

**Bid Identification No. P&C/E-08/2026-27**

**Request for Proposal (RFP)  
(Limited Tender)**

**Engagement-cum-Empanelment of Agency for Undertaking DRONE & DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as and when Requirement Basis from the Empaneled Vendor List under Odisha Space Application Centre (ORSAC).**

**(2<sup>nd</sup> July 2026)**

**Odisha Industrial Infrastructure Development  
Corporation (IDCO)**

## **DISCLAIMER**

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments made by the Client in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all people, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise, however, caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the selected Surveyor, as the case maybe, to provide the Services and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder, and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

**Odisha Industrial Infrastructure Development Corporation (IDCO)**  
**(A Government of Odisha Undertaking)**  
IDCO Towers, Janpath  
Bhubaneswar -751022, Odisha  
Email: [cgmpc@idco.in](mailto:cgmpc@idco.in)  
Website: [www.idco.in](http://www.idco.in)

Er. Nihar Ranjan Behera

Chief General Manager(P&C)



IDCO:HO / P&C/ EST/E-3022/01/2026/

16722

Dated.09/06/2026

**BID IDENTIFICATION NO - P&C/ EST/ E - 08/ 2026-27**

**NOTICE INVITING REQUEST FOR PROPOSAL THROUGH  
E-PROCUREMENT PORTAL OF GOVT. OF ODISHA**

Odisha Industrial Infrastructure Development Corporation (IDCO) invites technical and financial proposals from list of Empanelled Vendors under Odisha Space Application Centre, Department of Science and Technology, Govt. of Odisha towards “**Empanelment cum Engagement of Agency for Undertaking Drone and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation**”. Bidders are requested *to submit the technical and financial proposals through e-procurement portal of Govt. of Odisha* as per the procedure mentioned in the RFP against the deadline mentioned below. The list of invited bidders is enclosed herewith.

1.	Bid documents such as RFP etc. can be seen/ downloaded from IDCO website during the period	From 05:00 P.M. of dt.16/06/2026
2.	Deadline for Submission of Pre-Bid query to <a href="mailto:cgmpc@idco.in">cgmpc@idco.in</a> and <a href="mailto:pmu@idco.in">pmu@idco.in</a> .	18/06/2025 at 05:00 PM
3.	Date and Time of Pre-bid Meeting	19/06/2025 at 11:00 AM
4.	Bids shall be received till	05:00 PM of 23/06/2026
5.	Date of opening of technical bids	05:30 PM of 23/06/2026
6.	Bid Processing Fee (Non-Refundable) in form of DD.	Rs.7080/- (Rupees Sven Thousand Eighty Only)
7.	EMD in shape of DD.	Rs.35,000/- (Rupees Thirty Five thousand only)

The authority reserves the right to reject any or all bids without assigning any reason thereof.

Sd/-

Chief General Manager (P&C)

Er. Nihar Ranjan Behera  
Chief General Manager (P&C)



IDCO:H.O./P&C/EST/E-3022/01/2026/

17906

Dated. 12/06/2026

**1<sup>st</sup> CORRIGENDUM TO RFP NOTICE NO.16722, Dt.09/06/2026**

The deadline for submission of pre bid query and date & time of pre-bid meeting for the work “Empanelment cum Engagement of Agency for Undertaking Drone and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation” are to be read as below.

Sl. No.	Items	As per Notice	To be read as
1.	Deadline for submission of pre bid query	18/06/2025 at 05:00 PM	18/06/2026 at 05:00 PM
2.	Date & time of Pre-bid meeting	19/06/2025 at 11:00 AM	19/06/2026 at 11:00 AM

Further details can be seen from the Government web site [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in). Any further Addendum /corrigendum notice (if any) will uploaded in the web site [www.idco.in](http://www.idco.in) (Tender & Quotation) / [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) only. There will be no press publication in this regard. Before finally uploading the bid, the bidders are requested to check the corrigendum/ Addendum if any.

Encl: RFP NOTICE NO.16722, Dt.09/06/2026

Sd/-  
Chief General Manager (P&C)

Er. Nihar Ranjan Behera  
Chief General Manager (P&C)



IDCO:H.O./P&C/EST/E-3022/01/2026/

18103

Dated.16.06.2026

**2<sup>nd</sup> CORRIGENDUM TO RFP NOTICE NO.16722, Dt.09/06/2026**

Bid processing fee (Non-refundable) of Rs.7080.00 and Earnest Money Deposit (Refundable) for the work “**Empanelment cum Engagement of Agency for Undertaking Drone and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation**” shall be realized through e-procurement only.

Further details can be seen from the Government web site [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in). Any further Addendum /corrigendum notice (if any) will be uploaded in the web site [www.idco.in](http://www.idco.in) (Tender & Quotation) / [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) only. There will be no press publication in this regard. Before finally uploading the bid, the bidders are requested to check the corrigendum/ Addendum if any.

Sd/-  
Chief General Manager (P&C)

Er. Nihar Ranjan Behera  
Chief General Manager (P&C)



IDCO:H.O./P&C/EST/E-3022/01/2026/

18099

Dated.16.06.2026

**3<sup>rd</sup> CORRIGENDUM TO RFP NOTICE NO.16722, Dt.09/06/2026**

The start date of submission of bid, last date of submission of bid, deadline for submission of pre-bid query, date & time of pre bid meeting and date of opening of technical bids for the work “Empanelment cum Engagement of Agency for Undertaking Drone and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation” may be read as follows:

Sl. No.	Items	As per Notice	To be read as
1.	Start date of submission of bid	5:00 P.M. of dt.16/06/2026	5:00 P.M. of dt.22/06/2026
2.	last date of submission of bid	5:00 P.M. of dt.23/06/2026	5:00 P.M. of dt.29/06/2026
3.	Deadline for submission of pre-bid query.	5:00 P.M. of dt.18/06/2026	5:00 P.M. of dt.24/06/2026
4.	Date & time of pre bid meeting	11:00 A.M. of dt.19/06/2026	11:00 A.M. of dt.25/06/2026
5.	Date of opening of technical bids	5:30 P.M. of dt.23/06/2026	5:30 P.M. of dt.29/06/2026

Further details can be seen from the Government web site [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in). Any further Addendum /corrigendum notice (if any) will uploaded in the web site [www.idco.in](http://www.idco.in) (Tender & Quotation) / [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) only. There will be no press publication in this regard. Before finally uploading the bid, the bidders are requested to check the corrigendum/ Addendum if any.

Sd/-  
Chief General Manager (P&C)

Er. Nihar Ranjan Behera  
Chief General Manager (P&C)



IDCO:H.O./P&C/EST/E-3022/01/2026/

18723

Dated. 22.06.2026

**4<sup>th</sup> CORRIGENDUM TO RFP NOTICE NO.16722, Dt.09/06/2026**

The start date of submission of bid, last date of submission of bid, deadline for submission of pre-bid query, date & time of pre bid meeting and date of opening of technical bids for the work “Empanelment cum Engagement of Agency for Undertaking Drone and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation” may be read as follows:

Sl. No.	Items	As per Notice	To be read as
1.	Start date of submission of bid	5:00 P.M. of dt.16/06/2026	5:00 P.M. of dt.02/07/2026
2.	last date of submission of bid	5:00 P.M. of dt.23/06/2026	5:00 P.M. of dt.09/07/2026
3.	Deadline for submission of pre-bid query.	5:00 P.M. of dt.18/06/2026	5:00 P.M. of dt.04/07/2026
4.	Date & time of pre bid meeting	11:00 A.M. of dt.19/06/2026	11:00 A.M. of dt.06/07/2026
5.	Date of opening of technical bids	5:30 P.M. of dt.23/06/2026	5:30 P.M. of dt.09/07/2026

Further details can be seen from the Government web site [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in). Any further Addendum/ corrigendum notice (if any) will uploaded in the web site [www.idco.in](http://www.idco.in) (Tender & Quotation) / [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) only. There will be no press publication in this regard. Before finally uploading the bid, the bidders are requested to check the corrigendum/ Addendum if any.

Sd/-

Chief General Manager (P&C)

