

REQUEST FOR PROPOSAL **(RFP)**

Selection of Consultant for Providing Detailed Project Report for Master Plan for Bankimuhan Precinct, Puri.

Superintending Engineer,
O.T.D.C. Ltd.,
Panthanivas Old Block, Lewis Road,
Bhubaneswar-751014.

ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF ODISHA UNDERTAKING)
PANTHANIVAS (OLD BLOCK): LEWIS ROAD: BHUBANESWAR-14
INVITATIONS FOR BIDS (IFB)

Letter No.- 5316 **Date: 29.10.2026**

NOTICE INVITATION FOR BIDS (NIFB)

E-Procurement Notice No. BP-I/52/2025-26 dt. 29.10.2026

Sl No.	Name of the Work	Approximate value of work. (Rs in lakhs)	Amount of Bid security (Rs)	Cost of bid document + GST @18% (Rs)	Class of Contractor	Period of Completion
1	Selection of Consultant for Providing Detailed Project Report for Master Plan for Bankimuhan Precinct, Puri.	1500	30000.00	10,000/- +1800/- (Online)	Registered firm for providing 'Comprehensive Architectural Services'	Till completion of project

Bid documents such as DTCN / BOQ etc. can be seen / downloaded from the Govt. Website i.e.**www.tendersodisha.gov.in** during the period on **Dt. 29.10.2026 to 17.00 Hours of Dt. 12.11.2026.**

1. **Online** bids shall be received till **17.00 Hours of Dt. 12.11.2026.**
2. The technical bids will be opened at **11.30 Hours of Dt. 13.11.2026** the office of the Superintending Engineer, O.T.D.C. Ltd, Bhubaneswar.
3. The authority reserves the right to reject any or all bids without assigning any reason thereof.
4. Any addendum / corrigendum / cancellation of tender can also be seen in the said websites.
5. Any Grievance or any complaint shall be submitted within 3 days of Technical Bid opening, failing of grievance or complaint shall not be entertained.

Sd/-
Superintending Engineer
OTDC Ltd.

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 arrived at 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 persons, 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 Consultant, 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.

DATA SHEET

Sl/No.	Particulars	Details
1.	Name of the Client	Odisha Tourism Development Corporation Limited (OTDC)
2.	Method of Selection	QCBS Method
3.	Proposal Validity	180Days
4.	Availability of RFP	29.10.2026 to 12.11.2026 up to 05:00PM
5.	Due date for submission of RFP	12.11.2026 up to 05:00PM
8	Date of opening of Technical Proposal	13.11.2026 at 11.30AM
9	Date of Technical Presentation	To be intimated
10	Date of opening of Financial Proposal	To be intimated
13	Earnest Money Deposit (EMD)	Rs 30,000.00
14	Performance Bank Guarantee (PBG)	5% of the Contract Value
15	Indicative Project Cost	INR 1500 Lakhs (Excl..of GST)
16	Nodal Officer	Superintending Engineer, Email:se.otdc@gmail.com

RFP can be downloaded from : **www.tendersodisha.gov.in**

SECTION: 1

LETTER OF **INVITATION**

LETTER OF INVITATION

Name of the Assignment:	**Selection of Consultant for Providing Detailed Project Report for Master Plan for Bankimuhan Precinct, Puri.**

1. Superintending Engineer, OTDC, Ltd. invites proposals from Architectural Consultants for the above-mentioned assignment.

2. A bidder will be selected under QCBS procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.

3. This is an e-tendering process conducted through e-procurement portal of Government of Odisha i.e. www.tendersodisha.gov.in. The proposal must be submitted online mode only through the same website

4. The two parts of the Proposal (Technical proposal and financial proposal) must be submitted on-line with all pages numbered serially and duly signed, along with an index of submission. The Financial Proposal has to be submitted online only. 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.

5. The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a **non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand only) + GST @ 18%** towards **Bid Processing Fee** and a Bid Security declaration as prescribed in the RFP failing which the bid will be rejected.

6. The Consultants must possess compatible Digital Signature Certificate (DSC) of Class-III. The online bidding procedure is indicated in the Section-8 of the RFP document.

7. The physical proposals will not be accepted, as the bidder must submit the proposal through on-line mode within the stipulated date and time as mentioned in the RFP.

8. The last date and time for submission of proposal, complete in all respect, on the tender portal, complete in all respects, is as per the Bidder Data Sheet, and the date of opening of the technical proposal is as mentioned in the Bidder Data Sheet, which will be done online.

9. This RFP includes following sections:
   a) Letter of Invitation **[Section - 1]**
   b) Instruction 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) Annexures **[Section -6)**

- **Bid Submission Checklist**
- **Performance Bank Guarantee Format**
- **Declaration by the Bidder**

g) Standard Form of Contract **[Section -7)**

h) Procedure under E-Tendering **[Section -8)**

10. While all information/data given in the RFP are 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/-

Superintending Engineer,
OTDC, Ltd. Bhubaneswar

SECTION: 2

INSTRUCTIONS TO BIDDERS

1. Pre-Qualification Criteria:

1.1 After opening of the proposals, preliminary evaluation shall be made and 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.

#	Pre-qualifications conditions	Supportive Documents to be submitted
1	Bidder must be a registered firm for providing 'Comprehensive Architectural Services'.	Registration Certificate of competent Authority
2	Bidder shall furnish an affirmative statement as to the non-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 form of the Bidder as per the format (TECH - 6)
3	The bidders shall submit a Power of Attorney in favor of the bidder's representative who is empowered to access DSC	Copy of power of attorney (TECH-4).

1.2 In addition to the above characteristics, the bidder should meet the following pre-qualification criteria:

a) Consortiums / Joint Ventures are not allowed. In case, any proposal is received from Consortium/ Joint Venture, the same shall be rejected.

b) If the Bidder is a partnership firm, then the bidder must be registered under the provisions of Indian Partnership Act, 1932 and shall submit the copy of Registration certificate and Deed of Partnership

c) If the bidder is a company or a corporation, it must be incorporated under the Companies Act, 1913 or Companies Act, 1956 or Companies Act, 2013 or established by virtue of a statute and shall submit the copy of certificate of Incorporation, Memorandum of Association and Articles of Association. If the bidder is a LLP firm, it must be formed under Limited Liability Partnership Act 2008 and shall submit the copy of Certificate of Incorporation and Deed of Partnership.

d) The date as indicated in the Certificate of Incorporation shall be treated as the date of incorporation of the Company/LLP.

e) If the bidder is a registered partnership firm, the bidder must have experience on its own as a partnership firm as required in the RFP. Experience of individual partners will not be considered as experience of the partnership firm.

f) The eligibility criteria of the Company/LLP are liable to be evaluated on the basis of the experience and eligibility criteria of the Company/LLP itself. The experience and eligibility criteria of the Managing Director or any Director in case of a Company, and Partner in case of an LLP in their name and identity shall not be reckoned as the experience and eligibility criteria of the Company/LLP.

