



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar- 751 029
Ph: 0674-2386016, mail:webmail@ofsdp.org



Tender Document No. 04/2020

Dated: 04/03/2020

REQUEST FOR PROPOSAL

Odisha Forestry Sector Development Project, Phase-II (OFSDP-II) invites on **“Request for Proposal”** from interested bidder for Interior Designing and Execution on Turn Key basis of GIS Lab (Ground Floor) and LRC Discussion Hall (First Floor) in the Horizontal Extension of PMU-cum-Livelihood Resources Centre, OFSDS.

Interested bidder may obtain the Term of Reference and the Application form from the OFSDP, SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751029 during office hour or download from OFSDP website: www.ofsds.in and the proposals complete in all respect must reach in the address to the O/o. the Project Director, OFSDP, SFTRI Campus, Ghatikia, Bhubaneswar-751029 on or before 25.03.2020 by 12.00 Noon.

Deputy Project Director (A&F)



**Odisha Forestry Sector Development
Project, Phase-II, (OFSDP-II)**

**Forest and Environment Department,
Government of Odisha**

Request for Proposal for

**Interior Designing and Execution on turn- key basis of
1. GIS Lab - Ground Floor
2. LRC Discussion Hall– First Floor
in the
Horizontal Extension of PMU- cum-
Livelihood Resource Centre, OFSDS**

Tender Document No: 04/2020/

Dated: 04/03/2020

**Tender Issued
By:
PMU, OFSDP-II
SFTRI Campus, Ghatikia,
Bhubaneswar-751029
Phone: 0674-2386084,
Visit us: www.ofsds.in ,
email:webmail@ofsdp.org**

CONTENT

S1 No	Section	Page
1	Request for Proposal	2
2.	Letter of Invitation [Section – 1]	5
3.	Information to the Bidder [Section – 2]	6
4	Terms of Reference [Section – 3]	19
5	Technical Proposal Submission Forms [Section – 4]	
	(Part – A)	29
	(Part- B)	35
6	Financial Proposal Submission Forms (Section –5)	49
7	Annexure (Section – 6)	57
8	Appendix-A - Scope of work	25
9	Appendix-B-1- Layout Ground Floor	26
10	Appendix-C-1- Layout First Floor	27
11	Appendix-B-2- List of Fitting and Fixtures (G Floor)	42
13	Appendix-C-2- List of Fitting and Fixtures (1st Floor)	44

Request for Proposal

Interior Designing and Execution on turn- key basis of

1. GIS Lab - Ground Floor

2. LRC Discussion Hall– First Floor

in the

**Horizontal Extension of PMU- cum-
Livelihood Resource Centre, OFSDS**

PMU-OFSDP-II, Department of Forest and Environment, Government of Odisha invites sealed proposals from eligible bidders to carry out - **Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha**". Bidders fulfilling the prescribed eligibility criteria of the RFP can download the complete RFP Document and other details from www.ofsds.in

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	04/03/2020
2	Submission of Pre Bid Queries	12/03/2020
3	Pre Bid Meeting	13/03/2020 11.00 AM
4	Last Date and Time for Submission of Technical and Financial Proposal	25/03/2020 up to 12.00 Noon
5	Date of Opening of Technical Proposal	25/03/2020 at 12.30 PM
6	Dates for presentation of the proposal by the Technically Qualifying Bidders	27/03/2020 from 10:30 AM
7	Date of Opening of Financial Proposal	31/03/2020 at 11:00 AM

The proposal complete in all respects must reach the undersigned by Hand / Speed Post/ Registered Post / Courier only latest by 25/03/2020 up to 12.00 Noon in a sealed envelope clearly mentioning on the top of it –**Request for Proposal – Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha**. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

The Project Director,
Odisha Forestry Sector Development Project-II,
SFTRI Campus, Ghatikia, Bhubaneswar-751029

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to either as –TENDER) document provided to the Bidders, by the Odisha Forestry Sector Development Project-II, Forest and Environment Department, Government of Odisha, is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The purpose of this TENDER document is to provide the Bidder(s) with **Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha**. This TENDER document does not purport to contain all the information each Bidder may require.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this TENDER document and wherever necessary obtain independent advice from appropriate sources. PMU-OFSDP-II, make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or Completeness of the TENDER document.

PMU, Odisha Forestry Sector Development Project-II, (OFSDP II), Forest and Environment Department, Government of Odisha, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

Sections in the Request for Proposal

This RFP includes 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 [Section – 4 (Part – A & B)]
- e. Financial Proposal Submission Forms (Section –5)
- f. Annexure (Section – 6)

Bidder's Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	PMU, Odisha Forestry Sector Development Project-II, Forest and Environment Department, Government of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3	Availability of RFP Document	Both in hard copy at reception of PMU as well as in soft copy at the OFSDS website www.ofsds.in
4	Approximate Value of the Tender	INR 18.00 Lakhs (Approx.)
5	Date of Issue of RFP	04/03/2020
6	Date for Submission of Pre-Proposal Query	12/03/2020
7	Date of Pre Bid clarification meeting	13/03/2020 11.00 AM
8	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	25/03/2020 up to 12.00 Noon
9	Date of opening of Technical Proposal	25/03/2020 at 12.30 PM
10	Dates for presentation of the proposal by the Bidders	27/03/2020 from 10:30 AM
11	Date of opening of Financial Proposals	31/03/2020 at 11:00 AM
12	Bid Processing Fees (Non-Refundable)	Rs. 2000/- in shape of Demand Draft/ Banker's Cheque from any Nationalized bank in favour of " PROJECT DIRECTOR OFSDP PHASE-II " payable at Bhubaneswar
13	Earnest Money Deposit (EMD) (Refundable)	Rs. 20,000/- in shape of Demand Draft/ Banker's Cheque from any Nationalized bank in favour of " PROJECT DIRECTOR OFSDP PHASE-II " payable at Bhubaneswar
14	Performance Security value (Performance Bank Guarantee)	10% of contract value
15	Performance Bank Guarantee (PBG) validity period	PBG should be valid up to three months beyond the entire contract period
16	Address for Submission of Proposal	Project Director, Odisha Forestry Sector Development Project - II, SFTRI Campus, Ghatikia, Bhubaneswar – 7510029, Khurda, Odisha
17	Mode of Submission of Proposal	Proposals in sealed envelope shall be submitted through Speed Post/ Registered Post/ Courier/by hand only to the address as specified above during office hours only. Submission of bid through other mode and late bid will be rejected.
18	Place of Opening of Technical Proposal	PMU Building, OFSDSP II, SFTRI Campus, Ghatikia Bhubaneswar – 7510029 Khurda, Odisha
19	Validity of Proposal	365 days from the date of opening of Technical proposal

20	Validity of Rates (in INR)	For I year from the date of order.
----	----------------------------	------------------------------------

Section: 1
Letter of Invitation

Tender Document No:

Dated: 04/03/2020

Name of the Assignment: **Interior Designing and Execution on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS**

- 1. GIS Lab - Ground Floor**
- 2. LRC Discussion Hall– First Floor**

PMU, Odisha Forestry Sector Development Project - II, Forest and Environment Department, Government of Odisha (The Client) invites sealed Technical and Financial Proposals from eligible bidders of national repute for **Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha.**

More details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP document.

The proposal completed in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 2,000/- (Rupees Two thousand only) towards Bid Processing Fee and a Refundable amount of Rs. 20,000/- (Rupees Twenty thousand only) towards EMD in the form of Demand Draft / Banker's Cheque from any Nationalized bank in favour of "PROJECT DIRECTOR OFSDP PHASE-II" Payable at Bhubaneswar failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by Hand / Speed Post/ Registered Post/ Courier/By hand only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is **25/03/2020 up to 12.00 Noon and the date of opening of the Technical bid is 25/03/2020 at 12.30 PM** 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.

