

RFP No 256



Dated 30.1.2019

DRAFT REQUEST FOR PROPOSAL

SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF 3 (THREE) Nos OF SMART PARKS IN SAHEED NAGAR BHUBANESWAR

**ISSUED
BY**

Bhubaneswar Smart City Limited

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

E-mail Id:bbsr.bscl@gmail.com, CIN: U74990OR2016PLC020016

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

January 2019

Disclaimer

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

This RFP is not an agreement or an offer by the Authority to the prospective Applicants 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 Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Work and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

Schedule of bidding Process

Period of availability of RFP document:	<u>30.01.2019</u> to <u>20.02.2019</u> till <u>3.00 PM</u>
	Downloadable from website: <u>(https://smartcitybhubaneswar.gov.in)</u>
Date and time of Pre-bid meeting	<u>11.02.2019</u>, at 3 PM
Last date for receipt of Proposals:	<u>20.02.2019</u> by <u>3.00 P.M.</u> (Through Speed Post /Registered post/Courier only). (No drop box facility available)
Place of submission of Proposals:	Chief Executive Officer Bhubaneswar Smart City Limited. Block-1, 5 th Floor, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar-751 007
Date and Time of opening Technical Proposals:	<u>20.02.2019</u> at <u>4.30 P.M.</u>
Date and Time of opening of Financial Proposals:	Will be intimated later.
For further information:	Chief Executive Officer Bhubaneswar Smart City Limited Block-1, Floor-5, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar – 751007



Bhubaneswar Smart City Limited

Block – 1, 5th Floor, BMC Bhawani Mall, Saheed Nagar Bhubaneswar.-751007
e-mail Id.: bbsr.bscl@gmail.com, CIN: U74990OR2016PLC020016

NOTICE INVITATION REQUEST FOR PROPOSAL (RFP)

No. 245/BSCL/01/2018

Date: 29.01.2019

1. Chief Executive Officer, BSCL invites proposals from experienced and reputed Agencies for the following work as detailed in the table below,

<i>Name of the Project</i>	<i>Bid Security</i>	<i>Cost of the Bid Document</i>	<i>Period of Work</i>
OPERATION AND MAINTENANCE OF 3 (THREE) Nos. OF SMART PARKS IN SAHEED NAGAR BHUBANESWAR	Rs. 25,000/-	Rs. 10,000/- +1,200/-(GST@ 12%)	24 Months

2. Bid documents will be available at www.smartcitybhubaneswar.gov.in from **30.01.2019 to 3 PM of 20.02.2019**.
3. A pre-bid meeting shall be held on **11.02.2019** at 11.30 AM in the Conference hall of Bhubaneswar Smart City Ltd.
4. Last date/Time for receipt of Proposals is **20.02.2019 till 3 PM**
5. The tender will be opened on **20.02.2019 at 4.30 PM**

**General Manager (E&T)
Bhubaneswar Smart City Limited**

Memo No. 246.BSCL/01/2018

Copy forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Govt., I.&P.R.Dept., Odisha, Bhubaneswar with a request to get the NOTICE INVITATION REQUEST FOR PROPOSAL (RFP) published in two nos. leading Odia Daily and two nos. of National English Daily Newspapers at an early date for wide circulation.

Complimentary copy of Newspapers publishing NOTICE INVITATION REQUEST FOR PROPOSAL (RFP) may be sent to this office for reference and record.