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

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

- Documents relating to the prequalification requirement as per Para 1 above.
- Filled in Bid Submission Check List in Original **(Annexure-1).**
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee
- EMD to de deposited online.
- General Details of the Bidder (TECH - 2).
- Financial Details of Bidder's Organization (TECH - 3)
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.
- Bidder's past experience details (TECH-5).
- Declaration in the form of an Affidavit for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization as on date of submission of bid **(Annexure-111).**
- Self-Declaration regarding Conflict of Interest (TECH - 6)
- Comments / Suggestions regarding RFP / TOR (TECH - 7). If the comments or suggestions are found suitable by OTDC, the same may be added by a corrigendum.
- Description of Approach & Methodology to undertake the assignment (TECH - 8)
- Proposed work plan to carry out the assignment (TECH - 10)
- Declaration by the bidder whose contracts/agreements with any Government Dett. /PSU has not been terminated within the preceding 3 years from the date of this RFP (on the letterhead of the bidder)
- Affidavit for Correctness of Information/ document submitted along with the tender as well as no relation declaration **(Annexure-lV)**

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 respect, indexed. Each page should be numbered and signed by the authorized representative.

3. **Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 6,000/- (Rupees Six Thousand Only) excluding 18% GST through online mode of transaction as prescribed in the RFP failing which the bid will be rejected.

4. Earnest Money Deposit:

Rs 30,000/- to be deposited as EMD, through online.

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of 180 days (One hundred Eighty days) of project from the date of opening of the technical proposal. The Client reserves the rights 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.

6. Preparation and Submission of Proposal:

(i) Detail RFP may be downloaded from 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 including documents as indicated in para 'B' below.

(b) Financial proposal in the excel document template uploaded by the Authority for the assignment based on SECTION-5 of RFP.

(iii) The Bidder shall upload scanned copies of the Technical Proposal as specified in Clause 6.(ii)A(a) above on the Tender Portal before 5:00 PM 1ST on the Proposal Submission due date as specified in Data Sheet. Financial Proposal as specified in clause 7. (ii)A(b) is to be submitted online only & **no hard copy is to be submitted.**

(iv) 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.

(v) Each page of the two parts should be page numbered and duly signed 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 I information I formats I conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and 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.

7. 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.

(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 bidders who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

8. Evaluation of Proposal:

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

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply with the prescribed eligibility condition and 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.
    - General Details of the Bidder (TECH - 2).

- Financial Details of Bidder's Organization (TECH - 3)
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.
- Bidder's past experience details (TECH-5).
- Self-Declaration on Conflict of Interest (TECH - 6).
- Comments / Suggestions regarding RFP / TOR (TECH - 7).
- Description of Approach & Methodology to undertake the assignment (TECH - 8).
- Proposed work plan to carry out the assignment (TECH - 10)
- Declaration in the form of an Affidavit for not having been black listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization as on date of submission of Bid (Annexure-I11).
- All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder.
- Declaration by the bidder whose contracts/agreements has not been terminated by any Govt. Deptt. or PSU within the preceding 3 years from the date of this RFP (on the letterhead of the bidder)
- Affidavit for Correctness of Information/ document submitted along with the tender as well as no relation declaration (Annexure-IV)

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

- **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

S.N.	Bid Evaluation Parameters	Total / Maximum Marks
1	**Highest Annual Turnover in last five Financial Years (Ending March'24) (Turnover with respect to Consultancy services)**	**10**
1.a	Highest Annual Turnover less than INR 1.00 Crore	05
1..	Highest Annual Turnover equal to or above INR 1.00 Crore	10
2	**Approach, Methodology and Work *Plan (refer Tech-8 & Tech-10)***	**10**

2.a	Overall Project Approach including design innovations, efficiency and sustainability & Project Methodology	05
2.b	Work Plan	05
3	**Design Presentation**	**70**
3.a.	Projects Experience in last 10 years ending March 2024. The Consultants shall showcase 4 similar* projects(completed/ongoing) prepared by them and accepted by the client along with 3D view, concept plan etc. (Acceptance certificate of the respective clients along with Work order is required to be submitted) Maximum 7.5 marks for each project (based on the merit)	30
3.b.	Concept and Schematic Plan of proposed project along with 3D views and walkthrough presentation. The consultant shall present in 2 options. Maximum 20 marks for each option (based on merit)	40
4	**Team Composition**	**10**
4.a	Team Composition (Key Personnel with similar project experience)-10 marks **Key Members** identified as the below: Head Architect Architect Engineer (Building) Engineer (Electrical) Maximum 2.5 marks to be allotted for each key member The CVs of the respective team members to be submitted during the bid submission. (Full marks to be given if the desired experience criteria is fulfilled. If the candidate has more than minimum 70% of desired experience, then 1.25 mark to be allotted)	10

Note:

1. **Similar Project / Assignment refers to architectural services for Tourism Projects.**
2. **If any bidder scores "Zero" in any of the parameters mentioned above, the bidder shall be rejected out rightly**
3. **Minimum Qualification of the Key Members:**

The Key members should be having the following minimum qualification and industrial experience

a)	Head Architect-	B.Arch with minimum 10 years of experience
b)	Architect	B.Arch with minimum 05 years of experience
c)	Engineer (Building)-	B.Tech(Civil) with minimum 03 years of experience Or Diploma(Civil) with minimum 05 years of experience
d)	Engineer (Electrical)-	B.Tech(Electrical) with minimum 3 years of experience Or Diploma(Elec) with minimum 5 years of experience

(i). The total score obtained by the bidder above shall be the technical score (T) of the bidder.

(ii). Bidders should satisfy basic criteria of experience and other requirements as mentioned in pre-qualification criteria. Bidders should score **at least 70 marks** for being considered for opening of financial bid.

(iii). As presentations form a part of the Technical evaluation, the bidders who qualify for pre-qualification stage, will be intimated the date, time and venue of such presentation at an appropriate date.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in on-line mode.

9. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the evaluation process providing 70% weightage to Quality and 30% weightage to cost.

