% GST = Rs.1180.00 and Bank Draft of Rs.11,800/- including GST @ 18% towards Bid Processing fee are required to be submitted. The Tender fees and Bid Processing fees are to be paid in shape of Bank Draft drawn in any nationalized bank in favour of the Divisional Manager, OFDC Ltd, Bhubaneswar Plantation Division payable at Bhubaneswar.

The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT:

Name of the Bank	Indian Overseas Bank, Satyanagar Branch, BBSR
Account Number	1060 0200 0000 985
IFS Code Number	IOBA 0001060

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. The payment received after the due date of submission of bid documents will not be accepted and the Bid will be rejected for non-submission of Tender Fees and EMD.

2.2 Submission of Proposals

The bidder shall submit the proposal under a strict two-bid system using three separate sealed envelopes nested inside a singular outer cover:

- **Envelope-I:** Tender Processing Fees & Earnest Money Deposit (EMD).
- **Envelope-II:** Technical Proposal (comprising all supporting eligibility documents, CVs, and methodology etc).
- **Envelope-III:** Financial Proposal (submitted strictly in the prescribed format).

All three envelopes must be sealed independently, labeled clearly with the contents, and placed inside one large master envelope superscribed as follows:

“EOI-cum-RFP for Selection of Consultancy Agency for Preparation of DPR for Redevelopment of Jaydev Vatika, Khandagiri, Bhubaneswar.”

2.3 Site Visit and Familiarization

Bidders are strongly advised to visit Jaydev Vatika at their own expense to study the physical site conditions, topography, and existing infrastructure before submitting their proposals as to the nature of the ground and sub-soil, the form and nature of the site, the means of access to the sites, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other influence or affect their bid. A bidder shall be deemed to have full knowledge of site whether he inspects it or not and no extra charges consequent on any miss understanding or otherwise shall be allowed. The bidder shall be responsible for arranging for maintaining at his own cost all materials, tools and plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he had read this notice and all other contract documents, local conditions and other factors having a bearing on the execution of work. Since, the work will be executed in the premises of Jaydev Vatika under Odisha Forest Development Corporation Ltd, then bidder will fully follow the rules and regulations framed by OFDC Ltd.

2.4 Clarifications & Pre-Bid Queries

The registered bidder can ask questions related to only through E-mail ID ofdcpbbbsr@gmail.com to Bid Inviting Authority (Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Division). They can also contact to clarify their bid queries related to the bid to the Nodal Officer, Suchismita Patra, Sub-Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Division-II having Mobile No-8917255292/ 9438447387. Any modification in the EOI-CUM-RFP will be published in the website in form of a Corrigendum to this EOI-cum-RFP.

SECTION III: BACKGROUND & OBJECTIVES

3.1 Background

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/ Landscaping activities in the State of Odisha.

Jayadev Vatika is a peaceful botanical garden named after the 12th-century poet Jayadev spreading over 100.00 acres, it offers lush greenery, walking trails, flowering plants, and a calm atmosphere perfect for morning walks, relaxation, and nature photography. Managed by the Odisha Forest Development Corporation Ltd, it's a popular spot for locals and tourists seeking a quiet retreat in the city.

Jayadev Vatika is proposed to be developed and renovated as a multi-functional eco-tourism and recreational destination. The project aims to enhance visitor amenities, support cultural and community activities, improve operational infrastructure, and strengthen overall landscape quality while maintaining ecological balance

The project envisions the upgradation and transformation of Jayadev Vatika into a multi-

functional eco-tourism and recreational destination, while preserving its botanical character, ecological sensitivity, and cultural significance.

3.2 Objectives

The Corporation intends to modernize and redevelop Jaydev Vatika into a premier, self-sustaining eco-tourism destination while rigorously protecting its ecological balance and biodiversity.

The selected Consultant will be responsible for creating a comprehensive Detailed Project Report (DPR) spanning master planning, engineering layouts, architectural visualization, sustainable landscaping, cost estimations, and regulatory tender documents necessary for phased execution.

The proposed development aims to:

- Enhance visitor experience and amenities
- Enable cultural, educational, and community activities
- Improve safety, circulation, and operational infrastructure
- Strengthen landscape quality, sustainability, and ecological balance
- Support phased, maintainable, and financially viable implementation

3.3 Indicative List of Project Components

The list of project components mentioned is an indicative and may be refined during planning and DPR stages by the agency.

1. Smart Entry and Access infrastructure

1	Renovation and architectural upgradation of main entry gate 2 numbers and exit gate 1 number.
2	Automated QR/RFID based entry-exit systems
3	Digital visitor counting and smart parking
4	Entrance plaza, Security ticketing, Signage systems and Interactive digital welcome displays

2. Event, Cultural & Activity Facilities

1	Open Air Theatre with back stage facilities
2	Multipurpose event lawns/event spaces
3	Conference/ Multipurpose Hall halls and exhibition spaces
4	Laser show, light and sound show zone
5	Installation of new Musical fountain and renovation of four number of existing fountains
6	Designated exhibition and festival areas.
7	Renovation of Existing Boundary Wall for safety and Security.
8	Renovation of Existing Picnic Pindis and picnic spots.

2. Landscape & open space development

1	Thematic gardens
2	Children's play area and wellness zones
3	Photography points and renovation of existing viewing deck
4	Renovation of existing artificial waterfalls and water bodies
5	Renovation of existing butterfly garden
6	Development of bambusetum, medicinal garden
7	Nature trails and leisure seating area
8	Development of existing Cactus garden.

3. Safety and Management

1	Solar-powered lighting systems
2	Irrigation system and maintenance
3	Emergency access and fire safety provisions.
4	Rainwater harvesting and recycling
5	AI-enabled CCTV surveillance and emergency response system and security infrastructure
6	Lighting for night time safety

4. Iconic Features

1	Jayadev Cultural Plaza
2	Gita Govinda inspired sculpture corridor
3	Sky decks and immersive storytelling zones

5. Tourism & Public Engagement

1	Cafeteria with indoor and outdoor sitting.
2	Food Kiosks/ Art and craft kiosks/ Organic market kiosks, Food Truck Zone and conduct branding & promotions, organize food festivals
3	Odissi dance and cultural weekends organization.
4	Gazebos renovation and new construction with sitting arrangements
5	Kiosks for Flea market and organize weekly/theme-based flea markets
6	Kayaking and eco-tourism activities
7	Artificial structures for photoshoot
8	Public toilets including PwD friendly facilities and renovation of existing toilets.

9	Drinking Water points
10	Development of new foot over bridge in place of existing ones.
11	Development of rustic pathway with illumination.
12	Development of Yoga Deck.
13	Battery operated vehicles for POWs

7. Circulation & Movement

1	Internal roads and service roads
2	Jogging tracks and pedestrian pathways
3	Barrier-free access routes
4	Signage and way-finding system

8. Parking & Mobility

1	Enhanced car, two-wheeler and bus parking
2	EV charging provisions and BOVs
3	Service parking zones
4	Internal Mobility Provision if required.

