



Brahmapur Development Authority

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www.bdabrahmapur.in

RFP No. 721 / BeDA, Brahmapur, Dated 20.05.25

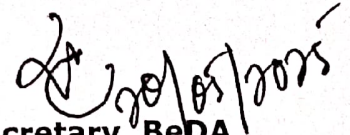
**RFP FOR SELECTION OF CONSULTANCY FIRM FOR PLANNING AND
DESIGNING OF TOWN PLANNING SCHEME (TPS-01/2025) IN BRAHMAPUR
DEVELOPMENT PLAN AREA**

Brahmapur Development Authority (BeDA) invites proposals from eligible agencies for the **"Planning and Designing of Town Planning Scheme (TPS-01/2025) in the Brahmapur Development Plan Area."**

Interested agencies may participate in this bid and submit their proposals. The **Request for Proposal (RFP)** document will be available for download from **21.05.2025** to **17.06.2025** on the official website: www.bdabrahmapur.in. Completed proposals, as per the instructions outlined in the RFP document, must be submitted through **Speed Post / Registered Post / Courier** no later than **17.06.2025** by **5:30 PM**.

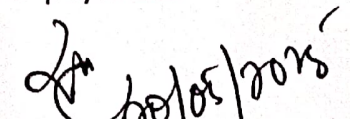
For detailed information, please refer to the RFP document.

BeDA reserves the right to cancel this RFP, with or without any amendments, without incurring any liability or obligation and without assigning any reason. BeDA also reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.


Secretary, BeDA
Brahmapur

Memo No. 722 Date: 20.05.25

Copy to the Advertisement Manager, The Times of India and The Hindu with a request to publish the same with minimum I&PR/DAVP approved rate for one day on or before dt. 21.05.2025 & the font size of the letters of advertisement shall be of 08 pts. Also you are requested to submit the bill in duplicate for payment.


Secretary, BeDA
Brahmapur





**REQUEST FOR PROPOSAL
FOR
SELECTION OF CONSULTANCY FIRM FOR PLANNING
AND DESIGNING OF TOWN PLANNING SCHEME
(TPS-01/2025)
IN
BRAHMAPUR DEVELOPMENT PLAN AREA**

RFP No: 721

Date of Issue:20.05.2025

Last Date & Time for submission:17.06.2025 by 5.30 PM

BRAHMAPUR DEVELOPMENT AUTHORITY

Court road, Courtpeta, Brahmapur, Ganjam, Odisha. PIN 760004

www.bdabrahmapur.in, E-mail Id:bdabrahmapur311@gmail.com

Schedule of Bid Process

Date of Publication of RFP	Date: 21.05.2025
Last date for submission of written/online queries for clarification	Queries will be received through bda.brahmapur311@gmail.com till 15:00 PM on 02.06.2025
Date, Time and venue for Pre - Bid Meeting	Date: 03.06.2025 at 11:30 A.M. at; Conference Hall, Brahmapur Development Authority, Court Road, Brahmapur-760004
Last date of uploading of response to Pre-bid Query/Issue of Addendum and Corrigendum (if any)	05.06.2025 by 5.30 PM
Last date for Submission of bids (through speed / Registered post or Courier)	Date: 17.06.2025, till 3:00 PM To, The Secretary, Brahmapur Development Authority, Court Road, Brahmapur Dist.-Ganjam, Odisha, PIN-760004
For further information contact:	Mr. P. K Nayak, PMU, BeDA (Cell: 7978471829)
Date and Time for opening of Technical proposals	Date : 18.06.2025 at 11:00 A.M.
Date and Time for Technical presentation	To be intimated later
Date and Time of opening of Financial proposals	To be intimated later

Note: At any time prior to the deadline for submission of RFP, authority may issue Corrigendum, Addendum, Clarification if any, through website (www.bdabrahmapur.in) only.

BeDA reserves the right to cancel the bidding process / a part there of at any stage without assigning any reason and in such event BeDA shall not be liable in any manner.