**General Manager (E&T)
Bhubaneswar Smart City Limited**



Bhubaneswar Smart City Limited

Block – 1, 5th Floor, BMC Bhawani Mall, Saheed Nagar , Bhubaneswar.-751007
e-mail Id.: bbsr.bscl@gmail.com, CIN: U74990OR2016PLC020016

NOTICE INVITATION REQUEST FOR PROPOSAL (RFP)

No. 245

Date: 29.01.2019

1. Chief Executive officer, BSCL on behalf of Bhubaneswar Smart City Limited invites proposals from experienced and reputed Agencies for **“Operation And Maintenance of 3 (Three) nos. of Smart Parks in Saheed Nagar Bhubaneswar”**.
2. **Name of Parks,**
 - a. Triangular Park
 - b. Saheed Nagar Park
 - c. OMC-BDA Park
3. Bid Security of Rs. 25,000/- to be paid in the shape such as Deposit Receipt of scheduled Bank Term Deposit (Receipt) / Post Office Savings Bank Account / National Savings Certificate/Postal Office Time Deposit Account Pledged in favor of **“Chief Executive Officer, Bhubaneswar Smart City Limited”** payable at **Bhubaneswar**.
4. Cost of RFP document: 10,000/- +1200 (GST @12%) to be paid in shape of Demand Draft drawn in favor of **“Bhubaneswar Smart City Limited”** payable at **Bhubaneswar**.
5. Period of Contract: 2 years
6. RFP Documents: Request for Proposal document consisting of detail scope of work, project details, eligibility criteria etc. can be downloaded from the website **www.smartcitybhubaneswar.gov.in** from **30.01.2019** onwards. The bidder shall deposit the EMD and cost of RFP document as shown in para 3 & 4 along the offer at the time of submission of proposals.
7. Receipt of Proposals: The last date of submission of proposal is not later than 3 PM on **20.02.2019** and proposals will be opened on **20.02.2019 at 4.30 PM**.
8. Technical proposals will be opened first and evaluated. The Agency will be selected based on fulfilling the prescribed & eligibility criteria. Schedule of opening of financial proposal will be intimated to the technically qualified agencies.
9. For any queries and clarification, interested Consultants may visit the site and may contact the General Manager (E&T), BSCL at the address mentioned at para 10 below.
10. **Address for Communication**
General Manager (E&T)
Bhubaneswar Smart City Limited
5th Floor, BMC Bhawani Mall,
Saheed Nagar,
Bhubaneswar-751007, Odisha, India
Tel. 0674-2548508
E-mail: bbsr.bscl@gmail.com

11. Interested agencies may visit website www.smartcitybhubaneswar.gov.in regularly to see Corrigenda / Addenda which may be issued by Chief Executive officer, BSCL from time to time prior to submission of the proposal.

12. BSCL reserves the right to accept/reject any or all proposals without assigning any reason thereof.

**General Manager (E&T)
Bhubaneswar Smart City Limited**

Memo No. 246, dated 29.01.2019

Copy forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Govt., I.&P.R.Dept., Odisha, Bhubaneswar with a request to get the Invitation for Proposals (IFB) published in two nos. leading Odia Daily and two nos. of National English Daily Newspapers at an early date for wide circulation.

Complimentary copy of Newspapers publishing Invitation for Proposals (IFB) may be sent to this office for reference and record.

**General Manager (E&T)
Bhubaneswar Smart City Limited**

Memo No.247, dated 29.01.2019

Copy to the P.S. to Development Commissioner, Govt. of Odisha – cum - Chairman, BSCL for kind information of Development Commissioner, Govt. of Odisha – cum - Chairman, BSCL

**General Manager (E&T)
Bhubaneswar Smart City Limited**

Memo No.248, dated 29.01.2019

Copy submitted to Commissioner cum Secretary to Housing & Urban Development Dept, Govt. of Odisha, Bhubaneswar for favour of kind information.

**General Manager (E&T)
Bhubaneswar Smart City Limited**

Memo No.249, dated 29.01.2019

Copy submitted to Vice Chairman, BDA-cum Managing Director, BSCL for favour of kind information.

**General Manager (E&T)
Bhubaneswar Smart City Limited**

1. Introduction

The Bhubaneswar Smart City Limited (BSCL) has developed the existing 3 (three) nos. of Parks (Saheed Nagar Park, Triangular Park and OMC-BDA park) into Smart parks located in Saheed Nagar, Bhubaneswar. BSCL now invites proposals from prospective consultants/agencies/companies for the Operation and Maintenance of these parks.

