



Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

RFP No:Ref Number: 669/PKDA, Puri

Date: *21.5.2026*

E.M.D: Rs. 3,00,000 (Three Lakhs Rupees Only)

RFP Fees: Non-refundable Rs. 11,800/- {Rs.10,000/- + 18% GST (Rs. 1800/-)}

RFP Inviting Authority

PURI KONARK DEVELOPMENT AUTHORITY

VIP ROAD, PURI, ODISHA, PIN- 752001

<https://pkdapuri.nic.in/>

Disclaimer

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Puri Konark Development Authority or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by the Puri Konark Development Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Puri Konark Development Authority in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Puri Konark Development Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Puri Konark Development Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Puri Konark Development Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Puri Konark Development Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP. The Puri Konark Development Authority may in its absolute discretion, but without being under any obligation to do so,

update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Puri Konark Development Authority is bound to select a Bidder or to appoint the selected Consultant, as the case maybe, to provide the Services and the Puri Konark Development Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Puri Konark Development Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder, and the Puri Konark Development Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

Contents

Disclaimer	1
Data Sheet	5
Definitions & Abbreviations	7
SECTION 1: LETTER OF INVITATION	9
Letter of Invitation	10
SECTION 2: INSTRUCTION TO BIDDERS.....	12
1. Pre-Qualification Criteria.....	13
2. Bid Document Fee	15
3. Earnest Money Deposit.....	15
4. Validity of the Proposal.....	15
5. Pre -Proposal Queries/ Pre-Proposal Meeting	15
6. Preparation and Submission of Proposal.....	16
7. Evaluation of Proposal.....	17
Technical Evaluation Criteria.....	18
8. Opening of the proposal.....	21
9. Evaluation Process.....	22
10. Performance Bank Guarantee (PBG).....	22
11. Contract Negotiation.....	22
12. Award of Contract.....	22
13. Termination of Contract.....	23
14. Conflict of Interest	23
15. Disclosure.....	23
16. Anti-corruption Measure	23
17. Language of the Proposals.....	24
18. Cost of Bidding	24
19. Legal Jurisdiction	24
20. Governing Law and Penalty Clause	24
21. Confidentiality.....	25
22. Amendment of the RFP Document.....	25
23. Puri Konark Development Authority's right to accept any proposal and to reject any or all proposal(s)	25
24. Copyright, Patents and Other Proprietary Rights.....	25
25. Replacement of Key Personnel	25
26. Force Majeure.....	26
27. Settlement of Dispute	26
28. Change in Law	26
29. Liquidated Damages	27
30. Confidentiality and Data Security.....	27
31. Intellectual Property Rights	27
32. Disqualification of Proposal	27
33. Limitation of Liability	28
34. Indemnity.....	28

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

SECTION 3: TERMS OF REFERENCE (ToR).....	29
1. Background: Puri Konark Development Authority.....	30
2. Objective of the Project	30
3. Broad Scope of Work	30
4. Works to be Executed/Project Deliverables by Selected Bidder	32
5. Consultant Deployment	33
6. Payment, Timelines of deliverables	36
7. Contract Period.....	36
8. Payment Terms and Schedule:	36
9. Puri Konark Development Authority inputs and Counterpart Services and Facilities:.....	37
10. Availability of resources at Puri Konark Development Authority office:	37
11. No Idle Time Charges	37
12. Action and Compensation in case of default	37
13. Service Level and Penalty.....	38
14. Calculation of Penalties:.....	39
15. Service Levels Change Control	39
16. Exit Policy and Procedures for Temporary Staffing personnel:.....	40
SECTION 4: TECHNICAL PROPOSAL SUBMISSION FORMS.....	41
TECH -1 Covering Letter.....	42
TECH -2 Bidders Details.....	43
TECH -3 Financial Turnover Capacity of Bidder.....	44
TECH -4 Format for Power of Attorney	45
TECH -5 Experience Details.....	46
TECH -6 Declaration Format	47
TECH -7 Comments and Suggestion on ToR	48
TECH -8 Description of Approach and Methodology	49
TECH -9 Format of Curriculum Vitae (CV).....	50
SECTION 5: FINANCIAL PROPOSAL SUBMISSION FORMS.....	52
FIN-1 (Financial Proposal).....	53
Annexure-I.....	55

Data Sheet

Sl.No.	Particulars	Details
1.	Name of the Organization	Puri Konark Development Authority, VIP Road, PKDA Square, Puri, Odisha- 752001
2.	Method of Selection & Proposal Validity	Quality cum Cost Based Selection (QCBS)& 120 Day's proposal validity
3.	Date of Issue of RFP	29.05.2026
4.	Deadline for Submission of Pre-Proposal / Pre-Bid Queries	09.06.2026 till 5 PM
5.	Issue of Pre-proposal Clarifications	12.06.2026
6.	Proposal Due Date	22.06.2026 till 5:00 PM
7.	Date of opening of Pre-Qualification Proposal	23.06.2026 at 3:00 PM
8.	Date of opening of Technical Proposal	23.06.2026 3.30 PM
9.	Date of Presentation	To be informed later
10.	Date of opening of Financial Proposal	To be informed to technically qualified bidders
11.	Expected Date of Commencement of Assignment	To be informed later
12.	Pre-proposal meeting and nodal officer	A pre-proposal meeting will be held on 10.06.2026 at 3:30 PM (Online Link shall be shared based on the request receive from bidder on pkdapuri.od@gov.in before 05:00 PM, on 09.06.2026)
13.	Bid Document Fee (Non-Refundable)	Bid Document Fee (Non-Refundable) of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred) (including GST) payable as instructed on the e-tender portal of Government of Odisha (www.tendersodisha.gov.in) <i>Note: Scanned copy of the online payment receipt as applicable shall be submitted along with technical bid document shall be submitted to Vice Chairman, Puri Konark Development Authority on date of submission of technical bid</i>

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Sl.No.	Particulars	Details
14.	Earnest Money Deposit (EMD) (Refundable)	Earnest Money Deposit (Refundable) of 3,00,000 (Three Lakhs Rupees Only) payable as instructed on the e-tender portal of Government of Odisha (www.tendersodisha.gov.in) <i>Note: Scanned copy of the online payment receipt as applicable shall be submitted along with technical bid document shall be submitted to Vice Chairman, Puri Konark Development Authority on date of submission of technical bid</i>
15.	Performance Bank Guarantee (PBG)	5% of the annual contract value.(As Bank Guarantee from any scheduled commercial bank/nationalized bank in the name of Puri Konark Development Authority, Odisha)
16.	Contact Person	Secretary, Puri Konark Development Authority, VIP Road, PKDA Square, Puri-752001 E-mail ID: pkdapuri.od@gov.in
17.	RFP can be downloaded from	https://tendersodisha.gov.in/

Definitions & Abbreviations

A. Definitions

In this RFP, unless the context otherwise requires:

