

A. BIDDING SCHEDULE

Availability of Request for Proposal document.	Download from https://puri.nic.in from 03/11/2021 onwards
Last date for submission of written/online queries for Clarification Email Id:- puriduda@gmail.com	06/11/2021
Date, Time and venue for Pre-Bid Meeting	Date:08/11/2021 at 11.00 A.M. Location: DRDA Conference Hall, Puri.
Last date of uploading of response to Pre-bid Query/Issue of Addendum and Corrigendum (if any)	10/11/2021
Last date for Submission of bids (through Speed Post/ Registered Post/courier)	22/11/2021 till 5.00PM
Date and Time for opening of Technical proposals	23/11 /2021 at 11.00AM
Date and Time for Technical presentation	23/11/2021at 03.00PM

1. Introduction

District Administration/ DUDA, Puri aims to develop Puri as one of the most preferred tourist destinations and to place it prominently on the domestic and international tourism map. District Administration/DUDA, Puri , in its endeavor to optimize the tourism potential, & is giving special importance to planning, designing and development of tourist destinations in the Puri district adhering to the global standards with the best practices. Specific activities that have been undertaken in this respect are spatial planning, provisioning of appropriate infrastructure including upgradation of existing, design and development of specialized tourism projects, etc.

For this, District Administration/DUDA, Puri intends to avail services of qualified and experienced Architectural and Consulting agencies through this empanelment process. Applications are invited from reputed Architecture/ Design/ Consultancy firms having sound required qualifications, technical background, team strength, appropriate registrations and meet Pre-qualification criteria set out in this document.

2. Objective

The broad objective of the empanelment is to avail the services of qualified and experienced **Architecture/ Design/ Consultancy firms** for planning, designing and executing the projects being taken up by Govt. of Odisha & District Administration/ DUDA, Puri. The aim is to have a list of Empanelled Architecture/ Design/ Consultancy firms with District Administration/ DUDA, Puri who will assist the Administration in the planning and execution of various development initiatives by ensuring timely and quality execution of work. This RFP document is for short listing suitable qualified Architecture/ Design/ Consultancy firms and empanel them for 3 (Three) Years to avail the services of Architecture/ Design/ Consultancy firms for all developmental projects being taken up by District Administration/ DUDA, Puri

3. Scope of Work

Broadly the empanelled Architecture/ Design/ Consultancy firms would be assisting District Administration/ DUDA, Puri in the following phases:

- a. The consultant shall prepare detail drawings, detailed estimates for quantities considering designs and project cost including the cost of environmental and social safeguards proposed based on OPWD codes/ latest notification on Scheduled rates applicable for works in the State of Odisha as published by PWD and market rate for the inputs.
- b. The Consultant shall make detailed analysis for computing the unit rates for the different items of works. The unit rate analysis shall duly take into account the various inputs and their basic rates, suggested location of plants and respect lead distances for mechanized construction. The unit rate for each item of works shall be worked in terms manpower, machinery Staff and materials.
- c. The consultant shall make himself available for checking of the estimates and giving proofs for adoption of rates as per requirement of District Administration/ DUDA, Puri
- d. Concept Development and Design Phase
- e. Detail Design and Engineering Phase
- f. Tender Preparation and Procurement Support phase
- g. Project Monitoring and Supervision phase
- h. The Empanelled Architecture/ Design/ Consultancy firms shall have to provide the following services (but not limited to) conceptualization, planning, architectural designing, structural designing, preparation of estimate, tender document preparation, development and periodic supervision etc. of different projects and initiatives of Govt. Of Odisha & District Administration/ DUDA, Puri.
- i. Conceive project ideas and help District Administration/ DUDA, Puri to implement new and innovative development projects
- j. Preparation of development plans encompassing Spatial planning, Detailed Project Reports, etc.

