Request for Proposal (RFP)

for
Engaging an agency to obtain forest /environmental clearances of
Department of Tourism Land Parcels
around Puri-Konark region, Odisha

RFP No. 7034, Date. 09.08.2019

Department of Tourism, Government of Odisha
Paryatan Bhawan, Lewis Road, Bhubaneswar 751 014 Phone: (0674) 243 2177 | Fax: (0674) – 243887

https://dot.odishatourism.gov.in
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Schedule of Bidding Process

Department of Tourism, Govt. of Odisha invites technical and financial proposals from eligible bidders for obtaining forest/environmental clearance involving DGPS survey and to provide technical support to obtain environmental and forest Clearances of selected land parcels of Tourism Development around Konark-Puri region of Odisha state.

Prospective bidders are advised to study the RFP document which can be downloaded from https://dot.odishatourism.gov.in or can be obtained from the Office of The Director, Department of Tourism, Paryatan Bhawan, Museum Campus, Lewis Road, Bhubaneswar - 751014, Odisha. While submitting the bid, the bidder must submit bid processing fees in the form of a non-refundable amount of INR 10000/- (Rupees Ten Thousand Only) in shape of bank draft from any Scheduled/Nationalized Bank in favour of “Director Tourism”, payable at Bhubaneswar.

Schedule of Events

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Information</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Last date for submission of written/online queries for clarification</td>
<td>Queries will be received through <a href="mailto:info@odishatourism.gov.in">info@odishatourism.gov.in</a> till 16:00 PM on 17.08.2019</td>
</tr>
<tr>
<td>3.</td>
<td>Date, Time and venue for Pre-Bid Meeting</td>
<td>Date: 20.08.2019 at 11:30 A.M. Location: Conference Room, Paryatan Bhawan, Lewis Road, Bhubaneswar.</td>
</tr>
<tr>
<td>4.</td>
<td>Last date of uploading of response to Pre-bid Query/Issue of Addendum and Corrigendum (if any)</td>
<td>23.08.2019</td>
</tr>
<tr>
<td>5.</td>
<td>Last date for Submission of bids (through speed / Registered post or Courier/Hand delivery)</td>
<td>12-09-2019 at 11:00 AM.</td>
</tr>
<tr>
<td>6.</td>
<td>Date and Time of opening of Technical proposals</td>
<td>12-09-19 at 11:30 AM</td>
</tr>
<tr>
<td>7.</td>
<td>Date of opening of Financial bids</td>
<td>Will be intimated later.</td>
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</table>
1. INTRODUCTION

Department of Tourism (DoT), Government of Odisha intends to engage an agency to undertake complete assignment on turnkey basis to prepare forest/environmental clearance proposals including all related activities thereof leading to securing forest/environmental clearances and to facilitate obtaining the approvals from relevant agencies like Ministry of Environment and Forests, Govt. of India (Forest Clearance), National Board of Wildlife, Coastal Zone Management Authority, etc. as per the requirements laid out under laws and rules of central and state governments. Details of the DoT parcels and the clearance(s) required is given in the table below;

**TABLE 1: DoT Land Parcels and Clearances Required**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Land parcel</th>
<th>Area (in Acres)</th>
<th>Land particulars</th>
<th>Type of clearance required</th>
</tr>
</thead>
</table>
| 1       | Near lighthouse                    | 17.30           | • Konark - Gop Tehsil, Mouza-Konark, Khata No.- 298 & 415(HAL), Plot 1569, 1654, 1650, 1653, Kisam - Anabadi, Balichara | • Forest clearance  
|         |                                    |                 |                                                                                  | • District Land Committee Clearance  
|         |                                    |                 |                                                                                  | • State level Wildlife clearance              |
| 2       | Near Lotus Resort                  | 5.15 Acres      | • Konark -Gop Tehsil, Mouza-Sahukhanata, Khata No.-02(Rakhita), Plot No.-1(P), 1/2, 1/5, Kisam- Bagayata & Bagayata-III, Near Lotus Resort | • Forest clearance  
|         |                                    |                 |                                                                                  | • State level Wildlife clearance  
|         |                                    |                 |                                                                                  | • District Land Committee Clearance          |
| 3       | Near Ramachandi Temple             | 4.46 Acres      | • Khalakata- GOP Tahsil, Mouza-Khalakata, Sabik Khata no- 102, Sabik Plot no- 1211(pt), 1212, Kisam - Patita | • Forest Clearance  
|         |                                    |                 |                                                                                  | • Clearance from NBWL (National Board of Wild life) |
| 4       | Near Ganga Devi Temple             | 10.00 Acres     | • Sahana -Astaranga Tahasil, Mouza- SAN Sheet No. 1, Khata No.- 170, Rakhita Anabadi, Plot no—1411, Kisam – Bagayata -III | • Forest clearance  
|         |                                    |                 |                                                                                  | • Coastal Regulation Zone Clearance  
|         |                                    |                 |                                                                                  | • State level Wildlife clearance  
|         |                                    |                 |                                                                                  | • District Land Committee Clearance          |
| 5       | Near Boat Ghat Lotus Resort        | 2.00 Acres      | • Konark -Gop Tehsil, Mouza-Sahukhanata, Sabik Khata no. – 102 (Anabadi) Sabik Plot No- 916 | • Forest clearance  
|         |                                    |                 |                                                                                  | • State level Wildlife clearance             |
2. OBJECTIVE

The overall objective of the assignment is to obtain all required clearances (as mentioned in the Table 1) for the listed land parcels from relevant authorities- MoEF & CC, Dept. of Forest & Environment, Odisha Coastal Zone Management Authority, District Authorities, etc. enabling DoT to develop different tourism projects.