2. Purpose of RFP

This Request for Proposal (RFP) intends to select an agency for Operation and Maintenance of the 3 Smart Parks in Saheed nagar, Bhubaneswar complying the terms and conditions of the RFP.

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 3 (three) nos. of parks in Saheed Nagar, Bhubaneswar are as given below;

a. 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 **655.9 sq. M** which includes Path ways, sitting area, Underground water pipeline for plantation, Lighting Area, New Dust-Bin fixing, Painting of walls and Grills, Entrance Gate, Plaza area paving and bollards fixing, Plantation & Landscaping (Tree Grass, Shrub).

Elements	Number
Pathway	1
Sitting arrangements	5
Post top light, bollards	5
Bollards	4
Dustbins	2
M.S Gate	1
Feeder pillar and Meter	1
Irrigation pipe line	50 RM
Drainage pipe line	8 RM

Table 1: List of elements present in Triangular Park

b. 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 sq. M** which includes Path ways, sitting area, underground water pipe line for plantation, Area Lighting, New Dust-bin fixing, Painting wall and grill, Entrance Gate, Underground Water tank, Drip irrigation system, Open GYM, Open Yoga, Rubber flooring, Plantation(Tree Grass, Shrub),Mound.

Elements	Numbers
Gym equipment	6
Main gate	1
Weaken gate	1
Yoga stage	3
Health pocket	2

Sprinkle system	
Borewell	1
Underground tank	1
Deep irrigation	Area= 2300 sq m
Security room	1
Post-top lights	10
Bollards	20
Mount	2
Dustbins	4
Toilet	1
Play equipment	2
Irrigation pipe line	310 RM

Table 2: List of elements present in OMC-BDA Park

c. SAHEED NAGAR PARK

The Saheed Nagar 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 sq. M** which includes Path ways, Sitting area, Underground water pipe line for plantation, Area Lighting, New Dust-bin fixing, Painting wall and grill, entrance gate, Underground Water tank, irrigation system, Plantation & Landscaping (Tree Grass, Shrub), Mound, Watch tower, Splash pool, Canopy, Play-equipment's, Stepped Plaza, Basketball court with EPDM Flooring. This park is divided into 4 parts. Part 1 and 2 and part 2 and 3 are connected through a canopy.

Sl.no	Elements	Numbers
1	Pathway	1
2	Watch tower	2
3	Play equipment	
4	Basketball court	1
5	Toilet (male, female)	2
6	Gates	2
7	Under ground water tank	
8	Post-top lights	10
9	Bollards	20
10	Dustbin	4
11	Screen-wall	9
12	Summer civil pump (2hp)	1
13	Security room	1
14	Feeder Pillar	1
15	Irrigation pipe line	383.74 RM
16	Drainage pipe line	26.7 RM
17	Canopy between SNP-1 and SNP-2	203SQM

Table 3 List of elements present in part 1 of Saheed Nagar Park.

Sl.no	Elements	Numbers
1	Gate	2
2	Play equipment	3
3	Gym equipment	2
4	Summer civil pump (2hp)	2
5	Bore well	1
6	Post top light	10

7	Bollards	20
8	Electric panel	1
9	Security room	1
10	Feeder filer	1
11	Dustbins	4
12	Irrigation pipe line	189.57
13	Drainage pipe line	26.07
14	Canopy between SNP-2 and SNP-3	150 SQM
15	UG Tank	1

Table 4 List of elements present in part 2 of Saheed Nagar Park.

Sl.no	Elements	Numbers
1	Gate	2
2	Splash pool	1
3	Post-top light	10
4	Bollards	19
5	Feeder filler	1
6	Pump house	1
7	Dustbins	3
8	UG Tank	1
9	Irrigation pipe line	106 RM
10	Drainage pipe line	19.35 RM

Table 5 List of elements present in part 3 of Saheed Nagar Park.

