

MAINTENANCE OF PARKS IN BHUBANESWAR



RFP No: 385/EM/BDA Dated 13/06/2019

**REQUEST FOR PROPOSAL FOR SELECTION OF  
AGENCY FOR OPERATION AND MAINTENANCE OF  
PARKS IN BHUBANESWAR**

ISSUED BY

**BHUBANESWAR DEVELOPMENT AUTHORITY**



**AkashShova Building, Pandit Jawaharlal Nehru Marg**

**Bhubaneswar – 751001, Odisha**

**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND  
MAINTENANCE OF PARKS IN BHUBANESWAR**

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- Period of availability of RFP document : 24/06/ 2019 to 08 / 07/ 2019  
(Downloadable from [www.bda.gov.in](http://www.bda.gov.in))
- Last date for receipt of RFP : 08/07/ 2019 by 5.00 P.M.  
(Through Speed Post / Registered Post  
/ Courier only.No drop box facility  
available)
- Place of submission of RFP : **Chief Engineer cum Engineer Member  
Bhubaneswar Development Authority**  
AkashShobha Building,  
Pandit Jawaharlal NehruMarg,  
Bhubaneswar-751 001
- Date and Time of RFP opening : 09/07/ 2019 (11.30 A.M.)
- For further information** : **Chief Engineer cum Engineer Member  
Bhubaneswar Development Authority**  
**AkashShobha Building,**  
**Pandit Jawaharlal Nehru Marg,**  
**Bhubaneswar-751 001**  
**Contact No. : (0674) 2396239**

# REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF PARKS IN BHUBANESWAR

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## 1. Bhubaneswar Development Authority – An Introduction

Bhubaneswar Development Authority (BDA) has been constituted by the Housing & Urban Development Department, Government of Odisha, to plan and regulate development within its plan area. The objective behind constitution of the Authority was to take up planned and systematic development, prepare development plans including zonal development plans, undertake works pertaining to construction of housing colonies, shopping centers, markets, provide public amenities, regulate development and use of land and undertake schemes for improvement and clearances of slums and urban re-generation programmes. The city is well connected with the other parts of the country by rail, road and air. The reason for rapid growth of the Capital City may also be attributed to the major industrial developments taking place in the state of Odisha.

## 2. Project Background

Bhubaneswar Development Authority (BDA) invited sealed proposals from reputed Operation and maintenance Agency/ Property Management Company / Facility Management Company for overall upkeep, maintenance, repair etc of **different parks** in Bhubaneswar.

The **Operation and maintenance Agency/ Property Management Agency / Facility Management Agency** would be responsible for regular and timely upkeep, maintenance, repair etc of **Parks** (including car parking area, Park lamps, Electrical installations, Generator sets, Toilets etc)

## 3. Broad Scope of Work

**The Scope of work for contracts which will inter alia include the following items:**

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:  
Watering, cleaning and mowing.
  - Top dressing of entire lawn surface with proportionate quantity of garden soil, manure, fertilizer, pesticides etc twice a year to keep the lawn healthy, glossy green and disease free
  - 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, termiticide and pesticides to control infection to plants including all other prophylactic measures
  - Regular cleaning of falling leaves, cut grass, bush. .
  - **Maintenance of complaint register.**

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- Regular refilling with soil and hand rolling to maintain the evenness of the lawn surface
  - Providing flower arrangements for special occasions
  - Shaping of all specimen plants
  - Preparation of flower beds in all season throughout the year to make the park colourful
  - Maintaining the hedge and edge plants in regular shape.
- 2. Garbage Collection/ Disposal:**
- Empty 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
  - Burning of garbage inside the park premises strictly prohibited.
- 3. Civil works:**
- Maintaining the civil structures like statues, fountains, benches, pathwaysetc
- 4. Maintenance of Lamps& Electrical Installations:** The Agency shall maintain the lamps of the Parks along with installations effectively for proper use. Wastage of electricity should be avoided by switching off the lights during day time..
- 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:** Both the jogging tracks of hard and soft surfaces shall regularly be cleaned on a daily basis.
- 7. 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 equipments, valves, pressure gauges etc
  - Prepare inventory of spares and ensure that critical spares are always available.
  - Regular checking and repairs of all supply lines
- 8. Use of Pesticides and insecticides:** The Agency shall use good quality pesticides and insecticides for the maintenance of the park.
- 9. Paintings of boundary walls/grill, gates/signage/name plate** should be painted at least once in a year with approved colour.

