REQUEST FOR PROPOSAL

Selection of Architecture and Urban planning firm for the preparation of Revised Master Plan for Shamuka Beach Project at Puri, Odisha

Shamuka Tourism Development Corporation
OTDC Head Office, Panthanivas (Old Block), Lewis Road, Bhubaneswar, Odisha, Pin - 751014
Phone: 06742432762
Website- www.dot.odishatourism.gov.in
### A. BIDDING SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of Request for Proposal document.</td>
<td>(Downloadable from <a href="http://www.dot.odishatourism.gov.in">www.dot.odishatourism.gov.in</a> from 30 May 2019 onwards)</td>
</tr>
<tr>
<td>Last date for submission of written/online queries for clarification</td>
<td>Queries will be received through <a href="mailto:oritour@gmail.com">oritour@gmail.com</a> till 16:00 PM on 12.06.2019</td>
</tr>
<tr>
<td>Date, Time and venue for Pre-Bid Meeting</td>
<td>Date: 18.06.2019 at 11:30 A.M.</td>
</tr>
<tr>
<td></td>
<td>Location: Conference Room, Paryatan Bhawan, Lewis Road, Bhubaneswar.</td>
</tr>
<tr>
<td>Site Visit (facilitated by STDC)</td>
<td>18.06.2019 after pre-bid meeting</td>
</tr>
<tr>
<td>Last date of uploading of response to Pre-bid Query/Issue of Addendum</td>
<td>21.06.2019</td>
</tr>
<tr>
<td>and Corrigendum (if any)</td>
<td></td>
</tr>
<tr>
<td>Last date for Submission of bids through speed / Registered post or</td>
<td>28.06.2019 till 13:00 P.M.</td>
</tr>
<tr>
<td>Courier/Hand delivery</td>
<td></td>
</tr>
<tr>
<td>Date and Time for opening of Technical proposals</td>
<td>28.06.2019 at 15:00 P.M.</td>
</tr>
<tr>
<td>Date and Time for Technical presentation</td>
<td>To be intimated later</td>
</tr>
<tr>
<td>Date and Time of opening of Financial proposals</td>
<td>To be intimated later</td>
</tr>
</tbody>
</table>
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1. Background and other information

“Shamuka” is a Special Tourism Area (STA) spread over an area of 920 acres located in Puri district of Odisha State in India. Government of Odisha intends to develop Shamuka Tourism Area into a tourism destination of international standards.
Shamuka Tourism Development Corporation Limited (STDC) was formed by Government of Odisha as a joint venture company of Odisha Tourism Development Corporation Limited and IDCO on 31 October 2017 for the development of the Shamuka Beach project.

STDC intends to develop Shamuka Beach project, with the objectives of providing new tourism products and unlocking the potential of destination, which would offer the tourists an opportunity to feel and experience the rich culture, indigenous art & craft, customs and traditions of Odisha. The destination would be ideal for tourists looking to relax in the lap of luxury in tranquility and to experience the beautiful bio-diversity, rich culture and traditions – the very essence of Odisha. The possible solutions / products that could be possible explored for development at Shamuka Beach would include Star Hotels, Resorts, Spa, Exhibition Complex, Eco Parks, Odisha Haat, Museum Complex Public Park (both by State Government) and residences.

For this project, Master plan was prepared by CEPT, Ahmedabad in 2008 on which all statutory clearances like Environment, CRZ, Local development Authority, Pollution control Board have been taken. The CRZ Mapping has also been done by NCCSM, Chennai. A part of the project area is lying in CRZ III wherein there exists some sand dunes which comes under CRZ I-A. To optimize the utilization of the developable land, and accommodate recent requirement of up market tourist, there is a need to revisit the master plan within the framework of clearances already obtained.

For this purpose, STDC invites applications from renowned, experienced Architecture and Urban Planning Firms for the preparation of Revised Master plan for the Project, who have prior experience in planning and designing integrated area development / tourism destination projects of a matching scale in India or abroad.

