



# Bhubaneswar Smart City Limited

Block-1, 5th Floor, BMC- Bhawani Mall, Saheed Nagar, Bhubaneswar- 751007

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Ref. No. :BSCL/Administration/O-L1 4619

Of. 29.12.2021

## REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF 04 (FOUR) NOS. OF SMART PARKS LOCATED IN SAHEED NAGAR AREA, BHUBANESWAR

M/s. Bhubaneswar Smart City Limited (BSCL), Bhubaneswar invites sealed proposals from registered and experienced Agencies for taking Operation and Maintenance work of 04 (Four) nos. of Smart Parks located in Saheed Nagar area of Bhubaneswar. The details Terms of Reference (ToR) can be downloaded from the website of BSCL i.e. [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in). Interested agencies may submit their proposal in a sealed cover super-scribing as "RFP for Operation and Maintenance of 04(Four) Nos of Smart Parks in Saheed Nagar area." with advertisement number and Date to the General Manager (Admin), Bhubaneswar Smart City Limited, 5<sup>th</sup> Floor, Block-1, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar-751007 through Speed Post / Registered Post / Courier services only, which should reach on or before **3.00 P.M on 17.01.2022** positively and the same will be opened at **3.30 PM** on the same day. Proposal received after the due date and time shall be rejected. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

By order of MD & CEO, BSCL

  
29.12.2021

**General Manager(Administration)  
Bhubaneswar Smart City Limited**





## **BHUBANESWAR SMART CITY LIMITED (BSCL)**

### **REQUEST FOR PROPOSAL**

#### **SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF 04 (FOUR) NOS. OF SMART PARKS LOCATED IN SAHEED NAGAR AREA, BHUBANESWAR**

**RFP No.: 4620**

**RFP Issued on 29.12.2021**

**Issued by:**

**Bhubaneswar Smart City Limited (BSCL)**

Block-1, 5<sup>th</sup> Floor,

BMC-Bhawani Mall, Saheed Nagar,

Bhubaneswar – 751007, Odisha

Website: <https://www.smartcitybhubaneswar.gov.in/>

## TABLE OF CONTENTS

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### Contents

TABLE OF CONTENTS .....	2
DISCLAIMER.....	3
SECTION – 1: INTRODUCTION .....	5
SECTION – 2: INSTRUCTIONS TO BIDDERS .....	8
SECTION – 3: EVALUATION OF BIDS .....	20
SECTION – 4: FRAUD AND CORRUPT PRACTICES .....	24
SECTION – 5: PRE-BID CONFERENCE .....	26
SECTION – 6: MISCELLANEOUS.....	27
SECTION – 7: PROJECT DETAILS AND CONDITIONS.....	28
FORM - 1: LETTER OF PROPOSAL SUBMISSION.....	34
FORM - 2: DETAILS OF BIDDER .....	37
FORM – 3: TECHNICAL CAPACITY OF BIDDER.....	38
FORM – 4: FINANCIAL CAPACITY OF BIDDER.....	40
FORM – 5: STATEMENT OF LEGAL CAPACITY .....	41
FORM – 6: POWER OF ATTORNEY FOR SIGNING OF BID .....	42
FORM – 7: AFFIDAVIT .....	44
FORM – 8: UNDERTAKING FROM THE BIDDER .....	45
FORM – 9: BID SECURITY DECLARATION FORM .....	46
FORM – 10: BID DETAILS .....	48
FORM - 11: FINANCIAL BID FORM .....	49

## **DISCLAIMER**

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The information contained in this **Request for Proposal** document (the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Bhubaneswar Smart City Limited (herein after referred to as “**BSCL**” or the “**Authority**”) or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP document and such other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor invitation by the BSCL to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their bids for qualification pursuant to this RFP (the “**Bid**”). This RFP document does not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the BSCL and its employees or advisors to consider the objectives, technical expertise, financial situation 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, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BSCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The BSCL its employees and advisors 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, completeness or reliability of this RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

BSCL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP document.

BSCL 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 document.

The issue of this RFP document does not imply that the BSCL is bound to select a Bidder or to appoint the Successful Bidder (Lessee), as the case may be, for the Project and the BSCL reserves the right to reject all or any of the Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BSCL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the BSCL 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 Bid, regardless of the conduct or outcome of the Bidding Process.

## SECTION – 1: INTRODUCTION

### 1.1. BACKGROUND

- 1.1.1. Government of Odisha vide Notification No. 4741 dated 23/02/2016 constituted a Special Purpose Vehicle (SPV) company named “Bhubaneswar Smart City Limited” (the “**BSCL**” or “**Authority**”) for implementation of Smart City Proposal of Bhubaneswar selected under Smart City Mission programme. Bhubaneswar Smart City Limited (BSCL) is the nodal agency to plan, implement, manage, and operate the Smart City Development Projects in the city.
- 1.1.2. BSCL is planning for overall upkeep, maintenance, repair, etc. of 04 (four) nos. of Smart Parks in Saheed Nagar area. In this regard, BSCL invites the Bid, through this RFP Document, from the interested and reputed Operation and Maintenance Agency/ Property Management Company / Facility Management Company (the “**Bidders**”) to submit their proposals as per provisions of this RFP document.

Project	List of Parks	Area of parks*	Period
Selection of Agency for Operation and Maintenance of 4 (four) nos. of Smart Parks located in Saheed Nagar Area, Bhubaneswar	• Triangular Park	575.5 sqm	2 years
	• OMC - BDA Park	2,300.14 sqm	
	• Robot Park	6,880.18 sqm	
	• Sensory Park	1,617 sqm	
<b>Total Area of Parks</b>		<b>11,372.82 sqm</b>	

*\*The park area given above is approx. and may vary at the time of actual measurement. The bidder may visit the project site prior to submission of its proposal.*

- 1.1.3. BSCL will shortlist the qualified Bidders based on the evaluation criteria mentioned in this RFP document. The Financial proposal of only qualified bidders will be opened.
- 1.1.4. The Selected Bidder shall enter into the Agreement (the “**Agreement**”) with the BSCL and shall provide the services in the form and terms & conditions as provided by the BSCL and defined in this RFP.
- 1.1.5. BSCL shall receive Bids pursuant to this RFP in accordance with the terms set forth in this RFP and other documents to be provided by BSCL pursuant to this RFP, as modified, altered, amended and clarified from time to time by the BSCL (collectively the “**Bidding Documents**”), and all Bids shall be prepared and submitted in accordance with such terms on or before the date as specified in [Clause 1.3](#) for submission of Bids (the “**Bid Due Date**”).

## 1.2. BRIEF DESCRIPTION OF BIDDING PROCESS

- 1.2.1. The BSCL has adopted a single Stage bidding process (collectively referred to as the "**Bidding Process**") for selection of the Bidder for award of the Project. The selection process involves technical qualification of interested Bidders in accordance with the provisions of the RFP document. The BSCL shall open the financial bids of the technically qualified Bidders only.
- 1.2.2. The Bidder shall pay to the BSCL a non-refundable sum of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) inclusive of GST as the cost of the RFP document. The remittance shall be made in the form of a Demand Draft in favour of "Bhubaneswar Smart City Limited, payable at Bhubaneswar". The RFP Document can be downloaded from the website of the BSCL <https://www.smartcitybhubaneswar.gov.in/>.
- 1.2.3. The bid shall be valid for a period of not less than 90 (Ninety) days from the Bid Due Date.
- 1.2.4. The Bidding Documents include the Request for Proposal (RFP) for the project. Subject to the provisions, any Corrigendum or Addenda issued subsequent to this RFP Document and/or the Agreement, but before the Bid Due Date, will be deemed to form part of the Bidding Documents.
- 1.2.5. A Bidder is required to deposit, along with its Bid, a Bid Security Declaration form in the format as provided in Form – 9 (the "**Bid Security Declaration**") in lieu of Bid Security/ Earnest Money Deposit. The Bid shall be summarily rejected if it is not accompanied by the Bid Security Declaration form.
- 1.2.6. During, the bid stage, Bidders are invited to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective bid for award and implementation of the project.
- 1.2.7. Bids are invited based on Least Cost. The project will be awarded to the Bidder (the "**Successful/ Lowest Bidder**") quoting the lowest cost (L1) for operation and maintenance of smart parks to the BSCL.
- 1.2.8. Any queries or request for additional information concerning this RFP shall be submitted in writing or by email on [bbsr.bscl@gmail.com](mailto:bbsr.bscl@gmail.com) to the General Manager, Bhubaneswar Smart City Limited, Block – I, 5<sup>th</sup> Floor, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar – 751007, Odisha. No query violating the Schedule of Bidding Process will be responded to or entertained.