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**10. Drinking water facility:** The area for drinking water facility shall be very clean and dry, quality of drinking water should be maintained as per the norms.

### 11. Other scope of works:

- The park should be opened / closed strictly as per time schedule.
- 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,
- All Permissions for functions/ film shootings/ any public speaking to be taken from BDA only.
- Park user guideline to be strictly followed.

### 4. Period of Contract

The contract shall be valid for a period of 1 (one) year commencing from the date of award of contract. However, BDA reserves its right to review and extend the same after completion of the said period if found satisfactory based on performance of the agency.

### 5. 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 cotton, medicine and equipment.
- No paint containing lead / lead products shall be used except in the form of paste or readymade paint.

### 6. Place of Work and Visit to Site

#### **Package I:**

Sl.No.	Name of the Park	Location	Approximate Area in Acres
1	Swami Vivekanand Park	BJB Nagar	0.5
2	Kalpna Park	BJB Nagar	2.5
3	BJB Arts Block Park (Dr. H.K. Mahatab Park)	BJB Nagar	1.5
4	Badagarh BRIT Colony Park	BRIT Colony, Badagarh	1.2
5	Mahisakhala Park	BJB Nagar	1.5

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**Package II:**

Sl.No.	Name of the Park	Location	Approximate Area in Acres
1	M.L.A. Colony (Panchasakha Park)	M.L.A. Colony	5.00
2	Unit-VIII	Gopabandhu Nagar	3.00
3	SishuUdyan park	Unit – II	0.50
4	GyanaPatnaik Park	Unit – I	1.20

**Package III:**

Sl.No.	Name of the Park	Location	Approximate Area in Acres
1	N-1 Park at Nayapalli	Nayapalli	1.0
2	Nayapalli N-2 Park (RajuBhaya Park)	Nayapalli	2.2
3	Nayapalli N-3 Park	Nayapalli	1.2
4	VIP Park near Plot No. 58	Nayapalli	1.2
5	RPRC Boundary side park (AkshayMohanty statue)	Nayapalli	2.42
6	Nayapalli N-6 Park	Nayapalli N-6	1.2
7	Rental Colony Park Ward No. 15	Nayapalli	1.1

**Package IV:**

Sl.No.	Name of the Park	Location	Approximate Area in Acres
1	Dr. Shyama Prasad Mukharjee Park,	Vanivihar	5.00
2	Bhoinagar Park – II / III	Unit-IX	1.50
3	Sahidnagar Plot No.71/72	Sahidnagar	0.50
4	Yudhistir Das Park, N-3	Nayapalli	3.0

**Package V:**

Sl. No.	Name of the Park	Location	Approximate Area in Acres
1	Kharavela Park	Khandagiri	17.00

Interested bidders shall visit the sites 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.

The parks are combined into 5 (five) different packages. The bidder has the option of quoting for more than one package.

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### **7. Emergency work**

It shall be the Agency's responsibility to attend to emergency works on time. No extra payment will be made for working on odd hours / emergency works.

### **8. 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 (GST) or local charges, if applicable. No extra claim on this account will in any case be entertained.

### **9. Manpower / Staff**

The selected Agency shall always employ a minimum strength of experienced staff at site as given in Pt. 14 of this RFP. Necessary grooming should be done before posting the staff at site. He shall also comply with the provisions of all labour 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 use the photo I.D. Card and 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 Asst. Care Taker/ Care taker to the Authority.