The following relevant documents can be downloaded in the links given below:

<table>
<thead>
<tr>
<th>S.no</th>
<th>Documents</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approved Master plan of Shamuka Beach Area-2008</td>
<td>Annexure I <a href="https://www.dropbox.com/s/3nlu1cbs2sf4bzm/Shamuka%20Master%20Plan.rar?dl=0">https://www.dropbox.com/s/3nlu1cbs2sf4bzm/Shamuka%20Master%20Plan.rar?dl=0</a></td>
</tr>
<tr>
<td>2</td>
<td>Pollution Control Board Certificate</td>
<td>Annexure II <a href="https://www.dropbox.com/s/jjf519r5tkr1w3t/Annexure%20II%20-%20OPCB%20Certificate.pdf?dl=0">https://www.dropbox.com/s/jjf519r5tkr1w3t/Annexure%20II%20-%20OPCB%20Certificate.pdf?dl=0</a></td>
</tr>
<tr>
<td>3</td>
<td>PKDA local development authority approval</td>
<td>Annexure III <a href="https://www.dropbox.com/s/62y3s08rtgcb6e8/Annexure%20III-%20PKDA.jpg?dl=0">https://www.dropbox.com/s/62y3s08rtgcb6e8/Annexure%20III-%20PKDA.jpg?dl=0</a></td>
</tr>
<tr>
<td>4</td>
<td>CRZ Mapping</td>
<td>Annexure IV <a href="https://www.dropbox.com/s/u9md8ww475peyyq/Annexure%20IV-%20Final%20CRZ%20Map.pdf?dl=0">https://www.dropbox.com/s/u9md8ww475peyyq/Annexure%20IV-%20Final%20CRZ%20Map.pdf?dl=0</a></td>
</tr>
</tbody>
</table>
In order to develop Shamuka into a world class destination, the State Government has already started the process for the development of support infrastructure like road up to edge of the site, water source and power.

The site is envisaged to be a global tourist destination in the near future because of its proximity to the pristine beach at Puri and the prominent Jagannath temple.

Puri is one of the four most sacred places (Dhaam) for the Hindus & the unique car-festival in the month of June-July, called “Rath Yatra” is a key attraction for religious tourists. It is part of golden triangle circuit (Bhubaneswar-Puri-Konark) offering serene beaches as attractive destination wedding locations. It is sprinkled with the balanced distribution of natural and spiritual amenities in and around the pioneer religious place which enhances the potential of the site.

Information about site

Shamuka is a beach located along Bay of Bengal between Puri and Chilika Lake. Shamuka Beach, which is 8 kilometers from Puri, 60 kilometers from Bhubaneswar, and 35 kilometers from the World Heritage Monument- Konark & 45 kilometers from Chilika Lake the largest brackish water lake of Asia is connected by excellent roads. Odisha Industrial Infrastructure Development Corporation (IDCO) has developed a two-lane road from the Puri – Brahmagiri road to the site. The nearest railway station is at Puri, while Bhubaneswar is the nearest Airport (i.e., 60 km from the site).

Shamuka offers other tourist attraction in close vicinity which includes but is not limited to Raghurajpur, Konark, Satapada etc. Raghurajpur (10 km from Puri) is an artisan village which has 123 households having 376 Artists. It is famous for Odisha paintings and other finest art forms. Serene Chandrabhaga beach is an attractive destination wedding location. The Sand Art Festival, Konark Dance Festival and National Surfing Festival are also major attractions. The Mangla River, which separates Puri town from Shamuka Beach, flows on one side of the proposed site. It assumes the form of a bare belt of sandy ridges, which stretches along the seashore for almost 4 kilometers.