9. Infrastructure & Services

1	Park-wide illumination and facade lighting
2	Electrical, water supply, and drainage systems
3	Solid waste management zones
4	Rainwater harvesting and sustainability features

10. Operational & Support Facilities

1	Relocation and redevelopment of existing nursery
2	Gardener and maintenance staff accommodation(s)
3	Stores, maintenance yards, and service block

11. Social Function Facilities

1	Modern multipurpose conference halls of 2 numbers having 200 and 50 capacity each.
2	Dining and catering support areas
3	Accessible washrooms and lounges
4	Renovation of existing conference hall and open hall
5	Acoustic, fire safety, and smart AV systems

SECTION IV: SCOPE OF WORK

The selected Consultant shall execute the assignment with professional due diligence, covering the following broad technical activities:

The consultancy services shall broadly include four stages:

- A. Pre-Design & Site Assessment
- B. Concept Development & Master Planning
- C. Detailed Project Report (DPR) & Tender Documentation
- D. Construction Phase Services (Monitoring & Support)

4.1 STAGE I - Pre-design & site assessment

Detailed site reconnaissance and field surveys, including: Topography, existing vegetation, water bodies, fountains, artificial waterfalls, viewing decks, butterfly garden, Japanese garden etc.

Existing built infrastructure and utilities

Access, circulation, parking, and service areas

Review of available documents, drawings, and previous proposals

Identification and support in various approvals/clearances of: Regulatory requirements/approvals etc. and applicable norms of different Govt. organizations.

Environmental sensitivities and constraints

Stakeholder consultations with OFDC Ltd and concerned departments

Meetings and workshops with OFDC Ltd officials and relevant departments

Identification of operational needs, maintenance practices, and future vision

4.2 STAGE II - Concept development & master planning

Prepare an integrated Concept Plan & Master Plan covering all proposed components

Development of a clear project vision aligned with ecological, cultural, and recreational objectives

Definition of planning principles, sustainability goals, and visitor experience strategies

Plan zoning for Visitor facilities, Event & activity areas, Landscape & open spaces, Service and staff areas

Develop concepts for: Architectural character, Landscape themes, Circulation hierarchy (vehicular, pedestrian, service)

Ensure universal accessibility and visitor safety

Incorporate sustainability measures such as energy efficiency and water management

Prepare Concept drawings, Area statements with Preliminary cost estimates

Make presentations to OFDC Ltd revise and finalise plans based on feedback

Organized kiosk systems

4.3 STAGE III - Detailed project report (DPR) preparation

After approval of the Concept Plan, the Consultant shall prepare a comprehensive Detailed Project Report, including:

- a) Detailed Architectural & Landscape Drawings: Plans, sections, elevations, Auto CAD drawing, GIS survey and Contour Mapping, Landscape layout, Hardscape details, Parking, road, and pathway designs
- b) Infrastructure & Utility Designs: Water supply and drainage layouts, Electrical and illumination layouts, Service circulation and emergency access, Any other allied utility systems
- c) Technical Specifications: Item-wise technical specifications, Material standards and workmanship guidelines, Design intent notes
- d) Costing & BoQ: Detailed, item-wise Bill of Quantities (BoQ), Abstract of cost and component-wise estimates, Phase-wise implementation costs, Inclusion of applicable taxes, contingencies, and statutory provision

4.4 STAGE IV - Tender support

Assist OFDC Ltd in preparing tender-ready documentation

Support in providing clarifications during pre-bid meetings

Modify drawings / BoQ, if required, during tender finalization

4.5 STAGE V - Construction phase monitoring & design support

During execution, the Consultant shall:

Undertake periodic site visits as directed by OFDC Ltd

Review contractor shop drawings and material samples

Provide design clarifications and solutions to site issues

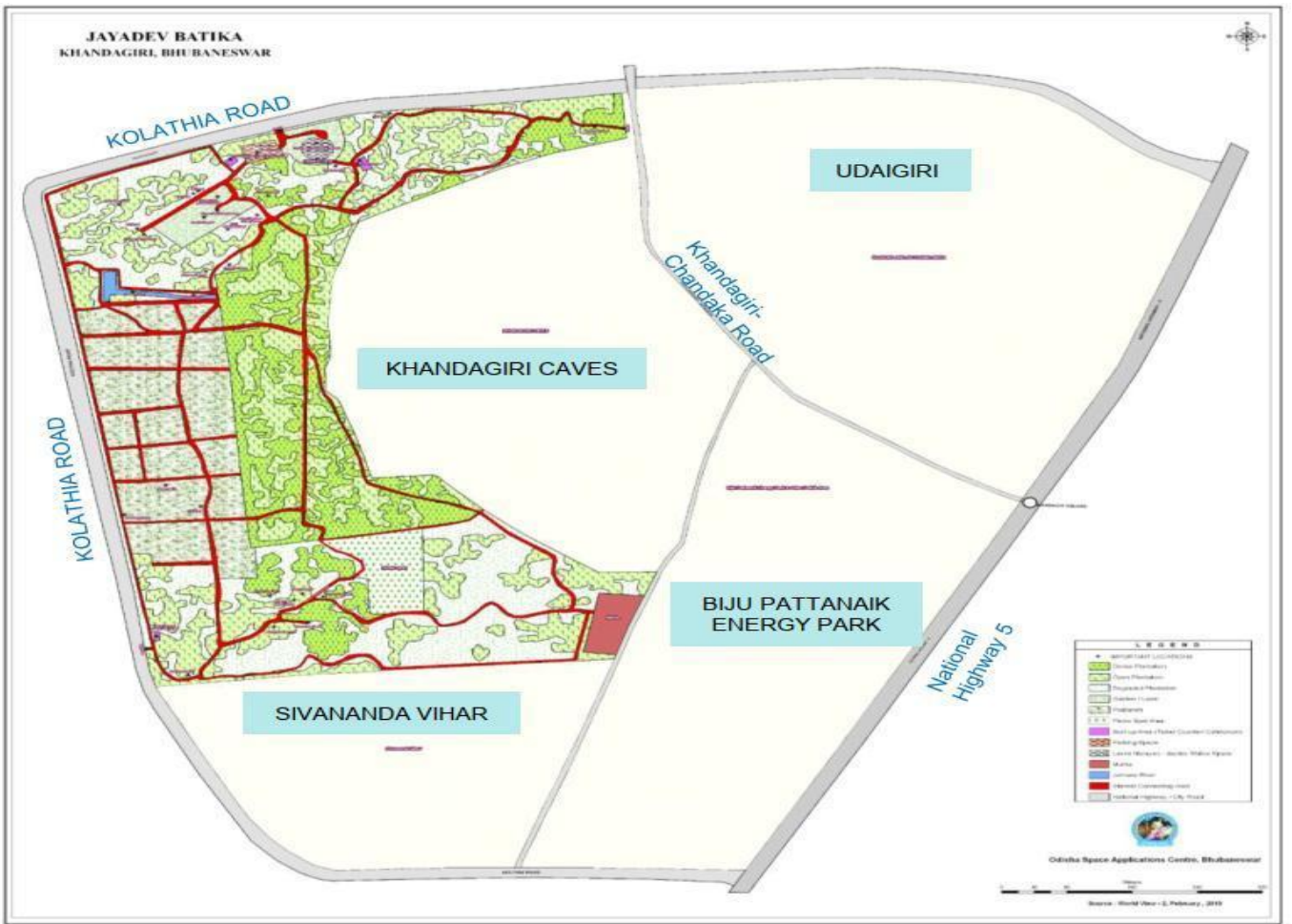
Ensure execution aligns with approved designs and specifications