1. “Authority” / “PKDA” means Puri Konark Development Authority, the authority issuing this RFP.
2. “Bidder” means any entity (firm/company/LLP/consortium) submitting a proposal in response to this RFP.
3. “Selected Bidder” / “Consultant” / “Agency” means the bidder selected through this RFP process for execution of the assignment.
4. “Consortium” means an association of maximum two entities coming together to submit a joint proposal.
5. “Proposal” / “Bid” means the Pre-Qualification, Technical and Financial submissions made by the bidder.
6. “RFP” (Request for Proposal) means this document including all sections, annexures, corrigenda and amendments.
7. “Assignment” / “Project” means establishment and operationalisation of Development Planning & Implementation Unit (DPIU) for PKDA.
8. “Services” means all consultancy, advisory, planning, implementation support and related activities to be performed by the Consultant as defined in the Terms of Reference (ToR).
9. “ToR” (Terms of Reference) means the scope of work and responsibilities defined under Section 3 of this RFP.
10. “Contract” / “Agreement” means the agreement to be signed between PKDA and the Selected Bidder.
11. “Personnel” / “Key Personnel” means professionals proposed and deployed by the Consultant for execution of the assignment.
12. “Day” means calendar day unless specified otherwise.
13. “INR” means Indian Rupees.
14. “Government” means Government of Odisha unless specified otherwise.
15. “E-Tender Portal” means Government of Odisha e-procurement portal (<https://tendersodisha.gov.in>).
16. “Applicable Law” means laws, regulations, ordinances, rules, notifications and guidelines in force in India and Odisha.
17. “Force Majeure” shall have the meaning as defined in Clause 25 of Section 2.
18. “Performance Bank Guarantee (PBG)” means the security deposit to be submitted by the Selected Bidder as per RFP terms.
19. “EMD” (Earnest Money Deposit) means the refundable bid security submitted by bidders.

B. Abbreviations

Abbreviation	Full Form
PKDA	Puri Konark Development Authority
DPIU	Development Planning & Implementation Unit
RFP	Request for Proposal
ToR	Terms of Reference
EMD	Earnest Money Deposit
PBG	Performance Bank Guarantee
QCBS	Quality cum Cost Based Selection
DPR	Detailed Project Report
GIS	Geographic Information System
MIS	Management Information System
PPP	Public Private Partnership
BOQ	Bill of Quantities
CRZ	Coastal Regulation Zone
RERA	Real Estate Regulatory Authority
ULB	Urban Local Body
SPV	Special Purpose Vehicle
LOA	Letter of Award
WO	Work Order
PO	Purchase Order
CA	Chartered Accountant
GST	Goods and Services Tax
PAN	Permanent Account Number
CV	Curriculum Vitae
ITB	Instructions to Bidders
SOP	Standard Operating Procedure
MPR	Monthly Progress Report

SECTION 1: LETTER OF INVITATION

Letter of Invitation

RFP No: 669/PKDA, Puri

Date: 21.06.2026

Name of the Assignment: Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

1. Puri Konark Development Authority (the “Authority”), in accordance with the provisions under the Guidelines for Engagement of Consultants and Outsourcing of Services issued in the Office Memorandum No. 37323/F Dt. 30.11.2018 of the Finance Department, now invites reputed, eligible agencies for submitting proposals for undertaking various consultancy services for Puri Konark Development Authority (PKDA).
2. A bidder will be selected under **Quality cum Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the procedures prescribed here with circulated vide Office Memorandum No.37323/F, Dated:30.11.2018 of Finance Department, Govt. of Odisha.
3. Interested bidders fulfilling eligibility conditions as mentioned in this RFP can submit their proposals.
4. The proposal should be submitted in two parts as follows:

Part 1:Pre-Qualification&Technical Qualification Proposal.

Part 2: Financial Proposal.

Bidder must submit their proposals by online mode only on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.

5. In the event that any of the instructions mentioned herein have not been adhered to, the Puri Konark Development Authority may reject the Proposal.
6. A consortium with a maximum of 2 bidders is allowed.
7. The proposal, complete in all respect as specified in the RFP Document, must be accompanied by a Non-refundable Bid Document Fee and a Refundable EMD of paid as prescribed in the RFP failing which the bid will be rejected.
8. The last date and time for submission of proposal, complete in all respect, is as per the Bidder Data Sheet and the date of opening of the technical proposal is as mentioned in the Bidder Data Sheet, which will be done in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

9. This RFP includes the following sections:
 - a) Letter of Invitation [**Section-1**]
 - b) Information to the Bidder [**Section-2**]
 - c) Terms of Reference [**Section-3**]
 - d) Technical Proposal Submission Forms & Annexures [**Section-4**]
 - e) Financial Proposal Submission Forms [**Section-5**]
10. While all information/data given in the RFP is accurate within the consideration of scope of the proposed assignment to the best of the Puri Konark Development Authority 's knowledge, the Puri Konark Development Authority holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Puri Konark Development Authority reserves the right to accept/reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

**Secretary,
Puri Konark Development Authority**

SECTION 2: INSTRUCTION TO BIDDERS

1. Pre-Qualification Criteria

Each bidder will be assessed based on the following pre-qualification criteria before proceeding for Technical Evaluation. Only bidders qualified as per Pre-Qualification criteria shall be considered for technical evaluation. In case of a consortium, any member individually or any two members jointly meeting the eligibility criteria shall be considered for evaluation. The term "Bidder" refers to either a single bidding entity or a consortium comprising of maximum two bidding entities. In case of a consortium, Sr. 1, 3, and 6 of Pre-Qualification Criteria are mandatory for all the members. The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected

Sl. No.	Eligibility Criteria	Supporting Documents
1.	The bidder should be a company incorporated under Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008. and must be in consultancy business and operational for at least 10 years, as on the date of submission of the bid.	Certificate of Incorporation/ Partnership Deed along with PAN, GST registration certificate
2.	The Bidder should have an average turnover of minimum INR 100 Crore during three financial years as on 31 st March 2025 in India.	Audited financial statements (Profit and Loss and Balance Sheet)
3.	The bidder should have positive net worth as on 31 st March 2025.	Certified Copy of audited Profit and Loss (P&L) Statements/ Net worth certificate from CA
4.	The bidder must have experience of executing at least one Consultancy projects related to Program Management/Program Monitoring Unit / Technical Support Agency related Consultancy project for any ULBs/ State Govt/ Central Govt Agencies with each order value more than Rs. 5 Crores. in the last 5 years from the date of submission.	Copy of Letter of Award/ Work Order/ PO/ Completion Certificate
5.	The Applicant must have an employee strength in consulting at least 100 on the payroll of the company as on date of submission of the bid.	Self-declaration on the letter head of the company by the HR
6.	The bidder should not be blacklisted by any state/	Self-declaration on the

Sl. No.	Eligibility Criteria	Supporting Documents
	central government department, agency, corporation, urban local body, PSU, at the time of submission of the bid	letter head of the company by authorized signatory

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

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH-1) on bidder's letterhead requesting to participate in the selection process.
- Bid Document Fee & Earnest Money Deposit (EMD) as applicable
- General Details of the Bidder (TECH-2)
- Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder. Alternatively, bidder can submit Board resolution copy mentioning the Authorized Signatory
- List of completed assignments of similar nature-Past Experience Details (TECH-5) along with copies of contracts/work orders/completion certificate from previous Clients.
- Undertaking for not having been blacklisted by any Indian Central / State Government /PSU as on submission date of this tender
- Declaration regarding Conflict of Interest (TECH-6)
- Comments and Suggestions on the Terms of Reference / Scope of Work (TECH-7)
- Approach, Methodology & Work Plan to undertake the assignment (TECH- 8)
- CV of Key Personnel as per TOR (TECH - 9)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Puri Konark Development Authority during the last 3 years. (On the letterhead of the bidder)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and bound. Each page should be numbered and signed by the authorized representative.