1. The relative score obtained by the bidder in the Technical evaluation shall be the technical score (Ts) of the bidder (Quality):
   The bidder getting the highest technical score **(TM1)** shall be given a relative score of 100 points.
   The relative technical scores of other bidders will be computed as follows:

   Ts=100 x T1/ TM1

   (T1=Technical score of the bidder; TM1= Highest Technical Score)

2. Relative Financial score of the bidder (Fs) in Financial Proposal (Cost):
   The bidder having lowest financial offer (FM1) will be given a relative financial score of 100 points. The relative financial scores of other bidders will be computed as follows:

   Fs=l00 x FM1/F1

   (F1=Financial offer as quoted by the bidder; FM1= Lowest financial quote)

3. Combined Quality and Cost Evaluation:
   The combined score of a bidder (S) with respect to Quality and Cost will be evaluated providing 70% weight-age to Quality and 30% weight-age to Cost as follows:

   S=Ts x 70/100+Fs x 30/100

   (Where Ts= Relative Technical score of the bidder and Fs= Relative Financial score of the bidder)

4. Ranking of Bidders:
   The bidder having the highest combined score shall be ranked First. The bidder having second highest combined score shall be ranked Second. In case First ranked bidder fails to comply the requirements of the consultancy assignment, second ranked bidder shall be called for cost negotiation for the assignment.

10. 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 for the assignment. Representative attending negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

i) Highest combined score bidder shall be termed as L-1 bidder. The designated committee shall hold such negotiation and recommend for acceptance. In all cases, the L-1 bidder shall be asked to produce the original documents for verification of authenticated photo / scanned copies submitted along with tender by the designated committee. In case the bidder fails to produce the originals for verification, he will be debarred to participate in future tender for next three years.

ii) In case L-1 bidder does not turn up to take up the work at his quoted/ negotiated offer, then L-1 bidder shall be debarred from participating in future tenders for next three years and L-2 bidder shall be called for negotiation to take up the work at L-1 price.

11. Performance Bank Guarantee (PBG) (Annexure-11):

The successful bidder needs to furnish the Performance Bank Guarantee (PBG) within 15 days of acceptance of their proposal for execution of contract. The PBG for an amount of 5% of the contract/ accepted value (excluding GST) in the prescribed format drawn from any nationalized/ Scheduled Commercial Bank having branch at Bhubaneswar for a period of three months beyond the contract period and should be operable for invocation at any nationalized bank at Bhubaneswar.

The PBG shall be extended if the contract period is extended beyond the original contract period and shall be kept valid till three months after the extended contract period. If the successful bidder fails to extend the PBG, then the BG shall be en-cashed by OTDC and adjusted towards the PBG amount. Such amount shall be released after three months from the date of completion of extended contract period. OTDC's claim period shall remain valid for two months after the expiry of the guarantee/warrantee/Defect Liability Period or till the satisfactory performance of the objectives of the Contract, whichever is later.

Failure to comply with the terms & conditions of the contract agreement or non- compliance of any applicable statutory provisions 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 conditions of the contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter 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 issuance of the offer letter. After signing of 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 contract will be valid for **120 days** the date of effectiveness of the contract and will be extended on mutual consent.

13. Conflict of Interest:

Conflict of interest exists in the event of:

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

(ii). Consultants, 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.

14. 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.
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15. 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 of time, disqualifying it from participating in any related bidding process for the said period.

16. Language of 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.

17. 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.

18. Legal Jurisdiction:

All legal disputes are subject to the exclusive jurisdiction of the courts of Bhubaneswar only.

19. Governing Law and Liquidated damages:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other Consultant. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the

contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline / milestone will enforce a penalty@ 1 % per week of proposed assignment or part thereof limiting to 10% of the assignment* value (excluding GST). However, the total penalty amount shall be limited to 10% of the total contract value (excluding GST). GST as applicable on penalty shall be charged and recovered in addition to penalty amount. Invoice for the penalty recovered shall be issued by OTDC. The amount will be deducted from the subsequent payment. In addition, if the assignment is not completed in all respect, the PBG amount may also be forfeited. The decision of the authority accepting the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final. In such situations, the firm will be debarred from participation in future bids of this organization/ department for next five years from the date of this occurrence and notifications.

*The assignment value for each part shall be taken as value quoted/ derived in the Financial Proposal submitted by bidder.

20. 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 persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant 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 antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. 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.

22. 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 there of and thereby incurring any liability to the bidders.

23. Copyright, Patents and Other Proprietary Rights:

Odisha Tourism Development Corporation Limited shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

24. Replacement of Key Personnel:

The key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the agency to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval and they will be deployed only after approval of the client. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Agency must notify the Client at least fourteen (14) days in advance and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the

engagement. Acceptance of a replacement person by the Client shall not relieve the agency from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

Allowable change limit for key professional is once (1) for the entire project duration of 04 months. Reasons for change in key professionals for reasons beyond the control of the agency are separate and are included in the agreement (General Conditions of Contract).

25. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency'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 agency, which prevents or delays the execution of the order by the agency If a force Majeure situation arises, the agency 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 Agency shall continue to perform 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 agency 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 reserve the right to cancel/terminate the contract without any obligation to compensate the agency in any manner for any reason.

26. Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. If the dispute remains unsettled, the decision of MD, OTDC shall be final and binding.

If the consultant is not satisfied with the decision of MD, the matter may be settled through Court of Law at Bhubaneswar only.

27. 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 sealed or signed
- Proposal is not conforming 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 bidder), 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.

28. Liability:

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

29. Indemnity:

The Agency at all times during the pendency of this agreement, keep the OTDC Indemnified to an amount not exceeding the total fees payable to the agency under this agreement.

30. Termination:

The "Client" may terminate this Contract in case of the occurrence of any of the events specified below:

a. If the Consultant fails in the performance of its obligations within 15 days of award of the contract.

b. If the Consultant becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.

c. If the Consultant, in the judgment of the "Client", has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

d. If the Consultant submits to the "Client" a false statement which has a material effect on the rights, obligations or interests of the "Client".

e. If the Consultant places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client.

f. If the consultant fails to provide the quality services as envisaged under this Contract. This shall be reviewed periodically and if found any poor quality in the services to improve the quality of services. In spite of above if no improvement is found.

g. If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

h. If the "Client", in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

In such an occurrence the "Client" shall give a not less than fifteen (15) days' written notice of termination to the Consultant.

31. Right to Risk for rendering of Services:

If the service provider fails fulfill the terms and conditions of the Service Order/ Agreement, OTDC shall have the right to procure the services from any other party for the execution/ completion of the scope of services under the Service Order / Agreement and recover from the service provider all charges/expenses/losses/damages suffered by OTDC, at the risk and cost of the service provider, after giving 15 (fifteen) days of notice to the service provider. This will be without prejudice to the rights of OTDC for any other action including termination of the Service Order / Agreement.