The Operation and maintenance Agencies / Property Management Company/Facility Management Company will ensure that,

- The Parks are kept clean and tidy, to the satisfaction of BDA, at all times,
- Garbage is collected timely and disposed off immediately thereafter,
- All complaints regarding Electrical, Mechanical, Plumbing, Pump, Water supply, civil work, etc are promptly attended and resolved.
- The deployment of manpower is periodically reviewed by BDA and any addition or deletion, as required by BDA, is carried out immediately.
- No child labour is deployed
- O & M Agency/ Property Management Company / Facility Management Company remain responsible for security, safety, discipline, any act of omission or commission etc, by its employees and BDA stands indemnified by O & M Agency/ Property Management Company / Facility Management Company against all above.
- Prevent any fire hazards (out of garbage, dry leaves especially in summer season)

### **10. 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 currency of the contract.

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### **11. Emergency telephone No.s**

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

### **12. 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. He shall be provided with a Mobile and accessible for 24 hours.

### **13. 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

### **14. Minimum Staff Strength at Site**

The selected Agency should be able to place the minimum number of Staff at each package consisting of a number of parks;

1. Male labours for cleaning: - 3 Nos
2. Female labours for cleaning: - 3 Nos
3. Electrician: - 1 No.
4. Plumber : - 1 No
5. Gardener : - 3 Nos
6. Manager / Supervisor: - 1 No. should be available at site from 8.00 am to 6.30 pm. daily and shall be responsible for the entire work in the Park premises.
7. At least 2 no.s of security guards in each shift (there will be 3 shifts).

#### **Note:**

1. For Cleaning work there will be two shifts ,
2. No overtime shall be paid to any of the worker.

### **15. Eligibility Criteria**

For participating in this bidding process, the Applicant would require to submit following documents in Cover –I ( Technical bid).

- Similar work experience certificates must be certified by head of the organisation / person not below the rank of Executive Engineer during last 3 (three) years (2015-16, 2016-17 & 2017-18)
- The Agency must be registered and have its offices in Odisha.
- The Applicant should be either Sole Proprietorship/ Partnership/ Company
- The Applicant should have **3 years of post-incorporation experience in operation and maintenance/ facility management of Parks / Gardens etc.**
- **Annual Turnover Certificate must be certified by a Chartered Accountant.**
- The Applicant should have minimum **average annual turnover of Rs. 2.00 Crore** over last **3 Financial Years** with minimum turn over not less than Rs.1.50 Crore in any preceding 3 years.



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- E.P.F., E.S.I. Service Tax, Labour License, PAN, TIN, VAT clearance Certificate must be submitted.
- The agency must have completed following during last 3 years i.e., **2015-16, 2016-17, 2017-18** ending 31.03.2018. 01 similar work of Rs.1.50 Cr. or 02 similar works of Rs.1.00 Cr. Each or 03 similar works of Rs.50.00 lakh each. Similar works mean “Operation & Maintenance /facility management of parks/gardens etc. and other as defined in Broad Scope of works at Cl.3.
- The applicant must submit a Bank Solvency Certificate of 50.00 lakhs.
- If the annual accounts for the Financial Year 2018-19 are not audited, the bidder shall provide the provisional annual accounts for such Financial Year. The provision annual accounts shall be accompanied by an undertaking by the bidder to the effect that if it is chosen as the Consultant, it shall submit to the Client within 90 days of the signing date of the Contract, a duly certified copy of bidder's audited balance sheet, annual report and profit and loss account for the Financial Year 2018-19 and a certificate from the statutory auditor certifying that the Consultant continues to meet the financial eligibility criteria set out in the RFP.

No consortium of Applicants will be eligible for submission of proposal

Even if an applicant firm 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.

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.

Submission of completed informations as per schedule – Sch.A, Sch.B, Sch.C, Sch.D, Sch.E, Sch.F, Sch.G, Sch.H, Affidavit on authenticity of documents as per format provided in RFP.

