



## OFFICE OF THE DIVISIONAL FOREST OFFICER, BERHAMPUR DIVISION

AT-COURTETA, BRAHMAPUR-760004 Phone/Fax- 0680-2281354, Mob- +91 7653908594, Email-dfo.berhampur@odisha.gov.in

The DIVISIONAL FOREST OFFICER, BERHAMPUR FOREST DIVISION on behalf of Governor of Odisha invites in single cover system in offline mode for the construction works as detailed in the table, from the class of eligible contractors as mentioned in column-8 registered with the State Governments having Civil license and Contractors of equivalent Grade / Class Registered with Central Government for execution of Civil Works. The proof of registration from the appropriate authority shall be enclosed along with the Bid. If successful, the bidder who has not registered under state government has to register under the appropriate registering authority of the State Government of Odisha in appropriate class of eligibility before award of the work. The bidder may submit bids for the following works. Bid documents consisting of plans, specifications, the schedule of quantities and the set of terms & Conditions of contract as follows:

Sl No	Name of the Work	Concerned T.I. A	Appropriate value of Amount (in Rs) incl GST	Cost of Bid papers (in Rs)	Cost of EMD (In Rs.)	Class of Bidders (Registered Architecture /Designer)	Period of Completion
1	2	4	5	6	7	8	9
1	Engagement of Consultant for Preparation of DPR for Extension of Sonapur Eco-Tourism Site	Brahmapur Division	Rs 1.79 Lakh/-	2,000/-	10,000/-		1 week

- 1: The Bid documents will be available in the website: [www.odishaforest.in/tenders/](http://www.odishaforest.in/tenders/) [www.wildlife.odisha.gov.in](http://www.wildlife.odisha.gov.in) <https://ganjam.nic.in>.
- 2: Bids shall be received only "Offline" from **26.12.2025 10 AM to 01.01.2026 05.00 PM**.
- 3: The Original Documents only through Regd. /Speed post / by person should reach on or before dated 01.01.2026 up to 05:00PM and other means of posting are not allowed.
- 4: Bids received offline shall be opened at **11:00 AM on dated. 02.01.2026** in the Office of the undersigned in presence of the Bidders who choose to attend.
- 6: The successful bidder shall produce original Registration certificates, PAN, GST Registration Certificate on days of opening of tender before the undersigned for verification, otherwise his/her bid shall be liable for rejection.
- 6: The cost of Bid documents in shape of Demand draft only issued from any nationalized/scheduled Bank may be prepared in the name of the Divisional Forest Officer, Brahmapur Forest Division.
- 7: Other details can be seen in the Bidding documents.
- 8: Any undertaking for any required documents will not be allowed; the tender will be rejected during evaluation.
- 9: The estimated cost is inclusive of GST 18%.
- 10: Valid and up to date required document should be enclosed falling which the concerned tender paper of the Bidder will be canceled without any further correspondence.
- 11: The Authority reserves the right to cancel any or all the Bids without assigning any reasons thereof.

Divisional Forest Officer,  
Brahmapur Division.



**Government of Odisha**

**Forest, Environment & Climate Change Department**

**Office of the Divisional Forest Officer,  
Brahmapur Forest Division**

*Email Id: [dfo.berhampur@odisha.gov.in](mailto:dfo.berhampur@odisha.gov.in)*

**Expression of Interest (EOI) for Engagement of Consultant for  
Preparation of Detailed Project Report (DPR) for the Extension of  
Sonapur Ecotourism Site of Brahmapur Forest Division**

## DISCLAIMER

This is the bid document for selection of Consultant for **PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR THE EXTENSION OF SONAPUR ECO-TOURISM SITE OF BRAMHAPUR FOREST DIVISION, ODISHA**. This document contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

Any discrepancy, omission, or ambiguity in the Bid Document, if observed, shall be brought to the notice of the Divisional Forest Officer, Brahmapur, PIN – 760004 (hereinafter referred to as the “Authority”) by the Bidders in writing prior to the pre-bid meeting.

No representation or communication regarding discrepancies shall be entertained after the conclusion of the pre-bid meeting.

In the event that no such written intimation is received within the stipulated period, it shall be conclusively presumed that the Bidders have examined the Bid Document in its entirety and are satisfied with the contents and terms thereof, and no subsequent claim or objection in this regard shall be entertained.

All information supplied by the Bidders shall be treated as contractually binding on the Bidders, on successful award of the assignment by the ‘Authority’ based on this EOI. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of this office.

The scope of work as well as the rights and obligations of the successful Bidder shall be set out in a separate agreement to be executed between ‘Authority’ and the successful Bidder.

The ‘Authority’ reserves the right to accept or reject any or all Bids without giving any reasons thereof.

The ‘Authority’ shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this bid document.

The ‘Authority’ may include any other item in the Scope of work at any time after consultation with Bidders or otherwise.

The ‘Authority’ reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the ‘Authority’ without assigning any reasons thereof.

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

The Divisional Forest Officer, Brahmapur Forest Division (hereinafter referred to as the "Authority"), invites Expressions of Interest (EOI) from eligible Consultants for **Preparation of the Detailed Project Report (DPR) for the EXTENSION OF SONAPUR ECO-TOURISM SITE of Brahmapur Forest Division, Odisha.**

Consultants having prior experience in the preparation of DPRs for similar nature of works in State or Central Government Departments, Public Sector Undertakings (PSUs), or other Government Agencies, and possessing sound financial credentials, are invited to participate.