2. Bid Document Fee

The bidder must furnish as part of technical proposal, the required bid document fee as of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred) (including GST) payable online on the e-tender portal of Government of Odisha (www.tendersodisha.gov.in) as prescribed in the RFP failing which the bid will be rejected.

3. Earnest Money Deposit

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) (Refundable) of 3,00,000 (Three Lakhs Rupees Only) payable online on the e-tender portal of Government of Odisha (www.tendersodisha.gov.in) as prescribed in the RFP failing for which the bid will be rejected. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and after award and signing of contract with the successful bidder. The EMD may be forfeited on account of the following reasons:

- Any / All information furnished by the bidder is found to be forged / false during the evaluation process.
- Any other circumstance which holds the interest of them during the overall selection process.

The EMD of the Successful bidder may be forfeited on account of the following reasons:

- If Bidder fails to sign the contract within designated period (15 days).
- If the bidder fails to furnish required Performance Bank Guarantee in time.
- If the Bidder withdraws its proposal during the bid validity period as specified in RFP.

4. Validity of the Proposal

Proposals shall remain valid for a period of 120 (One hundred twenty days) from the date of opening of the technical proposal. The Puri Konark Development Authority reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Pre -Proposal Queries/ Pre-Proposal Meeting

Bidders can submit their queries in respect of the RFP and other details, if any, to the Puri Konark Development Authority, Odisha through e-mail -pkdapuri.od@gov.in till the time line as per Bid Data Sheet.

Pre-bid meeting will be held as per the venue and schedule in Bidder Data Sheet. The bidders will have to ensure that their queries for pre-proposal meeting should reach one day before the pre-proposal meeting to the email address mentioned in this RFP.

6. Preparation and Submission of Proposal

Detail RFP shall be downloaded from the website www.tendersodisha.gov.in. Bidder must submit their proposals by online mode only on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Puri Konark Development Authority will not be responsible for any delay/any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Puri Konark Development Authority will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Puri Konark Development Authority.

a. Documents Comprising the Bid

The proposals to be submitted by the bidders shall be in two separate parts, Pre-Qualification & Technical Proposal and Financial Proposal. The Proposal shall be submitted in separate parts as under:

Part 1- Pre-Qualification & Technical Proposal (to be submitted online only)

Part 1, the “Pre-Qualification & Technical Proposal” should have the following documents:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH-1) on bidder’s letterhead requesting to participate in the selection process.
- Bid Document Fee & Earnest Money Deposit (EMD) as applicable
- General Details of the Bidder (TECH-2)
- Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder. Alternatively, bidder can submit Board resolution copy mentioning the Authorized Signatory
- List of completed assignments of similar nature -Past Experience Details (TECH-5) along with copies of contracts/work orders/completion certificate from previous Clients.
- Undertaking for not having been blacklisted by any Indian Central / State Government /PSU as on submission date of this tender
- Declaration regarding Conflict of Interest (TECH-6)
- Comments and Suggestions on the Terms of Reference / Scope of Work (TECH-7)

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

- Approach, Methodology & Work Plan to undertake the assignment (TECH- 8)
- CV of Key Personnel as per TOR (TECH - 9)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Puri Konark Development Authority during the last 3 years. (On the letter head of the bidder)

Part 2-Financial Proposal (to be submitted online only)

The Part 2 the “Financial Proposal” should be submitted as per the format for Financial Bid given in this RFP (FIN-1).

b. Submission of Bids

(Online submission as per Govt. of Odisha e-Procurement Procedure)

The "Pre-Qualification & Technical Proposal" and "Financial Proposal" must have to be submitted in two separate Sealing and Marking of Proposals along with the prescribed formats/information mentioned in the RFP Document.

Part 1: Pre-Qualification & Technical Proposal: To be opened on the scheduled date and time.

Part 2: Financial Proposal: Not to be opened except with approval of the Authority.

The contents of the “Technical Proposal” and “Financial Proposal” shall be as specified in Section 2 of ITB.

c. General Conditions:

- Bids shall be submitted through online mode only. PKDA shall not take any cognizance and shall not be responsible for delay/loss in transit or non-submission of the Bid in time.
- In case the Technical Proposal Envelope has the financial proposal Envelope, the bid would be summarily rejected.
- Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.

Any deviation from the prescribed procedures/information/ formats/ conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. Any conditional bids will be rejected.

7. Evaluation of Proposal

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

- **PRELIMINARY EVALUATION (1st Step):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed Pre-Qualification Criteria and whether the requisite documents/information has been properly furnished by the bidder or not, as per requirements stated above in this RFP. Bids not complying with any of the documental requirements will be outrightly rejected at the discretion of the Authority's.
- **TECHNICAL EVALUATION (2ndStage):** Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals, respectively.
 - 1) In the first phase the Technical Proposals shall be evaluated based on eligibility criteria as mentioned in this TOR.
 - 2) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 as below TOR. Accordingly, firms will be ranked based on the marks allotted to them.

Technical Evaluation Criteria

Sl. No.	Parameters	Marks	Supporting Documents
1.	The Minimum Annual Average Turnover is the bidder from last three financial years ending 31st March 2025. <ul style="list-style-type: none"> • INR. 100 Crores - 1 Marks • > INR 100 Crores and <= INR 200 Crores – 3 Marks • > INR 250 Crores and above – 5 Marks 	5 Marks	Audited financial statements (Profit and Loss and Balance Sheet)/ Certificate from CA should be submitted as support.
2.	The Bidder must have experience of Project Monitoring /Project Management/ Technical Support / Project Development or relevant consultancy projects with the Government department of minimum project cost of Rs. 2 Crores in India during last 5 years as on date of release of RFP. <ul style="list-style-type: none"> • Each Project shall carry 2.5 marks (Maximum 10 Marks) 	10 Marks	Supporting documents like LOA/PO/WO/Agreement/ Certified by Auditor/CA Copy for such projects should be submitted along with project citations.