32. **Short Closure:**

OTDC management reserves the right to short close the contract with the consultant for any unforeseen reasons which may arise during course of the contract and further for which the services is not required. In such case, the consultant shall be paid only for the deliverables that the consultant has delivered, if any and the consultant shall have no claim on further contractual payments or others linked to it.

SECTION: 3

TERMS OF REFERENCE (ToR)

- **SCOPE OF WORK:**
- 1. Seamless connectivity between CT Beach, Niladri Beach and the proposed Sand Art Park 2. Integration of the Sand Art Park with the beachfront and the surrounding public realm.
- 3. Rejuvenation and activation of the existing waterbody, considering the proposed WATCO interventions and future availability of treated water.
- 4. Development of a Laser Symphony/l„ight and Sound Show as a signature attraction.
- 5. Creation of exhibition spaces, event plazas, cultural zones, recreational areas and public gathering spaces.
- 6. Planning of beach-related tourism activities and experiential attractions.
- 7. Development of visitor amenities including pathways, lighting, signage, public conveniences, seating, parking facilities and universal accessibility infrastructure.
- 8. Identification Of destination activation opportunities to promote year-round tourism, cultural programming and community engagement.
- 9. CRZ Clearance – Obtain clearance from the competent Coastal Regulation Zone (CRZ) authority for all development proposed within the CRZ area.
- 10. Environmental Clearance (EC) – Obtain Environmental Clearance, wherever applicable under the EIA Notification and depending on the nature, scale and components of the project.
- 11. Forest & Wildlife Clearance – If the project involves forest land, protected areas, eco-sensitive zones or impacts on notified wildlife habitats, obtain the required clearance from the competent authority.
- 12. Identification of Land Records / ROR form the competent Authority for the proposed development, and obtaining necessary clearance for land to be done by the Consultant.
- 13 Clearance from SJTA, Puri Municipality, Tahsildar Puri.
- 14. Any other Components as per the requirement and relevant scope improvement.
- The consultant must visit the site.
-

- **Support Economic Development**

- Stimulate local economic activity through tourism growth — including hospitality, dining, and retail sectors.
- Attract investment and partnerships around arts, culture, and heritage tourism.

- **Promote Environmental Awareness**

- Integrate eco-friendly design and messaging about coastal conservation and sustainable practices through thematic sand exhibits.
    - At the outset the consultant shall discuss the requirements outlined in this Scope of Work, including expectations of and possible constraints for implementation of the activity, with the Client. A work plan shall be prepared by the consultant that shall be reviewed and endorsed by the Client before its implementation.

1. Modalities:

The consultant should perform site analysis after actual physical survey of the site/plot and provide data. The Consultant shall procure all the data from site. All activities/works planned by the Consultant should be in-sync with the existing structure and as per norms & guidelines of Tourism Department.

The details are indicative and are not limited to the above. The client is at liberty to change/add upon the requirements.

1. Detailed Scope of Work

At the outset the consultant shall discuss the requirements outlined in this ToR, including expectations of and possible constraints for implementation of the activity, with the Client. The intent is to complete this project within a period of 01 months from notice to proceed. A work plan shall be prepared by the consultant that shall be reviewed and endorsed by the Client before its implementation.

The Schedule of Services within the Scope of Work will include the following:

A. Stage 1 - Feasibility study

1. The Consultant shall conduct a feasibility study to assess the feasibility of the project adhering to State Tourism Department guidelines.
2. The Consultant shall conduct a Total station survey of the area.
3. The Consultant shall conduct Soil investigation (if required) to ascertain the geotechnical properties of the area including determination of SBC.
4. The Consultant's Team Lead and other Key Personnel shall be required to undertake minimum one (1) visit to the Destination every 7 days during the contract period with engineering members of OTDC, to ensure due oversight on the project as mandated by the Authority.

Deliverables for Stage 1

1. *Narrative report incorporating feasibility of the project*
2. *TS survey report*
3. *Soil investigation report (if required)*

B. Stage 2 - Concept Design

1. Existing Context Analysis:
    a) Review of regulations, guidelines and previous planning documents - The consultant shall research and identify all codes, requirements, guidelines and standards pertaining to the job requirements.
    b) Review of existing documents: This effort shall be used to verify information regarding the site.

c) Existing Asset Mapping: The consultant shall incorporate the inventory of existing structures, water bodies, gardens and other important structures relevant for the project identified by respective agencies.
d) Architectural Design Elements: The consultant shall study and recommend appropriate design elements that could form a part of the overall design language of the public realm including future public facilities.
e) Identify any gaps and potential solutions for bridging the gaps from Department of Tourism, GoO.

2. Infrastructure investigation: The consultant shall perform a detailed review of available data of infrastructure services and amenities within the project area.
    a) Utilities: The consultant shall list and locate, from the total station survey and on-site visits, on the existing condition plan, all public utilities and amenities. In addition, the Agency shall identify any utilities and amenities that will require relocation or adjustment, temporary or permanent, for the project.
    b) Level of Service: The consultant shall evaluate the level of service that serves the area. If the services are deemed to be adequate for use on this site for future development, the consultant must ensure appropriate space provisions for the same and provide recommendations for upgrading.

3. Operational Assessment
    a) Public mobility assessment
    b) Pedestrian movement assessment
    c) Traffic circulation assessment

4. Concept Plan
    a) Ascertain Client's requirements, examine site constraints & potential; and prepare a design brief for Client's approval.
    b) Prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and/ or proposed development on its immediate environs.
    c) Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/ orproposed development on its immediate environs.
    d) Prepare conceptual designs with reference to requirements given.

Deliverables for Stage2

1. *Preliminary Concept Plan*
2. *PowerPoint presentation summarizing the above deliverables.*
3. *3D Walk through*
4. *At least 10 images to illustrate the Concept design*

C. Stage 3 - Schematic Design

1. Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost.
2. The consultant shall prepare material specifications and techniques, which are sensitive to the local context and principles of sustainability.
3. The consultant shall develop plans showing the vehicular and pedestrian access, streetscape, lighting, storm water drainage and other work.
4. The consultant shall also define components/program of development with due consideration to on social, cultural and historical values of the region.
5. The consultant shall submit preliminary concept for all the relevant components supported by 3D visualizations along with a preliminary cost estimate.
6. The consultant shall prepare and complete all finishes' schedules, material specifications and techniques, which are sensitive to the local context and principles of sustainability.
7. Prepare cost estimate as per OPWD norms. The estimate shall also include the items which are not present in OPWD norms, on prevailing market rate/CPWD rate along with justification, specification and cost components.
8. During preparation of designs, if any new component is required to be added in addition as per requirement of the consultant, the same may be incorporated in the designs.
9. The consultant shall examine the advantage and disadvantages of the methods by which the project could be implemented and chalk out the implementation strategy in which the details' regarding the responsibility of execution of major works, operation etc, shall be listed.
10. Obtain the approval of the client and submit 6 copies of approved site plan (layout plan).