### 1.3. SCHEDULE OF BIDDING PROCESS

1.	RFP Name	Selection of Agency for Operation and Maintenance of 04 (four) nos. of Smart parks located in Saheed Nagar area, Bhubaneswar
2.	Mode of Submission	Hard Copy
3.	Tender Document Cost (Non-Refundable)	Rs 10,000/- + 18% GST i.e. Rs 11,800/- to be submitted in the form of Demand Draft issued by any Scheduled Commercial Bank in India in favor of “Bhubaneswar Smart City Limited” payable at Bhubaneswar
4.	Availability of Tender Document on website	From <b>30/12/2021</b> to <b>17/01/2022</b> up to 17:00 Hours on website <a href="https://www.smartcitybhubaneswar.gov.in/">https://www.smartcitybhubaneswar.gov.in/</a>
5.	Last date for receiving queries	<b>06/01/2022</b> up to 17:00 Hours in writing or by email on <a href="mailto:bbsr.bscl@gmail.com">bbsr.bscl@gmail.com</a> to the General Manager, Bhubaneswar Smart City Limited, Block – I, 5 <sup>th</sup> Floor, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar – 751007, Odisha
6.	Pre-bid Meeting	<b>07/01/2022 at 15:00 Hours</b> at BSCL Office or online through Video Conferencing (Details will be provided later on the portal).
7.	Last date and time for submission of bid (Bid Due Date)	<b>17/01/2022 up to 15:00 Hours</b> at the office of BSCL, Bhubaneswar
8.	Date and time of opening of Technical Bid	<b>17/01/2022 at 15:30 Hours</b> at the office of BSCL
9.	Date and time of opening of Financial Bids	Will be intimated to the Technically qualified bidders
10.	Validity of Bid	90 days of Bid Due Date
11.	Issuance of Letter of Award (LOA)	Will be given on a date and time as intimated by BSCL to the successful bidder
12.	Submission of Performance Security	Within 30 days from the date of issuance of Letter of Award
13.	Signing of Agreement	Within 45 days from the date of issuance of Letter of Award

#### Note:

- 1) If any date specified herein is a holiday, then the next working day will be the applicable date for the proposed event and the time will remain the same.
- 2) The Schedule indicated above is tentative and BSCL may change any or the entire schedule under intimation to all bidders.

## **SECTION – 2: INSTRUCTIONS TO BIDDERS**

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### **A. GENERAL**

#### **2.1. GENERAL TERMS OF BIDDING**

- 2.1.1. No Bidder shall submit more than one Bid for the Project. A Bidder bidding individually shall not be entitled to submit another bid.
- 2.1.2. This RFP is being provided only as preliminary reference document by way of assistance to the Bidders who are expected to carry out their own surveys, investigations and other detailed examination of the project before submitting their Bids. Nothing contained in the RFP shall be binding on the BSCL nor confer any right on the Bidders, and the BSCL shall have no liability whatsoever in relation to or arising out of any or all contents of the RFP.
- 2.1.3. Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the Agreement shall have overriding effect, provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Agreement.
- 2.1.4. The financial Bid should be furnished in the format at Form - 11, clearly indicating the bid amount in both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. The Technical proposal shall be submitted in the format from Form 1 to Form 10.
- 2.1.5. The Financial Bid shall be based on least cost to be quoted by the Bidder as per the terms and conditions of this RFP and the provisions of the Agreement.
- 2.1.6. The Bidder shall submit a Bid Security Declaration in accordance with the provisions of this RFP as per format at Form – 9.
- 2.1.7. The Bidder should submit a Power of Attorney as per the format at Form – 6, authorizing the signatory of the Bid to commit the Bidder.
- 2.1.8. Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.
- 2.1.9. The Bid and all communications in relation to or concerning the Bidding Documents shall be in English language. Any printed literature furnished by the Bidder written in another language must be accompanied by its translation in the English language duly authenticated by the Bidder, in which case, for purposes of interpretation of the Bid, the translation shall govern.

- 2.1.10. The documents including this RFP and all attached documents, provided by the BSCL are and shall remain the property of the BSCL and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as **strictly confidential** and shall not use it for any purpose other than for preparation and submission of their Bid. The BSCL will not return to the Bidders any Bid, document or any information provided along therewith.
- 2.1.11. A Bidder shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the BSCL shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the BSCL and not by way of penalty for, inter alia, the time, cost and effort of the BSCL, including consideration of such Bidder’s proposal (the “**Damages**”), without prejudice to any other right or remedy that may be available to the BSCL under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
- (i) a constituent of such Bidder is also a constituent of another Bidder; or
  - (ii) such Bidder, its member or any Associate thereof, receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or
  - (iii) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
  - (iv) such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other’s information about, or to influence the Bid of either or each other; or
  - (v) such Bidder or any Associate thereof, has participated as a consultant to the BSCL in the preparation of any documents, design or technical specifications of the Project.

Explanation:

For purposes of this RFP, Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder (the “**Associate**”). As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a

company or corporation, the power to direct the management and policies of such person by operation of law.

2.1.12. This RFP is not transferable.

2.1.13. Any award of agreement pursuant to this RFP shall be subject to the terms of Bidding Documents.

2.1.14. BSCL, its employee and advisors would treat the bids and supporting information submitted by the bidders in a reciprocating confidentiality and would use it for the purpose of this bidding process alone. However, if the information / document submitted by the bidder is needed to be re-produced under any statutory provision, such as Right to Information or litigations, BSCL would do so, with an information to the Bidder and any expenses related to the same would be charged to the bidder.

## 2.2. ELIGIBILITY OF BIDDERS

2.2.1. JV/ Consortium not allowed.

2.2.2. A Bidder should not have a Conflict of Interest.

2.2.3. For determining the eligibility of Bidders, the following shall apply:

S.N.	Eligibility Criteria	Required Document
i)	Any Proprietorship Firm, Partnership Firm, Registered Society/Registered Co-operative Society, Public Limited Company or Private Limited Company registered under relevant act/s in India, shall be eligible to participate in the bidding process.	Valid Incorporation Certificate / Registration Certificate & PAN Card
ii)	The bidder should have experience in undertaking operation and maintenance / facility management of public parks / gardens etc. in India in last 3 years prior to the date of issue of this RFP.	Copy of Work Order/ Contract Agreement/ Completion Certificate
iii)	The Bidder should have valid Goods and Services Tax (GST) Registration	GST Registration Certificate
iv)	The Bidder should have an average Annual Turnover of Rs 1,00,00,000/- (Rupees One Crore Only) during the last 3 financial years. Further, the bidder should be a profit-making company in last 3 financial years and should have a positive Net Worth.	Turnover Certificate duly certified by Chartered Accountant/ Statutory Auditor along with ITR, Balance Sheet and P&L Statement for last 3 financial years to be submitted
v)	Bidder should neither be a blacklisted firm nor should its contracts been terminated / foreclosed by any government / company / department / organisation in last 3 years prior to the date of issue of this RFP.	An undertaking to this effect, signed by authorised signatory of the bidder

### **2.3. NUMBER OF BIDS AND COST THEREOF**

2.3.1. No Bidder shall submit more than one Bid for the Project.

2.3.2. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. BSCL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

### **2.4. SITE VISIT AND VERIFICATION OF INFORMATION**

2.4.1. Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, access to site, applicable laws and regulations, and any other matter considered relevant by them.