Sd/-
Secretary, BeDA

DISCLAIMER

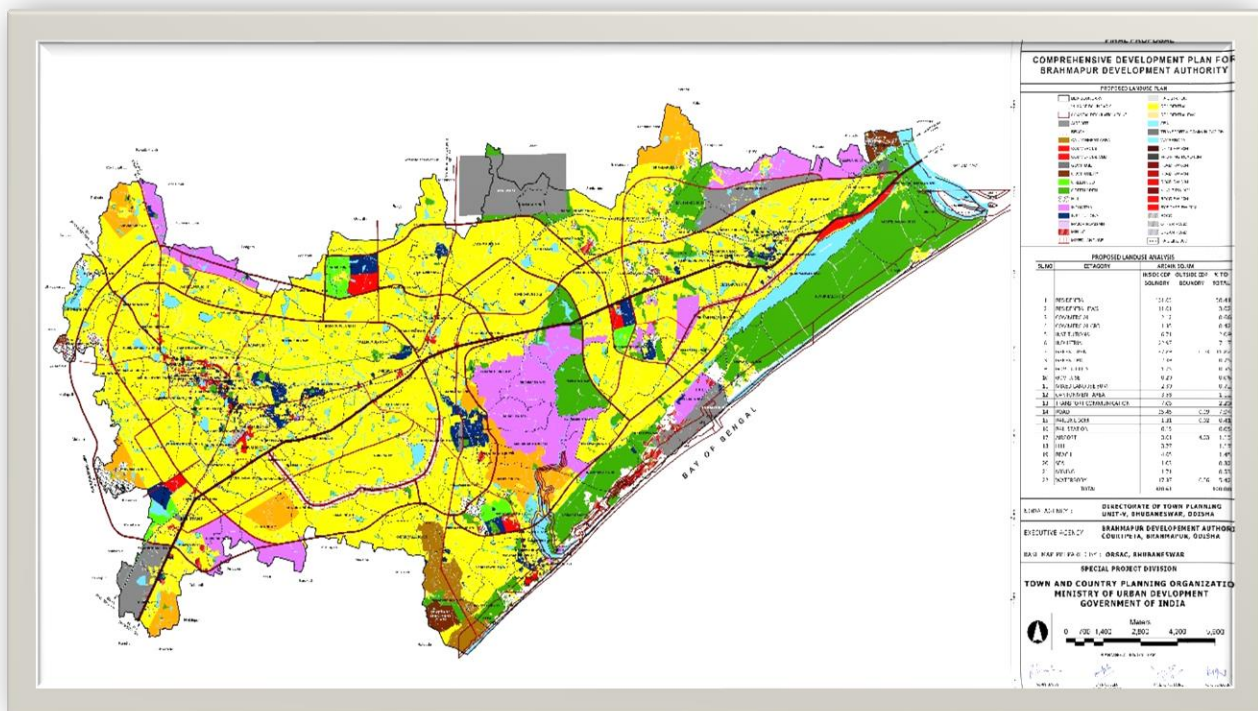
- All information contained in this RFP subsequently provided are in good faith. This RFP is not an agreement or an offer by BeDA to the prospective applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful them in the formulation and submission of their applications pursuant to this RFP.
- BeDA accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP.
- BeDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- The issue of this RFP does not imply that BeDA is bound to select an applicant or to appoint the selected applicant as the case may be. BeDA reserves the right to cancel this request for proposal and/or invite a fresh with or without amendments to this request for RFP, without liability or any obligation for such request for RFP and without assigning any reason. Information provided in this stage is merely indicative.

SECTION 1: INSTRUCTION TO BIDDERS

1. Introduction

The Brahmapur Development Authority (BDA), as the apex urban planning and development agency for the Brahmapur region, is committed to fostering sustainable and planned urban growth in alignment with the city's long-term vision. In pursuit of this objective, BDA intends to implement a **Town Planning Scheme (TPS)** under the provisions of relevant urban and regional planning statutes and guidelines. The TPS will serve as a vital instrument for structured urban development, ensuring balanced land use, improved infrastructure, and enhanced livability for the citizens.