Deliverables for Stage 3

1. *Narrative report incorporating graphic diagrams and summary spreadsheet(s)*
2. *Consolidated facilities architectural and engineering drawings including plans,* sections, and *elevations,* and *3d model in CAD* and *PDF (interior and exterior).*
3. *3D Walk through animation/ video*
4. *Cost estimates*
5. *Approval of initial and final Drawings/Design/Map to the satisfaction of the Departmental authority/Engineer In charge as per Rule and Regulation of SEIAA / ASI/ C&T/ Local Bodies / Concerned Authority//Statutory Bodies associated with project.*

D. Stage 4 - Preparation of Detailed Project Report (DPR)

The Consultant shall prepare a Detailed Project Report (DPR) incorporating the requirements along with all reports, concept plan, schematic plan, cost estimates etc.

Deliverables for Stage 4

1. *Detailed Project Report (DPR)*

E. Stage 5 - Tender Document, Tender Drawings & Technical specifications

The consultant shall prepare the tender document (both Technical and Commercial) for selection of construction agency for execution of the project on Percentage tender basis**.** The consultant shall prepare such tender document based on the Standard Bid Document of OTDC. The consultant shall present the tender document to user department and incorporate any modifications suggested. However, the Consultant shall suggest the eligibility criteria for participating in the tender apart from standard requirements of SBD. After vetting of tender document by Client, the Consultant shall incorporate the changes suggested by Client.

1. Prepare tender drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
2. The consultant shall prepare detailed Technical Specifications.
3. Tender document shall comprise but not limited to the following - Request for Proposal, SBD, Price Schedule, general conditions of contract, special conditions of contract etc.

Deliverables for Stage 5

1. *Finalization of eligibility criteria for selection of construction agencies.*
2. *Detailed tender drawing set, sufficient to explain the overall scheme, use of materials, construction technology or typical detailed proposed, etc.*
3. *BOQ, Cost Estimates and technical specifications of various items proposed in the design*
4. *Finalization of Tender document for execution of the project on Percentage tender Basis incorporating the suggestions of the Client.*

F. Stage 6 - Construction Phase Services

- Periodic site visits to monitor construction progress (Monthly Visit Report to be submitted to the Department till Completion of the Project))
- Review and approval of drawings and samples
- Coordination with contractors and department
- Clarification of drawings and design intent
- Quality assurance and adherence to approved designs

2. *Timelines / Milestones for Deliverables*

After execution of Contract with the Consultant, the consultancy services shall be started. The date of starting of consultancy services shall be reckoned from the date of execution of agreement / date of starting mentioned in the agreement (T). Total period of Consultancy shall be 01 months. Accordingly, the timelines for different stages of consultancy services are mentioned below.

Description of Items	*Corresponding time frame*
Comprehensive Architectural Services	
Stage I-Feasibility study	*T+6Days*
Stage 2- Concept design	*T+12Days*
Stage 3- Schematic design	*T+18 days*
Stage 4- Detailed Project Report submission	*T+24 days*
Stage 5- Tender document, tender drawings and technical specifications submission	*T+30days*

3. Payment Terms and Schedule:

A. Consultancy Fee

Payment for the assignment shall be quoted by the bidder as a **lump sum amount in INR. The quoted amount should not be exceeded 2% of the project cost. (As per the Works Department Resolution No. 19111 Dtd. 26.12.2018).** The cost shall be inclusive of all statutory government taxes and duties (if any) as applicable but excluding GST. GST, at the prevalent rate shall be paid extra as applicable.

- *In case, the broad cost estimates for the projects, ascertained during preparation of tender documents by the consultant and accepted by the client, is **more/less** than the indicative project cost, the total consultancy fees quoted by the bidder will be changed proportionately.*

Indicative Project cost is Rs 15.00 Crores (excl GST)

The Consultant needs to raise Tax invoices as per GST Act & Rule for every payment as per payment schedule submitting all deliverables as per scope of work. The payment shall be made by Head Office, Bhubaneswar based on approval of submitted deliverables. The final payment to the Consultant shall be made at Head Office, Bhubaneswar. TDS shall be deducted by client as per statutory requirement and certificate for the same would be issued.

The final payment to the consultant shall be made after completion of all milestones/services including acceptance of final report by client, finalization of payments to the executing agency etc.

Taxes:

GST: The agency shall submit tax invoices under GST Act and Rules. The consultant shall file GST returns as required under GST Act within due date. The consultant shall comply with all provisions of GST Act and Rules and shall be solely responsible for any non-compliance. GST TDS as applicable shall be deducted from the payments to consultant.

The invoices submitted to Client should appear within the reasonable time in GSTR-2B of Client and invoice particulars in GSTR-2B of Client should be same as physical invoice submitted to Client. In case of failure, the GST amount shall be recovered from any payment due to Consultant.

Income Tax: TDS under Income Tax Act shall be deducted as per the provisions of Income Tax Act and certificate of deduction (Form-16A) shall be issued as per the Act.

The payment schedule shall be as per the table below:

S. No.	Description of Items	Payment eligible as percentage of total Consultancy fee payable
1	Stage 01-Feasibility Study in accordance with ASI	10%
2	Stage 02- Concept design and its approval by user department	10%
3	Stage 03- Schematic design and approval by user department	10%
4	Stage 04- Detailed Project Report submission and its approval by user department	10%
5	Stage 05- Submission of tender document, tender drawings and tech. specifications and its approval by user department	10%
6	On Completion of 20% of Work	60% of the total fee payable less payment made already.
7	On Completion of 50% of Work	70% of the total fee payable less payment made already.
8	On Completion of 80% of Work	80% of the total fee payable less payment made already.
9	On Virtual Completion	90% of the total fee payable less payment made already.
10	On submitting Completion Report and as-built drawings along with issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings, visit report of consultancy only certified by the Engineer-in-Charge	100% of the total fee payable less payment made already.

N.B: - The final payment will be made basing on agreement value or work done amount whichever is less.

GST Clause

A) The Agency agrees to and, hereby accepts full and exclusive liability for payment of any and all taxes, duties, charges and levies as per the Applicable Laws as applicable for the Scope of Supply in accordance with the provisions of this Service Order/ Agreement. In case the rate of GST is increased or decreased under any statute, rules, regulations, notifications, etc. of any Authority, the impact shall be to the account of OTDC subject to submission of documentary evidence to the satisfaction of OTDC.