2.4.2. It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the Bidding Documents;
- b) received all relevant information requested from the BSCL;
- c) accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the BSCL relating to any of the matters referred to in Clause 2.4.1. above;
- d) satisfied itself about all matters, things and information including matters referred to in Clause 2.4.1. hereinabove necessary and required for submitting an informed Bid, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations there under;
- e) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters referred to in Clause 2.4.1 hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the BSCL, or a ground for termination of the Agreement by the bidder;
- f) acknowledged that it does not have a Conflict of Interest; and
- g) agreed to be bound by the undertakings provided by it under and in terms hereof.

2.4.3. BSCL shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the BSCL.

### **2.5. VERIFICATION AND DISQUALIFICATION**

2.5.1. The BSCL reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by the BSCL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification,

by the BSCL shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the BSCL thereunder.

## **B. DOCUMENTS**

### **2.6. CONTENTS OF THE RFP**

2.6.1. This RFP comprises Disclaimer, set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.8.

#### **Sections**

- Section – 1: Introduction
- Section – 2: Instructions to Bidders
- Section – 3: Evaluation of Bids
- Section – 4: Fraud and Corrupt Practices
- Section – 5: Pre-bid Conference
- Section – 6: Miscellaneous
- Section – 7: Project Details and Conditions

#### **Forms**

1. Letter of Proposal Submission
2. Details of Bidder
3. Technical Capacity of Bidder
4. Financial Capacity of Bidder
5. Statement of Legal Capacity
6. Power of Attorney for Signing of Bid
7. Affidavit
8. Undertaking from the Bidder
9. Bid Security Declaration Form
10. Bid Details
11. Financial Bid Form

### **2.7. CLARIFICATIONS**

2.7.1. Bidders requiring any clarification on the RFP may notify the BSCL in writing or by email. They should send in their queries before the date mentioned in the Schedule of Bidding Process specified in Clause 1.3. BSCL shall endeavour to respond to the queries within the period specified therein, but no later than 15 (fifteen) days prior to the Bid Due Date. All the clarifications will be published online on the website [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in) without identifying the source of queries.

The queries must be submitted in the following format only:

<b>RFP Name:</b>			
<b>Subject: Request for Clarification</b>			
<b>Name and Address of the Organization submitting query:</b>			
<b>Name and Position of Person submitting query:</b>			
<b>Contact details of the Organization / Authorized Representative:</b> Tel: Mobile: Fax: Email:			
<b>S.No.</b>	<b>RFP Clause No. / Page No.</b>	<b>Content of RFP requiring clarification</b>	<b>Points of clarification required</b>
1.			
2.			
3.			

2.7.2. The BSCL shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, the BSCL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the BSCL to respond to any question or to provide any clarification.

2.7.3. The BSCL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the BSCL shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by the BSCL or its employees or representatives shall not in any way or manner be binding on the BSCL.

## **2.8. AMENDMENT OF RFP**

2.8.1. At any time prior to the Bid Due Date, the BSCL may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP by the issuance of Addendum or a Corrigendum.

2.8.2. Any Addendum or a Corrigendum thus issued will be a part of the RFP and shall be published online on the BSCL website [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in). BSCL will assume no responsibility for receipt of the Addendum and Corrigendum.

2.8.3. In order to accord the Bidders a reasonable time for taking an Addendum or a Corrigendum into account, or for any other reason, the BSCL may, in its sole discretion, extend the Bid Due Date.

## **C. PREPARATION AND SUBMISSION OF BIDS**

### **2.9. FORMAT AND SIGNING OF BID**

- 2.9.1. The Bidder shall provide all the information sought under this RFP. The BSCL will evaluate only those Bids that are received in the required formats and complete in all respects.
- 2.9.2. The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. In case of printed and published documents, only the cover shall be initialed. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the Authorized signatory of the bidder.
- 2.9.3. The language of the bid and related documents and correspondence shall be in English.
- 2.9.4. The currency for the purpose of the Bid shall be Indian Rupees.
- 2.9.5. While preparing the Proposals, the Bidders are expected to examine the RFP document in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.9.6. The pages of each part of the Bid shall be clearly numbered and stamped and the contents duly indexed. The Bid should not include any loose papers other than Tender Document Cost.

### **2.10. SEALING AND MARKING OF BID**

- 2.10.1. The Bidder Proposal will consist of three (3) parts:
  - a) **Envelope – 1: “Tender Document Cost”** of the required value and in approved format. If the Tender Document cost is found proper, then only technical, and financial proposal will be entertained.
  - b) **Envelope – 2: “Technical Proposal”** shall submit in the format, together with the documents specified below:
    1. Letter of Proposal Submission
    2. Details of Bidder
    3. Technical Capacity of Bidder
    4. Financial Capacity of Bidder
    5. Statement of Legal Capacity
    6. Power of Attorney for Signing of Bid
    7. Affidavit

8. Undertaking from the Bidder
9. Bid Security Declaration Form
10. Bid Details

c) **Envelope – 3: “Financial Proposal”** in the format as provided in Form – 11 of the RFP documents.

2.10.2. All the three envelopes should be sealed and marked separately. If the Financial Proposal is enclosed in the envelope marked ‘Technical Proposal’, and vice versa, or is not sealed, the Proposal will be rejected.

2.10.3. The three envelopes containing the Tender Document Cost (Envelope 1), Technical Proposal (Envelope 2) and Financial Proposal (Envelope 3) shall be put together in an outer envelope.

2.10.4. This outer envelope shall be properly sealed and signed, and be clearly labelled with:

- i. RFP No.
- ii. Name of the RFP
- iii. Deadline for Submission (Bid Due Date)
- iv. Name and Address of the Bidder
- v. On outer envelope containing three envelopes: ‘DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE.
- vi. On inner envelopes containing the Technical proposal: DO NOT OPEN BEFORE 15:30 Hours on .../.../2021 and;
- vii. On inner envelopes containing the Financial Proposal: ‘DO NOT OPEN UNTIL THE OPENING OF FINANCIAL PROPOSALS’.

2.10.5. If the envelope is not sealed and marked as instructed above, the BSCL assumes no responsibility for the misplacement or premature opening of the contents of the Bid and consequent losses, if any, suffered by the Bidder.

2.10.6. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

## **2.11. BID DUE DATE**

2.11.1. The Bids in the prescribed form as mentioned above must be delivered and received at the address mentioned below on or before the scheduled date and time of submission of bid as stated in the schedule of bidding process. Bids submitted by fax transmission /e-mail shall not be accepted.

**Chief Executive Officer**  
**Bhubaneswar Smart City Limited (BSCL)**  
**Block-1, 5<sup>th</sup> Floor,**  
**BMC-Bhawani Mall, Saheed Nagar,**  
**Bhubaneswar – 751007, Odisha**

2.11.2. Proposals received without Tender Document Cost and valid Bid Security Declaration form will be rejected.

2.11.3. BSCL may, in exceptional circumstances and its sole discretion, extend the Bid Due Date by issuing an Addendum uniformly for all bidders only on its website [BSCL :: Bhubaneswar Smart City Limited \(smarcitybhubaneswar.gov.in\)](http://BSCL :: Bhubaneswar Smart City Limited (smarcitybhubaneswar.gov.in)).

## **2.12. LATE BIDS**

Bids received by the BSCL after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

## **2.13. CONTENTS OF THE FINANCIAL BID**

2.13.1. The Financial Bid shall be furnished in the format at Form – 11 and shall consist of rate per sqm per month (excluding GST as applicable) to be quoted by the bidders.

2.13.2. The project will be awarded to the Bidder quoting the lowest cost (L1) for operation and maintenance of smart parks to the BSCL.

2.13.3. The opening of Bids and acceptance thereof shall be substantially in accordance with this RFP.

## **2.14. MODIFICATIONS/ SUBSTITUTION/ WITHDRAWAL OF BID**

2.14.1. The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the BSCL prior to Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

2.14.2. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the BSCL, shall be disregarded.

2.14.3. The modification, substitution or withdrawal notice shall be prepared, sealed, marked, and delivered to the BSCL with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

## **2.15. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

2.15.1. Notwithstanding anything contained in this RFP, the BSCL reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore. In the event that the BSCL rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

2.15.2. BSCL reserves the right to reject any Bid and/ or Tender if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Bidder does not provide, within the time specified by the BSCL, the supplemental information sought by the BSCL for evaluation of the Bid.

