

Odisha Tourism Development Corporation Ltd

Request For Proposal (RFP)

FOR

Consultancy Support for survey, planning, conceptualize, design, estimating with BOQ, preparation of bidding document, supervision etc. for Light & Sound Show at Samaleswari Temple, Sambalpur.

December, 2018

**Managing Director,
O.T.D.C.,
Panthanivas Old Block, Lewis Road,
Bhubaneswar-751014**

1. **DISCLAIMER**

- 1.1. Though adequate care has been taken in the preparation of this Notice Inviting Tender (NIT document), the Applicant should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any should be given to the Managing Director at below mentioned address latest by 07.01.2019, in case, no such intimation is received by the said deadline, it shall be deemed that the Applicant is satisfied that the document is complete in all respects.

**Managing Director,
OTDC Ltd.,
Lewis Road,
Bhubaneswar-751014**

- 1.2. The applicable laws for the purpose are the laws of India. Courts of Bhubaneswar will have jurisdiction concerning or arising out of this RFP document.

2. **TIMELINES FOR RFP SUBMISSION**

Down loading of document - OTDC Website at: www.panthanivas.com	28.12.2018 (11 AM) to 11.01.2019 (Up to 4 PM)
Pre-bid Meet	07.01. 2019 (11 AM) at Conf.Hall of Pns.Bhubaneswar
Issue of Addendum, if any	10.01. 2019
Due date for tender submission	11.01.2019 up to 1.00 PM
Opening of the pre-qualification bid	12.01. 2019
Opening of the financial bid	12.01. 2019
Address for submission of document	The Managing Director, O.T.D.C., Panthanivas Old Block, Lewis Road, Bhubaneswar - 751014

3. **BACKGROUND**

Sambalpur is the cultural capital of the Western Odisha and one of the major commercial city of the State. The city has a population of about 2 lakh and has many tourist attractions around the city. The temple of Goddess Samaleswari is located at the heart of the city which attracts hoard of tourists and pilgrims round the year. Department of Tourism, Govt.of Odisha has decided to implement Light & Sound Show project in the temple premises showcasing the Art & Culture of Western Odisha. OTDC has been identified as the executing agency for the project, now inviting proposals from individual consultant / consultancy firm having prior experience in providing consultancy service for similar nature of work.

4. **SCOPE OF WORK**

The scope of work for consultant is mentioned below:

A. Conducting site visits

The consultant is expected to visit the site & conduct the site surveys. The site survey should essentially include

- Collection of details of availability of the land: The consultant is expected to collect the information of available lands at the proposed project site
- Location of project alignment from the proposed project site
- Google coordinates of the proposed land area
- The consultant shall produce the details of survey conducted to OTDC.

Prominence of the place (brief history of the place) along with important events

B. Feasibility studies

The consultant is expected to conduct a technical feasibility study.

Light & Sound alignment :

- The consultant after studying the availability of the land shall propose best suitable alignment. Review and recommend the adequacy of topographical survey and other ground measurements for execution of the project

Technical feasibility:

- The consultant shall identify study various technologies available nationally and internationally and conduct SWOT analysis to identify best suitable technology as per site requirements.
- The consultant shall provide the technical information related to suggested technology, the area requirement, specification and guidelines to be followed, estimated cost of the project, available vendors etc. having establishments if any in India.
- **Conceptualization, preparation of detail project report with tentative estimate**
 - Preparation of layout
 - Preliminary conceptualization
 - Detail project report
 - Brief story board
 - Tentative estimate, Bill of Quantity,
 - Preparation of tender document for hardware, software & voice over etc.
 - Assisting in technical evaluation of tender

- o Assisting in finalizing selection of Artists for background voice.
- **Supervision & assistance during project execution**
 - o Finalization of final layouts submitted by the implementing agency after approval of the OTDC authority.
 - o Coordination between sub-specialized agencies for speedy implementation.
 - o Monitoring the progress & quality of work
- **Post implementation & management plan**
 - o To assist OTDC for designing post implementation & management plan which include warranty period & post warranty maintenance and routine operation.