Considering the complexities & challenges involved in obtaining Forest Clearance for developmental projects, interested bidders are required to possess adequate skills & experience in obtaining Forest/environmental Clearance, DGPS Survey and must be well-versed with the procedures and formalities involved in obtaining them. It is highly desirable that the bidder possess good rapport with Forest Dept., Revenue Department, etc. for the speedy and on-time clearances and approvals in various stages of the work.

Obtaining Forest / ESZ/NBWL Clearances is a specialised consulting activity that involves in-depth understanding of procedural formalities, inter-departmental coordination & time-bound activities such as:

- Complete and correct assessment of forest land as per Forest Conservation Act, 1980 and other relevant Acts and Rules. For this, land particulars of the project area need to be studied in detail, preferably in GIS environment, for understanding the land category.
- DGPS survey of the land parcels which are certified by Tahsildar / DFO through ORSAC empanelled vendors.
- Identification of compensatory afforestation land jointly agreed upon by Forest Dept. and Revenue Dept., through DGPS survey and formula of Compensatory Afforestation Scheme (CAS).
- Need based facilitation for obtaining clearances under FCA, Wildlife Conservation, Environmental Conservation, CRZ, etc.
- On behalf of DoT carry out documentation, coordination, facilitation, technical presentation and provisioning of details and clarifications to different authorities at the state and national level namely PCCF(Principal chief conservator of forest ), RCCF( regional chief conservator of forest ), Collector, DFO( Divisional forest officer), Tahsildar, Nodal Officer, Range Officer, etc.

3. SCOPE OF WORK

The Scope of work envisaged for the assignment is given below;
3.1 **FOREST CLEARANCE FORM-A(PART-I)**

3.1.1 Preparation of Maps and Documents (certified land schedule/ maps, DGPS survey, ORSAC certification of geo-referenced forest land map)

3.1.2 Preparation of Land schedule of project area, village wise/ class wise, with certified RoR copies.

3.1.3 Collection of forest land records for the area of interest (notified forest areas, DLC areas, etc.)

3.1.4 Verification of revenue land schedules with certified RoR with Sabik comparison for forest land and obtaining 25-10-1980 certificate as per Chief Secretary, Odisha guideline.

3.1.5 Assessment of loss of forest from forest & revenue records

3.1.6 Finalize Forest land schedule (village wise, RF wise) with summary.

3.1.7 Prepare digitized village maps (after mosaic of corresponding cadastral map sheets) showing project boundary and forest land proposed for diversion.

3.1.8 DGPS Survey of the diverted Forest land as per MoEF& CC guidelines
   - DGPS survey of the diverted forest land involved in the project area as per ORSAC guideline
   - Technical support for verification and certification of the DGPS surveyed forest land maps at ORSAC
   - Field demarcation and fixing of pillars on the boundary change points of the Forest Land (as specified by the concerned DFO)
   - Preparation of the Shape/ KML files of the ORSAC certified Forest Land boundary required to be uploaded during e-filing of the forest diversion proposal

3.1.9 Preparation of unified cadastral map of the project area showing forest land proposed for diversion

3.1.10 Computation of purpose wise utilization of forest land for each unit of operation

3.1.11 Project area map with a 5 Km. buffer depicted on original Survey of India topo map & Resource sat LISS-IV Imagery in 1:25,000scale.

3.1.12 Collection/ Collation/ Compilation of Supporting documents to be provided by the Office of the Director, Tourism.

3.1.13 Compilation of FDP application, as per prescribed format with project particulars/ supporting provided by Director, Tourism

3.1.14 Authentication of enclosures by Director, Tourism and Tahsildar

3.1.15 Identification and DGPS survey of the Compensatory Afforestation (CAF) Land
   - Identification of Compensatory afforestation land, Joint (Revenue & Forest) verification
   - Shortlisting of sites (non-forest Government land) from revenue records in district / Tehsil offices
   - Evaluation of sites identified for compensatory afforestation (CA)
   - Verification of maps records (including DLC, Sabik records, if necessary)
   - Validation of land on ground in collaboration with revenue department
   - Site inspection & acceptance of CAF land by DFO
   - Non-encroachment and non-encumbrance certificate from Tahsildar concerned for the site accepted by DFO
   - Maps of Compensatory Afforestation on SOI Topo sheet
   - Maps of Compensatory Afforestation on village sheet or combined village sheets.
   - Suitability Certificate of DFO/CF against the compensatory afforestation area on the land schedule, village sheets and field book
RFP for Engaging an agency to obtain forest/environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

- DGPS survey of the compensatory afforestation land involved in the project area as per ORSAC guideline
- Technical support for verification and certification of the DGPS surveyed forest land maps at ORSAC
- Preparation of the Shape/ KML files of the ORSAC certified Compensatory Afforestation Land boundary required to be uploaded during e-filing of the forest diversion proposal

3.1.16 Finalization of document along with all the required input data and supporting documents in required Soft copy format.