While all information/data given in the RFP document are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client 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 document. The Client reserves the right to accept / reject any/all proposals/ terminate the entire selection process at any stage without assigning any reason thereof.

Project Director, OFSDP.

Section: 2
Information to the Bidder

• **Pre-Qualification / Eligibility Criteria:**

The invitation to Proposal is open to all bidders who qualify the eligibility criteria given below and the bidders must produce the required supportive documents/information as indicated against each as part of their technical proposal:

S. No.	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Single entity legally registered under appropriate authority in India. Consortium or Joint Venture is also allowed. The bidder must be registered under GST Act 2017.	a. Copy of certificate of Incorporation/ Registration/ LLP/ Proprietorship b. Copy of GST Registration c. Copy of valid PAN d. Legal document in the case of consortium or joint venture
2	Turn Over	The bidder should have an average annual turnover of more than Rs. 30 Lakhs during the past three financial years (2016-17, 2017-18 and 2018-19).	Copies of audited balance sheet and profit and loss account with all schedules and a turnover certificate certified by the Chartered Account and by the bidder along with the acknowledgement of Income Tax return as proof and duly sealed (TECH A-3)
3	Required Experience from the Bidder	The bidder should have more than 10 years of existence and 4 years of experience in the field of Interior Designing and Execution on turn-key as on 1 st January, 2020. The bidder should have experience of carrying out minimum of 5 such projects under Central / State Government / EAPs / Autonomous Bodies / Commercial bodies/ National & International organization* each with contract value of ≥ Rs. 5 Lakh and duration of ≥ 2 months.	Copies of engagement such as MoU/Work Order / Contract Document/ Completion Certificate
4	Bid Processing Fee	The applicant should furnish a Bid Processing Fee of Rs. 2000 in the form of Demand Draft or Banker's Cheque in favour of " PROJECT DIRECTOR, OFSDP PHASE-II " payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque

5	Earnest Money Deposit (EMD)	The applicant should furnish an Earnest Money Deposit (EMD) of Rs. 20,000/- in the form of Demand Draft or Banker's Cheque in favour of " PROJECT DIRECTOR OFSDP PHASE-II " payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
6	Affirmative statement	Bidder shall furnish an affirmative statement as to non- existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH A-5)
7	Blacklist	The bidder should not have been banned/ blacklisted/ debarred/ suspended by the World Bank/JICA / Central Government / any State Government/ Government Organization/ Financial Institution/ Court / Public Sector Unit in India.	Self-Declaration by the Authorized representative on the bidder's letter held (TECH A-6).

*Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission etc.

- **Definitions**

Unless the context otherwise requires, the following terms whenever used in this RFP document have the following meaning:

- Applicant means Agency/ Organization/ Firm/ Company/ Educational Institutions which submits proposal in response to this RFP document
- Agency means Independent Agency, selected through competitive process in pursuance of this RFP, for providing the services under the Contract on turn- key basis.
- Project Means Odisha Forestry Sector Development Project -II (OFSDP-II)
- PMU, OFSDP-II, means Project Management Unit, Project Means Odisha Forestry Sector Development Project -II (OFSDP-II)
- Contract means the Contract entered into by the parties for **Interior Designing and Execution on turn- key basis.**
- Personnel means professional and support staff provided by the Agency to perform Services to execute the assignment and any part thereof
- Proposal means proposal submitted by Bidder in response to the RFP issued by PMU-OFSDP-II.
- Services means the work to be performed by the third party agency pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by PMU-OFSDP-II.

2.0 Validity of Proposal

The assignment is for one year. If the selected agency fails to perform the functions as agreed upon in the contract to be signed with PMU-OFSDP-II or commit breach of any of the terms and conditions, provisions or stipulations of the contract, Project shall take appropriate action including termination of the contract with the agency.

4.0 Documents to be submitted along with Technical Proposal (Part-A):

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

S. No.	Name of the Document
1	Filled in Bid Submission Check List in Original (Annexure-I)
2	Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the bid process.
3	Bid Processing Fee and Earnest Money Deposit (EMD) in sealed envelop
4	Copy of Certificate of Incorporation/ Registration
5	Copy of PAN
6	Copy of Goods and Services Tax Identification Number (GSTIN)
7	Copies of IT Return for the last three financial years (2016-17, 2017-18 & 2018-19).
8	General Details of the Bidder (TECH A-2)
9	Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed as per the instruction.
10	List of completed or ongoing assignments of similar nature (Past Experience Details, TECH A-4) along with copies of contracts / work orders / completion certificate from previous clients.
11	Self-Declaration regarding Conflict of Interest (TECH A-5).
12	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6).

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 will lead to summary 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 information as mentioned in the RFP document carefully. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

- **Bid Processing Fee:**

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs. 2,000/- (Rupees Two thousand) Only in shape of Demand draft / Banker's Cheque from any nationalized bank drawn in favour of "**PROJECT DIRECTOR OFSDP PHASE-II**", payable at Bhubaneswar. The

bids received without bid processing fee will be rejected.

- **Earnest Money Deposit (EMD) :**

The bidder must submit, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 20,000/- (Rupees Twenty Thousand Only)** in shape of Demand draft / Banker's Cheque from any nationalised bank drawn in favour of “**PROJECT DIRECTOR OFSDP PHASE-II**” payable at Bhubaneswar. **The bid not accompanied by EMD is liable to be rejected.** The EMD will not carry any interest. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- Bidder has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the Client during the overall selection process.

- **Period of the execution of Proposal:**

Proposals shall have to be completed within a period of **Six months** from the date of opening of the technical proposal. The Client reserves the rights 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 execution validity period.

- **Pre-Proposal Clarifications:**

Bidders can submit their queries in respect to the RFP and other details if any, to PMU-OFSDP-II, e-mail at **spm.cid@ofsdp.org** till **12.03.2020**. Clarifications to the above will be uploaded in the project website (www.ofsds.in) for information of the bidders. Queries submitted beyond the above deadline will not be entertained.

- **Pre-bid Clarification Meeting:**

Pre-bid clarification meeting will be held on **13/03/2020 at 11.00** am in the Committee Room, of OFSDS, Ghatikia, Bhubaneswar. Clarification, if any, will be uploaded in the project website (www.ofsds.in) for information of all bidders. Bidders are requested to submit the bid following the decisions taken in the pre-bid clarification meeting, if any.

- **Submission of Proposal :**

Bidder must submit their proposals by **Registered Post/ Speed Post/ Courier/ By hand** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for any postal delay/ any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. 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 Client 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 rejected by the Client.

The procedure for submission of the proposal is described below:

- **Technical Proposal (Part – A) (Original) and (Part –B) (Original + 1 Copy + Soft Copy in Word format in CD):**

The envelope containing Technical Proposal (Part-A) i.e. Bidders Profile and (Part-B) i.e. Bidders individual experience shall be sealed and superscripted as **-Technical Proposal – Interior Design and Layout Planning and Execution on turn- key basis**. Two different parts i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in CD (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

- **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in CD):**

The envelope containing financial proposal shall be sealed and superscripted as **-Financial Proposal - Interior Design and Layout Planning and Execution on turn- key basis**.

The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**Technical Proposal (Name of the Assignment)**" and it should contain Technical Proposal (Part- A) and (Part - B).

