

EOI cum RFP No. 49/PMU/NKZP

Dated:05-12-2024



**Expression of Interest cum**

**Request for Proposal**

for

**SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC  
SECTOR UNDERTAKING (PSU) FOR EXECUTION AND  
MONITORING / SUPERVISION SERVICES  
FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT  
NANDANKANAN ZOOLOGICAL PARK.**

**NANDANKANAN ZOOLOGICAL PARK  
BARANG, BHUBANESWAR, KHORDHA  
PIN-754005**

**WEBSITE- [www.nandankanan.org](http://www.nandankanan.org)**

Nandankanan Zoological Park,  
Baranga, Bhubaneswar, Odisha- 754005  
e-Mail Id: deputydirector.kanan@gmail.com

EOI CUM RFP No. 49/AMU/NKZP

Dated: 05-12-2024

**EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL FOR**  
**SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING**  
**(PSU) FOR EXECUTION AND MONITORING FOR CONSTRUCTION OF**  
**ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK,**  
**BHUBANESWAR, ODISHA**

Deputy Director, Nandankanan Zoological Park invites proposals from state / central government public sector undertaking (PSU) for execution and monitoring for Construction of Administrative Building at Nandankanan Zoological Park, Bhubaneswar, Odisha. Interested PSUs may participate in this EOI-cum-RFP and submit their proposals. The detailed EOI-cum-Request for Proposal (RFP) document can be downloaded from NKZP website: [www.nandankanan.org](http://www.nandankanan.org) from **10.00 AM** of **05.12.2024** to **05.00 PM** of **18.12.2024**. The last date of receipt of technical and financial bids is **18.12.2024** till **5.00 PM**. Please refer the EOI cum RFP documents for further details.

Nandankanan Biological Park reserves the right to cancel this invitation and / or invite fresh Bid / EOI cum RFP with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason. NKBP reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

  
Deputy Director  
Nandankanan Zoological Park

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## **DISCLAIMER**

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

This EOI cum RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this EOI cum RFP is to provide interested PSUs with information that may be useful to them in the formulation of their Proposals pursuant to the EOI cum RFP. This EOI cum RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EOI cum RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI cum RFP. The assumptions, assessments, statements and information contained in this EOI cum RFP may not be complete, accurate, adequate or correct. Each PSUs should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI cum RFP and obtain independent advice from appropriate sources.

Information provided in this EOI cum RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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

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

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

The issue of this EOI cum RFP does not imply that the Authority is bound to select a PSU or to appoint the selected PSU, as the case maybe, to provide the Services and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

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## DATA SHEET

Sl. No	Particulars	Details
1.	Name of the Authority	Deputy Director Nandankanan Zoological Park, Barang, Bhubaneswar-754005, Odisha,
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Proposal Validity	180 Days
4.	Publication of EOI cum RFP Notice	05/12/2024
5.	Date of Issue of RFP	05/12/2024, 11.00 AM
6.	Proposal Due Date: Hard Copy	18/12/2024, 5.00 PM
7.	Deadline for Submission of Pre-Proposal / Pre-Bid Queries	12/12/2024, 4.00 PM, All the queries may be sent to e-mail id of Deputy Director, Nandankanan Zoological Park <a href="mailto:deputydirector.kanan@gmail.com">deputydirector.kanan@gmail.com</a>
8.	Date of opening of Technical Bid, Technical presentation and Financial Proposal	Will be intimated later
9.	Expected Date of Commencement of Assignment	Will be intimated later
10.	Contact Person	Deputy Director, Nandankanan Zoological Park E-mail ID: <a href="mailto:deputydirector.kanan@gmail.com">deputydirector.kanan@gmail.com</a>
11.	Place of Opening of Proposal:	Venue: Conference Hall, 1 <sup>st</sup> floor, O/o Pr. Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Odisha, Saheed Nagar, Bhubaneswar

**EOI cum RFP can be downloaded from [www.nandankanan.org](http://www.nandankanan.org)**

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**SECTION: 1**

**LETTER OF INVITATION**

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## LETTER OF INVITATION

**Name of the Assignment: EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL FOR SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING (PSU) FOR EXECUTION AND MONITORING FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK, BHUBANESWAR, ODISHA**