3.1.17 E-filing of the Forest diversion proposal in MoEF&CC portal to facilitate electronic Submission of Forest Diversion Proposal to Nodal Officer, Forest Clearance Act., PCCF Office.

3.2 FOREST CLEARANCE FORM-A (PART-II)

3.2.1 Field verification, Tree Enumeration, NPV computation
   a) Demarcation of the forest area by pillar posting and enumeration of the trees over the applied forest/non-forest areas.
   b) Tree enumeration report preparation and authentication from concerned officials
   c) Site inspection by DFO
   d) NPV computation
   e) Document Verification report (Forest area in the project and its legal status with respect to Land Schedules as in Hal and Sabik Records, DLC Report & Forest department records
   f) Incorporation of corrections/changes (if any) as per feedback of O/o DFO
   g) Authentication of Land schedule, Maps, and relevant records of Part-I by DFO
   h) Approval and incorporation of ORSAC certified DGPS surveyed, geo-referenced forest land map and Compensatory Afforestation Area land map by DFO.
   i) DFO’s authentication of Maps and Reports

3.2.2 Assistance in preparation of Compensatory Afforestation Area Scheme by the concerned DFO

3.2.3 Assistance to DFO for formulation of other supporting documents
   a) Assistance to DFO for formulation of other supporting proposals such as Wildlife Management plan.

3.2.4 Conducting Gram Sabha and Processing and obtaining of FRA certificates through Collector’s office

3.2.5 Transmission of FDP with DFO’s report to Conservator

3.3 FOREST CLEARANCE FORM-A (PART-III)

3.3.1 Transmission of FDP with CF’s report to Nodal Officer, O/o PCCF, Odisha
   b) Site inspection if required and certification by RCCF
   c) DFO and CF’s report
   d) Authentication of Maps & documents
   e) Transmission of FDP to Nodal Office Forest Conservation Act in the Office of PCCF, Odisha
3.4 **Forest Clearance Form-A (Part-IV)**

3.4.1 Transmission of FDP to department of Forest and Environment, Govt. of Odisha with PCCF’s recommendation.
   a) Compliance to Nodal Office Forest Clearance Act in the Office of PCCF, Odisha
   b) Compliances to PCCF Orissa
   c) Transmission to Government of Odisha (F&E department)

3.5 **Forest Clearance Form-A (Part-V)**

3.5.1 Recommendation of Govt. of Odisha and Transmission of FDP application to MoEF & CC, Government of India.
   a) Compliances to Forest & Environment Dept. Govt. of Orissa
   b) Transmission to MoEF & CC Government of India

3.6 **Processing at MOEF & CC, Govt. of India**

3.6.1 Technical compliance for Stage I Clearance, as required
   a) Assistance to DoT in responding to queries and clarifications sought by MoEF & CC
   b) Assisting DoT in making the presentation, if any required by MoEF & CC

3.6.2 Technical compliance for Stage II Clearance, as required
   a) Assistance to DoT in compilation of Stage-1 condition compliances
   b) Guiding DoT in deposit of statutory fees & undertaking
   c) Assisting DoT in making the presentation, if any required by MoEF & CC

3.7 **Wildlife Clearance (for Protected Area/Eco Sensitive Zone/ WL Habitat & Corridors)**

a) Assessment of impact of forest clearance on wildlife
b) Discussion & finalization of scope of WL clearance (site specific WL management plan)
   if any as may be required for Protected Area/Eco Sensitive Zone/ WL Habitat & Corridors in consultation with DFO/PCCF WL
c) Project profile data collection, compilation, generation of analytical maps/tables
d) Preparation of Site-Specific Wildlife Conservation Plan (Protected Area/Eco Sensitive Zone/ WL Habitat & Corridors) as per guideline of MoEF &CC, Govt. of India & guideline issued by PCCF(WL) & CWLW, Odisha.
e) Authentication of Site-Specific Wildlife Conservation Plan from DFO
f) Submission & Presentation of Site-Specific Wildlife Conservation Plan to RCCF
g) Submission & Presentation of Site-Specific Wildlife Conservation Plan to PCCF(WL) recommendation of plan to RCCF & CWLW, Odisha
h) Incorporation of suggestions & re-authentication from DFO/RCCF
i) Presentation to PCCF(WL) & recommendation of PCCF’s acceptance to MoEF & CC
j) Presentations if any to State WL Board/MoEF & CC/NBWL, as may be required
k) Obtaining WL Clearance from appropriate authority for inclusion in Forest Clearance.
3.8 **COASTAL REGULATION ZONE (CRZ) CLEARANCE**

a) CRZ map collection form ORSAC
b) Preparation of maps, KML file & other relevant document as per the CRZ guidelines
c) Upload documents in Online Submission facility and monitoring of CRZ Clearances (OSMCC).
d) Proposal follow-up in SCZMA (State Coastal Zone Management Authority)
e) Presentation before the SCZMA for CRZ clearance
f) Obtaining CRZ clearance from appropriate authority