B) In case any fresh indirect tax is imposed by any Authority under any applicable Law during the Contract Period, the Agency shall deposit the same to the appropriate Authority which shall be reimbursed by OTDC on actuals and upon submission of documents evidencing such payment.

C) Obligations relating to Goods and Services Tax (GST)

i) The Agency should have registration under GST Acts

ii) The Agency has to raise Invoice as required under section 31 of the GST Act and relevant Rules made there under.

iii) The Invoice should contain the following particulars as required under Rule 46 of CGST Rules;

a. Name, address and Goods and Services Tax Identification Number of the Supplier;

b. A consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters- hyphen or dash and slash symbolized as"-" and"/" respectively, and any combination thereof, unique for a financial year;

c. Date of its issue;

d. Name, address and Goods and Services Tax Identification Number or Unique Identity Number, if registered, of the recipient.

e. Harmonized System of Nomenclature code for goods or SAC code for services;

f. Description of goods or services;

g. Quantity in case of goods and unit or Unique Quantity Code thereof;

h. Total value of supply of goods or services or both;

i. Taxable value of the supply of goods or services or both taking into account discount or abatement, if any;

j. Rate of tax (Central tax, State tax, integrated tax, Union territory tax or Cess);

k. Amount of tax charged in respect of taxable goods or services (Central tax, State tax, integrated tax, Union territory tax or Cess);

l. Place of supply along with the name of the State, in the case of a supply in the course of Inter-State Trade or Commerce;

m. Address of delivery where the same is different from the place of supply;

n. Whether the tax is payable on reverse charge basis; and

o. Signature or digital signature of the supplier or his authorized representative.

iv) The Agency should file the GST Returns as required in the GST Acts, and details of Invoice submitted to OTDC and GST amount charged thereon should reflect in Form GSTR-2B within a reasonable time, so as to make OTDC enable to take Input Tax Credit (ITC) of the GST amount paid against those invoices.

v) If due to any reason attributable to the Agency, Input credit of the GST amount paid on Invoices raised by the Agency is not available to OTDC/denied by the dept. then the same will be recovered from the payments of the Agency or the Agency has to deposit an equivalent amount.

vi) The Agency has to comply with all the Provisions of GST Acts, Rules and Notifications issued there under.

vii) The Agency shall comply with the provisions of e-invoicing as applicable under GST law.

viii) The Agency will comply with the "Ant profiteering Measure" as required under Section 171 of the CGST Act.

ix) The Agency hereby undertakes to indemnify OTDC, from any liabilities arising in future due to noncompliance by the Agency of the GST Acts, Rules and any other Acts currently in force and applicable to the Agency in relation to the job assigned to the Agency by OTDC.

Direct Taxes

TDS as applicable shall be deducted under Income Tax Act,1961 and certificate of deduction shall be provided by OTDC to the Agency in accordance with the provisions of Income Tax Act,1961.

Section: 4

Technical Proposal Submission Forms

TECH -1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

To,
Superintending Engineer
Odisha Tourism Development
Corporation Limited
Bhubaneswar-751014, Odisha

Subject: Selection of Consultant for Providing Detailed Project Report for Master Plan for Bankimuhan Precinct, Puri.

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 up to 180 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 on the basis of 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 services 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 is found to be deviated, then your organization / department shall have rights to reject our proposal. 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 Details)

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

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 [/n *full and initials]:* _____

Name and Designation with Date and Seal: _____

TECH - 3: Bidder's Organization (Financial Details)

		Financial Information in INR				
Details	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Highest
Highest Annual Turnover (In INR Crore)						

Supporting Documents:

Audited certified financial statements for the last five FYs as indicated above which includes the following.

i. Audited Profit & Loss Statements

Filled in information in this format must be certified and sealed by the authorized representative of the bidder and to be furnished in the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

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

_____

Communication Address of the Bidder:

_____

TECH -4

FORMAT FOR POWER OF ATTORNEY

(To be executed on INR 100 non-judicial stamp paper and to be duly notarized)

Known all men by these presents, we _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms (name) _____ son/ daughter/ wife of _____ and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our RFP against the Bid Document no dated ____ published by Odisha Tourism Development Corporation Limited for the "Procurement of Services____ ", including but not limited to signing and submission of all applications, bids and other documents and writings.

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

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF __ 2025

For

Witnesses

1)

- -

(Signature, name, designation and address)

2)

Accepted

(Signature)

(Name, Title and address of the Attorney)

TECH - 5 (Bidder's Past Experience Details)

During the presentation, experience of applicants in similar completed projects shall be show cased. In addition, the applicant may also share similar experience of ongoing projects.

The list completed similar assignments of building projects may be submitted by the bidder

I	Period	Name of the Assignment with details thereof	Name of the Client	Contract/ Executed Value (in INR) and duration in month	Date of Award/ Commencement of assignment	Date of Completion of Assignment	Remarks (If any)
2							
3							
4							
5							
6							
7							
8							
9							
10							

Authorized Signatory [In full and initials]:

_____

Name and Designation with Date and Seal:

_____

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

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

If no, please certify,

IN BIDDER' S LETTER HEAD

I, hereby declare that our agency 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 Prequalification Criteria: Para (2)**.

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*** **Sea/]:** _____

Communication Address of the Bidder:_____

TECH -7

Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work: (To be raised in pre-bid query)

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

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

Name and Designation with Date and Seal: _____

TECH -8

DESCRIPTION OF APPROACH, METHODOLOGY TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/ copy the ToR here.***

B. Description of Approach and Methodology:

a. Key guiding principles for the study.
b. Proposed Framework.
c. Information matrix
d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

a. Detail research design including sample design and estimation procedure.
b. Field Process Protocol control
c. Suggestive tools for data collection.
d. Analysis of field data and preparation of reports
e. Any other issues

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

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

Name and Designation with Date and Seal: _____

TECH-10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Week --->						
Sequence of Study Activities / Sub Activities J	**1**	**2**	**3**	**4**	**5**	**6**

Indicate all main activities I sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities

Authorized Signatory [/n *full and initials]:* _____

Name and Designation with Date and Seal: _____

Section - 5:
Price Bid Format

The BOQ needs to be filled up as per the instructions in the RFP and uploaded into the e-tendering portal.

