



ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED

(A GOVT. OF ODISHA UNDERTAKING)

PANTHANIVAS (OLD BLOCK): LEWIS ROAD: BHUBANESWAR-14

NOTICE INVITING TENDER

BID IDENTIFICATION NO: BP -II/ 08/2017-18 dt.18.10.2017.

Sealed offers are invited for **(1) Empanelment of Agencies to execute landscaping works & (2) RFP for empanelment of consultant for providing project management consultancy (pmc) for landscaping works for tourism projects** in the State of Odisha. Detail terms & conditions can be downloaded from website: www.panthanivas.com during the period dt. 25.10.2017 to 17.00 hours of dt. 09.11.2017.

The last date of receipt of offer is 09.11.2017 up to 17.00Hrs.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

Any addendum / corrigendum / cancellation of tender can also be seen in the said website

Sd/-
Superintending Engineer

Odisha Tourism Development Corporation
Govt. of Odisha
Paryatan Bhawan, Bhubaneswar

No.

Date:

EMPANELMENT OF CONSULTANTS FOR LANDSCAPING AND LAND DEVELOPMENT

Odisha Tourism Development Corporation is implementing different tourism projects throughout the State which has components like landscaping and development horticulture asset. For preparation of area planning design, selection of suitable species of plant, landscaping and preparing BOQ etc , Odisha Tourism Development Corporation intends to empanel reputed landscaper and horticulture Consulting, Firms.

Eligibility criteria for empanelment:

1. The Consultancy firm must be incorporated under Companies Act 1956 or 2013 / Partnership firm/ Proprietary firm and shall have at least 3 years of experience in related sector.
2. Processing fees (non-refundable) amounting to Rs. 2000.00 in shape of Bank draft drawn in favour of Managing Director O.T.D.C Ltd payable at Bhubaneswar.
3. Experience

Must have provided consultancy services for execution of at least 3 landscaping projects, project cost not below Rs.3.00 lakh each in last 3 years

Must have at least one Horticulture/ soil conservation experts having qualification M.Sc Horticulture/ either as partner/proprietor or in regular pay roll and must have expertise in land development and planning.

The empanelment will remain valid for a period of three years. Persons/ firms who desires to enlist themselves may apply in the prescribed format to the M.D O.T.D.C , with full bio-data confirming the eligibility criteria along with processing fees. The sealed envelope containing the tender should be super scribed with "Application for empanelment of Landscaping Consultant for tourism projects" and should be addressed to the M.D O.T.D.C.

The last date of receipt of application is upto 3.00 P.M. of 31st August 2017 through speed post/ registered post only. The offers will be opened in presence of the offerers / their authorized representatives by the M.D O.T.D.C on 31st August 2017 at 4.00 P.M. in the conference hall O.T.D.C , Bhubaneswar. Agency's whose offers are found to be responsive may be required to give a presentation on the profile of their Firm and work done by them.

1. SCOPE OF WORK

The empanelled CONSULTANTS are required to provide the following services in respect of landscaping projects assigned to them.

- 1.1 Taking Client's instructions, discussion with concern authority and finalization of project components.
- 1.2 Contour survey, site evaluation essential for the implementation of the project.
- 1.3 Assessment of the peripheral area, social issues etc. & finalizes the broad architectural framework plant species etc.
- 1.4 Preparation of detail estimate with minute specifications of species , bill of quantity, AMC required for tendering.
- 1.5 Periodic inspection and evaluation of the work.

2. SCHEDULE OF SERVICES :

The selected firms shall, after taking instructions from the Client, render the following services:

CONCEPT DESIGN [STAGE 1] :

- 2.01 Ascertain Client's requirements, examine site constraints & tourism potential .
- 2.02 Prepare report on site evaluation, state of existing infrastructure, accessibility, circulation pattern, parking if any ; and analysis and impact of existing and/ or proposed development.
- 2.03 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/or proposed development on its immediate environs.
- 2.04 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost with sample cost analysis and item-wise break-ups as per requirement.

PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :

2.06 After sanction by the authority, prepare a presentation of detailed drawings and on the basis of suggestions Prepare drawings necessary for Client's and ensure compliance with codes, standards and legislation, as applicable.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 3] :

2.07 After approval of working drawings, specifications, detailed estimate and tender documents including annual maintenance mechanism, the consultant also help in selection of executants.

CONSTRUCTION [STAGE 4] :

2.08 Prepare and issue working drawings and details for proper execution of works during construction.

2.09 Approve samples of various elements and components.

2.10 Visit the site of work at regular intervals during various stages of work to inspect and evaluate the Works and where necessary clarify, attend conferences and meetings to ensure that the project proceeds generally in accordance with contract documents/ drawings and to exercise time and quality controls, the consultant must render timely advice to the client. The visit notes will be taken into account at the time of passing of payments.

COMPLETION [STAGE 5] :

2.16 Prepare and submit completion reports and two sets of drawings for the entire project.

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3. PROFESSIONAL FEE:

3.01 In consideration of the professional services rendered by the Consultant, he shall be paid professional fee:

O.T.D.C shall invite separate financial bid for each work from the empanelled agencies. Basing on the financial bid the work will be assigned.

4. TIME SCHEDULE :

The Consultant shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of Client's obligations.

5. SPECIAL CONDITIONS

i) O.T.D.C shall have proprietary right on the drawing, design, estimate prepared by the Consultant for which payment has been made to the Consultant by it.

O.T.D.C shall have right to use the drawing, design, estimate etc. for any prototype projects with or without modification.

ii) The empanelment shall be for a period of three years. The authority reserve the right to cease any or all empanelled Consultant without assigning any reason thereof.

6. TERMINATION:

6.1 Empanelment of the Consultant can be terminated by either party by giving written notice of not less than 30 (thirty) days.

6.2 In the event of Consultant's firm fails to deliver works as per the time schedule the client will have right to get the work done from any other agency/agencies and the cost will be charged to the consultancy fees.

**Managing Director,
OTDC Ltd.**

Application for empanelment of Landscaping Consultant for Tourism Projects.

1. Application for empanelment of :
2. Name of the organization :
3. Address :
4. Year of Establishment :
5. Status Of the firm
(Whether Company! Firm! Proprietary)
- 6 Name of Directors! Partners! Proprietor
 - i)
 - ii)
 - iii)
7. Key personnel permanently employed (Consultant): confirming the Clause 4 of the eligibility criteria.
8. a) Name and Address of Bankers
 - i) ii)
 - ii) iv)
9. Whether an assessee of Income Tax. If so, mention permanent account number. Furnish copies of Income Tax clearance certificate.

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10. i) Detailed description and value of works done in the last 3 years
(copy of the work order submitted)

ii) Detailed description and value of works on hand

11. Other information: if any.

Note: The above information shall be supported with documentary evidence.

Signature of applicant