**NB:** The relevant input generated for Forest Clearance shall be used by the consultant for CRZ clearance.

4. **DELIVERABLES AND TIMELINE**

4.1 **FOREST CLEARANCE**

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Deliverables</th>
<th>Details of deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• ORSAC Certified Map</td>
<td>Data collection, preparation of certified land schedule, DGPS survey and demarcation of boundary change points with wooden pegs and on submission of ORSAC certified geo-referenced forest land map</td>
<td>T + 4 months</td>
</tr>
</tbody>
</table>
| 2     | • E-filing acknowledgement  
• CAF Land, DGPS Survey & ORSAC Certified map  
• FDP Forwarding from DFO to CF | Selection of Compensatory afforestation land and e-filing of Forest Diversion Proposal (Part 1), scrutiny at Nodal officer level and its Transmission from Nodal Officer to DFO. Completion of Part 2 of FDP by DFO and transmission of proposal to RCCF including Pillar fixing on CAF land boundary points, DGPS Survey and ORSAC certification of CAF Land, field verification by DFO, authentication of DGPS survey map, Tree enumeration, NPV computation, CAF scheme formulation and Transmission of FDP to RCCF. | T + 9 months |
| 3     | • FRA Certificate  
• FDP forwarding from RCCF to Nodal Officer  
• FDP forwarding from Nodal Officer to Govt. of Odisha | Processing of FRA certificates through Collector’s office, Field inspection by RCCF concerned and transmission of FDP (Part 3) with RCCF’s report to Nodal Officer, O/o PCCF, Odisha; scrutiny by Nodal officer and recommendation of proposal by PCCF to F&E Dept., Odisha (Part 4); scrutiny | T + 14 months |
**RFP for Engaging an agency to obtain forest/environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha**

<table>
<thead>
<tr>
<th><strong>FDP forwarding from Govt. of Odisha to MoEF &amp; CC</strong> and transmission of proposal to MOEF&amp;CC by F&amp;E dept. Odisha (Part 5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Stage-1 Clearance</td>
</tr>
<tr>
<td>5 Stage-2 Clearance</td>
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</tbody>
</table>

*T is the start of the engagement

### 4.2 Wildlife Clearance

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Deliverables</th>
<th>Details of deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recommendation letter by DFO</td>
<td>On recommendation of Wildlife management plan by DFO</td>
<td>T+3 months</td>
</tr>
<tr>
<td>2</td>
<td>Recommendation letter by RCCF</td>
<td>On recommendation of Wildlife management plan by RCCF</td>
<td>T+6 months</td>
</tr>
<tr>
<td>3</td>
<td>Wildlife Clearance</td>
<td>On obtaining Wildlife clearance from State / NBWL</td>
<td>T+10 months</td>
</tr>
</tbody>
</table>

*T is the start of the engagement

### 4.3 CRZ Clearance

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Deliverables</th>
<th>Details of deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Acknowledgement of online submission</td>
<td>On submission of on-line application for CRZ clearance</td>
<td>T+3 months</td>
</tr>
<tr>
<td>2</td>
<td>CRZ Clearance</td>
<td>On obtaining CRZ clearance</td>
<td>T+6 months</td>
</tr>
</tbody>
</table>

*T is the start of the engagement

**N.B:** Forest, Wildlife & CRZ clearances must be executed parallelly as per stipulated timeline mentioned above.

### 5. Inputs to be Provided by Department of Tourism

DoT will provide the following inputs to the agency:

a) Provision of authorization in favour of consultant to interact with ORSAC in connection with DGPS survey and Certification.
b) Assistance in obtaining original cadastral maps
c) Assistance in obtaining Certified RoR copies of the project area
d) Assistance in obtaining Certified Land Schedules of the project area
e) Assistance in obtaining Administrative approval of land requirement for the Project
f) Provision of Power of Attorney in favour of Authorised signatory signing the FDP documents.
g) Undertaking to pay all Statutory Payments to acquire the Forest land and to prevent Environmental Degradation due to the establishment of the Project.
h) Presence of DoT officials during interactions with DFO to finalize demarcation requirements of forest land and demarcation of forest land parcel by Forest and Revenue officials.
i) Payment of all Scheduled Govt. fees including the verification and certification fees payable to ORSAC.

j) Assistance in resolving administrative, law and order issues, if any

k) Obtain forwarding letter from DFO to ORSAC for verification of geo-referencing work.

l) Obtain and provide Compensatory Afforestation land allotment letter from Collector for inclusion in the FDP

6. ELIGIBILITY CRITERIA

6.1 General Eligibility Conditions

<table>
<thead>
<tr>
<th>Sl.</th>
<th>General Eligibility Criteria</th>
<th>Proof of Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The bidder must submit Rs. 10,000/- (Rupees Ten Thousand Only) in shape of bank draft from</td>
<td>Original bank draft of Rs. 10,000/- (Rupees Ten Thousand Only) in favour of “Director Tourism”, payable at Bhubaneswar.</td>
</tr>
<tr>
<td></td>
<td>any Scheduled/ Nationalized Bank in favour of “Director Tourism”, payable at Bhubaneswar.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The bidder must submit EMD of Rs. 2,50,000/- (Rupees two lakh fifty thousand only) in shape</td>
<td>Original bank draft/ bank guarantee of Rs. 2,50,000/- (Rupees two lakh fifty thousand only) in favour of “Director Tourism”, payable at Bhubaneswar.</td>
</tr>
<tr>
<td></td>
<td>of bank draft/ bank guarantee from any Scheduled/Nationalized Bank in favour of “Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tourism”, payable at Bhubaneswar.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The bidder Organization must be a Registered body.</td>
<td>Company Registration Certificate.</td>
</tr>
<tr>
<td>4.</td>
<td>The bidder should have PAN number and should have filed Income Tax Returns for the last 3</td>
<td>Copy of PAN card &amp; IT return statement for the last 3 (three) financial years</td>
</tr>
<tr>
<td></td>
<td>(three) financial years (2017-18, 2016-17, 2015-16)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The Bidder must submit copy of their GST registration along with copies of latest GST</td>
<td>Copy of GST registration along with copies of GST return</td>
</tr>
<tr>
<td></td>
<td>return</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The Bidder should own at least 3 nos. of DGPS equipment</td>
<td>Document in support of ownership (invoice, challan, etc.) to be submitted</td>
</tr>
<tr>
<td>7.</td>
<td>The Service Provider should not be under a declaration of ineligibility for corrupt and</td>
<td>Self-declaration certificate signed by the authorized signatory</td>
</tr>
<tr>
<td></td>
<td>fraudulent practices nor should have been blacklisted by any Govt. or Govt. undertaking</td>
<td></td>
</tr>
</tbody>
</table>
6.2 Minimum Eligibility Criteria

6.2.1 Technical Eligibility Criteria

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Technical Eligibility Criteria</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The bidder should be empanelled with ORSAC for DGPS surveys</td>
<td>Valid ORSAC empanelment certificate for DGPS survey to be submitted</td>
</tr>
<tr>
<td>2.</td>
<td>The bidder should have obtained Stage-1 forest clearance for at least 1 project located in Odisha in the last 3 years</td>
<td>Copy of work orders / agreement along with one Stage-I clearance certificate obtained in last 3 years</td>
</tr>
</tbody>
</table>

6.2.2 Financial Eligibility Criteria

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Financial Eligibility Criteria</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The bidder should have a Minimum Annual Turnover from Technical Consulting services of Rs. 1 crore in each of the last 3 financial years (FY 2015-16, 2016-17 &amp; 2017-18).</td>
<td>Copies of audited balance sheet P/L Statements for last 3 (three) financial years to be submitted</td>
</tr>
<tr>
<td>2.</td>
<td>Company should have a positive net-worth for the latest financial year, i.e., FY 2017 – 18</td>
<td>Auditor certified turnover and Net-worth Certificate to be submitted</td>
</tr>
</tbody>
</table>

7. FORMAT AND SIGNING OF PROPOSAL

The proposal shall be submitted in two parts:

**Part A: Technical Proposal**

- While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- The technical bid document of the bidder should contain the RFP Cost, EMD and documents in support of their eligibility, capabilities and experiences as required for the project, including information and declarations in duly filled-in Forms as per following:
  - **Form 1:** Covering letter
  - **Form 2:** Letter of Authorization
  - **Form 3:** Organization details
  - **Form 4:** Auditor certified Annual Turnover and Net-worth statement for last 3 years
RFP for Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

- **Form 5**: Key Experiences in obtaining Forest Clearance in last 3 years in Odisha
- **Form 6**: Experiences in DGPS Survey of Forest Areas & CAF land for Forest Clearance purpose for State/Central Govt./ PSUs projects in Odisha in last 3 years
- **Form 7**: Key Experiences in obtaining wildlife clearance for forest clearance purpose/CRZ clearance for projects of State/Central Govt./ PSUs in Odisha in last 3 years.
- **Form 8**: Technical Solution (Methodology and Work plan)
- Certificates of empanelment with ORSAC

**Part B: Financial Proposal**

- The bidder shall not include any technical information in the Financial Bid. The Financial Bid must be completed in all respect and conform to the Financial Bid Format (**Form 9**: Financial Bid Format) specified in this RFP document.
- Financial Bids with incomplete information and/ or not conforming to the specified format shall be summarily rejected.
- Prices shall be quoted entirely in Indian Rupees (INR) and must be arrived at after including all expenses, rates, and applicable taxes, excluding Goods & Service Tax.
- Conditional Financial Bids shall be summarily rejected.

**8. SUBMISSION OF PROPOSALS: PACKING, SEALING AND MARKING OF PROPOSALS:**

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 Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

**PART B**

**FINANCIAL PROPOSAL** for Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

Both the Envelopes i.e., Envelope for Part A and Envelope for Part B must be packed in a bigger sealed outer cover and clearly super scribed with the following:

**PROPOSAL**

Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

The Bidder’s Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.
i. The envelopes shall be addressed to Director Tourism at the following Address:

The Director
Department of Tourism
Paryatan Bhawan
Lewis Road, Bhubaneswar
Pin-751014

ii. If the outer envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

9. APPLICATION FEE:

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “Director Tourism”, payable at Bhubaneswar for INR 10000/- (Rupees Ten thousand only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non-responsive and rejected outright.

10. EARNEST MONEY DEPOSIT:

a) All proposals submitted in response to the RFP document must be accompanied by an EMD for Rs. 2,50,000/- (Rupees Two lakhs Fifty thousand Only) in shape of bank draft/ bank guarantee from any Scheduled/Nationalized Bank in favour of Director Tourism, Paryatan Bhawan, Bhubaneswar. Bids submitted without EMD will be rejected.

b) EMD of all unsuccessful bidders would be refunded by DoT within 3 months of the bidder being notified as being unsuccessful.

c) The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee by the successful bidder

d) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

11. FINANCIAL PROPOSAL:

i. The financial proposal shall be the quoted Lump sum fee and shall be submitted in the given format i.e., Form-9. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. DoT will only reimburse the GST as applicable.

ii. Final quote should be inclusive of out of pocket/reimbursable expenses.

iii. The Financial proposal shall separately mention the GST amount.
12. **VALIDITY OF PROPOSAL**

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

13. **DOCUMENTS ACCOMPANYING 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.

i. Non-refundable Application Fee of INR 10000/- (Indian Rupees Ten thousand only) exclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “Director Tourism”, payable at Bhubaneswar.

ii. EMD amount of INR 2,50,000/- (India Rupees Two Lakh Fifty thousand only) in shape of DD / bank guarantee from any scheduled bank drawn in favour of “Director Tourism”, payable/ encashable at Bhubaneswar.

iii. Copy of the PAN card & GST registration certificate.

iv. Covering Letter as per the format in Form-1.

v. Letter of Authorization as per the format in Form-2.

vi. Organisation details as format specified in Form-3

vii. Auditor Certified Annual Turnover and Net worth certificate for last 3 Years in format as specified in Form-4

viii. Key Experiences in obtaining Forest Clearance in last 3 years in Odisha as per Form 5.

ix. Experiences in DGPS Survey of Forest Areas & CAF land for Forest Clearance purpose for State/Central Govt./ PSUs projects in Odisha in last 3 years as per Format in Form 6

x. Key Experiences in obtaining wildlife clearance for forest clearance purpose/CRZ clearance for projects of State/Central Govt./ PSUs in Odisha in last 3 years as per Form 7

xi. Technical Solution (Methodology and Work plan) as per Form 8

xii. Letter of empanelment/ Work orders with Central / State Government organisations

**PART B (Financial Proposal)**

The Bidder must submit the Financial Proposal as per the format in Form-9 with proper signature and seal of the Bidder.

14. **DEADLINE AND MODE OF SUBMISSION OF PROPOSALS**

Proposals filled in all respect must reach DoT at the address, time and date specified in *Schedule of the Bidding Process* through Speed Post, Registered Post or Courier or by hand delivery only. If the specified date for the submission of proposals is declared as a holiday for DoT, the Proposals will be received up to the appointed time on the next working day.
15. **Late Proposals**

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

16. **Modifications and Withdrawal of Proposals**

Any Bidder may modify or withdraw its proposal after submission but prior to the deadline for submission of proposal, provided that DoT receives in time the written notice of the modification or withdrawal. The responsibility of submitting the modified bid, within the deadline for submission of proposal will rest solely with the bidder.

i. No bidder shall be allowed to modify its proposal after the deadline for submissions. Bidder shall be allowed to modify the bid after the last date, only if the same is requested by DoT, to accommodate clarifications on the proposal submitted, subject to the proposal substantially conforming to the requirements of this solicitation.

ii. In the event of withdrawal of a proposal by any bidder within the validity period, the Bid Security submitted by the bidder shall stand forfeited.

17. **Pre-Bid Meeting**

A pre-bid meeting will be held on 20 August 2019 at 11:30 AM as per the Bidding Schedule will be conducted at the Conference Room, Paryatan Bhawan, Lewis Road, Bhubaneshwar.

18. **Proposal Opening**

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

Conference Room,  
Paryatan Bhawan,  
Lewis Road, Bhubaneshwar

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 a holiday for DoT, and Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.
19. **Bid Evaluation Methodology**

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

i. Bids will be checked for responsiveness and eligibility against eligibility criteria mentioned in Clause 3.

ii. Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as per clause 19.1.