#	Item Description	Indicative project cost (INR) excl GST	Fee for total consultancy services (Architectural Consultancy as per RFP document) as Lumpsum in INR
	Fee as per ToR: The consultancy fee for Architectural services shall be in **Lumpsum** Selection of Consultant for Providing Detailed Project Report for **Master Plan for Bankimuhan Precinct, Puri.** The consultancy fee shall include all fees, incidental charges and expenses to be delivered as per scope of work including travel & staying, etc. GST shall be paid extra as applicable as per GST Act. TDS shall be deducted as applicable as per Act.)	15,00,00,000/-	

Section 6

Annexures

Annexure - I - Bid Submission Checklist

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL+ 1COPY)			
1	Filled in Bid Submission Check List **(ANNEXURE-I)**		
2	Covering Letter **(TECH -1)**		
3	Bid Processing Fee of **Rs. _____**/- paid online		
4	EMD Fee of **Rs. ___ /-** paid online		
9	General Details of the Bidder **(TECH - 2)**		
10	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		
11	Power of Attorney **(TECH - 4)** in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) **(TECH - 5)** along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest **(TECH - 6)**		
14	Undertaking for not have been black-listed by any Central / State Govt.lany Autonomous bodies during its business career.		
15	Comments and Suggestions **(TECH - 7)**		
16	Description of Approach, Methodology & Work Plan **(TECH - 8)**		
4+	CV of Key Professionals **(TECH 9)**		
18	Work Plan **(TECH-10)**		
19	Annexure-IV		
FINANCIAL PROPOSAL (ORIGINAL+ 1 COPY)			

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

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

Name and Designation with Date and Seal: _____

Annexure - II

PERFORMANCE BANK GUARANTEE FORMAT

(ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No._____ Dated _____ or RFP for **Selection of Consultant for Providing Detailed Project Report for Master Plan for Bankimuhan Precinct, Puri.** M/s _____ Address _____ [Herein after referred to as Agency (s)] wish/ wishes to participate in the said tender and a Bank Guarantee for the sum of INR _____ [Rupees_____ valid for a period of _____ days (in words) is required to be submitted by the Agency towards the Bid Security.

1. We the _____ [Indicate the Name of the Bank] [Hereinafter referred to as 'the Bank'] at the request of the Agency do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by OTDC an amount not exceeding INR _____ to the OTDC , without any reservation. The guarantee would remain valid up to _____ [date] and if any further extension to this is required, the same will be extended on receiving instructions from the Agency on whose behalf this guarantee has been issued.
2. We the Bank do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the OTDC stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the OTDC by reason of any breach by the said Agency [s] of any of the terms or conditions or failure to perform the said Bid. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR _____ (in words).
3. We, the Bank undertake to pay the OTDC any money so demanded not withstanding any dispute or disputes so raised by the supplier [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s) shall have no claim against us for making such payment.
4. We, the Bank or our local branch at Bhubaneswar further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of the OTDC under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till OTDC certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Agency[s] and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made

on us in writing on or before the _____ (date) we shall be discharged from all liability under this guarantee thereafter.

5. We, the Bank or our local branch at Bhubaneswar further agree that the OTDC shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Agency [s] from time to time or to postpone for any time or from time to time any of the powers exercisable by the OTDC against the said Agency[s] and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Agency[s] or for any forbearance act or omission on the part of the OTDC or any indulgence by the OTDC to the said Agency[s] or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Agency [s].
7. We, the Bank or our local branch at Bhubaneswar lastly undertakes not revoke this Guarantee during its currency except with the previous consent of the OTDC in writing.
8. We, the Bank further agree that this guarantee shall also be invokable at our place of business at Bhubaneswar in the State of Orissa.

Dated _____Day of 2025.

Witness (Signature, names & address)

For_____ [Indicate the name of Bank] 1.

Power of Attorney No._____ Date: _____

SEAL OF BANK

Note: The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.

Annexure-111: Declaration by the Bidder

(to be executed on INR 100 non-judicial stamp paper and to be duly notarized)

Date: _____

Sub: RFP No. _____

In response to the RFP document above states, 1/ We hereby declare and solemnly swear that our Company/ firm _____ is not banned/blacklisted as on the date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs or any other autonomous bodies/ International & National Organization.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, here by agree to be treated as a disqualified Bidder for the ongoing Contract.

In addition to the disqualification our concern/entity may be banned/ blacklisted.

AND, that I/We, shall have no right whatsoever, to claim for consideration of my/our bid at any stage and the money deposited in the form of EMD shall be liable for forfeiture in full, and the tender, if any to the extent accepted may be cancelled.

Signature of the Deponent

(Authorized signatory of the Bidder with Seal)

Date:

Place:

Annexure-IV

(Affidavit for Correctness of Information/ document submitted along with the tender as well as no relation declaration)

(To be submitted on Rs 10 Non Judicial Stamp paper)

I/We,---------- , do hereby solemnly affirm the followings:-

1. That, the information submitted in this tender is correct to the best of my/our knowledge & belief. The Information is not fabricated to achieve the eligibility criteria of this instant tender.

2. That, the copies of Certificates submitted herewith for this tender are true copies issued by the concerned authority of State Governments / Central Governments / Other Organizations. All the Certificates have been issued by an Officer not below the rank of Engineer or its equivalent.

3. That, the copies of statutory document submitted along with this tender are true copies of the original document issued by concerned competent authority.

4. That, at any time if any aberration of any Information/ Forgery of Certificates submitted is observed by OTDC, then my/our tender shall be rejected/ contract shall be rescinded with forfeiture of all security money. This is in addition to any legal proceedings taken against me/us.

5. That, I am/ we are not related to any Officer of OTDC of the rank of Executive Engineer or above. am also aware that if the facts subsequently proved to be false my / our contract will be rescinded with forfeiture of all security deposits.

6. That, this affidavit is required to be produced before the authority of M/s Odisha Tourism Development Corporation in respect of the work----------
---------- tendered for.

Signature of Bidder

With Seal

(Deponent)

Section 7

Standard form of Contract

Form of Contract

This Agreement is made on this day i.e. _____ between M/s. Odisha Tourism Development Corporation Ltd. with its corporate office at Bhubaneswar represented by Executive Engineer, OTDC Ltd., Bhubaneswar, herein-after called the "Client" which expression, where the context so requires or admits, shall also include its successors or assignees of the one part.

And

(Name of Consultant with detail address represented by the person with designation and name) herein-after called the "Consultant", which expression where the context so requires, or admits shall also include its successors or assignees of the other part.

Whereas Client invited Request for Proposal (RFP) from eligible intending consultants for **Selection of Consultant for Providing Detailed Project Report for Master Plan for Bankimuhan Precinct, Puri.**

And

whereas the Consultant offered his RFP for providing such services in conformity to the provisions of the RFP Document and after being selected as PMC through QCBS method with their quoted / negotiated offer, OTDC Management has accepted the said offer and issued the LOA vide Letter No. ------/OTDC/25, dated. --.