The interested bidder can collect the detail document of the EOI, visiting in person at the office of the Divisional Forest Officer, Brahmapur Forest Division located at Brahmapur, Ganjam District, Odisha on any of the working days between **26.12.2025 to 01.01.2026 up to 5:00 P.M** or can download the same in the official websites [www.odishaforest.in](http://www.odishaforest.in), [www.wildlife.odisha.gov.in](http://www.wildlife.odisha.gov.in) & [www.ganjam.odisha.gov.in](http://www.ganjam.odisha.gov.in) between these dates.

### **Tentative Cost:**

The tentative cost of the proposed **Extension of Eco-Tourism of Sonapur** is estimated at around Rs. 1.79 Crore.

The final cost of the proposed ecotourism development project will be based on the final DPR which will be approved.

The final project cost is subject to revision at the discretion of the 'Authority'.

**The tender document, along with duly filled Annexure should be submitted as EOI to the following address as per following schedule:**

**Address for submission of the Bid:** Divisional Forest Officer, Brahmapur Forest Division, Brahmapur, Ganjam District; *Email Id:* [dfo.berhampur@odisha.gov.in](mailto:dfo.berhampur@odisha.gov.in)

### **Important Dates:**

**Publication of EOI: 26/12/2025**

**Last date for the submission of Bid: 01.01.2026 up to 05.00 P.M**

Pre-Bid Meeting: Between 26.12.2025 to 31/12/2025 at 10.00 AM to 05.00 PM in the conference hall of the Divisional Forest Officer, Brahmapur Forest Division

Date of opening of technical proposal and evaluation thereof: 02.01.2026 at 11.00 A.M

Date of Technical presentation and opening of financial proposal: 02.01.2026, 04:00 P.M onwards

**Uploading of result of Evaluation of Bids: Intimation letter**

In case the date of opening falls on a holiday, the bids shall be opened on the following working day at the same time and it will be binding on the Bidders for acceptance.

## **1. INTRODUCTION**

The authority intends to undertake the **Extension of Eco-Tourism of Sonapur**, located within the Brahmapur Forest Division of Ganjam District, Odisha. Serving as the primary gateway to Sonapur, this region already attracts significant visitor interest due to its unique natural beauty and cultural heritage.

The proposed project aims to ensure the comprehensive and sustainable development of ecotourism in Sonapur. The focus is on providing visitors with an enriching natural, cultural, and educational experience through improved interpretation facilities, upgraded infrastructure, and sensitive landscape design. At the same time, the initiative prioritizes the preservation and strengthening of the area's ecological integrity and unique biodiversity.

This development initiative envisions Sonapur as a model ecotourism destination—one that balances visitor engagement with environmental education and long-term conservation. By showcasing its remarkable microclimate, diverse ecosystems, and cultural significance, Sonapur is poised to attract both domestic and international visitors while upholding the core principles of sustainability.

## **2. Scope of Work**

The Authority intends to engage a **qualified Architectural/Design Consultant** for the comprehensive **design and planning and estimate of Extension of Eco-Tourism of Sonapur**, located within the Brahmapur Forest Division of Ganjam District, Odisha.

The DPR shall include technical recommendations, design and layout plans, detailed estimates for both civil and electrical works, technical specifications for all civil structures and electrical components, waste management solutions, and all other relevant components of the project.

**The consultants shall prepare the Detailed Project Report (DPR) incorporating the following key components:**

- i. To conduct a feasibility study for the proposed ecotourism infrastructure works and submit a draft report to the competent authority for review and approval, to finalize the work plan.
- ii. To submit the final feasibility study report after obtaining approval of the authority to draft feasibility report.
- iii. To submit the draft DPR containing BOQ and Drawings (excel and Auto CAD format and also in Online BOQ format) along with general arrangement drawing, and tentative detailed cost estimation for approval of the competent authority.
- iv. To submit the final DPR, including the Bill of Quantities (BOQ) and Drawings (in both

Excel/Online BOQ format and AutoCAD format), along with the final detailed cost estimate, after obtaining competent authority approval.

### 3. Detailed Scope of Work (Indicative)

The scope of work will cover concept design to detailed design and cost estimation for the following components for Sonapur Ecotourism Site:

#### 3.1 Master Plan Layout of the Ecotourism Site

- Develop a Master Plan Layout within the DPR that clearly maps and specifies the exact location and coordinates of every component associated with the ecotourism development plan.

#### 3.2 Interpretative Signages

- Design and plan installation of **interpretative and informative signages** at key points.
- Types of signages:
  - Welcome signage.
  - Sonapur biodiversity overview.
  - Wildlife information panels.
  - Maps and trail guides.
  - Bird watching and safety information.
  - Rules, regulations, and conservation awareness boards.
- Use **QR-coded multilingual panels** with digital interactivity.
- Identify signage placement points across the site.

#### 3.3 Mini Auditorium

- 50–70 seating capacity.
- Audio-visual and projection infrastructure.
- Improved acoustics, lighting, and ventilation.