Sl.no	Elements	Numbers
1	Screen-wall	4
2	Gym equipment's	2
3	Portable toilets	2
4	Gate	2
5	Post top light	10
6	Bollards	18
7	Watchtower	1
8	Dustbins	3
9	Irrigation pipe line	95 RM
10	Drainage pipe line	26.91 RM
11	Gym equipment	2
12	Common area Drainage pipe line	60 RM

Table 6 List of elements present in part 4 of Saheed Nagar Park.

3. Broad Scope of work

The Scope of work for agencies shall inter alia include but not limited to the following,

1. **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:
 - a. Watering, cleaning and mowing
 - b. Trimming considering shape of all hedges
 - c. Trimming of unwanted branches
 - d. Replacement of plants as and when required
 - e. Staking if required
 - f. Regular use of insecticides and pesticides to control infection to plants including all

- other prophylactic measures
- g. Providing flower arrangements for special occasions
- h. Shaping of all specimen plants
- i. Sweeping and cleaning of soft and hard landscape area to be done daily.
- j. Potted flowering plants arrangement to be made during winter season at different focal points of the park like entry gate, passage, passage junction, water body area to enhance the beauty of the park.
- k. Seasonal flower plantation to be done inside the park by the agency for the beautification of the park.
- l. Seasonal plants to be maintained in consultation with BSCL

2. Garbage Collection/ Disposal:

- a. Cleaning of all garbage containers, wipe clean and replace liners
- b. 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. Cleaning of hanging dustbins regularly

3. Civil works:

- a. Maintaining the civil structures like statues, fountains, benches etc.
- b. Painting of walls, grills etc.
- c. Recreation of activity wall
- d. Painting of plants, Gap filling
- e. Maintenance of splash pool on a regular basis
- f. Maintenance and painting of watch towers once in 6 months
- g. Execution of the civil and construction work by the agency to be followed as per the Odisha detailed standard of specification (ODSS).

4. 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 day time. Replacement of bulbs and switches shall be done by the Agency but at the cost of BSCL after producing actual bills/ cash memos, rate analysis and after verification in the market.

5. 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.

6. Maintenance of Jogging Tracks/pathway:

Both the jogging tracks/pathway of hard and soft surfaces shall regularly be cleaned on a daily basis.

7. Maintenance of other available equipment: The agency shall also be responsible for the maintenance of available gym equipment in the smart parks.

8. Maintenance of Rubber flooring: The agency shall also be responsible for the maintenance of rubber flooring surface on regular basis.

9. Maintenance of Water pumps, water lines and Water area:

- 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.
 - All the water body to be maintained providing larva eating fish “Gambusia” in order to reduce mosquito menace.
10. Use of Pesticides, insecticides and anti-termites to kill white ants: The Agency shall use good quality pesticides, insecticides and anti- termites for the maintenance of the parks.
11. Painting of boundary walls: The boundary walls of the Park should be painted at least twice a year.
12. **Drinking water facility:** The area for drinking water facility shall be very clean and dry.
13. **Other scope of works:**
- a. The agency shall provide for watch and ward services of the parks.
 - b. The agency should keep a close watch of the visitors entering the parks.
 - c. Visitors should not be allowed to enter in the parks with food items.
 - d. All Permissions for functions/ film shootings/ any public speaking shall be taken from BSCL only.
 - e. Various awareness programme related to environment, art, culture etc. may be conducted with approval of BSCL to enhance people’s participation.