- The site is large and hence offers scope for large scale tourism development, albeit in phases over a period of time;
- The potential of the site is greatly enhanced due to the long stretch of water front in the form of the beach and river front that are available on two adjacent sides of the site.
- Puri or the golden triangle of tourism destinations in Odisha (Bhubaneswar- Konark - Puri) will act as a feeder for this new tourist destination.
- Fair connectivity and proximity to nearby rail station and airport.
2. Scope of Work
The scope of work for this assignment is given below -

Phase I

- Study/ Review of the approved master plan of Shamuka Beach Project
- Existing situation analysis of the site including bio-diversity.
- Land Suitability analysis
- Case studies of special tourism areas in Indian and International context
- Understanding the need of the upmarket tourists
- Re-alignment of the components keeping in view NDZ (No Development Zone), Restrictive Zone, Sand Dunes etc.
- Preparation of the Draft Master plan with alternative options
- Comparison of various alternatives.
- Finalisation of Master plan
- Master plan Visuals in form of walkthroughs and 3D
- On-site infrastructure assessment, Mapping and Estimation
  - Road
  - Street light
  - Water supply
  - Sewerage
  - Solid waste management
  - Storm water drainage
  - Rain water harvesting
  - Power distribution
  - Solar lighting
  - Other Infrastructure facilities
- Development Control Regulations
  - Urban Design guidelines
  - Courtyards, Terrace and entrance porch, Roof, Verandas, Entrance gate, Compound wall, Parking, Basement, Height restriction etc.
- Special development control regulations
  - FAR
  - Ground coverage
  - Setback
  - Height Restrictions etc.
  - Parking
- All mapping should be done on UTM (Universal Transverse Mercator) co-ordinates for ease of demarcation of plots on ground.
- Phasing of the Development plan for optimum unlocking of potential of the site

Phase II

- Preparation of detailed drawing design of the common infrastructure
• Preparation of Detailed estimation with Bill of Quantity (BOQ)
• Preparation of Tender document and support for vendor selection.

**Phase III**

• Project monitoring, supervision and Quality Control
• The consultant shall deploy dedicated technical & supervisory staff at the site during implementation phase of the common infrastructure.

**3. Special Conditions**

• The agency shall engage an Environmental Expert of repute to suggest appropriate feasible and permissible land use plan especially for the sand dunes area in CRZ I-A without disturbing the same.
• The revised master plan must be prepared within the framework of the statutory clearances. STDC does not intend to take any fresh approval from the statutory authorities for the area development.

**4. Project Time Schedule:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Milestone</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission of Draft Concept Note</td>
<td>T*+30 days</td>
</tr>
<tr>
<td>2</td>
<td>Submission of First Draft of Master Plan</td>
<td>T*+45 days</td>
</tr>
<tr>
<td>3</td>
<td>Submission of Final Revised Draft of Master Plan</td>
<td>T*+60 days</td>
</tr>
<tr>
<td>4</td>
<td>Submission of detailed drawings and designs, development control guidelines, BOQ estimates for common infrastructure</td>
<td>T*+90 days</td>
</tr>
<tr>
<td>5</td>
<td>Supervising construction work</td>
<td>T+455 Days</td>
</tr>
</tbody>
</table>

Where ‘T’ is the start of the engagement

**5. Eligibility Criteria**

**5.1 Technical Eligibility**

5.1.1 The agency should be an Architectural/ Urban Planning firm which an operational experience of minimum 10 Years’. Certificate of incorporation/registration to be furnished.

5.1.2 The firm must have either on its payroll/ on contract, inter-alia, profiles such as Tourism Expert, Urban planner, Architects, Environmental expert, Landscape Expert, GIS Expert, Structural Expert, Civil Engineer, etc. Details of minimum one employee to the mentioned profiles shall be furnished in the given format in Form F

5.1.3 Must have successfully completed at least 1 project of area based development planning for minimum 400 acres. The corresponding Work orders and Completion certificates shall be furnished.
5.1.4 Must have successfully completed planning of at least 1 project with Built up area not less than 4,00,000 Sq.m. The corresponding Work orders and Completion certificates shall be furnished.

5.1.5 Must have successfully completed planning of at least 1 tourism project

- Project cost Not below INR 100 Cr.