#### 3.4 Souvenir Shop/ Eco-shop

- Design a **new souvenir shop** promoting local crafts, books, eco-merchandise, and forest-based products.
- Incorporate eco- friendly, aesthetic, and culturally relevant interior design.
- Creating a mini café near to souvenir shop for selling local authentic cuisines/ items.

#### 3.5 Public Conveniences/Bio toilets

- Provide toilets, restrooms, drinking water stations, and resting zones.
- Design should ensure hygiene, universal accessibility, and minimal water use.

#### 3.6 Waste Management Unit

- Design segregated waste collection points (biodegradable, recyclable, and non-recyclable).

- Plan for a small-scale **biodegradable waste processing unit (composting/biogas)**.
- Integrate signage and awareness panels promoting “Zero Waste Tourism.”

### **3.7 Nature Trails Development**

- Nature trail path development using locally sourced material.
- Use of signages and instructions boards.
- Stair’s upgradation and use of direction signages.
- Safety Barricading as per requirement.

### **3.8 Selfie Points**

- Design aesthetically placed, eco-themed selfie zones near major attractions.
- Integrate natural backdrops and artistic installations.

### **3.9 Drinking Water Facilities & Management**

- Borewell installation (if feasible) or intake from natural streams
- Storage tanks (PVC/HDPE/ferro-cement) with minimum 2–5 KL capacity
- Rainwater harvesting structures for supplementary supply
- Installation of RO/UV-based purification unit for drinking
- Slow sand filters or gravity-based filters for eco-friendly sites
- pipeline network or HDPE pipeline layout
- Leak-proof valves, taps, and connecting joints
- Greywater management through soak pits
- Water-saving fixtures (low-flow taps)
  - Signage promoting responsible water use

### **3.10 Solar lightening facilities**

- Solar photovoltaic (PV) panels (50W–200W per unit depending on requirement)
- MPPT charge controllers
- Lithium-ion or tubular batteries for energy storage

- Solar LED pathway lights (standalone units)
- High-mast solar lights for common areas
- Motion-sensor lights for safety around toilets and campsites
- Pole mounts with anti-rust coating
- Underground/overground cabling
- Mounting structures with wind resistance design Junction boxes, earthing, and surge protection

#### 4. Design Guidelines:

- All structures to be designed with a minimal environmental footprint.
- Use of local and eco-friendly materials.
- The architecture should blend with the surrounding forest and landscape.
- No permanent structural additions to be made.
- Incorporate universal accessibility and safety standards.
- Utilizing existing infrastructures: Efforts will be made to integrate existing infrastructure.
- All laws, rules and guidelines on eco- friendly structures in Forest areas/Protected areas should be strictly followed.
- Designs must comply with MoEF & CC eco-tourism guidelines and Odisha Forest Department norms.

#### 5. Consultant Deliverables

The consultant shall deliver the following:

Proper executable deliverables (detail engineering drawings/document) shall be submitted such that the work can be executed without further engineering/directives at site.

Deliverables	Name of the Deliverables	Time Frame	Payment Percentage
D1	Draft feasibility report	1 week	0
D2	04 (Four) sets of the draft detailed project report including drawing and online presentation as per direction of the DFO, Brahmapur Forest Division.	1 week	0

	Draft design calculations, drawings, BOQ-04 (Four) sets of hard copy and 1 set of soft copy, and tentative cost estimates.		
D3	06 (Six) sets of the final detailed project report including drawing, design and calculation sheet and final cost estimates duly vetted by the competent authority.	1 week	80
	Detailed design report and drawings -3 (Three) set of hard copy + 1 (One) soft copy (in Auto CAD and Pdf. Format).		
	Working drawings-6 (Six) sets of hard copies + 1 (One) soft copy (architectural, interior, structural and electrical also).		
	Original copies of sanctioned plan, including, architectural, interior and structural along with photocopies of 10 (Ten) set.		
D4	Completion certificate from the appropriate authority.		20

1. 04 (Four) sets of the draft detailed project report including drawing and online presentation as per direction of the DFO, Brahmapur Forest Division.
2. Draft design calculations, drawings, BOQ-04 (Four) sets of hard copy and 1 set of soft copy.
3. 06 (Six) sets of the final detailed project report including drawing, design and calculation sheet duly vetted by the competent authority.
4. Bill of Quantities & Cost Estimates (As per the current PWD SOR -6 (Six) sets of hard copy + 1(One) soft copy (in excel format and also in online BOQ format).
5. Detailed design report and drawings -3 (Three) set of hard copy + 1 (One) soft copy (in Auto CAD and Pdf. Format).
6. Working drawings-6 (Six) sets of hard copies + 1 (One) soft copy (architectural, interior, structural and electrical also).
7. Original copies of sanctioned plan, including, architectural, interior and structural along with photocopies of 10 (Ten) set.
8. Completion certificate from the appropriate authority.