4. Minimum Qualification Criteria:

For participating in this bidding process, the Applicants would require to comply with the following minimum qualification criteria:

1. The Applicant should have **3 nos. of work experiences in operation and maintenance** of each **park for at least 1 year** (minimum area of each park should not be less than **1 Acre**).
2. The agency/company/LLP should have his own nursery facility.
3. The Applicants should have minimum average annual turnover of at least of 50 lakhs over last 3 Financial Year i.e., FY2015-16, FY2016-17, FY2017-18

5. Additional requirement:

Proposals submitted by the bidders are subject to disqualification if it does not fulfill the following criterion;

1. No consortium of Applicants will be eligible for submission of proposal
2. Neither the Head of the Agency/NGO/Institution, nor any employee of the Agency, should be either a Govt. /Semi Govt. employee or the employees of any Govt.-undertaking in any (casually/ contractually directly or indirectly) form.
3. Even if an applicant satisfies the above requirements, it will be subject to disqualification, at any stage of this selection process, if it has :
 - a. Made a false representation in the form, statement and attachments required in the Registration documents;
 - b. Record of poor performance;
 - c. If it has been convicted by any court of law.
4. An Applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial

pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

5. The Applicant should submit PAN, GST clearance, GST Number, EPF & ESI and all relevant statutory clearance certificates along with the technical bid.

6. Evaluation Methodology

S.No.	Parameters	Criteria	Marks Distribution (Total 100 marks)
1.	Prior work Experience (Nos. of years of post- incorporation experience)	Prior experience of 3 years = 10 marks. (For every additional year = 2 marks subject to maximum of 10 marks)	20 marks
2.	Annual turnover	INR.50 lakh = 10 marks (For every additional INR.50 lakh = 1 mark each subject to maximum of 10 marks)	20 marks
3.	Nursery facility	Any bidder who has its own nursery facility = 10 marks; Any bidder who doesn't have nursery facility = 0 marks	10 marks
4.	Prior work Experience (No. of parks) (minimum area of each park should not be less than 1 Acre and duration of Operation and maintenance work shall be atleast 1 year).	Prior experience of Operation and Maintenance of 3 no's of Parks (each of at least 1 Acre) = 10 marks. (For every additional park = 2 marks subject to maximum of 10 marks)	20 marks
5.	Presentation	MI9 The bidders shall present about the methodology about the operation and maintenance of the parks through, a. Engagement of manpower b. Machineries to be used c. Daily / weekly / monthly maintenance program.	30 marks

Table-9

The bidders who score minimum 75 marks out of total 100 marks as per the above Table-9 shall be considered for opening of financial proposals. After opening of financial proposals, whoever quotes the lowest financial quotation shall be the L-1 bidder.

7. Technical Proposal

The Technical Proposal shall contain the following

- a) Covering Letter; **Appendix-I**
- b) Information of Applicants as per **Appendix-II** along with all supporting documents;
- c) Information on prior Experience as per **Appendix-III** along with all supporting documents
- d) Information on relevant Personnel to be deployed as per **Appendix-IV**
- e) Undertaking Form as per **Appendix-V**
- f) A tender fee of **11,200** /- (including GST) along with the proposals.

- g) A refundable Earnest Money Deposit (EMD) for the work is **Rs.25,000** /-(Rupees Twenty five thousand only).
- h) The EMD of successful agency shall be returned on submission of Performance Bank Guarantee as follows. The Performance Bank Guarantee (BG) shall be 5% of annual contract value as security deposit. No charges or interest shall be payable on this account.
- i) The technical proposal must not include any financial information.

The BG should be in the format approved by the Authority and should be kept valid for a period of 12 months. No payment shall be released till the BG is submitted. The Bank Guarantee (BG) shall be encashed and security deposit shall be forfeited in case agencies fail to perform his duties satisfactorily.

All Applicants shall strictly follow the above submission requirement along with its related supporting documents. Short or non-submission of desired information and deviation in submission formats for any / all of the above information may be the reason for rejection of the application for this bidding process.

8. Financial Proposal

Financial proposal would be the **lump sum monthly fees (excluding GST as applicable)** to be quoted by the bidders.

The format (**Appendix-VI**) for financial bid is provided along with this RFP.

Note: Along with the financial proposal the bidders shall also provide an annexure (**Appendix-VII**) giving details of the man month rate of each of the type of manpower as proposed in Clause 13 of the RFP.