The second envelope must be marked as "**Financial Proposal (Name of the Assignment)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

- Name of the Assignment:**
- Tender Number and Date:**
- Deadline for Submission of Bid:**
- Name and Address of the Bidder:**

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

- **Opening of the Proposal :**

The First Envelope containing **Technical Proposal** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Tender Committee to evaluate the proposals submitted by bidders.

Only one representative with proper authorization letter from the participating bidder will be allowed to attend the technical bid opening meeting. The Second Envelope containing **Financial Proposal** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

- **Evaluation of Proposal:**

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility conditions and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-I**)
 - Covering letter (**TECH A-1**) on bidder's letterhead requesting to participate in the selection process.
 - Bid Processing Fee and Earnest Money Deposit (EMD) as applicable
 - Copy of Certificate of Incorporation/ Registration
 - Copy of **PAN**
 - Copy of Goods and Services Tax Identification Number (**GSTIN**)
 - Copies of IT Return for the last three financial years (**2016-17, 2017-18 & 2018-19**).
 - General Details of the Bidder (**TECH A-2**)
 - Financial Details of the bidder (**TECH A-3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - List of completed or ongoing assignments of similar nature (Past Experience Details, **TECH A-4**) along with copies of contracts / work orders / completion certificate from previous clients.
 - Self-Declaration on Conflict of Interest (**TECH A-5**)
 - Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (**TECH A-6**).
 - All the pages of the proposal and enclosures/attachments are to be signed.

Bid not complying to any of the above requirement, will be out rightly

rejected.

- **Technical Evaluation (2nd Stage): Total 100 Marks (70% is the qualifying mark):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

S. No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Mark
1	The bidder should have more than 10 years of existence and 4 years of experience in the field of Interior Designing and Execution on turn- key basis as on 1 st January, 2020. The bidder should have experience of carrying out minimum of 5 such projects under Central / State Government / EAPs / Autonomous Bodies / Commercial bodies/ National & International organization* each with contract value of ≥ Rs. 5 Lakh and duration of ≥ 2 months in last ten years.	Bidders with a minimum of 10 years of experience- 10 marks Additional 2 marks for each 2 years of experience with a maximum for another 10 years	20
		Less than five projects= 0 mark Five Projects = 20 marks Six Projects = 24 marks Seven Projects = 28 marks Eight Projects = 32 marks Nine Projects = 36 marks Ten and above Projects = 40 marks	40
2	Team Leader cum lead Architect (One Member)	Qualification: Minimum BE / B.Tech degree in Architecture with COA License. Experience: Minimum 4 to 5 years of working experience in the areas of Designing the interiors and Layout Planning of Halls with fittings and fixtures and furniture on turn Key Basis.	10
3	Technical Presentation	The assignment and methodology for completion of the Assignment	30
Grand Total			100

Bidders have to prepare a presentation as a part of the technical proposal (2nd stage). The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. The bidder whose technical proposal secures **a score above minimum qualifying mark of 70** in the technical evaluation stage will be qualified for opening of the financial proposal. The financial proposals of the technically qualified bidders will be opened on the date and time mentioned in the Bidder's Data Sheet.

- **Financial Evaluation (3rd Stage):** The financial proposals of the

technically qualified bidders 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.

- **Evaluation Process:**

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**TS**) in accordance to the marks obtained during the technical evaluation stage. There shall be **70%** weight age to technical score and **30%** weight age to financial score.

The individual bidder's financial score (**FS**) will be evaluated as per the formula given below:

$$FS = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

Where; FS= Normalized financial score of the bidder under consideration

Fmin= Lowest financial quote among the technically qualified bidders;

Fb= Financial quote of the bidder under consideration

$$\text{Combined Score (CS)} = TS * 0.7 + FS * 0.3$$

Where TS = Technical score secured by the bidder

FS = Financial score secured by the bidder

The bidder securing the highest evaluated **Combined Score (CS)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports/ formats, printing & other secretarial expenses etc.

Combined Score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score (ST)	Financial Score (SF)	Weighted Technical Score (70% of ST)	Weighted Financial Score (30% of SF)	Combined Score (F=D+E)
A	B	C	D	E	F

- **Taxes:**

Income Tax (TDS) will be deducted from the contract value as per the prevailing tax rate.

- **Performance Bank Guarantee: (PBG)**

Within 15 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a nationalized

bank situated in Bhubaneswar in favour of “**PROJECT DIRECTOR OFSDP PHASE-II**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements 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.

- **Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the successful bidder. 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.

- **Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify 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 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

- **Conflict of Interest:**

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

- **Disclosure:**

- a. 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.
- b. Bidders must disclose if they 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.

- c. 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.
- **Anti-corruption Measure:**
 - a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
 - b. 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 Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.
 - **Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client 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.

- **Cost of Bidding:**

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

- **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

- **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 Agency liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The rights and obligations of the Client and the Agency under this contract will be governed by the prevailing laws of Government of India and Government of Odisha. Failure on Agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **1% per week subject to maximum of 10% of the total contract value**. In case delay in the delivery of services is found not attributed to the Agency, the penalty may be waived.

- **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 persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder to obtain of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

- **Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through OFSDP-II website. 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 Client may, at its discretion, extend the deadline for the submission of the proposals.

- **Client's right to accept any proposal, and to reject any or all proposal/s**

The Client 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 thereof and thereby incurring any liability to the bidders.

- **Copyright, Patents and Other Proprietary Rights:**

Forest and Environment Department, Government of Odisha 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 in the course of the execution of this contract.

At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

- **Replacement of Personnel:**

The professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Agency to replace the assigned personnel in exceptional circumstances if they are not performing to a level of satisfaction. If, for any reason beyond the reasonable control of the Agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications. After written notification, the Agency will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Agency must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Agency must notify the Client at least fourteen **(14) days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the 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 Client shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Change in the professionals beyond the allowable limit of the contract shall lead to implication of liquidated damage of **10% of the contract value**.

- **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, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction 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 Client 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 Client in writing, the Agency shall continue to perform 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 Client 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, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for what so ever reason.

• **Arbitration:**

The Client 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 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Secretary, Forest and Environment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

• **Disqualification of Proposal:**

The proposal will be liable to be disqualified in the following cases.

- Proposal submitted without Bid Processing fee and EMD as applicable
- 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 amends his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time prescribed for submission of bid
- Proposal is not accompanied by all the requisite documents/ information
- A commercial bid submitted with assumptions or conditions
- 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 is not conforming to the requirement of the scope of the work
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- 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 client during the overall selection process.*

Section: 3

Terms of Reference (ToR)

1.0 Introduction

Odisha State is located in the eastern coast of India, covering an area of 1,55,707 sq. km., which constitutes 4.74 % of the geographical area of India. Physio-graphically, the state can be divided into four regions, viz., Northern Plateau, Eastern Ghats, Central Tableland & Coastal plains. Out of the total geographical area of state i.e. 1,55,707 sq.km., 61204.17 sq. km. (39.31%) is recorded as forest area. The Reserve, Protected and Unclassed forests account for 36049.25 sq.km. (58.90%), 24940.71 sq.km. (40.75%) and 214.21 sq.km. (0.35%) respectively.

Forest degradation in the state is mainly due to over exploitation of the resource to cater the requirement of gradually increasing population for agriculture & habitation, urbanization, Industrialization, mining and other anthropological activities. One of the major concern has been the excessive usage of forest resource by the forest dwellers for timber, fuel wood, fodder, non-timber forest products etc. which caused sizeable forest degradation in the state. People living in and around forests are highly dependent on forests for their livelihood.