1. Nandankanan Zoological Park, (the “**Authority**”), invites proposal from reputed State / Central Government Public Sector Organization for Execution and Monitoring services for Construction of Administrative Building at Nandankanan Zoological Park.
2. A bidder will be selected under **Quality and Cost Based Selection** procedure as prescribed in the EOI cum RFP Document.
3. The Bid documents can be downloaded from the website of the Nandankanan Zoological Park i.e. [www.nandankanan.org](http://www.nandankanan.org).
4. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the EOI cum RFP prior to opening of financial proposal.
5. The Contract period shall be valid for a period of twelve (12) months from the date of execution of the contract agreement for the project to be undertaken. In case if this construction contracts are extended beyond the specified period of consultancy contracts, the PSU’s contract shall also be extended on mutual agreement. During the extended period of consultancy contract, the PSU shall provide the services and deploy his staff as per mutual agreement. No additional fees shall be paid to the PSU on account of extension in the period of consultancy contract.
6. The two parts of the Proposal (Technical proposal and financial proposal) must be submitted as per instructions provided in the EOI cum RFP, with all pages numbered serially, along with an index of submission. The technical proposal is also required to be submitted in hard bound/ Spiral bound form with all pages numbered serially along with an index of submission. Bids submitted in loose form will not be accepted. The Financial Proposal is to be submitted in a separate envelope only. Bids shall be submitted through registered post or courier service or directly at the address mentioned above. NKZP shall not take any cognizance and shall not be responsible for delay/loss in transit or non- submission of the Bid in time. Submission in any other form shall not be acceptable. In the event, any of the instructions mentioned herein have not been adhered to, Authority may reject the Proposal.
7. EOI cum RFP submission must be received not later than 1700 hrs on 18.12.2024 in the manners specified in the EOI cum RFP document at the address given below.

**DEPUTY DIRECTOR**

Nandankanan Zoological Park (NKZP),  
Barang (P O) Bhubaneswar-754005, Odisha, E-mail:  
deputydirector.kanan@gmail.com.



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8. The last date and time for submission of proposal, and date of opening of technical proposal are as mentioned in the Bidder Data Sheet.

9. This EOI cum RFP includes following sections:

- a) Letter of **Invitation [Section — 1]**
- b) Information to the Bidder **[Section — 2]**
- c) Terms of Reference **[Section — 3]**
- d) Technical Proposal Submission Forms **[Section — 4]**
- e) Financial Proposal Submission Forms **[Section —5]**
- f) Bid Submission Checklist **[Section —6]**
- g) Annexure **[Bid Submission Checklist]**

10. While all information/data given in the Eoi cum RFP are accurate within the consideration of scope of the proposed assignment to the best of the Authority's knowledge, the Authority holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/ data included in this E01 cum RFP. The Authority reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.



Deputy Director  
Nandankanan Zoological Park

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**SECTION: 2**

**INSTRUCTION TO BIDDERS**

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## 1. Pre-Qualification Criteria:

To be eligible for being considered as PSU, an applicant should fulfil the following eligibility criteria. During the evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The PSU is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals shall be rejected.

1. Bidder must be a state / central Government Public Service Undertaking (PSU).
2. The PSU should have experience in the field of Construction work for more than 10 Years from the date of registration / incorporation.
3. The PSU must have minimum average annual receipts of Rs.150 crores from construction work and supervision services during the last 3 financial years. Certificate from Chartered Accountants or Income Tax Return in support of same must be submitted with the proposal.
4. The PSU must have specific experience of planning, design, execution and supervision of at least one similar project during the last 07 years. The minimum cost of the project for consideration shall be Rs. 50.00 Crore. The similar project shall mean **“construction of specialized buildings / commercial, institutional, or industrial buildings”**.
5. PSU shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the PSU due to prior, current, or proposed agreements, engagements, or affiliations with the Client.