Participate in review meetings and submit visit reports

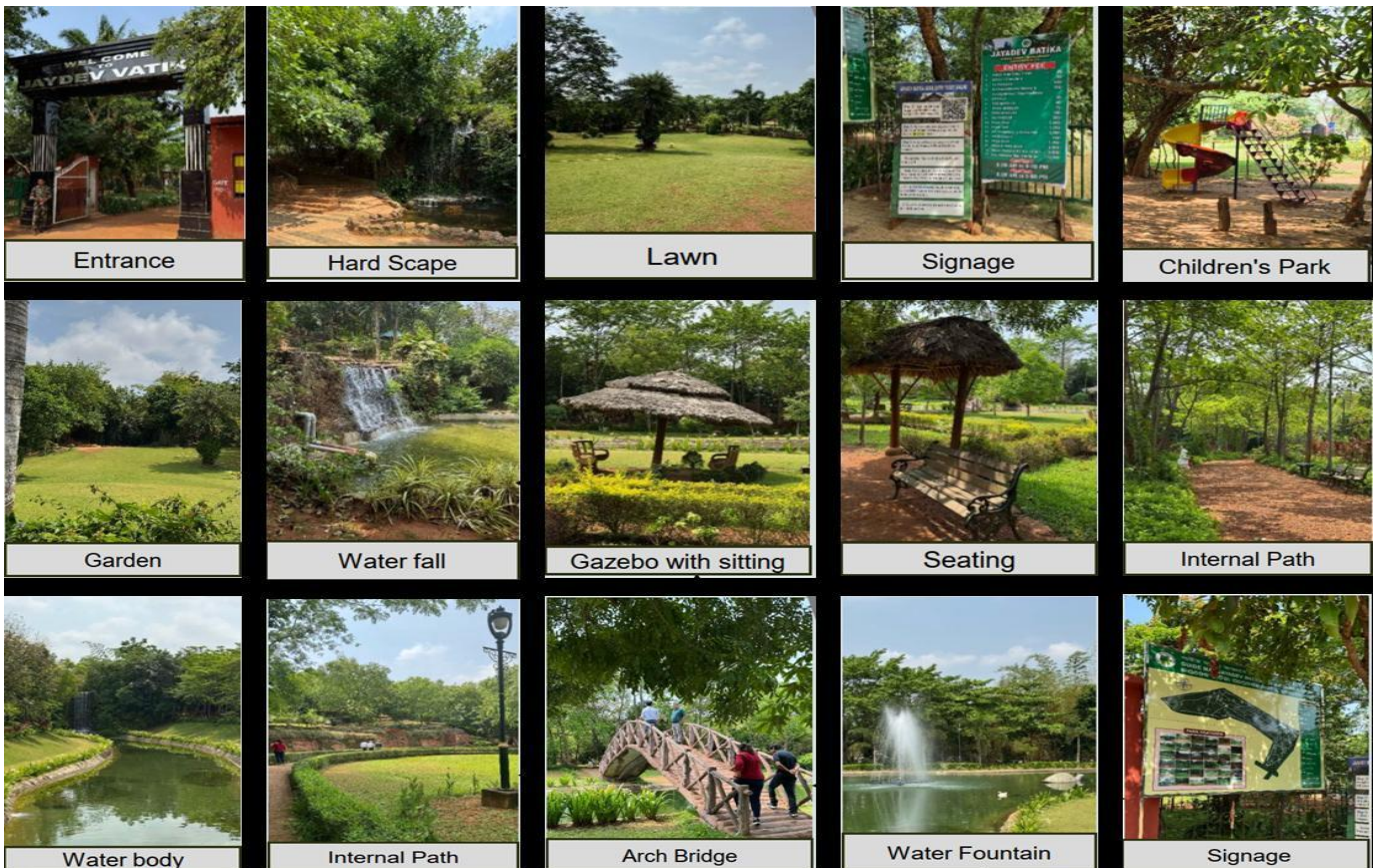
The Consultants role shall be designing supervision and advisory only and shall not assume the role of contractor or full-time Project Management Consultant unless specifically entrusted.

Illustrative Maps of Jaydev Vatika (not to scale)





Illustrative Existing Images for reference



4.6. Mandatory deliverables to be submitted during DPR

1. Topographical Survey Map
2. Contour Map
3. GIS Map
4. Existing land use map
5. Existing utilities map
6. Master Plan
7. Zoning Plan
8. Parking Plan
9. Drainage Plan
10. Electrical and Lighting Layouts
11. Irrigation Plan
12. Smart Visitor Management Plan
13. Security and surveillance plan
14. Cost estimate and BOQ
15. Auto Card Drawings
16. GIS data and Digital records
17. 3D Views and presentation drawings
18. Final Approved DPR (hard and soft copies) embedded with final tender drawings, high-resolution 3D rendered views, a sustainable operations & maintenance (O&M) model, and revenue generation strategies.

4.7 3D Visualization and presentation

1. Before and after Conceptual visualization
2. 3D rendered views

4.8 Submission formats

The Consultant shall submit: Hard copies, Soft copies, Auto Card Files, GIS compactable files, PDF drawings, High Resolution images, Editable presentation files

4.9 Drone survey and digital documentation

The Consultant may undertake drone based arial survey/ photogrammetry for accurate site documentation, planning and presentation purposes wherever required and permissible under applicable rules.

4.10 AUTO CAD drawings

Preparation and submission of: Existing site plan, Proposed master plan, Layout plan, Landscape plan, Utility service plan, Road/Pathway circulation plan, Drainage plan, Electrical/ illumination layout, Irrigation layout, Signage and Wayfinding plan, Structural/ architectural drawing as required, New Projects plan and any other plan of the agency to make it more iconic.

4.11 GIS-Based mapping

GIS base map preparation, Geo-referenced project mapping, Spatial Zoning, Land- use Mapping, Infrastructure Mapping, Utility Mapping, Landscaping mapping.

4.12 Team

The agency will deploy a dedicated expert team with required qualification and experience as mentioned in the bid document to undertake the assignment efficiently and effectively within the stipulated time period.

4.13 Timeline of delivery of services

The DPR of project as would be assigned to the agency shall be completed **within 1 month** from the date of signing of agreement or as may be decided by the OFDC Ltd on mutual agreement.

SECTION V: TIME SCHEDULE

The total duration of the consultancy services shall be **30 Days**. The sequential workflow execution must adhere well within the above timeline.

SECTION VI: ELIGIBILITY & EVALUATION CRITERIA

6.1 Minimum Eligibility Criteria

Bidders must fulfill the baseline criteria listed below to qualify for technical evaluation:

Sl.	Eligibility Criteria	Required Supporting Documents
1	Legal Entity	Certificate of Incorporation / Registered Partnership Deed / LLP Agreement
2	Financial Turnover	Average Annual Turnover of ₹ 1.00 Crores over the last 3 Financial Years, certified by a Chartered Accountant
3	Technical Experience	Bidder shall have experience in consultancy services relating to GIS Mapping, Landscape Development, Urban Infrastructure, Park Development, Smart Visitors Management, Architecture or allied sectors and successfully completed of minimum 1 similar DPR assignments .
4	Statutory Registrations	Copies of valid PAN card and GST Registration
5	Clean Track Record	An affidavit affirming that the firm is not blacklisted by any Central/State Govt. or PSU

6.2 Technical Evaluation Parameters

The evaluation of valid technical bids will be based on a point scoring system up to a maximum of 100 marks:

A. Legal Status & Registration of Agency (Maximum Marks 05)

The bidder shall be a registered Company/Firm/LLP/Partnership/Proprietorship/Joint Venture/Consortium legally operating in India. Valid Registration & Statutory Compliance – 05 Marks

B. Average Annual Turnover during Last 3 Financial Years (Maximum Marks 05)

- Above Rs. 1.00 Crores – 05 Marks
- Above Rs. 1.00 Crores and up to Rs. 0.75 Crores – 04 Marks
- Above Rs. 0.75 Crores and up to Rs. 0.50 Crores – 03 Marks

- Recognized start up with turnover relaxation – 02 Marks

Turnover shall be supported by audited financial statements and Registered Chartered Accountant Certificate.