**Empanelment list**

1	<b>M/s Areal Constructions &amp; Geo India Services</b> Plot no: 229, Kanan Vihar, Ph-2, Palia, Bhubaneswar, Odisha, Ph no: 7008305561/7008385968, Email: <a href="mailto:arcgisconsultancy@gmail.com">arcgisconsultancy@gmail.com</a>	2	<b>M/s Consultancy for Engineering &amp; Environment Planning (CEEP)</b> Plot no; G.A. 58, Gayatri Vihar, Chandrasekharapur, Bhubaneswar-751024, Odisha Ph. No: 8917442494 Email: <a href="mailto:ceep@gmail.com">ceep@gmail.com</a>
3	<b>M/s Digital Cartography and Services Pvt. Ltd.</b> Plot no-1015, Bhagabat Sandhan, GGP Cenal road, Rasulgarh, Bhubaneswar-751025, Odisha, Ph. No.- 9437033041, Email- <a href="mailto:dcsbbsr@gmail.com">dcsbbsr@gmail.com</a>	4	<b>M/s Ecometrix Consultance Pvt. Ltd.</b> Plot no. DCB-119, Idco info park, DLF Cyber City ,Chandaka Industrial Estate, Patia,Bhubaneswar-751024 Ph. No:0674-2973849 Email: <a href="mailto:info@ecometrix.co.in">info@ecometrix.co.in</a>
5	<b>M/s Edall Systems &amp; Services Pvt. Ltd.</b> Plot No-1112/584A, konena, Agrahara, Mes Colony, Bengaluru, Karnataka-560017, Ph. No:8880546607 Email: <a href="mailto:admin@edallsystems.com">admin@edallsystems.com</a>	6	<b>M/S Geo Consultants</b> Plot No-853, Govinda Prasad, Mahavir nagar. Opposite Reliance fresh, Cuttack Puri Road, Laxmi Sagar, Bhubaneswar, 751006, Odisha, 0674-2575702, Email: <a href="mailto:consultants_geo@yahoo.co.in">consultants_geo@yahoo.co.in</a>
7	<b>M/s Geo-Environmental Services</b> Plot no: HIG-407, K-5. Kalinga Vihar, near Siva Temple, Bhubaneswar-751019, Odisha Ph no:7978772448 Email: <a href="mailto:geo.environmentalservices2018@gmail.com">geo.environmentalservices2018@gmail.com</a>	8	<b>M/s Geoid Resources Pvt. Ltd</b> Al-Plot no-38/1918. House no-5. Binayak Enclave, Kolathia, Khandagiri, Bhubaneswar-751030, Ph No.- 9437665170, E-mail- <a href="mailto:geoidresources@gmail.com">geoidresources@gmail.com</a>
9	<b>M/s Gram Tarang Inclusive Development Services Pvt. Ltd.</b> HIG-4, 2nd Floor, Jaydev Vihar, Opposite Pal Height, Bhubaneswar-751013 PhNo: 738209235, Email: <a href="mailto:venket@gramtarang.org">venket@gramtarang.org</a>	10	<b>M/s IIC Technologies Pvt. Ltd</b> Plot no: 8-2-350/5/B-22, road no. 3 Banjara Hills, Hyderabad, Telegana-500034 Ph. No:4067914444, Email: <a href="mailto:ravi.dharmavarapu@iictechnologies.com">ravi.dharmavarapu@iictechnologies.com</a>
11	<b>M/s Invent Grid India Pvt. Ltd.</b> Plot no: S14, 2nd floor ,Devsha Bussincss park, D-215, D Block Scclor:63 , Noida, Delhi-201301 Ph. No: 9990500337, Email: <a href="mailto:info@igdrones.com">info@igdrones.com</a>	12	<b>M/s Landpoint Survey LLP</b> Plot no: 1522, Sri Pranavi, near ullalu lake, Ulla Upa Nagar, Sri M vishweshwaraya Layout, 6th floor, Bangaluru-560110 Ph. No:9880038546, Email: <a href="mailto:info@landpoint.in">info@landpoint.in</a>
13	<b>M/s My World Consultancy Services Pvt Ltd.</b> Plot no: 380, Boinikhal near Durga Mandap, Bhubaneswar751010 Ph. No.8895564171 Email: <a href="mailto:rabi@theworld.co.in">rabi@theworld.co.in</a> , <a href="mailto:wcs@theworld.co.in">wcs@theworld.co.in</a>	14	<b>M/s Naven Survey &amp; Construction LLP</b> Plot no: 11/157, Tulasi Nagar, 1st Cross Behind Time Hospital Road ,Pantakaluva Road, Vijayawada, Andhra Pradesh-720007, Ph. No:8008430439, Email: <a href="mailto:infonac@yahoo.com">infonac@yahoo.com</a>
15	<b>M/s Neno Technical Services</b> Plot No-576/4502 ,Ananta Niwas, Jagannath	16	<b>M/s Odra Associate Pvt. Ltd.</b> 4th Boor, NSIC Building, Dharpada Bhawan, Manchswar Railway Station

**RFP for Engagement cum Empanelment of Agency for Undertaking DRONE and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.**

	Vihar,Airfield,Sundarpada.Bhubaneswar,Odisha-751002 Mob:-9178145817, Email:- <a href="mailto:nenoindia5@gmail.com">nenoindia5@gmail.com</a>		Road. Block-D, Manchcswar Industrial Estate, Bhubaneswar-751007, Ph No.- 0674- 2952715/9439068176, Email- <a href="mailto:odraassociates@gmail.com">odraassociates@gmail.com</a>
17	<b>M/s Oxbow Intellect Pvt. Ltd.</b> Sukantapally, Gobardanga, North 24 Paragas, West Bengal743252 Ph:9732984480. Email: <a href="mailto:info@oxbowintellect.com">info@oxbowintellect.com</a>	18	<b>M/s Soham Fero Magnese Pvt. Ltd</b> Block no: 16,17 Ground floor ,M.K.Y Tower, AJni square Wardha roadf, Nagpur- 440015, Ph. No: 9890489828, Email: <a href="mailto:sohain.feromagnese@gmail.com">sohain.feromagnese@gmail.com</a>
19	<b>M/s Spacetex Infoways Pvt Ltd</b> C-15, Sector- -7,,CDA, Cuttack- 753014, Odisha, Email: <a href="mailto:spacetexinfoways@gmail.com">spacetexinfoways@gmail.com</a>	20	<b>M/S TKS Consultancy Services</b> Plot No.4482/12068,Pandra Puri Bypass,GGP Colony,Rasulgarh,Bhubaneswar, Phone- 9937023977, <a href="mailto:tkscsbbs@gmail.com">Email- tkscsbbs@gmail.com</a>
21	<b>M/s Vahanix Technologies Pvt. Ltd.</b> Glaze House, D-64,65 , Lane 2, Metro Satalite city, Bhubaneswar-751005, Odisha Ph. No-9078884538. Email: <a href="mailto:vahanixtechology@gmail.com">vahanixtechology@gmail.com</a>	22	<b>M/s Visiontek Consultancy Services Pvt. Ltd.</b> Plot no: M22 & 23, Chandaka Industrial Estate, Patia, Bhubaneswar-751024, Odisha Ph. No: 0674-3511721 Email: <a href="mailto:visiontek@visiontek.org">visiontek@visiontek.org</a>
23	<b>M/s Zeotek Mining Solution</b> Plot No-JC-2, Jagamara Traffic, Bhubaneswar, Odisha751030, Phn No- 9439553684,9078233663 <a href="mailto:zeotekmining@gmail.com">Email: zeotekmining@gmail.com</a>	24	M/s Tevron Engineering Pvt. Ltd. Plot No-a/15, Madhusudan Samabaya Nagar, Dumduma H.B Colony, Bhubaneswar-751019, Ph: 9438565405, Email: <a href="mailto:tevronengineering@gmail.com">tevronengineering@gmail.com</a>
25	<b>M/s Indrones Solutions Pvt. Ltd</b> Unit no: 3039, L- Wing, 3rd Floor, Akshar Bussiness park, Plot no: 03. Vashi kopar, khairane Road, Sec:25, Vashi, Navi Mumbai-400703 Ph.No:8655366231 Email: <a href="mailto:sales@indrones.com">sales@indrones.com</a>	26	<b>M/s Techno Essence Solution Pvt. Ltd.</b> Plot no: 67, Sector-12A, Dwarka, New Delhi-110068, Ph. Nor 9311077362, Email: <a href="mailto:tes.business@technoessence.io">tes.business@technoessence.io</a>
27	<b>M/s Ansimap Pvt. Ltd.</b> Plot No. 97, Bhoi Nagar, Unit-9, Bhubaneswar-751022, Email Id: <a href="mailto:info@ansimap.in">info@ansimap.in</a>	28	<b>M/s Drone Destination Ltd.</b> Plot No. 0058 & 006, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi-110020 Ph. No. 8010467949, Email 14. <a href="mailto:info@thedronedestination.com">info@thedronedestination.com</a> / <a href="mailto:anurag.b@thedronedestination.com">anurag.b@thedronedestination.com</a>
29	<b>M/s Mapex AI Pvt. Ltd.</b> Azure House, B/H Town Hall, Eills Bridge, Ashram Road, Ahmedabad, Gujarat- 380006. Ph. No. 0120 3130650, Email Id. <a href="mailto:bdi@mapex.ai">bdi@mapex.ai</a>	30	<b>M/s Odisha Geology and Mining Services</b> Plot No-1648/5879, Kalarahanga, Dhabaleswar Vihar, Bhubaneswar- 751024, Phn-6372017617, Email: <a href="mailto:odgmkalinga@gmail.com">odgmkalinga@gmail.com</a>
31	<b>M/s Arkitechno Consultant (In.) Pvt. Ltd.</b> Plot No. #N-3/91, IRC Village, Nayapalli, Bhubaneswar-751015, Ph. No. +91 6742554205, Email Id. <a href="mailto:business@arkitechno.com">business@arkitechno.com</a>	32	<b>M/s Cadd Consulting Engineers Pvt. Ltd.</b> Plot No. N1/270, IRC Village, Nayapalli, Bhubaneswar-751015, Odisha Ph. No. 0674 2553518, 9338055588 Email Id. <a href="mailto:info@thecaddconsulting.com">info@thecaddconsulting.com</a>

**RFP for Engagement cum Empanelment of Agency for Undertaking DRONE and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.**

33	<b>M/s IDAX Consulting &amp; Research Pvt. Ltd</b> Plot No. A/09, IDCO Industrial Estate, Near Sai International School, Patia, Bhubaneswar-751024 Ph. No. 9937061009, <a href="mailto:info@idaxconsulting.com">Mail- info@idaxconsulting.com</a>	34	<b>M/s Global Marine Infratech Pvt. Ltd.</b> Plot No. 1060, Kalinga Nagar-3(A), PO-Ghatikia, Khandagiri-751029, Bhubaneswar, Khurdha, Odisha Ph No: 7077702499 Email: <a href="mailto:info@gmiindia.in">info@gmiindia.in</a>
35	<b>M/s Central Mine Planning and Design Institute Ltd. (CMPDI)</b> Gondwana Place, Knke road, Ranchi-834031, Jharkhand, India Ph: 898778858, Email: <a href="mailto:gmbd.cmpdi@coalindia.in">gmbd.cmpdi@coalindia.in</a>	36	<b>M/s Sathi Planners Pvt. Ltd.</b> Plot No. 439/10680, Shakti Nagar, Mancheswar, Railway Colony, Bhubaneswar-751017, Ph: 9288387778 Email: <a href="mailto:info@sathi planner.com">info@sathi planner.com</a>
37	<b>M/s NeoGeoInfo Technologies Ltd.</b> Plot No: 82A, 1st Floor, Udyog Vihar, Ph-4, Gurugram, Haryana-122015. Ph: 8287993694 Email: <a href="mailto:info@neogeoinfo.com">info@neogeoinfo.com</a>	38	<b>M/s Newgen Techno service Engineers Pvt. Ltd</b> Plot No. GA-155, Sailashree Vihar, Bhubaneswar Ph: 6742721466, Email: <a href="mailto:info@newgenengineers.in">info@newgenengineers.in</a>
39	<b>M/s Global Business Solution</b> Plot No-1004, N 9, IRC Village, Nayapalli, Bhubaneswar-751015, Phn-6290150059, <a href="mailto:utpal.d@gbserp.com">Email- utpal.d@gbserp.com</a>	40	<b>M/s Spatial Planning and Analysis Research Centre (SPARC) Pvt. Ltd.</b> E-11, Infocity, Chandaka Industrial Estate, Bhubaneswar-751024, Phn 8338897396,7978662282, <a href="mailto:sales@sparcindia.com">Email- sales@sparcindia.com</a> & <a href="mailto:info@sparcindia.com">info@sparcindia.com</a>
41	<b>M/s NBSP Consultants Pvt. Ltd</b> Plot No-5157/9539, Durga Vihar, Turanga, Angul, Odisha-759123, Email: <a href="mailto:finance@nbspc.in">finance@nbspc.in</a> , <a href="mailto:nirakar@nbspc.in">nirakar@nbspc.in</a>		

**Sub:** Invitation to Submit Bid for "Engagement Cum Empanelment of Agency for undertaking Drone and DGPS Survey Work of IDCO as and When requirement basis from the Empaneled Vendor list under ORSAC" through limited tendering process (Package-1, 2, & 3) through the e-procurement portal of Government of Odisha.