- k. Preparation of detailed designs and drawings for executing the work adhering to the applicable norms and standards
- l. Ensuring Architectural compliance and suitability of the project including ensuring confirmation of the quality and standards
- m. Preparation of bid documents and offer assistance in procurement
- n. Conservation of Heritage, hard and soft landscaping components, facilities and amenities Eg- Public spaces, Signage, Lighting, Toilets, Seating spaces, permanent and Non-permanent structures-Theme parks, , Light and Sound Show Projects, hard and soft landscaping components
- o. Enabling the preservation of natural resources and the defense of the environment, CRZ clearances, Eco sensitive zones EIA assessment, Environmental clearance for small as well as large projects
- p. The empanelled Architecture/ Design /Consultancy firms should understand the significance of the project, it's unique challenges and opportunities and ensure the planning meets the benchmark design, construction and performance standards. The expertise in related fields should be paired with a local understanding of cultures, people and existing places.

4. Time Period for the Service

- a. A total completion time for the scope of services will be as per agreement. The final reports, drawings and documentations should be completed within this time schedule.
- b. Association of the consultant shall be till completion and handing over of the project to the Administration, Puri. They are required for carrying out all modifications/ deletion /additions /alteration in/drawing / documents as required by client
- c. Sequencing of Project preparation, activities will be split into two stages as brought out below. Each stage will cover a set of activities to be completed before moving to the next stage and shall be followed with a detailed in respect of each stage.

Stage 1: Preliminary Project Report (PPR)

Stage 2: Detailed Project Report (DPR)

d. Schedule of Submission

Consultants shall be required to complete, to the satisfaction of the Administration, Puri, all the different stages of study within the time frame indicated in the schedule of submission pertaining to Reports and documents for becoming eligible for payment for any part of the next stage.

Stage I: Submission of Preliminary Project Report

- i. The final PPR shall be submitted within 15 days from the date of commencement of services. The report shall be prepared separately for each construction and shall contain the following, preparation of preliminary drawings, after preliminary survey modifying as per client's instructions and then submitting the final Architectural Drawings and cross sectional drawing and two side elevation along with 3d view and rough cost estimate based on PWD Plinth area rate/Analysed rate or market rate.
- ii. The basic data obtained from the field studies and investigations and input data used for the preliminary design shall be submitted in a separate volume as an appendix to PPR.
- iii. The Final PPR incorporating comments, revisions and modifications suggested by the Administration, Puri shall be submitted within 7 days of receiving of the comments from the Authority

Stage II: Draft Detailed Project Report (DPR)

- i. The draft DPR submission shall consist of Main Report, Design report, Materials Report Engineering Report, Protection work Design Report, bid documents and drawings.
- ii. Submission of Architectural Drawing after carrying out field survey (Table survey/Total Station Survey, Contour mapping), Structural Design and Drawing, Design and Drawing, Electrification Design and Drawing, Interior Design, Mechanical Design and Drawing, External development and other health infrastructure work including preparation of detailed Estimates, Bill of Quantities, Valuation of existing building etc, Proposal for Utility Shifting and Tender Documents after conducting soil test (required as per scale of the project)

- iii. The consultant shall submit the soft copies of the DPR including all drawings in Auto Cad Latest format and also shall supply the necessary software such as Auto CAD, STAAD, MS Project, etc in the clients office and any other software required for association of the work, free of cost.

5. Eligibility Criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical, bidder shall fulfil the following conditions of eligibility. Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation

a. **General Eligibility Criteria:**

- a. Bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 5 years of experience. Certificate of incorporation to be furnished.
- b. Must have minimum 10 full time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished(**as per the Annexure V**)
- c. Must have successfully completed minimum 3 similar projects with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished of Rs 1Cr project cost and above.
- d. “DESIGN CONSULTANTS” must have a valid Architect License issued from the State of Odisha.
- e. Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority & proof of qualification (B.Arch/ M.Arch Documentary evidence to be furnished.
- f. Must have carried out projects with project cost of at least one of INR 3Cr. (CA certificate for the same to be furnished)/ The Agency should have completed at least 2 project of net worth Rs 5Cr in the five financial Year. The completion certificate have to be furnished.

Financial Eligibility:-

- g. Average Annual Turnover of INR 2 Cr. in last 4 financial years. Auditor certificate and audited financials to be furnished.(2017-2018,2018-19,2019-20,2020-21). Including the IT returns of the said FY
- h. Must have positive net worth as on 31st March2021. Auditor/ CA certificate to be furnished.
- i. Must be registered with GSTIN. GST registration certificate to be furnished.
- j. If the project is on progress then the agency have to furnish the agreement with the client.