### 16. Termination of Contract

If in the view of BDA, the performance of the selected agency is not satisfactory / the selected agency failed to safeguard the interest of BDA, BDA may at its sole discretion, terminate the engagement of the selected agency without any benefits / compensation to either party except genuine dues. BDA, in doing so, shall intimate the firm in written with its termination letter. The decision of BDA in this matter shall be final and binding.

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### **17. Award of Work**

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

- BDA shall invite bids, in two separate sealed envelopes;
- One envelop shall have the Technical Bid and other shall contain Financial bid (Sch-H) for the project;
- All the Technical Bids so received shall be evaluated by BDA, and the Financial bids of the technically qualified firms will be opened for evaluation;
- Final selection of the agency would be based on the least cost basis.

### **18. Selection Methodology**

- It will be a 2 (two) bid system (i) Technical Bid and (ii) Financial Bid.
- The eligibility criteria of the proposals will be evaluated first during evaluation of Technical Bid.
- Only the financial proposals of those agencies shall be opened who are declared qualified in Technical Bid by the Technical Committee.
- Lowest financial quote will be considered for award of the work
- An Agreement towards execution of the assignment shall be signed between BDA and the selected firm with relevant scope of works, terms & conditions.

### **19. Payment Terms**

- Payment to the selected agency will be made on the bills to be raised on monthly basis, duly passed by concerned authority within 15 days of receipt of bill (s) in acceptable form with all requisite supporting documents like extract of attendance register, Complaint register, Action Taken Register etc. during month billed for payment.
- 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 BDA.
- Manpower deployment less than minimum requirements shall not be more than for 03 days during a month.
- Any other bill, other than manpower deployed, as stated above, should be submitted with supporting and appropriate prior authorization of BDA.

### **20. Penalty Terms**

In case the agency defaults in any terms of agreement, the authority will impose a penalty of 10% of due.

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### 21. Final decision making authority

The BDA 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 by BDA.

### 22. Submission Requirement

#### a. Technical Proposal

The Technical Proposal shall contain the following

- a) Covering Letter;
- b) Information of Applicants as per **Schedule 'A'** along with all supporting documents;
- c) Information on prior Experience **Schedule 'B'** along with all supporting documents
- d) Information on relevant Personnel to be deployed **Schedule 'C'**
- e) Undertaking Form **Schedule 'D'**
- f) I) Cost of tender paper is **Rs 10,000 /-**  
II) **12 % cost of tender paper = Rs. 1200/- GST**. Both Demand Drafts shall be drawn in any Nationalized Bank located at Bhubaneswar along with the proposals in favour of **Chief Horticulturist, Bhubaneswar Development Authority, Bhubaneswar**. Both the drafts shall be submitted in separate envelope mentioning their names and to be enclosed in a large envelope.
- l) Financial qualification of the bidder. **Schedule –E**
- II) A refundable Earnest Money Deposit (EMD) for the work (each package) is **Rs.2,00,000 /-** (Rupees Two Lakh Only) in favour of **Chief Horticulturist, Bhubaneswar Development Authority, Bhubaneswar** in the shape of TDR,NSC duly pledged in favour of Chief Horticulturist.
- III) The EMD of successful agency shall be returned on submission of Performance Bank Guarantee as follows. The Performance Bank Guarantee (BG) shall be **10%** of annual contract value as security deposit. No charges shall be payable on this account.

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 their duties satisfactorily.

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

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rejection of the application for this bidding process.

### b) **Financial Proposal**

Financial bid would be the **lump sum monthly fees (excluding GST)** quoted by the bidders for each packages. The GST as applicable for works contract shall be paid extra.

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

### 23. **Language of Application**

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

### 24. **Submission of Proposal - Packing, Sealing and Marking**

The Proposal must be inserted 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 PARKS IN BHUBANESWAR**". The sealed envelope shall contain two separate sealed envelopes containing Technical Proposal and Financial Proposal.