**Ref:** Tender Ref No: P&C/EST/E 08/2026-27.

**Sir,**

IDCO is the nodal agency of Govt of Odisha under industry Department for land acquisition, development and allotment for industrial infrastructure & Projects. In this connection, IDCO desires the services of reputed and experienced survey agencies, which are empaneled with Odisha Space Application Centre (ORSAC).

Following your empanelment with ORSAC, you are invited to submit a competitive bid for "Engagement Cum Empanelment of Agency for Undertaking Drone and DGPS Survey Work of IDCO as and When requirement basis.

The detailed Request for Proposal (RFP) document, including the precise scope of work, technical specifications, process of bid submission, evaluation criteria and other related information's is enclosed herewith for your reference. The same can also be downloaded in the e-procurement portal of Govt of Odisha i.e <https://tendersodisha.gov.in/nicgep/app>. Bid shall be submitted through e-procurement portal only from Dtd.02.07.2026 to 09.07.2026.

**RFP for Engagement cum Empanelment of Agency for Undertaking DRONE and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.**

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We request you to submit your techno-commercial bid on or before the stipulated deadline. Any late submission will be summarily rejected. For any query clarification, please contact the undersigned as per the details in the RFP.

Yours faithfully,

**Sd/-**  
**Chief General Manager (P&C)**

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## DATA SHEET

Sl.N	Particulars	Details
1.	Name of the Client	Chief General Manager (P&C), IDCO IDCO Towers, Unit-9, Janpath, Bhubaneswar Odisha Industrial Infrastructure Development Corporation (IDCO)
2.	Method of Selection	Least cost basis selection
3.	Proposal Validity	120 Days
4.	Date of Issue of RFP	No.16722, dtd.09.06.2026
5.	Email for Submission of Pre Bid Queries to <a href="mailto:sangitapani222@gmail.com">sangitapani222@gmail.com</a> <a href="mailto:pmu@idco.in">pmu@idco.in</a> & <a href="mailto:cgmipc@idco.in">cgmipc@idco.in</a>	4 <sup>th</sup> July 2026 up to 5:00 PM
6.	Date of Submission of Bid	09.07.2026 at 05:00 PM
7.	Date of opening of Technical Proposal	09.07.2026 at 05:30 PM
8.	Date of opening of Financial Proposal	To be intimated later
9.	Expected Date of Commencement of Assignment	To be intimated later
10	Bid Processing Fee (Non-Refundable)	₹ 7,080/- (Rupees Seven Thousand Eighty Only) through e-procurement portal only.
11	Earnest Money Deposit (EMD)/ Bid Security Declaration (Refundable)	₹ 35,000/- (Refundable) through e-procurement portal only.
12	Performance Bank Guarantee (PBG)	INR 5,00,000/- (Rupees 5 lakhs in the form of Bank guarantee).
13	Contact Person	7008072543 - Sangita Pani (SE P&C)
14	Place of Opening of Proposal:	Odisha Industrial Infrastructure Development Corporation (IDCO) IDCO Towers, Unit-9, Janpath, Bhubaneswar- 751021 / The actual place as per the Authority of the other organization

## **SECTION: 1**

# **LETTER OF INVITATION**

## LETTER OF INVITATION

1. Name of the Assignment: Empanelment of Agency for Undertaking DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.
2. A bidder will be selected under **Least Cost Selection** procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Odisha General Finance Roles (OGFR)- 2023 amended time to time of Finance Department, Govt. of Odisha.
3. This is an e-tendering process by Government of Odisha in IDCO. The proposal must be submitted online only. In online mode, the electronic files are to be uploaded on the tender Portal [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in).
4. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
5. The two parts of the Proposal (Technical proposal and financial proposal) must be submitted on-line with all pages numbered serially, along with an index of submission. Submission in any other form shall not be acceptable. In the event, any of the instructions mentioned herein have not been adhered to, the Client may reject the Proposal.
6. The Engagement cum empanelment shall be carried out under three separate packages, based on IDCO's Division wise: Package-1, Package- 2& Package-3. The Bidder shall submit one common technical bid for all three Packages along with separate financial proposals for each package.

The Authority intends to empanel a minimum of 6 Nos Survey agencies, each for Package-1 and Package-2 and a minimum of 3 agencies for Package-3.

A Bidder may participate in all three packages; however, empanelment shall be made under a single package. A bidder empaneled under one package shall not be considered for award under the other two packages. Financial Bid evaluation of Package-1 shall be done first. Bidder ranked (L1) shall be empaneled first. The remaining agencies shall be selected based on their financial Bid rankings and shall be required to match the L1 price. A final empanelment list will be prepared Package wise, based on the process mentioned above, and work order shall be placed as per rotation basis among the empaneled agencies under respective package as and when requirement basis in divisional level . Financial bid of empaneled bidder under package-1 will not be opened for Package-2 & 3. Similarly, financial bid of empaneled bidder under Package-2 will not be opened for Package- 3.

In the event of tie, bidder having highest turnover shall be considered for empanelment.

The Division wise package details are mentioned below:

Package Details (Division Wise)			
Sl. No	Package 01	Package-02	Package-03
	Name of Division	Name of Division	Name of Division
1	Balasore	Angul	Boudh
2	Bhadrak	Balangir	Gajapati
3	Cuttack	Bargarh	Ganjam
4	Jagatsinghpur	Deogarh	Kalahandi
5	Jaipur	Dhenkanal	Kandhamal
6	Kendrapara	Jharsuguda	Koraput
7	Khordha	Keonjhar	Malkangiri
8	Mayurbhanj	Sambalpur	Nabarangpur
9	Nayagarh	Subarnapur	Nuapada
10	Puri	Sundargarh	Rayagada

**Illustration:** Assume the agencies empaneled under Package 1 are A, B, C, D, E & F. Work shall be assigned in a rotational manner based on requirement. The first work shall be assigned to the agency A, the second work to agency B, the third work to agency C and the process shall continue sequentially up to agency F. After agency F, the rotation shall repeat again starting from agency A again. In case non -performance/ Poor performance, authority has right to omit the agency from the empanelment list.

- The Period of Empanelment shall be for **1 year initially**, which may be extended based on performance.
- This Engagement cum Empanelment does not guarantee any work allocation to the short-listed Firms.
- The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a **non-refundable** amount of **₹ 7080/- (Rupees Seven thousand eighty only)** towards **Bid Processing Fee** and **EMD** will be **₹ 35,000/- (Rupees Thirty-Five thousand only)** to be submitted through online mode only through e-procurement portal. **Bid without EMD & tender Fee shall be rejected.**

**Note: Bidders shall One Time EMD only once for any package out of Three (03) packages. For participation in the remaining packages, exemption from submission of EMD shall be applicable, provided the bidder uploads proof of deposit of the EMD already submitted for any one Package.**

10. The Surveyors must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III. The online bidding procedure is indicated in the Section-8 of the RFP document.
11. The last date and time for submission of proposal, date of opening of technical proposals mentioned in the Bidder Data Sheet.
12. This RFP includes following sections:
  - a) Letter of Invitation [**Section – 1**]
  - b) Information to the Bidder [**Section – 2**]
  - c) Terms of Reference [**Section – 3**]
  - d) Technical Proposal Submission Forms [**Section – 4**]
  - e) Financial Proposal Submission Forms [**Section –5**]
  - f) Bid Submission Checklist [**Section –6**]
  - g) Standard Form of Contract [**Section –7**]
  - h) Procedure under E-tendering [**Section-8**]
  - i) Annexure [**Bid Submission Checklist & Performance Bank Guarantee Format provided**]
13. While all information/data given in the RFP is accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Sd/-**  
**Chief General Manager (P&C)**  
**IDCO**

## **SECTION: 2**

# **INSTRUCTIONS TO BIDDERS**

## 1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

### 1.(A) – Mandatory for Technical evaluation:

Sr. No	Pre-qualification/ Eligibility Criteria	Supportive Documents
1	Bidder must be a registered company/ Partnership firm/ Proprietorship firms/ partnership firms registered under relevant and applicable acts of India.	Certificate of Incorporation / Partnership deed/Service Tax Registration etc. TECH-5
3	To qualify, the bidder must have a minimum average annual turnover of ₹ 50 Lakhs from land surveying business (FY 2024-25, FY 2023-24 and FY 2022-23).	Financial Details of the Bidder as per TECH- 3 along with certified Balance Sheet and Profit/ Loss Statement of last 3 years by CA with UDIN.
4	Bidder should have registered office within Odisha. Should have valid GST number registered in Odisha.	Registration details and required legal documents, Rent Agreements etc.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH-6)
6	The bidders shall submit a Power of Attorney in favor of the bidder's representative.	Copy of Power of attorney (TECH-4)

**Please note**

**1) For the purposes of this RFP, consortium / JV is not allowed.**

### 1. Documents / Formats need to be submitted along with TECHNICAL PROPOSAL:

The bidders must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)

- Covering letter (TECH– 1) on bidder’s letter- head requesting to participate in the selection process.
- Bid Processing Fee & EMD as applicable.
- General Details of the Bidder (TECH – 2)
- Bidder’s Financial details (TECH-3)
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- Undertaking for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the letterhead of the bidder
- Affidavit regarding Conflict of Interest (TECH - 5)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Client during last 3 years. (on the letterhead of the bidder).
- All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder.

***Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects and indexed. Each page should be numbered and signed by the bidder/ authorized representative.***

## **2. Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee (nonrefundable) amounting to ₹ 7080/- including GST through online mode only.

## **3. Earnest Money Deposit:**

The bidder must pay refundable amount of ₹ 35,000/- as EMD through online mode only. (Refundable).