## **6. BID PROCEDURE**

- The proposal shall be submitted in 2 parts i.e. Technical Bid (Part A) and Financial Bid (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand bottom corner of the envelope and super scribed in the following manner.
  - Part-A: Technical bid for **"PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR EXTENSION OF SONAPUR ECOTOURISM SITE OF BRAMHAPUR FOREST DIVISION, GANJAM, ODISHA"**
  - Part-B: Financial bid for **"PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR EXTENSION OF SONAPUR ECOTOURISM SITE OF BRAMHAPUR FOREST DIVISION, GANJAM, ODISHA"**
  - Both the envelopes i.e. envelope for Part-A and Envelope for Part-B must be packed in separate sealed outer covers and clearly super scribed with the following:  
**Bid for "PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR THE EXTENSION OF SONAPUR ECOTOURISM SITE OF BRAMHAPUR FOREST DIVISION, GANJAM, ODISHA".**
  - 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 the Divisional Forest Officer, Brahmapur Forest Division at the following address:

*At-Court Petta, Po /Ps- Brahmapur, Dist- Ganjam, Pin-760004*

- If the outer envelope and the financial bid envelope is not sealed and marked as mentioned above, then Divisional Forest Officer, Brahmapur Forest Division will assume no responsibility for the bid's misplacement or premature opening. Telex, cable or facsimile bids will be rejected.

The interested bidder can collect the detail document of the EOI, visiting in person at the office of the Divisional Forest Officer, Brahmapur Forest Division located at Brahmapur, Ganjam District, Odisha on any of the working days between **26.12.2025 to 01.01.2026 up to 5.00 P.M** or can download the same in the official websites [www.odishaforest.in](http://www.odishaforest.in), [www.wildlife.odisha.gov.in](http://www.wildlife.odisha.gov.in) & [www.ganjam.odisha.gov.in](http://www.ganjam.odisha.gov.in) between these dates.

- The bidder can submit the proposal in person visiting the office as mentioned above between the aforementioned working days or can submit the same in Post/Courier in the above address. The Authority does not accept responsibility for any time lost or delay in transmitting the bid document; timely submission is the sole responsibility of the bidder.
- The Last date of receiving the Bid documents is 01.01.2026 up to 5:00 P.M.

### **6.1 Detailed procedure for submission of Earnest Money Deposit (EMD)**

Procedure to be followed for submission of EMD is as below:

- An EMD of the value of Rs. 5500/- must be paid in shape TDR only in favour of the Divisional Forest Officer, Brahmapur Forest Division, Bramhapur, in any nationalized Bank payable at Bramhapur, Odisha.
- The EMD should be submitted in the Technical Bid.

- EMD of all unsuccessful bidders would be refunded by this office within 90 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee of Rs. 10,000 (Rupees Ten Thousand) only.
- The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- The EMD shall be forfeited:
  - If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.
  - If a Bidder withdraws the Proposal or increases the quoted prices after opening of the Proposal and during the Bid validity period or its extended period, if any.
  - If the Bid is varied or modified in a manner not acceptable to the 'Authority' after opening of Bid during the validity period or any extension thereof.
  - During the Bid process, if a Bidder indulges in any act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
  - If the Bidder tries to influence the evaluation process.
  - If a Bidder has been found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this EOI.
  - If the successful bidder fails to sign the contract or the performance guarantee is not submitted within the time specified.
  - If a Bidder's proposal contains deviations, conditional offers and partial offers.
  - The local MSE bidders are exempted from submission of EMD. However, they must furnish documentary evidence against the same.

## **6.2 Clarification of Bidding Document**

If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to the Divisional Forest Officer, Brahmapur Forest Division, Brahmapur, Ganjam District prior to the date fixed for pre-bid meeting.

- The queries may be sent by email also to [dfo.berhampur@odisha.gov.in](mailto:dfo.berhampur@odisha.gov.in) up to one day before the date fixed for pre-bid meeting.
- The queries received by email up to one day before the date fixed for pre-bid meeting only shall be considered for response.
- Verbal queries will be accepted on the day of the pre-bid meeting. After the pre-bid meeting no query shall be entertained.
- The clarification given in response to the queries and issues raised in the pre-bid meeting shall be final and binding on the bidder.

### 6.2.1 Amendment of Bidding Document

- At any time, prior to the deadline for submission of bids the "Authority" may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form the part of the bidding document. **Such amendments and clarifications in response to pre-bid meeting will be published on the same website. Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. The "Authority" will bear no responsibility or liability for bidders failing to do so.**
- In order to afford the prospective bidders reasonable time to take the amendment into account in preparing their bids, the "Authority" may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and should be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

### 6.2.2 Penalty for suppression / distortion of fact

- If any bidder fails to produce the original hard copies of the documents (especially Credential Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended/ debarred/ blacklisted / disqualified from participating in the tenders of the "Authority" for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the "Authority" may take appropriate legal action against such defaulting bidder.
- Conditional and incomplete bids will be summarily rejected.
- Any type of canvassing by the Bidder in furtherance of a bid is strictly prohibited. Such canvassing may lead to cancellation of its bid.
- The Tender Committee reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of bidding.
- The Bidder shall bear all costs associated with the preparation and submission of the Bid and the purchaser will no case be responsible and liable for that cost.