### 19.1 Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Parameter</th>
<th>Supporting Documents</th>
<th>Max Marks</th>
<th>Scoring Criteria</th>
</tr>
</thead>
</table>
| 1.  | Experience in obtaining Forest Clearance (at least Stage 1) for projects of State/ Central Govt./ PSUs located in Odisha in last 3 years | Copies of work orders / agreement along with Stage-1 clearance certificate (Form 5) | 35        | • 1-3 Projects: 10 marks  
• 4-6 Projects: 20 marks  
• 7 or more projects: 35 marks |
| 2.  | Experience in DGPS survey of Forest areas and Compensatory Afforestation Land for Forest Clearance purpose with minimum area of 40 Ha. in single work order for State/ Central Govt./PSUs projects located in Odisha in last 3 years | Copies of work orders / agreement (Form 6)                                        | 20        | • 5 projects= 10 marks  
• Each additional project – 2 Marks |
| 3.  | Experience in obtaining Wildlife clearance for forest clearance purpose/ CRZ clearance for projects of State/ Central Govt./ PSUs located in Odisha in last 3 years | Copies of work order/ agreement indicating requirement of Wildlife/ CRZ clearance along with copy of approval of Wildlife Management Plan/ CRZ by competent authority (Form 7) | 5         | • 1 project = 3 marks  
• Each additional project -1 mark |
| 4.  | Minimum Annual Turnover from Technical/ Consulting services during the last 3 financial years | Audited balance sheet P/L Statements for last 3 (three) financial years with auditor | 15        | Average Annual Turnover:  
• Rs. 1 to 5 Crore = 5 marks |
Table:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Parameter</th>
<th>Supporting Documents</th>
<th>Max Marks</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(FY 2015-16, 2016-17 &amp; 2017 - 18).</td>
<td>certified turnover and net-worth certificate (Form 4)</td>
<td></td>
<td>• Rs. 5 to 8 Crore = 10 marks</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• More than 8 Crore = 15 marks</td>
</tr>
<tr>
<td>5.</td>
<td>Organisational capability and capacity in obtaining forest clearances</td>
<td>Capability statement with approach and methodology (Form 8)</td>
<td>25</td>
<td>Qualitative evaluation by the Technical Committee</td>
</tr>
<tr>
<td></td>
<td>(experiences, credentials, human resources, etc.) along with Approach,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>methodology &amp; work plan to undertake the work</td>
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</tr>
</tbody>
</table>

|     | **Total**                                                                 | **100**                                                                              |           |                                                                                  |

### 19.2 EVALUATION OF FINANCIAL BIDS

The date, time and venue of the opening of price bids shall be communicated to the bidders. The authorized representatives of the bidders may be present during the price bid opening process. The grand total value of work for all 5 sites quoted in Form 9 (Financial bid) shall be considered for evaluation. In the event of difference between the price mentioned in figures and words, the price in words shall be considered valid and binding.

The price bids shall be scrutinized for their conformity to the specified formats and signatures. The price bids not in specified format and/or not with signature of the authorized representatives shall be summarily rejected.

The evaluation of the price bids will be based on the combined Quality and Cost Based Selection (QCBS) Method.

The Bidder with the **lowest price quote** (grand total price for all 5 sites) shall be awarded 100 marks. The marks obtained by the bidders in the price bid evaluation shall be considered as Financial Score ($F_S$). The Price-bid Score of the other bidders shall be computed as per the following formula.

$$P_S = 100 \times \left(\frac{P_{\text{min}}}{P_b}\right)$$

*Where,*

- $P_S$ = Price Bid Score for the bidder under consideration
- $P_{\text{min}}$ = Minimum price quoted by any bidder
- $P_b$ = Price quoted by the bidder under consideration

The Technical Score ($T_S$) and the Price Bid Score ($P_S$) secured by each bidder shall be subjected to the Technical Weightage $W_T = 0.70$ (the weight given to the technical bid); $W_p = 0.30$ (the
weightage given to the price bid). The combined score ($S$) for the bidder shall be computed as per the following formula.

$$S = (T_S \times 0.7) + (P_S \times 0.3)$$

The bidder securing the highest combined score ($S$) shall be considered as the successful bidder and considered for award of the contract. DoT reserves the right to negotiate with the successful bidder.

20. **Performance Security and Agreement**:

DoT shall issue a Letter of Award (LoA) along with the Draft Contract Agreement to the Selected Bidder within 7 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with DoT and start the work on an immediate basis.

21. **Termination of Contract**:

Either party can terminate the agreement by giving 30 days prior written notice.

22. **Right to Accept or Reject**

DoT reserves the right, without any obligation or liability, to accept or reject any or all the proposals 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.

23. **Disputes**

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

24. **Liability**

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

25. **Indemnity**

The Selected Agency always during the pendency of this agreement, keep the Government/DoT indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement.

26. **Confidentiality**

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency’s own information only and shall not publish or disclose the details of the output, deliverables/milestones submitted to Selected Agency or
27. **PAYMENT TERMS**

**A. Forest Clearance**

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Stage of work</th>
<th>% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data collection, preparation of certified land schedule, DGPS survey and demarcation of boundary change points with wooden pegs and on submission of ORSAC certified geo-referenced forest land map</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Selection of Compensatory afforestation land and e-filing of Forest Diversion Proposal (Part 1), scrutiny at Nodal officer level and its Transmission from Nodal Officer to DFO. Completion of Part 2 of FDP by DFO and transmission of proposal to RCCF including Pillar fixing on CAF land boundary points, DGPS Survey and ORSAC certification of CAF Land, field verification by DFO, authentication of DGPS survey map, Tree enumeration, NPV computation, CAF scheme formulation and Transmission of FDP to RCCF.</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Processing of FRA certificates through Collector’s office, Field inspection by RCCF concerned and transmission of FDP (Part 3) with RCCF’s report to Nodal Officer, O/o PCCF, Odisha; scrutiny by Nodal officer and recommendation of proposal by PCCF to F&amp;E Dept., Odisha (Part 4); scrutiny and transmission of proposal to MOEF&amp;CC by F&amp;E dept. Odisha (Part 5).</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>On Stage I Forest Clearance</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>On Stage II Forest Clearance</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**B. Wildlife Clearance:**

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Stage of work</th>
<th>% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On recommendation of Wildlife management plan by DFO</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>On recommendation of Wildlife management plan by RCCF</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>On obtaining Wildlife clearance from State / NBWL</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**C. CRZ clearance**

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Stage of work</th>
<th>% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On submission of on-line application for CRZ clearance</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>On obtaining CRZ clearance</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
FORM 1: COVERING LETTER

To

The Director
Department of Tourism
Paryatan Bhawan, Museum Campus
Lewis Road, Bhubaneswar - 751014, Odisha

Sub: Request for Proposal for Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

Dear Sir,

With reference to your RFP No. XXX dated XXX, we are pleased to submit our Bid along with all supporting documents, requisite Tender Document Cost and EMD for your evaluation.

We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered to DoT is true, accurate, verifiable and complete.

We further unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP document reflect in our Bid shall liable our Bid document to be summarily rejected without any reference to us.

Yours Sincerely,

<Authorised Signatory>
Name:
Designation:
Contact Number:
Address:
FORM 2: LETTER OF AUTHORISATION

To

The Director
Department of Tourism
Paryatan Bhawan, Museum Campus
Lewis Road, Bhubaneswar - 751014, Odisha

Sub: Request for Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

Dear Sir,

With reference to your RFP No. XXX dated XXX, we hereby authorize Mr/Mrs/Ms ______________ <Name>, ______________ <Designation>, of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us.

_______________________________
(Signature of Authorised Representative)

Yours sincerely,

_______________________________
(Signature)

<Name:>
<Designation: Managing Director/Head of the organisation>
**FORM 3: ORGANIZATION DETAILS**

<table>
<thead>
<tr>
<th>Name of the organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Establishment:</td>
</tr>
<tr>
<td>Address of Registered office:</td>
</tr>
<tr>
<td>Location of works (address):</td>
</tr>
<tr>
<td>Telephone numbers:</td>
</tr>
<tr>
<td>Fax numbers:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Web site address:</td>
</tr>
<tr>
<td>Name of the Head Organization:</td>
</tr>
<tr>
<td>Designation of the Head of Organization:</td>
</tr>
<tr>
<td>Head of Organization’s Mobile no.:</td>
</tr>
<tr>
<td>Head of Organization’s Email ID:</td>
</tr>
<tr>
<td>Name of the Contact Person:</td>
</tr>
<tr>
<td>Contact person’s Designation:</td>
</tr>
<tr>
<td>Contact person’s Mobile no.:</td>
</tr>
<tr>
<td>Contact person’s Email Id:</td>
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</tbody>
</table>
FORM 4: AUDITOR CERTIFIED ANNUAL TURNOVER & NET-WORTH STATEMENT FOR LAST 3 YEARS

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Financial Year</th>
<th>Turnover (in Crores)</th>
<th>Net Worth (in Crores)</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>2016-2017</td>
<td></td>
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<td>2.</td>
<td>2017-2018</td>
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<td>3.</td>
<td>2018-2019</td>
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</table>

Signature and Seal of CA/ Auditor

N.B.: This format must be jointly certified & sealed by the CA & the authorised representative of the bidder failing to which the proposal will be rejected.
# FORM 5: Key Experiences in Obtaining Forest Clearance in Last 3 Years in Odisha

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of Client Organization</th>
<th>Name of the Project</th>
<th>Value of Work (in Rs.)</th>
<th>Date of obtaining Stage-I clearance</th>
<th>Ref. of Supporting work order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Sl.</td>
<td>Name of Client Organization</td>
<td>Name of the Project</td>
<td>Value of Work (in Rs.)</td>
<td>Date of Award</td>
<td>Area Surveyed (in Ha.)</td>
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</tbody>
</table>
FORM 7: KEY EXPERIENCES IN OBTAINING WILDLIFE CLEARANCE FOR FOREST CLEARANCE PURPOSE/CRZ CLEARANCE FOR PROJECTS OF STATE/CENTRAL GOVT./PSUs IN ODISHA IN LAST 3 YEARS

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of Client Organization</th>
<th>Name of the Project</th>
<th>Value of Work (in Rs.)</th>
<th>Date of Award</th>
<th>Ref. of Supporting work order</th>
</tr>
</thead>
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</table>
FORM 8: TECHNICAL SOLUTION (METHODOLOGY & WORK PLAN)
RFP for Engaging an agency to obtain forest /environmental clearances of Department of Tourism Land Parcels around Puri-Konark region, Odisha

**FORM 9: FINANCIAL BID**

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Description of work</th>
<th>Price (in INR) excluding GST</th>
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<tbody>
<tr>
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<td>(A) Forest Clearance</td>
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<td>Obtaining Forest, Wildlife and CRZ clearances (as applicable) for 5 tourism sites of Director of Tourism as per following</td>
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</tbody>
</table>

1. Near light house – for Beach tourism development (forest land = 17.3ac)

2. Near Lotus Resort (forest land = 5.15ac)

3. Near Ramachandi Temple (forest land = 4.46 ac)

4. Near Ganga Devi Temple (forest land = 10.0 ac)

5. Near Boat Ghat Lotus Resort (forest land = 2.0 ac)

**Grand Total for all 5 sites**

Grand total for all 5 sites in words: Rupees

____________________________________________________________

Note: Specify “Not applicable” in cells to whichever clearance is not applicable