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Sl. No.	Parameters	Marks	Supporting Documents												
3.	<p>The Bidder must have experience in providing consultancy services related to urban development projects, including urban planning, urban infrastructure development, and allied activities, undertaken within the last five (5) years. Each eligible project may cover one or more Cities; however, the minimum consultancy contract value for each City shall not be less than INR 50 Lakhs undertaken for State Government / Central Government departments, Urban Local Bodies (ULBs), Development Authorities, or Urban Development Project Special Purpose Vehicles (SPVs).</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Cities</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1-3 Cities</td> <td>5 Marks</td> </tr> <tr> <td>2.</td> <td>3-5 Cities</td> <td>7 Marks</td> </tr> <tr> <td>3.</td> <td>5-7 Cities</td> <td>10 Marks</td> </tr> </tbody> </table>	Sl. No.	Cities	Marks	1.	1-3 Cities	5 Marks	2.	3-5 Cities	7 Marks	3.	5-7 Cities	10 Marks	10 Marks	Supporting documents like LOA/PO/WO/Agreement/ Certified by Auditor/CA Copy for such projects should be submitted along with project citations.
Sl. No.	Cities	Marks													
1.	1-3 Cities	5 Marks													
2.	3-5 Cities	7 Marks													
3.	5-7 Cities	10 Marks													
4.	<p><u>Urban Sector PMU/TASU /TSU Experience</u> The Bidder must have experience of Project Monitoring / Project Management / Technical Support / Project Development projects undertaken for State/Central Government Department/Urban Local Bodies (ULBs), Development Authorities / Urban Development Project Special Purpose Vehicles (SPVs) in last 5 years. Each project must have a duration of at least 1 year, be completed/ongoing, and have a minimum work order value of INR 1 Crore.</p> <ul style="list-style-type: none"> Each project shall carry 2.5 Marks each (Maximum 10 Marks) 	10 Marks	Supporting documents like LOA/PO/WO/Agreement/ Certified by Auditor/CA Copy for such projects should be submitted along with project citations.												
5.	<p>The Bidder must have experience of Project Monitoring /Project Management / Technical Support / Technical Support / Project Development or relevant</p>	10 Marks	Supporting documents like LOA/PO/WO/Agreement/ Certified by Auditor/CA Copy for such projects should be submitted along												

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Sl. No.	Parameters	Marks	Supporting Documents																		
	consultancy projects in Odisha. <ul style="list-style-type: none"> Each project shall carry 2 Marks (Maximum 10 Marks) 		with project citations.																		
6.	CV: The bidder shall submit relevant CVs for the positions below- <table border="1" data-bbox="289 667 797 1402"> <thead> <tr> <th>Position</th> <th>Marks for evaluation</th> </tr> </thead> <tbody> <tr> <td>Team Lead cum Chief Manager (1)</td> <td>4 Marks</td> </tr> <tr> <td>Senior Urban Planner (1)</td> <td>3 Marks</td> </tr> <tr> <td>Urban & Regional Planner (1)</td> <td>3 Marks</td> </tr> <tr> <td>Civil & Infrastructure Engineer (1)</td> <td>3 Marks</td> </tr> <tr> <td>PPP, Transaction Advisory, Procurement & Finance Expert (1)</td> <td>3 Marks</td> </tr> <tr> <td>GIS & Spatial Data Expert (1)</td> <td>3 Marks</td> </tr> <tr> <td>Land, Real Estate & Housing Expert (1)</td> <td>3 Marks</td> </tr> <tr> <td>IT & MIS Expert (1)</td> <td>3 Marks</td> </tr> </tbody> </table>	Position	Marks for evaluation	Team Lead cum Chief Manager (1)	4 Marks	Senior Urban Planner (1)	3 Marks	Urban & Regional Planner (1)	3 Marks	Civil & Infrastructure Engineer (1)	3 Marks	PPP, Transaction Advisory, Procurement & Finance Expert (1)	3 Marks	GIS & Spatial Data Expert (1)	3 Marks	Land, Real Estate & Housing Expert (1)	3 Marks	IT & MIS Expert (1)	3 Marks	25 Marks	Relevant CVs
Position	Marks for evaluation																				
Team Lead cum Chief Manager (1)	4 Marks																				
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IT & MIS Expert (1)	3 Marks																				
7.	Approach and Methodology <ol style="list-style-type: none"> Approach and Methodology towards the project, various Urban Development Measures, DPR preparation, Monitoring and Tracking progress of various projects, efficiency initiatives of the authority etc. Innovation and Best Practices Relevant Local Knowledge 	30 Marks	A detailed technical presentation shall be invited from the successful bidder who qualifies in PQ evaluation criteria.																		
Total Marks 100 (Passing Marks- 70 marks)		100																			

Note- In case of a consortium, any member individually or any two members jointly meeting the eligibility criteria shall be considered for evaluation.

The number of points to be assigned to each of the experts shall be determined considering the following sub-criteria and relevant percentage weights:

- Minimum qualifications (Fulfilling minimum education criteria mentioned in the ToR): 20%
- Minimum Experience (Fulfilling Minimum Years of relevant experience criteria as mentioned in the ToR): 30%
- Urban Development project with Government Sector Experience (Fulfilling experience criteria of relevant sector and assignment as mentioned in the ToR): 50%

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is 70.

The highest evaluated Technical Proposal (Th) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

$St = 100 \times T/Th$, in which “St” is the Technical Score, “Th” is the highest Technical Score given, and “T” is the Technical Score of the proposal under consideration.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder’s representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.
- The lowest evaluated financial proposal (Sf) will be given a maximum financial score (Fm) of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:
- $Sf = 100 \times Fm/F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the Proposal under consideration.

8. Opening of the proposal

- i. Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- ii. Opening of Proposals will be held at the Puri Konark Development Authority.

- iii. The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

9. Evaluation Process

Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal (0.7); P = the weight given to the Financial Proposal (0.3); T + P = 1) as following:

$$S = St \times T + Sf \times P,$$

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and Third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

10. Performance Bank Guarantee (PBG)

Within 30 working days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee as defined in this RFP. Failure to comply with the terms and conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. Contract Negotiation

Contract negotiation, if required, will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

12. Award of Contract

After completion of the contract negotiation stage, the Puri Konark Development Authority will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 30 days of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 36 months from the date of effectiveness of the contract and will be extended on mutual consent.

13. Termination of Contract

The contract can be terminated by any of the parties, i.e., PKDA or bidder by giving sixty days' notice from either side.

14. Conflict of Interest

Conflict of interest exists in the event of:

- i. The Consultant has other engagements or relationships that compromise or appear to compromise its ability to provide impartial and independent advice under this Agreement.
- ii. The Consultant has direct or indirect interests in the outcome of the Project that may compromise or appear to compromise its ability to provide objective and unbiased Services.
- iii. The Consultant has relationships with other parties that may influence or appear to influence its advice or Services provided under this Agreement.

15. Disclosure

- i. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they as valid on date, are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- ii. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure

- i. Any effort by Bidder(s) to influence the Puri Konark Development Authority in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

- ii. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Puri Konark Development Authority shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

17. Language of the Proposals

The proposal and all related correspondence exchanged between the bidder and the Puri Konark Development Authority shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Puri Konark Development Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of civil court of Puri only within Odisha.

20. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Puri Konark Development Authority holds the option for cancellation of the contract for pending activities and complete the same from any other agency. Puri Konark Development Authority may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from its obligations and liabilities under the contract. The rights and obligations of Puri Konark Development Authority and the bidder under this contract will be governed by the prevailing laws of the Government of India / the Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to a maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the Performance Bank Guarantee amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in delivering has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other people not officially concerned with the process, until the publication of the contract award. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Puri Konark Development Authority's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Puri Konark Development Authority, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document

At any time before submission of proposals, the Puri Konark Development Authority may amend the RFP by issuing an addendum at <https://tendersodisha.gov.in>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Puri Konark Development Authority may, at its discretion, extend the deadline for the submission of the proposals.