Now this Agreement witnesses the followings

1. The following documents are part of this agreement. The terms & conditions stipulated under such documents and quoted/ negotiated offers of consultant shall be treated as agreement stipulations.
   a. Notice Inviting RFP
   b. RFP Document
   c. Technical Proposal Submission Forms (as listed in RFP documents)
   d. Financial Proposal Submission Forms (Bill of Quantities)
   e. Annexure-I ,Annexure-II and Annexure-11I
2. Particulars of the Agreement:
   a. Accepted Consultancy Value
      CACS Value
      PMS Value
   b. Time period — Till completion of project
      Date of starting of the Consultancy
      Date of completion of Consultancy
   c. Performance Bank Guarantee (PBG):
   d. 5% of the accepted Consultancy Fee:
      Valid up to

e. Project location : **Puri, Odisha**

3. That employees/ engineers of Consultant shall **not** be provided rented office/ residential accommodation at residential township of the proposed location as per availability during the PMS services only. However, the consultant has to engage their own vehicle for mobility of their staff.

4. That the Consultant shall have to own the responsibility for timely completion of the project by the executants.

5. That the Consultant shall have to ensure qualitative execution of work with respect to material, methodology and workmanship.

6. That the Consultant shall own the responsibility for finalization of contract with respect to measurements, deviation if any, extension of time if any and reconciliation of payment etc of the executants.

7. The Consultant shall indemnify Client to the sum equal to the consultancy fee against all claims for statutory obligation, injury, death caused to any person engaged by them in the consultancy job.

8. That Client reserves the right and prerogative to terminate this agreement by a written notice of 15 days in advance to the Consultant for breach of any conditions of contract (COC) as well as RFP Document

9. That in case of any dispute relating to the agreement, this shall be mutually settled and decision of MD, OTDC shall be final and binding on the Consultant. Both the Parties by mutual consent agree that there is no scope for Arbitration.

10. In the event of any dispute that may arise out of this agreement, the appropriate Court at Bhubaneswar shall have jurisdiction and no other.

IN WITNESS WHEREOF, Client and the Consultant above stated have signed and executed here presents (or through their duly authorized representative) at the day and the year first above mentioned.

Consultant Client

Superintending Engineer,
OTDC Ltd. Bhubaneswar

(Name with address)

WITNESS:

1. _____

2. _____

1._____

2._____

Section 8

Procedure under E-Tendering

DEFINITIONS:

a. Tender portal: The E-Procurement Portal of Government of Odisha introduced for the process of E-Tendering which can be accessed on https://www.tendersodisha.gov.in
b. Use of valid Digital Signature Certificate of appropriate class (Class II or class III) issued from registered certifying authorities (CA) as stipulated by Controller of Certifying Authorities (CCA), Government of India such as n-Code, Sify, TCS, MTNL, e-Mudhra is mandatory for all users.
c. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
d. Words in capital and not defined in this document shall have the same meaning as in the Request for Proposal (RFP).

PARTICIPATION IN BID:

PORTAL REGISTRATION: The Consultant/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/her Login ID and attach his/her valid Digital signature certificate (DSC) to his/her unique Login ID. He/ She has to submit the relevant information as asked for about the firm. 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) / GSTIN. The time period of validity in the portal is at per with validity of RC/ 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.

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 process that are undertaken through the e-Procurement system irrespective of who operates the system.

Logging to the Portal:

The Contractor/Bidder is required to enter 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.

Downloading of Bid

The tender documents uploaded by the Tender Inviting Officer in the website https://tendersodisha.gov.in will appear in "Latest Active Tender" Section of the homepage. The publication of the tender will be for specific period of time till the last date of submission of bids after which the same will be rEMDved from the list of Active Tenders. 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 before the closing date and time of submission.

PREPARATION & SUBMISSION OF BID:

Detailed RFP may be downloaded from Tender Portal for detail study and preparation of bid. The bidder shall carefully go through the RFP document & prepare the required documents for Technical Proposal & Financial Proposal as specified in Cl.No.4.1 of Section-2 & upload the scanned copies of Technical proposal documents in PDF format &Financial proposal in excel format template uploaded by the Authority.

The bidders should check the system generated confirmation statement on the status of the submission.

The bidder shall log on to the portal with his /her DSC and move to the desired tender for uploading the documents in appropriate place simultaneously checking the documents.

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 TIA or the Procurement Officer Publisher/ opener before the due date and time of

opening.

Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.

The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.

The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

The tender inviting authority (TIA) is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.

The Bidder is required to upload documents related to his eligibility criteria and qualification information and Financial Proposal template duly filled in.

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.

Signing of Bid:

The 'online bidder' shall digitally sign on all statements, 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 name shall be recommended for blocking of portal registration and the bidder is liable to be blacklisted.

Security of Bid Submission:

All bid uploaded by the Bidder to the portal will be encrypted.

The encrypted Bid can only be decrypted / opened by the authorized openers on or after the due date and time.

RESUBMISSION AND WITHDRAWAL OF BIDS:

Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

Resubmission of bid shall require uploading of all documents including price bid a fresh.

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.

The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

The Bidder can withdraw his bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Procurement Officer Publisher (Officer Inviting Tender) citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.

Opening of the Bid:

Bid opening date and time is specified during tender creation or can be extended through corrigendum / addendum. Bids cannot be opened before the specified date & time.

The bidders & guest users can view the summary of opening of bids from any system. Consultants are not required to be present during the bid opening at the opening location if they so desire.

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

Evaluation of Bids:

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 p a g e s ".

The bidder may be asked in writing/ online to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents. The officer inviting tender may ask for any other document of historical nature during Technical evaluation of the tender through mail. Provided in all such cases, furnishing of any document in no way alters the Bidder's price bid. Non submission of legible documents may render the bid non-responsive.

The bidders will respond within the time sought for. But in no case it would be more than 7 days of issue of the clarification mail, failing which the bid of the bidder will be evaluated on its own merit.

The Technical evaluation of all the bids shall be carried out as per information furnished by Bidders.

The Procurement Officer-Evaluators; will evaluate bid and finalize list of responsive bidders as per RFP document.

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.

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.

At the time of opening of "Financial Bid", bidders whose technical bids were found responsive will be opened.

Procurement Officer-Openers shall sign on each page of the downloaded Financial Proposal and the Comparative Statement and furnish a certificate to that respect.

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.

System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern authority.

DISCLAIMER:

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