



PURI KONARK DEVELOPMENT AUTHORITY
V.I.P. ROAD, PURI

RFP No.966/PKDA, Puri

dt.18.11.2022.

REQUEST FOR PROPOSAL FOR SELECTION OF
AGENCY FOR OPERATION AND MAINTENANCE
OF PARK IN PURI TOWN.

ISSUED BY

PKDA,PURI

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF PARK IN PURI TOWN.

Period of availability of RFP document 18.11.22 to 01.12.22

Last date of receipt of RFP 02.12.2022 up to 2.00 P.M.

Submission of original document for EMD and paper cost
Through Registered post/Speed post to Secretary, PKDA,VIP
Road,Puri.752001.

Date and time of opening 05.12.2022 at 4.00 P.M.
of RFP

For further information please contact;-

Secretary, PKDA,
V.I.P.Road,Puri,Town.752001
Contract No.06752-222635
E.Mail-PKDA, Puri @ gmail.cum.

(A)Puri Konark Development Authority, An introduction:-

Puri Konark Development Authority (P.K.D.A) has been constituted by the Housing and Urban Development Department, Government of Odisha, to plan and regulate development within its jurisdiction. The objective behind constitution of the Authority was to take-up planned and systematic development, prepare development plans, undertake works pertaining to construction of housing colonies, shopping centers, markets provide public amenities, development of infrastructural facilities etc.

B) Project Back Ground

Puri Konark Development Authority, (PKDA) invites sealed proposals (Offers) from reputed operation and maintenance agencies/ properly Management companies/ agencies with experience of developing

parcs/Govt. Regd. Contractors of B' class and above who have executed various projects on turn-key basis for overall up keeping & maintenance, repair etc, of the Children's park developed by PKDA near Helipad at Talabania, Puri town.

The successful agency/bidder will be responsible for regular and timely upkeep, maintenance of the park that includes parking area, electrical and P.H. fixtures, toilets, landscapings, plants/trees and other equipments/fixtures installed inside the park.

C) Broad Scope of work

- i) Garden and lawn maintenance including soft and hard landscaping
- ii) Maintenance and upkeeping of lawn area, plants, tress, creepers, hedges, palms by regularly doing the following works
- iii) Watering, clearing and mowing the pre and post vide graph/Photograph of the work is to be kept for reference.
- iv) Top dressing of entire lawn with proportionate quantity of garden soil , manures, fertilizer pesticides etc. twice a year to make the lawn healthy, glossy green and dressing free trimming considering shape of all hedges . Replacement of dead plants regular use of insecticides, term lies and pesticides. Regular clearing of lawn area including cutting of grass/ plants to uniform size and shape maintenance of complaint register proving flower arrangement on special occasions/ festivals.

Garbage collection and Disposal

Empty all garbage containers including clearing of the surrounding area collecting the garbage from the garbage box, clearing from the premises to the dumping site etc.

Civil works

Maintenance of all civil structures including statues, benches, fountains, S.S. railing, G.I. Grills gates etc.

Maintenance of Electrical Installation works and light fixtures/ lamps

The agency shall maintain all electrical wiring network including maintenance/ repair of all lamps/ fixtures/ panel box/Pumps/earthing etc. regularly, Wastage of electricity should be avoided by switching off the points when not required.

Maintenance of Toilets/ P.H. Fixtures

All the toilets should regularly be cleaned using toilet cleaners. All P.H. and sanitary fitting should be maintained properly and repaired when required to avoid public inconvenience.

Maintenance of pathway/paver Track

The Pathway/ Paver track should be cleaned in regular intervals including charge/ replacement of paver blocks if required.

Maintenance of yoga platform and function

The yoga platform (pedestal) and water fountain should be cleaned and washed in regular intervals.

Maintenance of Lawn/ plants/ trees/ landscaping area

Lawn should be maintained properly by cutting and trepanning grass/ plants trees using cutting machines by experts. Watering to landscaping area/trees and plants should be done twice daily on regular basis.