23. Puri Konark Development Authority's right to accept any proposal and to reject any or all proposal(s)

The Puri Konark Development Authority reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights

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

25. Replacement of Key Personnel

The key professionals to be deployed under this contract must be dedicated in nature. However, the Puri Konark Development Authority reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate

candidates within Fifteen (15) days for review and approval. The Consultant must replace the personnel within thirty (30) working days from the date of approval of replacement. If one or more key personnel become unavailable / leaves the project for any reason midway under the contract, the Consultant must notify the Puri Konark Development Authority at least fourteen (14) days in advance and obtain the approval prior to making any substitution. In notifying the Puri Konark Development Authority, the Consultant shall provide an explanation of circumstances necessitating he proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Puri Konark Development Authority shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage up to 5% of the contract value.

26. Force Majeure

For purpose of this clause, “Force Majeure” means an event beyond the control of the agency and not involving the agency’s fault or negligence and not foreseeable. Such events may include, but are not restricted, war so revolutions, fires, floods, riots, civil commotion, earthquakes, epidemics or other natural disasters and restrictions imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify the Puri Konark Development Authority in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Puri Konark Development Authority in writing, the Agency shall continue to fulfill its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise the Puri Konark Development Authority in writing the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, the Puri Konark Development Authority reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Settlement of Dispute

The Puri Konark Development Authority and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 60 days of receipt of notice of such disputes shall be adjudicated by competent court at Puri, Odisha.

28. Change in Law

If any change in applicable law after bid submission affects cost or obligations:

- i. Parties shall mutually discuss adjustments;
- ii. Additional costs may be compensated subject to approval;
- iii. Timelines shall be revised accordingly.

29. Liquidated Damages

If the Consultant fails to meet timelines, PKDA may impose liquidated damages at 1% per week of delay, subject to a maximum of 10% of contract value. Such damages may be deducted from payments or PBG.

30. Confidentiality and Data Security

All data and documents shall remain property of PKDA.

The Consultant shall:

- Maintain strict confidentiality;
- Not disclose information without approval;
- Ensure data security and protection.

Any breach shall lead to termination and penalties.

31. Intellectual Property Rights

All reports, documents, data and outputs shall be property of PKDA. The Consultant may retain rights over proprietary tools and methodologies.

32. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Document Fee & EMD as applicable
- A bidder submits more than one proposal for this RFP, all such proposals shall be rejected, and the bidder shall be disqualified from this bid process.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents/information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value
- Proposal is not properly sealed or signed
- Proposal does not conform to the requirement of the scope of the work of the assignment.

- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents(including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder)excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/situation which holds the paramount interest of the Puri Konark Development Authority during the overall selection process.

33. Limitation of Liability

The total liability of the Consultant shall not exceed the total contract value.

However, this limitation shall not apply to:

- i. Indemnity obligations,
- ii. Fraud or willful misconduct,
- iii. Breach of confidentiality,
- iv. Intellectual property infringement.

Neither party shall be liable for indirect, consequential or punitive damages.

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

34. Indemnity

The Consultant shall indemnify, defend and hold harmless PKDA, its officers and employees from and against any claims, losses, damages, liabilities, penalties, costs and expenses arising out of:

- i. Breach of contract;
- ii. Negligence, fraud or misconduct;
- iii. Violation of applicable laws;
- iv. Infringement of intellectual property rights;
- v. Third-party claims arising from services.

This indemnity shall survive termination of the contract.

SECTION 3: TERMS OF REFERENCE (ToR)

1. Background: Puri Konark Development Authority

Puri-Konark Development Authority (PKDA) was constituted on 01 April 1997 under the Odisha Development Authorities Act, 1982, by superseding the Odisha Town Planning & Improvement Trust Act, 1956. The Authority governs the Puri Master Plan area and the coastal urban development corridor between Puri and Konark, covering 111 revenue villages recognised for their cultural, historic, religious and tourism significance.

The region houses the Shri Jagannath Temple-one of the four major dhams of India-and the UNESCO World Heritage Site, Konark Sun Temple. The coastal stretch between the two towns comprises pilgrimage circuits, beaches, ecological zones, coastal landscapes and emerging tourism hubs. Rapid urbanisation, heritage redevelopment activities, tourism investments and increased infrastructure demand have placed PKDA at the centre of Odisha's urban transformation process.

PKDA's statutory mandate positions it as a regional planning and development authority responsible for shaping sustainable urban growth, tourism infrastructure, heritage conservation, quality public spaces, regulated land use, housing development and coordinated project implementation. To deliver these responsibilities effectively in a dynamic and high-visibility regional environment, PKDA requires an institutional-level Development Planning & Implementation Unit (DPIU) supported by multidisciplinary technical expertise.

2. Objective of the Project

The DPIU will serve as the institutional technical backbone for PKDA, with following objectives:

- Assist PKDA in planning, designing and delivering infrastructure and tourism development projects.
- Provide specialized advisory in PPP and transaction structuring, procurement, GIS, land management and civil infrastructure.
- Strengthen in-house capacity for DPR vetting, land record analysis, cost modelling & urban design.
- Improve regulatory, financial, planning & implementation processes.
- Enable technology integration, digital transformation and MIS-based monitoring.
- Ensure sustainable development outcomes and timely project delivery.

3. Broad Scope of Work

The DPIU shall function as an integrated technical, advisory, and planning support unit to PKDA, providing end-to-end support across planning, project development, implementation, and institutional strengthening. The scope of work shall include, but not be limited to, the following:

A. Urban Planning, Design

Preparation of master plans, zonal and local area plans, layout plans and development frameworks, including urban design proposals for public spaces, waterfronts and heritage precincts. The Consultant shall also support preparation of tourism development plans, cultural corridors and heritage-sensitive design interventions, along with drafting and updating planning regulations, standards and byelaws.

B. DPR Preparation, Engineering & Technical Advisory

Preparation and vetting of Detailed Project Reports (DPRs), including feasibility studies, design validation, cost estimation, BOQ verification and technical appraisal. The Consultant shall ensure incorporation of sustainability, climate resilience, CRZ norms and engineering best practices and provide recommendations for design optimisation and long-term durability.

C. Procurement, Contract Management & PPP Advisory

Preparation of EoIs, RFPs, bid documents, and evaluation frameworks; support in bid process management, contract drafting and monitoring of contract execution. The Consultant shall also provide PPP and transaction advisory services, including financial modelling, feasibility assessment, structuring of PPP projects, bid process management and advisory on land monetisation and investment strategies.

D. GIS, Land & Real Estate Management

Development of GIS-based systems and spatial databases to support planning and decision-making, including mapping of land records, infrastructure and utilities. The Consultant shall assist in land bank management, digitisation of land records, land valuation, allotment processes and preparation of land monetisation and real estate development strategies.