C. Other scope of services of the Consultant :

- Review and recommend the proposed quality assurance and quality control procedures during the implementation period.
- Review and recommend the safety measures proposed during implementation period and operation period.
- Review and recommend the material testing results, workability of the project and other special tests of materials and/or completed works, and/or order removal and substitution of sub-standard materials and/or works as required.
- Ensure and recommend that the construction work is carried out in accordance with the concerned codes and good industry practice.
- Maintain and recommend the photographic record of the hidden measurements, installations etc in the form of compact disc and hard copies in duplicate.
- Identify delays in completion and recommendation to the client and executants the remedial measures to expedite the progress.
- Review and recommend "As Built" drawings for each component of the works prepared by the executants.
- Supervise & monitor and recommend various completion tests as provided in the concerned agreement.
- Recommend the provisional completion certificate or completion certificate, as the case may be.
- Review and recommend the maintenance manual prepared by the executants
- Review / inspect the men, machinery & materials engaged by the executants and

suggest remedial measures if required.

- Check the bills submitted by the executants & recommend for release of payment.
- Review, physical and chemical verification/testing required if any of all structural.
- Review and recommend electrical/mechanical configurations as proposed by the executants and client.
- Review and confirm adequacy of operational manpower being provided by the executants.
- Any other work if any required for successful execution of this project.

5. Bid Security (EMD):

The RFP shall accompany a Bid security of Rs.20,000/- in the form a DD drawn in favour of OTDC on any Nationalised bank and payable at Bhubaneswar.

The Bid Security is free of interest. The Bid Security of successful Bidder will be adjusted towards the Performance Security after the agreement is signed. The Bid Security will be forfeited in case of failure to discharge the assignment as per the terms of the RFP. The Bid Security of unsuccessful Bidders will be returned within 15 days from the date of opening of Financial proposals..

6. Eligibility to participate in the tender

Sl. No	Eligibility criteria
i	The consultant / consultancy firm shall have experience of providing complete consultancy support for installation, operation and maintenance of at least 1 light & sound projects in India or abroad during last 5 years. (Project cost not below Rs.3.00 Cr.)
ii	The consultant must be a Degree Engineer having experience in conceptualization and providing consulting support / active role in turnkey execution of at least 1 light & sound projects. OR The consultancy firm must have in their pay roll at least one Degree Engineer having experience in conceptualization and providing consulting support / active role in turnkey execution of at least 1 light & sound projects
iii	The consultant / consulting firm must have required GST registration, PAN

	card.
iv	The minimum average annual turnover of the consultant / consulting firm for the last three years must be Rs.0.50 Cr.

7. EVALUATION METHODOLOGY

The applicant selected to perform the above mentioned scope needs technical expertise and experience in similar assignment shall be in compliance with the minimum requirements as mentioned in section 6.

The technical capability and experience of the applicant is important for a project of this nature, the applicant will be selected based on combined Techno- Commercial evaluation of the proposal in the ratio of 60% (Technical) and 40% (Commercial).

The applicant would be evaluated on the basis of Section 7.1 and only those bidders who score more than 60% marks in the technical evaluation will be considered for opening of commercial bid. The commercial bids will be evaluated on a score 0 to 40. L1 will get 40 marks and the others will get marks in proportion to the Bid. Thus, if the quote of L1 is Rs.X and L2 is Rs.2X, then L2 will get 20 marks.

The applicant obtaining the highest combined Techno-commercial score will be the selected.

7.1 TECHNICAL BID EVALUATION

The technical Bid will be evaluated on a scale of 60, and the break up for each criterion would be as follows:

Evaluation Criteria		Max. Marks
a)	Minimum Annual Turnover from consulting/advisory over the last three years. 10 marks for Rs. 0.50 crore turnover, 2 mark for each additional Rs.0.50 crore, maximum of 20 marks	20
b)	10 marks for one similar Light & Sound Consultancy assignment, project cost of at least Rs.3.00 cr. and for each additional similar assignment 2 marks maximum 20 marks.	20
c)	Presentation on the proposed Light & Sound show before the technical committee.	20

7.2. Financial Proposal (Price Bid):

The Consultant / consulting firm are required to quote their fee as per Annexure-3.

8. Payment Terms:

Sl.No	Description of the mile stone	Payment (% of amount quoted in Annexure-3)
1	Survey, feasibility study and submission of preliminary inception report	10%
2	Structural design, alignment, BOQ, Estimation & preparation of tender document	30%
3	Selection of executants & signing of agreement	10%
4	Execution of work up to 50% of the project cost	20%
5	Completion of the project & successful	20%

	trial run	
6	One year after successful operation of the project	10%

9. Submission of Tender

PREPARATION AND SUBMISSION OF PROPOSALS

Consultant shall submit proposal as described under.