2.15.3. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the successful bidder either by issue of the LOA or entering into of the Agreement, and if the successful Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the BSCL to the Bidder, without the BSCL being liable in any manner whatsoever to the Bidder and without prejudice to any other right or remedy which the BSCL may have under this RFP, the Bidding Documents, the Agreement or under applicable law.

2.15.4. The BSCL reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Any such verification or lack of such verification by the BSCL shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the BSCL there under.

**2.16. VALIDITY OF BIDS**

The bids shall be valid for a period of **90 (Ninety) days** from the Bid Due Date.

In exceptional circumstances, prior to expiry of the original bid validity period, the BSCL may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.

**2.17. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the BSCL in relation to or matters arising out of, or concerning the Bidding Process. The BSCL will treat all information, submitted as part of the Bid, in confidence and would require all those who have access to such material to treat the same in confidence. The BSCL may not divulge any such information unless it is ordered to do so by any Statutory Entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the BSCL.

**2.18. CORRESPONDENCE WITH THE BIDDER**

The BSCL shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

**2.19. ACKNOWLEDGEMENT BY THE BIDDER**

2.19.1. It would be deemed that by submitting the Bid, the Bidder has:

- a) Made a complete and careful examination of the RFP document;
- b) Received all relevant information requested from the BSCL;
- c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the BSCL relating to any of the matters referred to in Clause 2.4 above;
- d) agreed to be bound by the undertakings provided by it under and in terms hereof; and
- e) Independently verified all information received from the BSCL.

2.19.2. The BSCL shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Bidding Process, including any error or mistake therein or in any information or data given by the BSCL.

2.19.3. The BSCL shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

**D. BID SECURITY**

**2.20. BID SECURITY**

2.20.1. The Bidder shall furnish as a part of its Bid, a Bid Security Declaration form in lieu of Bid Security/ Earnest Money Deposit in the format provided at Form – 9.

2.20.2. Any Bid not accompanied by the Bid Security Declaration Form shall be rejected by the BSCL as non-responsive.

**2.21. INTEREST FREE SECURITY DEPOSIT/ PERFORMANCE SECURITY**

2.21.1. The selected bidder shall, for the performance of its obligations as defined hereunder shall prior to the date of execution of agreement, provide to BSCL, an interest free irrevocable and unconditional guarantee from a Bank for a sum equivalent to **3% of the total contract value** (the “**Security Deposit / Performance Guarantee/ Performance Security**”) issued in favour of Bhubaneswar Smart City Limited drawn from any Scheduled Commercial banks in India.

2.21.2. The security deposit shall remain valid for entire contract period of 2 years and beyond 6 (six) months from the contract’s expiry period.

- 2.21.3. Upon the BSCL being of the view that the selected bidder has committed any breach or default of Agreement, BSCL shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to encash and appropriate the relevant amounts from the Security Deposit as damages for such breach or default. Upon such encashment and appropriation from the Security Deposit, the selected bidder shall, within 30 (thirty) days thereof, replenish, in case of partial appropriation, to its original level the Security Deposit, and in case of appropriation of the entire Security Deposit provide a fresh Security Deposit, as the case may be, and the selected bidder shall, within the time so granted, replenish or furnish fresh Security Deposit as aforesaid failing which BSCL shall be entitled to terminate the Agreement and forfeit the remaining amounts of the Security Deposit, if any.
- 2.21.4. The said Security Deposit shall be returned by BSCL after the expiry of the agreement period subject to fulfilment of all requirements by the selected bidder, to the satisfaction of BSCL and further subject to adjustment for all damages suffered by BSCL.

## **SECTION – 3: EVALUATION OF BIDS**

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### **3.1. OPENING OF BIDS**

- 3.1.1. The bids as received shall be opened by the BSCL at the date and time as mentioned in Schedule of Bidding Process, in the presence of bidders who choose to be present. However, BSCL reserves the right to change the time of opening of bid in case of any exigency.
- 3.1.2. On opening of the main envelope, it will be checked if it contains the following documents:
  - Tender Document Cost (Envelope 1)
  - Technical Proposal (Envelope 2)
  - Financial Proposal (Envelope 3)
- 3.1.3. The Envelope 1 will be opened first and will be checked for its requisite value and format.
- 3.1.4. In case the Tender Document Cost found to be in acceptable form, then only the Qualification Proposals shall be considered and processed further.
- 3.1.5. If the Envelope 1 do not contain the Tender Document Cost, or not of required value or not in acceptable form, the proposals submitted will be rejected.
- 3.1.6. All proposals containing the Envelope 1 in requisite and acceptable form, their Technical Proposals (Envelope 2) shall be opened one at a time and the following read out and recorded: the name of the Bidder; and any other details as the BSCL may consider appropriate.
- 3.1.7. Only Technical Proposals which are read out and recorded at Bid opening stage shall be considered for evaluation. No Proposal shall be rejected at the opening of Technical Proposals except for Late Bids.
- 3.1.8. A list of the Bidders or their representatives attending the opening of Bids shall be prepared and their signatures shall be obtained on the same (no signatures shall be obtained if the Bid Opening is done through Video Conferencing).
- 3.1.9. The Financial proposal shall not be opened on that day and shall be kept separately in the safe custody of the BSCL to be opened and evaluated later on as per the procedure detailed herein. The BSCL shall open Financial Bids of only those Bidders who meet the eligibility criteria specified in this RFP at such date and time as intimated by the BSCL.

### **3.2. TEST OF RESPONSIVENESS**

- 3.2.1. Prior to evaluation of bids, BSCL shall determine whether the bid submitted by each Bidder is substantially responsive to the requirements of the RFP.
- 3.2.2. A bid shall be considered responsive only if:
- a) The bid is received by the Bid Due Date including any extension thereof;
  - b) The bid is signed, sealed, bound together and marked;
  - c) The bid is accompanied with the Tender Document Cost;
  - d) The bid is accompanied with Bid Security Declaration form;
  - e) It is accompanied by the valid Power of Attorney;
  - f) It contains all the information (complete in all respects) as requested in this RFP and/ or Bidding Documents (in formats same as those specified);
  - g) Each page of the Bid document submitted is signed and sealed by the authorized signatory of the Bidder.
  - h) It does not contain any condition or qualification; and
  - i) It is not non-responsive in terms hereof.
- 3.2.3. The BSCL reserves the right to reject any bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the BSCL in respect of such Bid.

### **3.3. EVALUATION OF BIDS**

#### **3.3.1. Evaluation of Technical Proposal**

- 3.3.1.1. BSCL constituted “Technical Evaluation Committee” will be responsible for evaluation and of proposals received based on the responsiveness of the Bidder to the terms & conditions using the eligibility criteria as specified in this RFP.
- 3.3.1.2. If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, the BSCL may, in its sole discretion, seek clarifications/ information in writing from any Bidder regarding its Bid. Any clarification submitted by a Bidder with regard to its Bid that is not in response to a request by BSCL shall not be considered.
- 3.3.1.3. In the event that a Bidder claims credit for an Eligible Project, and such claim is determined by the BSCL as incorrect or erroneous, the BSCL shall reject such claim and exclude the same from evaluation. Where any information is found to be patently false or amounting to material misrepresentation, the BSCL reserves the right to reject the Bid in accordance with the provisions of Clauses 2.15.2 and 2.15.3.

- 3.3.1.4. After the technical evaluation is completed, the BSCL will notify the Bidders whose Technical Proposals meet the eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Bidders' attendance at the opening of Financial Proposals is optional).
- 3.3.1.5. BSCL will simultaneously notify the Bidders whose Proposals did not meet the eligibility criteria or Bidders whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process.
- 3.3.1.6. Bidders are advised that qualification of Bidders will be entirely at the discretion of BSCL. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.

- 3.3.2. The BSCL reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any Bid without assigning any reasons.

### 3.3.3. **Evaluation of Financial Proposal**

- 3.3.3.1. The Financial Bids of only those Bidders who clear the technical evaluation stage will be evaluated. The bidders or their authorized representatives who are present to witness the Financial Bid opening shall sign an attendance sheet / register evidencing their attendance as a witness to the Financial Bid opening process. In the event of the specified date of Financial Bid opening being declared a holiday, the Financial Bids will be opened on the next working day at the same time and place or on any other day/time, as intimated by the BSCL.

