



OFFICE OF THE DIVISIONAL FOREST OFFICER, PURI WILDLIFE DIVISION,
CHAKRATIRTHA ROAD, PURI – 752002

E-Mail:- dfo.puriwl@odisha.gov.in Telephone - 06752-228281.

**Request for Quotation (RFQ) For the preparation of Detailed Project Report for the Urban
Beach Management Plan for Puri Urban Area**

Sealed RFQ are invited from interested consultants/agencies/individuals for the preparation of Detailed Project Report for the Urban Beach Management Plan for Puri Urban Area.

The tender paper along with terms & condition & scope of works shall be submitted to the Office of the Divisional Forest Officer, Puri Wildlife Division, Puri, in the district of Puri, Odisha on or before dt. 27/01/2025 at 5 pm. through speed post/Regd Post/Tender Box only. Technical bid will be opened on 28/01/2025 at 11 AM at the office chamber of D.F.O, Puri in the presence of parties who wish to attend the same. A technical presentation by the qualified bidders will be conducted on 30/01/2025. Financial bid will be opened on the date to be notified later.

The authority is not bound to accept the lowest bid and is liable for price negotiation.

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

Terms & Conditions

1. The bidder will submit the methodology, details of key personnels and work programme along with supporting maps and documents in a closed envelop for the assesment of technical bids.
2. Financial quotation, including a detailed cost breakdown will be submitted by the bidders in a separate closed envelope.
3. The selected bidder should be responsible for the preparation and supply of the Detailed Project Report in two phases: Draft DPR and Final DPR.
4. The work must be completed within 30 days of receiving the work order.
5. The EMD amount is Rs. 5,000/-
6. The successful bidder will submit the completion plan within 2 days of receiving the work order. If not submitted, then L2, L3, L4... bidder may be allowed to carry the work further at L1 cost or lesser negotiated cost.

Tentative work of Scope

Preparation of draft and final Detailed Project Report for the Urban Beach Management Plan for Puri Urban Area including, inter-alia, the following:

1. Zonation of the Puri Urban Beach Stretches based on the Use Patterns and potentials.
2. Mapping of the existing facilities and amenities on each of the stretches after detailed assessment of the current conditions.
3. Analyse environmental, social and economic aspects affecting beach management.
4. Develop strategies for sustainable beach management, including waste management, safety measures and facilities enhancement upon consultation with relevant stakeholders.
5. Outline a phased implementation plan, including timeliness, milestones, and key performance indicators.
6. Identify potential sources of funding and investment opportunities.
7. Compile all findings, analyses and proposed strategies into a comprehensive Detailed Project Report including visual aids such as maps, diagrams and charts to support the findings.

List of Documents Required:

1. Filled in Bid Submission Check List in Original (Annexure I)
2. Covering Letter (TECH -1)
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
4. Copy of Certificate of Incorporation/ Registration
5. Copy certifying authorised seller of the particular brand/Make.
6. Copy of PAN
7. Copy of Goods and Services Tax Identification Number (GSTIN)
8. Copy of the latest GST clearance certificate/Return.
9. Copy of the latest IT clearance certificate/Return.
10. General Details of the Bidder (TECH – 2)
11. Power of Attorney (TECH – 3) in favour of the person signing the bid on behalf of the bidder.
12. Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
13. Self-Declaration on Potential Conflict of Interest (TECH - 4)
14. Financial Bid Format – 1
15. Financial Bid Format - 2

SUBMISSION OF CHECK LIST

CHECK LIST

Annexure – I

Sl.No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	EMD Fee of 5000/- in form of Demand Draft/other instruments		
4	Copy of Certificate of Incorporation / Registration of the Bidder in case of companies		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of Latest GST Return		
8	Copies of Latest IT Return		
9	General Details of the Bidder (TECH - 2)		
10	Power of Attorney (TECH-3) in favour of the person signing the bid on behalf of the bidder.		
11	Self-Declaration on Potential Conflict of Interest (TECH - 4)		
12	Undertaking for not have been black-listed by any Central / State Govt. / any Autonomous bodies during its business career.		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY) (in separate envelope)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.
Financial bids are submitted in the separate envelope.

Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.

All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:



(TECH -1)

Technical Proposal Submission Forms

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

To

The Divisional Forest Officer
Puri Wildlife Division-752002

Subject: Request for Quotation (RFQ) For the preparation of Detailed Project Report for the Urban Beach Management Plan for Puri Urban Area

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 sealed under a separate envelope. Our proposal will be valid for acceptance up to 120 Days and I confirm that this proposal will remain binding up on 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 (RFQ) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFQ/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive

Yours faithfully,

Authorized Signatory with Date and Seal:

MW

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.	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
7.	PAN Number	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out assignments as per the scope of work of the RFQ	YES
10.	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials] :

Name and Designation with Date and Seal:



FORMAT FOR POWER OF ATTORNEY (On Bidder's Letter Head)

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

The signatures of <Name of person>in whose favour authority is being made under the attorney given below are here by certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:



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

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).

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

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

Communication Address of the Bidder:



COVERING LETTER (In Bidder's Letter Head)

Fin - 1

Location, Date

To

The Divisional Forest Officer, Puri

Subject: Financial Quote-Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list limited to 3 assignments of similar nature undertaken during the last 3 Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Workorder/ Contract Document/Completion Certificate from the previous Clients need to be furnished along with the above information.

Sir,

I, the undersigned, offer to supply the services [Insert title of items] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*].

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 120 days. I have carefully read and understood the terms and conditions of the RFP and do hereby under take to provide the service accordingly.

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

Yours faithfully,

Authorized Signatory [In full and initials]
Name and Designation of Signatory with
Date and seal:

*Amount must match with the one indicated in Fin-2.

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Description of Work	Unit	Rate (Rs.) for One Item	
			Rate in Figure	Rate in Words
01.	Preparation of Detailed Project Report for the Urban Beach Management Plan for Puri Urban Area including, but not limited to, <ol style="list-style-type: none"> 1. Zonation of the Puri Urban Beach Stretches based on the Use Patterns and potentials. 2. Mapping of the existing facilities and amenities on each of the stretches after detailed assessment of the current conditions. 3. Analyse environmental, social and economic aspects affecting beach management. 4. Develop strategies for sustainable beach management, including waste management, safety measures and facilities enhancement upon consultation with relevant stakeholders. 5. Outline a phased implementation plan, including timeliness, milestones, and key performance indicators. 6. Identify potential sources of funding and investment opportunities. 7. Compile all findings, analyses and proposed strategies into a comprehensive Detailed Project Report including visual aids such as maps, diagrams and charts to support the findings in draft format and after approval in Final Format. (5 copies each) 	1 Nos.		

Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event if any difference between figures and words, the amount indicated in words shall prevail.

All costs and charges, related to the offer, shall be expressed in Indian Rupees only and

the total cost shall be inclusive of any other taxes & duties etc. including GST.

Note: The rates quoted above does not guarantee any work order, and at the time of finalization of the rates, the rates quoted above could be rationalized by the authority which will be acceptable to me/us. It is further accepted that DFO Puri, would be free to issue workorder to any firm empaneled with Govt. of Odisha.

I / we shall have no objection to the decision and selection of any empanelled supplier for work order as finalized by Purchase Committee.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal:



Approved for 12 nos. of pages
Divisional Forest Officer-cum-Member Secretary,
Beach Management Society