9. Submission of Proposals- Packing, Sealing and Marking

The Proposals must be inserted separately in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in "**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF 3 (THREE) Nos. OF SMART PARKS IN SAHEED NAGAR, BHUBANESWAR**". The sealed envelope shall contain two separate sealed envelopes containing Technical Proposal and Financial Proposal.

The Proposal shall be addressed to Chief Executive Officer, BSCL, Bhubaneswar at the following address:

**Chief Executive Officer
Bhubaneswar Smart City Limited
Block-1, 5th Floor, BMC-Bhawani Mall, Saheed Nagar,
Bhubaneswar – 751007**

If the envelope is not sealed and marked as mentioned above, BSCL will not be responsible for any misplacement or premature opening. (Telex, cable or facsimile RFP will be rejected).

10. Evaluation criteria:

- The eligibility criteria of the proposals will be evaluated first
- Only the financial proposals of those agencies shall be opened who fulfills the minimum qualification criteria and scores minimum 75 marks out of total 100 marks as per the Table-9 – Evaluation Methodology.
- Lowest financial quote will be considered for award of the work

An Agreement towards execution of the assignment shall be signed between BSCL and the selected firm.

11. Language of Application

The language of the Application as well as the supporting documents shall be in English language only.

12. Number of Proposals

An Applicant is eligible to submit only one Application.

13. Proposal Submission Date

Proposal submitted in all respect must reach BSCL office at the specified address on the scheduled date through Speed / Regd. Post or Courier. If the specified date for the submission of Proposal is declared as a holiday for BSCL, Bhubaneswar, the Proposal will be received up to the scheduled time on the next working day.

14. Late Submission:

Proposal received after the deadline for submission prescribed by BSCL will be rejected.

15. Modifications and Withdrawal of Proposal

No modifications to the Proposal shall be allowed once it is received by BSCL, Bhubaneswar.

16. Awards of Work

Procedure for the award of work shall be as follows:-

- BSCL shall invite proposals (technical and financial), in two separate sealed envelopes;
- One envelop shall have the technical proposal and other shall contain financial proposal for the project;
- All the technical proposals so received shall be evaluated by BSCL, and the financial proposals of the technically qualified firms who score 75 marks or above out of 100 will be opened for evaluation;
- Final selection of the agency would be based on the least cost (L-1) basis.
- The BSCL will communicate through a written intimation to the selected bidder along with scope of services, payment schedule and draft contract agreement.

17. Jurisdiction

All disputes arising out of this project shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, India and will be governed by the laws of India.

18. Pre-bid Meeting

A pre-bid meeting shall be held on the scheduled date and time to answer the queries raised by the prospective bidders.

19. Complaints/Grievance

The selected Agency shall keep a complaint register after taking approval from the client in the parks for receipt of complaints and grievances from the visitors and local people.

20. Award of Contract

The contract shall be valid for an initial period of 2 (years) year commencing from the date of execution of contract agreement between BSCL and the selected agency and can be renewed by BSCL subject to satisfactory completion of the initial 2 years. However, BSCL reserves its right to review and extend the same after successful completion of the said period.

21. Confirmation

We would appreciate you informing us by telex/facsimile

- a. Your receipt of the letter of invitation
- b. Whether or not you will submit a proposal.

22. Safety Code and Safety Rules

1. 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.
2. No paint containing lead / lead products shall be used except in the form of paste or readymade pain

23. 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.

24. Rates, Taxes and Duties

All the rates furnished in the tender shall be inclusive of all labor 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.

25. Additional work

If employer decides to place work order for additional scope of work in the same premises or amend the original contract for additional scope of work in the same premises, the Agency shall be bound to accept the same at rates accepted in the original work during the period of the contract.

26. Emergency telephone Numbers

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

27. Supervisor

Agency shall employ and post at least one experienced qualified Supervisor for proper supervision, coordination and monitoring the work in the premises. He shall be provided with a Mobile and accessible for 24 hours.