Or

- Area Development not below 50 Acres.

The corresponding Work orders and Completion certificates shall be furnished.

5.1.6 Note:

- One credential/ engagement may be submitted to prove eligibility on multiple unique criteria by Bidders for satisfying the technical eligibility criteria

5.2 Financial Eligibility

5.2.1 Minimum Average Annual Turnover of INR 100 Cr. (Equivalent in foreign currency for International Applicants) in last 3 financial years. CA certificate and audited annual financial statements to be furnished.

5.2.2 Must have positive net worth as on 31 March 2019. Auditor/CA certificate to be furnished

5.2.3 Indian bidders must be registered with GSTIN. GST registration certificate to be furnished. Valid PAN/TAN to be furnished

6. 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 a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 4 – Proposal – Standard forms).

- i. Cover Letter for Technical Proposal (Form A)
- ii. Bidders Profile (Form B)
- iii. Project Experience (Form C)
- iv. Project Experience (Form D)
- v. Team Composition (Form E)
- vi. Format for CV (Form F)
- vii. Details of representative of bidder interested in site visit (Form G)

Note: The Technical Proposal shall not include any Financial Information. The technical proposals shall be spiral/hard bound.
Part B: Financial Proposal: In preparing the Financial Proposal, the bidders are expected to consider the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Form (Form H)

**Note:**

i. The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.

ii. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.

7. 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 Selection of Architecture and Urban Planning Firm for the preparation of revised Master plan for Shamuka Beach Project

**PART B**

FINANCIAL PROPOSAL for Selection of Architecture and Urban Planning Firm for the preparation of revised Master plan for Shamuka Beach Project

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**

For

Selection of Architecture and Urban Planning Firm for the preparation of revised Master plan for Shamuka Beach Project

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 Managing Director, STDC at the following Address:

To,
Managing Director,
Shamuka Tourism Development Corporation Limited,
OTDC Head Office, Panthanivas (Old Block),
Lewis Road, Bhubaneswar
Pin-751014
ii. If the outer envelope is not sealed and marked as mentioned above, then STDC will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

8. Application Fee:
Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “Managing Director, STDC”, payable at Bhubaneswar for INR 1,18,000/- (Rupees One Lakh eighteen 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.

9. Bid Security:
Bid Security in the form of Demand Draft/Bank Guarantee from any scheduled Commercial Bank in favour of “Managing Director, STDC” payable/encashable at Bhubaneswar for INR 5,00,000/- (Rupees Five lakh only) only, is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The Bid Security submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

Note:
The Bid Security shall be forfeited:

i. If a Bidder withdraws its Proposal during the period of validity of the proposal,  
   Or,

ii. If the successful Bidder fails to execute the agreement or the work assigned.

10. Financial Proposal:

i. The financial proposal shall be the Quoted Lump sum fee and shall be submitted in the given format i.e., Form-H. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. STDC 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.

11. 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.

12. 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 1,18,000/- (Indian Rupees One Lakh eighteen thousand only) exclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “Managing Director, STDC”, payable at Bhubaneswar.

ii. Bid Security amount of INR 5,00,000/- (India Rupees Five lakh only) in shape of DD / bank guarantee from any scheduled bank drawn in favour of “Managing Director, STDC”, payable/ encashable at Bhubaneswar.

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

iv. Cover Letter as per the format in Form-A.

v. Bidder’s profile as per the format in Form-B.

vi. Experience of the Applicant in Form-C and Form-D (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria, must be submitted)

vii. Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-E and F.

viii. Details of representative of bidder interested in site visit (Form G)

ix. Annual Financial Statements of previous three financial years (2015-16, 2016-17 and 2017-18)

2. PART B (Financial Proposal)

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

13. Deadline and mode of submission of Proposals

Proposals filled in all respect must reach STDC at the address, time and date specified in Section A – Bidding Schedule of the RFP document 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 STDC, the Proposals will be received up to the appointed time on the next working day.