Evaluation Sheet.

Sl.no.	Parameters	Maximum Marks
1	Turnover - Average annual turnover (three years not before 2018-19): Rs.2Cr and above. – 10marks, Rs.3 Cr-Rs.5Cr. – 15marks Above Rs. 5Cr – max.20 marks	20
2.	Experience in completion of projects (at least three projects) of 1 Cr and above: three Projects – 10 Marks Four to Seven Projects - 15 Marks More than Seven Projects:- 20 Marks	20
4.	Team Composition As per the Annexure	20
5.	Technical Presentation of the said project	40
TOTAL		100

6. PAYMENT SCHEDULE

- a. Payments to the consultant shall be “on account” and shall be adjusted against the final bill.
- b. All payments shall be subject to Income Tax deduction at source.

- c. The Consultant shall be paid for each of the services in the schedule as far as possible by 14th working day after the day of submission of the bill, complete in all respect to the Project Manager as follows:

1.	On approval of Concept Planning and Master Plan from client department, On approval of Drawings and Design and approval of documents from statutory bodies (if any), On submission of Preliminary DPR	25% (Twenty Five percent) of the payable fee as above.
2.	Submission of DPR including detail design report, detail structural drawing for proof checking and approval by the Administration, Puri	25% (Twenty Five percent) of the payable fee as above.
3.	(ii) On Approval of DPR by the Client/Govt.	50% (Fifty percent) of the payable fee as above.

Note: 5% security deposit will be deducted from each running bill which shall be released after two months of completion of project and shall work as performance guarantee during the construction stage.

7. COST OF THE PROJECT DOES NOT INCLUDE FOLLOWING ITEMS/EXPENDITURE FOR THE PURPOSE OF PAYMENT OF FEE DURING CONSTRUCTION STAGE

To arrive at the payment of architectural fee to the architect, the cost of project shall be derived by deducting following items from sanctioned cost of project by the Government:-

- a. Contingency charges sanctioned
- b. supervision charges sanctioned
- c. Payment allowed for shifting of utility and providing other facilities etc, charges to development authority to sanction the project maps payment made to forest and other departments. Any other items of works/services sanctioned for which architectural services are not required/approved.

- d. Cost of land, if any.
- e. Deviation Cost of the Project.

8. Format and Signing of Proposal:

Part A: Technical Proposal

While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 4 – Proposal – Standard forms).

- a) Cover Letter for Technical Proposal (Annexure-I)
- b) Bidders Profile (Annexure-II)
- c) Project Experience summary (Annexure-III)
- d) Project Experience Details (Annexure-IV)
- e) Team Composition (Annexure-V)
- f) Power of attorney (Annexure-VI)
- g) Financial Capability (Annexure-VII)

Note: The Technical Proposal shall not include any Financial Information. The technical proposals shall be spiral/ hard bound.

9. Submission of Proposals: Packing, Sealing and Marking of Proposals:

The Technical Proposal must be inserted in separate sealed envelopes, along with bidders name and address in the left-hand corner of the envelope and super scribed in the following manner.

**PART A: TECHNICAL PROPOSAL for “Empanelment of Professional Architecture/
Design/ Consultancy firms for development of Projects in Puri”**

Cover Envelop

**Request for PROPOSAL “Empanelment of Professional Architecture/ Design/
Consultancy firms for development of Projects in Puri”**

The Bidders Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope. The envelopes shall be addressed to **Project Director, DUDA,Puri**, at the following Address:

**To
The Project Director,
DUDA, PURI,
O/o:- DRDA, Puri
Near District Court,Puri
Odisha.-752001**

If the outer envelope is not sealed and marked as mentioned above, then Project Director, , DUDA,Puri, will assume no responsibility for the Proposals being misplaced or opened prematurely.

10. Application Fee:

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “Project Director, DUDA, Puri”, payable at Puri for **INR 10,000/-** is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non- responsive and rejected outright.