### 3.4. **BIDDING PARAMETER**

- 3.4.1. Successful bidder shall be the bidder whose bid has been received as per the terms and conditions of this RFP and has been technically qualified meeting the eligibility criteria and has offered lowest cost (L1) for operation and maintenance of smart parks to the BSCL.
- 3.4.2. The Bidder shall specify the rate per sqm per month in the Financial Bid in both numeric and alphabetical manner in the format provided for such Financial Bid in this RFP. For avoidance of doubt, it is clarified that in the event of discrepancy in the quoted rate per sqm per month in numeric and alphabetical manner, the rate per sqm per month quoted in alphabetical manner shall be considered.

### 3.5. **SELECTION OF BIDDER**

- 3.5.1. The Bidder whose Bid is adjudged as responsive in terms of Clause 3.2 and who is technically qualified and who quotes the lowest cost as defined in Clause 3.4 shall be declared as the selected Bidder (the "**Successful/ Lowest Bidder**").

- 3.5.2. In the event of two or more technically qualified Bidders quoting same lowest monthly cost in financial proposal, BSCL may ask the tie Bidders to submit their revised Financial Proposals with the monthly cost quoted by them earlier as reserve price for such Financial Bid. In such case, the Bidder who amongst the tie Bidders, quotes the lower monthly cost in the revised Financial Bid will normally be declared as the Selected Bidder for the Project. However, the confirmation of the lowest Bid shall be at the sole discretion of the BSCL who does not bind itself to confirm to the lowest Bid and reserves the right to reject the Bid without assigning any reasons whatsoever.
- 3.5.3. After selection, a Letter of Award (the “LOA”) shall be issued by the BSCL to the Successful Bidder and the Successful Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- 3.5.4. After acknowledgement of the LOA as aforesaid by the Successful Bidder, the Interest free Security Deposit to be submitted within 30 days from the date of issue of LOA and the Contract Agreement shall be executed between BSCL and the Successful Bidder within 45 days from the date of issue of LOA. Payment of stamp duty on agreement, if any, to be executed in pursuance of this bid shall be borne by successful bidder.
- 3.5.5. The Successful Bidder shall not be entitled to seek any deviation, modification or amendment in the Contract Agreement.

### **3.6. CONTACTS DURING BID EVALUATION**

Bids shall be deemed to be under consideration immediately after they are opened and until such time the BSCL makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the BSCL and/ or their employees/ representatives on matters related to the Bids under consideration.

## **SECTION – 4: FRAUD AND CORRUPT PRACTICES**

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- 4.1. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of LOA and during the subsistence of Contract Agreement. Notwithstanding anything to the contrary contained herein, or in the LOA, or the Contract Agreement, the BSCL may reject a Bid, withdraw the LOA or terminate the Contract Agreement, as the case may be, if it determines that the Bidder or Agency, as the case may be, has directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, the BSCL shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages without prejudice to any other right or remedy that may be available to the BSCL under the Bidding Documents and/ or the Contract Agreement, or otherwise.
- 4.2. Without prejudice to the rights of the BSCL under Clause 4.1 hereinabove and the rights and remedies which the BSCL may have under the LOA or the Contract Agreement, or otherwise if a Bidder or Lessee, as the case may be, is found by the BSCL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOA or the execution of the Contract Agreement, such Bidder or Lessee shall not be eligible to participate in any tender or RFP issued by the BSCL and/or the Authority during a period of 2 (two) years from the date such Bidder, as the case may be, is found by the BSCL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.
- 4.3. For the purposes of this Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the BSCL who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Contract Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the BSCL, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under the RFP document, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after

the execution of the Contract Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Contract Agreement, who at any time has been or is a legal, financial or technical adviser of the BSCL in relation to any matter concerning the Project;

- b) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c) “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the BSCL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## **SECTION – 5: PRE-BID CONFERENCE**

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- 5.1. Pre-Bid conference of the Bidders shall be convened at the designated date & time as mentioned in the Schedule of Bidding Process either through online mode through Video Conference or physically at the office of BSCL depending upon the situation of Covid-19 pandemic in Bhubaneswar. The address for physical holding of Pre-bid Conference is as follows:

**Bhubaneswar Smart City Limited,**  
Block – 1, 5<sup>th</sup> Floor,  
BMC Bhawani Mall, Saheed Nagar,  
Bhubaneswar – 751007, Odisha

- 5.2. A maximum of two representatives of each Bidder shall be allowed to participate on production of authority letter from the Bidder.
- 5.3. During the course of Pre-Bid conference, the Bidders will be free to seek clarifications and make suggestions for consideration of the BSCL. BSCL shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

## **SECTION – 6: MISCELLANEOUS**

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- 6.1. The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Bhubaneswar, Odisha shall have exclusive jurisdiction over all disputes arising under, pursuant to and / or in connection with the Bidding Process.
- 6.2. The BSCL, in its discretion and without incurring any or liability, reserves the right, at any time, to:
  - a) suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates other terms conditions relating thereto;
  - b) consult with any Bidder in order to receive clarification or further information;
  - c) retain any information and/ or evidence submitted to the BSCL by, on behalf of, and / or in relation to any Bidder; and / or
  - d) Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 6.3. It shall be deemed that by submitting the Bid, the Bidder agrees and releases the BSCL, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding process and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

## **SECTION – 7: PROJECT DETAILS AND CONDITIONS**

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### **7.1. PLACE OF WORK**

Interested bidders shall visit the site and make themselves thoroughly acquainted with local site conditions, nature and requirement of work, present conditions of the site and make assessment of labour and material, etc. required before quoting for the tender. A brief on the 04 (four) nos. of parks in Saheed Nagar, Bhubaneswar are as given below.

#### **1. Triangular Park:**

The Triangular Park is located in Saheed Nagar near Sparsh Hospital and back side of the Central Shopping Complex along the side of Janpath road. The area of the park is 575.5 sqm which includes pathways, sitting area, underground water pipeline for plantation, lighting area, dustbins, painting wall and grills, entrance gate, plaza area paver and bollards fixing, plantation & landscaping (trees, grass, shrubs).

#### **2. OMC - BDA Park:**

The OMC-BDA park is located in Saheed Nagar near All India IT-Association office, Bhubaneswar. The area of the park is 2300.14 sqm which includes pathways, sitting area, underground water pipeline for plantation, area lighting, dustbins, painting wall and grill, entrance gate, underground water tank, drip irrigation system, open gym, play equipment's, open yoga, rubber flooring, plantation (trees, grass, shrubs), mound.

#### **3. Robot Park**

The Robot Park is located in Saheed Nagar in front of the BMC Bhawani Mall and adjacent to Java Point's System Pvt. Ltd. along Maharishi College Road. The area of the park is 6880.18 sqm which includes pathways, sitting area, underground water pipeline for plantation, area lighting, dustbins, painting wall and grill, entrance gate, underground water tank, irrigation system, plantation & landscaping (trees, grass, shrubs), mound, watch tower, splash pool, canopy, play-equipment's, stepped plaza, basketball court with EPDM Flooring.

#### **4. Sensory Park**

The Sensory Park is located in Saheed Nagar near Robot Park. The area of the park is 1617 sqm which includes pathways, drinking water taps, play equipment for children with special needs, child-friendly components, ramps and facilities like sand pit and EPDM flooring for the specially abled children, braille wall & sound wall for the specially abled children, sitting area, underground water pipeline for plantation, area lighting, dustbins, painting wall and grill, entrance gate, underground water tank, irrigation system, plantation & landscaping (trees, grass, shrubs), mound, open gym, play-equipment's, basketball court and toilets facilities.