## 7. Instructions to Bidders

- The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The "Authority" shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
- It shall be deemed that by offering a Bid, the Bidder has:
  - Made a complete and careful examination of the bidding documents of the proposed work, received all relevant information from the "Authority".
  - Satisfied itself about all matters, things and information hereinabove necessary and required for bidding, execution of the agreement in accordance with the bidding documents and performance of all of its obligations there under.
- Acknowledged and agreed that ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss

- of profits, etc. from the "Authority".
- Agreed to be bound by the undertakings submitted by it under and in terms hereof.
  - Any corrigendum including extension of date or change of date for submission of the tender shall be published on the website and that shall be deemed to have been seen by the bidders.
  - Final selection of consultant from the bid received will be done at the discretion of the "Authority" and the decision of the "Authority" shall be final and binding on all the participating parties.
  - Details submitted by the parties shall be examined in line with criteria mentioned at Clause No. 10.2, 10.3 and 10.4. All the terms and conditions shall be considered in totality and applications received without documents complying with the above conditions shall be summarily rejected.
  - Applicants can also be asked to furnish additional information/confirmation in connection with verification of the documents submitted by them, if deemed necessary.
  - If at any stage, it is found that the documents submitted by the applicant or their claims are false, then the offer of the bid will be rejected and/ or the agreement/contract will be terminated.

#### **8. Fees Payable**

The following fees are payable at various stages of the bidding process:

- **EOI Process Fee/ Bid processing fees:**
  - The participating bidders shall submit a non-refundable bid processing fees or EOI Process Fee of ₹ 2,000/- (Rupees Two Thousand) only, though Demand Draft only in favour of Divisional Forest Officer, Brahmapur Forest Division, Brahmapur, in any nationalized Bank payable at Brahmapur.
- **Earnest Money Deposit (EMD):**

EMD of Rs.10,000/-(Rupees Ten Thousand) Only shall be paid by every bidder as per the procedure mentioned in the clause 6.1 of the EOI document.

#### **9. Tender Validity**

Proposals shall remain valid for a period of 180 Days from the date of opening of the prequalification and technical proposals. This office 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, if felt necessary.

#### **9. Submission of Bids**

The bidder shall submit the bid in two separate parts:

**Part-A shall be named "Technical Bid" and shall comprise of as below:**

- Annexure - I (Tender Form)
- Annexure - II (General Information)
- Annexure - III (Undertaking)

**Part-B shall be named “Financial Bid”**

- The Financial proposal should be as per Clause 10.3 B.

**10. Procedure for Selection**

- This office will constitute a Tender Committee to evaluate the responses of the bidders.
- The Tender Committee constituted by this office shall evaluate the responses to EOI and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of the bid.
- The decision of the Tender Committee regarding the acceptance or validity of any document submitted in support of a claim shall be final and binding.
- The decision of Tender Committee in evaluation of responses to the EOI shall be final.
- The Tender Committee may ask for meetings with or written clarifications along with compliance document from the Bidders towards compliance/clarifications on their proposals, if required.
- The Tender Committee reserves the right to reject any or all proposals based on any deviations.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI.
- Frivolous bids will be rejected.
- Initial Bid scrutiny will be held, and incomplete details as given below will be treated as non-responsive if Proposals are:
  - Not submitted as specified in the EOI document.
  - Received without the Letter of Authorization (Power of Attorney).
  - Found with suppression of details.
  - Found with incomplete information, subjective, conditional offers and partial offers submitted.
  - Submitted without the documents requested in checklist.

**10.1 Criteria for Evaluation**

The overall objective of this evaluation process is to select the capable and qualified firm for preparing the Detailed Project Report (DPR) for the holistic development of ecotourism in Sonapur Eco-Tourism site. The Pre-Qualification proposal will be evaluated as per the criteria mentioned below and only

those bidders who qualify the requirements will be eligible for next level of evaluations. Technical Proposal and Financial Proposal of Bidders who do not meet the Pre-Qualification criteria will not be opened.

The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least 70% marks in the technical evaluation would be eligible for the next stage, i.e. Financial Bid opening.

Bidders should submit supporting documentary evidence with respect to the above, in absence of which their proposals will be summarily rejected.

### 10.2 Pre- Qualification Criteria

Serial No.	Basic Requirement	Specific Requirement	Documents required
1.	Legal Entity	<ul style="list-style-type: none"> <li>• The Bidder should have been registered as a Company/ LLP under Companies Act, 1956/ 2 0 1 3 or Partnerships Firm registered under LLP Act, 2008.</li> <li>• Have been operating for at least last Three (3) financial years as on 31st March 2025.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of Certificate of Incorporation/ Registration</li> <li>• Copy of GST Registration certificate.</li> <li>• Copy of PAN Card.</li> <li>• Partnership deed in case of partnership firm.</li> <li>• Income Tax Return with computation certificate (for the last three consecutive financial years).</li> <li>• Letter of Authorization or Power of Attorney.</li> </ul>

2	Technical Capacity/ Similar Experience	<ul style="list-style-type: none"> <li>• The Bidder should have a minimum of 03 (Three) years' experience for DPR preparation work in different Govt. Depts./ P.S. Us</li> <li>• The Bidder should have successfully prepared at least 2 (Two) finally accepted DPR for tourism projects of similar kind each of minimum value of Rs. 3 crores for any State/Central Government Organizations of State/Central Govt. Undertakings or Statutory Bodies or Local Bodies within the last five financial years i.e. F.Y.2020-21, 2021-22, 2022-23, 2023-24 &amp; 2024-25 prior to the date of issue of the tender notice.</li> </ul>	<ul style="list-style-type: none"> <li>• The Bidder must submit the copy of the Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority. The said Certificate should contain the particulars of the work completed, period of work, and the total value of work for which the DPR was prepared.</li> </ul>
3	Earnest Money Deposit (EMD)	Rs. 10,000/-	<ul style="list-style-type: none"> <li>• In the shape of TDR Only to be drawn in favour of Divisional Forest Officer,</li> </ul>