E. Legal, Regulatory & Compliance Support

Provision of legal and regulatory advisory to ensure compliance with applicable laws and frameworks (including ODA, CRZ, RERA, and procurement rules). This shall include vetting of contracts and agreements, support in approvals and regulatory matters and assistance in dispute resolution and litigation documentation.

F. Technology, MIS, Monitoring & Documentation

Design and implementation of MIS systems, dashboards and digital platforms for project monitoring, data integration and reporting. The Consultant shall support physical and financial progress tracking, preparation of periodic reports, analytical notes and maintenance of project documentation and knowledge systems.

G. Coordination & Institutional Strengthening

Support to PKDA in capacity building through training programs, SOP development and knowledge-sharing initiatives. The Consultant shall facilitate coordination with

relevant government departments and stakeholders, support inter-agency communication, and provide strategic inputs for project formulation, innovation, and improved governance systems.

4. Works to be Executed/Project Deliverables by Selected Bidder

A. Inception and DPIU Operationalisation

The selected Consultant shall establish and operationalise the Development Planning & Implementation Unit (DPIU) within PKDA and provide continuous multidisciplinary technical and advisory support. An Inception Report shall be submitted at the start of the assignment outlining methodology, deployment plan, timelines and project prioritisation. The Consultant shall set up standard systems including SOPs, workflow processes and project monitoring frameworks and identify priority projects for phased implementation.

B. Planning, Design and DPR Support

The Consultant shall support PKDA in preparation of master plans, zonal and local area plans, layout plans and urban design proposals, including heritage-sensitive and tourism-oriented developments. Architectural concepts, drawings and visualisations shall be prepared to aid decision-making.

The Consultant shall also prepare Detailed Project Reports (DPRs) and review DPRs prepared by third parties. This shall include technical validation, cost estimation, feasibility assessment and ensuring compliance with applicable standards, sustainability principles and regulatory requirements.

C. Procurement, Contract Management and PPP Advisory

The Consultant shall provide end-to-end support in procurement and contract management, including preparation of EoIs, RFPs, tender documents, bid evaluation frameworks and contract agreements. The Consultant shall assist in bid process management, evaluation and contract execution monitoring.

In addition, the Consultant shall support PPP and investment projects through feasibility studies, financial modelling, transaction structuring and bid process management. Advisory on land monetisation and innovative financing mechanisms shall also be provided.

D. GIS, Land and Real Estate Management

The Consultant shall develop GIS-based systems and spatial databases to support planning and decision-making, including land information systems and mapping of infrastructure and assets. The Consultant shall assist in land bank management, digitisation of land records, valuation, allotment processes and preparation of land monetisation strategies and real estate development plans.

E. Legal, Tourism and Technology Support

The Consultant shall provide legal and regulatory advisory to ensure compliance with applicable laws and regulations, including vetting of contracts and agreements.

Support shall also be provided for tourism and heritage development through preparation of plans, feasibility studies and concept proposals aligned with the cultural and environmental context of the region.

The Consultant shall design and implement MIS systems, project monitoring dashboards and digital platforms to enable real-time tracking, data integration and improved decision-making.

F. Monitoring, Capacity Building and Coordination

The Consultant shall undertake regular monitoring and reporting through submission of periodic progress reports, analytical notes and presentations. A structured documentation system shall be maintained to ensure transparency and institutional memory.

The Consultant shall also support capacity building of PKDA through training programs, SOPs, and manuals, and facilitate coordination among stakeholders and government departments. Additionally, the Consultant shall provide strategic advisory support by identifying new projects and preparing concept notes and pre-feasibility studies.

5. Consultant Deployment

The core team would be deployed onsite full time (unless there are any circumstances that reasonably restricts travel or physical presence of our personnel at your office / location) and as per the minimum monthly deployment as mentioned below. Over and above that, Puri Konark Development Authority, reserves the right to increase or decrease the number of positions for internal departments and establishments as and when required as per the terms and conditions detailed below. The Consultant personnel shall be stationed at Puri Konark Development Authority's location in Puri, Odisha.

Sl. No.	Position	No. of Resources	Educational Qualification	Required Experience
1	Team Lead cum Chief Manager	1	B. Plan/ B. Arch with Masters in Urban Planning/ Regional Planning/ Urban Design/ MBA from reputed institute.	<ul style="list-style-type: none"> Minimum 12-15 years of experience in Regional Planning/ Urban Planning/ Urban infrastructure planning/ Urban development/e-Governance/Government NMP programmes and at least 5 years as Team lead in any Government client.

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

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				<ul style="list-style-type: none"> Proven experience in leading multidisciplinary teams, DPR review, PPP projects, and government advisory.
2	Senior Urban Planner	1	B. Plan/ B. Arch with Masters in Urban Planning/Regional Planning/Urban Design/ Landscape Planning from reputed institute.	<ul style="list-style-type: none"> Minimum 7-9 years of experience in master planning, urban design, heritage-sensitive planning and preparation of layouts and development plans for any Government.
3	Urban &Regional Planner	1	Master's in Regional Planning / Urban Planning/ Equivalent from reputed institute.	<ul style="list-style-type: none"> Minimum 07 years of experience in regional and corridor-level planning, spatial strategy formulation and development frameworks.
4	Civil & Infrastructure Engineer	1	M.Tech/ B.Tech/B.E. in Civil Engineering	<ul style="list-style-type: none"> Minimum 07 years of experience in infrastructure planning, DPR preparation/review, BOQ validation and engineering design. Experience of technical scrutiny of DPRs, cost estimation, infrastructure planning (roads, drainage, public assets), and quality assurance.
5	PPP, Transaction Advisory, Procurement & Finance Expert	1	MBA (Finance) / CA / CFA / PGDM (Infrastructure Finance/Economics)	<ul style="list-style-type: none"> Minimum 07 years of experience in PPP structuring, financial modelling, transaction advisory, procurement processes, and contract structuring. Experience of PPP projects, feasibility studies, bid process management, and land

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Sl. No.	Position	No. of Resources	Educational Qualification	Required Experience
				monetisation strategies.
6	GIS & Spatial Data Expert	1	B.Plan with Master's Degree in GIS / Geometrics / Remote Sensing/Planning or equivalent from reputed institute.	<ul style="list-style-type: none"> • Minimum 07 years of experience in GIS mapping, spatial data management and analytics. • Experience of GIS database development, land information systems, spatial analysis and decision-support tools.
7	Land, Real Estate & Housing Expert	1	Master Degree in Urban Planning / Real Estate / Land Management/ Housing/ Equivalent from reputed institute.	<ul style="list-style-type: none"> • Minimum 07 years of experience in land management, valuation, real estate planning and monetisation. • Responsible for land bank management, land records digitisation, valuation, development strategies, housing schemes, land monetisation, valuation, and regulatory compliance (RERA, land laws).
8	IT & MIS Expert	1	B.Tech/MCA in Computer Science / IT / Data Systems	<ul style="list-style-type: none"> • Minimum 05 years of experience in MIS development, dashboards and e-governance systems. • Responsible for project monitoring systems, dashboard development, data integration and digital platforms for urban governance.
9	Associate Consultants (Documentation, Report & PPT)	3	Graduate/Postgraduate in Planning / Architecture/ Engineering / Management / Economics	<ul style="list-style-type: none"> • Minimum 02 years of experience in DPR preparation, documentation, data analysis and report writing.