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## **1.1 Documents / Formats need to be submitted along with TECHNICAL PROPOSAL:**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
- ii. Covering letter (TECH– 1) on bidder’s letter head requesting to participate in the selection process.
- iii. General Details of the Bidder (TECH – 2)
- iv. Certificate of Turnover (TECH - 3) duly certified by a Chartered Accountant
- v. Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder.
- vi. Undertaking for not having been black listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in last 3 years from the Bid submission date on the letterhead of the bidder
- vii. Project Experience of the Bidder (TECH – 5)
- viii. Affidavit regarding Conflict of Interest (TECH - 6)
- ix. Comments and Suggestions on the Terms of Reference / Scope of Work and counterpart staff and facilities to be provided by the Authority (TECH - 7)
- x. Approach, Methodology & Work Plan to undertake the assignment (TECH - 8)
- xi. Declaration of No involvement in any legal conflicts or any pending legal issues with the Authority during last 3 years. (on the letterhead of the bidder)
- xii. Certificate of incorporation
- xiii. Copy of PAN
- xiv. Copy of GSTIN (Good and Service Tax Identification Number(GSTIN))
- xv. Copy of IT returns for the last 03 assessment years

PSU should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. PSUs are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the EOI cum RFP Document. The proposal must be complete in all respect and indexed. Each page should be numbered and signed by the authorized representative.

## **2. Validity of the Proposal:**

Proposals shall remain valid for a period of 180 (One hundred and eighty) days from the date of opening of the technical proposal. The Authority reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

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### 3. Preparation and Submission of Proposal:

#### 3.1 Documents Comprising the Bid

The proposal shall be submitted in 2 (Two) parts in 2 (Two) separate envelopes/packages put together in 1 (one) single outer envelope. The outer envelope should be superscribed with the Bidder Name and Phone Number of the bidder. The 2 parts (collectively referred to as 'Proposal') shall be:

##### Part 1- Technical Proposal

Part 1, the “**Technical Proposal**” should have the following documents.

- i. Filled in Bid Submission Check List in Original (Annexure-I)
- ii. Covering letter (TECH – 1) on bidder’s letterhead requesting to participate in the selection process.
- iii. General Details of the Bidder (TECH – 2).
- iv. Certificate of Turnover (TECH - 3) duly certified by a Chartered Accountant along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA
- v. Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder (as per instruction in pre-qualification section of the RFP)
- vi. Work experience certificate as per the eligibility criteria duly certified by the Authority (TECH-5)
- vii. Self-Declaration on Conflict of Interest (TECH - 6).
- viii. Comments and Suggestions on the Terms of Reference / Scope of Work (TECH - 7)
- ix. Approach, Methodology & Work Plan to undertake the assignment (TECH - 8)
- x. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in last 3 years from the Bid submission date on the letterhead of the bidder.
- xi. All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder.
- xii. Any pending legal issues / involvement in legal conflicts in last 3 years
- xiii. Certificate of Incorporation
- xiv. Copy of PAN
- xv. Copy of GSTIN (Goods and Service Tax Identification Number (GSTIN))
- xvi. Copy of IT returns for the last 03 assessment years
- xvii. EOI cum RFP Document duly signed by Bidder’s Authorized Signatory.

##### Part 2- Financial Proposal

The Part 2, the “**Financial Proposal**” should be submitted as per the format for Financial Bid given in Section 5, Appendix-1.

#### 3.2 Submission of Bids

- a. The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in

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separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

Part-A: - Technical proposal for "SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING (PSU) FOR EXECUTION AND MONITORING / SUPERVISION SERVICES FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK.

Part-B:-Financial Proposal for "SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING (PSU) FOR EXECUTION AND MONITORING / SUPERVISION SERVICES FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK.."

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for "SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING (PSU) FOR EXECUTION AND MONITORING / SUPERVISION SERVICES FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK."

The Bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope.

The inner and outer envelopes shall be addressed to NKZP, Bhubaneswar at the following address:

**DEPUTY DIRECTOR  
NANDANKANAN ZOOLOGICAL PARK  
BARANGA, BHUBANESWAR  
ODISHA-754005**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then NKZP will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

- b. Bids shall be submitted through registered post or courier service at the address mentioned above. NKZP shall not take any cognizance and shall not be responsible for delay/loss in transit or non- submission of the Bid in time.
- c. The Scope of Work to be carried out by the Selected PSU is detailed in **Section-3**. The Bidders are required to quote for the entire scope of work detailed in **Section 3**, failing which the Bid will not be considered for evaluation.
- d. Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bid will be rejected.**

#### 4. Opening of the proposal:

- (i) Completed proposal must be submitted on or before the time and date stated in the Data Sheet.

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(ii) Opening of Proposals will be done in the presence of bidders for Technical and Financial proposal.