			Brahmapur Forest Division
4	Black Listing	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India or non-govt. concern	Annexure- Self Declaration
5	Existence in Odisha	The bidder should have a local registered office in Odisha along with the State GST Registration certificate. If the bidder does not have a local office at the time of bid submission, they have to furnish an undertaking to setup an office within one month from issue of the work order.	Trade License/Lease Agreement etc. along with GST Registration Certificate. / Declaration.
6	Consortium/Sub Contracting	The tender does not allow any kind of consortium bidding or subcontracting.	Self-Declaration
7	Correctness of all documents		Declaration in the agency's letterhead as to the correctness of the copies of all documents

### 10.3 Mandatory Document Requirement:

#### A. For Technical Proposal (PART A)

The technical proposal shall contain the signed and scanned copies of the following:

- a. Filled in form as given in Annexure – I, II, III.
- b. Copy of Certificate of Incorporation/ Registration
- c. Copy of GST Registration certificate.
- d. Copy of PAN registration.
- e. Partnership deed in case of partnership firm.
- f. Letter of Authorization or Power of Attorney
- g. Income Tax Return and GST Return certified by Chartered Accountant with computation certificate (for the last three consecutive financial years).
- h. The Bidder must submit the copy of the Payment Certificate or Work Completion

Certificate, as the case may be, issued under the signature of the Competent Authority. The said Certificate should contain the particulars of the work completed, period of work and the total value of work

- i. Trade License valid as on submission of bid.
- j. Declaration in the agency's letterhead as to correctness of the copies of all documents submitted including Self-Declaration/ Undertaking (Annexure III) to the effect that the agency has not been blacklisted / debarred by any Govt. / Non-Govt. Concern and it is not a consortium firm.
- k. Document in support of payment of Bid processing fees and Earnest Money Deposit (EMD).
- l. Audit certificate from any listed Chartered Account firm.
- m. Experience: Work Order, completion certificate, DPR approval certificate to be submitted. The said Certificate should contain the particulars of the work completed, period of work and the total value of work

The requisite documents are to be submitted in the respective folder of the envelope of the Technical Bid. Failure in submission of any of the above documents may render the Bidder liable to be rejected.

**B. For Financial Proposal (PART B)**

The Financial proposal shall contain the filled in form as per Annexure IV (PART B)

The Financial proposal should contain the consultancy fees for DPR preparation (in percentage of Project Cost) including GST as per the following table:

	Consultancy Fees (in percentage of Project Cost) including GST	
	Preparation of DPR excluding Supervision, Quality Control, Verification of Measurement,	Preparation of DPR including Supervision, Quality Control, Verification of
	Certification of Bills, and related services (L)	measurements, Certification of Bills, and related services. (L*)
Financial Proposal		

The financial evaluation for the selection of the Consultant shall be conducted **solely on the basis of the lowest financial proposal (L1) submitted for the preparation of the Detailed Project Report (DPR)**, excluding all other components of post DPR preparation services such supervision, quality control, verification of measurements, certification of bills, and related services.

However, for activities such as **supervision, quality control, verification of measurements, certification of bills, and other related services**, the 'Authority' reserves the right to **negotiate with**

**the most responsive bidder (L1)** identified for the DPR component, to continue with the same Consultant for the aforesaid post-DPR services, **provided that the most responsive bidder agrees to match the lowest financial proposal received for these services during the present tender process.**

#### 10.4 Technical Evaluation Scoring Matrix

Technical proposal of those bidders will be opened and evaluated, who qualify the Pre-Qualification criteria. The Tender Committee will evaluate the Technical Proposals based on technical evaluation criterion as provided below:

SL No	Evaluation Criterion	Maximum Score	Document required
1.	<b>Turnover</b> 50 lakhs- 10 marks 2 marks for each additional 25 lakh, maximum up to 20 marks.	20	Audit certificate from any listed Chartered Account firm.
2 (a)	<b>Experience</b> No. of finally accepted DPR prepared for similar tourism projects of value greater	20	Work Order, completion certificate, DPR approval certificate to be submitted.
	than Rs. 3 crores in the last 5 Years. 2 projects=10 marks 3 projects=15 marks 1 mark for additional 1 such project, maximum up to 20 marks		The said Certificate should contain the particulars of the work completed, period of work and the total value of work.