Painting of grills/ Name plates/ signage/ paintings on boulder wall

Such fixtures should be painted at least once in a year with approved colour and paints.

Drinking Water facility

The area earmarked for drinking water facility shall be very clean and dry, quality of drinking water should be maintained as per norms.

Other scope of work to be done

- i) The park should be opened/ closed strictly as per time schedule fixed.
- ii) A display board indicating the time of opening and closing of the park should be fixed at the entry side for awareness of visitors.
- iii) The Park should remain closed for visitors during the period of maintenance/ repair and while hosting events.
- iv) Events such as small parties, kids/ Children function/ birthday parties of kid not more than 5 (five) years/yoga/ Cultural functions relating to kids/ Children etc- are allowed inside the park subject to maximum gathering of fifty persons.
- v) An open space measuring an area of 1000 sft (out of the PKDA possession) in area rear side shall be allowed for store/ kitchen purpose by erecting temporarily shed made out of G.I. trusses/ rafters and Blue scope sheet roofing with written approval of PKDA.
- vi) Parking of vehicles of visitors is to be done over the open space adjacent to the park leading from park main gate side up to ITI Square. A signage board reflecting parking area, should be fixed

for parking of vehicles. At no circumstances vehicles would be allowed to park in front of park Main Gate.

Period of contract

The contract shall be valid for a period of 3 (three) years commencing of the date of award of contract. However PKDA reserves the right to review and extend the contract period if found satisfactory based on the performance as per terms and conditions of agreement increasing minimum 10% extra over the contract value. This decision will be taken by a committee comprising Secretary, Engineer Member, PKDA, Asst. Engineer and Section officer, Accounts.

Safety Code and Rules

First Aid facility shall be maintained in a readily available space near the site office including storage of cotton, medicines, equipments etc.

In case of hoisting events and use of loud speakers, the noise level should be within the required decibel unit and it should not increase further. Necessary prior permission to be taken from competent Authority.

No hazardous, inflammable material should be allowed inside the park. No illegal activities such as drinking of wine, intoxication etc. are allowed inside the park. The selected agency has to bear all cost supposed to be spent for stationery and other miscellaneous expenditures.

Minimum staff to be deployed at site for maintenance of Park

The following staff are to be engaged in the park for maintenance.

- (a) Supervisor – 01 no, Security-2nos.
- (b) Labour for clearing (Monthly basis)-2 Nos
- (c) Gardener -01 no (Full time)
- (d) Electrician – 01 no (full time/Part time)
- (e) Plumber 01 no (as and when required)

The agency shall employ one qualified and experience supervisor for proper supervision, monitoring and co- ordination of the work in the

premises. He shall be provided with a mobile no. and his number shall be displayed for public/ Office as and when required.

Eligibility criteria

In order to participate in the bidding process, the applicant shall have to submit the following documents.

- (i) The agency who have executed similar nature of work i.e. operation and maintenance of parks or development of parks of Rs 75 lakhs and above (one tender on single work) during the last three years.

He/ She has to submit performance Certificate from the respective competent Authorities regarding satisfactory completion of the work indicating work value. He/She has to furnish copies of Govt. Registration certificate of license/ limited companies /firms etc. and valid copies of GST/ PAN regd. Certificate along with the bid document. Annual turn- over certificate must be submitted duly certified by a chartered Account with seal and signature.

Selection Procedure/ Methodology

PKDA shall invite 2(two) bids i.e:-

- (a) Technical Bid
- (b) financial Bid for the project.
- (c) All the technical bids so received by PKDA shall be placed before the committee for approval before opening of financial bid.
- (d) Highest financial bid will be considered for approval. If the highest bid is not considered in case of any discrepancies, the 2nd highest bidder will be called for negotiation and consideration of the bid.
- (e) An agreement will be signed with the approved bidder to carry out the work with relevant scope of work, terms and conditions.

(f) The bid document shall be scrutinized by the committee comprising the following officers of PKDA and decision of the committee shall be final and binding:-

- (i) Secretary, PKDA (Member convener)
- (ii) Planning Member, PKDA, Member
- (iii) Engineer Member, PKDA, Member
- (iv) Asst. Engineer, PKDA, Member
- (v) S.O, Account.