SEALED OUTER ENVELOPE:

Envelope I and Envelope II

SEALED ENVELOPE I: Technical Proposal

SEALED ENVELOPE II: Financial Proposal

Outer Envelope shall be sealed, labelled as "Submission of proposal for conducting consultancy service for Light & Sound Show at Sameleswari Temple"

SUBMISSIONS IN ENVELOPE I (TECHNICAL PROPOSAL)

The Envelope I shall contain the following documents.

- Covering letter
- Annexure 1 and 2
- The Authorized Signatory shall sign or initial each page of the proposal documents along with the stamp of the firm. They should also sign & stamp each page of this request for proposal document & return the same along with proposal to OTDC
- Envelope I (Technical Proposal) shall be sealed, labelled as "**Technical Proposal: Submission of proposal for providing consultancy service for Light & Sound Show at Sameleswari Temple.**"

SUBMISSIONS IN ENVELOPE II (FINANCIAL PROPOSAL)

- The financial proposal shall contain the professional fee (price quote) of the firm in Indian Rupees that is inclusive of all other expenses including travelling, testing etc. except GST. The financial proposal shall be submitted in the format enclosed as **Annexure 3.**
- Envelope II (Financial Proposal) shall be sealed, labelled as "**Financial Proposal: Submission of proposal for providing consultancy service for Light & Sound Show at Sameleswari Temple**"

Covering Letter (On the letter-head of the Applicant)

Date: _____

To,

**The Managing Director,
O.T.D.C.,
Panthanivas Old Block
Lewis Road,
Bhubaneswar-751014**

Subject: "Submission of proposal for providing consultancy service for Light & Sound Show at Sameleswari Temple"

Sir,

In response to your invitation for the tender for the captioned subject matter, we are submitting our technical proposal and financial proposal in the prescribed format.

Thanking you,

Yours sincerely,

(Name, Signature and Company seal)
Address of Communication

DETAILS OF TECHNICAL ELIGIBILITY

Particulars	Supporting documents to be submitted	Whether the supporting documents attached (Yes / No)
Bid Security		
<p>The consultant / consultancy firm</p> <p>The firm shall have experience of providing complete consultancy support for installation, operation and maintenance of at least 3 light & sound projects in India or abroad during last 5 years</p>	<p>Proof of installation, operation and maintenance of light & sound show. The proof can be documentary evidence such as contract for providing consultancy service or Government official certificate for executing similar work</p>	
<p>The consultant must be a Degree Engineer having experience in conceptualization and providing consulting support / active role in turnkey execution of at least 3 light & sound projects.</p> <p style="text-align: center;">OR</p> <p>The consultancy firm must have in their pay roll at least one Degree Engineer having experience in conceptualization and providing consulting support / active role in turnkey execution of at least 3 light & sound projects</p>	<p>Certificate in support of qualification & experience in similar works</p>	
<p>The consultant / consulting firm must have required GST registration, PAN card.</p>	<p>Copy of the GST Registration and PAN card</p>	
<p>Certificate of the Chartered Accountant in support of Turnover of last three years ending on 31.03.2018</p>	<p>Certificate of Chartered Accountant / Audited Balance-sheet & P.L. Account</p>	

Financial proposal format

To

The Managing Director,
O.T.D.C.,
Panthanivas Old Block
Lewis Road,
Bhubaneswar-751014

SUB: **Financial proposal for providing consultancy service for Light & Sound Show at Samaleswari Temple”**

Sir

As a part of the Proposal for providing consultancy services, we hereby submit the following Professional Fee quotation to the OTDC.

We quote Rupees _____ [Amount in figures]
_____ (Amount in

words) plus applicable GST towards our fee to be paid towards scope of work mentioned in the request for proposal document.

We declare that we have read and understood the scope of work along with the team effort requirements. Our financial quote has been submitted with complete understanding of the same.

We abide by the above quote, terms and conditions of the RFP, if OTDC selects us as the Consultant for this project.

We also understood that, in case any difference between the quoted amount in words and figures, the quote in words will be taken as final.

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

Yours faithfully,

Authorized Signatory