11. Validity of Proposal:

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

12. Documents accompanying the Proposal:

PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

- I. Non-refundable Application Fee of **INR 10,000/-** exclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “**Project Director, DUDA, Puri**”, payable at Puri.
- II. Copy of the PAN card & GST registration certificate.

- III. Cover Letter as per the format in Form-A.
- IV. Bidders profile as per the format in Form-B.
- V. Experience of the Applicant in Form-C and Form-D (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria, must be submitted)
- VI. Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-E and F.
- VII. Details of representative of bidder interested in site visit (Form G)
- VIII. Annual Financial Statements of previous three financial years (2018-19,2019-20,2020-21) duly certify by the CA.

13. Deadline and mode of submission of Proposals

Proposals filled in all respect must reach Project Director, DUDA, Puri , Puri at the address, time and date specified in *Section A– Bidding Schedule of the RFP document* through Speed Post/ Registered Post/courier only. If the specified date for the submission of Proposal is declared as a holiday for District Urban Development Agency, Puri, the Proposals will be received up to the appointed time on the next working day.

14. Amendment / Modification

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

15. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

16. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach Authority at the address, time and date specified in the RFP through Speed / Regd. Post /Courier. If the specified date for the submission of proposal is declared as a holiday for the authority the proposal will be received up to the appointed time on the next working day.

17. Late Submission

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

18. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by the Authority.

19. Bid Opening Date

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**District Urban Development Agency,(DUDA),Puri,
O/o DRDA, Puri
Near District Court,Puri**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

20. Selection of Bidder:

- a. Received applications will be opened and those eligible in all respects as per Eligibility Criteria mentioned above will be considered for Techno-Financial Evaluation. Incomplete applications will be summarily rejected.
- b. A Selection Committee will evaluate the applications and successful applicants through marks

obtained as per eligibility criteria , will be considered for Empanelment.

- c. If any shortfall in the document related to Eligibility Criteria is found, only one chance will be given to the applicant for document submission.
- d. District Administration/ DUDA,Puri reserves all the rights to accept or reject any/all RFP applications without assigning any reason including relaxing criteria for qualified / experienced applicants. District Administration/DUDA,Puri takes no responsibility for the delay, loss or non-receipt of any application within the prescribed time period.

21. Termination of Contract:

Either party can terminate the agreement by giving 30 days prior written notice.

22. Right to Accept or Reject

District Administration/ DUDA,Puri reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

23. Disputes

All legal disputes are subject to the jurisdiction of Puri courts only

24. Liability

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

25. Indemnity

The Selected agency always during the pendency of this agreement, keep the Government/ District Administration /DUDA, Puri indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement.

26. Confidentiality

The Selected Agency shall treat the details of the output of the Assignment and the

Services as confidential and for the Selected Agency own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent District Administration /DUDA,Puri.

27. Duration of the Empanelment :

The empanelment period will be the period of 3 years. it may be extended with duely concent of the District Administration/DUDA, Puri.

28. Important Information for Applicants

- a) Interested Architecture/ Design/ Consultancy firms are expected to examine carefully all instruction, information, forms, annexure etc. Failure to comply with the requirement of documents shall be at the Architecture/ Design/ Consultancy firms' own risk. Applications which are not substantially responsive to the requirement of the RFP documents shall be rejected.
- b) Interested Architecture/ Design/ Consultancy firms seeking clarifications on the RFP documents may come with Queries in pre- bid meeting. The queries must be in the following format only.

S.no.	Page No.	Clause No.	Clause as per RFP	Queries
1				
2				

- c) District Administration/ DUDA, Puri shall endeavor to respond to the questions raised or clarifications sought by the Architecture/ Design/ Consultancy firms. However, District Administration/DUDA, Puri reserves the right not to respond to any questions or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling.
- d) District Administration/DUDA, Puri may also on its own, if deemed necessary, issue interpretations

and clarifications to all Architecture/ Design/ Consultancy firms. All clarifications and interpretations issued by District Administration/DUDA, Puri, shall be deemed to be part of the RFP. Verbal clarifications and information given by District Administration/DUDA, Puri or its employees or representative shall not in any way or manner be binding on the District Administration/DUDA, Puri

- e) Any addendum thus issued will be uploaded on District Administration/DUDA, Puri 's website
- f) By participating in the selection process all participating Architecture/ Design/ Consultancy firms shall agree in full to these Terms and Conditions
- g) All participating Architecture/ Design/ Consultancy firms shall go through detailed guidelines and shall agree to abide by the conditions mentioned in this document. By participating in the selection process, all participating Architecture/ Design/ Consultancy firms shall deem to have agreed in full to these Terms & Conditions.
- h) Any participating Architecture/ Design/ Consultancy firms found to have provided false information at any point - before, during or after the selection process, shall be liable for immediate disqualification.
- i) Any participating Architecture/ Design/ Consultancy firms failing to observe the Terms & Conditions shall be declared ineligible and shall be liable to immediate disqualification at any point during the selection process.
- j) The decision of the Committee for the selection process, shall be final and binding on all participating Architecture/ Design/ Consultancy firms and no disputes of any manner shall be entertained.
- k) All participating Architecture/ Design/ Consultancy firms are doing so on their own initiative. District Administration/DUDA, Puri shall not reimburse any expenses incurred. By participating in the selection process, it is deemed that all participating Architecture/ Design/ Consultancy firms have indemnified District Administration /DUDA,Puri against any losses, expenses of any manner incurred by the participating Architecture/ Design/ Consultancy firms during the selection process

whether tangible or intangible, direct or indirect.

- l) All information made available to District Administration/DUDA, Puri during the selection process shall be considered as privileged information. District Administration/DUDA, Puri shall not use this information for any purpose other than the selection process
- m) Notwithstanding anything contained in this RFP document, District Administration/DUDA, Puri reserves the right to accept or reject any Proposal and to annul or suspend the bidding process and reject all Proposals without assigning any reason hereof, at any time prior to the issuance of Letter of Acceptance (L.O.A.) without incurring any liability or consequences or any obligation to inform the affected Architecture/ Design/ Consultancy firms of the grounds for rejection.
- n) Joint venture will not be allowed.
- o) Proof for fulfillment of selection criteria mentioned in the RFP document should be submitted. If the application is submitted without valid documents, OR is not in the Prescribed Formats, the application will be rejected. All documents be spiral bound before submission. Lose document is not acceptable.
- p) No Architecture/ Design/ Consultancy firms shall contact District Administration /DUDA,Puri on any matter related to its application after the time of submission of application, unless requested so in writing. Any effort by Architecture/ Design/ Consultancy firms to influence District Administration /DUDA in their decision in respect of evaluation will result in rejection of the Application.
- q) District Administration /DUDA,Puri reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and to cross check for any details as furnished by the Architecture/ Design/ Consultancy firms s from past – executed projects / Clients / Consultants etc. It is to be noted that pre – qualification may be completed without seeking any subsequent additional information.
- r) Information furnished in the RFP Document will be kept confidential.

- s) All information must be typed and submitted in the prescribed formats only. Architecture/ Design/ Consultancy firms should ensure that hard copy is without errors.
- t) Application duly filled with all the requisite information, supporting documents and covering letter duly signed by Authorized Representative/ Signatory of the Architecture/ Design/ Consultancy firms shall be indexed, bound (hard/ spiral) and submitted in a sealed envelope by the time and date as specified in the Notice.

COVER LETTER

(On the official Letterhead of the applicant)

To,

Date: _____

The Project Director, ,
District Urban Development Agency,Puri,

Ref: Request for Proposal for Empanelment of Professional Architecture/ Design/ Consultancy firms for development of Projects in Puri.

1. With reference to your RFP document _____, dated _____, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our “**Empanelment of Professional Architecture/ Design/ Consultancy firms for development of Projects in Puri**” for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced

by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I declare that:

- (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
- (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
- (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.

8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.

9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer tender paper cost of Rs. _____/- (Rupees _____ Only) to the Authority in accordance with the RFP
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to

me or our BID is not opened or rejected.

18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

Sl.No	<u>Details of Applicant on official letter pad</u>			
1	Name of the Agency			
2	Details of the Demand Draft			
3	Tender paper Cost-Rs.10,000	Name of the Bank	date of issue	DD.No
5	Name of the contact Person			
6	Designation			
7	Address	Present address		
		Permanent address		
8	E-mail ID			
9	Fax Number			
10	Registration Number of the Company/Society etc			
11	If the Agency has a registered office in India(Yes/No):			
12	Full address of Registered Office in India			
13	If the agency has a corporate or Branch Office in Odisha?			
14	Full address of Registered Office in Odisha(with Address proof)			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in Puri or Bhubaneswar			
19	PAN Card No			
20	GST No			
21	Average Annual Turnover(2018-19,2019-20,2020-21)			

Signature, name and designation of the Authorized Signatory with name and seal of Bidder

PROJECT EXPERIENCE SUMMARY

(In official letter pad)

RELEVANT EXPERIENCE OF SIMILAR PROJECT

Sl. No	Name of Project	Number of Years	Name of the Client	Project Details	Status of the Project (Completed / Ongoing) From Date to End Date (With Completion Certificate/ Agreement)

Note:

- Please use separate rows for each project
- Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria.
- Completion certificates of all completed or work order of on-going projects must be submitted.

PROJECT EXPERIENCE DETAILS

(In official letter pad)

Name of Project:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Project Area (in Sq. meter)	Project Cost (in INR Crore):	
Project Area (in Sq m)		
Name of Associated Consultant/ Firms, if any:		
Description of Project and services provided by your staff		

Signature of Authorized Person and seal

Note:

- Please use separate sheets for each project as provided in Annexure IV above.
- The copy of the workorder & agreement should be attached along with the work details

TEAM COMPOSITION
In official letter pad

S.No	Designation	Total No.	Name	Qualification	Professional Experience and Details of work carried out	Field of Expertise	Date since employed with the Applicant	Remarks
1	2	3	4	5	6	7	8	9
1	Team Leader							
2	Structure Engineer							
3	Civil Engineers (E.g. Structural,Pavement, Geotech,Environment, Service Engineers							
4	Electrical Engineers							
5	Site Engineers etc.							
6	Any other specialist/ expert etc.							

Note: CVs of each personnel/expert shall be attached with their signatures and counter signed by the authorized representative of the firm with self-attested copy of certificates.

Power of Attorney

Know 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 on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the **“Empanelment of Professional Architecture/ Design/ Consultancy firms for development of Projects in Puri”** (Project) proposed to be developed by the Department of Tourism including but not limited to signing and submission of all Bids/ Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/responses to the Authority, presenting us in all matters before the Authority, signing and execution of all contracts including the Event Management Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the Event Management Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully 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 and shall be binding on us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 20__

For

.....

Accepted

_____ (signature)

(Name, Title and Address) of the Attorney

Note:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

**Financial Capability of Bidder
In official letter pad**

Name of the Applicant: _____

Sl. No.	Particulars	2017-18	2018-19	2019-20	2020-21
1.	Turnover				

Note:

1. Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 3 years.
2. The above data must be submitted by Applicant, duly certified by Statutory Auditor such as Chartered Account.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorized Signatory)

(with seal & registration no.)

Place:

Date:

**Check List for the bid document to be accompanied in Technical bid
In official letter pad**

S.N.	Particulars	Submission by Bidder Yes/ No/ NA	Page No
Technical Proposal consist of following documents and should be packed in Separate sealed envelope			
1	Tender Paper Cost(Rs.10,000/-) in shape of the DD		
2	Self-declaration of non-blacklisting (On official Letter pad)		
3	Annexure –I Covering Letter (On official Letter pad)		
4	Annexure –II Details of Applicant(On official Letter pad)		
5	Annexure –III Details of Project experience Summary (On official Letter pad)		
6	Annexure –IV Format for Project Experience Details (On official Letter pad)		
7	Annexure –V Team composition Details (On official Letter pad)		
8	Annexure –VI Power of Attorney (On official Letter pad)		
9	Annexure –VII Financial Capability of Bidder (On official Letter pad)		