Government of Odisha signed an agreement for financial assistance with JICA for implementation of Odisha Forestry Sector Development Project Phase-II (OFSDP-II). The project will be implemented in 50 Forest Management Units (Forest Ranges) of 12 Territorial Forest Divisions in Odisha.

The objective of OFSDP-II is to enhance forest ecosystem along with sustainable livelihood of local people by improving sustainable forest management, sustainable biodiversity conservation and community development, thereby contributing to harmonization between environmental conservation and socio-economic development in the Project area in Odisha.

The envisaged approach to achieve the overall goal in a sustained manner will include restoration of degraded forests and augmentation of forest resources through people's participation; securing sustainable forest management by improving community participation; capacity building of community organizations and other stakeholders; conservation and scientific management of the biodiversity; Promote Alternative Income Generation Activities, promotion to inter-sectoral convergence for better livelihood and improvement of income of the targeted forest dependent communities.

2.0 Background: Odisha Forestry Sector Development Project Phase-II (OFSDP-II)

Government of Odisha signed an agreement for financial assistance with JICA for implementation of Odisha Forestry Sector Development Project Phase-II (OFSDP-II) on 29.03.2017. The Project will be implemented over a period of 10 years i.e., from 2017-18 to 2026-27 in 12 Forest and 02 Wildlife Divisions (viz. Dhenkanal, Athamallik, Sambalpur, Jharsuguda, Sundargarh, Baripada, Rairangpur, Karanjia, Boudh, Ghumsur North, Ghumsur South, Subarnapur, Rajnagar (WL) and Bamra (WL) Divisions covered under 10 districts viz. Dhenkanal, Angul, Sambalpur, Jharsuguda, Sundargarh, Mayurbhanj, Boudh, Ganjam, Subarnapur & Kendrapara. Under this project, while the 12 territorial Divisions will implement all Project Components, the two Wildlife Divisions will implement only the specified Biodiversity Component.

The project will be implemented in 50 Forest Management Units (Forest Ranges) of 12 Territorial Forest Divisions, through 1200 VSSs. The project will be implemented in 4 phases (300 VSSs in first Batch, 400 VSSs in second Batch, 350 VSSs in third Batch and 150 VSSs in fourth Batch). The number of VSS however, may vary depending upon the cluster formed in each Forest Management Unit. Implementation of the livelihood component, under the project will be through 3600 Women Self Help Groups.

2.0 Livelihood Resource Centre (LRC) under OFSDP-II

The main objective of setting up of LRC under OFSDP II is to provide long term support for promotion and strengthening of product clusters. It would help SHGs to traverse the business growth trajectory. Initially, the LRC would be set up within PMU, to look after promotion of product clusters and also to support small IGA promotion through SHGs. LRC will have a 5member team of professionals comprising of one team leader and four team members related to themes like finance & credit, market linkage, fund raising, CSR and R & D. The team members would have prior experience in managing and promotion of enterprises preferably in private sector. The LRC would ensure access to key resources, such as, services, market information, research and product development. It has been the experience that credit linkage alone is not adequate for the sustainability of SHG activities, therefore, emphasis will be laid on development of appropriate business plans, institutional expansion plan, research & development on the products and proper inventorization of products. A production-cum-training centre will also be developed where thematic trainings on various on farm, off-farm and non-farm based activities will be imparted by the experts. The Horizontal Extension of PMU Main Building will be

housing the LRC Centre. The building interiors will be done under this tender.

The key functions of the LRC will be as follows: -

- Identification of viable and potential product clusters based on value chain studies
- Support to partner organizations in formation and strengthening of producer organizations
- Support for developing the by-laws and registration of producer organizations
- Support to producer organizations in respect of access to grant support under other schemes of Government
- Development of business plans for producer organizations
- Facilitation of market linkages by identifying potential bulk buyers like private companies and distant market traders
- Support in retail marketing to producer organizations including brand promotion and direct retailing
- Organize trade fair, exhibitions, product conclaves, etc. for promotion of products developed by producer organizations
- Facilitate provision of revolving fund assistance to producer organizations
- Additionally, provide credit assistance to deserving producer organization from collateral corpus fund
- Developing the linkages for producer organizations to be able to access loan from Banks and financial institutions
- Identification of requirements of equipment for processing and packaging of products
- Organizing specialized trainings including skill training and exposure visit for promotion of product clusters
- Development of high value products through R & D in collaboration with research organizations

4.0 Objectives of the PMU LRC Extension Building

The PMU LRC Extension building is being constructed by BSNL Civil wing Bhubaneswar, with a view to house the LRC Cell and the GIS lab in the Ground Floor with a facility of Discussion Area and Cafeteria in the First Floor and a Conference Hall at the Second Floor. The building is nearing completion and furnishing of the building with equipment, fitting and fixtures beyond the scope of work assigned to BSNL Civil Wing, Bhubaneswar is to be taken up. The list of deliverables to be provided by the BSNL Civil Wing, Bhubaneswar is placed at Appendix A.

5.0 Scope of Work

The present tender is for furnishing of the PMU Extension cum LRC Building with equipment, fittings and fixtures beyond the scope of work assigned to BSNL Civil Wing, Bhubaneswar which are as detailed at Appendix A.

The ground floor of the said building is proposed for setting up of the GIS Cell with equipment and other furniture. The first floor of the Building is planned to have a LRC Discussion Hall. The tentative floor wise plan and layout for Ground and First floors are given in Appendix B- 1 and C- 1. The work of furnishing the building Interiors with additional inputs beyond the scope of work assigned to BSNL Civil Wing Bhubaneswar forms the scope of work for this assignment. However IT related equipments will be procured separately. But the LAN wiring and installation of routers and switches will be a part of this bidding.

6.0 Agency's Inputs and Resources Required

The bidders are to quote prices of item wise equipment to be procured and works to be done in the proforma for each floor provide at Appendix B-2 and C- 2. The list of items at Appendices B-2 and C-2 are indicative and subject to modification after due discussion with PMU Officials.

The Evaluation Committee will assess the demonstrated experience and capacity of the interested agencies applying for this consultancy assignment for **Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha**". The assignment requires a firm or agency with skills and experience in interior designing, planning Layout and Execution of Commercial/ residential/ Official Building with IT fittings, fixture and furniture for each of the three floors of the concerned building.

The Agency's team must comprise the following managerial level staff for managing the assignment.

CVs of the proposed personnel will be evaluated.

Position	Suggested Number	Qualifications and Experience
<i>Team Leader cum Lead Architect</i>	01	Minimum BE / B. Tech degree in Architecture with COA License. Minimum 4 to 5 years of working experience in the areas of Designing the interiors and Layout Planning of Halls with IT Equipment and Fittings and fixtures and furniture on turn Key Basis.

7.0 Outputs, Delivery and Payment Schedules

Timeline	Output	Payment Schedule (%)
1 st Month	<p>Inception report comprising deployment of team, understanding of the ToR and preparation of detailed implementation plan (work plan).</p> <p>Preparation and execution of independent Design of Interiors and Lay out of the halls in each floor with Fittings, fixtures and Furniture on turn- key basis as per specifications provided to them for approval by PMU. Floor wise-</p> <p>Ground floor</p> <p>First Floor</p> <p>Finalization of Electrical, voice and Data Cable Layouts</p> <p>Finalization of Specifications and Quantity for Procurement of Non IT equipment and Fittings and Furniture</p>	<p>10%</p> <p>10%</p> <p>10%</p> <p>10%</p>
2 nd Month	Procurement, installation & commissioning of Non IT equipment Fittings and and Furniture	30%
3 rd Month	Final Handing Over	20%
Thereafter for 1year	Annual Maintenance Contract	

8.0 Implementation Arrangement

The Agency will report to Project Director, OFSDP-II or his authorized officer / expert and also work closely with Deputy Project Directors and State Program Managers of PMU, OFSDP-II for completion of the assignment. The Project Director will provide the required project documents and access to any available data sets. Project Director will also arrange, as required, for Capacity building of PMU Staff on functioning of IT and other Equipment.