**Note: *Bidders shall submit One Time EMD only once for any package out of Three (03) packages. For participation in the remaining packages, exemption from***

***submission of EMD shall be applicable, provided the bidder uploads proof of deposit of the EMD already submitted for any one Package.***

#### 4. Validity of the Proposal:

Proposals shall remain valid for a period of 120 (One hundred and twenty) days from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

#### 5. Preparation and Submission of Proposal:

- (i) Detail RFP may be downloaded from [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) and the Application should be submitted online only. The procedure for E-Tendering is enclosed in this RFP at Section 8.
- (ii) The following shall be the form of various documents in the Application:

##### **A. Only Electronic Form (to be uploaded on the Tender Portal)**

- (a) Technical proposal as per format prescribed in SECTION-4 of RFP.
- (b) Financial proposal in the excel document template uploaded by the Authority for the assignment based on SECTION-5 of RFP.
- (iii) It may be noted that the scanned copies can be prepared in PDF file format for Technical Proposal and in excel format for Financial Proposal, uploaded by the Authority in the designated locations.
- (iv) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

***Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the***

*authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.*

## 6. Opening of the proposal:

- (i) Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- (ii) Opening of Proposals will be done through online mode.
- (iii) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (iv) The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as RFP. The date of opening of Financial Proposal will be announced later.

## 7. Evaluation of Proposal:

A Twostep evaluation process will be conducted as explained below for evaluation of the proposals:

- **Technical Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition (In section -2, Clause-1) and whether the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
  - Filled in Bid Submission Check List in Original (Annexure-I)
  - Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
  - Bid Processing Fee & EMD.
  - General Details of the Bidder (TECH – 2).
  - Bidder's Financial details (TECH-3)
  - Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder (as per instruction in pre-qualification section of the RFP)
  - Self-Declaration on Conflict of Interest (TECH - 5).

- Undertaking for not having been blacklisted by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder.
- Any pending legal issues / involvement in legal conflicts in last 3 years.

**\* Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Client's authority.**

- (i). Least Cost Based Selection (LCBS) method will be followed during the overall process.
- (ii). In the first stage, the Technical Proposal will be evaluated (Pass/ fail basis) based on the parameters stated in the Prequalification criteria (Section-2). Financial Bid of the bidder shall be opened who shall pass in the technical evaluation (1<sup>st</sup> stage).

**PACKAGE WISE FINANCIAL EVALUATION (2<sup>nd</sup> Stage):** The financial proposals of the bidders qualifying for the technical evaluation (1<sup>st</sup> Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting. The bidder who quotes the least shall be the L-1 Bidder.

- Financial Bid of Package -1 shall be opened and evaluated first. Subsequently financial bid for packages 2 & 3 will be opened. Financial bid of empaneled bidder under package-1 will not be opened for Package-2 & 3. Similarly, financial bid of empaneled bidder under Package-2 will not be opened for Package- 3.
- The bidder having lowest evaluated financial bid (L-1) would be considered for award of contract subject to fulfillment of terms and conditions and empaneled first. The remaining agencies shall be selected based on their financial Bid rankings and shall be required to match the L1 price. A final empanelment list will be prepared Division wise. The details have been mentioned under Letter of Invitation. (Clause -6 & 7)
- The Financial proposal / bid shall be exclusive of applicable Goods & Services.
- In the event of tie, bidder having highest turn over shall be considered for empanelment.

#### 8. Performance Bank Guarantee (PBG):

Within 15 days of notifying the acceptance of a proposal for award of contract, shortlisted bidders for empanelment under each package, will have to furnish a Performance Bank Guarantee amounting to **INR 5 Lakh only (Five Lakh Only)** from a scheduled commercial bank situated in Bhubaneswar in favor of CGM (P&C), IDCO as per the format at Annexure-II, for a period of **three months beyond the entire contract period** (calculated from the date of effectiveness of the contract) as its commitment to perform services under the contract. Failure to comply with the terms & conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

#### 9. Contract Negotiation

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff and equipment for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be carried out covering technical and financial aspects, if any, and availability of proposed professionals etc.

#### 10. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a Letter of Intent (LOI) for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. **The empanelment will be valid for 12 months from the date of LoA award by CGM(P&C), IDCO and the contract may be extended for a further period based on performance and approval of competent authority.**

#### 11. Conflict of Interest:

Conflict of interest exists in the event of:

- (i). Conflicting assignments, typically monitoring and evaluation of the same project by the empaneled bidder.

- (ii). Surveyors, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii). Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

## 12. Disclosure:

- (i). Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
  - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- (ii). Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## 13. Anti-corruption Measure:

- (i). Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- (ii). A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

#### 14. Language Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

#### 15. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

#### 16. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only within Odisha.

#### 17. Governing Law and Penalty Clause:

- a. If at any given point in time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligations, the IDCO may take a decision to cancel the contract with immediate effect. Performance security of the agency will be forfeited if the performance of the agency is not satisfactory.
- b. In case of late services / no services on a specific activity, in which the Agency fails to deliver the services thereof within the period fixed for such delivery on the schedule or at any time repudiates the contract, the firm shall be liable to pay Liquidated Damages (LD). LD will be imposed @ .5% per week delay or part thereof, of the cost of contract value up to maximum of 10% of the contract value from the Agency.
- c. IDCO will have the right to cancel the contract at any time without assigning any reason thereof.

#### 18. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other people not officially concerned with the process, until the publication of the contract award. The undue use by any Surveyor of

confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Surveyor or its personnel shall not at any time communicate to any person or entity with any confidential information acquired during the contract.

#### 19. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum at <https://tendersodisha.gov.in>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

#### 20. Client's right to accept any proposal and to reject any or all proposal(s):

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

#### 21. Copyright, Patents and Other Proprietary Rights:

**IDCO** shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, about documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Surveyor shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

#### 22. Force Majeure:

For purpose of this clause, 'Force Majeure' means an event beyond the control of the Surveyor and not involving the Surveyor's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Surveyor, which prevents or delays the execution of the order by the Surveyor. If a force Majeure situation arises, the Surveyor shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and

unless otherwise directed by the Client in writing, the Surveyor shall continue to fulfil its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Surveyor shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Surveyor in any manner for whatsoever reason.

### 23. Settlement of Dispute:

Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receiving receipt. **All legal disputes are subject to the jurisdiction of Civil court of Bhubaneswar only.**

### 24. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly signed

- Proposal does not conform to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bid), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.
  - Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

#### 25. Liability:

The Liability of the selected Surveyor under this agreement in any case shall not be beyond the amount of fees payable to the selected Surveyor under this agreement.

#### 26. Indemnity:

The Surveyor always during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the Surveyor under this agreement.

## **SECTION: 3**

# **TERMS OF REFERENCE (ToR)**

## Terms of Reference (ToR)

### 1. Background

The Odisha Industrial Infrastructure Development Corporation (IDCO) was established in the year 1981 with the specific objective of creating infrastructure facilities in the identified Industrial Estate/Areas for rapid and orderly establishment and growth of Industries, trade and commerce. It has been declared as the Nodal Agency for providing industrial infrastructure in the State of Odisha.

IDCO is a statutory Corporation of Govt. of Odisha without having any equity capital investment by the govt.

Establishment of Industrial Areas, Industrial Estates, Functional Industrial Estates, Growth Centres etc. at different strategic locations and to provide infrastructure therein are the prime functions of the Corporation. The infrastructure includes essential facilities such as roads, drains, power, water, streetlights amenities and social infrastructures such as banking, post office, telecommunication facilities, shopping complex etc. IDCO is the nodal agency of Government for providing land to large projects which can't come up in the Industrial Estate and Areas. It arranges to obtain/acquire land for all such projects in any location of the state.

IDCO also takes up planning & execution of construction projects of government departments/undertakings on agency and contract basis with the help of its diverse technical manpower. It is committed to provide quality construction services with optimum cost in scheduled time.

This Corporation is at present playing a pivotal role in bringing in private capital for development of infrastructure projects in the state. Requisite escort services are being provided to investors/developers for implementation of infrastructure and industrial projects.

Odisha Industrial Infrastructure Development Corporation (IDCO) is a key agency driving industrial growth in Odisha. The land wing of IDCO plays a vital role in acquisition and develop land for industrial and infrastructure projects. IDCO, through its land wing aim to facilitate smooth land acquisition,

### 2. Objective

IDCO intends to engage-cum-empanelment of a reputed Survey Agency for undertaking DGPS Surveys of the major industrial estates located across the states as and when

requirement basis for a period of 12 month and can be extended by IDCO based on performance of the agency. Authority has the rights to select more than one Agency for the services subject to matching the L1 price.

The information collected from total station survey shall be reflected in GIS platform in form of polygon/line/ point features (with symbology) with relevant attributes. The procedure for base map preparation and GIS database generation shall be in accordance with Design and Standards prescribed by Odisha Space Application Centre (ORSAC) for formulation of GIS based maps, Valid calibrated survey equipment shall be used by the Agency in the Survey Work.

All Survey information shall be prepared in AutoCAD as well as ArcGIS compatible format soft version, The GIS data of all plots (polygon) shall have all attributes, as given in the scope of service.

### **3. Scope of Services:**

#### **A. Stage-I: Collection of Field Data, Survey, Up dation of Survey, Preparation of base map and reconciliation of RoR with Survey data.**

- i. The selected firm shall solely be responsible for discharging/ performing the following obligations, to the best satisfaction of IDCO, which interilic included not limited to:
  - a) The Total Station DRONE & DGPS Survey of land under the industrial estates mentioned in project objective should be carried out by latest equipment. The required Traverse Point Should be permanently fixed along the boundary of the proposed TP Scheme area.
  - b) DGPS Survey shall be used for generation of GCPs, The Total Station Survey data shall be duly geo-referenced using Ground Control Points (GCPs) collected by dual multi frequency DGPS receivers. Surveys utilizing drone technology shall be conducted on an as-needed basis, as per the requirement of project.
  - c) A permanent station should be established which can be used as a reference station, preferably in the central part of the site or any other part of the site as decided by IDCO.
  - d) The Survey Shall Include:
    - Measurement of each Survey No. at site with possession details.