Payment Method

- (i) Money Receipt Book duly signed by the Secretary-Cum- Finance Member, PKDA or his authorised/Officer/ Officials and the applicable bidder shall be issued to the approved bidder for financial transaction.
- (ii) All monetary/ financial transaction such as entry ticket selling, convening events etc. Shall be made using the M.R. issued by PKDA. The agency shall submit duplicate copies of the M.R. in each month (in first week of every month) for calculation of monetary transaction made and deposit of share of PKDA accordingly.
- (iii) The approved bidder has to deposit an amount of Rs. Lakhs in shape of Bank guarantee/TDR from any National Bank at Puri to be pledged in favour of Secretary, PKDA payable at Puri. The same will be refunded to the agency after completion of the contract period satisfactorily.
- (iv) The contract period will remain valid for a period of 3(Three) Years and subsequent renewal will be considered based on recommendation of the committee of PKDA constituted for this purpose with due approval of the V.C. PKDA and Collector, Puri.
- (v) The bidder has to return the Park with all its fixtures in same conditions taken at the time of handing over. The cost towards damage done to the fixtures as found stolen while handing over of the park shall be reimbursed from the security deposit of the bidder.
- (vi) PKDA reserve the right to accept or reject any application without assigning any reason thereof.

For Technical Bid

The technical bid shall contain the following:-

a) Cover letter

b) Information of applicant/bidder

(Schedule-A)

c) Information regarding experience along with supporting documents.

(Schedule-B)

d) Information of personnel to be deployed for operation and maintenance of the park.

(Schedule-C)

e) Details of man power to be deployed

(Schedule-D)

f) Undertaking Form. Cost of tender paper Rs.10,000/-(Non Refundable)+GST@18%=11,800/- in shape of B.D drawn in favour of Secretary, PKDA, Puri.

(Schedule-E)

g) **Financial transaction details of the bidder** for the last 3 (three) years) duly certified by the competent person.

(Schedule-F)

h) EMD- Bid declaration form. The Bank guarantee and security shall be forfeited in case of agency fails to perform satisfactorily as per decision of the committee constituted by PKDA.

FINANCIAL BID

Financial bid will be a lump sum amount for every month to be given on basis to PKDA. The amount to be quoted must be given after deduction of cost towards all kinds of maintenance expenditure including payment of salary to the person employed, repair of fixtures and fittings, payment of all types and charges etc. PKDA in no case shall pay any amount in this regard.

Submission of proposal

The bid documents containing both Financial and Technical bids shall be submitted through Regd. Post /Speed post /within the scheduled date i.e 02.12.2022 up to 2.00 P.M. The date of opening of bids will be intimated to the bidder over phone and by issuing letter by PKDA.

Legal dispute

Any legal dispute arising out of this contact shall be subject to the decision of appropriate Court of law situated within the jurisdiction of Puri. The decision of the Court in this regard shall be final and binding.

Natural calamities

All sort of minor repair works shall be done by the agency which are found damaged by the cyclonic storm /calamities etc. In case of major or serious damage to the property is found due to the calamities, the same shall be considered for repair/ renovation as per joint inspection of the site by the PKDA committee and the agency. The decision of the committee in this regard is final.

Decision making

All decisions regarding maintenance of the park shall be taken by the committee constituted by PKDA / action and decision taken by the committee is final and binding.

PKDA reserves the right to accept /cancel or make any addition and alteration of the bid procedure MOU /Agreement at its discretion which are binding.

REQUEST FOR PROPOSAL FOR OPERATION AND MAINTAINANCE OF CHILDREN'S PARK NEAR HELIPAD, PURI TOWN.

COVER LETTER

To

The Secretary,
Puri Konark Development Authority
V.I.P Road, Puri-752001.

Sub:- **TECHNICAL PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTAINANCE OF CHILDREN'S PARK IN PURI.**

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the applicant in the RFP document issued by PKDA. We agree and undertake to abide by all those terms and conditions of the bid/agreement. We hereby submit all the necessary information and relevant document for participating in the RFP process for the above project.

We acknowledge that we have not (during the last three years) failed to perform any agreement, by imposition of penalty, by an arbitral or judicial authority, not have been expelled from any project or agreement nor have had any agreement termination for period of contract.

We also understood that PKDA reserves the right to cancel or accept this RFP without assigning thereof.

Bidder

SCHEDULE-A

Information of applicant:-

Name of the applicant (in full):-

Name of the contact person:-

Address for correspondence

Contact No.

E-mail Address

Copy of a Regd. Certificate

Details of PAN.

Details of GST Regd. No.

Annual turn over:-

FY-2019-20

FY-2020-21

Fy-2021-22

(Copy of Audited Annual Accounts is mandatory as supporting documents)

Bidder

Date:-

Signature & seal of C.A

SCHEDULE-B

Format for applicant's experience of relevant works

- a) Name of work:-
 - i)
 - ii)
 - iii)
- b) Description of work:-
- c) Location:-
- d) Name client/office:-
- e) Agreement value:-
- f) Other information relating to
project executed:-

Copy of agreement, Work orders, and Completion certificate should be furnished with the bid.

Bidder

SCHEDULE-C

Details of man power to be deployed

Name of the man power:-

i)

ii)

iii)

iv)

v)

Aadhar No.

Bidder

SCHEDULE-D

Certificate of No-Relationship

I/we hereby undertake /certify that I/we am/are related /not related to any officer of the rank of Asst. Engineer above or any officials of PKDA, Puri.

I/we also undertake that non submission of this certificate will render my/our tender liable for rejection.

Bidder

SCHEDULE-E

FINANCIAL BID

To

The Secretary,
Puri Konark Development Authority
V.I.P Road, Puri-752001.

Name of Project:-

**FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR
OPERATION AND MAINTAINANCE OF CHILDREN'S PARK
NEAR HELIPAD, PURI TOWN.**

I/We, the undersigned offer to provide the operation and maintenance services for the above in accordance with your RFP.

- a) Our lump sum monthly financial quotation for operation and maintenance services of the park included in the package (financial) is% of the monthly income excluding GST charges.
- b) My/Our financial proposal shall be binding for us for the assignments and this proposal would be valid for 3 (three years) from the date of signing of Agreement.

A cost analysis involving monthly expenditure should be submitted with the bid by the tender for reference and detailed scrutiny by the committee. The decision of the committee formed by PKDA shall be final and binding.

Signature of Applicant

Name:-

Date:-

SCHEDULE-F
Form of Bid- Security Declaration

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid- Security Declaration.
2. We accept that the Authority/ Employer/ Tender inviting Authority shall cancel our Bid and / or suspend/ debar/ blacklist from participating in bidding in any contract of the Sate for a minimum period of 180 days if we are in breach of our obligations (s) under the bid conditions, because we :
 - (a) Have withdrawn/ modified our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by us; or
 - (b) Having been notified or the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us.
 - (i) Failure of use to furnish the performance Security and, Additional performance Security, if required in accordance with the ITB/Terms of the Bid Document/ RFP, or
 - (ii) Fail to agree to the decisions of the contract negotiation meeting or
 - (iii) Failure refuse to execute the Contract.
3. We understand this Bid- Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notication of the name of the successful Bidder through award of contract; or (ii) after the expiry date of the Bid validity.

Name of the Bidder _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____

Bidder

AFFIDAVIT

1. I/we the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firmhave abandoned any work or building in India nor any contract awarded to us by the State of Odisha for such works have been rescinded during last five years prior to the date of this bid.
3. The undersigned will abide by the terms and conditions of the bid documents as well as that in the agreement/MOU regarding operation and maintenance of the park.
4. The undersigned will carry out the orders of PKDA as regards for smooth operation and maintenance of the park and public convenience should be given utmost priority.

Bidder