The Agency will be responsible for finalization of Specifications and Quantity for Procurement of Non IT equipment and Furniture and partitioning the space appropriately in consultation with the Project Officials. The equipment

that are in good working condition will be integrated in the new set up. Those which are not reusable or have achieved the end of life will essentially be bought back under buy back scheme by the concerned firm.

9.0 Reporting

The Agency shall carry out the assignment under the overall supervision of the Project Director, OFSDP-II for **Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha**. The Agency shall ensure that execution of the assignment is timely, accurate, objective and are backed-up by evidence and a clear rationale. The Agency will be required to make presentations/ demonstration as needed in Bhubaneswar and clarify, in a timely manner, any issues and questions raised by PMU, OFSDP-II.

The PMU, OFSDP-II shall provide the Agency with relevant data and documents necessary to understand the project component. The PMU shall make arrangements to ensure that the Agency's staff and consultants have access to Institutions under the Project.

Scope of work: List of Deliverables to be furnished by BSNL in the Interior Design and Layout Planning and Execution of GIS Lab, LRC Discussion Hall and Cafeteria and Conference Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS. *

1. False Ceiling of the Ground and Second floors.

Insulation above false ceiling: Armaflex / Superior / Eurobatex.
Square perforated metal false ceiling: Conwed / Unimet / TRAC
Exposed grid false ceiling: Armstrong / Nittobo / AMF / Celotex
Gypsum Board Accessories: India Gypsum Ltd.

2. Wall Panelling of the second floors.

3. Vitrified Tile flooring of all the three floors.

Kajaria / NITCO / EURO / Somany / Naveen

4. Granite flooring for the staircase and lobby (landing area) of all the three floors.

U-PVC windows with Glass and MS Grill for all the windows of all the three floors.

5. U-PVC: Fenesta, Wintech, Kommerlink, Veka, RGlass: Saint Gobain / Modiguard / Asahi / Modifloat / Indor Asia

6. Stainless Steel Railing to Staircase for all the three floors.- JINDAL

7. External and Internal Wall Putty for the entire Building.- Asian Paints / ICI / Berger

8. Weather Coat Paint for the external walls of the entire building.- Snowcem India / Asian Paints / ICI

9. Plastic Paint for the internal walls of the entire building.- Asian Paints / ICI / Berger

10. Flush Door with Sun Mica Lamination and door closure for all doors of all the three floors.

Flush Doors: Kitply / Sitapur / Century / Anandwood / Greenply / Archid / Mayur

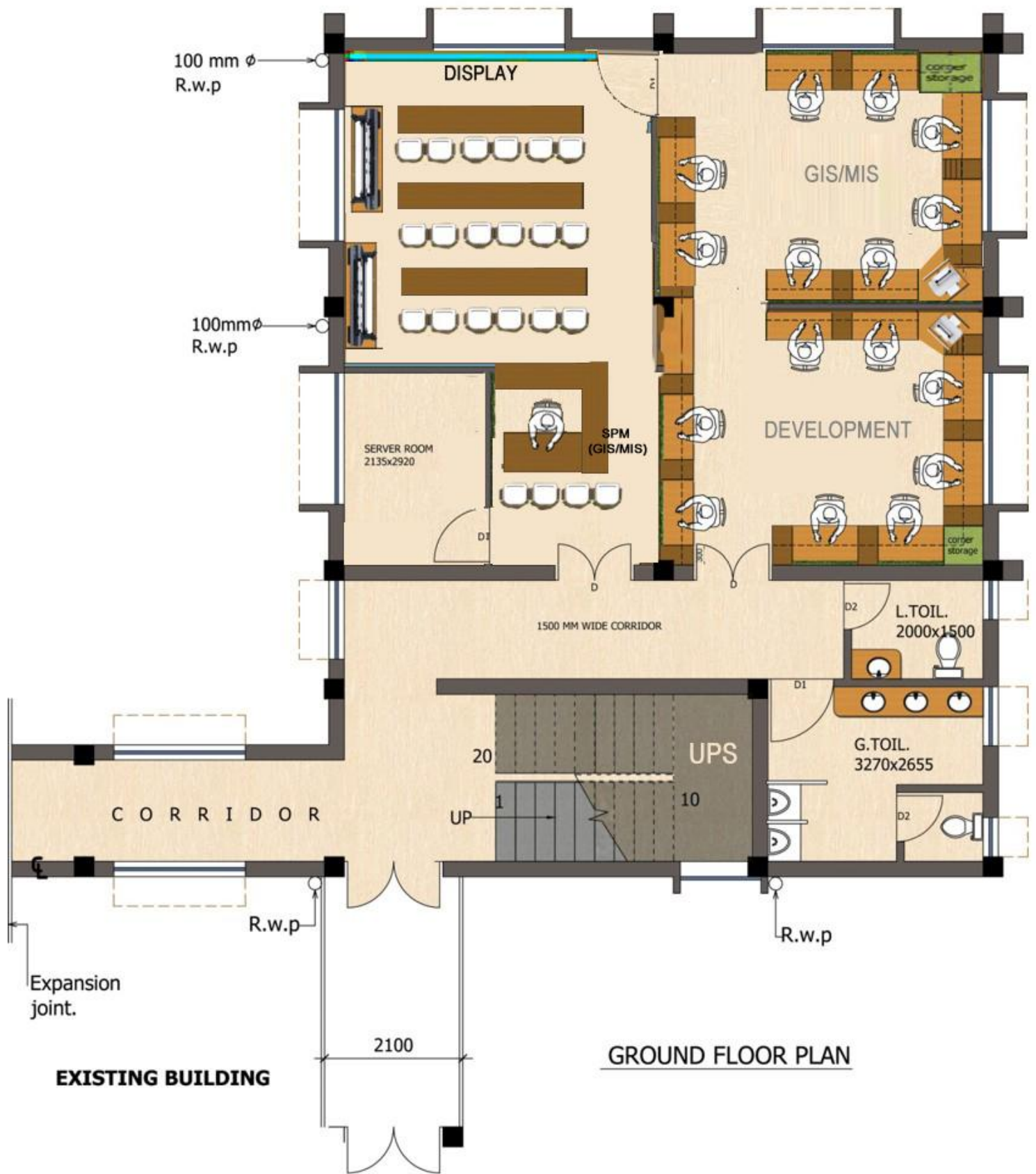
Laminates: Greenlam / Formica / Decolam / Merinolam