28. Stationery

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

29. Watch and Ward

- The agency should keep a close watch of the visitors entering in the park.
- Visitors should not be allowed to enter in the parks with food items,
- All Permissions for functions/ film shootings/ any public speaking to be taken from BSCL only.
- Various awareness programmers related to environment, art, culture etc. may be conducted with approval of BSCL to enhance the people participation.

30. Performance and termination related configuration

31. Termination of Contract

a) 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 agency in written form with its termination letter by giving one month notice period. The decision of BSCL in this matter shall be final and binding.

b) Penalty related to performance

If the performance of the selected agency is not satisfactory / selected agency failed to safeguard the interest of BSCL on monthly review basis (Review of work by BSCL in every month), BSCL may at its sole direction, cut 5 % of the money from the agency for that particular month. **(Appendix-IX)**

32. Payment Terms

- Payment to the agency will be made on the bills to be raised on monthly basis, within 10 days of receipt of bill (s) in acceptable form with all requisite supporting documents.
- There will be pro rata deduction from the bill, if manpower deployed is less than agreed number. Similarly, if manpower deployed is in excess, pro rata excess payment would be made, provided, however, there is prior written approval from BSCL.
- Any other bill, other than manpower deployed, as stated above, should be submitted with supporting and appropriate prior authorization of BSCL

33. Final decision making authority

The BSCL reserves the right to accept or reject any application and to annul the process and reject all proposals at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or without informing the bidders of the grounds for such action of BSCL.

34. Proposal Submission Date

Proposal submitted in all respect must reach BSCL at the specified address on the scheduled date through Speed / Regd. Post or Courier. If the specified date for the submission of Proposal is declared as a holiday for BSCL, Bhubaneswar, the Proposal will be received up to the appointed time on the next working day.

35. Late Submission:

Proposal received after the deadline for submission prescribed by BSCL will be rejected.

36. Modifications and Withdrawal of Proposal

No modifications to the Proposal shall be allowed once it is received by BSCL, Bhubaneswar.

37. Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, India and will be governed by the laws of India.

38. Pre-bid Meeting

39. A pre-bid meeting shall be held on the scheduled date and time to answer the queries raised by the prospective bidders.

40. Complaints/Grievance

The selected Agency shall keep a complaint register after taking approval from the client in the parks for receipt of complaints and grievances from the visitors and local people.

41. Min. Man Power Requirement

The selected Agency should be able to place at least the following minimum number of manpower at the 3 (three) parks on a daily basis. However, the agency may depute more number of manpower for better upkeep and maintenance of the parks. The agency should submit the license (Govt.) of the electric contractor/ technical person, who will support him during the repairing of electrical work.

Sl. No	Name of Parks	No. of Manpower required			
		Gardener	Sweeper	Security Guard (For Three Shifts)	Technical person (for electrical/ plumbing works)
1.	Saheed Nagar Park	2	3	3 (for each shifts)	1 no. (As and when required)
2.	Triangular Park	2	2	4 (for each shifts)	
3.	OMC Park				

Note:** The selected agency shall depute a nodal person/supervisor with his contact number, email Id for one point of contact by BSCL. The nodal person should be in regular touch with BSCL.

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. He shall also comply with the provisions of all labor legislations. Receipt of any complaint on this ground shall be viewed seriously. No additional payment shall be made if Agency keeps 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 color code uniforms, pant+shirt+shoes+cap+gloves for male and suit / sarees+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 any misconduct by the staff/workers at site. Agency is required to submit daily labor report duly signed by the supervisor to BSCL.

The selected Agency shall ensure that,

- The 3 (three) 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 of immediately,
- Grasses are always trimmed.
- The boundary walls are always trimmed.
- All complaints regarding Electrical, Mechanical, Plumbing, Pump, Water supply, Civil Works, etc. are promptly attended and resolved.
- The deployment of manpower is periodically reviewed by BSCL and any addition or deletion or replacement, as required by BSCL, is carried out immediately.
- No child labor is deployed
- The deployed security officers should be from a registered security agency.