## 7.2. SCOPE OF WORK

7.2.1. The broad Scope of Work for the Operator shall be as under:

- a) **Garden and Lawn Maintenance including soft and hard landscaping:** Maintenance and upkeep of lawns, plants, trees, creepers, hedges, palms and plants by doing the following:
  - Watering, cleaning and mowing
  - Grass Dibbling / Grafting (Specific activity)
  - Trimming considering shape of all hedges
  - Trimming of unwanted branches
  - Replacement of plants, if required
  - Gap filling
  - Loosening of soil
  - Staking if required
  - Regular use of insecticides and pesticides to control infection to plants including all other prophylactic measures
  - Providing flower arrangements for special occasions
  - Shaping of all specimen plants
  
- b) **Garbage Collection/ Disposal:**
  - Cleaning of all garbage containers, wipe clean and replace liners
  - Collect the waste papers, empty the garbage drums, waste paper baskets and arrange to carry away from the premises to the common garbage dump.
  
- c) **Civil works:**
  - Maintaining the civil structures like statues, fountains, benches etc.
  
- d) **Maintenance of Lamps:** The Agency shall maintain the lamps of the park effectively for proper use. Wastage of electricity should be avoided by switching off the lights during daytime.
  
- e) **Maintenance of toilets:** All the toilets should regularly be cleaned, and the frequency of cleaning shall be high during the peak hours i.e., morning and evening.
  
- f) **Maintenance of Jogging Tracks:** Both the jogging tracks of hard and soft surfaces shall regularly be cleaned on a daily basis.
  
- g) **Maintenance of Water pumps and water lines:**
  - Water pumps, drinking water taps and water lines shall regularly be checked and properly maintained.
  - Regular routine maintenance of the pumps and associated equipment, valves, pressure gauges etc.

- Prepare inventory of spares and ensure that critical spares are always available.
  - Regular checking and repairs of all supply lines
- h) **Use of Pesticides and insecticides:** The Agency shall use good quality pesticides and insecticides for the maintenance of the park.
- i) **Paintings of boundary walls:** The boundary walls of the park should be painted at least twice a year.
- j) **Drinking water facility:** The area for drinking water facility shall be very clean and dry.
- k) **Signage:** The signage in the park area shall be properly maintained.
- l) **Safety Code and Safety Rules**
- First aid facility shall be maintained in a readily accessible place of the Agency site office including adequate supply of sterilized bandages /dressings and cotton.
  - No paint containing lead / lead products shall be used except in the form of paste or readymade paint.
- m) **Emergency work**  
It shall be Agency's responsibility to attend to emergency works in time. No extra payment will be made for working on odd hours / emergency works.
- n) **Rates, Taxes and Duties**  
All the rates furnished in the tender shall be inclusive of all labour and material including all duties, royalties, service tax, Work Contract Tax (WCT) or any other taxes or local charges, if applicable but except GST. No extra claim on this account will in any case be entertained.
- o) **Manpower / Staff**  
The Agency shall always employ a minimum strength of experienced staff at site as given in this RFP. Necessary grooming should be done before posting the staff at site. The agency shall also comply with the provisions of all labour laws and regulations. Receipt of any complaint on this ground shall be viewed seriously. No additional payment shall be made if Agency keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per contract provision.
- The workers / staff employed should wear colour code uniforms, pant + shirt + shoes + cap + gloves for male and suit / saris + aprons + cap + gloves for ladies' staff. Any indecent behavior / suspicious activities of the Staff employed shall be viewed seriously and a suitable penalty shall be levied on the Agency. The Agency is also required to submit the list of the workers with photo ID, educational qualification, address proof etc. before deputing the workers. Agency shall be solely responsible for the credentials / acts of his staff / workers.

Agency is required to submit daily labour report duly signed by assistant caretaker/ caretaker to the BSCL.

The selected agency should be able to place the following staff (manpower) at the site: -

- Labours for cleaning
- Electrician
- Plumber
- Gardner
- Security guards
- Manager / Supervisor – The selected agency shall employ and post at least one experienced qualified Supervisor for proper supervision, coordination and monitoring the work in the premises. The supervisor shall be provided with a mobile and accessible for 24 hours.

**Note:**

For Cleaning work there will be two shifts –

- The first shift should commence at 5:00 AM on all days or otherwise instructed.
- The second shift should commence from 2:00 PM on all days or otherwise instructed.
- No overtime shall be paid to any of the worker.
- No child labour should be deployed

**p) Additional work**

If BSCL decides to place work order for additional scope of work in the same premises or amend the original contract for change in scope of work in the other premises, the selected agency shall be bound to accept the same at rates accepted in the original work during the currency of the contract.

**q) Emergency telephone Numbers.**

The agency shall provide an emergency telephone number for normal and out of hours operations with a maximum of two-hour response time during any breakdowns to essential utility services like generator, burst water mains etc.

**r) Stationery**

The selected agency has to bear the cost of all the stationery, telephone, etc. required for proper execution and maintenance of record for the work

**s) Other scope of works:**

- 04 (four) Nos of aforesaid parks in Saheed Nagar are kept clean and tidy, to the satisfaction of BSCL, at all times,
- Garbage is collected timely and disposed-off immediately thereafter,

- The bidder should have required tools and tackles to carry out the operation & maintenance work.
- All complaints regarding electrical, mechanical, plumbing, pump, water supply, civil works, etc. are promptly attended and resolved.
- Deployment of manpower is periodically reviewed by BSCL and any addition or deletion or replacement, as required by BSCL, is carried out immediately.
- Selected agency remains responsible for security, safety, discipline, any act of omission or commission etc. by its employees and BSCL stands indemnified by the selected agency against all above. The agency should keep a close watch of the visitors entering in the park and also keep a register for record of the visitors,
- Visitors should not be allowed to enter in the parks with food items, play games that may damage the park area
- All permissions for functions/ film shootings/ any public speaking to be taken from BSCL only.
- No commercial activity at the park area will be allowed. If required, written permission for the same would need to be sought from BSCL after settling the commercial terms.
- Replacement/ Repairing/ Restoration/ Retrofitting of electrical fittings and civil work shall be done by the Agency after taking written approval from BSCL. The payment of the work shall be made by the BSCL after producing actual bills/ cash memos and rate analysis from the market.
- Payment of electricity bill shall be borne by the BSCL as per actual.

### **7.3. RIGHT TO SUB-CONTRACT**

The selected bidder shall have no right to sub-contract the project to any other third party.

### **7.4. DURATION OF AGREEMENT PERIOD**

7.4.1. The duration of the agreement period as prescribed in this RFP will be for the period of 02 (two) years from the date of signing of Agreement with an extension provision based on mutually agreed terms and conditions.

7.4.2. Till the signing of the Contract Agreement, the LOA shall form a binding contractual agreement between BSCL and the Successful Bidder as per terms of this RFP.

### **7.5. PAYMENT TERMS**

7.5.1. The bills to be submitted to BSCL on monthly basis within a period of 07 days from the start of each month.

7.5.2. Payment to the agency shall be made on the bills to be raised on monthly basis, within 15 days of receipt of bill (s) in acceptable form with all requisite supporting documents.

7.5.3. Any other bill, other than manpower deployed, as stated above, should be submitted with supporting and appropriate prior authorization of BSCL.

## **7.6. STATUTORY OBLIGATIONS AND CLEARANCES**

- 7.6.1. If during the period of contract agreement any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the bidder and the BSCL shall not be liable for any such claims. The bidder shall be responsible for the payments arising out of any third-party claims. The bidder is advised to procure insurance for meeting such liabilities at his own cost.
- 7.6.2. Bidder shall indemnify BSCL from/ against any claims made or damages suffered by BSCL by reason of any default on the part of the bidder in the due observance and performance of the provisions of any law which may be related to the purpose of the agreement and to the area in which premises are located.
- 7.6.3. BSCL will not be responsible for any accident / theft etc. involving any personnel / asset of the bidder while on work. The bidder itself would be responsible for such accident / incident and for any kind of compensation to any worker/employee for such accident. The bidder is advised to have its personnel and assets insured under suitable insurance schemes at its own cost.
- 7.6.4. Obligation for adhering to statutory norms and regulations laid down by any Statutory Body of Central/State Government in connection with operation and maintenance of parks shall be vested in the bidder.
- 7.6.5. Any type of statutory taxes applicable on services under this RFP and agreement (either in force at present or may be applicable in future by a competent order/notification) will be borne by the bidder and the BSCL would not make any payment on this account. In case, the bidder fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the BSCL is put to any loss/obligation, monetary or otherwise, the BSCL will deduct the same from the Security Deposit of the bidder, to the extent of the loss or obligation in monetary terms.

## **7.7. TERMINATION OF CONTRACT**

If in the view of BSCL, the performance of the selected agency is not satisfactory / the selected agency failed to safeguard the interest of BSCL, BSCL may at its sole discretion, terminate the engagement of the selected agency. BSCL, in doing so, shall intimate the firm in written with its termination letter. The decision of BSCL in this matter shall be final and binding.

**FORM - 1: LETTER OF PROPOSAL SUBMISSION**

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*(On the letterhead of the Bidder)*

Date:

Place:

To

**Chief Executive Officer**

Bhubaneswar Smart City Limited (BSCL)

Block-1, 5<sup>th</sup> Floor,

BMC-Bhawani Mall, Saheed Nagar,

Bhubaneswar – 751007, Odisha

Sub: RFP FOR SELECTION OF AGENCY FOR OPERATION & MAINTENANCE OF 04 (FOUR) NOS. OF SMART PARKS LOCATED IN SAHEED NAGAR AREA, BHUBANESWAR

Dear Sir,

With reference to your RFP document dated \_\_\_\_\_, I/we, having examined the RFP document and understood its contents, hereby submit my/our Bid for Qualification for the aforesaid project. The Bid is unconditional and unqualified.

2. I/ We acknowledge that the BSCL will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Bidders for the aforesaid project, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for the aforesaid Project.
4. I/We shall make available to the BSCL any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of the BSCL to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/We declare that:
  - a) I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the BSCL; and

Bhubaneswar Smart City Limited

- b) I/We do not have any conflict of interest;
  - c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section - 4 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the BSCL or any other public sector enterprise or any government, Central or State;
  - d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section - 4 of the RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - e) The undertakings given by us along with the application in response to the RFP are true and correct as on the Bid Due Date and I/We shall continue to abide by them.
8. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
9. I/We believe that we satisfy the Turnover criteria and meet all the requirements as specified in the RFP document.
10. I/We declare that we are applying individually for this tender.
11. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
12. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
13. I/ We further certify that no investigation by a regulatory authority is pending either against us/ or against our Associates or against our CEO or any of our directors/ managers/ employees.
14. I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate the BSCL of the same immediately.
15. The Statement of Legal Capacity as per format provided at Form – 5 of the RFP document, and duly signed, is enclosed. The power of attorney for signing of Bid as per format provided at Form – 6 is also enclosed.
16. I/We, hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the BSCL in connection with the selection of Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

17. In the event of our being declared as the Selected Bidder, I/we agree to enter into a Contract Agreement in accordance with the form which shall be provided by BSCL. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
18. I/ We have studied all the Bidding Documents carefully and also surveyed the project site. We understand that except to the extent as expressly set forth in the Contract Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by BSCL or in respect of any matter arising out of or relating to the Bidding Process including the award of contract.
19. I/ We offer a Bid Security Declaration Form to the BSCL in accordance with the RFP Document.
20. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Bid is not opened or rejected.
21. I/ We shall keep this offer valid for 90 (Ninety) days from the Bid Due Date specified in the RFP.
22. I/we agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/We submit this Bid under and in accordance with the terms of the RFP Document.

Yours faithfully,

Date:

(Signature, Name and designation of the Authorized Signatory)

Place:

Name and seal of the Bidder/ Lead Member

**FORM - 2: DETAILS OF BIDDER**

*(On the letterhead of the Bidder)*

1.	Name of the Bidder Firm:	
2.	Registered Office Address of the Bidder Firm:	
3.	Legal status (Company / Partnership Firm / Proprietary Firm, etc.)	
4.	Country & Year of Incorporation:	
5.	Principle place of business:	
6.	Brief description of the bidder including details of its main lines of business and proposed role and responsibility in this Project:	
7.	Name, designation and Mobile Phone No. of the Authorized Representative of the Bidder to whom all references shall be made:	
8.	PAN Card No.	
9.	GST No.	
10.	The Bidder should have an average Annual Turnover of Rs 1,00,00,000/- (Rupees One Crore Only) during the last 3 financial years. Further, the bidder should be a profit-making company in last 3 financial years and should have a positive Net Worth.	
11.	Bidder should neither be a blacklisted firm nor should its contracts been terminated / foreclosed by any government / company / department / organization in last 3 years prior to the date of issue of this RFP.	

**For the Bidder, state the following information:**

SN	Statement	(Y/N)
(i)	Has the Bidder ever been penalized by any Government Department / Organization / PSU for poor quality of work or breach of contract?	
(ii)	Has the Bidder ever failed to complete any work awarded to it by any Government Department / Organization / PSU?	
(iii)	Has the Bidder ever been blacklisted by any Central / State government department / public sector undertaking / other government entities or local body	

Note: If answer to any statements at (i) to (iii) is yes, the Bidder is not eligible for this assignment.

(Signature, name and designation of the authorized signatory)  
For and on behalf of .....

**FORM – 3: TECHNICAL CAPACITY OF BIDDER**

**3A: Abstract of Bidder Experience**

S. No.	Name of Project / Work	Name of Client with Address and Contact No.	Date of Award of Contract / Assignment	Date of Completion of Project	Estimated Value of Contract (in Rs.Crore)	Period of O&M provided	Attachments (Contract Agreement/ Work Order / Completion Certificates)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Note:**

- (i) The bidder should provide details of only those projects that have been undertaken by it under its own name.
- (ii) The names and chronology of Eligible projects included here should confirm to project-wise details submitted in form 3B.
- (iii) The bidder may attach separate sheets to provide brief particulars of other relevant experience of the bidder.

(Signature, name and designation of the authorized signatory)  
For and on behalf of .....

**3B: Details of Bidder Experience**

[The following information should be provided in the format below for each reference assignment for which your firm, either individually or as one of the major companies within a JV/Consortium, was legally contracted by the Client stated below for each assignment]

Project name:	Estimated Value of Contract (in Rs. Crore):
Name & Address of Client:	
Country:	Project Area (in sqm):
Location within country:	
Period of O&M Provided:	Total Number of Staff-months:
Start date (month/year): Completion date (month/year):	Approx. value of the services provided by your firm under the contract (in Rs):
Name of Joint Venture or Association Firms, if any for the assignment:	Number of professional staff-months provided by the Joint Venture or Associated Firm:
Narrative description of Project:	

**Instructions:**

- I. A separate sheet should be filled for each Eligible Project.
- II. Certificate from Client regarding experience should be furnished.

(Signature, name and designation of the authorized signatory)  
For and on behalf of .....

**FORM – 4: FINANCIAL CAPACITY OF BIDDER**

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**Name of the Bidder:**.....

**1. Format of Annual Turnover**

<b>S.No.</b>	<b>Financial Year</b>	<b>Annual Turnover (In Rs Crore)</b>
1		
2		
3		

**2. Net Worth – Rs .....**

**3. Name and Address of the Bidder’s Bankers**

(Signature, name and designation of the authorized signatory)

For and on behalf of \_\_\_\_\_

Signature & Stamp of Chartered Accountant

Membership No.

Regn. No. of the CA’s firm:

**Instructions:**

1. Along with the above format, in a separate sheet on the letterhead of the Chartered Accountant’s Firm, duly signed certified copies of ITR, Balance sheet and Profit & Loss Account of last 3 Financial Years are to be enclosed.

**FORM – 5: STATEMENT OF LEGAL CAPACITY**

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*(On the letterhead of the Bidder)*

Ref.:

Dated:

To

**Chief Executive Officer**

Bhubaneswar Smart City Limited (BSCL)

Block-1, 5<sup>th</sup> Floor,

BMC-Bhawani Mall, Saheed Nagar,

Bhubaneswar – 751007, Odisha

Sub: RFP for “Selection of agency for Operation & Maintenance of 04 (four) nos. of Smart Parks located in Saheed Nagar area, Bhubaneswar”

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that..... (insert individual’s name) will act as our representative and has been duly authorized to submit the RFP. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

\_\_\_\_\_  
Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

**FORM – 6: POWER OF ATTORNEY FOR SIGNING OF BID**

*(On Rs 100/- Stamp Paper duly notarized)*

Know all men by these presents, We, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms .....(Name), son/ daughter /wife of ..... and presently residing at .....(Address), who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”), to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the project “Selection of Agency for Operation & Maintenance of 04 (four) nos. of Smart Parks located in Saheed Nagar area, Bhubaneswar” (the “Project”) in response to the RFP document dated.....being issued by the Bhubaneswar Smart City Limited (the “BSCL”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in pre-bids and other conferences and providing information / responses to BSCL, representing us in all matters before the BSCL, signing and execution of all contracts including the agreement and undertakings consequent to acceptance of our bid, and generally dealing with BSCL in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till entering into the Agreement with the BSCL.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20...

For.....  
(Signature)  
(Name, Designation and Address)

Witnesses:

- 1.
- 2.

(Notarized)

Accepted

.....  
(Signature)  
(Name, designation and address of the Attorney)

**Notes:**

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.*

**FORM – 7: AFFIDAVIT**

*(On Rs 100/- Stamp Paper duly notarized)*

I, ..... S/o ....., resident of ....., the .....(insert designation) of the .....(insert name of the bidder), do solemnly affirm and state as follows :

1. That I am the authorized signatory of .....(insert name of company) (hereinafter referred to as “Bidder”) and I am duly authorized by the Board of Directors of the Bidder to swear and depose this Affidavit on behalf of the Bidder.
2. That I have submitted information with respect to our eligibility for Bhubaneswar Smart City Limited (hereinafter referred to as “BSCL”) for Selection of Agency for Operation & Maintenance of 04 (four) nos. of Smart Parks in Saheed Nagar area, Bhubaneswar (hereinafter referred to as “Project”), after going through the Request For Proposal (‘RFP’) Document and I further state that all the said information submitted by us is accurate, true and correct and is based on our records available with us.
3. That I hereby affirm to furnish any information, which may be requested and as may be deemed necessary by BSCL to verify our credentials/information provided by us under this tender.
4. That if at any point of time including the Agreement Period, BSCL requests any further/additional information regarding our financial and/or technical capabilities, or any other relevant information, I shall promptly and immediately make available such information accurately and correctly to the satisfaction of BSCL.
5. That I fully acknowledge and understand that furnishing of any false or misleading information by us in our RFP shall entitle us to be disqualified from the bidding process for the Project. The costs and risks for such disqualification shall be entirely borne by us.
6. I state that all the terms and conditions of the Request for Proposal (RFP) Document have been duly complied with.

**DEPONENT**

**VERIFICATION: -**

I, the above-named deponent, do verify that the contents of paragraphs 1 to 6 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at ....., on this ..... day of ..... 2021

**DEPONENT**

**FORM – 8: UNDERTAKING FROM THE BIDDER**

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*(On the Letter head of the Bidder)*

To,

**Chief Executive Officer**

Bhubaneswar Smart City Limited (BSCL)  
Block – I, 5<sup>th</sup> Floor,  
BMC Bhawani Mall, Saheed Nagar,  
Bhubaneswar – 751007, Odisha

Sub: RFP for “Selection of Agency for Operation & Maintenance of 04 (four) nos. of Smart Parks in Saheed Nagar area, Bhubaneswar”.

Dear Sir,

We do hereby undertake that our company is not blacklisted/ debarred by any of the Central & State Governments or Public Sector Undertakings or other Government Authorities or Local Body in India in last 3 years as on the date of the submission of the RFP.

Also, none of the work has been rescinded / terminated by any Central or State Govt. Department / Public Sector Undertaking / Other Govt. entity or local body after award of contract to us during last 3 years due to our non-performance.

We further confirm that we are aware that our Proposal for the captioned subject would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 20\_

(Signature, name and designation of the authorized signatory)  
For and on behalf of.....

**FORM – 9: BID SECURITY DECLARATION FORM**

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*(On the Letter head of the Bidder)*

To

Chief Executive Officer  
Bhubaneswar Smart City Limited  
Block – I, 5<sup>th</sup> Floor,  
BMC Bhawani Mall, Saheed Nagar  
Bhubaneswar, Odisha

Sub: Bid Security Declaration for “Selection of Agency for Operation & Maintenance of 04 (four) nos. of Smart Parks in Saheed Nagar area, Bhubaneswar”.

I/We, the undersigned, on behalf of ..... (organization name)  
irrevocably declare that:

1. I/We understand that, according to conditions of the RFP, bids must be supported by a Bid Security Declaration in lieu of Bid Security/ Earnest Money Deposit.
2. I/We hereby accept that I/We may be disqualified from participating in current as well as any future bid for a period of 12 months from the date of such disqualification by BSCL (without prejudice to our rights to claim damages or any other legal recourse).
3. I/We understand that such disqualification will be on account of our being in breach of any obligation under the bid conditions, as under:
  - a) I am /We are in a breach of any of the obligations under the bid conditions
  - b) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
  - c) Having been notified of the acceptance our Bid by BSCL during the period of bid validity
    - i. fail or refuse to execute the agreement, or
    - ii. fail or refuse to furnish the Security Deposit.
4. I/We understand that this Bid Security Declaration shall cease to be valid if I am/ We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/our bid.

RFP for Selection of Agency for Operation & Maintenance of 04 (four) nos. of Smart Parks located in Saheed Nagar Area,  
Bhubaneswar

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

### FORM – 10: BID DETAILS

The following list is intended to help the bidders in submitting offer which are complete. An incomplete offer is liable to be rejected. Bidders are advised to go through the list carefully and submit necessary information.

SN	Particulars	Attached (Yes / No / Not Applicable)	Page No. (Mandatory)
1.	Tender Document Cost		
2.	Documentary evidence such as Self-attested Copy of Letter of incorporation, Memorandum and Article of Association showing objectives of the Company/ firm/ Partnership		
3.	Self-attested copy of PAN card of the company/ firm; the GST registration		
4.	Form 1: Letter of Proposal Submission		
5.	Form 2: Details of Bidder		
6.	Form 3: Technical Capacity of Bidder (with relevant proofs)		
7.	Form 4: Financial Capacity of Bidder (with relevant proofs)		
8.	Form 5: Statement of Legal Capacity		
9.	Form 6: Power of Attorney for Signing of Bidder		
10.	Form 7: Affidavit		
11.	Form 8: Undertaking from Bidder		
12.	Form 9: Bid Security Declaration Form		

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

**FORM - 11: FINANCIAL BID FORM**

*(On letter head of the Bidder)*

Date:

Place:

To

**Chief Executive Officer**

Bhubaneswar Smart City Limited (BSCL)

Block-I, 5<sup>th</sup> Floor,

BMC-Bhawani Mall, Saheed Nagar,

Bhubaneswar – 751007, Odisha

Sub: RFP for Selection of Agency for Operation & Maintenance of 04 (four) nos. of Smart Parks located in Saheed Nagar area, Bhubaneswar

Dear Sir

I/ We, \_\_\_\_\_ (Bidder's name) enclose herewith the Financial Bid for selection of my / our agency to provide the operation and maintenance services for the above in accordance with your RFP. Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 6 months from the date of scheduled proposal financial opening date.

SN	Project	Total Area (in Sqm)	Rate per sqm per month (To be quoted by bidder)
1	Selection of Agency for Operation and Maintenance of 4 (four) nos. of Smart Parks located in Saheed Nagar Area, Bhubaneswar <ul style="list-style-type: none"><li>• Triangular Park – 575.5 sqm</li><li>• OMC - BDA Park – 2300.14 sqm</li><li>• Robot Park – 6880.18 sqm</li><li>• Sensory Park – 1617 sqm</li></ul>	11,372.82 sqm	
<b>Quoted Rate in words</b>			

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

**Note:**

1. This amount is inclusive of all taxes including labour cess, income tax, insurance, EPF etc. but excluding GST.
2. This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.
3. The park area given above is approx. and may vary at the time of actual measurement. The bidder may visit the project site prior to submission of its proposal.
4. The total area of all 04 (four) parks shall be measured in sqm at the time of handing over which shall be binding and final.

Bhubaneswar Smart City Limited