The Proposal shall be addressed to BDA, Bhubaneswar at the following address:

**The Chief Engineer cum Engineer Member  
Bhubaneswar Development Authority  
AkashShobha Building, PanditJawaharlal Nehru Marg  
Bhubaneswar - 751 001**

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

### 25. **Number of Proposals**

An Applicant is eligible to submit only one Application.

### 26. **Proposal Submission Date**

Proposal submitted in all respect must reach BDA 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 BDA, Bhubaneswar, the Proposal will be received up to the appointed time on the next working day.

### 27. **Late Submission:**

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

### 28. **Modifications and Withdrawal of Proposal**

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

### **29. 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.

### **30 Foreclosure of Agreement.**

BDA may foreclose the agreement any time under any of force *measure* clauses, budgetary control change in Govt. regulations without any liability /compensation to either party. In case of foreclosure, BDA may consider to release the due of the agency on the merit which should not be disputed.

### **31 Legal Dispute:**

Any legal dispute arising out of this contract shall be subject to the decision of appropriate court of law situated within the jurisdiction of Bhubaneswar. The decision of the Court in this regard is final & binding over the parties.

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**Covering Letter**

To,

**The Chief Engineer cum Engineer Member  
Bhubaneswar Development Authority  
AkashShobha Building, PanditJawaharlal Nehru Marg  
Bhubaneswar - 751 001**

Dear Sir,

**Sub: TECHNICAL PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND  
MAINTENANCE OF PARKS IN 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 BDA. 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 BDA reserves the right to reject any application without assigning any reason thereof.

**(Signature of Authorized Person)**

Date:

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**Schedule 'A'**

**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 Service Tax Registration No : .....

*(Copy of Service Tax Registration 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:

**Sign and seal of a chartered Accountant**

**Membership No**

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**Schedule 'B'**

**Format for Applicant's past Experience of Relevant works**

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)	Other Information relating to Project	

\*Note: Copy of Work orders, Completion Certificate, should be furnished for each of the above projects

**(Signature of Authorized Person)**

Date:

**Sign and seal of a chartered Accountant**

**Membership No**



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**Schedule 'C'**

**Details of the manpower to be deployed shall be provided.**

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

**(Signature of Authorized Person)**

Date:

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**SCHEDULE – D**

**WORKING EXPERIENCE  
LIST OF SIMILAR WORKS EXECUTED**

Name of Employer	Name of location and name of work	Contract price in Indian Rupees/ Agreement no.	Major Items of works	Date of starting the work as per Agreement	Stipulated date of completion of the work as per Agreement	Actual date of completion of the work	Reasons for delay in starting/ completion, if any
1	2	3	4	5	6	7	8

**Note:** The above information is to be certified by the Engineer in Charge / Employer not below the rank of Executive Engineer.

Signature of the Tenderer

Date

**SCHEDULE – E**

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF TENDERER  
OR ABANDONMENT OF WORK BY THE TENDERER**

- 01) a) Is the tenderer currently involved in any litigation relating to the works. Yes / No.  
b) If yes: - give details.
- 02) Has the tenderer or any of its constituent partners been debarred / expelled by any agency in India during the last 5 years. Yes / No.
- 03) a) Has the tenderer or any of its constituent partners failed to perform on any contract work in India during the last 5 years. Yes / No.  
b) If yes: - give details.

**Note:**

If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.

Signature of Tenderer  
Date

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**SCHEDULE – F**

**CERTIFICATE OF NO RELATIONSHIP**

I/We hereby certify that I/We\* am/are\* **related / not related** (\*) to any officer of B.D.A of the rank of Assistant Engineer & above and any officer of the rank of Assistant and above of BDA. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We\* shall be liable to make good the loss or damage resulting from such cancellation.

I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

(\*) - Strike out which is not applicable

Signature of the Tenderer

Date:-

**SCHEDULE – G**

**WORKING EXPERIENCE**

LIST OF SIMILAR WORKS IN PROGRESS

Name of Employer	Name of location and name of work	Contract price in Indian Rupees/ Agreement No.	Major Items of works	Date of starting the work as per Agreement	Stipulated date of completion of the work as per Agreement	Revised target date of completion of the work, if any	Reasons for slow progress, if any, with the updated billing amount
1	2	3	4	5	6	7	8

**Note:** The above information is to be certified by the Engineer in Charge / Employer not below the rank of Executive Engineer.

Signature of the Tenderer

Date.....

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**“Schedule – H”**

**FINANCIAL PROPOSAL**

To,

**The Chief Engineer cum Engineer Member  
Bhubaneswar Development Authority  
AkashShobha Building,  
PanditJawaharlal Nehru Marg, Bhubaneswar–751 001**

**NAME OF PROJECT: FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR  
OPERATION AND MAINTENANCE OF PARKS IN BHUBANESWAR**

We, the undersigned, offer to provide the operation and maintenance services for the above in accordance with your RFP.

1. Our lump sum **monthly** Financial quotation for providing Operation and Maintenance services of the parks included in **Package-I is Rs..... (Rupees ----- )**. (Amount in words and figures) This amount is inclusive of service tax and any other applicable taxes).
2. Our lump sum **monthly** Financial quotation for providing Operation and Maintenance services of the parks included in **Package-II is Rs..... (Rupees ----- )**. (Amount in words and figures) This amount is inclusive of service tax and any other applicable taxes).
3. Our lump sum **monthly** Financial quotation for providing Operation and Maintenance services of the parks included in **Package-III is Rs..... (Rupees ----- )**. (Amount in words and figures) This amount is inclusive of service tax and any other applicable taxes).
4. Our lump sum **monthly** Financial quotation for providing Operation and Maintenance services of the parks included in **Package-IV is Rs..... (Rupees ----- )**. (Amount in words and figures) This amount is inclusive of service tax and any other applicable taxes).
5. Our lump sum **monthly** Financial quotation for providing Operation and Maintenance services of the parks included in **Package-V is Rs..... (Rupees ----- )**. (Amount in words and figures) This amount is inclusive of service tax and any other applicable taxes).

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid upto 180 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:**

**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND  
MAINTENANCE OF PARKS IN BHUBANESWAR**

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**A F F I D A V I T**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our Firm M/s ..... have abandoned any work on building in India nor any contract awarded to us by the State of Odisha for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorizes(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department / Project implementing agency.
5. If at any point of time, it is found that / proved that any information is false or fabricated the authority reserves that right to cancel the tender or the agreement.

(Signed by an Authorized Officer of the Firm)

Title of Officer:

Name of Firm :

Date :

**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND  
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## REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND MAINTENANCE OF PARKS IN BHUBANESWAR

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**Work as follows to be taken up by the Bajaj Electricals Limited.**

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: Watering, cleaning and mowing.
  - Top dressing of entire lawn surface with proportionate quantity of garden soil, manure, fertilizer, pesticides etc twice a year to keep the lawn healthy, glossy green and disease free
  - 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, termicide and pesticides to control infection to plants including all other prophylactic measures
  - Regular cleaning of falling leaves, cut grass, bush. .
  - **Maintenance of complaint register.**
  - Regular refilling with soil and hand rolling to maintain the evenness of the lawn surface
  - Providing flower arrangements for special occasions
  - Shaping of all specimen plants
  - Preparation of flower beds in all season throughout the year to make the park colourful
  - Maintaining the hedge and edge plants in regular shape.
2. **Garbage Collection/ Disposal:**
  - Empty 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
  - Burning of garbage inside the park premises strictly prohibited.
3. **Civil works:**
  - Maintaining the civil structures like statues, fountains, benches, pathwaysetc
4. **Maintenance of Lamps& Electrical Installations:** The Agency shall maintain the lamps of the Parks along with installations effectively for proper use. Wastage of electricity should be avoided by switching off the lights during day time..
5. **Maintenance of Jogging Tracks:** Both the jogging tracks of hard and soft surfaces shall regularly be cleaned on a daily basis.



**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR OPERATION AND  
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