C. Human Resources Proposed for the Assignment (Total- 20 Mark)

Sl. no	Description	Markes
C1	Team Leader: Master’s Degree in Architecture/Planning/Urban Design with minimum 5 years’ experience and experience as Team Leader in at least one similar project	06 Marks
C2	Landscape Architect: Bachelor’s Degree in Architecture/Landscape Architecture or equivalent with minimum 3 years relevant experience	03 Marks
C3	Management Consultant: Bachelor’s Degree in Engineering with management having 5 years’ experience	03 Marks
C4	Structural Engineer: Bachelors/Master’s Degree in Civil Engineering with minimum 10 years’ experience in BOQ/Estimate preparation	04 Marks
C5	GIS Expert: Master’s Degree in GIS or equivalent with minimum 5 years relevant experience	04 Marks

D. Technical Approach and Methodology (Total- 20 Marks)

Sl. No.	Criteria	Evaluation Method	Maximum Marks
D1	Understanding of the Project Objectives	Clarity of understanding of the assignment scope and site context.	5
D2	Proposed Methodology and Work Plan	Soundness, practicality, innovation and sequencing of activities	5
D3	Project Schedule and Deliverables	Adequacy of timelines and milestone planning	5
D4	Risk Identification and Mitigation Strategy	Identification of key project risks and mitigation measures	5

E. Innovation, Technology and Sustainability (Total-35 Marks)

Sl. No.	Criteria	Evaluation Method	Maximum Marks
E1	GIS Analytics and Spatial Planning Capability	Demonstration of GIS applications in planning and design	10
E2	Drone Survey and Digital Documentation	Availability of drone survey capability or associated expertise	3

E3	Smart Technologies	Visitor management systems, digital ticketing, Smart web site/ Digital payments/ QR based contact less entry/ Boom Barrier/ WhatsApp Booking and complain management/ IoT applications etc.	15
E4	Climate Resilience Measures Sustainability and Water conservation,	Renewable energy integration, biodiversity enhancement, waste management, climate-responsive design	4
E5	Innovative Design Solutions	Originality, feasibility and value addition to the proposed assignment.	3

F. Presentation and Conceptual Vision (Total-15 Mark)

Sl. No.	Criteria	Evaluation Method	Maximum Marks
F1	Technical Presentation before Evaluation Committee	Technical Presentation before “Technical Evaluation Committee”, Communication skills, Conceptual clarity, Responsiveness to queries and overall vision for the project.	15

Note: Bidders must score a **minimum of 70 marks** out of 100 to be deemed technically qualified. Financial bids will only be opened for firms achieving or exceeding this threshold. Further, the marking score for technical bid is as follows.

Technical Qualification Threshold: Bidders securing a minimum of 70 marks out of 100 in the Technical Evaluation shall be declared technically qualified and only their Financial Proposals shall be opened.

6.3 SECTION : FINANCIAL EVALUATION METHODOLOGY (QCBS Frame)

1. Opening of Financial Proposal

Financial Proposals of only those bidders who qualify in the Technical Evaluation stage by securing minimum qualifying marks of 70 shall be opened.

The date and time of opening of Financial Proposals shall be intimated separately to technically qualified bidders.

2. Financial Proposal Format

The bidder shall quote a consolidated Lump Sum Consultancy Fee inclusive of:

- Surveys
- Site Visits
- GIS Mapping
- AutoCAD Drawings
- Preparation of DPR
- Preparation of BOQ & Cost Estimates
- 3D Visualizations
- Presentations

- Tender Support Services
- All manpower, travel and incidental expenses
- GST shall be quoted separately
- Conditional financial proposals shall be summarily rejected.

6.2 Financial Proposal Evaluation

The Financial Proposal shall be evaluated based on the lowest quoted consultancy fee among technically qualified bidders.

The bidder quoting the lowest evaluated consultancy fee (L1) shall receive maximum Financial Score of 100 marks.

Financial Scores of other bidders shall be computed using the following formula:

Formula

Financial Score (FS) = (Lowest Financial Quote / Financial Quote of Bidder) × 100

6.3 Combined QCBS Evaluation

Final ranking shall be determined using Quality and Cost Based Selection (QCBS) methodology with the following weightage:

Component	Weightage
Technical Score (TS)	70%
Financial Score (FS)	30%

6.4 Final Composite Score

The Final Composite Score shall be calculated using the formula:

Formula

Final Score = (Technical Score × 0.70) + (Financial Score × 0.30)

The bidder obtaining the highest Final Composite Score shall be declared as the Selected Bidder.

6.5 Example of QCBS Calculation

Bidder	Technical Score	Financial Quote (₹ Lakhs)	Financial Score	Final Score
A	85	38	100	89.5
B	90	42	90.48	90.14
C	80	40	95	84.5

In the above example, Bidder-B shall be selected as it secures the highest combined score.

6.6 Abnormally Low or High Quotes

OFDC reserves the right to seek clarification regarding abnormally low or unreasonably high financial quotes.

If the quoted amount is found impractical for proper execution of consultancy services, the proposal may be rejected.

6.7 Correction of Arithmetical Errors

In case of discrepancy between figures and words, the amount written in words shall prevail.

Any arithmetical errors identified during evaluation shall be corrected by the Evaluation Committee and communicated to the bidder.

6.8 Negotiation

Normally, no post-tender negotiation shall be conducted except with the highest ranked bidder, if required and justified under Government procurement provisions.

6.9 Taxes & Duties

GST shall be paid extra as applicable.

Income Tax, GST-TDS or any other statutory deductions shall be made at source as per prevailing Government rules.

6.10 Additional Provisions

1	Mere submission of bid shall not confer any right for selection or award of work.
2	The Tender Inviting Authority reserves the right to negotiate with the highest-ranked bidder, if necessary, in accordance with applicable procurement rules.
3	In case of a tie in Final Composite Score, the bidder securing higher Technical Score shall be given preference.
4	The decision of the Tender Inviting Authority regarding evaluation and selection shall be final and binding on all bidders.
5	The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
6	Any attempt by a bidder to influence the evaluation process may lead to rejection of the bid.
7	All evaluations shall be carried out based on documents submitted by the bidders and presentation made before the committee.

6.11 Rejection of Financial Proposal

Financial proposals shall be rejected if:

1. The proposal is conditional.
2. The proposal is unsigned.
3. The proposal contains overwriting without authentication.

4. The bidder fails to quote for the complete scope.
5. The bidder alters the prescribed format.
6. Required taxes are not clearly indicated.

6.11 Important Note

The consultancy fee quoted by the bidder shall remain fixed throughout the contract period and no escalation shall be permitted under any circumstances.

SECTION VII: TERMS AND CONDITIONS

7.1 Responsibility of Verification of Contents of Bid Document:

The Bid Documents has total 48 Pages duly inscribed at the bottom of each pages excluding the cover page. The bidder shall examine all instructions, forms, terms and conditions etc in the Bid Document and verify that all the contents mentioned under all clauses, are contained in the Bid Document. 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 bidders risk and may result in the rejection of the bids, without any further notice.

7.2 Guidelines for Preparation of Bid

The Bidder shall bear all costs associated with the preparation and submission of its bid and Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Division herein 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.

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 unamendable printed literature, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder.

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. The bid (in English Language only) for the services shall be submitted along with detailed information in the prescribed formats. The documentary evidence regarding past performance shall be submitted along with the Bid shall be produced 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.

Bidder shall submit a declaration letter as per the format given as Format Annexure-XIII 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. An offer submitted in vague /ambiguous financial terms and the like, shall be termed as non-responsive and shall be summarily rejected.

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

7.3 Payment (Bid document Cost & EMD)

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 Divisional Manager, OFDC Ltd., Bhubaneswar (Plantation) Division payable at Bhubaneswar.

The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT to the **A/c No. 1060 0200 0000 985 of Indian Overseas Bank, Satyanagar Branch, BBSR, IFSC code- IOBA 0001060**. 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 date 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.

7.4 Earnest Money Deposit (EMD):

Non- submission of EMD as mentioned in bid document shall be one of the primary reasons for rejection of the offer in the first round. EMD of unsuccessful bidders will be discharged / returned as promptly. The successful bidder's EMD will be discharged upon the bidders signing the contract and adjusted towards the security deposit. No interest will be paid for the EMD submitted. MSMEs/ UDYAM and Startups registered in Odisha are exempted from payment of EMD as per procurement preference policies, subject to submission of valid registration certificates issued by competent authority.

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.

7.5 Period of Validity of Bid

The bid must remain valid for minimum **30 days (Thirty)** 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. The successful bidder upon entering into a contract can withdraw from the contract by giving 10 days prior notice after 07 days of price firmness, but not after the execution of agreement or issuance of work order for any of the agreed items.

7.6 Rejection of Bids:

The bids shall be rejected in case the bidder fails to meet the eligibility criteria as specified in bid documents. 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. The OFDC Ltd has every to cancel the bidding process at any point of time without assigning any reason thereof.

7.7 Amendment of Bid Documents:

At any time prior to the deadline for submission of Bid, the OFDC Ltd. may, for any reason, modify the bid document by amendment. 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. 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.

7.8 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 / bogus, the EMD/Bid Security shall stand forfeited & his/her name shall be recommended for blocking of portal registration and the bidder is liable to be blacklisted.

7.9 Bid Evaluation Criteria

All bids shall be evaluated by a committee call Bid Evaluation Committee. The bidder who qualifies based on the eligibility criteria mentioned in bid document 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, weightage of technical & price bid, the parameters of scoring of marks are mentioned bid document. The EOI-cum-RFP calling authority as every right to negotiate the final price with successful bidder before finalization of contract.

7.10 Award of Contract

Criteria: -The bidder with highest score as specified in bid document would be awarded the contract.

Notification of Award/Letter of Intent (LOI): Before expiry of the bid validity 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. 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. The Notification of Award shall constitute the conclusion of the Contract.

7.11 Signing of Contract

The successful bidder shall execute an agreement in the format- Annexure- X as prescribed by the Corporation for ensuring satisfactory execution of the services. The successful bidder shall submit bank guarantee in the format as per Annexure-XV, a performance security prescribed in bid document. Promptly after notification of award, within **Seven days**, the successful bidder shall execute the agreement 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.

Assignment: -The Successful bidder shall complete the assignment in the given timelines.
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 condition of the contract. Period of Contract: The successful bidder will be

engaged initially for a period of **1(One) Month**, which may further be extended by the Authority, subject to the contextual requirements and with mutual agreement.

7.12 Modification of contract:

If necessary, the Divisional Manager, OFDC Ltd, Bhubaneswar (Plantation) Division 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. 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. 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. Divisional Manager, OFDC Ltd. Bhubaneswar (Plantation) Division within **07 days** from the date of the successful bidder's receipt of the amendment / modification of terms of the contract.

7.13 Security Deposit

In case of successful bidder, the EMD amount will be adjust as performance security within 15 days of issue of Letter of intent. The contract duly signed shall be returned to the OFDC Ltd. within **three days**. 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 work. Failure of the successful bidder in providing performance security mentioned in bid document and/or in returning contract copy duly signed in time shall make the bidder liable for forfeiture of its EMD. The Security Deposit shall be denominated in Indian Rupees or in the currency of the contract as detailed in bid document: 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 Divisional Manager, OFDC Ltd. Bhubaneswar (Plantation) Division payable at Bhubaneswar. In the event of any amendment issued to the contract, the successful bidder shall, within **seven (07) 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. OFDC Ltd. will release the Security Deposit without any interest to the successful bidder on completion of the successful bidders all contractual obligations.

7.14 Corrupt or Fraudulent Practices

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: 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. 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

OFDCs bid evaluation committee, bid comparison or contract award decisions may result in rejection of the bid.

7.15 Resolution of Disputes

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

7.16 Applicable Law & Jurisdiction of Courts

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. All disputes arising out of this bid will be subject to the jurisdiction of courts of law in Bhubaneswar / High court of Orissa.

7.17 General/ Miscellaneous Clauses

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, a relationship of master and servant or principal and agent. Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof. The Successful bidder shall notify the OFDC Ltd. of any material change would impact on performance of its obligations under this Contract. 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. All claims regarding indemnity shall survive the termination or expiry of the contract.

7.18 Confidentiality

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. However, these obligations shall not apply when disclosure is required under law or mandated by a judicial orders or directions from Regulatory authorities.

7.19 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.

7.20 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 individuals 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.

7.21 Retention of Confidential Information

The Consultant/Bidder shall be permitted to retain copies of such Confidential Information as it is required to retain for legal or professional regulatory purposes. The

Consultant/Bidders confidentiality obligations shall continue throughout the time, such Confidential Information is retained notwithstanding the termination of the Agreement.

7.22 Payment Schedule

Disbursement of the lump-sum consultancy fee will be released progressively against accepted stages of deliverables:

Stage	Milestone Deliverable	Payment Percentage
Stage I	Approval of Survey Report & Conceptual Master Plan	20%
Stage II	Submission and acceptance of Draft DPR	50%
Stage III	Approval of Final DPR & Handover of all editable design files	20%
Stage IV	Completion of Tender Support Services & Final Acceptance	10%

Note: Statutory Goods & Services Tax (GST) shall be paid extra at current rates over and above the contracted value.

7.23 Performance Security

The successful bidder must deposit a Performance Security amount equal to **5% of the total contract value** within the timeframe specified in the Letter of Intent (LoI). This must be issued as a Bank Guarantee as per Annexure-XV for any Scheduled/Nationalized bank or Demand Draft from a Nationalized/Scheduled Bank, valid until 60 days past the fulfillment of all contractual responsibilities.

7.24 Liquidated Damages & Penalties

Delays in deliverable submissions directly attributable to the Consultant will attract Liquidated Damages at the rate of **1% of the contract value per week of delay**, capped at a maximum ceiling of **10%** of the total contract value. Exceeding this limit may trigger formal contract termination.

7.25 The agency participated is having joint venture/ consortium to encourage the multidisciplinary expertise.

7.26 Weightage will be given for Team leader, GIS expert, Structural Engineer and Domain specialist.

7.27 Additional weightage shall be given for Odisha Based MSMEs and startups to promote local capacity building.

7.28 The agency having experts through MoU/ association Agreements instead of permanent pay roll of employees will be considered.

7.29 Startups firms with qualified technical teams may be allowed to qualify with lower project experience.

7.30 The presentation and technical experience of a firm should primarily be evaluated based on its technical capability and innovative approach, rather than only on its turnover and the age of the company.

SECTION VIII: GENERAL CONDITIONS OF CONTRACT (GCC)

8.1 Termination of Contract

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. In the event of the OFDC Ltd. terminates the contract in whole or in part, the OFDC Ltd. May procure goods and/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. Unless otherwise instructed by the OFDC Ltd/ User Institution, the successful bidder shall continue to perform the contract to the extent not terminated.