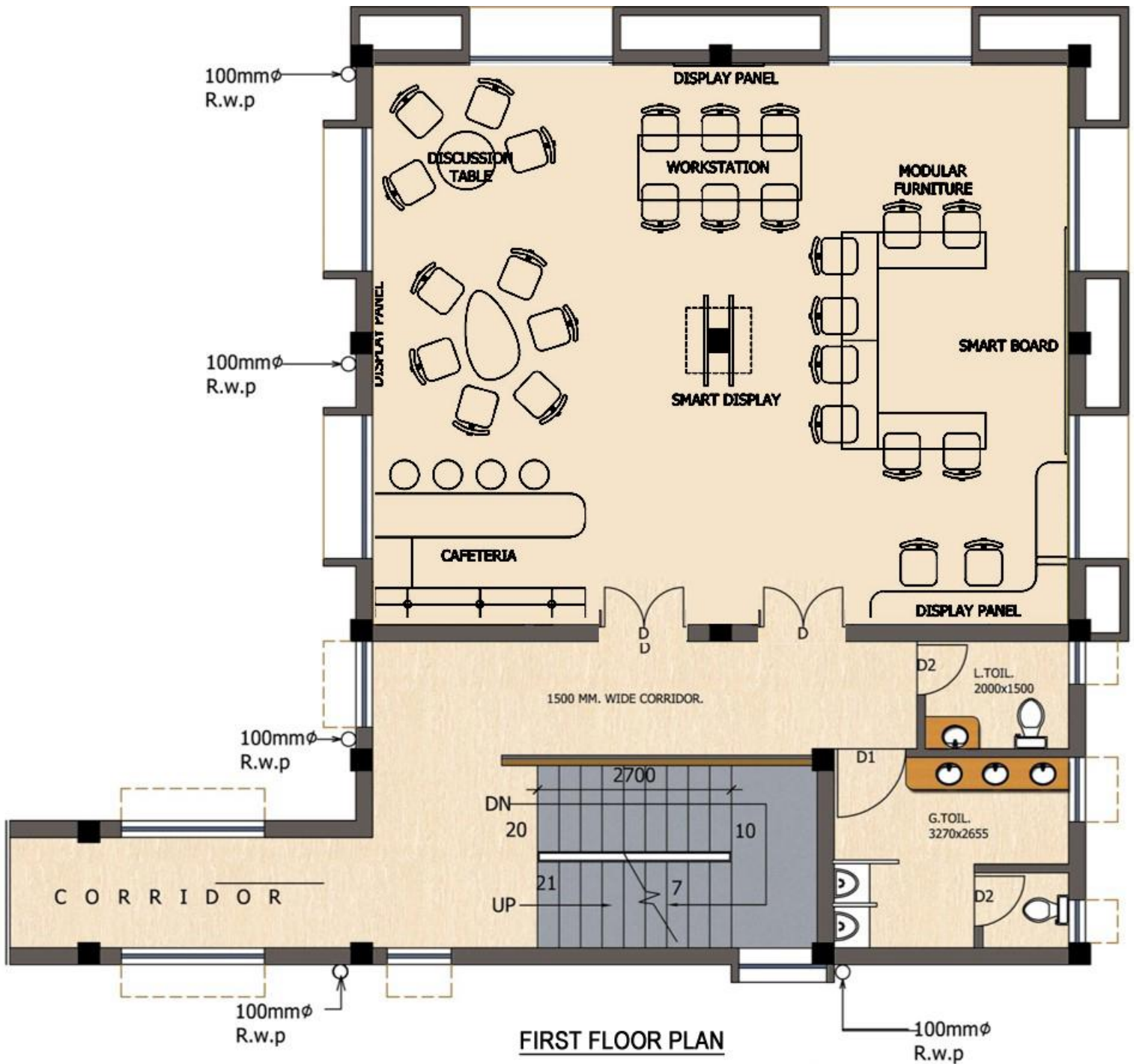
Door Closure: Hardwyn / Dorma / Ozone / Yale / Everite / Godrej

11. Toilet fittings for all the three floors.

Vitreous China Sanitary Ware / Porcelain / Parryware / Cera / Hindware / Nycer

* Note: The bidders are to exclude these items of Works from their scope of Work.





Section: 4

Technical Proposal Submission Forms

Technical Proposal

(Part - A)

TECH A-1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

To

**The Project Director
Odisha Forestry Sector Development Project
SFTRI Campus, Ghatikia, Bhubaneswar- 751029**

Subject: Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha

[Technical Proposal: Part – A]

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for _____ in accordance with your Tender No.:

_____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that 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. Our proposal will be valid for acceptance up to **1 year** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH A -2
Bidder's organization (General Details)

S. No.	Description	Full Details
1	Name of the organization/Firm/Company:	
2	Date of Establishment:	
3	Experience in years (Interior Design and Layout Planning and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS):	
4	Registered Office Address: Tel: Fax: Email id:	
5	Address for Communication: Tel : Fax: Email id :	
6	Bank Details: Account No Bank Name & Branch IFSC Code	
6	Details of Individual who will serve as the point of contact/communication: Name: Designation: Mobile No.: Email id:	
7	Details of the authorized person signing & submitting the bid on behalf of the Bidder: Name: Designation: Mobile No.: Email id:	
8	Registration / Incorporation Details Registration No: Date & Year:	
9	Bid Processing Fee Details: Amount : BC/DD No.: Date: Name of the Bank:	
10	EMD Details: Amount : BC/DD No.: Date: Name of the Bank:	
11	PAN Number	
12	Goods and Services Tax Identification Number (GSTIN)	
13	Willing to carry out assignments as per the scope of work of the RFP	Yes
14	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 A -3

Bidder Organization (Financial Details)

Financial Information in Rs.				
Details	FY 2016 -17	FY 2017 -18	FY 2018 -19	Average
Annual Turnover (in Lakh)				
Supporting Documents: Audited financial statements for the last three FYs (2016-17, 2017-18 and 2018-19) (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Bidder's Auditor with Firm Name, Membership Number & Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]*

TECH A- 4

(Bidder's Past Experience Details)

Table-1 (List of completed or ongoing assignments on Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS during last 10 Years)

Sl. No	Period	Name of the Assignment with Details thereof	Name of the Client	* Contract Value (in Rs.) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of the assignments undertaken/completed during the last 10 Years of existence and with 4 years of Experience (1st April 2014 to 31st March 2019) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/ Contract Document/ Completion Certificate from the previous Clients need to be furnished along with the above information.

***Assignments having Contract Value of \geq Rs. 5 Lakh & Duration of \geq 2 Months only will be taken into consideration.**

**** Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.**

TECH A- 5

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 (6). If yes, please furnish details of any such activities.

If no, please certify,

In Bidders Letter Head

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

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

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

Communication Address of the Bidder: _____

TECH A-6

Self Declaration for Not Banned/Black Listed/Debarred/Suspended

To

**Project Director
Odisha Forestry Sector Development Project
SFTRI Campus, Ghatikia, Bhubaneswar- 751029**

Ref.: Tender No. _____, Dated: _____

Sir,

I hereby declare that our agency has not been banned/blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in **Section- 2: [Information to the Bidder] under Eligibility Criteria: Para (7)**.

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

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

Communication Address of the Bidder: _____

Technical Proposal

(Part – B)

TECH B -1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

To

**Project Director
Odisha Forestry Sector Development Project
SFTRI Campus, Ghatikia, Bhubaneswar- 751029**

Subject: Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha

[Technical Proposal: Part - B]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Tender No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **1 years** 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 on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (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 pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your Project shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

I remain,

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH B -2

Bidder
Organisation
(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

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

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Experience

Table -1 (List of 10 or more completed or ongoing assignments Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha

Sl. No	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in Rs.	Date of Award / Commencement of assignment	Date of Completion of assignment t	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information for 10 projects or more. Completed or ongoing Projects having average contract value \geq Rs. 5 Lakh and duration \geq 2 Months during the last 10 Financial Years (1st April 2009 to 31st March 2019) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

TECH B -3 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five financial years**]

FORM-I:

(Assignment of Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU-cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha)

Assignment Name:	Value of the Contract (in Rs.):
Location:	Duration of Assignment (months):
Name of Client:	Total No. of staff-months of the Assignment:
Address:	
Start Date (Month/Year):	No of professional staff-months provided by associated Consultants:
Completion Date (Month/Year):	
Narrative Description of Project:	
Description of actual services provided by your staff within the Assignment:	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

[NB: 10 Best Assignments in any sector, write up restricted to 1 page only]

TECH B -4

**Comments and Suggestions of the Consultant on the Terms of Reference /
Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

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

[The Agency needs to present and justify in this section, if any modifications to the Terms of Reference he/she 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 provide by the Client:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH B -5

List of Fitting and Fixtures for the Plan and layout of Ground floor of LRC Building.

Appendix B- 2

List of Floor wise Equipment for Extension - LRC Building (Ground Floor)				
S.No.	Name of Equipment	Specification	Unit	No. of Units
1	EPABX	Digital PBX with Line Capacity 100 facility for IP Telephony	Nos	1
2	EPABX extensions with telephone receiver	Telephone Receivers for Ground Floor	Nos	6
3	CCTV with Camera	16 Chanel NVR & 16 port PoE Switches One 4TB Hard Disk 10 Cameras with day and night systems of 2 Mega pixels	Unit	1
4	Fire Safety Equipment	Solid type Extinguisher (No Sprinklers to be quoted)	Nos	2
5	Fire Safety Equipment	Smoke Detector for Fire Alarm System	Nos	2
6	Workstation table	Modular furniture work stations, 1500mm x 1500mm with one/ two or four seater arrangement	Nos	16
7	Workstation drawers	Smoke Detector for Fire Alarm System	Nos	16
8	Workstation Chairs	Medium Back Chair: Single lock synchro tilt mechanism Push /Pull the level in/out to lock/unlock reclining at the upright position. Mesh Back, Cushioned Seat, Synchro Mechanism, seat height with nylon base.	Nos	20
9	Fan	Power Consumption: 72watt, Speed: 350rpm, Sweep: 1200mm, Air Delivery: 250 cmm	Nos	8
10	LED Lights	25 watt square ceiling panel white light	Nos	24

11	Window Blinds	Fitting of Roller Blinds (LB Series) with all complete. Blackout Fabric,100% polyester. Coating-Acrylic Coating resistant to cracking & amp Fraying Top Channel. Extruded by non- rusting. Aluminum alloy with 1.25mm thickness. Bottom Channel - None rusting Aluminum powder coated with 1.50mm thickness and 21 diameter.	Nos	6
12	1.5 Ton Air Conditioners	Power consumption 1700 Watt, Cooling power 5000watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	5
13	2Ton Air Conditioners	Power consumption 1780 Watt, Cooling power 5700watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	2
14	Any other Provisions to be quoted item wise			
15	False ceiling of Corridor with utilization of under stair space			
Total of Ground Floor				

Note: The actual requirement in terms of numbers of items and passive components dependent on LAN, electrical cabling etc. may be fixed after the inspection and will be reflected in the bid document.

Taxes:

Signature of the Authorized Signatory with Date and Seal

List of Fitting and Fixtures for the Plan and layout of First floor of LRC Building.

S.No	Name of Equipment	Specification	Unit	No. of Units
1	Audio System / PA System	PA system and USB port for MP3 playback and a UHF Radio Microphone receiver both Wired and 2 Nos of Wireless and one collar Mike Combination, Wall Fixing Speakers	Unit	1
2	EPABX extension - telephone receiver	Telephone Receivers for First Floor	Nos.	2
3	CCTV	Cameras with day and night systems of 2 Mega pixels	Nos.	2
4	Fire Safety Equipment	Smoke Detector for Fire Alarm System	Nos.	2
5	Discussion/ Cafeteria Table	Modular Table which can be aggregated into round / hexagonal/ square tables for group discussions and segregated into bigger U tables for conference.	Nos.	20
6	Discussion/ Cafeteria Chairs	Medium Back Chair: Single lock synchro tilt mechanism. Push /Pull the level in/out to lock/unlock reclining at the upright position.	Nos	30
7		Mesh Back, Cushioned Seat, Synchro Mechanism, Two Way Adjustable arms and seat height with nylon base.	Nos	10
8	Fan	Power Consumption: 72watt, Speed: 350rpm, Sweep: 1200mm, Air Delivery: 250 cmm	Nos	8
9	LED Lights	25W square ceiling white	Nos	24

10	Window Blinds	Roller Blinds (LB Series) with all complete. Technical Details:- Blackout Fabric,100% polyester. Coating-Acrylic Coating resistant to cracking & amp Fraying Top Channel. Extruded by non-rusting. Aluminium alloy with 1.25mm thickness. Bottom Channel - None rusting Aluminium powder coated with 1.50mm thickness and 21 diameter.	Nos	6
11	1.5 Ton Air Conditioners	Power consumption 1700 Watt, Cooling power 5000watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	3
12	2Ton Air Conditioners	Power consumption 1780 Watt, Cooling power 5700watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	2
17	Any other Provisions to be quoted item wise			
13	False ceiling of Corridor with utilization of under stair space			
Total of First Floor				

Note: The actual requirement in terms of numbers of items and passive components dependent on LAN, electrical cabling etc. may be fixed after the inspection and will be reflected in the bid document.

Taxes:

Signature of the Authorized Signatory with Date and Seal

TECH B -6

Format of Curriculum Vitae (CV) for Proposed Professional/ Staff

1. Proposed Position:

[For each position of professional staff separate form Tech B-6 will be prepared]

2. Name of Firm [Insert name of Firm proposing the position]:

3. Name of Staff [Insert Name of Staff in Full]:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education [Include other specialized education of staff]:

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

Language	Speaking	Reading	Writing
English			
Odia			
Hindi			

NB: 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. For experience in **last five years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

From [Year]	To [Year]
Employer Name:	
Position Held:	
Details of the Task Assigned: <i>[List all tasks to be performed under this Assignment/job]</i>	

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 Assignment/Job/Project	
Year:	
Location:	
Name of the Client:	
Project Features:	
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 assignment duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any wilful misstatement herein leads to disqualification of CV.

Date:

Place:

Signature of the Staff Member with Date _____

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: CV write-up restricted to 3 pages only with quality information relevant to the professional requirements.

TECH B -7

Team Composition and Task Assignment for Each during the Study

Sl. No.	Name of the Professional/ Staff	Position Assigned	No. of Input Days			Task assigned
			Field	Office	Total	
1		Team Leader Cum lead Architect (1)				

(Please provide the details of all the Professionals and Support Staff to be deployed for the proposed assignment as per the format..)