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Sl. No.	Position	No. of Resources	Educational Qualification	Required Experience
				<ul style="list-style-type: none"> Experience of technical support, documentation, presentations and coordination across components.
10	Project Assistant	4	Graduate (B.Tech/ B.Arch/B.Plan/ Management or equivalent graduation preferred)	<ul style="list-style-type: none"> Minimum 01 years of experience in project coordination, clerical work, MIS support and documentation. Experience in MS Office, data collection, report formatting, coordination and administrative support to DPIU.

6. Payment, Timelines of deliverables

Following are the payment milestones and deliverables for the consultant.

Sl. No.	Description of Items	Corresponding time frame (months)	Payment Milestone- Professional fees
1.	Monthly Progress Report (MPR) and Annual Progress Report and other Deliverables as and when required by the Authority	Before the 5 th day of the next month	100% of the Quote "T" as per Financial Proposal – FIN-1 as Equated Monthly Installment on submission of MPR

7. Contract Period

The contract will be for a period of 3 years from the date of deployment of the personnel in the Puri Konark Development Authority. The agreement may be renewed for another 2 years with an annual escalation of 10% applicable on the Man month quoted as per the bid amount and on mutually agreed terms and conditions, as per performance. Over and above that the Puri Konark Development Authority reserves the right to increase or decrease the number of resources as well as experts as and when required as per the terms and conditions of this RFP.

8. Payment Terms and Schedule:

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

- i. The Professional fees payments shall be released as per terms defined in this Section.
- ii. The Invoice will be submitted Monthly or as per delivery completion along with attendance.
- iii. The payment will be made within 30 days after submission of Invoice with all supporting documents.
- iv. The Selected Agency shall submit the requisite deliverables and satisfactorily perform work as specified under the contract. The requisite payment will be released by the Puri Konark Development Authority upon acceptance of the deliverables and satisfaction with work performed by the Selected Agency.
- v. For official visit within Puri/Konark, Consultants will make their own arrangements for conveyance. No accommodation shall be provided by PKDA to the professional deployed or any reimbursement shall be paid to this effect.
- vi. For additional resources (Experts deployed during the project), payment shall be made on quarterly basis.
- vii. No payments will be made for any additional work (other than the contracted as per the scope of work of the RFP) which has not been approved in writing by the competent authority.

9. Puri Konark Development Authority inputs and Counterpart Services and Facilities:

Office space, furniture, internet and office stationery will be made available to the consultants by the Puri Konark Development Authority. The consultancy firm will be responsible for arranging at its own cost for laptop/desktop and other hardware/software required for the project team.

10. Availability of resources at Puri Konark Development Authority office:

All the resources mentioned above shall be available as per the Govt. of Odisha calendar and as and when asked by the Puri Konark Development Authority. Resources deployed by Agency may be allowed 15 (Fifteen) leave per year on a pro-rata basis, however prior intimation of the Puri Konark Development Authority shall be required before availing the leave.

11. No Idle Time Charges

No idle time charges shall be payable by the Puri Konark Development Authority, in any case whatsoever.

12. Action and Compensation in case of default

- Condition of Default:

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

- a. The deliverables at any stage of the project as developed/implemented by the selected agency do not take care of all or part thereof the scope of work as agreed and defined under the contract.
- b. The deliveries at any stage of the project as developed/ implemented by the selected agency fail to achieve the desired result or do not meet the intended quality and objective as required by the Puri Konark Development Authority.
- c. The documentation is not complete and exhaustive.
- d. There is a change in resource before the completion of a pre-defined period.

The Puri Konark Development Authority may impose a penalty on the selected agency providing the services as per the service levels defined in this RFP.

13. Service Level and Penalty

Delays in the Selected Agency's performance: Performance of the services shall be made by a selected agency in accordance with the service levels as specified in the table below:

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
1.	Deployment of all personnel for projects after signing the contract or any subsequent requirement from the Puri Konark Development Authority during the contract period	<ul style="list-style-type: none"> • 6-8 weeks 	1% of Monthly Payment for the personnel concerned Due only in the succeeding month

Replacement will be allowed if any of the following holds true for the personnel.

- i. Resignation and Medical emergency of personnel subject to furnishing of appropriate relieving certificate to Puri Konark Development Authority.
- ii. Any unavoidable circumstance with appropriate reasons provided in writing and agreed by the Puri Konark Development Authority.

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
1.	Replacement of personnel at request of Puri Konark Development Authority due to non-performance of resource	Maximum 4 weeks from date of intimation by the Puri Konark Development Authority, including Minimum 2 weeks of Handover time.	1% of Monthly Payment for the personnel concerned is Due only in the succeeding month. Note: above penalty will be levied if the personnel

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
		Replacement CV to meet the required criteria of RFP	will not report at Puri Konark Development Authority after 3 weeks from the date of acceptance/approval of CV by Puri Konark Development Authority)
2.	Replacement of personnel at the request of the Selected Agency	No replacement within 6 Months. Maximum 1 replacement within a year, with minimum 2 weeks of handover time	1% of Monthly Payment for the concerned personnel Due only in the succeeding month.
3.	Deployment of only those candidates that have been approved by Puri Konark Development Authority before signing of contract.	No changes shall be made within 6 months from starting of the project.	1% of Monthly Payment for the personnel concerned is Due only in the succeeding month.

14. Calculation of Penalties:

- In situation, where the Selected Agency has incurred a Penalty of equal to or more than Five (5) % for Three (3) consecutive months at any time during the Contract Period, the Puri Konark Development Authority reserves the right to either invoke the termination Clause or terminate the Contract.
- The Puri Konark Development Authority also reserves the right to invoke the Performance Security furnished by the Selected Agency at the time of signing the Contract with the, if for any reason stated in the Contract document, the Contract of the Selected Agency shall be terminated.
- Total Penalty shall be capped subject to 10% of the Monthly total payments at any time of the Contract. In such a situation where the total penalty exceeds the above limit of 10% of the Monthly payments at any time during the Contract, the Puri Konark Development Authority reserves the right to terminate the Contract.

15. Service Levels Change Control

- It is acknowledged that the Service Levels may change as the roles and responsibilities evolve over the course of the Contract period. Any changes to the

Service Level provided during the term of the Contract between the Puri Konark Development Authority and the Selected Agency, as defined above, documented, and negotiated in good faith by the Selected Agency. Change in Service Level can be requested by either party.

- Upon receiving any revised requirement in writing from Puri Konark Development Authority, the Selected Agency would discuss the matter with the Puri Konark Development Authority for better understanding and requirement.
- In case such a requirement arises from the side of the Selected Agency, it would communicate in writing the matter to Puri Konark Development Authority as well as discuss the matter with Puri Konark Development Authority, giving reasons thereof.
- In either of the two cases as explained above, both the parties will discuss the revised requirement for better understanding and to mutually decide whether such requirement constitutes a change in Service Levels or not.
- If it is mutually agreed that such requirement constitutes a “Change in Service Levels” then a new Service Level Agreement will be prepared and signed by the Selected Agency and to confirm a “Change in Service Level” and will be documented as an addendum to this Contract.
- In case, mutual Agreement is not reached, then the Selected Agency shall continue providing Services under the current Service Levels as defined in the contract.

16. Exit Policy and Procedures for Temporary Staffing personnel:

- At the time of expiry of Contract period, as per the Contract, between the Selected Agency and the Puri Konark Development Authority, the Selected Agency needs to ensure a complete knowledge transfer by their deployed Personnel to the new Personnel replacing them.
- Confidential Information, Security and Data: The Selected Agency on the commencement of the exit management period will promptly supply all the following:
 - All information relating to the current services is rendered.
 - Documentation relating to any of the Project’s Intellectual Property Rights.
 - Any Project data and confidential information.
 - All other information (including but not limited to documents, records, and Agreements) relating to the services reasonably necessary to enable, to carry out due diligence to transition the provision of the Services to
 - All hardware (including laptops, printers, pen drives etc., if any,) which is the property of the Puri Konark Development Authority. Before the date of exit of Selected Agency, the Selected Agency shall deliver to the Puri Konark Development Authority all new or up-dated materials from the categories set out in clauses above and shall not retain any copies thereof. However, the Selected agency may retain the copy of documents, records, working paper etc. which they have acquired during execution of the assignment/already delivered to.

SECTION 4: TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

The Secretary,

Puri Konark Development Authority, VIP Road, Puri, Odisha, Pin- 752001

Subject: Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.....Dated.....: I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to 120 Days from the date of submission of the bid and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate based on the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the 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 precontract costs. In case any provisions of this RFP/ToR including of our technical & financial proposal are found to be deviated, then your department shall have rights to reject our proposal including for feature 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. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2 Bidders Details

Bidder's Organization (General Detail)

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	Bid Document Fee Details Amount: Reference No.: Date: Name of the Bank:	
6	EMD Details Amount Reference 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 RFP	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: _____

TECH-3 Financial Turnover Capacity of Bidder

Bidder Organization (Financial Details)

Financial Information in INR				
	FY 2022-23	FY 2023-24	FY 2024-25	Average
Annual Turnover/ Revenue (in Crores)				
Supporting Documents: CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

TECH -4Format for Power of Attorney

(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof 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 favor authority is being made under the attorney given below are hereby 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

TECH -5 Experience Details

(Bidder's Past Experience Details)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Dept.	*Contract Value (in INR Lakhs) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							

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

Name and Designation with Date and Seal:_____

TECH -6 Declaration Format

(Information Regarding any Conflicting Activities and Declaration Thereof)

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4).

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

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

Communication Address of the Bidder: _____

TECH -7 Comments and Suggestion on ToR

(Comments and Suggestions on the Terms of Reference/Scope of Work)

A: On the Terms of Reference / Scope of Work:

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

B: On Input and Facilities to be provided by the:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -8 Description of Approach and Methodology

Approach and Methodology

- a) Approach and Methodology towards the project, various Urban Development Measures, DPR preparation, Monitoring and Tracking progress of various projects, efficiency initiatives of the authority etc.
- b) Innovation and Best Practices
- c) Relevant Local Knowledge

(Description of Approach and Methodology to Undertake the Assignment)

Technical approach, methodology and work plan are key components of the Technical Proposal. The Bidder shall explain its understanding of the assignment, approach to the services, methodology for carrying out the activities, and the expected outputs. The Bidder shall give a detailed presentation with the required information.

TECH -9 Format of Curriculum Vitae (CV)

(Format of Curriculum Vitae (CV) for Proposed Core Staff- Onsite consultants only)

1. Proposed Position:

[For each position of key professional separate form Tech-9 will be prepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

[Indicate college / university and other specialized education of staff members, giving names of institutions, degrees obtained, and dates]

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

12. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

1	Procurement Entity Name		
	From[Year] – To[Year]		

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

	Position held		
	Task Assigned [List all the performed under this assignment]	task	
2	Procurement Entity Name		
	From[Year] – To[Year]		
	Position held		
	Task Assigned [List all the performed under this assignment]	task	

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Project	
Year	
Location	
Name of the Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION 5: FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1 (Financial Proposal)

To,

The Secretary

Puri Konark Development Authority, VIP Road, Puri, Odisha, Pin- 752001

Subject: Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

Sir,

Having gone through the RFP document and having fully understood the Scope of Consultancy, we are pleased to quote the following Professional Fees for the Consultancy:

Sl. No.	Position	Nos.	Estimated Duration (Months)	Man, month Rate-excluding applicable tax in INR	Total Cost in INR excluding applicable tax in INR
A	B	C	D	E	F=C*D*E
1.	Team Lead cum Chief Manager	1	36		
2.	Senior Urban Planner	1	36		
3.	Urban & Regional Planner	1	36		
4.	Civil & Infrastructure Engineer	1	36		
5.	PPP, Transaction Advisory, Procurement & Finance Expert	1	36		
6.	GIS & Spatial Data Expert	1	36		
7.	Land, Real Estate & Housing Expert	1	36		
8.	IT & MIS Expert	1	36		
9.	Associate Consultants (Documentation, Report & PPT)	3	36		
10.	Project Assistant	4	36		
Total Professional fees for a period of 36 Months in Figures- INR					Sum of Above (T)
Total Professional fees for a period of 36 Months in Figures- INR					Sum of Above (T)

Request for Proposal (RFP) for Selection of Firm for Establishment of Development Planning & Implementation Unit (DPIU) in Puri Konark Development Authority (PKDA)

1. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
2. GST payable shall be as per Applicable Rules over the Fee quoted
3. Any discrepancies between Figures and Words, Words shall prevail.
4. The Authority reserves the right to increase or decrease the resource as per the requirement of the authority. The applicable man month rate would be considered for any additional requirement of resources

Our Financial Proposal shall be binding upon us for the Consultancy, and this Proposal would be valid up to 120 days from the Proposal Due Date. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses.

The Financial proposal is without any condition.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure-I

(BID SUBMISSION CHECK LIST)

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (Submitted as Online)			
1.	Filled in Bid Submission Check List (ANNEXURE-I)		
2.	Covering Letter (TECH -1)		
3.	Bid Document Fee of Rs. 11,800		
4.	Rs. 3,00,000 as EMD		
5.	Copy of Certificate of Incorporation / Registration of the Bidder		
6.	Copy of PAN		
7.	Copy of Goods and Services Tax Identification Number (GSTIN)		
8.	General Details of the Bidder (TECH - 2)		
9.	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
10.	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
11.	List of completed/on-going assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders/agreement/ LOA/ PO mentioned in the RFP for the respective assignments		
12.	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
13.	Undertaking for not have been blacklisted by any Central / State Govt./any Autonomous bodies as on date of submission of the bid.		
14.	Comments and Suggestions (TECH – 7)		
15.	Description of Approach, Methodology & Work Plan (TECH - 8)		
16.	CV of Key Professionals (TECH – 9)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____