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.

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 Institutions) 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.

Further, OFDC Ltd reserves the right to terminate the contract, forfeiting the Performance Security, under the following circumstances:

- Persistent unsatisfactory performance or failure to deliver professional-grade outputs.
- Delays extending past the maximum liquidated damages threshold.
- Discovery of falsified profiles, fraudulent data, or misrepresentation within the bid documents.
- Insolvency, bankruptcy, or material breach of contract rules.

8.2 Force Majeure

Neither party will be held responsible for failures or execution delays arising out of events beyond reasonable control, such as acts of God, extreme natural calamities, epidemics, acts of war, or sudden statutory government bans.

If a Force Majeure situation arises, the successful bidder shall promptly notify the OFDC Ltd. in writing of such conditions and the cause thereof 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. 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 10 days, either party may at its option terminate the contract without any financial repercussion on either side. 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 can be taken.

8.3 Confidentiality & Data Security

The Consultant and their team must maintain absolute confidentiality regarding all source materials, GIS datasets, ground surveys, cost data, and drawings collected or created for this project. No information may be released to third parties without prior written consent from OFDC.

8.4 Intellectual Property Rights (IPR)

All outputs, including but not limited to raw survey files, editable AutoCAD layouts, GIS layers, 3D source files, BOQ worksheets, and final print documents prepared for this assignment, shall become the exclusive intellectual property of OFDC Ltd. upon generation.

8.5 Conflict of Interest

Bidders must remain free from conflicts of interest. Any firm found to have a conflict that compromises the transparency or execution of the assignment will face immediate disqualification or contract annulment.

8.6 Arbitration and Jurisdiction

Any unresolved dispute arising under this contract shall be settled under the provisions of the **Arbitration and Conciliation Act, 1996**. The official venue for all arbitration proceedings will be Bhubaneswar, Odisha. The courts located at Bhubaneswar shall hold exclusive judicial jurisdiction over this contract.

8.7 STARTUP RELAXATION:

Relaxation for DPIIT/MSME Recognized Startups

DPIIT/MSME recognized Startups shall be eligible for the following relaxations subject to submission of valid Startup Recognition Certificate and demonstration of technical competency:

1. EMD Exemption

DPIIT-recognized Startups should be exempted from turnover criteria as per Government startup promotion policy. Eligible Startups shall be exempted from submission of EMD.

2. Turnover Relaxation

The requirement of minimum average annual turnover may be relaxed for DPIIT/MSME recognized Startups.

However, the Startup shall demonstrate:

- Adequate qualified manpower, and technical resources for execution of the assignment.

3. Experience Relaxation

Prior similar project experience criteria may be relaxed up to 50% for DPIIT/MSME recognized Startups.

Accordingly:

- Instead of 2 similar projects, Startup may qualify with:
 - 1 similar consultancy assignment, OR
 - demonstrated experience of key experts/team members in similar field.

4. Mandatory Technical Competency

No relaxation shall be applicable for:

- availability of key technical professionals,
- GIS/survey capability,
- engineering expertise,
- architectural planning capability,
- or statutory registrations.

5. Restriction

Complete waiver of all technical experience requirements shall not be permitted in public interest and quality assurance considerations.

6. Decision of Authority

The decision of OFDC regarding adequacy of technical competency of Startup bidders shall be final and binding.

7. Recognized Startups under Startup Odisha or DPIIT may be granted relaxation in prior experience requirements, subject to:

- Demonstration of adequate technical capability;
- Availability of qualified professionals; and
- Submission of a sound methodology and implementation framework.

8. Odisha-based MSMEs and recognized Startups shall be eligible for benefits, exemptions and relaxations as per prevailing Government of Odisha guidelines.

9. The evaluation framework shall promote wider competition and shall not rely solely on turnover, company age or number of completed projects.

10. Minimum 1 similar DPR for startups or experience of proposed key professionals.

SECTION IX: COMPENDIUM OF STANDARD ANNEXURES**ANNEXURE-I: BID SUBMISSION CHECKLIST**

Sl. No.	Description of Enclosure	Submitted (Yes / No)	Page No. (From-To)
1	Tender Processing Fee Details (DD / Banker's Cheque)		
2	Earnest Money Deposit (EMD) Instrument		
3	Annexure-II: Bidder Information Format		
4	Certificate of Incorporation / Registration Certificate		
5	Copy of Permanent Account Number (PAN) Card		
6	Copy of Goods & Services Tax (GST) Registration Certificate		
7	Audited Financial Statements (Balance Sheets & P&L) for last 3 FY		
8	Annexure-V: Certified Turnover Certificate (with UDIN)		
9	Annexure-VI: Similar Project Experience Certificates & Work Orders		
10	Annexure-IV: Non-Blacklisting Affidavit (Notarized)		
11	Annexure-III: Power of Attorney (On Stamp Paper)		
12	Annexure-VII: Curricula Vitae (CVs) of Proposed Key Experts		
13	Detailed Technical Approach, Methodology & Work Plan		
14	Annexure-VIII: Conflict of Interest Undertaking		

Date: _____**Place:** _____

[Signature of Authorized Signatory]

Name: _____**Designation:** _____**Full Seal of the Bidding Firm:** _____

ANNEXURE-II: BIDDER INFORMATION FORMAT

Sl. No.	Field Description	Entry Details
1	Full Legal Name of the Firm/Agency	
2	Address of Registered Office	
3	Address of Local Office in Odisha (if any)	
4	Legal Constitution (Company / LLP / Partnership)	
5	Year of Incorporation / Registration	
6	Corporate Registration Number	
7	Income Tax PAN Number	
8	GSTIN Registration Number	
9	Designated Contact Person Name & Designation	
10	Mobile Number & Official E-mail ID	
11	Details of Managing Directors / Partners	

Financial Tracking:

Financial Year	Annual Turnover (INR)	Net Worth Status
FY 2022-23		
FY 2023-24		
FY 2024-25		

UDIN Verification Code: _____

It is hereby certified that the operational and financial information furnished above is completely true and accurate to the best of our knowledge.

[Signature of Authorized Signatory with Seal]

ANNEXURE-III: POWER OF ATTORNEY

(To be executed on a Non-Judicial Stamp Paper of appropriate value as per the Odisha Stamp Act)

Know all men by these presents, that we, M/s _____
having _____ our _____ registered _____ office _____ at _____,
do hereby constitute, appoint, and authorize Shri / Smt _____ son/daughter of _____,
_____ currently _____ residing _____ at _____,
_____ as our true and lawful Attorney.

The designated Attorney is empowered to conduct all administrative, technical, and commercial acts, deeds, and matters necessary for or connected with the submission of the proposal for **“Selection of Consultancy Agency for Preparation of DPR for Redevelopment of Jaydev Vatika, Bhubaneswar”** invited by the Odisha Forest Development Corporation Limited. This includes signing applications, certificates, and financial declarations, responding to queries, participating in pre-bid conferences, and executing the final contract agreement on behalf of the firm.

We hereby agree to ratify and confirm all acts and deeds legally executed by our said Attorney under this instrument. This Power of Attorney remains legally binding until explicitly revoked or until completion of the procurement cycle.