TECH B – 8

Work Schedule for the Proposed Assignment

Proposed Work Plan for the Study

Month →	April				May			
→	1							
Week →	1	2	3	4	1	2	----	----
Sequence of Study Activities / Sub Activities								

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Draft and Final Verification Reports) and other associated sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Section: 5

Financial Proposal Submission Forms

FIN-1

Covering Letter

(In Bidders Letter Head)

[Location, Date]

To

**The Project Director,
Odisha Forestry Sector Development Project
SFTRI Campus, Ghatikia, Bhubaneswar-751029**

Subject: Interior Designing and Execution of GIS Lab and LRC Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS, Forest and Environment Department, Government of Odisha [Financial Proposal]

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender No. _____, Dated: _____ . Our attached Financial Proposal is for the sum of [***Insert amount(s) in words and figures****]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **1 years**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

receive. I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and

Seal: Address of the Bidder:

—

**Amount must match with the one indicated in Fin-2 (Table-1).*

FIN 2
Appendix B2

List of Floor Wise Equipment for Extension - LRC Building (Ground Floor)							
S. No	Name of Equipment	Specification	Unit	No. of Units	Rate per unit	Amount (in Rs.)	GST (Extra)
1	EPABX	Digital PBX with Line Capacity 100 facility for IP Telephony	Nos	1			
2	EPABX extensions with telephone receiver	Telephone Receivers for Ground Floor	Nos	6			
3	CCTV with Camera	16 Chanel NVR & 16 port PoE Switches One 4TB Hard Disk 10 Cameras with day and night systems of 2 Mega pixels	Unit	1			
4	Fire Safety Equipment	Solid type Extinguisher (No Sprinklers to be quoted)	Nos	2			
5	Fire Safety Equipment	Smoke Detector for Fire Alarm System	Nos	2			
6	Workstation table	Modular furniture work stations, 1500mm x 1500mm with one/ two or four seater arrangement	Nos	16			
7	Workstation drawers	Smoke Detector for Fire Alarm System	Nos	16			
8	Workstation Chairs	Medium Back Chair: Single lock synchro tilt mechanism Push /Pull the level in/out to lock/unlock reclining at the upright position.	Nos	20			

		Mesh Back, Cushioned Seat, Synchro Mechanism, seat height with nylon base.					
9	Fan	Power Consumption: 72watt, Speed: 350rpm, Sweep: 1200mm, Air Delivery: 250 cmm	Nos	8			
10	LED Lights	25 watt square ceiling panel white light	Nos	24			
11	Window Blinds	Fitting of Roller Blinds (LB Series) with all complete. Blackout Fabric,100% polyester. Coating-Acrylic Coating resistant to cracking & amp Fraying Top Channel. Extruded by non- rusting. Aluminum alloy with 1.25mm thickness. Bottom Channel - None rusting Aluminum powder coated with 1.50mm thickness and 21 diameter.	Nos	6			
12	1.5 Ton Air Conditioners	Power consumption 1700 Watt, Cooling power 5000watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	5			
13	2 Ton Air Conditioners	Power consumption 1780 Watt, Cooling power 5700watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	2			
14	Any other Provisions to be quoted item wise						

15	False ceiling of Corridor with utilization of under stair space						
Total of Ground Floor							

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

List of Fitting and Fixtures for the Plan and layout of First floor of LRC Building.

LRC Building –First Floor							
S.No	Name of Equipment	Specification	Unit	No. of Units	Rate per unit	Amount (in Rs.)	GST (Extra)
1	Audio System / PA System	PA system and USB port for MP3 playback and a UHF Radio Microphone receiver both Wired and 2 Nos of Wireless and one collar Mike Combination, Wall Fixing Speakers	Unit	1			
2	EPABX extension - telephone receiver	Telephone Receivers for First Floor	Nos.	2			
3	CCTV	Cameras with day and night systems of 2 Mega pixels	Nos.	2			
4	Fire Safety Equipment	Smoke Detector for Fire Alarm System	Nos.	2			
5	Discussion/ Cafeteria Table	Modular Table which can be aggregated into round / hexagonal/ square tables for group discussions and segregated into bigger U tables for conference.	Nos.	20			
6	Discussion/ Cafeteria Chairs	Medium Back Chair: Single lock synchro tilt mechanism. Push /Pull the level in/out to lock/unlock reclining at the upright position.	Nos	30			
7		Mesh Back, Cushioned Seat, Synchro Mechanism, Two Way Adjustable arms and seat height with nylon base.	Nos	10			
8	Fan	Power Consumption: 72watt, Speed: 350rpm, Sweep: 1200mm, Air Delivery: 250 cmm	Nos	8			
9	LED Lights	25W square ceiling white	Nos	24			

10	Window Blinds	Roller Blinds (LB Series) with all complete. Technical Details:- Blackout Fabric,100% polyester. Coating-Acrylic Coating resistant to cracking & Fraying Top Channel. Extruded by non-rusting. Aluminium alloy with 1.25mm thickness. Bottom Channel - None rusting Aluminium powder coated with 1.50mm thickness and 21 diameter.	Nos	6			
11	1.5 Ton Air Conditioners	Power consumption 1700 Watt, Cooling power 5000watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	3			
12	2Ton Air Conditioners	Power consumption 1780 Watt, Cooling power 5700watts, with copper condenser, EER Rating 5 Split Type) For seating areas without partitions	No.	2			
1	Any other Provisions to be quoted item wise						
14	False ceiling of Corridor with utilization of under stair space						
Total of First Floor							

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

FIN-2

Table- 1: Financial Proposal for the Year (2019-20)*

S. No.	Fee Particulars	Amount in Rs.
	Proposal for Tech B 5	
A	Total of Ground Floor in B 2	
B	Total of First Floor in C 2	
1	Total of B5	
2	Consulting Fee** in _____ % of Total of B5	
3	Taxes applicable as per GST Act @ _____ % of Consulting Fee	
Grand Total Cost of Assignment (Rs.) (1+2+3)		
In Words		

*** Consulting Fee includes (1) Remuneration for the Professional/ Staff, (2) Overhead expenses comprising travel expenses, subsistence allowances, office accommodation and orientation of Field Investigators, and (3) Miscellaneous Expenses comprising office contingency expenses and preparation of formats, documents and reports.*

N.B. Taxes will be paid by the client as per the applicable rate under GST Act from time to time. Tax deduction at source will be made as per the provisions of the Income Tax Act 1961 & CGST Act 2017.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

Section - 6

Annexure - I

Bid Submission Check List

Sl.. No	Description	Submitted Yes/No	Page No.
Technical Proposal			
(Part - A) (Original)			
1	Filled in Bid Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	Bid Processing Fee of Rs. 2,000/- in form of Demand Draft/Banker's Cheque		
4	EMD of Rs. 20,000/- in form of Demand Draft/Banker's Cheque		
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	Copies of IT Returns for the last three financial years (2016-17, 2017-18 & 2018- 19)		
9	General Details of the Bidder (TECH A-2)		
10	Financial details of the bidder (TECH A-3) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
11	List of completed or ongoing assignments Interior Design and Layout Planning and Execution of GIS Lab, Discussion Hall on turn- key basis in the Horizontal Extension of PMU- cum- Livelihood Resource Centre, OFSDS (Past Experience Details) (TECH A-4) along with the copies of work orders for the respective assignments		
12	Self Declaration on Potential Conflict of Interest (TECH A-5)		
13	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6) .		
(Part- B) (Original +1 Copy+ Soft Copy in CD in Word Format) & (1 Copy + Soft Copy in word Format in CD)			
1	Covering Letter (TECH B-1)		
2	Bidder Organisation (TECH B-2)		
3	Bidder Experience (TECH B-3) Form - (I, II & III)		
4	Comments and Suggestions (TECH B-4)		
5	Proposed amounts for Items to be procured Floor Wise (TECH B-5)		
6	CV of Key Professionals (TECH B-6)		
7	Team Composition and Task Assignment (TECH B-7)		
8	Work Plan (TECH B-8)		
Financial Proposal (Original + 1 Copy + Soft Copy in CD in PDF Format)			
1	Covering Letter (FIN-1)		
2	Financial Proposal (FIN-2)		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

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

To

Project Director,
Odisha Forestry Sector Development Project,
SFTRI Campus, Ghatikia, Bhubaneswar- 751029

WHEREAS..... (Name and address of the Consultant) (hereinafter called –the Consultant!) has undertaken, in pursuance of Tender No..... dated to undertake the service (description of services) (herein after called- the contract).

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of

..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of , 2020.

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt. otherwise bank shall

be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the Authorized Officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

End of document

End of document