(iii) The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

## 5. BID EVALUATION: (Quality and Cost Based Selection- QCBS)

### i. Technical Evaluation:

The Technical Bid submitted by the bidders shall be opened on the scheduled date and time and evaluated by the Technical Committee/ Evaluation scrutiny committee

The bidders will be allotted marks out of **70 points** as detailed in the **Table – 1.0 (Technical Evaluation Parameters)** under stage -A, on the basis of the certified documents submitted by the bidder along with the, in support of the desired information furnished by the concerned bidder. Those bidders who score more than or equal to 60% (**i.e. 42 out of 70**) will be called under stage-B (Technical Evaluation Parameters) to give the Presentation, for which the Technical Committee of the Department along with some other officers inducted (if any) by competent order, will evaluate the presentation (stage-B of Technical Evaluation) out of **30 points**. The total Technical Score (TS) for stage-A & stage-B which is 100 will be scaled down to 80. Those bidders whose score is more than or equal to 70% (i.e. 56 points out of 80 as TS as qualifying marks for further evaluation) will be shortlisted, and financial offers/Bid will be opened for those bidders only.

### ii. Financial Evaluation:

***The Financial bid for the above shortlisted bidder will be opened. The bidder with the lowest quoted rate will be assigned a score of 100. The other bidders will be allotted score relative to the score of bidder with the lowest quote, which will be as below:***

$$FS = 100 \times FL / F$$

Where, FS = The Financial score of the financial proposal being evaluated

FL = The price of lowest priced financial proposal and

F = The price of Financial proposal of the concerned bidder. The above FS (Financial Score) will be Scaled down to 20 points.

### iii. Final Evaluation:

- Scores obtained on the Financial **Score (FS)** out of 20 points will be added to score obtained on **Technical Score (TS)** out of 80 points to get a **Consolidated Score (CS)** out of 100 points.
- The bidder with the highest **Consolidated Score (CS)** will be selected.

$$CS=TS*TW+FS*FW$$

**TW=Weights assigned to Technical Bid=0.75**

**FW=Weights assigned to Financial Bid=0.25**

- If there is a tie in the CS, the vendor with a higher score on the technical offer (TS) will be selected.
- During evaluation, the Department will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.
- The successful bidder has to execute an agreement with all the formalities.

**Table 1.0: Technical Evaluation Parameters**

Sl. No.	Parameter for PSU/ PMC	Evaluation Criteria	Maximum Score
<b>STAGE A</b>			
<b>1</b>	<b>Technical Strength of the Firm :-</b>		
1.1	Cumulative value of <b>Execution project</b> in single work successfully completed of minimum 100 Crores during the last 10 years.	i. $\geq$ Rs. 500 Cr. = 15 Marks ii. $>$ Rs. 400 Cr. up to Rs. 499 Cr. = 09 Marks iii. $>$ Rs. 200 Cr. up to Rs. 399 Cr. = 04 Marks iv. $\leq$ Rs. 100 Cr. = 02 Marks	15
1.2	Cumulative value of ongoing project under single work order.	i. $\geq$ Rs. 500 Cr. = 15 Marks ii. $>$ Rs. 400 Cr up to Rs. 499 Cr. = 10 Marks iii. $>$ Rs. 200 Cr up to Rs. 399 Cr. = 06 marks iv. $\leq$ Rs. 100 Cr. = 04 Marks	15
<b>2</b>	<b>Financial Strength of the Firm :-</b>		
	Average Annual Turnover for three financial years, i.e. 2021-22, 2022-23 & 2023-24.	i. $>$ Rs. 450 Cr. = 15 Marks ii. $>$ Rs. 300 Cr up to Rs. 450 Cr. = 12 Marks iii. $>$ Rs. 250 Cr up to Rs. 300 Cr. = 09 Marks iv. $>$ Rs 150 Cr up to Rs. 250 Cr. = 05 marks v. $\leq$ Rs. 150 Cr = 03 Marks	15
<b>3</b>	<b>Employee strength in Organization: -</b>		
	<b>Minimum Qualification:</b> Bachelor's Degree in Engineering/ Diploma in Engineering min 05 years of Experience.	<b>a) Civil Engineers (Max 10 Marks)</b> $>$ 50 Nos. = 10Marks 41- 49 = 07 Marks 31- 40 Nos = 05Mark $<$ 30 Nos. = 02 Mark	15
		<b>b) MEP Engineers (Max 4 Marks)</b> $>$ 20Nos. = 04 Marks 10- 20 Nos. = 02 Mark $<$ 10 Nos = 01 Mark	
		<b>c) Architects (Max 1 Mark)</b> $\geq$ 02 Nos. = 01 Marks $<$ 02 Nos. = 00 Mark	
<b>4</b>	<b>Registration with</b>	<b>IGBC/ GRIHA/ LEED or Council of Architects = 04 Marks</b> <b>Institute of Engineers, similar Organization = 02 Mark</b> <b>ISO certification = 04 Marks</b>	10
<b>Technical Score (Stage A) =</b>			<b>70</b>
<b>STAGE B</b>			
	<b>Presentation</b>	i. Organizational setup ii. Understanding of the project iii. Details of Execution/ methodology using latest technologies/ project time lines iv. Other relevant points for presentation will be mentioned in the invitation letter that will be sent to the eligible bidders for presentation.	30
<b>Technical Score (Stage B) =</b>			<b>30</b>
<b>Total Technical Score (Stage A + Stage B) =</b>			<b>100</b>