14. Late Proposals

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

15. 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 STDC 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 STDC, 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.

16. Pre-bid Meeting
A pre-bid meeting as per the Bidding Schedule will be conducted at the Conference Room, Paryatan Bhawan, Lewis Road, Bhubaneshwar.

17. Site Visit
A visit to the Shamuka Beach site would be facilitated for all interested bidders on the date, time and location mentioned in Bidding Schedule. Bidders interested in visiting the site should provide details of their representatives who would be visiting the site, in the format provided in G of this RFP. Maximum of 2 representatives of applicants would be allowed for the site visit.

18. Proposal Opening
STDC 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, Bhubaneswar

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 STDC, 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.

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection(QCBS) mode with weightage of 80% and 20% for technical and financial proposals, respectively.
i. Bids will be checked for responsiveness and eligibility against eligibility criteria mentioned in Clause 5.

ii. Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as per clause 19. Only of a bid scores more than 70% marks in the technical evaluation (70), its financial bid will be considered to be opened.

Table 1: Evaluation Criteria

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Parameters</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Turnover - Average annual turnover (three years not before 2015-16):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs.100 Cr. – up to Rs.150 Cr. – 5 marks,</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Rs.150 Cr. – up to Rs.200 Cr. – 7.5 marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs. 200 Cr. &amp; above – 10 marks</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Experience of one area based development planning, project area 400 acre – 10 marks</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>For each additional project – 2.5 marks</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Experience of one project planning (Minimum BUA - 4,00,000 Sq.m) - 10 Marks</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>For each additional project – 2.5 marks</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Experience of planning of one Large Tourism Project (Project cost Not below INR 100 Cr. /Area Development not below 50 Acres) - 10 Marks</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>For each additional similar project – 2.5 marks</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Technical Presentation</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

iii. Technical Score: The total score obtained by the Bidder as per sub-point (2) above shall be the technical score (Ts) of the Bidder. The technical score shall be calculated for Bidders after the presentation and shall be converted to weightage of 80

iv. Financial Score: The financial bid of the bidder would be opened after evaluation of technical bid. The lowest financial proposal will be given a financial score (Fs) of 20 points. The financial scores of other proposals will be computed as follows:

\[ Fs = 20 \times \frac{FM1}{F1} \]

(F1 = amount of Financial Proposal as quoted by the Bidder; FM1 = Lowest financial quote)

v. Combined and Final Evaluation:

Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:
\[ S = T_s \times T_w + F_s \times F_w \]

(Where \( T_w \) and \( F_w \) are weights assigned to Technical proposal and Financial Proposal as 0.80 and 0.20 respectively)

vi. **Selection of Bidder:**

The Bidder securing the highest combined score would be the Selected Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

20. **Performance Security and Agreement:**

STDC 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 STDC 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**

STDC 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/STDC 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 the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent STDC.

27. Payment Schedule:

<table>
<thead>
<tr>
<th>On completion of works mentioned in Phase I of Scope of Work</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>On completion of works mentioned in Phase II of Scope of Work</td>
<td>30%</td>
</tr>
<tr>
<td>On completion of works mentioned in Phase III of Scope of Work</td>
<td>40% (Schedule of payment shall be discussed between the selected bidder and STDC)</td>
</tr>
</tbody>
</table>
FORM A – COVER LETTER
(To be submitted on letter head of the bidder duly signed by authorized signatory)

To,
Managing Director,
Shamuka Tourism Development Corporation
OTDC Head Office, Panthanivas (Old Block),
Lewis Road, Bhubaneswar
Pin-751014

Subject: Selection of Architecture and Urban Planning Firm for the preparation of revised Master Plan for Shamuka Beach Project

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 STDC. 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 undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

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 arbitrator 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 are enclosing Application Fee of INR 1,18,000/- in the form of Demand Draft (DD No........Dt................. drawn on....................) Exclusive of GST in favour of ‘Managing Director, STDC’, payable at Bhubaneswar.

We are enclosing Bid Security of INR 5,00,000/- in the Form of Demand Draft / BG (DD / BG No.......Dt................. drawn on .....................) in favour ‘Managing Director, STDC’, payable at Bhubaneswar. As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that STDC reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Signature of Authorized Person and seal

Name and Designation

Name of the Company
FORM B – BIDDER’S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. Email Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turnover (INR cr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
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<tr>
<td>2016-17</td>
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<td>2015-16</td>
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Note: Bidders can also submit the certified annual turnover for the financial year 2018-19, in that case, the average turnover will be worked out on the basis of turnover of 2016-17, 2017-18 and 2018-19.

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated: .........................
1. Experience Summary

**EXPERIENCE OF SIMILAR PROJECT (PROJECT AREA) AS PER SECTION 5 Clause 5.1.2**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Project</th>
<th>Project Area (in Sq.m)</th>
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**EXPERIENCE OF SIMILAR PROJECT (BUILT UP AREA) AS PER SECTION 5 Clause 5.1.3**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Project</th>
<th>Built up Area of Project (in Sq.m)</th>
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**EXPERIENCE OF TOURISM PROJECT AS PER SECTION 5 Clause 5.1.4**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Project</th>
<th>Project Cost (in INR Crore)</th>
<th>Project Area (in Sq. meter)</th>
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<tbody>
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</table>

**Note:**

- Please use separate rows for each project
- Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria
FORM D – PROJECT EXPERIENCE DETAILS

2. Project Experience

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Location:</th>
</tr>
</thead>
</table>

Name and address of Employer:

<table>
<thead>
<tr>
<th>Start Date (Month / Year):</th>
<th>Completion Date (Month / Year):</th>
<th>Approx. Value of Services (Rs.):</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Project Area (in Sq. meter)</th>
<th>Project Cost (in INR Crore):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Project Area (in Sq m)</th>
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</table>

Name of Associated Consultant/ Firms, if any:

Description of Project and services provided by your staff

Signature of Authorized Person and seal
# FORM E – TEAM COMPOSITION

## Core Team

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Position</th>
<th>Qualifications</th>
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</thead>
<tbody>
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</table>

## Execution Team

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Position</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
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FORM F – FORMAT FOR CV

1. Name of Staff:
2. Position:
3. Date of Birth:
4. Years of Relevant Exp:
5. Number of years with the Firm:
6. Nationality:
7. Membership with Professional bodies:

   Education:
   (Summarize College/University and other specialized education of staff Member)

8. Employment Record
   (Starting with present position, list in reverse order every employment held)

9. List of Projects/Assignments on which the personnel have worked

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name of the Client</th>
<th>Sector</th>
<th>Position Held</th>
<th>Key Role</th>
<th>Major Responsibility</th>
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</table>

10. Languages:
   (Indicate proficiency in speaking, reading and writing of each language by
   (Excellent, Good, Fair, Poor)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.
**FORM G – Details for Site Visit**
(To be filled only if the bidder is interested in visiting the site)

Details of designated member for site visit

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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**Note:**

- Only two representatives of each Bidder would be allowed for the site visit
FORM H - FINANCIAL PROPOSAL

(To be submitted on letter head of the bidder duly signed by authorized signatory

Date:

To,
Managing Director,
Shamuka Tourism Development Corporation
OTDC Head Office, Panthanivas (Old Block),
Lewis Road, Bhubaneswar
Pin-751014

Sub: Financial Proposal for Selection of an agency for the preparation of revised master plan for Shamuka Beach Project

We, the undersigned, offer to provide the services for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

<table>
<thead>
<tr>
<th>Financial Quote</th>
<th>Lumpsum Financial Quote per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lump sum Fee</td>
<td>(both in words and figure)</td>
</tr>
</tbody>
</table>

Note: GST will be paid extra at applicable rate.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid upto 180 days from the last date of submission of proposal.

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

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation: