



**Brahmapur Development Authority**  
Near Courtpeta Junction, Brahmapur, Odisha-760004

0680 2292235(O), 0680-2292033(F)  
bda.brahmapur311@gmail.com  
www.bdabrahmapur.in



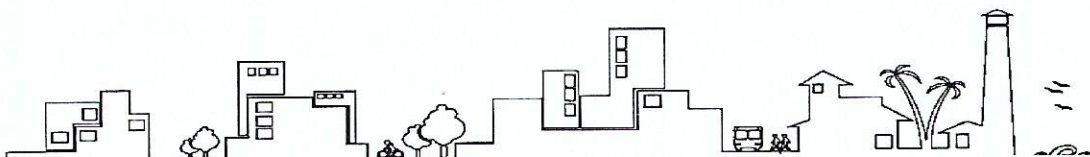
**REQUEST FOR PROPOSAL [RFP]**  
**FOR**  
**ENGAGEMENT OF OPERATOR FOR OPERATION, MANAGING**  
**AND MAINTENANCE**  
**OF**  
**07 Nos. OF BUSES AT TARA TARINI TEMPLE**  
**OF**  
**GANJAM DISTRICT**

Notice No. 66

Date: 17.01.2025

Last date for submission: 11.02.2025 till 5.30 PM

**Brahmapur Development Authority**  
Court Road, Near Courpeta Junction,  
Brahmapur, Ganjam (Odisha),  
PIN-760004





No. 66 /BeDA,Brahmapur,

Date:17.01.2025

**REQUEST FOR PROPOSAL**

Brahmapur Development Authority (BeDA) invites Request for Proposal (RPF) in double covers from Individuals/Transporters/Operators for **Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District** for a period of 5 years.

The detailed RFP can be downloaded from BeDA website i.e. [www.bdabrahmapur.in](http://www.bdabrahmapur.in). The last date for receipt of sealed bid is 11.02.2025 till 5.30 p.m. through Speed Post/ Registered Post/ Courier or by Hand in the office address of the undersigned.

The Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.

Memo No. 67 // BeDA, Dated 17.01.2025  
Copy to Office Notice Board for information.

Secretary  
BeDA, Brahmapur

Memo No. 68 // BeDA, Dated 17.01.2025

Copy to Commissioner, BeMC, Brahmapur / DIO, NIC, Chatrapur for kind information and they are requested to host the notice in their website for wide circulation.

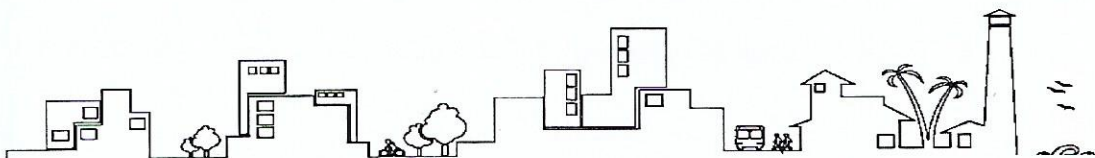
Secretary  
BeDA, Brahmapur

Memo No. 69 // BeDA, Dated 17.01.2025

Copy to the Advertisement Managers, THE SAMBAD and THE PRAMEYA with a request to publish the same with minimum I&PR approved rate for one day on or before dt. 18.01.2025 & submit the bill in duplicate for payment.

Secretary  
BeDA, Brahmapur

Secretary  
BeDA, Brahmapur





## DATA-SHEET

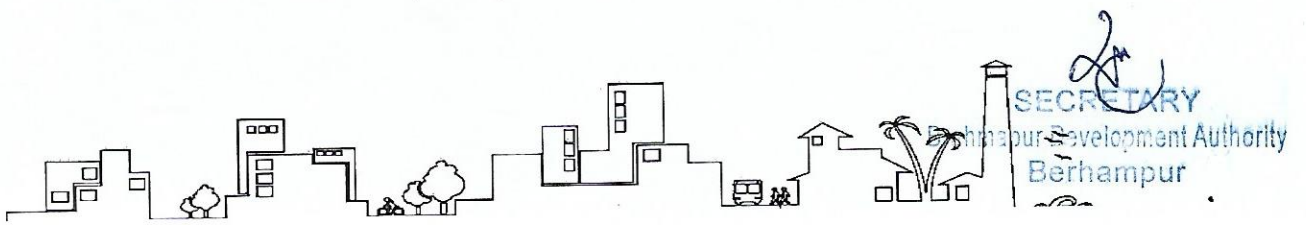
### Important Documents to be included with the tender

Sl. No	Documents, Enclosures with Tender	Attached / Not Applicable
1	Duly filled Tender form in an envelope having two separate envelopes clearly marked "Technical Proposal" & "Financial Proposal".	
2	Technical Proposal should be clearly marked as " <b>Technical Proposal for Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District</b> "	
3	Bid Security of Rs.1,00,000/- (Rupees One Lakh) only in shape of Demand Draft (DD) from any Nationalized/ Scheduled Bank drawn in favour of The Secretary, BeDA, Brahmapur payable at Berhampur and shall be kept with the Technical Proposal.	
4	Financial Proposal (Annexure-5) in a separate enclosed sheet should be submitted clearly marked as " <b>Financial Proposal for Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District</b> "	
5	Cost of Bidding & RFP document for Rs.11,800/- (Rupees Eleven Thousand Eight Hundred only) non-refundable, as ' <b>Bid Processing Fee</b> ' in shape of Demand Draft (DD) from any Nationalized / Scheduled Bank in favour of The Secretary, BeDA, Brahmapur payable at Berhampur.	
6	Documents as per para 3.1 to 3.6 to be enclosed with the Technical Proposal.	
7	Copy of Pan card, GST Reg. No., Company Regd. Certificate (if any) etc to be enclosed with the Technical Proposal.	
8	Audit Report of last three accounting years to be enclosed with the Technical Proposal.	

**Note: At any time prior to the deadline for submission of RFP, Authority will issue Corrigendum, Addendum, Clarification if any, through website ([www.bdabrahmapur.in](http://www.bdabrahmapur.in)) only.**

#### **Important Dates: -**

1. Pre-Bid meeting Date: **29.01.2025 at 11.30 AM** (BeDA Office)
2. Last Date & Time of Submission: **11.02.2025 till 5.30 PM**
3. Date & Time of opening of Technical Bid: **12.02.2025 at 4.00 PM**



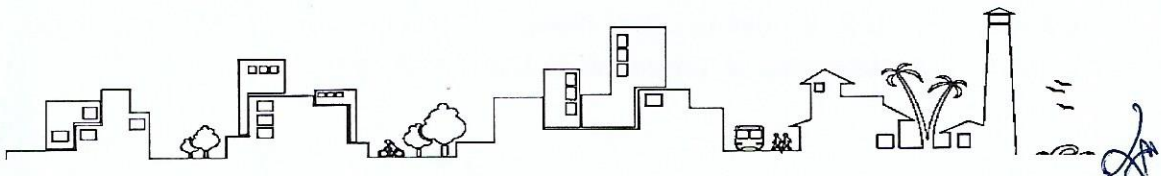


## 1. PREAMBLE:

BeDA outlines the overall requirements for establishing an efficient and safe public bus transportation services at Tara Tarini Temple of Ganjam District. The Bus Service will be availed from main gate to Hill top (To & Fro) through the Ghat road. BeDA has decided for **Engagement of an Operator for the Operation, Managing and Maintenance of 7 No. of Buses at Tara Tarini Temple of Ganjam District** for the above-mentioned purpose and has, therefore, decided to carry out the bidding process for selection of entities to whom the contract shall be awarded.

## 2. PROCEDURE & MANAGEMENT

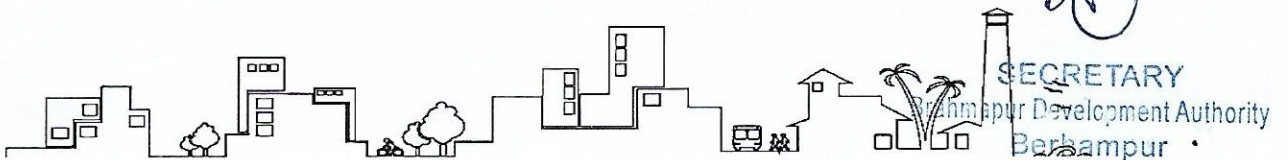
- 2.1. Minimum Bidding cost per Month / bus inclusive of all operation & Maintenance charges as mentioned in clause 2.7 has to be submitted in the financial bid.
- 2.2. The Successful bidder has to operate all 07 Nos. (Seven) of buses (SML-ISUZU) handed over to him/her.
- 2.3. BeDA is issuing the tenders on a two-envelope system (Technical & Financial) to the interested operators to operate the buses. Night Halting Space for buses will be provided by the Temple Administration as per requirement and availability.
- 2.4. The bus operators shall follow rules and regulations decided by the BeDA & Temple Administration, as well as, shall also comply with local laws and traffic laws. The BeDA/Temple Administration will decide the total trip per day by each bus. The genuine driver, conductors and other staff will be employed by the bus operators and such staff will be in proper uniform as decided by the BeDA.
- 2.5. The Service Provider will be responsible for hiring drivers, supervisors, and maintenance crews.
- 2.6. The Service Provider will be responsible for procuring tools and equipment for bus maintenance or having an annual maintenance contract with third party in concurrence with BeDA.
- 2.7. All the operating and maintenance cost (Major & Minor repairing) including Premium of comprehensive insurance, Road Tax, Permit, Fitness and daily running costs i.e. wages of driver, conductor etc. cost of fuel, tyre, tube, lubricants of the reputed company and other cost required for operating the services will be borne by the bus operators. However, the operator has to deposit the exact amount (**Premium fees**) for each Bus to BeDA (monthly in advance) to meet the Premium of comprehensive Insurance, Road Tax, Permit fee and Fitness charges beside the monthly bidding cost of Buses. BeDA will





deposit the Insurance Premium, Road Tax, Permit and Fitness fee of the buses. The bus operators will issue tickets from the Tickets Vending Machine System/Manual Receipt as finalized by the BeDA. Ticket vending machine / money receipt shall be purchased by the bus operator.

- 2.8.** The service provider will bear all the repairing cost after the expiry of the warranty policy provided by Bus company i,e period of 3 years or 2 Lakhs KMs whichever is earlier for each bus.
- 2.9.** The Service Provider will carry out bus cleaning on daily basis. Also, the Service Provider will maintain a workshop & washing bay equipped with required equipment and trained personnel for daily/periodically maintenance on his/ her own arrangements.
- 2.10.** The Successful bidder shall furnish a performance bank guarantee from a Nationalized/ Scheduled Bank of Rs.7,00,000/- (Rupees Seven Lakhs) only in the prescribed form at the time of agreement with the undertaking that in the event of default on the part of the operator, the BeDA shall be entitled to forfeit and recovers the damages.
- 2.11.** The amount quoted in the Financial Bid by the operator to operate manage and maintenance the Bus service at Tara Tarini Temple in the prescribed form of Price Bid shall be firm and shall not be subjected to any change due to variations of labour conditions, taxes, insurance premium, road tax etc. This price bid (Annexure 5) will be enclosed in a separate envelope and marked as "Financial Bid" which will be opened after the technical bid is evaluated and will be opened only in case of the bidder clearing in the technical evaluation.
- 2.12.** BeDA has taken due care in preparation of information contained in this document and believes it to be accurate. However, neither BeDA or any of its authorities or agencies nor any of their respective officers' employees, agents, or advisors gives any warranty or make any representations, express, or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it Furthermore, this information is not intended to be exhaustive. The information in the document (is non-binding on BeDA any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. Bidders are advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in the RFP before bidding. Interested parties and respondents will be required to confirm in writing that they have done so. BeDA requests the bidders to go through the RFP in detail and bring to notice (of BeDA) any kind of error, misprint, inaccuracies, or omission in the document.





**3.13.** Before submission of tender forms, for any Query relating to the tender documents, Please send their queries to E-mail ID: [bda.brahmapur311@gmail.com](mailto:bda.brahmapur311@gmail.com) on or before the Pre-bid as per schedule.

### **3. Prequalification for Bidding:**

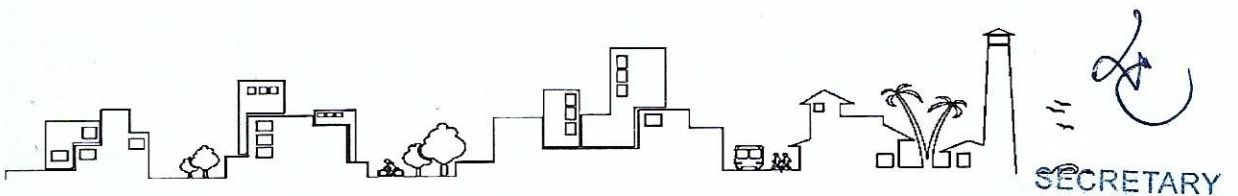
It shall be incumbent upon the Bidder to fulfil the following conditions:

- 3.1.** Bidder should submit 5 years' experience in Public Transportation and should have ownership / operation of minimum 10 Buses.
- 3.2.** The agency must not have been suspended or terminated for deficiency in service or for violation of the conditions of such contract.
- 3.3.** Bidder should have average annual turnover of **Rs.30 Lakh** during the last 3 financial years. (FY 2021-22, FY 2022-23 & FY 2023-24)
- 3.4.** Bidder should submit following document along with the Bid.
  - 3.4.1. Information about the bidder (Annexure-1)
  - 3.4.2. Non-Blacklisting and No Dues declaration (Annexure-2)
  - 3.4.3. Financial Capability Statement certified by a Chartered Accountant (Annexure-3)
  - 3.4.4. Audit Report and Balance Sheet of previous 3 years duly certified by C.A. (Annexure-4)
  - 3.4.5. ITR return of last 3 year
  - 3.4.6. GSTR-3B for last tax period
- 3.5.** Copy of PAN No and GST should be attached.
- 3.6.** No dues Certificate must be submitted from the previous Organization.
- 3.7.** Financial bid of the technically qualified Bidders will be opened.

### **4. General Conditions:**

#### **4.1. Performance Security**

- 4.1.1. Performance Security in term of Bank Guarantee of Rs.7,00,000/- (Rupees Seven Lakhs) only will be submitted by the successful Bidder during signing of agreement and shall have the right to curtail such period for unsatisfactory performance.





- 4.1.2. Successful bidder will have to enter in to an Agreement with BeDA, where all the terms & condition will be laid down.
- 4.1.3. The bidder has to deposit the monthly premium fees mentioned in para 2.7 in advance of the preceding month.

#### **4.2. Period of Contract:**

- 4.2.1. The Contract will be awarded to the Successful Bidder for the period of 05 (Five) years initially, commencing from the date of agreement subject to review periodically. However, the BeDA shall have the right to curtail such period for unsatisfactory performance at any point of time.
- 4.2.2. There shall be no automatic renewal of the Agreement after five years. However, both Parties may mutually decide to renew the Agreement for another Term of 02 (Two) years on such terms and conditions as the Parties may agree at such time.

#### **4.3. Fare Structure:**

Following fare structure has been decided by the BeDA:-

- 4.3.1. The fare will be Rs.40/- from main gate to hill top of the Tara Tarini Temple (up and down). Children up to 5 years is free.

*Note: Fare will be decided/ revised by the committee established by BeDA in consultation with Collector and District Magistrate and other stakeholders.*

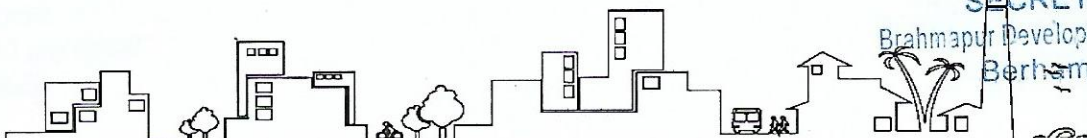
#### **5. Fare Collection**

The operator has to collect the bus fare from the commuters as fixed by the BeDA to operate and maintain the bus, earn the profit and pay the fixed monthly charges to the BeDA as per the bidding price and subsequent agreement. The fare shall be collected by the electronic ticket vending machine/ through money receipt.

#### **6. Timing of Bus Operation**

Operator has to operate the bus services daily from 5:00 AM to 07:00 PM. However, the BeDA reserves the right to change the schedule/ operation depending on demand / requirement.

**SECRETARY**  
Brahmapur Development Authority  
Berhampur





## 7. Penalties

The BeDA believes in quality of service in terms of timings, cleanliness of vehicles and promptness in customer service. BeDA will prepare and will send to the Operator a written notice imposing the penalties, as and when the circumstances so arise, together with an explanation of the facts identified that have led to the imposition of the penalties.

BeDA shall immediately recover all penalties imposed from the Operator and shall issue a receipt to the Operator in this regard.

## 8. Down Time

Maximum 20 days will be allowed as Down time in case of major breakdown/accident. In such cases the operator has to apply in writing to BeDA about the occurrence immediately and matter will be decided by the committee established by BeDA.

## 9. Agreement

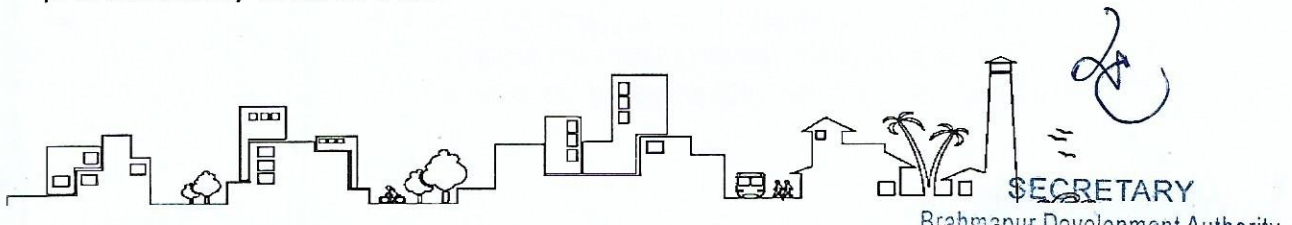
Bidders should note that in the event of acceptance of its Bid, the Successful Bidder(s) would be required to execute the Service Provider Agreement, with such terms and conditions as may be considered necessary by the BeDA at the time of finalization of the Service Provider Agreement. It is clarified that the issuance of the Letter of Acceptance shall be followed by signing of the Agreement (as aforesaid) and thereafter the Successful Bidder shall commence operation of the buses at Tara Tarini Temple. The signing of the Service Provider Agreement shall be completed within 07 (Seven) days of the issuance of the Letter of Acceptance to the Successful bidder or within such extended time frame as extended by BeDA in its sole discretion.

## 10. Failure to abide by the Service Provider Agreement

The conditions stipulated in the Service Provider Agreement shall be strictly adhered to by the Bus Operator and any violation thereof by the Service Provider may result in termination of the Agreement with immediate effect.

## 11. Standard Performance

The Service Provider shall perform the services and carry out its obligations under the Agreement with due diligence, efficiency and economy; in accordance with generally accepted practices followed in the industry and in a professional manner and shall observe sound management, technical and engineering practices. Service Provider shall deploy skilled, competent and professionally trained staff.







## **12. Assignment**

Service Provider shall not assign, in whole or in part, any right or delegate any duty under the Service Provider Agreement to any third Party.

## **13. Right to Inspect Buses, Support Facilities and Documents**

Service Provider shall make the Bus System and all support facilities along with all documents, certificates as required to the Bus System available for inspection by BeDA and its staff and authorized representatives from time to time. Service Provider shall at all times assist BeDA in such inspections.

## **14. Right to inspect/Check tickets in Buses**

BeDA reserves the right to inspect/ arrange inspection of ticket issued to the passenger in course of travel and shall penalize the defaulter (ticketless passenger or conductor or both) as per the penalty charges decided by the BeDA time to time.

## **15. Arbitration**

In the event of any dispute arising between the Parties in relation to or under this Agreement, the same shall be settled amicably. Secondly, the parties will approach at the Collector and District Magistrate, Ganjam to resolve the issues. If not resolved, the parties shall approach before arbitration conducted by an arbitration tribunal consisting of three arbitrators, one to be appointed by each party and the third arbitrator being appointed by the two arbitrators so appointed. The decision of the arbitration tribunal shall be final and binding. The venue for the arbitration shall be at Brahmapur. The arbitration will be governed by the provisions of the Arbitration and Conciliation Act, 1996. The costs of the arbitration tribunal shall be equally borne by both the parties. Each Party shall bear its own cost of the arbitration provided however; the parties can claim costs as part of the relief sought from the arbitration tribunal.

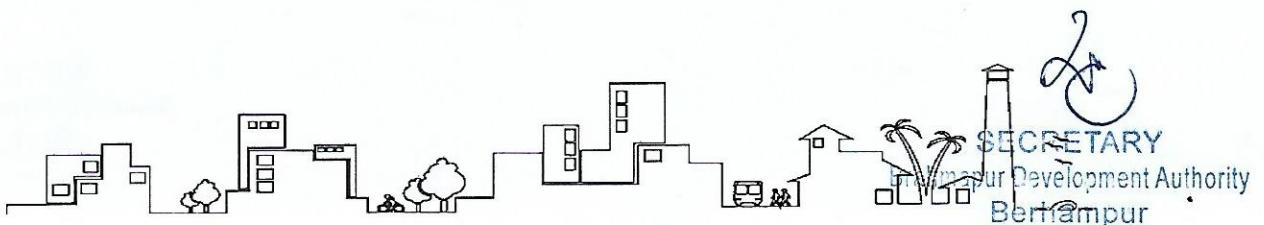
## **16. Jurisdiction**

The courts in Brahmapur shall have jurisdiction to try all disputes and matters arising out of an under this Agreement, after reference to arbitration.

## **17. Force Majeure" or "Force Majeure Event"**

The project operation is subject to Force Majeure conditions as under:

If at any time, during the currency of the contract, the performance in whole, or part by either party or any obligation under the contract shall





be prevented or delayed by reasons of any war, hostility acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine, restrictions, strikes, lock-outs or acts of God, provided notice of the happening of such events is given by either party to other, within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate the contract nor shall either party have any claim for damage against the order in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practical, if such event has come to an end or ceased to exist.

## 18. Submission of Proposal

The complete bidding document has been published on the website of BeDA i.e. [www.bdabrahmapur.in](http://www.bdabrahmapur.in) for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the bidding process subject to the submission of required Document fee and Earnest Money Deposit (EMD).

## 19. Date and Place of submission

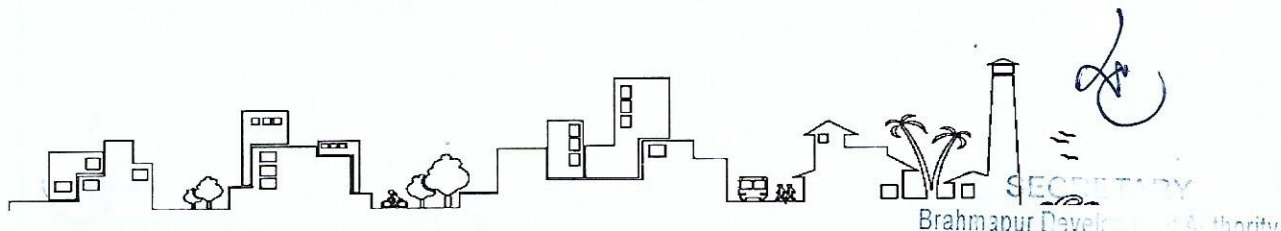
Duly filled Tender forms in a single envelope clearly mentioning **"Bid for Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District"** and as mentioned in Data sheet to be submitted through Registered post/Courier/Speed Post/ by hand at the office of The Secretary, Brahmapur Development Authority (BeDA) Courtpeta, Forest Colony, Brahmapur, Odisha-760004 latest by 5.30 P.M. on 11.02.2025.

All Technical bids shall be opened by BeDA in the presence of bidder or their authorized representatives at 04:00 P.M. on 12.02.2025 in the Conference Hall, Brahmapur Development Authority, Brahmapur, Ganjam, Odisha.

After the evaluation of technical bid(s) has been completed, the BeDA shall open the financial bid(s), on the date and time intimated at a later stage, of only those bidders who qualify the prescribed criteria for the technical bid.

Highest rate quoter will be awarded the contract.

THE BRAHMAPUR DEVELOPMENT AUTHORITY, (BeDA) RESERVES THE RIGHT TO REJECT ANY/ ALL OFFERS WITHOUT ASSIGNING ANY REASON. ACCEPTANCE OF THE HIGHEST BID/ OFFER IS NOT BINDING ON THE BRAHMAPUR DEVELOPMENT AUTHORITY (BeDA) IN EVENT DECISION SHALL HOLD BINDING EFFECT.





**Annexure - 1**

**BIDDERS GENERAL INFORMATION**

**A. Technical Bid**

All Individual/Firms/Companies applying for RFP are requested to complete the information in this form.

Sl. No.	Parameter	Details
1	Full Name of the Firm/ Company/ Organization	
2	Year of Establishment	
3	Status of Firm (Proprietorship / Partnership/ Any other)	
4	Name of Directors/ Partners/ Proprietors with Designations	
5	Registered Full Address of the Firm	
6	Name of the Authorized Person of the Firm	
7	Phone/ mobile No. of Authorized Person of the Firm	
8	E-mail ID	
9	PAN Number	
10	GST Regn. Number	

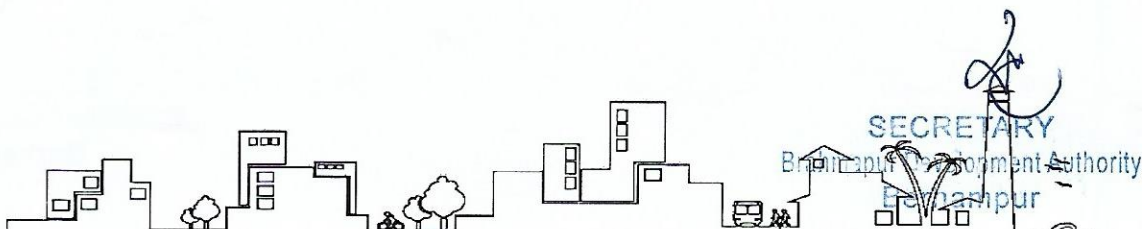
*Note:- It is mandatory to submit the specified documents in support of the above.*

**Date:**

**Signature of Authorized Person**

**Place:**

**with Seal**





**Brahmapur Development Authority**  
Near Courtpeta Junction, Brahmapur, Odisha-760004

0680 2292235(O), 0680-2292033(F)  
bda.brahmapur311@gmail.com  
www.bdabrahmapur.in

**Annexure-2**

**Non-Blacklisting declaration**

(To be given on Company Letter Head)

To,  
The Secretary,  
Brahmapur Development Authority (BeDA)  
Brahmapur

Date-

Sub:- Declaration for Non-Blacklisting and No Dues

RFP Ref. No. \_\_\_\_\_

Name of the work: Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District.

Sir,

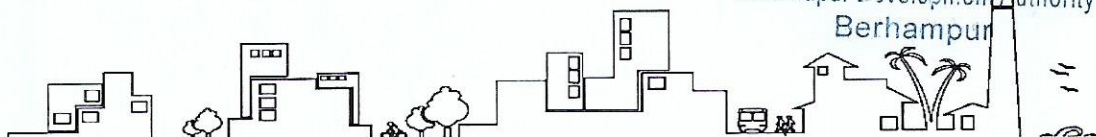
We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/ Public Sector Undertaking/ any Regulatory Authorities in India for any kind of fraudulent activities. Also, we declare that no dues are pending with any of the organizations from our side.

Yours Faithfully

Signature of the Authorized signatory

With official seal

SECRETARY  
Brahmapur Development Authority  
Berhampur





**Brahmapur Development Authority**  
Near Courtpeta Junction, Brahmapur, Odisha-760004

0680 2292235(O), 0680-2292033(F)  
bda.brahmapur311@gmail.com  
www.bdabrahmapur.in

### **Annexure-3**

## **RELEVANT EXPERIENCE**

### **Name of the Bidder:**

Experience in Public Transportation: -

(i) No. of years in operation:
(ii) Starting year with date of incorporation:
(iii) No. of vehicles owned/operate on the date of submission of bid: (Details of Registration Numbers with document to be enclosed)

*Note:*

- 1. Relevant experience for this purpose shall means owning and/ or operation of Bus Services in any city/state in India.*
- 2. Bidder shall provide copy of work order/LoA/Contract Agreement/ Performance Certificate etc. for Operation.*
- 3. Please use separate sheet for each project.*

Signature of the Authorized signatory

With official seal

**SECRETARY**  
Brahmapur Development Authority  
Berhampur



**Annexure-4**

**FINANCIAL CAPABILITY STATEMENT**

**Format for CA Certificate**

(The format should be certified by Chartered Accountant)

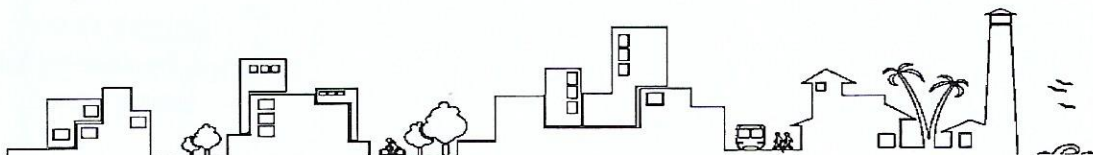
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Average Annual Turnover in INR</b>
1	2020-21	
2	2022-23	
3	2023-24	
<b>Average</b>		

**Note:** CA Certified copies of audited Balance Sheets, Copy of Income tax returns to be enclosed for each financial year and copy of GSTR-3B return for the last tax period.

Name of CA:

Signature with Date and Seal  
Membership No.

**SECRETARY**  
Brahmapur Development Authority  
Berhampur





**Brahmapur Development Authority**  
Near Courtpeta Junction, Brahmapur, Odisha-760004

0680 2292235(O), 0680-2292033(F)  
bda.brahmapur311@gmail.com  
www.bdabrahmapur.in

**Annexure-5**

**FINANCIAL BID**

Name and Address of the Bidder:		
Name of the Work: Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District		
SI No.	Description	Monthly Bidding Price inclusive of all taxes and duties in INR (To be deposited with BeDA)
1	2	3
1	Engagement of Operator for Operation, Managing and Maintenance of 07 Nos. of Buses at Tara Tarini Temple of Ganjam District	

(In Word \_\_\_\_\_ )

I agree for all the terms & conditions as laid down in RFP Document.

**Note: The bidding price is excluding of premium price as mentioned in Point no.2.7**

Date:  
Place:

Signed by Authorized Signatory  
with official Seal

SECRETARY  
Brahmapur Development Authority  
Berhampur