2 (b)	<p><b>Experience:</b> Value of any one similar tourism project of State Government, central Government, or Public Sector Undertaking (PSU), for which the Detailed Project Report (DPR) prepared was accepted.</p> <p>10 marks for Rs. 3 crores. 1 mark for additional Rs. 25 lakhs, subject to maximum 20 marks</p>	20	<p>Work Order, completion certificate, DPR approval certificate to be submitted.</p> <p>The said Certificate should contain the particulars of the work completed, period of work and the total value of work</p>
3	<p><b>Presentation by Bidder</b> 10 marks- Overall design and Planning 10 marks- Innovativeness and Creativity in design ideas 10 marks- Eco-friendliness and sustainability of design</p>	40	<p>A power point presentation from the bidder about the DPR</p>

	10 marks- Quality of Presentation		
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- All the bidders who secure a **Technical Score of a minimum 70%** will qualify for further evaluation i.e. in the **mode of QCBS**.
- The bidder with **highest technical bid (H1) will be awarded 100% score**.
- Technical Scores for other than H1 bidders will be evaluated using the following formula:  

$$T_n = \left\{ \left( \frac{\text{Technical Bid score of the Bidder}}{\text{Highest technical evaluation marks}} \times 100 \right) \right\} \%$$
(Adjusted to two decimal places).
- The financial bids of only the technically qualified bidders will be opened for further processing.

### 10.5 Evaluation of Financial Bids

- The Financial Bids of technically qualified bidders (i.e. Bidders with minimum 70 marks in Technical Evaluation) will be opened on the prescribed date in the presence of bidder representatives.
- Financial bid for all the deliverables and services specified in this bid document should be quoted as a percentage of the total cost of the project.
- The financial evaluation for the selection of the Consultant shall be conducted solely on the basis of the **lowest financial proposal (L1) submitted for the preparation of the Detailed Project Report (DPR)**, excluding all other components of post DPR preparation services such as supervision, quality control, verification of measurements, certification of bills, and related services.
- Any conditional bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of error, its bid will be rejected".
- If there is no price quoted for certain service, the bid shall be declared as disqualified.
- In the event that there are two or more bidders having the same value in financial bid, the bidder securing highest technical score will be adjudicated as "Best responsive bid" for award of the Project.
- The bidder with **lowest qualifying financial bid (L1) will be awarded 100% score**.
- Financial score for other bidders will be evaluated using the following formula:  

$$F_n = \left\{ \left( \frac{\text{Financial Bid of L1}}{\text{Financial Bid of Bidder}} \right) \times 100 \right\} \%$$

### **10.5.1 Final Evaluation of Bids**

- The technical and financial evaluation scores secured by each bidder will be added using weightage formula of 60% and 40% respectively to compute composite score.
- The composite score will be computed as under:

$$B_n = 60\% * T_n + 40\% * F_n$$

- The bidder securing highest composite score will be adjudicated as most responsive bidder for award of project.
- In the event of composite bid scores being found 'tied', the bidder securing the highest technical score will be awarded the project or adopt any other method as decided by the Tendering Authority.

### **11. Termination**

The "Authority" reserves the right to terminate the Agreement proposed to be executed with the successful party with 7 days written notice to successful bidder in the event of:

- The successful bidder violates any clauses applicable to this EOI.
- Unsatisfactory performance by the successful bidder at any time during the contract period.
- Misrepresentation with regard to any information at any time during the contract period.
- If the selected Agency shows unwillingness to execute the contract after agreement is signed, the EMD will be forfeited in case of condition (a, b and c)

### **12. Dispute Resolution**

- In the event, any dispute arises between the successful bidder and the "Authority" in connection with this tender, the interpretation of any provision of this tender or the rights, duties or liabilities of the successful bidder/ Authority under this tender, same shall be referred to RCCF, Berhampur Circle (Higher Authority).
- In the event disputes are not resolved even after referring to RCCF, Berhampur Circle either of the Parties shall be free to approach the appropriate court of law. The Courts in Berhampur alone have the exclusive jurisdiction in respect of all disputes in relation to this tender.

### **13. Letter of Consultancy**

- A Letter of Award (LoA) shall be issued to the most responsive bidder.

### **14. Execution of Agreement**

- The selected bidder shall be required to execute an Agreement with the 'Authority' in the prescribed format within seven (7) days from the date of issue of the Letter of Award (LoA).
- Prior to the signing of the Agreement, the selected bidder shall submit a Performance Bank Guarantee (PBG) equivalent to the amount specified in the tender document, issued by a

scheduled commercial bank, and valid for the duration stipulated by the *Authority*.

- The Performance Bank Guarantee shall be furnished in the prescribed format and shall serve as a security for the due performance and fulfilment of the obligations under the Agreement.
- Failure to execute the Agreement or submit the Performance Bank Guarantee within the stipulated period may result in the forfeiture of the Earnest Money Deposit (EMD) and cancellation of the award, at the discretion of the *Authority*.
- Upon execution of the Agreement and submission of the Performance Bank Guarantee, the work shall be deemed to have commenced from the date specified in the Letter of Award or as otherwise directed by the 'Authority'.

#### **14.2 Contract Finalization and Award**

This office shall reserve the right to negotiate with the most responsive bidder. On this basis the contract agreement would be finalized for award & signing.

#### **14.3 Failure to Agree with the Terms and Conditions of the EOI**

Failure of the successful bidder to agree with the Terms & Conditions of the EOI shall constitute sufficient grounds for the annulment of the award, in which event this office may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, this office will invoke the PBG of the most responsive bidder and/or initiate action as per Bid security declaration.

  
Divisional Forest Officer,  
Brahmapur Forest Division

Annexure-I

(To be submitted on the Letter head of Bidder)

To

The Divisional Forest Officer  
Brahmapur Forest Division  
At- Court Petta Square,  
PO/PS- Brahmapur  
Dist- Ganjam, Odisha  
PIN- 760004

Sub: Section of Consultant for PREPARATION OF DETAIL PROJECT REPORT (DPR) FOR THE EXTENSION OF SONAPUR ECOTOURISM SITE OF BRAMHAPUR FOREST DIVISION, ODISHA.