The selected Agency shall remain responsible for security, safety, discipline, and BSCL stands indemnified by O & M Agency against all above.

Covering Letter

To,

**The Chief Executive Officer,
Bhubaneswar Smart City Limited,
Block-1, 5th Floor, BMC-Bhawani Mall, Saheed Nagar,
Bhubaneswar-751007**

Dear Sir,

Sub: TECHNICAL PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF 3 (THREE) Nos. OF SMART PARKS IN SAHEED NAGAR, BHUBANESWAR

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by BSCL. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents for participating in the RFP process for the above project.

We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We understand that BSCL reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorized Person)

Date:

Information of Applicants

Name of the Applicant (In full):

Name of the Contact Person:

Address:

Telephone no:

E-mail address:

Year of incorporation:

(Certificate of Registration to be furnished)

Details of PAN:

(Copy of PAN Card to be furnished)

Details of GSTN No.:

(Copy of GSTN No. to be furnished)

Annual Turnover: FY 2015-16: _____

FY 2016-17: _____

FY 2017-18: _____

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

(Signature of Authorized Person)

Date:

Format for Applicant's past Experience of Relevant works completed:

1.	Name of the work	
2.	Description of the work	
3.	Location	
4.	Name of Client	
5.	Duration of the contract	
6.	Total Fees(In Indian Rupees)	
7.	No. of years completed till date	
8.	Area of park	
9.	Other Information relating to Project	

*Note: Copy of Completion Certificate should be furnished for each of the above projects. Separate format shall be used for separate projects.

(Signature of Authorized Person)

Date:

Details of the manpower to be deployed shall be provided.

1. Name of the manpower :
2. Identity Card no. :
3. Educational qualifications :
4. Prior experience :

(Signature of Authorized Person)

Date:

Undertaking

We (**the name of the firm/ Applicant/Company/LLP**) have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

(Signature of Authorized Person)

Date:

Note: The Applicant shall declare the same in the form of an Undertaking on a stamp paper of Rs. 10.

FINANCIAL PROPOSAL (Overall Costing)

To,

**The Chief Executive Officer,
Bhubaneswar Smart City Limited.,
BMC Bhawani Mall
Block-1, 5th Floor, Saheed Nagar,
Bhubaneswar-751007**

SUB: FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF 3 (THREE) Nos. OF SMART PARKS IN SAHEEDNAGAR, BHUBANESWAR

We, the undersigned, offer to provide the operation and maintenance services for the above in accordance with your RFP. Our lump sum **monthly** Financial quotation for providing Operation and Maintenance services of **3 (three) nos of Smart Parks in Saheed Nagar** of Bhubaneswar Smart City Limited (BSCL) taking into consideration the no. of min. manpower, consumables, equipment's and other stationary as mentioned in the RFP **is Rs..... (Rupees -----)**. (Amount in words and figures) This amount is inclusive of all taxes including labour cess, income tax, insurance, EPF etc. but excluding **GST**.

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 opening date.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

Signature of Applicant

Name:

Date:

Place:

FINANCIAL PROPOSAL (Details of manpower costs/Day)

SUB: FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE CONTRACT OF 3 (THREE) Nos. OF SMART PARKS IN SAHEEDNAGAR, BHUBANESWAR

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The man month rate of the type of manpower as mentioned in the RFP is as below;

Sl. No	Type of Manpower	Category (Unskilled/ semi-skilled/skilled/highly skilled)	Per day rate (as per Odisha Minimum wage rate)	Per day rate (quoted by the agency)
1.	Supervisor/Nodal person			
2.	Gardener			
3.	Sweeper			
4.	Security Guard			
5.	Technical person (for electrical/ plumbing works)			

Signature of Applicant

Name:

Date:

Place: