

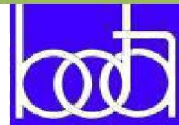
RFP No. 649

Date: 21.07.2022

REQUEST FOR PROPOSAL

**SELECTION OF A PRIVATE
ENTITY FOR OPERATING &
MAINTAINING
GYMNASIUMS IN
KHARVELA PARK AT
KHANDAGIRI IN
BHUBANESWAR, ODISHA**

**BHUBANESWAR
DEVELOPMENT
AUTHORITY**



SCHEDULE OF BIDDING PROCESS

Sl. No.	Details	Date & Time
1	Period of availability of RFP document	23.07.2022 to 10.08.2022 Downloadable from website: www.bda.gov.in
2	Pre-bid meeting	01.08.2022
3	Last date for receipt of RFP	16.08.2022 up to 5.00 PM. (Through Speed Post / Registered post. No drop box facility available and hand delivery is not allowed).
4	Place of submission of RFP	Office of the Chief Horticulturist Bhubaneswar Development Authority., 4 th floor, Akash Shova Building Sachivalya Marg Bhubaneswar-751001.
5	Date and Time of opening of Technical Proposals	17.08.2022 at 11.30 AM.
6	For further information	Office of the Chief Horticulturist Bhubaneswar Development Authority., 4 th floor, Akash Shova Building Sachivalya Marg Bhubaneswar- 751001.

INSTRUCTION TO BIDDERS

1. INTRODUCTION:

Bhubaneswar Development Authority (BDA), Bhubaneswar is a statutory body created by Government of Odisha in 1983 under the Odisha Development Authorities Act 1982, with the objective to take up planned and systematic development of Bhubaneswar Development Plan Area.

2. PROJECT BACKGROUND:

BDA is desirous of developing Gymnasium facilities (for approximately 700 sq.mtr.) in parks located at Kharvela Park area, located at Khandagiri in the city of Bhubaneswar.

The construction of Buildings to be used for gymnasium in the park is completed and BDA intends to select a private operator/agency to enter into an agreement with BDA to provide equipment and associated facilities and to run, operate, manage, maintain the gymnasium in the park and collection of revenue from the gymnasium.

3. PROJECT OBJECTIVE

- i. BDA wants to develop modern Gymnasium facilities along with all supporting Infrastructures at Kharvela Park located at Khandagiri, Bhubaneswar.
- ii. BDA wants to ensure better quality of life for the citizens through provision of quality Indoor Gymnasium facilities and support infrastructure;

4. BROAD SCOPE OF WORK

The selected private entity shall install and maintain the necessary equipment for a state of the art gymnasium along with all supporting facilities to operate and manage the indoor Gymnasium.

BDA shall provide physical structure of Gymnasium in the park of built up area of around 350 sq.mtr in ground floor and first floor including the floor space (about 350 sq.mtr)/ earmarked for proposed Children Library to be developed by BDA.

- a) The selected private entity will provide the following basic fitness equipments; but not limited to:-
 - Cardio vascular equipment like treadmill, cycle, rowing machine etc.
 - Multi Gym equipments.
 - Bench Press/Stretch Equipments.

- Body Shape-up Equipments.
 - Aerobics Yoga fitness centre.
- b) No. of each category of equipments to be deployed at the gym shall be worked out considering the optimum demand among the user group and shall be provided after due approval from the Authority.
- c) The selected bidder cannot organize any other programme/activity inside the park during the working hours for Gym, except those outlined in the document as mentioned here.
- d) Along with the provision of the equipment, the selected private entity shall also take the responsibility of the day to day maintenance of the equipment and the area of the gymnasium (excluding any repair or damage to the building).
- e) The selected private operator shall identify designated area for Aerobics with separate entry and exit provision along with supporting facilities like music system, changing rooms (separate for both Men and Women) etc.
- f) Shall ensure engagement of trained and certified physical trainers.
- g) Should regularly conduct exercise fitness programmes like Zumba, Yoga Classes, Power Aerobics etc. on monthly basis.
- h) Should arrange regular medical check-up facilities for the entire user group under the supervision of certified and experienced medical practitioners.
- i) The security of the entire gymnasium facilities shall be properly taken care by the successful bidder. No such unusual activities are to be allowed inside the premises which are not meant for the objective of the work described herein.
- j) The selected private operator shall ensure coordination and management of the various user groups.
- k) **Gym Timings:-** The successful bidder should strictly adhere to run and operate as per the gym timings which are as follows:-
Morning Hours . 5:00 am to 10:00 am
Evening Hours . 5:00 pm to 9:00 pm

5. ELIGIBLE BIDDERS

- a) A company incorporated under the Companies Act and registered in India/partnership/proprietorship firm which meets the Eligibility Criteria shall be eligible to submit a Proposal. However, the bidder must have a valid Goods & Service Tax (GST) registration in India.
- b) Consortiums for maximum 2 nos. are allowed to participate in the bidding process.

- c) If any Bidder or its Affiliates have been barred by any government or government instrumentality in India or in any other jurisdiction to which such entity or its Affiliates belong or in which they conduct their business, from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date, such Bidder will not be eligible to submit a Proposal. If the Client subsequently finds that a Bidder or any of its Affiliates is so barred, then the Client may disqualify the Bidder and reject its Proposal.
- d) If any Bidder or its Affiliates has/have, in the 3 (three) years immediately preceding the Proposal Due Date: (i) been expelled from any project or contract by any government or government instrumentality; or (ii) had any contract terminated by any government or government instrumentality for breach by such Bidder or its Affiliates, as the case may be, then such Bidder will not be eligible to submit a Proposal
- e) The bidder (single entity or a consortium) in the form of a company/partnership/proprietorship shall have minimum average annual turnover of Rs. 25 lakhs or more during the last 03 (three) financial years i.e. 2018-2019,,2019-20, 2020-21.

6. BIDDING PARAMETER

Maximum quarterly revenue (revenue earned from the operation and maintenance of the Gymnasium in the constructed space as provided by BDA) shared by the private entity with BDA shall be the bidding parameter for each of the project. The bidder sharing the Maximum quarterly revenue with BDA subject to a **%Minimum Guaranteed Amount” of Rs.6,00,000/-** per annum to operate and maintain a single gymnasium facility for a period of 5 year from the contract commencement date, will be selected for operating the gymnasium.

7. FORMAT AND SIGNING OF PROPOSAL

The proposal shall be submitted in two parts:

- 1) Part A . Technical Proposal
- 2) Part B . Financial Proposal

The Proposal shall be typed or written in indelible ink and shall be signed by an authorized signatory of the bidding firm.

8. SUBMISSION OF PROPOSAL

The bidder (single entity or a consortium) can submit the bid for operating and maintaining the Gymnasium facility in the envelop clearly indicating the nomenclature of park.

The Technical proposal (Part . A) and Financial proposal (Part . B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left hand corner of the envelope and super scribed in the following manner.

Part- A

Technical Proposal for Selection of a private entity for operating Gymnasium at Kharvela Park in Bhubaneswar.

Part - B

Financial Proposal for Selection of a Private entity for operating Gymnasium at Kharvela Park in Bhubaneswar.

The envelope i.e., envelope for Part-A & Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

“PROPOSAL FOR SELECTION OF A PRIVATE ENTITY FOR OPERATING GYMNASIUM AT KHARVELA PARK IN BHUBANESWAR”

The bidder's name and address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to BDA, Bhubaneswar at the following address:

The Chief Horticulturist
Bhubaneswar Development Authority (BDA), 4th floor
Akash Sova Building, Sachivalaya Marg,
Unit-III, Bhubaneswar . 751 001

If the outer envelope is not sealed and marked as mentioned above, then BDA will assume no responsibility for the tender's misplacement or premature opening. BDA will accept proposals sent through registered post / speed post only. BDA reserves the right to cancel any proposal if all the terms and conditions of the RFP are not met. The downloading cost of RFP & EMD are also to be kept inside the Tech, Bid Cover.

9. DOCUMENTS TO BE SUBMITTED ALONG WITH THE PROPOSAL :

PART- A (Technical Proposal)

The bidder must submit the following particulars /documents along with the Technical proposal failing which the proposal may be treated as non-responsive.

- ✓ Non-refundable RFP document (downloaded from (www.bda.gov.in) cost of INR 10000/- plus GST@ 12% i.e. INR Rs.1200/-) in shape of Demand Draft from any scheduled commercial bank in favour of Chief Horticulturist Bhubaneswar Development Authority, Bhubaneswar payable at Bhubaneswar.
- ✓ Filled in General Bid format : G-1
- ✓ If the applicant is bidding in consortium then he has to submit the requisite in a stamp paper as per General Bid format : G-2
- ✓ Filled in Bidders profile as per General Bid Format: G-3.
- ✓ Filled in Bidders turn-over profile (if in consortium) as per General Bid Format: G-4 and has to be certified by a chartered accountant along with its membership no.
- ✓ Filled in Bidders turn-over profile (if single bidder) as per General Bid Format: G-5 and has to be certified by a chartered accountant along with its membership no.
- ✓ The financial proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the proposal (as decided by BDA Committee) shall be opened.

PART- B (Financial Proposal)

The bidder must submit the financial proposal as per the format F-1 with proper signature and seal of the bidder. The date and time of opening of the financial proposals will be intimated to the technically qualifying bidders later on.

10. DEADLINE FOR SUBMISSION OF PROPOSALS:

Proposals filled in all respect must reach BDA at the address, time and date specified in the cover page of the RFP documents through Registered Post / speed post only. If the specified date for the submission of Proposals is declared as a holiday for BDA, Bhubaneswar, the Proposals will be received up to the appointed time on the next working day.

11. PREBID MEETING

A Pre-bid meeting would be held at the Scheduled Date & Time as mentioned in the

RFP. Bidders are encouraged to submit their queries in written or by mail before the Pre-bid meeting for discussions and clarifications, if any. The contact information for requesting clarifications is:

**Chief Horticulturist,
Bhubaneswar Development Authority,
Akash Shova Building, Sachivalaya Marg,
Bhubaneswar-751001**

The Client shall make reasonable efforts to respond to the queries or request for clarifications on or before 7 days post the pre-bid meeting date

12. LATE SUBMISSION OF PROPOSALS.

Proposals received after the deadline for submission of proposals prescribed by BDA will be rejected.

13. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications of the Proposals shall be allowed once it is received by BDA.

14. OPENING OF PROPOSALS

BDA will open all Proposals, in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location:

Office of Chief Horticulturist, BDA.
4th Floor, Akash Shova Building
Sachivalaya Marg
Bhubaneswar-751001

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared holiday for BDA, the Proposals shall be opened at the appointed time and location on the next working day. Proposals received unsealed/late (beyond specified time and date) shall not be considered for opening.

15. TERM OF THE ENGAGEMENT

The duration of engagement of the Private Operator shall be 05(Five) years from the date of signing of the contract agreement.

16. TERMINATION OF THE CONTRACT AGREEMENT

This Contract Agreement shall be effective from the date of signing of the contract agreement and shall continue in full force until the completion of term of engagement or terminated earlier as specified below,

During the term of engagement, BDA on its own may terminate the contract agreement on ground of unsatisfactory performance or breach of any term or non-compliances of the conditions of the Contract or due to any other contingent factors felt by BDA by giving a notice period of 30 (thirty) days and providing reasonable opportunity to the Private Operator to be heard.

The communication of termination of this Contract Agreement shall be by means of written notice (~~Termination Notice~~) sent to the address specified in this Contract Agreement. In case of termination of Contract due to above, the agency cannot claim for any loss due to foreclosure. However, the dues during contract operation period in the event of foreclosure will be paid after due verification of records.

17. TENDER DOCUMENT FEE

Non-refundable RFP document (downloaded from (www.bda.gov.in) cost of INR 10,000/-plus GST 12% (i.e. INR Rs. 1200/-) in shape of Demand Draft from any Scheduled/ Nationalised Bank in favour of Chief Horticulturist Bhubaneswar Development Authority, Bhubaneswar payable at Bhubaneswar is to be furnished by the bidder along with the technical proposal. Proposals without the requisite RFP document cost shall be treated as non-responsive and rejected.

18. EARNEST MONEY DEPOSIT

All the bidders shall submit an earnest money deposit of **Rs.5,00,000/- (Rupees five lakhs)** only for each project in shape of NSC/TDR/KVP/POTD/BG/Post Office Savings Bank Account from any Scheduled/ Nationalised Bank duly pledged in favour of Chief Horticulturist, BDA payable at Bhubaneswar. The EMD should be valid for a period of 5 years & 4 Months. The earnest money deposit of the unsuccessful bidders will be returned immediately after the selection of the bidder. The validity of the EMD shall be for the entire contract duration & an additional four months. The earnest money deposit of the selected bidder will be returned to the selected bidder after end of the Contract Period. No interest shall be paid by the Client for the sum deposited as EMD.

19. AWARD OF WORK

The technical proposals of the bidders will be evaluated based on the technical criteria mentioned in the RFP and the financial proposals of the technically qualified bidders will be opened. The bidder who quotes the highest quoted amount (H-1) will be selected for the assignment. After selection, a Letter of Intent (the %LOI+) shall be issued, in duplicate, by BDA to the selected applicant and the selected applicant shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the selected applicant is not received by the stipulated date, unless it consents with satisfactory reasons to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible applicant may be considered for the project.

20. VALIDITY OF PROPOSAL

Proposals shall remain valid for a period of 120 days from the last date of submission of proposal.

21. FINANCIAL PROPOSAL

The financial proposal shall be the Maximum quarterly revenue to be shared with BDA and shall be submitted in the given format i.e., format F-1. Financial proposal of the selected bidder/bidders shall be binding for the entire duration of contract and cannot be changed under any circumstances.

22. EVALUATION METHODOLOGY

- 1) Non . compliance in any manner with the specifications in this RFP shall lead to rejection of the bidder. The Financial proposal shall be returned unopened to the bidder in case of rejection of technical proposal.
- 2) Financial proposal of only those bidders who qualify the Technical Evaluation shall be opened.
- 3) The Highest bid as specified in the financial proposal shall be awarded with the work order.

- 23.** BDA reserves the right, without any obligation or liability, to accept or reject any or all the RFPs at any stage of the process, to cancel or modify the process or any part

thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

24. INVENTORY

An INVENTORY of list of equipments/goods shall be maintained, which shall be periodically (every 03 months) checked /verified by the officials of BDA regarding their level of functioning. The officials shall record state of functioning of these equipments during their inspection in the register to be maintained/kept in the Gymnasium.

25. ANNUAL MAINTENANCE:

Annual maintenance (operation, minor repair, colouring (painting etc.) shall be done by the firm.

26. REMOVAL /REPLACEMENT OF EQUIPMENTS.

Removal or replacement of any part of equipments from installation area is /are not allowed without written permission from the authority (BDA) and will attract punitive measures like termination of contract/forfeiting of EMD/ legal action.

27. EXTENTION OF CONTRACT:

Normally, no extension will be given beyond the stipulated period of contract period as per the document.

However, in case of any emergency situations arising due to delay in selection of next contract, the contract period may be extended on mutual agreed terms/conditions for a maximum period six (6) months.

28. DISPUTES

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

GENERAL BID FORMAT – G1
(To be furnished with Technical Tender)
Cover Letter

RFP No. _____

Date: _____

To,

Chief Horticulturist

Bhubaneswar Development Authority

Bhubaneswar . 751 001

Odisha

NAME OF PROJECT:

TECHNICAL PROPOSAL FOR SELECTION OF A
PRIVATE ENTITY FOR OPERATING GYMNASIUM IN
KHARAVELA PARK AT KHANDAGIRI,
BHUBANESWAR.

Sir,

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 during submission of our RFP.

We acknowledge 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. The validity of the Proposal is 120 days from the last date of submission of Proposals.

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

Signature of Authorized Signatory

Seal of the Company

Name:

Designation

Company / Firm:

Date:

GENERAL BID FORMAT . G2

(to be furnished with Technical Tender on a requisite stamp paper)

Note: If the bidder is bidding in consortium with other members then a lead member shall be nominated among the consortium members as well as the authorized signatory. The scope of work of all the consortium members shall be clearly written on the stamp paper.

GENERAL BID FORMAT . G3

(to be furnished with Technical Tender)

Bidders Profile

1. Name of the Firm:
2. Year of Establishment;
3. Address of office:
4. GST No.(with proof):
5. PAN (with proof):
6. Telephone No. and Fax No.:
7. Email Address:
8. Brief description of background of the firm for this assignment

Signature of Authorized Signatory
Seal of the Company

Name:
Designation
Company / Firm:
Date

GENERAL BID FORMAT . G4

(to be furnished with Technical Proposal)

Bidders' Turn-Over Criteria (if the applicant is in consortium)

Sl.No	Year	Turnover in INR Crs
Name of the lead member of the Consortium: _____	2018-19	
	2019-20	
	2020-21	
Name of the Consortium Member- 1: _____	2018-19	
	2019-20	
	2020-21	
Name of the Consortium Member- 2: _____	2018-19	
	2019-20	
	2020-21	
Average Turnover		

(Signature of Authorized Person)
Date:

(Signature of the Chartered Accountant)
Name of the Firm
Membership No:
Date

GENERAL BID FORMAT . G5

(to be furnished with Technical Tender)

Bidders Turn-Over Criteria (if the applicant is single bidder)

S.No	Year	Turnover in INR Crs
Name of the Bidder: _____	2018-19	
	2019-20	
	2020-21	
Average Turnover		

(Signature of Authorized Person)

Date:

(Signature of the Chartered Accountant)

Name of the Firm:

Membership No:

Date:

(PART-B)

FINANCIAL BID FORMAT . F1

RFP No. _____

Date: _____

To,

Chief Horticulturist

Bhubaneswar Development Authority

Bhubaneswar . 751 001

Orissa

NAME OF PROJECT: **FINANCIAL PROPOSAL FOR SELECTION OF A PRIVATE ENTITY FOR OPERATING GYMNASIUM IN KHARVELA PARK, BHUBANESWAR**

I/We _____ are willing to offer our service for the above project in accordance with your request for proposals.

Our Financial Proposal is hereby submitted as per the following format.

Sl.No. _____	Item _____	Quoted amount to be shared with BDA _____ on quarterly basis _____
	Name of the Project: _____ _____	INR _____/- (in figures) _____ (in words)

Note:-The amount to be quoted by the bidder shall be excluding of applicable Good & Service tax and any other taxes.

We, hereby undertake that our offer should be fixed on lump-sum basis and no escalation of cost will be allowed under any circumstances.

I/We agree to keep the offer in this Proposal valid a period of 120 (One Hundred and Twenty) days mentioned in the RF P and not to modify the whole or any part of it for any reason within the above period. If the Proposal is withdrawn by me/us for any reasons whatsoever, the earnest money deposit paid by me/us will be forfeited to Bhubaneswar Development Authority, Bhubaneswar.

The Financial Proposal is without any condition.

Declaration by the bidder,

DECLARATION

1. I/We certify that I/We have understood the scope of the work before quoting my/our bid amount.
2. I/We have not been black listed in any Government Department in Odisha /India due to any reasons.
3. I/We agree to be liable for disqualification for any wrong declaration in respect of eligibility & qualification criteria which shall lead to summarily rejection of my/our Proposal

Signature of Authorized Signatory

Seal of the Company

Name:

Designation

Company / Firm:

Date:

Total: - 18 (Eighteen) pages only

APPROVED for 18 (Eighteen) pages only

**Sd/-
Chief Horticulturist
BDA, Bhubaneswar.**