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## 6. Contract Negotiation

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

## 7. Award of Contract:

8. After completion of the contract negotiation stage, the Authority will notify the successful bidder in writing by issuing a Letter of Award (LOA) for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The Contract period shall be valid for a period of eight (08) months from the date of execution of the contract agreement for the project to be undertaken.

## 8. Conflict of Interest:

Conflict of interest exists in the event of:

- (i). Conflicting assignments, typically monitoring and evaluation of the same project by the empaneled bidder;
- (ii). Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Authority as this would amount to their disqualification and breach of contract.

## 9. Disclosure:

- (i). Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
  - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- (ii). Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed

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professional misconduct;

- corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **10. Anti-corruption Measure:**

- (i). Any effort by Bidder(s) to influence the Authority in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- (ii). A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Authority shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

#### **11. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Authority shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

#### **12. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

#### **13. Legal Jurisdiction:**

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

#### **14. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages

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and thereafter the Authority holds the option for cancellation of the contract for pending activities and completes the same from any other PSU. The Authority may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. Failure on bidder's part to furnish the deliverables as per the agreed timeline / milestone will enforce a penalty **@ 1% per week of subject to maximum of 10% of the total contract value**. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final. In such situations, the firm will be debarred from participation in future bids of this department for next three years from the date of this occurrence and notifications.

**15. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any PSU of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Authority's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Authority, the PSU or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**16. Amendment of the EOI cum RFP Document:**

At any time before submission of proposals, the Authority may amend the EOI cum RFP by issuing an addendum at [www.nandankanan.org](http://www.nandankanan.org). Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Authority may, at its discretion, extend the deadline for the submission of the proposals.

**17. Authority's right to accept any proposal and to reject any or all proposal(s):**

The Authority reserves the right to accept or reject any proposal, and to annul or amend the bidding /selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. The Authority, also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

**18. Copyright, Patents and Other Proprietary Rights:**

**Nandankanan Zoological Park** shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other

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materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Authority's request, the PSU shall take all necessary steps to submit them to the Authority in compliance with the requirements of the contract.

#### **19. Replacement of Key Personnel:**

- (a) Except as the Authority may otherwise agree, no changes shall be made in the deployed Personnel. If, for any reason beyond the reasonable control of the PSU, it becomes necessary to replace any manpower, the PSU shall provide as a replacement a person of equivalent or better qualifications & experience. **Permission from the Authority shall be sought at least 15 days prior intends to replace any manpower.**

**The PSU shall ensure that any such activity of replacement of the manpower will not delay or affect the progress and quality of the service by the PSU.**

The replaced key personnel shall not be professionally employed anywhere in Authority works.

**Allowable change limit for the professionals engaged is once (1) for the entire project duration of 8 months.**

- (b) If the Authority (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) **has reasonable cause to be dissatisfied with the performance of any of the Personnel**, then the PSU shall, at the Authority's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Authority.
- (c) Any of the Personnel provided as a replacement under Clauses (a) and (b) above, the rate of remuneration applicable to such person as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents, the PSUs shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement.

#### **20. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the PSU and not involving the PSU's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the PSU, which prevents or delays the execution of the work. If a force Majeure situation arises, the PSU shall promptly notify Authority in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Authority in writing, the PSU shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force

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Majeure event. The PSU shall advise Authority in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Authority reserve the right to cancel the contract without any obligation to compensate the PSU in any manner for whatsoever reason.