- Boundary of all types of roads i.e., National Highway, State Highway, Districts Road, Village Road, Internal Approach Road of Society, Cart Road, and Private Road etc.
  - Mapping of total Industrial Estate Boundary area as mentioned in the project objective
  - Boundary area of Industrial Estate Mapping of all natural features like River, Pond, Lake, Hill, Canal, Wetlands, Hills/hillocks, etc.
  - Mapping of parks, playgrounds, organized open spaces, trees.
  - Mapping of all physical infrastructure with Location and boundary of infrastructural facility such as:
    - ✓ Drainage network, storm water network, drainage pumping station; natural drainage channels, ridges, valleys shall be surveyed and reported.
    - ✓ water supply network, elevated service reservoir (ESR), underground reservoir (UGR), pumping stations, water treatment plant,
    - ✓ sewerage network, sewerage pumping station, sewerage treatment plant
    - ✓ HT and EHT line and towers, LT electricity network with poles (either underground or overhead), substations, transformers,
    - ✓ Gas pipeline network.
    - ✓ All types of construction and backup structures (approved /illegal/temporary/permanent) exist in each Survey no
    - ✓ Collection of latest data regarding existing road network infrastructure facilities, Canal-Railway-electricity network with respect to alignment with sketch/drawings/measurements from the concerned department.
    - ✓ Collection of latest data for each plot including ownership, address of owner, area of plot as per the new scheme boundary. Updating of records of the surveyed plots along with its details as mentioned in point (2).
    - ✓ Contour Survey for every 0.5 mtr. interval distance including level at 10.0 mtr interval distance with Graphic Method.
- e) Elevation of each plot in reference to Mean Sea level (MSL) and shall be reflected in the attribute table in GIS (shp file) w.r.t plot details.
- f) Alignment of infrastructural facilities, operational construction etc. with all records including sketch/drawing/measurement from the department concerned.
- g) Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each survey no. by IDCO
- h) Existing land use for each Survey No.

- i) Base map with all details to be submitted on the scale of 1:8000 and 1:2000
  - j) Base map with all details to be submitted on the scale of 1:8000 and 1:2000
  - k) Authentication of Settlement officer with respect to measurement, area and location of each Survey No.
  - l) Submission of ownership records with address of landowners.
  - m) Any ambiguity, error, mistake, irregularity should be rectified by the selected agency. If required, the selected agency shall re-survey the entire area. No extra payment shall be claimed by the selected agency
- ii. Preparation of Base Map and Plot wise Statement:
- a) Preparation of Base maps in AutoCAD Format (The layers of the attributes shall be as per the Appendix-A) and GIS Format as per design standards prescribed by Odisha Space Applications Centre (ORSAC) for formulation of GIS based maps.
  - b) Plot wise statement indicating all the existing structures, constructions and infrastructure facilities.
  - c) Submission of a hard copy of the Base Map along with the Plot Wise statement.
  - d) Submission of a soft copy of the Base Map (AutoCAD and GIS Format) and the Plot wise statement.

**B. Stage-II: Comparison of the survey, updated survey and data collected with the records of Revenue Department along with submission of final base map.**

- i. Comparison of the survey and data collected with the records of Revenue Department:

Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each plot. After completion of the survey and preparation of drawing in AutoCAD and GIS, the reconciliation work shall be carried out. The agency collects all the relevant and up-to-date land records, such as revenue sheets for the latest settlement year, RoR information, certified case-records, trace maps, and land acquisition records from the respective departments. As part of reconciliation process, drawing in the scale of 1:400 or 1:1000 of each survey number shall be prepared and compared with Tahsil record, after which a final drawing shall be prepared which shall clearly indicate discrepancies between present situation and Tehsil records. All fees for procuring the documents shall be borne by the Survey Agency.

- a. **Plot wise area statement of reconciled land record:** The consultant shall prepare an area statement which includes the area as per survey and area as per Tehsil record as indicated in Appendix-A. The information shall be included as GIS attribute column of GIS .shp file of plots.
- b. **Ownership and Kisan Information:** All ROR information shall be collected including ownership (Government reserved, Private, Forest, Temple/Trustee, etc.), address of landowners within the site area, Kisan.
- c. All records shall be verified from the concerned revenue office. Along with ownership and kisan information in GIS format, the detail ownership record shall also be submitted in tabular format.
- d. **Benchmark Value:** Collection of Benchmark value of each plot within the site area from respective office. The values shall be included as an attribute column in the GIS .shp file of the plots.

II. Submission of Final Base Map and Plot Wise Statement:

Considering the required changes, the selected agency shall submit the following:

- a. 3nos. of hardcopies of Final Base Map on the scale of 1:8000 and 1:2000
- b. 3 nos. of hardcopies of Plot wise Statement.
- c. Soft copy of the Final Base Map in Auto CAD and GIS Format (with all the attributes in the layers as per Appendix-A) and as finalized by IDCO.
- d. List of records of the plots and owners as per the format approved by IDCO.

III. Submission of the modified documents after authentication of the submitted Final Base Map by the Nodal Officer, IDCO.

**C. stage-III: Submission of the modified documents after authentication of the Base Map, Plot wise statement and Records of Plots and Owners by a competent Revenue Officer**

**D. Stage IV: Road and Final Plot Demarcation work (stage as decided by IDCO)**

- i. Demarcation work to be initiated by taking traverse along scheme boundary, taking stations points and adjacent survey nos. details with the location & Northing – Easting. In case of internal traversing is required to minimize error as compared with

planning proposal, Survey agency must put in all efforts before starting demarcation of roads.

- ii. Prepare layout map of actual number of "points" / "stones" to be demarcated on filed as per the proposed roads & Final plots in the Town Planning Scheme " (Final drawing would be given later)
- iii. Provide demarcation pillar of size and base size (in T shape) cast at work site on working platform laying in position by embedding the pit with CC (1:3:6) with 40mm BHGCB metal in proper alignment etc. complete in all respect including painting with IDCO logo. (Please refer to **Appendix- I**) for detailed specification and drawing).
- iv. Provision for labor for demarcation, digging of demarcation line, spreading of lime, pegging including cost of peg etc. all complete for demarcation.

**E. The selected agency shall also ensure the following:**

- a. Any ambiguity, error, mistake, or irregularity shall be rectified by the selected agency. If required, the selected agency shall re-survey the entire area. No extra payment shall be claimed by the selected agency.
- b. If required, it will be the sole responsibility of the selected survey agency to take all the authentication / approvals/ clearances from the department concerned during the process.
- c. Agency should be liable for all type of expenditure required for survey like equipment, manpower, stationeries, records etc.
- d. All fees shall be paid by the selected agency for getting data / records from the department concerned. This amount shall be reimbursed by IDCO on submission of the bills for the said amount from the concerned departments.
- e. The selected agency shall survey an area of minimum overlap of 50 mtr of the project boundary or two numbers of surveyed plot whichever is greater. No payment shall be made for this extra surveyed area.
- f. The list of the features to be surveyed as mentioned above is not a complete list; the survey agency shall include all features consequential to the preparation of high-quality Town Planning Scheme.

**4. Deliverables:**

- a. Stage-I:
  - 1) Submission of a Soft Copy of the Base maps in AutoCAD Format (The Layers of the attributes and GIS Format.
  - 2) Submission of one no. hard copy of the Base Map on scale of 1:8000 and 1:2000
  - 3) Submission of one no. hard copy of the Plot wise statement.

b. Stage -II:

- 1) 3 Nos of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
- 2) 3 nos. of hardcopies of Plot wise Statement.
- 3) Soft copy of the final Base Map in Auto CAD and GIS Format (with all the attributes in the layers.
- 4) List of records of the plots and owners as per format as decided by IDCO.
- 5) After Authentication by the nodal officer, IDCO, the survey Agency needs to submit the drawings with the required modification.

c. Stage-III:

**After Authentication by the competent officer, Revenue department, the Agency shall need to submit the following with the required modification:**

- 1) 3 nos of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
- 2) 3 nos. of hardcopies of Plotwise Statement.
- 3) Soft copy of the Final Base Map in Auto CAD and GIS Format (with all the attributes in the layers as per Appendix-A)
- 4) List of records of the plots and owners as per format elaborated in as decided by IDCO.

d. Stage-IV:

1. Survey agencies shall provide onsite the demarcation pillar, at its cost, and carry out demarcation and supply pertinent maps/ drawings/ all documents in soft copy in file format compatible with AutoCAD/ GIS/MS Office/ Excel. The demarcation pillars shall be constructed and installed as per design specified in **Appendix-I**.
2. Soft copy of Map (AutoCAD & GIS) showing demarcation pillar locations, description of road and other features, on a map in 1:1000 scale, contours with .5 mts interval, location-coordinates, verified on site by a land survey officer and approved by the Valuation officer of the TP Scheme.

5. Terms of Payment:

Payment shall be made in accordance with execution of work and the actual quantity of land surveyed. The Payment shall be released as per payment schedule mentioned below. The actual quantity of bill during recommendation shall be given by the Divisional Head of IDCO. Payment schedule for Individual Contract

- a. 20% of the total payable amount will be paid after completion of field work at the site as mentioned in Stage I of scope of services and on submission of deliverables as per Stage -I.
- b. 25% of the total payable amount will be paid after completion of stage II of scope of services and on submission of deliverables as per Stage-II.

- c. 25% of the total payable amount will be paid after submission of the deliverables as per Stage III.
- d. 10% of the total payable amount will be paid after Get approval on the draft Town Planning Scheme.
- e. 20% of the total payable amount will be paid after completion of Road and final plot demarcation work of Town Planning Scheme as per Stage IV.

**6. Time Period of Completion of Individual Task:**

The engagement cum empanelment of the Agency shall be an initial period of 12 Month. In case of Individual assignment as and when required, the Survey agency shall complete the survey work within 15 days from the date of issue of the Purchase Order. On receipt of requisition from the Divisional Head/Head Office, Survey agency should respond and act to take off the work at the site within 2(two) days. Since this is FAST-TRACK project and requires it to be completed in shortest possible time. Any delay in the work will be attributable to the fault of the consultant. Penalty shall be levied as per the standard norms with the discretion of authority.

**7. Submission of Survey Data and project report etc.:**

The Survey Agency will have to submit 5 (five) copies of project report, survey report etc. and 5 (five) sets of color drawings to IDCO

**8. Performance Security:**

The bidder shall have to furnish the Performance Bank Guarantee of Rs 5,00,000/- as per format available in the RFP. The Performance Bank Guarantee shall be submitted within 07 (Seven) days of the acceptance of LoA. The Format of the Performance security is as per Appendix- K to the RFP.

**9. Penalty:**

Penalty shall be levied 0.5% (Half percent) per week on the value of work lagging subject to maximum of 10% (Ten percent) of individual work value for delay in execution.

**10. Review of Performance:**

The performance of the agency should be reviewed on a quarterly basis by the IDCO'. The designated committee may provide recommendations /suggestions for enhancing the

performance. However, in case of non-performance or poor performance, committee may recommend imposing a penalty or termination after the performance review.

## **Section: 4**

# **Technical Proposal Submission Forms**



TECH -1

**COVERING LETTER**

**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

To,

**The Chief General Manager (P&C),  
Odisha Industrial Infrastructure Development Corporation (IDCO)  
IDCO Towers, Unit 9, Janpath  
Bhubaneswar- 751021, Odisha**

**Subject:** Engagement cum Empanelment of Agency for Undertaking DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.

**Dear Sir,**

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No., Dated: I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance for up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate based on the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case any provisions of this RFP/ ToR including of our technical & financial proposal are found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

TECH -2

**Bidder's Organization (General Detail)**

Sl. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel: Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If yes, please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount: reference No.: Date: Name of the Bank:	
7	<b>EMD Details</b> Amount: reference No.: Date: Name of the Bank:	
8	PAN Number	

**RFP for Engagement cum Empanelment of Agency for Undertaking DRONE and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.**

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9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

**Authorized Signatory [*In full initials*]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

TECH -3

**Bidder Organization (Financial Details)**

Financial Information in INR						
Details	<u>FY 2024-25</u>	<u>FY 23-24</u>	<u>FY 2022-23</u>	Average		
Annual Turnover (in Crore) from consulting / Survey services.						
	<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last <b>Three FYs (preceding the financial year in which the proposal is due)</b> (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p><b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained.</i></b></p>					

\_\_\_\_\_  
**Signature and Seal of the Company Auditor with Date in original**

Authorized Signatory [*In full initials with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_

**[NB: No Scanned Signature will be entertained]**

TECH -4

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidder's Letter Head)**

I,\_, the (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>**is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>**of the company acting for and on behalf of the company under the authority conferred by the **<Notification / Authority order no.>**Dated **<date of reference>**has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>**in whose favor authority is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_  
**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

TECH -5

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

*Are there any activities carried out by your Surveyor which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4). If yes, please furnish details of any such activities.*

If not, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our Surveyor as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4)**.

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_\_**



## **Section: 5**

From- A

# **Financial Proposal Submission Forms**

(To be Uploaded in Excel Format through e-procurement portal)

To,

**The Chief General Manager (P&C),  
Odisha Industrial Infrastructure Development Corporation (IDCO)  
IDCO Towers, Unit 9, Janpath  
Bhubaneswar- 751021, Odisha**

Name of Project: Selection of Agency for \_\_\_\_\_ (Name of the Project)

Dear Sir,

We, the undersigned, offer to provide the survey services as Survey Agency for the above subject in accordance with your RFP. Our lump sum per acre final quotation is Rs \_\_\_\_\_ (Rupees \_\_\_\_\_). Amount in words and figure). The amount is exclusive of GST. The detailed breakup of the lump sum quote per acer are as follows:

SN	Nature of Work	Unit	Quantity	Rate/ Unit	Amount (Rs)/ Acer
			(A)	(B)	C= (AXB)
01	Drone & DGPS Survey & Investigation as per Scope of the RFP (ToR) + Pillar Posting (25 Nos/ Acer)	Acer	1		
	Total lump sum price per acre				

Our financial Proposal shall be binding upon us for the assignment, and this proposal would be valid up to 120 days from the date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

**Signature of Authorized Person**

Name-

Date-

Place-

*Note: The above format is reference purpose only. Please refer to BOQ and submit rates as per the BOQ uploaded in the e-tendering portal.*

**Breakdown of the Financial Proposal (Form-B)**

*To be uploaded in PDF Format Only (Form-B) through e-procurement portal*

SN	Nature of Work	Unit	Quantity	Rate/ Unit	Amount (Rs)/ Acer
			(A)	(B)	C= (AXB)
01	Drone & DGPS Survey & Investigation as per Scope of the RFP (ToR)	Acer	1		
02	DGPS Survey & Investigation as per Scope of the RFP (ToR)	Acer	1		
03	Posting & Pillars (25 Nos -1 set/ Pillar)	1 set / Acer	1		

*Note:*

- 1. The L1 bidder shall be determined based on the total lump sum price quoted by the bidder in Form-A. The price breakup is for reference only and shall be used solely in the event the Authority requires specific services on an item-wise basis instead of composite. The item-wise cost break-up shall not be considered for financial evaluation.*
- 2. The L1 price to be matched by the other bidder shall be as per rate quoted in Form -A. Accordingly, the item-wise price shall be conform to the L1 bidder's price break up, even if some item-wise rates quoted by other bidder are lower than those of the L1 bidder.*

**Signature of Authorized Person**

Name-

Date-

Place-

1

## **Section 6**

# **Bid Submission Check List**

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<sup>1</sup> GST Extra as applicable.

**Annexure – I**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL UPLOADED)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of Rs. <b>7080/-</b> and EMD of Rs <b>35,000/-</b> (Refundable only) through e-procurement portal only, payable at Bhubaneswar Only.		
4	Copy of Certificate of Incorporation/Registration of the Bidder		
5	General Details of the Bidder ( <b>TECH - 2</b> )		
6	Financial details of the bidder (TECH-3) along with all the supportive documents such as copies of Profit–Loss Statement and Balance Sheet for the concerned period.		
7	Power of Attorney ( <b>TECH - 4</b> ) in favor of the person signing the bid on behalf of the bidder.		
8	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
9	Undertaking for not have been blacklisted by any Central / State Govt./any Autonomous bodies during its business career.		

**Undertaking:**

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets, and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II**

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

The Chief General Manager (P&C),  
Odisha Industrial Infrastructure Development Corporation (IDCO)  
IDCO Towers, Unit 9, Janpath  
Bhubaneswar-751021, Odisha

**Subject: Engagement cum Empanelment of Agency for Undertaking DRONE and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.**

**WHEREAS** \_\_\_\_\_ (Name and address of the Surveyor) (hereinafter called “the Surveyor”) has undertaken, in pursuance of RFP No \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service “Engagement cum Empanelment of Agency for Undertaking DRONE and DGPS Survey Work of Odisha Industrial Infrastructure Development Corporation as & When Requirement Basis from the List of Empaneled Vendors under ORSAC.” (herein called contract) **AND WHEREAS** it has been stipulated by **CGM (P&C), IDCO, Odisha** in the said contract that the Surveyor shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the

contract; **AND WHEREAS** we have agreed to give the supplier such a bank guarantee; **NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Surveyor, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Surveyor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This performance bank guarantee shall be valid until the \_\_day of \_, <Year>

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.-----otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

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

.....  
Name and designation of the officer

.....  
.....

Seal, name & address of the Bank & Branch

## **Section 7**

# **Draft Standard form of Contract**

(To be Finalized Before Signing)

## DRAFT CONTRACT FOR SURVEYORS' SERVICES

Between

IDCO, Odisha Industrial Infrastructure Development Corporation (IDCO)

And

XXXX

Dated:

**I. Form of Contract**

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

This CONTRACT is made on the \_\_\_\_\_ between, \_\_\_\_\_ (hereinafter called as the "Client") which expression shall where the context so requires or admits shall also include its successors or assigns of the one part

AND

\_\_\_\_\_, registered under \_\_\_\_\_ with its principal place of business at \_\_\_\_\_ (hereinafter called the of the 2nd Part represented by \_\_\_\_\_, which expression where the context so requires or admits shall also include its successors or assigns of the other part

WHEREAS

\_\_\_\_\_ (the Principal) issued RFP vide Letter No. \_\_\_\_\_ Dated \_\_\_\_\_ to the Survey Agency for execution of [Name of the Service] and offered its willingness to execute the work as per terms and condition of agreement vide it's Letter No. \_\_\_\_\_ Dated \_\_\_\_\_

AND

WHEREAS above stated offer and willingness conveyed under Letter dated \_\_\_\_\_ by the Survey Agency has been duly accepted by the Client vide its Letter No. \_\_\_\_\_ dated \_\_\_\_\_ for execution and completion of facility related services subject to the fulfilment of the terms and conditions.

NOW, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Scope of Service:

The Survey Agency shall engage efficient and experienced personnel to render the required service of [Name of the Service and Location] as described in Annexure-A.

2. Agreement Period:

This Agreement shall remain valid for a period of 12 Month effective from the \_\_\_\_\_ to \_\_\_\_\_ (both days inclusive).

3. Contract Value:

a) The Unit contract value is \_\_\_\_\_ [in words] for the period of contract except GST (as applicable) etc. pertaining to the [Name of the Service] as per the approved scope of work at Annexure-A.

b) No other terms and conditions put forth by Survey Agency shall be considered for acceptance during the contract period.

4. Terms of Payment:

a. Payment shall be paid within 30 days from the date of submission of deliverables as per Tor and approval from competent Authority.

b) Security Deposit:

The Survey Agency shall have to deposit an amount of INR 5 Lakh in shape of Performance Bank Guarantee in favor of [\_\_\_\_\_]. This will be treated as Security Deposit and shall be refunded after successful completion of the contract. It shall not carry any interest.

5. Schedule for the Service:

The schedule for the service will be provided by the Survey Agency as per the agreed terms and conditions between the parties. The Survey Agency shall deploy number of personnel and equipment for carrying out the services as described in the Appendix-A.

6. Authorized Representative:

a) Any notice or intimation by either party to the other pursuant to this Agreement shall be signed by an Authorized Representative of the party giving such notice.

b) The Survey Agency shall carry out instructions and act upon any guidelines issued in pursuance of the Agreement, if and only if they are given / signed by an Authorized Representative of Client, whose names will be intimated by the said Client.

#### 9. Liability and Indemnity:

The Survey Agency shall be responsible and liable for and shall indemnify the client and keep [Insert Name of the Location], safe and harmless at all times against:

a) all claims, liabilities, damages, losses, costs, charges, expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to be suffered by the client directly or indirectly by reasons of.

I. any wrongful, incorrect, dishonest, criminals, fraudulent or negligent faults, failure, bad faith, disregard of its duties and obligation, act or omission by the Survey Agency or its facility staff.

II. any theft robbery, fraud, or other wrongful action or omission by the firm and /or any of its facility staff

#### 10. Limitation of Liability:

In any case the liability of the service provider shall not exceed the full contract price per occurrence, in each order stage.

#### 11. Sub-Contracting:

The Survey Agency itself shall perform its obligations under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party without the prior written permission from competent Client in case of emergency requirements.

#### 12. Breach of Agreement, Penalty & Termination of Agreement:

##### a) Breach of Agreement:

In case of breach of Agreement or default by the Survey Agency, the client shall have a right to forfeiture of security deposit, legal action for recovery of money with liberty to the client to terminate the agreement.

##### b) Penalty:

Penalty shall be levied 0.5% (Half percent) per week on the value of work lagging subject to maximum of 10% (Ten percent) of individual work value for delay in execution.

##### c) Termination of Agreement:

Where despite these efforts, there is continuance of non-performance or improper performance of obligation, the client shall have the right to terminate the contract at any point in time with forfeiture of Security Deposit.

13. Force Majeure:

Neither party shall be responsible for any damage caused by natural calamities like flood, earthquake, cyclone or any other Act of God, explosion, fire & riot etc. The later five events, whether they occurred or not, shall be decided by the client and such decision cannot be questioned in any court of law.

14. Jurisdiction:

The court situated at the district of khrodha shall have jurisdiction to decide any disputes or litigations between the parties hereto.

**Witnesses:**

**On behalf of Client**

- 1.
- 2.

**On behalf of Survey Agency**

- 1.
- 2.

#### IV. APPENDICES

**Appendix A: Description of the Services**

**Details as per TOR**

**Appendix B: Reporting Requirements**

**Please refer to TOR**

**Appendix C: Total Cost of Services (To be Mentioned before signing)**

**Appendix D: Duties of the “Employer”**

**Please refer to TOR**

**Appendix E: Duties of the “Surveyor”**

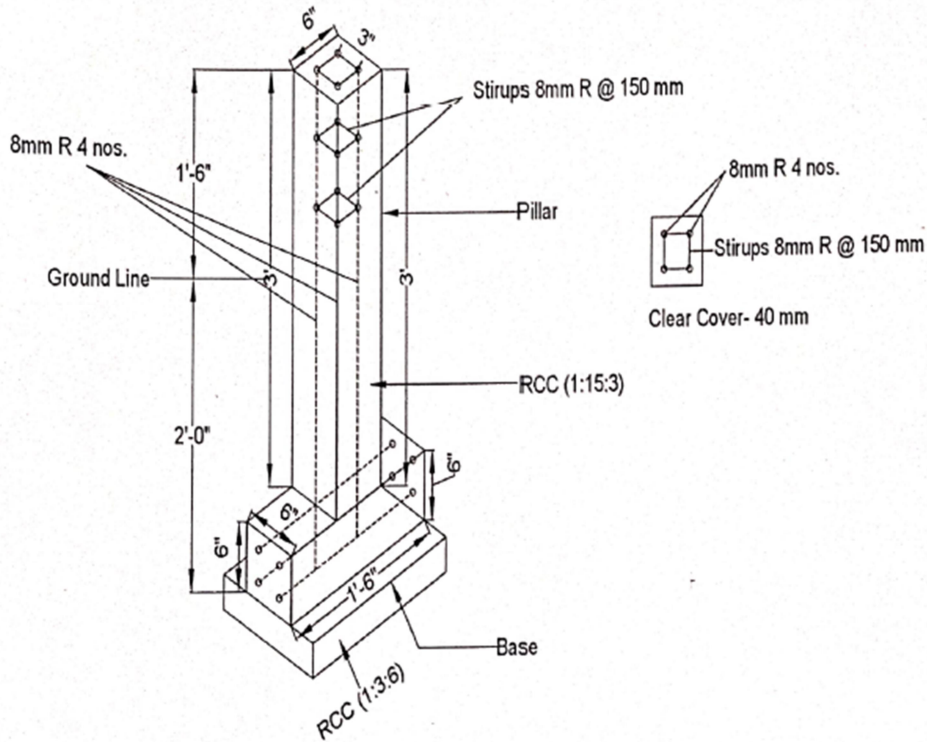
**Please refer to TOR**

**Appendix F: RFP & Corrigendum**

**Appendix G: Letter of Intent (LOI)**

**Appendix H: Performance Bank Guarantee**

**Appendix-I: Details of Pillar**



Demarcation of RCC Pillar in cement concrete in proportion (1:1½:3) using 12 mm size cbhg chips including cutting, bending, binding, tagging M.S rod of approval design, make & specification include laying compacting with centering & shuttering etc. complete including cost & conveyance at all labour material T & P, taxes complete size (3'-6" \*0'-6"\*0'-6") with base size (1'-6"\*0'-6"\*0'-6" ) embedding the pit with PCC (1:3:6 ) with 0'-3" thick at base with 40 mm CBHG metal having proper alignment with casting of RCC Pillar at side shown in the drawing above complete in all respect including painting with IDCO logo as per direction of Engineer-in-charge.

## **Section 8**

# **Procedure for Participating in e-Procurement (Online Bidding)**

## 1. PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:

The Contractor/Bidder intending to participate in the bid is required to register in the Portal using his /her active personal/ official e-mail ID as his Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL etc. He/ She has to submit the relevant information as asked for about the firm/ contractor. The portal registration of the bidder/ firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/ documents such as (i) PAN and (II) Registration Certificate (RC)/ GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication, bidder can participate in the online bidding process.

Contractor not registered with Government of Odisha, can participate in the e-procurement after necessary enrollment in the portal but have to subsequently register themselves with the appropriate registering authority of the State Government before award of the work as per prevalent registration norms of the State.

- a) To log on to the portal the Contractor/Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
- b) The tender documents uploaded by the Tender Inviting Officer in the website <https://tendersodisha.gov.in> will appear at the "Active Tenders" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or download the bid documents from the web site.
- c) Deleted.

- d) The software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders.
- 1.1 Furnishing scanned copy of such documents is mandatory along with the tender documents otherwise his/her bid shall be declared as non-responsive and thus liable for rejection. Bidders participating through Joint Venture shall declare the authorized signatory through Memorandum of Understanding duly registered and enroll in the portal in the name and style of the joint venture company. It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal.
  - 1.2 In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.
  - 1.3 Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
  - 1.4 For submission of Bids through the E-Procurement Portal, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The online bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal before the specified date as per DTCN.
  - 1.5 Each bidder shall submit only one bid for one package. A bid is said to be complete if accompanied by cost of bid document and appropriate bid security. The system shall consider only the last bid submitted through the E-Procurement portal.
  - 1.6 The bidder may ask question related to tender online in the e-procurement portal using his/her DSC, provided the questions are raised within the period of seeking clarification as mentioned in tender call notice/Bid. The Officer inviting the Bid/ Procurement Officer-Publisher will clarify queries related to the tender.
  - 1.7 The details of drawings and documents pertaining to the works available with the officer inviting the Bid as well as in the office of the Superintending Engineer and Executive Engineer as mentioned in the Contract Data will be open for inspection by the bidders. The bidder is required to download all the documents for preparation of his bid. It is not necessary for the part of the Bidder to up-load other Bid documents (after signing) while uploading his bid. He is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantities duly filled in. It is assumed that while participating in the bid, the bidder has referred all the drawings and documents. Seeking

any revision of rates or backing out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer Inviting the Bid will be construed as plea to disrupt the bidding process and in such cases the bid security shall be forfeited.

- 1.8 Any addendum / corrigendum/ cancellation of tender shall be published in the website <https://tendersodisha.gov.in>, notice board and through paper publication and such notice shall form part of the bidding documents.
- 1.9 The system generates a mail to those bidders who have already uploaded their tenders and those bidders if they wish can modify their tenders. The bidders are required to which the website till last date and time of bid submission for any addendum/ corrigendum/ cancellation thereof. Tender inviting authority is not responsible for communication failure of system generated mail.

All the volumes/documents shall be uploaded / provided in the portal by the Officer inviting the bid. The bidder shall carefully go through the document and prepare the required documents and upload the scanned documents in Portable Document Format to the portal in the designated locations of Technical Bid. He will fill up the rates of items or percentage in the BOQ downloaded for the work in designated Cell and up loads the same in designated locations of Financial Bid. Bidders are to submit only the original BoQ uploaded by publisher after entering the relevant fields without any alteration/deletion/modification. Multiple BoQ submission shall lead to cancellation of bid.

## **2. PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:**

The Bidder shall furnish, as part of his Bid, a Bid security for the amount mentioned under NIT/Contract Data in online mode. Non-submission of bid security within the designated period shall debar the bidder from participating in the on-line bidding system and his portal registration shall be cancelled. His name shall also be informed to the registering authority for cancellation of his registration.

- 2.1 Deleted.
- 2.2 Deleted.
- 2.3 The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within 5 days of opening of the tender (price bid). In the eventuality of failure on the part of the lowest successful bidder to procedure the original documents, he will be debarred in future from participating in tender for 3 years in IDCO and will be referred to be blacklisted by the competent authority as per rules of registration of the Firm. In such as situation, successful L-2 bidder will be required to produce his original documents for consideration of his tender at the negotiated rate equal to L1 bidder.
- 2.4 Deleted.

2.5 Government of Odisha has introduced e-payment gateway in to the portal for payment of cost of Bid and Bid Security/ Earnest Money Deposit. The process of using e-payment gateway is mentioned in the “Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids” . .

### **3. FORMAT AND SIGNING OF BID:**

(Logging to the Portal)-The Contractor/ Bidder is required to type his/her Login ID and Password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user’s DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database.

The system checks the unique Login ID, Password and DSC combination and authenticates the login process for use of portal.

The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience within the final date and time of submission. The bidder shall only submit single copy of the required documents and Price Bid in the portal. In the Financial bid, the bidder cannot leave any figure blank. He has to only write the figures; the words will be self-generated. The Bidders are advised to upload the completed Bid document well ahead of the last date & time of receipt to avoid any last moment problem of power failures etc.

- 3.1 The Bidder shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including Declaration form, price bid etc. and store in the system.
- 3.2 The bidder shall log on to the portal with his DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents. Once the Bidder makes sure that all the documents have been up-loaded in appropriate place he clicks the submit button to submit the bid to the portal.
- 3.3 The bids once submitted cannot be retrieved or corrected. Tender cannot be pre-opened and cannot be submitted after due date and time. Therefore only after satisfying that all the documents have been uploaded, the Bidder should activate submit button.
- 3.4 In the e-procurement process each processes are time stamped. The system can identify each individual who has entered in to the portal for any bid and the time of entering in to the portal.
- 3.5 The Bidder should ensure clarity of the document uploaded by him to the portal especially the scanned documents by taking out sample printing. Non-submission of legible documents may

render the bid non-responsive. However, the Officer inviting the Bid if so desires can ask for legible copies or original copies for verification within a stipulated period provided such document in no way alters the Bidder's price bid. If the Bidder fails to submit the original documents within the stipulated date, his bid security shall be forfeited.