Sir,

The undersigned having read and examined in detail all the tender documents pertaining to your assignment, do hereby express the interest to do the work as specified in scope of work.

Sl. No.	Description	Response
1.	Name of the Organization	
2.	Address	
3.	Name, designation & address of the person to whom all References shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact Person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. General information of the bidder as per format given in Annexure-II
2. Copy of Certificate of Incorporation/ Registration
3. Copy of GST Registration certificate.
4. Copy of PAN registration.

5. Partnership deed in case of partnership firm.
6. Letter of Authorization or Power of Attorney
7. Income Tax Return with GST Return certified by Chartered Accountant computation certificate (for the last three consecutive financial years).
8. Trade License valid as on submission of bid.
9. Document in support of payment of Bid processing fees and Earnest Money Deposit (EMD).
10. Audit certificate from any listed Chartered Account firm.
11. The Bidder must submit the copy of the DPR approval certificate along with Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority in support of claim of experience.

The said Certificate should contain the particulars of the work completed, period of work and the total value of work for which the DPR was prepared and accepted by the competent authority.

12. Declaration in the agency's letterhead as to correctness of the copies of all documents submitted including Self- Declaration/ Undertaking (Annexure III) to the effect that the agency has not been blacklisted / debarred by any Govt. / Non-Govt. Concern and it is not a consortium firm.
13. Under taking as per format given in Annexure-III.
14. Self-attested copies of all supporting documents

I hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Authorized Signature)

Name: \_

Designation: \_\_\_\_

Mobile No.: \_\_\_\_

e-mail: \_

**ANNEXURE-II**

**(To be submitted on the Letter head of Bidder)**

SI No	Information	Details
a)	Name of Bidder	
b)	Registered Address of Bidder	
c)	Address for Communication	
d)	Address of local office in Odisha.  If bidder has no local office at the time of bid submission, an undertaking has to be furnished on bidder's letter head on setting up an office within 3 months from issuance of work order.	
e)	Name, Designation and Address of the contact person to whom all references shall be made regarding this EOI	
f)	Mobile no. of contact person:	
g)	E-mail address of contact person:	
h)	GST Number of the Firm	
i)	PAN No. of the firm	

**Date & Place:**

**(Authorized Signatory)**

**Name, Designation & Contact No. Seal**

**ANNEXURE-III:**

**UNDERTAKING/SELF- DECLARATION**

**(To be submitted on the Letter head of Bidder)**

- i. I under take that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
- ii. I have also gone through all the terms & conditions meticulously and I undertake to comply with same completely.
- iii. The Earnest Money and all other documents required for qualifying the technical bid have been submitted.
- iv. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the EOI.
- v. If I fail to complete the work within the period stipulated in the work order due to my own fault/ inconvenience, the 'Authority' shall reserve the right to forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the Tender process of the 'Authority' for the following 3 (three) consecutive years.
- vi. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies during the last three consecutive years up to the last date of submission of Tender.
- vii. We are not a consortium firm and no subcontracting will be undertaken.
- viii. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**(Authorized Signatory)**

**Name, Designation & Contact No. Seal**

**Date:**

**Place:**

**Annexure IV**  
**FINANCIAL PROPOSAL**  
**Part B**

(To be submitted in covering letter)

To

The Divisional Forest Officer  
 Brahmapur Forest Division  
 At- Court Petta Square,  
 PO/PS- Brahmapur  
 Dist- Ganjam, Odisha  
 PIN- 760004

**Sub:** Section of Consultant for PREPARATION OF DETAIL PROJECT REPORT (DPR) FOR THE EXTENSION OF SONAPUR ECOTOURISM SITE OF BRAMHAPUR FOREST DIVISION, ODISHA

I, ..... (Bidder's name) here with submit my Financial Proposal for selection of my firm as consultant for above.

	Consultancy Fees (in percentage of Project Cost) including GST	
	Preparation of DPR excluding Supervision, Quality Control, Verification of Measurement, Certification of Bills, and related services (L)	Preparation of DPR including Supervision, Quality Control, Verification of measurements, Certification of Bills, and related services. (L*)
Financial Proposal		

I hereby understand and agree that the financial evaluation for the selection of the Consultant shall be carried out solely on the basis of the lowest financial bid (L1) quoted for the preparation of the Detailed Project Report (DPR), excluding all costs or components related to post-DPR services such as supervision, quality control, verification of measurements, certification of bills, and any other allied or subsequent services.

I understand and fully agree that for activities such as supervision, quality control, verification of measurements, certification of bills, and other related post-DPR services, the Authority reserves the right to negotiate with the most responsive bidder (L1) identified for the DPR component, to engage the same Consultant for the aforesaid services, subject to the condition that the said bidder agrees to match the lowest financial offer received for these services during the present tender process.

I agree that this offer shall remain valid for 180 (hundred eighty days) from the Proposal Due Date or such further period as may be mutually agreed upon.

(Authorized Signatory)

Name, Designation & Contact No. Seal

Date:

Place: