

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

Period of availability of RFP document 30- 03—2026 to 09--04-2026 upto 4.00PM

Last date of receipt of RFP 13-04-2026 upto 4.00PM

Submission of Bid documents – By Registered post/Speed post to  
Secretary, PKDA  
VIP Road, Puri -752001

Date and time of opening of RFP  
(Technical Bid) – On Dtd 15-04-2026 at 4.00 PM

Bid can be downloaded from PKDA website [www.pkdapuri.nic.in](http://www.pkdapuri.nic.in)  
The bidders can purchase the bid documents on deposit of Rs 10000.00+ GST @ 18% = Rs 11800.00 only in shape of cash from the office of PKDA at VIP Road,Puri or B.D. drawn in favour of Secretary,PKDA,payable at Puri on any working days and hours till the last date of sale. Persons intending to to download the Bid documents from the web site must enclose the required paper cost alongwith their bid in shape of B.D.

For further information please contact  
Secretary, PKDA  
At V.I.P Road, Puri Town 752001  
Contract No.06752-222635  
E Mail pkdapuri @ gmail.com.

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

PuriKonark Development Authority (PKDA) 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 infra structural facilities etc.

Secretary

Bidder

**(B).Project Back Ground**

PuriKonark Development Authority, (PKDA) invites sealed proposals (offers) from reputed operation and maintenance agencies/property Management companies / agencies with experience of developing parks/Govt. Regd. Contractors of B class and above who have executed various projects on turn-key basis of similar nature for overall up-keeping and 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 upkeeping ,maintenance of the park and 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, trees, creepers, hedges, palms by regularly doing the following works:-
  - lil (a) Watering, clearing and mowing, the pre and post videography/Photograph of the work is to be kept for reference.
  - (b) 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, and pesticides,regular clearing of lawn area including cutting of grass/plants to uniform size and shape, maintenance of complaint register, providing flower arrangement on special occasions/festivalsetc.

Secretary

Bidder

**(.D) Garbage collection and disposal.**

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

**(E).Civil works.**

\_Maintenance of all Civil structures including statues, benches, fountains, S.S.railing, G.I. Grills gates etc.

**(F)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 that are not required.

**(G).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.

**(H) Maintenance of pathway/paver Track.**

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

**(I).Maintenance of yoga platform and function.**

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

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Bidder

**(J).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.

**(K).Painting of grills/name plates/signage/painting on boundary wall.**

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

**(L)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.

**(M).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 entry side for awareness of visitors.
- iii) The park should remain closed for visitors during the period of maintenance/repaid and while hosting events.
- iv) Events such as small parties, kids/children function/birthday Parties /yoga/Cultural functions relating to kids/Children's etc. and marriage receptions are allowed inside the park subject to maximum gathering of four hundred to five hundred persons.

Secretary

Bidder

- v) An open space measuring an area of 1000 sft (out of the PKDA possession) in rear side shall be allowed for store/kitchen purpose by erecting temporary shed made out of G.I trusses/rafters and Blue scope sheet roofing.
- 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.

**( N).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. PKDA also reserves the right to cancel the agreement and invite fresh bids of its discretion.

**( O) Safety Code and Rules.**

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

No hazardous, inflammable materials 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.

**(P).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/Manager - 01 no
- (b) Labour for cleaning - (Monthly basis)1 Nos.
- (c) Gardner - 01 Part time.

Secretary

Bidder

(d) Electrician - 01 no Part time basis.

(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 number and his number shall be displayed for public/Office contact as and when required.

**(Q).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 five 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 Government Registration certificate of license/ limited companies / firms etc. and valid copies of GST/PAN regd. certificate along with the bid document. Annual turnover certificate must be submitted duly certified by a chartered Accountant with seal and signature.

**(R).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 to be received by PKDA shall be placed before the committee for approval before opening of financial bid.

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Bidder

(e).Highest Financial bid will be considered for approval. If the highest bid is not considered in case of any discrepancies, the 2<sup>nd</sup> highest bidder will be called for negotiation and consideration of the bid.

(f)An agreement will be signed with approved bidder to carry out the work with relevant scope of work, terms and conditions.

(g)The bid document shall be scrutinized by the committee comprising the following officer and decision of the committee shall be final and binding.

- (i) Secretary and Finance Member ,PKDA (Member convener)
- (ii) Engineer Member PKDA Member
- (iii) Planning Member, PKDA Member
- (iv) Asst. Engineer (PKDA) Member.

### **( S).Payment Method**

- (i) Money receipt Book duly signed by the Secretary-cum-Finance Member PKDA or his authorized/Officer/Officials and the applicable bidder shall be issued to the approved 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 a deposit of share of PKDA accordingly.
- (iii) The approved bidder has to deposit an amount of Rs.1.00 lakh 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.

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- (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 V.C, P.K.D.A 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 or found stolen while handing over of the park shall be reimbursed form the security deposit of the bidder.

**(T).FINANCIAL BID**

Financial bid will be a lump sum amount for every month to be given on percentage (%) 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. The rate quoted by the highest bidder will be accepted. The cost for hoisting any kinds of functions is fixed at Rs 20,000.00(Twenty thousand)only with a maximum congregation of 400 to 500(Four hundred to five hundred people). The applicant intends to use the park shall have to clear all the residuals/debris /unused materials on the very next day after completion of the function. In case he or she fails to clear up the park the same shall be done by the lesser who maintains the park and an amount of Rs 2000/- only shall be deducted from the Security money deposited at the time of booking. The applicant has to deposit Rs 5000/- (Rupees Five thousand)only towards Security money at the time of booking of the Park which will be refunded back to him after getting NOC from the service provider.

Secretary

Bidder

**(U) 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 13-03-2026 up to 4.00 P.M .The date of opening of bids will be intimated to the bidder over phone and by issuing letter by PKDA in case of delay.

**( V) Legal dispute.** Any legal dispute arising out of this contract 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.

**(W).Natural calamities.** All sort of minor repair works such as clearing of debris/repair of lights/ PH fittings etc. 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 calamities, the same shall be considered for repair/renovation after joint inspection of the site by the committee and the agency. The decision of the committee in this regard is final.

**(X).Decision making.**

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

Secretary

Bidder

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

To

The Secretary  
PuriKonark Development Authority  
V.I.P. Road, PPuri-752001.

Sub: TECHNICALPROPOSAL 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 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 understand that PKDA reserves the right to cancel or accept many RFP without assigning thereof.

Bidder.

Secretary  
PKDA, Puri

**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 Regd. Certificate.

Details of PAN

Details of GST Regd. No.

Annual turn over-

FY- 2022-23

FY- 2023-24

FY- 2024-25

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

Bidder

Date.

Signature & seal of C.A/Authorised Audit

**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 of 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 to be deployed**

Name of the man power

Aadhar No.

i)

ii)

iii)

iv)

v)

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 an any officials of PKDA, Puri.

Bidder

**SCHEDULE-E**

**FINANCIAL BID**

To

The Secretary

PKDA,Puri

**Name of the Project**

**Financial proposal for selection of agency for Operation and Maintenance of Children's Park at Talabania,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 Sump financial quotation to be deposited with PKDA on sharing basis per month is**

**-----% in figures (-----percentage in words) of the revenue generated In each month.**

**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 firm nor myself have abandoned any work or building in India nor any contract awarded to us by the State of Odisha for such works have been rescind during the last five years prior to 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 smooth operation and maintenance of the Park and public convenience should be given utmost priority.

**Bidder**



**PURI KONARK DEVELOPMENT AUTHORITY**

**V.I.P. ROAD, PURI**

No. \_\_\_\_\_/PKDA, Puri

Dtd. \_\_\_\_\_

**REQUEST FOR PROPOSAL**

PKDA,Puri invites RFP for selection of agency for Operation and Maintenance of Children's Park at Talabania,Puri Town.The details of RFP can be seen in the office of PKDA at VIP Road,Puri during all office hours and from the website [pkdapuri.nic.in/puri.nic.in](http://pkdapuri.nic.in/puri.nic.in) . The last date of receipt of RFP is 13-04-2026 .

The Authority reserves the right to cancel or accept and make any addendum/corrigendum in the RFP at its discretion and without assigning any reason thereof.

Secretary

PKDA,Puri

Memo No-----/PKDA,Puri Dtd

Copy submitted to Vice Chairman,PKDA and Collector,Puri for favour of kind information

Secretary

PKDA,Puri

Memo No-----/PKDA,Puri Dtd

Copy submitted to the D.I.P.R.O.Puri with a request to publish this notice in one issue of Odiya Daily news paper and submit the bill as per approved rates for payment.

Secretary

PKDA,Puri

Memo No-----/PKDA,Puri Dtd

Copy submitted to the Sr. Scientist,NIC,Puri Puri with a request to publish this notice in PKDA website andPuri District website at the earliest time

Secretary

PKDA,Puri