#### **4. SUBMISSION OF BIDS:-**

- 4.1 The bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid and a Financial Bid. The Technical bid generally consists of GSTIN, PAN, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand, list of machineries and any other information required by OIT. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/ undertaking including rebates.
- 4.2 Bidders are to submit only the original BOQ (in .xls format) uploaded by Procurement Officer Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration/ deletion/ modification. Multiple BOQ submission by bidder shall lead to cancellation of bid. In case of items rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank. In the percentage rate tender the bidder quoting zero percentage is valid and will be taken at par with the estimated rate of the work put to tender.
- 4.3 The bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
- 4.4 The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The bidder shall type rates in figure only in the rate column of respective items(s) without any blank cell in the rate column in case of item rate tender and type percentage excess or less up to two decimal place only in case of percentage rate tender.
- 4.5 The bidder shall log to the portal with his/ her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
- 4.6 Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the Bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
- 4.7 Each process in the e-procurement is time stamped and the system can defect the time of log in of each user including the Bidder.

- 4.8 The Bidder should ensure clarity/ legibility of the document uploaded by him to the portal.
- 4.9 The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/ tender.
- 4.10 The bidder should check the system generated confirmation statement on the status of the submission.
- 4.11 The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- 4.12 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- 4.13 The Bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantity duly filled in. It is not necessary for the part of the bidder to upload the drawing and the other Bid documents (after signing) while uploading his bid. It is assumed that the bidder has referred all the drawings and documents uploaded by the Officer Inviting the Bid.
- 4.14 The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.
- 4.15 The 'Online bidder' shall digitally sign on all statement's documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/ fabricated/bogus, his EMD/BID Security shall stand forfeited and his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

**5. SECURITY OF BID SUBMISSION:**

- a. All bid data uploaded by the Bidder to the portal will be encrypted by the DSC of the opener(s). The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/tender.
- b. The Bid shall be received in encrypted format by the system which can only be decrypted / opened by the authorized openers only on or after the due date and time.

**6. DEADLINE FOR SUBMISSION OF THE BIDS :**

- 6.1 The online bidding will remain active till the last date and time of the bid submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the bid. The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer inviting the Bid.

**7. RESUBMISSION AND WITHDRAWAL OF BIDS :**

- 7.1 Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
- 7.2 Resubmission of bid shall require uploading of all documents including price bid afresh.
- 7.3 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

**8. LATE BIDS :**

- 8.1 The system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the server time displayed in the e-procurement portal shall be the time to be followed by the bidder and concerned officers.

**9. MODIFICATION AND WITHDRAWAL OF BIDS :**

- 9.1 In the E-Procurement Portal, it is allowed to modify the bid any number of times before the final date and time of submission. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and the latest bid only will be admitted. But the bidder should avoid modification of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure. If the

bidder fails to submit his modified bids within the designated time of receipt, the bid already in the system shall be taken for evaluation.

9.2 In the E-Procurement Portal, withdrawal of bid is allowed. But in such case he has to write a letter with appropriate reasons for his withdrawal addressed to the Officer inviting the bid and up load the scanned document to portal in the respective bid before the closure date and time of receipt of the bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

## **10. OPENING OF THE BID:**

10.1 Bid opening date is specified during tender creation or can be extended with corrigendum.

This date is available in IFB, tender document as well as the home page of portal. Bid opening can be done by the authorized users which are defined during the tender publication / approval stage. The bids are encrypted using their public keys and can be decrypted only on or after the Bid Opening due date and time. The bid openers private key will be required to open the bids and all the openers have to log on to the portal during that time.

10.1.1 The bidders who participated in the on line bidding can witness opening of the bid from any system logging on to the portal with the DSC away from opening place. Contractors are not required to be present during the bid opening at the opening location if they so desire.

10.1.2 Each activity is date and time stamped with user details. For time stamping, server time is taken as the reference.

10.2 In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid/Engineer-in-Charge, the bids will be opened at the appointed time on the next working day.

10.3 In case bids are invited for more than one package, the order for opening of the "Bid" shall be that in which they appear in the "Invitation for Bid".

10.4 The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on to the portal with their DSC the Tender cannot be opened.

10.5 In case of non-responsive tender the officer Inviting tender should complete the e-Procurement process by uploading the official letter for cancellation/ re-tender.

## **11. EVALUATION OF BIDS:-**

- 11.1 All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that “the documents as available in the portal containing..... nos. of pages”.
- 11.2 After opening of technical bid, the bidder may be asked in writing / online (in their registered e-mail ID) to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents required for Technical Evaluation. The Officer Inviting Tender may ask for any other document of historical nature during Technical Evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the bidders price bid. Non-submission of legible documents may render the bid non-responsive. The authority inviting bid may reserve the right to accept any additional document.
- 11.3 The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit
- 11.4 Immediately, on receipt of these clarifications, the Evaluating Officers; predefined in the system for the bid, will finalize the list of responsive bidders. They will log on to the site with their DSC and record their comments on the Technical evaluation page in the system. The Officer Inviting the Bid if also the accepting authority, shall log on to the system with his digital signature and check the technical evaluation. He can either accept or pass on to the evaluating officers for re-evaluation. Upon acceptance of technical evaluation by the Accepting authority in the system, the system shall automatically generate letter to all the responsive bidders and the system shall forward the letter to all the responsive bidder that their technical bid has been evaluated responsive with respect to the data/information furnished by him and the letter shall also intimate him the date & time of opening of financial bid. The system shall also inform the non-responsive bidders in their e-mail ID that their bid has been found non-responsive.
- 11.5 The Technical evaluation of all the bids shall be carried out up as per the information furnished by the Bidders. But evaluation of the bid does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the evaluation through wrong information, action as per relevant clause of DTCN shall be taken against the bidder/contractor.
- 11.6 The Procurement officer-Evaluators will evaluate bid and finalized list of responsive bidders.
- 11.7 Opening of price bid and evaluation of lowest bidder is subject to satisfaction of other qualification information.

- 11.8 The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.
- 11.9 The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorized representative who wish to be present.
- 11.10 At the time of opening of "Financial Bid", the names of the bidders whose technical bids were found responsive will be announced and the bids of only those bidders will be opened. The remaining bids will be rejected.
- 11.11 The responsive bidders' name, the bid prices, the item wise rates, the total amount of each item in case the item rate tender and percentage above or less in case of percentage rate tenders will be announced. Any discounts and withdrawals, and such other details as the officer inviting the tender may consider appropriate, will be announced by him or his authorized representatives at the time of opening.
- 11.12 Rebate/discount offer if any uploaded to the system shall be declared and recorded first.
- 11.13 The Financial bid of the bidders shall be opened one by one by the designated officers. The system shall auto-generate the Comparative statement.
- 11.14 The Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.
- 11.15 Procurement Officer-Openers shall sign on each page of the download BOQ and the Comparative Statement and furnish a certificate to that respect.
- 11.16 System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern Chief Engineer/ Head of Department.

## **12. CLARIFICATION AND NEGOTIATION OF BIDS:**

- 12.1 For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdowns of unit rates.
- 12.2 On opening of the price bid the system shall arrange the financial bids in order of their value (L1 first, followed by L2, L3 ...) for subsequent evaluation. The evaluation status (Sheet) will be visible to all the participating bidders after opening on their respective logins. Each activity is recorded in the system with date and time stamping.

### **13. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:**

- 13.1 In the E-Procurement Portal, the system shall generate the template of award letter and the Officer Inviting the Bid shall mention the amount of Performance Security and additional security required to be furnished in the letter and intimate the bidders in his email ID.
- 13.2 The Employer/ Engineer-in-Charge shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter. This letter of Acceptance will state the sum that the Engineer-in-Charge will pay the contractor in consideration of execution and completion of the works by the contractor as prescribed by the contract and the amount of performance security and Additional Performance Security required to be furnished. The issue of the letter of Acceptance shall be treated as closure of the Bid process and commencement of the contract.
- 13.3 The Contractor after furnishing the required acceptable Performance Security and Additional Performance Security, "Letter of Proceed" or "Work Order" shall be issued by the Engineer-in-Charge with copy thereof to the Procurement Officer-Publisher. The Procurement Officer-Publisher shall upload the summery and declare the process as complete.
- 13.4 If the L1 bidder does not turn up for agreement after finalization of the tender then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the contractor. Besides the consortium/ JV/firm where such an agency/ firm already happens to be or is going to be a partner/ member/ proprietor , he/ they shall neither be allowed for participation in bidding for three years nor his/ their application will be considered for registration and action will be initiated to blacklist him/ them. In that case, the L2 bidder, if fulfils other required criteria would be called for drawing agreement for execution of work subject to condition that the L2 bidder negotiates at par with the quoted y the L1 bidder, otherwise the tender will be cancelled.

### **14. BLOCKING OF PORTAL REGISTRATION**

- 14.1 If the registration Certificate of the contractor is cancelled/ suspended by the registering authority/ blacklisted by the competent authority his portal registration shall be blocked automatically on receipt of information to that effect.
- 14.2 The portal registration blocked in the ground mentioned in the above Para- 11.1 shall be unblocked automatically in receipt of revocation order of cancellation/ suspension/ blacklisting from the concerned authority.

- 14.3 The Officer Inviting Tender shall make due inquiry and issue show cause notice to the concerned contractor who in turn shall furnish his reply, if any, within a fortnight from the date of issue of show cause notice. Thereafter the Officer Inviting Tender is required to issue an intimation to the defaulting bidder about his unsatisfactory reply and recommend to the Chief Manager (Tech) for blocking of portal registration within 10 days of intimation to the defaulting bidder regarding his unsatisfactory reply with intimation to the Registering Authority and concerned Chief Engineer/ Heads of Office if any of the following provisions are violated.
- 14.4 Fails to furnish original Technical Documents before the designated officer within the stipulated date and time.
- 14.5 Backs out from the bid on any day after the last date of receipt of tender till expiry of the bid validity period (including till the extended bid validity period)
- 14.6 Fails to execute the agreement within the stipulated date.
- 14.7 If any of the information furnished by the bidder is found to be false/ fabricated/ bogus.
- 14.8 Accordingly the officer Inviting Tender shall recommended to the Chief Manager (Tech) State Procurement Cell, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by OFFICER INVITING TENDER for blacklisting as per Appendix-XXXIV of OPWD code Volume-II.
- 14.9 The minimum period of blocking of Portal Registration shall in no case be less than 180 days.

#### **DISCLAIMER**

The Applicant must read all the instructions in the RFP and submit the same accordingly.

**Sd/-**

**Chief General Manager (P&C)**

**Odisha Industrial Infrastructure Development Corporation (IDCO)**