Executed for and on behalf of: *(Name of the Firm)*

[Signature of Managing Director / Partner]

Accepted & attested by:

[Signature of the Appointed Attorney]

In the presence of Witnesses:

- 1. Name: _____ Signature: _____
- 2. Name: _____ Signature: _____

ANNEXURE-IV: AFFIDAVIT REGARDING NON-BLACKLISTING

(To be executed before a First Class Notary Public or Executive Magistrate on ₹100/- Stamp Paper)

I / We, Shri/Smt. _____, aged about _____ years, Designation: _____ of M/s _____ do hereby solemnly affirm and state as follows:

1. I/We confirm that our organization has not been blacklisted, debarred, suspended, or banned from participating in public procurement processes by any Central Government Department, State Government Department, Public Sector Undertaking (PSU), or Autonomous Authority in India as on the final date of submission of this proposal.
2. I/We certify that all information, supporting credentials, certificates, and financial statements enclosed within this technical and financial envelope are authentic, true, and free from misrepresentation.
3. In the event that any information or disclosure furnished by our firm is subsequently discovered to be false, manipulated, or deliberately misleading, the Odisha Forest Development Corporation Limited (OFDC) shall possess the absolute legal right to summarily reject our proposal, cancel any active engagement, and forfeit the Earnest Money Deposit (EMD) or Performance Security along with blacklisting our firm.

[Deponent / Authorized Signatory]

Verification:

Verified at _____ on this _____ day of _____ 20__, that the contents of the above affidavit are accurate, complete, and legally true to the best of my knowledge.

[Notary Public / Executive Magistrate Seal & Signature]

ANNEXURE-V: TURNOVER CERTIFICATE

(To be certified and issued on the letterhead of an independent, practicing Chartered Accountant)

This is to certify that the books of accounts and financial statements of **M/s** _____ have been examined and audited. Based on the verification of records, the annual financial turnover achieved by the firm during the last three consecutive financial years is detailed below:

Sl. No.	Financial Year	Gross Annual Turnover (INR)
1	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	
Arithmetic Average	Average Annual Turnover	

Average Turnover in Words: _____

Audit Authentication Details:

- **Name of the Audit Firm:** _____
- **Signature of CA:** _____
- **Name of the Auditor:** _____
- **ICAI Membership No:** _____
- **Firm Registration No (FRN):** _____
- **UDIN Number:** _____

Date: _____

Place: _____

(Official Seal of the Chartered Accountant)

ANNEXURE-VI: FORMAT FOR PRIOR SIMILAR PROJECT EXPERIENCE

(Please populate a dedicated row for each project used to establish technical eligibility. Enclose the official Work Orders and completion certificates securely behind this sheet)

Sl.	Project Name & Assignment Scope	Name & Address of Client	Contract Value (₹ Lakhs)	Award Year	Completion Year	Assignment Operational Status
1						
2						
3						
4						

[Signature of Authorized Signatory with Seal]

ANNEXURE-VII: CV FORMAT FOR KEY EXPERTS

- **Proposed Role for Project:** _____
- **Full Name of Expert:** _____
- **Date of Birth & Nationality:** _____
- **Educational Qualifications:** *(Specify Degree, Institution, and Year of Graduation and onward qualification)*

- **Professional Registrations / Memberships/Certificates:**

- **Total Years of Professional Experience of key experts in the relevant skills in details:**

- **Chronological Employment/Experience History Matrix:**

Company / Org	Designation	From Date	To Date	Key Assignment Focus
1				
2				
3				
4				

- **Relevant Landscape/Park Development Project Highlights:** *(Describe 2-3 key assignments handled matching the current RFP requirements)*

Expert Declaration:

I hereby certify that the structural, educational, and professional details mapped out above are completely accurate and true to the best of my personal knowledge. I confirm my absolute availability to fulfill the deployment timelines required for the successful completion of this assignment.

[Signature of Proposed Expert]

Counter-Attestation Verification:

[Signature of Authorized Signatory with Company Seal

ANNEXURE-VIII: UNDERTAKING REGARDING CONFLICT OF INTEREST

We, M/s _____, formally state that we have evaluated our operational relationships and confirm that our firm, including our directors, partners, and key personnel, maintains zero conflict of interest relative to the consultancy assignment for the **Preparation of DPR for the Redevelopment of Jaydev Vatika.**

We explicitly undertake that:

1. We have no commercial or personal relationships with any personnel of the Odisha Forest Development Corporation Limited (OFDC) who are involved in the preparation, evaluation, or supervision of this tender.
2. We shall not engage in any activity or assignment that creates a conflict with our fiduciary responsibilities toward OFDC during the lifecycle of this contract.
3. If any structural or professional conflict of interest arises at any point during the execution of this assignment, it shall be immediately declared in writing to the Tender Inviting Authority for administrative review.

Signature of Authorized Signatory with Seal

ANNEXURE-IX: FINANCIAL PROPOSAL FORMAT

(To be compiled, executed, and submitted strictly inside Envelope-III: Financial Bid)

To,

The Divisional Manager

Odisha Forest Development Corporation Ltd.,
Bhubaneswar (Plantation) Division,
Plot No. 217/218, Satya Nagar, Bhubaneswar – 751007

Subject: Financial Proposal for the Selection of Consultancy Agency for the Preparation of Detailed Project Report (DPR) for the Redevelopment of Jaydev Vatika, Khandagiri, Bhubaneswar.

Sir,

We, the undersigned, offer to provide our professional consultancy services for the above assignment in absolute compliance with your EOI-cum-RFP Notice and the general conditions of contract.

Our consolidated lump-sum financial quote for the delivery of all scope parameters outlined in the RFP is presented below:

Sl. No	Item Specification	Financial Component Quote (INR Value)
1	Gross Consolidated Lump-Sum Consultancy Fee (Excluding Taxes)	
2	Applicable Goods & Services Tax (GST) (Current Rate ____%)	
3	Total Professional Financial Commitment (Inclusive of GST)	

Total Financial Bid Value In Words:

The quoted fee is a comprehensive, fixed price that includes all required terrain surveys, site analyses, personnel costs, transport, administrative expenses, data compilation, printing, and presentation overheads required to complete the assignment over the 80-day delivery window.

Financial Reference Identification Code: _____

Date: _____

Place: _____

Signature of Authorized Signatory with Company Seal

ANNEXURE-X: DRAFT CONTRACT AGREEMENT FRAMEWORK

(To be executed on a ₹100/- Non-Judicial Stamp Paper by the successful selected bidder)

This Agreement is entered into on this ____ day of _____ 20__, at Bhubaneswar, Odisha.

BY AND BETWEEN:

Odisha Forest Development Corporation Limited (OFDC), acting through its Divisional Manager, Bhubaneswar (Plantation) Division, having its office at Plot No. 217/218, Satya Nagar, Bhubaneswar – 751007 (hereinafter referred to as the "**Authority**", which expression shall include its successors and permitted assigns) of the **FIRST PART**;

AND

M/s _____, having its registered corporate office at _____ acting through its Authorized Signatory, _____ (hereinafter referred to as the "**Consultant**", which expression shall include its legal successors and permitted assigns) of the **SECOND PART**.

WHEREAS:

1. In this Agreement words and expressions shall have the same meanings as are 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.:
 - all the documents submitted by the agency as part of technical bid and price bid;
 - Bid document/ Letter of Intent / Notification of award is the part of this agreement.
3. The Authority intended to select a qualified Consultancy Agency for the Preparation of a Detailed Project Report (DPR) for the Redevelopment of Jaydev Vatika, Khandagiri, Bhubaneswar, and issued EOI-cum-RFP Notice No: _____.
4. The Consultant submitted their technical and financial proposal, which was evaluated as the preferred bid under the Quality and Cost Based Selection (QCBS) criteria. The Authority issued a Letter of Intent (LoI) vide Letter No. _____ dated _____.
5. The Consultant has deposited the required Performance Security amounting to ₹_____ via Bank Guarantee / Demand Draft.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **Contract Documents:** This Agreement incorporates by reference the original EOI-cum-RFP document in its entirety, all formal clarifications issued, the Consultant's technical proposal submission, the financial award schedule, and the Letter of Intent.
2. **Scope of Services:** The Consultant shall complete the comprehensive survey, architectural conceptualization, landscape drafting, engineering planning, costing, and procurement support services as detailed under *Section-IV (Scope of Work)* of the RFP.

3. **Execution Timeline:** The Consultant shall deliver the specified outputs progressively within a strict timeline of **80 Days** from the date of issuance of the Work Order, as mapped out in *Section-V (Deliverables & Time Schedule)*.
4. **Consideration & Payment Terms:** The Authority shall compensate the Consultant via a total sum of ₹_____ (*Rupees* _____) plus applicable GST. Payments shall be released sequentially upon the formal acceptance of deliverables as specified in *bid document* of the EOI-cum-RFP.
5. **Contractual Performance Obligations:** The Consultant agrees to maintain absolute confidentiality, assign key experts matching the evaluated profiles, ensure the transfer of all intellectual property rights and raw source designs exclusively to OFDC, and adhere to the liquidated damages clauses in the event of unexcused delays.
6. **Dispute Resolution:** Any conflict or legal dispute arising from the interpretation or enforcement of this agreement shall be handled via arbitration in accordance with the **Arbitration and Conciliation Act, 1996**, with the physical seat of arbitration fixed at Bhubaneswar. Legal courts in Bhubaneswar shall retain exclusive jurisdiction.

IN WITNESS WHEREOF, the Parties hereto have caused this contract framework to be signed and sealed by their respective authorized officials on the date and year first written above.

For and on behalf of the Authority	For and on behalf of the Consultant
[Authorized Signatory]	[Authorized Signatory]
Odisha Forest Development Corporation Ltd.	Name, Designation & Company Seal

Witnessed By:

1. Name: _____ Signature: _____
2. Name: _____ Signature: _____

ANNEXURE-XI: DETAILS OF BID DOCUMENT COST & EMD SUBMITTED

(To be submitted in Part I -Technical Bid)

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

Signature of the Bidder: _____

Date: _____

Official Seal:

ANNEXURE-XII: DETAILS OF THE BIDDER & REGISTERED/ BRANCH OFFICE in India

(To be submitted in Part I Technical Bid)

GENERAL INFORMATION ABOUT THE BIDDER

Sl. No.	Particulars	Details to be Furnished
1	Name of the Bidder / Agency	
	Registered Address of the Firm	
	State	
	District	
	Telephone No.	
	Fax No.	
	E-mail	
2	Website	
	Contact Person Details	
	Name	
	Designation	
	Telephone No.	
3	Mobile No.	
	E-mail	
	Communication Address	
	Address	
	State	
	District	
	Telephone No.	
4	Fax No.	
	E-mail	
	Website	
	Type of Agency / Organization	Private Ltd., Public Ltd. Proprietorship Partnership/LLP Society/Trust, Govt./PSU
5	Registration No.	
	Date of Registration	
	Supporting Document Attached (Yes/No)	
6(a)	Key Personnel Details	
	Name of CEO/Partner/Director 1	
	Designation	
	Name of CEO/Partner/Director 2	
	Designation	
	Name of CEO/Partner/Director 3	
6(b)	Designation	
	GST Registration Number	
6(a)	GST Certificate Attached (Yes/No)	
	PAN Number	
6(b)	PAN Copy Attached (Yes/No)	

7	Registered / Branch Office in India	
	Contact Person Name	
	Designation	
	Address	
	Telephone No.	
	Mobile No.	
	E-mail	
	Proof of Office Address Attached (Yes/No)	
8	Declaration	Information furnished is true and correct

Signature of the bidder: _____

Seal:

Date: _____

Name & Address of the firm:

ANNEXURE-XIII: DECLARATION FORM

(Affidavit before Executive Magistrate / Notary Public)

I/We _____ having 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 Preparation of Detailed Project Report (DPR) on the redevelopment of Jaydev Vatikia, Bhubaneswar

I/We will abide with all the terms & conditions set forth in 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 OFDC Ltd. can forfeit 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 documents.

I/We do hereby 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:

ANNEXURE-XIV: Letter of Exclusivity

(to be furnished in the technical proposal)

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 _____ 2026

For _____

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

Name and Title of Signatory: _____

(Seal)

ANNEXURE-XIV: Approach, methodology and work plan

(to be furnished in the technical proposal)
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]

Authorized Signatory/Signature [In full and initials]: _____
Name and Title of Signatory: _____
(Seal)

ANNEXUTE- XV: BANK GUARANTEE FORMAT (Performance Security)

(To be issued by a Scheduled Commercial Bank on Non-Judicial Stamp Paper of appropriate value)

BANK GUARANTEE NO.: _____

DATE: _____

To

The Divisional Manager
Odisha Forest Development Corporation Ltd. (OFDC)
Bhubaneswar (Plantation) Division

WHEREAS

M/s _____, having its registered office at _____ (hereinafter called the "Contractor/Agency"), has entered into Contract No. _____ dated _____ with Odisha Forest Development Corporation Ltd. (OFDC), for _____ (hereinafter called the "Contract").

AND WHEREAS, as per the terms and conditions of the Contract, the Contractor is required to furnish a Bank Guarantee for an amount of Rs. _____ (Rupees _____ only) towards Performance Security.

NOW, THEREFORE, we, _____ **Bank**, having our branch office at _____ (hereinafter called the "Bank"), at the request of the Contractor, do hereby irrevocably and unconditionally guarantee and undertake to pay to OFDC, on first written demand and without demur, protest, objection, contestation or reference to the Contractor, any amount not exceeding **Rs. _____ (Rupees _____ only)**.

1. Bank's Liability

The Bank hereby undertakes to pay the guaranteed amount to OFDC Ltd merely on a demand stating that the amount claimed is due by reason of breach by the Contractor of any of the terms and conditions contained in the Contract. Any such demand made on the Bank shall be conclusive and binding notwithstanding any dispute raised by the Contractor.

2. Unconditional and Irrevocable

The guarantee shall remain valid and enforceable notwithstanding any dispute between OFDC Ltd and the Contractor and shall not be affected by any change in the constitution of the Contractor or the Bank.

3. Waiver

The Bank waives the necessity of OFDC Ltd giving any notice to the Contractor before making a demand under this Guarantee.

4. Validity

This Bank Guarantee shall remain in force up to _____ **(date)** and any claim in respect thereof should reach the Bank on or before _____ **(date)**. Unless a demand or claim is made on the Bank within the said period, all rights of OFDC Ltd under this Guarantee shall cease and the Bank shall be discharged from all liabilities thereafter.

5. Extension

The Bank undertakes to extend the validity of this Guarantee from time to time upon the request of the Contractor and consent of OFDC.

6. Governing Law

This Guarantee shall be governed by and construed in accordance with the laws of India. The courts at Bhubaneswar shall have exclusive jurisdiction in all matters arising out of this Guarantee.

IN WITNESS WHEREOF

The Bank has caused this Guarantee to be executed through its authorized officer on this ____ day of _____, **20**

For and on behalf of

_____ **BANK**

Authorized Signatory: _____

Name: _____

Designation: _____

Branch: _____

Bank Seal

Witnesses:

1. Signature: _____

Name: _____

2. Signature: _____

Name: _____