## **21. Settlement of Dispute:**

In the case of dispute arising upon or in relation to or in connection with the contract between the Authority and the PSU, which has not been settled amicably, the same shall be resolved or settled by way of arbitration by the sole arbitrator to be appointed by Director, Nandankanan Biological Park and the decision of the arbitrator shall be final & binding on both the parties. The arbitration shall be held in accordance with the provisions of Arbitration and Conciliation Act 1996 and the place of arbitration shall be only at Bhubaneswar.

## **22. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal not submitted in accordance with the procedure and formats as prescribed in the EOI cum RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
  - Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices

## **23. Liability:**

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The Liability of the selected PSU under this agreement in any case shall not be beyond the amount of fees payable to the selected PSU under this agreement.

**24. Indemnity:**

Selected PSU shall at its expense and to the maximum extent permitted by law, will indemnify, defend and hold harmless NKZP from all claims, judgements, actions or suits, proceedings, demands, liabilities, costs, losses damages and expenses arising out of or relating to (a) any negligent act or omission or intentional wrongdoing of the Selected PSU or its representatives; (b) any claim that the provision or utilization of services or any portion thereof is not in compliance applicable laws, rules, regulations, orders of any governmental PSU; (c) for injuries or damages to persons or property sustained by or claimed to have been sustained by anyone whomsoever by reason of the works undertaken by the PSU

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**SECTION: 3**

**TERMS OF REFERENCE (ToR)**

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## Terms of Reference (ToR)

### 1. Background

Nandankanan Zoological Park is the only large Zoo of Odisha and one among the premier Zoos in India. Established in 1960, the Zoo is nationally recognized for its appreciable efforts for conservation breeding, conservation education and research. Presently the Zoo houses 4053 number of animals belonging to 161 species. Annual visitor's footfall to the park is around 3.3 million. Now, Government of Odisha intends to develop the animal housing facilities and visitor facilities in the zoo to international standards so as to make the zoo world class. A master plan in this regard has already been prepared.

Construction of Administrative Building is one of the important works among the plan. in this regard, R & B Division III, Bhubaneswar requested for the architectural plan and estimate and they have submitted the architectural plan and project estimate.

Now the above said work needs to be implemented for which Nandankanan Zoological Park intends to select a state / central government PSUs and has this EOI-cum-RFP has been floated

### 1. Objective

NKZP intends to avail services of qualified and experienced PSUs for the execution and supervision during its transformation into a world class zoo with state of art facilities for all age groups. Applications are invited from reputed PSUs having sound required qualification, technical background, team strength, appropriate registrations and who meet Prequalification criteria set out in this document.

### 2. Scope of Services and Deliverables

To execution and supervision of construction of Administrative Building inside NKZP, by duly incorporating functional and aesthetic aspects taking into account local conditions, weather, visitor footfall, free-living wildlife while taking special care to retain and improve existing greenery in the zoo. This exercise will involve creation of new facilities as well as up-gradation of existing ones including changing the façades and look. The proposed plan will have to be done with close coordination with the Authority and shall adhere to all statutory and legal requirements in force. The following components inter alia will need special focus:

The selected Government PSU/Organization will be responsible for the following:

#### 1. Vetting of Architectural Plan & Project Estimate:

Reviewing and validating the architectural Plan and submitted by the engaged PSU to ensure financial integrity and feasibility through appropriate Govt. PSU/Engineer. This involves ensuring technical soundness, feasibility, and compliance with applicable standards. The goal is to confirm that these costs are realistic, justified, and aligned with market rates and best practices. The process will



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identify opportunities to enhance cost efficiency while maintaining quality standards and will recommend alternatives as needed. This ensures the budget aligns with the project's scope, avoids inflated costs, and adheres to statutory guidelines, resulting in a refined financial blueprint for successful execution.

## **2. Execution and Monitoring of the Work:**

The execution of the work involves managing all activities in strict adherence to the vetted architectural and technical plans, following necessary administrative approvals from the concerned authority. This ensures the use of high-quality materials, adherence to timelines, and compliance with design, safety, and environmental standards. Work should be implemented without violation of existing Act/Rules/guidelines which are applicable to the Wildlife Sanctuary and Zoo.

## **3. Supervision/Monitoring of Construction Works:**

Regular on-site monitoring of the construction process will be conducted according to approved designs, technical specifications, and quality standards. This includes closely overseeing all construction activities to confirm compliance with relevant safety regulations and environmental guidelines. The monitoring team will verify that the materials used meet specified quality standards, ensuring project integrity throughout the construction phase. Additionally, progress reports will be prepared to document advancements and identify any deviations in construction activities. Promptly addressing these deviations is crucial for maintaining the project timeline and ensuring that the final outcome aligns with established goals and requirements.

## **4. Stakeholder Coordination:**

The selected PSU will facilitate collaboration among Nandankanan Zoological Park authorities, PSUs, and contractors and other required agencies to ensure the smooth execution of projects. This includes facilitating effective communication and resolving issues among stakeholders to enhance project outcomes.

Upon selection of the PSU would be required to submit the above deliverables to the Authority of Nandankanan Zoological Park from time to time.

### **2.1 Milestone**

The Commencement of the PSU's Services will be considered from the date of signing of the agreement.

<b>Sl. No.</b>	<b>Stage</b>	<b>Time Duration (In Days)</b>
1	Stage 1 - Vetting of Architectural Plan and project estimate	15
2	Stage 2 - completion of the work	365

### 3. PROPOSED PAYMENT SCHEDULE

S. No.	Stage	% age of Consultancy fee to be paid
1.	On signing of the agreement	33.30 % of total estimated cost
2.	On Completion of Stage – 1 (Vetting of Architectural Plan and project estimate)	33.30 % of total estimated cost
3.	On Completion of Stage – 2(completion of the work)	Rest of the amount including supervision charges

### 4. MEETINGS

The Authority may review with the PSU, any or all of the documents and advice forming part of the Consultancy, in meetings and conferences which will be held at the Authority's office. Further, the PSU may be required to attend meetings and conferences with pre-qualified bidders or the selected bidder for projects/work.

### 5. TECHNICAL TEAM

The TECHNICAL team for the Core Scope of Services under this EOI cum RFP, i.e. Project Execution and Supervision Services are as follows:

#### a. Qualification of Key Personnel

Sl. No.	Key Professionals & Number of Key Persons required	Experience Min. Qualification & Experience
1.	Civil Engineer	Masters / Degree in Civil from a reputed recognized Institution /University with 10 Years' work Experience
2.	MEP Engineer	B.Arch./Civil/Structural engg from a reputed recognized Institution / University with 7 Years' work Experience
3.	Architect- 2 No's	B.Arch. from a reputed recognized Institution / University with 5 Years' work Experience

**Note:** The age of the Key Personnel should not be more than 65 years.

6. Period of Services - The services of the PSU will be in phases as per the completion period of the Agreement of the respective Project as per the Project timelines. If, however, the project construction works need more time for its completion, the period of service for PSU shall be extended as per the requirement of the project on mutually agreed terms.

  
Deputy Director  
Nandankanan Zoological Park 26 | Page

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**Section: 4**

**Technical Proposal Submission Forms**

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TECH -1

**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

[Location, Date]

To,

The Deputy Director,  
NANDANKANAN ZOOLOGICAL PARK  
Baranga, Bhubaneswar -754005, Odisha

**Subject: SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING (PSU) FOR EXECUTION AND MONITORING / SUPERVISION SERVICES FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK.**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your EOI cum Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

## TECH -2

**Bidder's Organization (General Detail)**

Sl. No.	Description	Full Details
1	<b>Name of the PSU</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	<b>Yes / No</b>

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6	PAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Willing to carry out assignments as per the scope of work of the EOI cum RFP	<b>YES</b>
9	<b>Willing to accept all the terms and conditions as specified in the RFP</b>	<b>YES</b>

**Authorized Signatory [*In full and initials*]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

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TECH -3

**Bidder Organization (Financial Details)**

Financial Information in INR				
Details	FY <u>21-22</u>	FY <u>22-23</u>	FY <u>23-24</u>	Average
Average Annual Turnover (in lakhs/ Crore) from consulting / advisory services.				
<b>Supporting Documents:</b>  Audited certified financial statements for the last <b>Three FYs (preceding the Financial year in which the proposal is due)</b> (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)..  <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b>				

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***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_**

**[NB: No Scanned Signature will be entertained]**

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TECH -4

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidder's Letter Head)**

I, ....., the (Designation) of (Name of the PSU) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification / Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_  
**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

***Address of the Bidder:***



TECH -5

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Table -1 (List of completed assignments only of similar nature\*\* in any sector during last seven years)

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Authority	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**Note: Bidders are requested to furnish the list of assignments of similar undertaken during the last 8 Years (preceding the due date of proposal) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Client need to be furnished along with the above information.**

**\*\*Please refer to Section-2 of EOI cum RFP for definition of Similar nature of Works.**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

*Are there any activities carried out by your PSU which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4). If yes, please furnish details of any such activities.*

If no, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our Project Management PSU as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Authority which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_**

**Comments and Suggestions on the Terms of Reference / Scope of Work**

*[The PSU needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]*

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

**DESCRIPTION OF APPROACH, METHODOLOGY & WORK PLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

**A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. **Please do not repeat/copy the ToR here.**

**B. Description of Approach and Methodology:**

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

**C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Suggestive tools for data collection.
- b. Analysis of field data and preparation of reports
- c. pre-design, schematic design, design development, Supervision during construction and administration
- d. Any other issues

**D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT**

Week →						
Sequence of Study Activities / Sub Activities ↓	1	2	3	4	5	6

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

**Format of Curriculum Vitae (CV) for Proposed Key Personnel**

**1. Proposed Position:**

*[For each position of key professional separate form Tech B-6 will be prepared]*

**2. Name of Firm :**

**3. Name of Staff :**

**4. Date of Birth :**

**5. Years with Firm:**

**6. Nationality :**

**7. Education :**

*[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]*

**8. Membership in Professional Associations:**

**9. Other Trainings :**

**10. Countries of Work Experience:**

**11. Languages :**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience, also give types of activities performed and Authority references, where appropriate as per the prescribed format given below]*

From [Year]	To [Year]
<b>Procuring Entity Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b>  [List all tasks to be performed under this Assignment/job]	

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Authority</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**Date:**

**Signature of Key Professional with Date** \_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

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**Section: 5**

**Financial Proposal Submission Forms**



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SECTION 5: APPENDIX -1

FINANCIAL PROPOSAL SUBMISSION FORM  
(To be furnished with Financial Bid in .pdf format)

**FROM**

(NAME OF THE FIRM)

**TO**

**The Deputy Director,  
Nandankanan Zoological Park**  
At-Baranga, PO- Baranga  
Bhubaneswar, Odisha-754005

**Subject: SELECTION OF STATE / CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING (PSU) FOR EXECUTION AND MONITORING / SUPERVISION SERVICES FOR CONSTRUCTION OF ADMINISTRATIVE BUILDING AT NANDANKANAN ZOOLOGICAL PARK.**

Sir,

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our proposal. Our attached financial proposal is for \_\_\_\_\_ **percentage** of the project estimate cost for vetting of the estimate and \_\_\_\_\_ **percentage** for implementation /execution of the project as per the approved estimate including Project Management Consultant (PMC). This amount is exclusive of the Goods & Service Taxes but inclusive of all other taxes & duties, levies, cess etc.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e., [Date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Managing Director/Head of the firm/  
Authorized Representative of the firm  
\*Name of the firm  
Address

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**Section 6**

**Bid Submission Check List**

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**Annexure – I**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	General Details of the Bidder ( <b>TECH - 2</b> )		
4	Turnover Certificate ( <b>TECH - 3</b> )		
5	Power of Attorney ( <b>TECH - 4</b> ) in favour of the personsigning the bid on behalf of the bidder.		
6	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
7	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies in last 3years from the Bid submission date on the letterhead of the bidder.		
8	Undertaking regarding any pending legal issues/ involvement of legal conflicts in last 3 years		
9	Certificate of Incorporation		
10	Project Experience Details ( <b>TECH – 5</b> ) Work Experience Certificates/copies of contract/work orders/completion certificates from previous clients		
11	Comments and Suggestions ( <b>TECH – 7</b> )		
12	Description of Approach, Methodology & Work Plan ( <b>TECH - 8</b> )		
13	CV of Key Professionals ( <b>TECH – 9</b> )		
14	Copy of PAN		
15	Copy of GSTIN		
16	Copies of IT return for the last 03 assessment years		
17	EOI cum RFP document duly signed by Bidder’s authorized signatory		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_