To undertake this significant initiative, BDA seeks to engage a qualified and experienced **consultancy firm** through a transparent and competitive bidding process. The selected firm will be responsible for preparing and implementing the Town Planning Scheme, which includes base map preparation, socio-economic and land use surveys, stakeholder consultation, proposal formulation, financial planning, statutory approvals, and implementation roadmaps.



2. Scope of work

Brahmapur Development Authority, BeDA has identified the site measuring an area of approximately 569 Ac. (approx.) for implementation of Town Planning Scheme **No - 1/2025** which covers the villages Bhabhi Narayanpur and Pathara of Pathara Mouza, Ramachandrapur of Ramachandrapur Mouza, Dura and Bahadurpeta of Dura mouza (Location map attached in **Annexure-1**).

The scope of work for selected firm/ consultant shall include support and assistance in the following activities in Town Planning Scheme which shall include, but not limited to:

- a) Collecting all necessary data from BeDA, fixing & delineation of the scheme boundaries; superimposing the CDP vision-2031, proposals and the relevant cadastral map on the scheme area;
- b) Compilation of list of land owners along with their Revenue Plot Numbers and area there under (Original Plots)
- c) Detailed topographic survey of the scheme area (in 1:500 scale).
- d) Preparing layout plans (in scale 1:500) for land in the scheme area carving out Final Plots to be given to land owners, Final Plots to be retained by BeDA as Land Bank, keeping necessary provisions for roads, open spaces, public utilities, physical and social infrastructure components as laid down in the Building and Planning Regulations -2018, ODA (P&BS) - 2020, The Odisha Development Authority Act,1982 and Odisha Development Authorities Rules,1983 [all three together The Statutory Provisions], the URDPFI Guidelines and all Applicable Codes and Indian standards,
- e) Area Calculations for Original Plots, Final Plots to be allotted to Land Owners, Final Plots to be retained by BeDA as Land Bank and tabulation/mapping of the same.
- f) Analysis of Future urban infrastructure (public utilities, physical and social infrastructure) requirements based on projected population, Identification of projects for urban infrastructure in the scheme area, block cost estimation of the urban infrastructure development and preparation of phasing plan for the same.
- g) Formulation of Implementation strategies and their timelines, strategies to use Value capture finance tools, Assessment of betterment levy and special development controls for the scheme, if any.
- h) Carrying out assessment of Benefits and Impacts of the scheme.
- i) Assistance to BeDA including presentations with State Government for approval and different line departments for pursuing infrastructure data.
- j) Assistance to BeDA in obtaining statutory approvals, if any

In addition to the points mentioned above. The scope of work for the consultant have been further divided into following stages

2.1 Milestone – I: Mobilization for Survey work: Collection of Field Data, Survey, Preparation of Base Map and Reconciliation of RoR with survey data

A. Survey and collection of Field Data:

The selected firm shall solely be responsible for discharging/ performing the following obligations, to the best satisfaction of BeDA, which inter alia includes but not limited to:-

- a. The Total Station Survey of land should be carried out by Latest Equipment. The required Traverse Point Should be permanently fixed along the boundary of the proposed Local Development Plan area;
- b. The land survey should be done along the boundary including the total right of way of the roads adjacent to the site boundary, indicating all necessary details;
- c. DGPS survey shall be used for generation of Ground Control Points (GCPs). The Total Station Survey data shall be duly geo-referenced using GCPs collected by dual frequency DGPS receivers.
- d. A permanent station shall be established which can be used as a reference station, preferably in the central part of the site or any other part of the site as decided by BeDA.
- e. The reference station and GCPs shall be reflected in the Base maps with appropriate indexation.
The Survey shall include-
 - i. Measurement of each Survey No./ Block No./ City Survey No. at site with procession details;
 - ii. Boundary of each property/plot along with use of the plot;
 - iii. outer boundary wall of all heritage building compound;
 - iv. mapping of boundary of all types of roads i.e. National Highway, State Highway, Districts Road, internal approach road of society (access road to individual buildings), private roads, all internal lanes, pedestrian pathway, etc. and roads as specified in Design;
 - v. All features within the RoW of roads, such as median, traffic islands, traffic posts, traffic lights, bus stops, street signage, signage related to monuments, footpath, landscaped area, etc.;
 - vi. Mapping of all natural features like lake, pond, water tanks, wells, canal, drainage channels, wetlands, hills/ hillocks, etc.; Mapping of parks, playgrounds, organized open spaces, trees; Mapping of all physical infrastructure with location and boundary of Infrastructural facility such as-
 - drainage network, storm water network, manholes, drainage pumping station,
 - water supply network, elevated service reservoir (ESR), underground reservoir (UGR), pumping stations, water treatment plant,
 - sewerage network, manholes, sewerage pumping station, sewerage treatment

- plant,
- HT and EHT line and towers, LT electricity network with poles (either underground or overhead), substations, transformers, Telecom infrastructure, telephone poles/line, mobile towers (Ground base towers / Roof top towers/ Rooftop poles),
- gas pipeline network;
- f. Operational Construction such as canal network, Railway line, etc. with all types of cross drainage works;
- g. Buildings related to railway station, bus station, religious buildings, cemetery, burial ground/place, hospital, fire station, police station, school, college, recreational buildings like community hall etc.;
- h. existing slum boundary, open spaces within slum area, schools, Anganwadi, primary health centers, etc. located within slum area;
- i. Collection of latest data regarding existing road network infrastructure facilities, Canal- Railway- electricity network with respect to alignment with sketch/drawings/measurements from the concerned department;
- j. Contour Survey for every 0.5 mtr. Interval distance including level at 10.0 mtr interval distance with Graphic Method.
- k. Elevation of each plot in reference with Mean Sea Level (MSL) and shall be reflected in the attribute table in GIS (.shp file) w.r.t. plot details.
- l. Alignment of infrastructural facilities, operational construction etc. with all records including sketch/drawing/measurement from the concerned department.
- m. Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each survey no./Block No./C.T.S. No. by BeDA
- n. Existing land Use for each Survey No./Block No./ C.T.S No.
- o. Base map with all details to be submitted in the scale of 1:8000 and 1:2000
- p. Authentication of Settlement Commissioner with respect to measurement, area and location of each Survey No. /Block No./ C.T.S. No.
- q. Submission of ownership records with address of land owners.
- r. any others mutually agreed information on written direction of BeDA;
- s. Any ambiguity, error, mistake, irregularity should be rectified by the selected consultant. If required, the selected consultant firm shall re-survey the entire area. No extra payment shall be claimed by the selected consultant firm.

B. Preparation of Base Map and Plot wise Statement:

- a. Preparation of Base maps in AutoCAD Format (The layers of the attributes shall be as per the Appendix-A) and GIS Format as per design standards prescribed for "Formulation of GIS based Master Plan for AMRUT Cities" with above mentioned details in scale 1:8000 and 1:2000
- b. Plot wise statement indicating all the existing structures, constructions and

- infrastructure facilities.
- c. Submission of a hard copy of the Base Map along with the Plot Wise statement.
 - d. Submission of a soft copy of the Base Map (AutoCAD and GIS Format) and the Plot wise statement.

2.2 Milestone – II: Completion of all stages for Survey work and submission of final survey report for approval

A. Comparison of the survey and data collected with the records of Revenue Department:

Comparison/tally of survey done at site with records/survey sheets obtained from Revenue department and authentication of final measurement, location and area with respect to each plot.

After completion of the survey and preparation of drawing in AutoCAD and GIS, the reconciliation work shall be carried out. The consultant firm shall collect all the relevant and up-to- date land records, such as revenue sheets of latest settlement year, RoR information, certified case-records, trace maps, land acquisition records from the respective departments. As part of reconciliation process, drawing in the scale of 1:400 or 1:1000 of each survey number shall be prepared and compared with Tehsil record, after which a final drawing shall be prepared which shall clearly indicate discrepancies between present situation and Tehsil records. All fees for procuring the documents shall be borne by the consultant.

B. Plot wise area statement of reconciled land record

The consultant firm shall prepare an area statement which includes the area as per survey and area as per Tehsil record in the format prescribed at Appendix-A of RFP. The information shall be included as GIS attribute column of GIS .shp file of plots.

C. Ownership and Kisam information

All ROR information shall be collected including ownership (Government, Government reserved, Private, Forest, Temple/Trustee, etc.), address of land owners within the site area, Kisam. All records shall be verified from the concerned revenue office. Along with ownership and kisam information in GIS format, the detail ownership record shall also be submitted in tabular format.

D. Benchmark Value

Collection of Benchmark value of each plot within the site area from respective office. The values shall be included as an attribute column in the GIS .shp file of the plots.

E. Submission of Final Base Map and Plot wise Statement:

Considering the required changes, the selected consultant firm shall submit the following:

- i. nos. of hardcopies of Final Base Map in the scale of 1:8000 and 1:2000
 - ii. nos. of hardcopies of Plot wise Statement.
 - iii. Soft copy of the Final Base Map in Auto CAD and GIS Format (with all the attributes in the layers as per Appendix-A) and as finalized by BeDA.
 - iv. List of record of the plots and owners as per the format approved by BeDA.
- F.** Authentication of the submitted Final Base Map by the Nodal Officer, BeDA in report format.
- G.** Submission of the modified documents after authentication of the Base Map, Plot wise statement and Records of Plots and Owners by a competent Revenue officer

2.3 Milestone – III: Submission of Preliminary Proposal for approval

2.3.1 Preliminary Proposal (Planning Stage – 1)

- i. Collection of all maps, plans, area tabulations related to the subject TPS from BeDA and any other data required for the Scheme Area from other line departments.
- ii. Collection of updated Cadastral map and revenue plot numbers including their Division/Sub-Division falling in the identified Scheme area.
- iii. Collection of updated Layout plans approved by BeDA within the scheme area till the given dates.
- iv. Preparation of Scheme Base map (in 1:500 Scale) based on the available Topographic survey, with superimposition of Cadastral Maps, CDP Proposed Land Use for CDP vision-2031 and Layout Plans approved by BeDA. The Base Map shall show final delineated scheme boundary, all major existing and proposed roads along with road connectivity with adjoining city areas, alignment of drainage channels and any other physical infrastructure as desired by BeDA.
- v. Tabulation of Area-Ownership statement of the scheme as listed below.

- a. Revenue plot wise area of all the plot's falling in the scheme as per the Record of Rights (RoR)
- b. After topographical survey measured area of all the revenue plot and
- c. Plot wise area of the scheme whose layouts has been approved by the BeDA till the declaration of intention notification.
- vi. This shall include Revenue Plot number/ Sub-division of Revenue Plot, name of land owner and area of land in each land account.
 - a. Determining Final Scheme Boundary and Scheme Area based on validly exempted land parcels as per Statutory Provisions
 - b. Assisting BeDA in carrying out preliminary consultation with the land owners
 - c. Assistance to BeDA in obtaining statutory notifications if any.

Note: BeDA shall provide Cadastral map along with intention boundary for the entire scheme area derived from BhuNaksha and shall extend all co-operation and facilitation to demarcate scheme boundary on available topographic survey through land revenue officials.

Deliverables

Preliminary Report for Town Planning Scheme - *Comprising of Consultants approach and Methodology, Scheme Base Map with site delineation (in 1:500 Scale), and Scheme Area- Ownership Statement comprising Revenue Plot wise ownership and area in desired format.*

2.4 Milestone – IV: Submission of Draft Town Planning Scheme for approval

2.4.1 Draft Proposal (Planning Stage – 2)

- i. Carrying out Detailed Topographic Survey for the scheme boundary (in 1:500 scale) with contour plan, physical features, built-structures, trees, water bodies, existing roads, natural drainage, and utilities network passing through the Scheme Boundary
- ii. Final Tabulation of land area statement of the scheme based on preliminary consultation with land owners as listed below.
 - a. Revenue plot wise area of all the plot's falling in the scheme
 - b. After topographical survey measured area of all the revenue plot and
 - c. Revenue wise area of the scheme whose layouts has been approved by

BeDA till the given date.

This shall include Revenue number/ Sub-division of Revenue plot, name of land owner and area of land in each land account.

- iii. Preparation of Layout Plan (in scale 1:500) showing sector plans incorporating final plots (residential, commercial, physical and social infrastructure) both for Final Plots to be given to land owners and Final Plots to be retained by BeDA, provisions for public utilities, physical and social infrastructure components as per norms and standards specified in the Statutory Provisions, Brahmapur Development Authority Planning and Building Standards Regulations-2017, ODA (P&BS)-2020, the URDPFI Guidelines and all Applicable Codes and Indian standards.
- iv. The Layout plans shall also include proposed Scheme/Sector roads, road-widths, scheme/sector level open/green spaces & utilities, Parking Areas reservation of plot for the economically weaker sections and lower income groups, scheme/sector level commercial area[s], educational area[s], health area[s] and other public-semipublic land use areas with land use analysis statement, all based on planning norms and standards specified in the Statutory provisions.
- v. The Layout plan shall incorporate area statement (Area analysis based on different Land uses proposed at the Scheme and Sector level).
- vi. Final Tabulation of land area statement for the Final Scheme Boundary and Proposed Layout Plan based on following.
 - a. Various Land Uses proposed in the Layout Plan (both at Scheme and Sector level)
 - b. Merged Original Plot and Final Plots to be given to land owners and Final Plots to be retained by BeDA (both at Scheme and Sector level)
- vii. Analysis of Future urban infrastructure (public utilities, physical and social infrastructure) requirements based on projected population, Preparation of Urban Infrastructure plan (identification of projects and phasing plan), Scheme/sector level infrastructure proposed with block cost estimate (Stage 1 estimates, based on unit rate of development works) of each infrastructure component. Formulation of Draft Implementation strategies and their time lines, draft strategies to use Value capture finance tools, draft Assessment of betterment levy, compensation if any to stakeholders
- viii. Draft of assessment of Benefits and Impacts of the scheme
- ix. Incorporation of all/any revisions proposed as a result of discussions or appraisals or scrutiny of the proposals submitted at the Draft Town

Planning Stage and submission of 'Draft Town Planning Scheme' for approval.

- x. Assistance to BeDA in discussions/consultations with Land Owners including presentations to the Land Owners for informing them about the TPS, their final plots etc. incorporating their suggestions and objections in the Final Proposal of TPS and conducting owners meeting as per the statutory provision.
- xi. Assistance to BeDA for conducting personal hearing meeting with the land owners who have given objections.
- xii.** Assistance to BeDA in obtaining statutory approvals, if any.

Deliverables

Draft Town Planning Scheme in desired Format as per Statutory provisions comprising Layout Plan of Plots (in 1:500 scale) with area under final plots, area reserved for roads, open spaces, physical and social infrastructure, infrastructure plan, Block Costing of infrastructure development and projects, Tabulation of Land Area statements for both Original Plots and Final Plots to be given to land owners, and other outputs mentioned in the above.

2.5 Milestone – V: Sanction of Draft Town Planning Scheme by Government of Odisha (GoO)

2.5.1 Preliminary & Final Town Planning Scheme (Planning Stage – 3)

After incorporating all decisions on the objections/suggestions of land owners in public consultation, the consultant shall submit:

- i. Final [proposed] Layout plans (1:500 scale) showing sector plans incorporating final plots (residential, commercial, physical and social infrastructure) both for Final Plots to be allotted to land owners and Final Plots to be retained by BeDA, provisions for public utilities, physical and social infrastructure components, proposed Scheme/Sector roads, road-widths, scheme/sector level open/green spaces & utilities, Parking Areas, reservation of plot for the economically weaker sections and lower income groups, scheme/sector level commercial area[s], educational area[s], health area[s] and other Public & Semi-Public land use areas with land use analysis statement as per norms and standards specified in the Statutory Provisions, the URDPFI Guidelines 2014 and all Applicable Codes and Indian standards.
- ii. Final Tabulation of land area statement for the Final Scheme Boundary and Proposed Layout Plan based on following.
 - Various Land Uses proposed in the Layout Plan (both at Scheme and

Sector level)

- Merged Original Plot and Final Plots to be given to land owners and Final Plots to be retained by BeDA (both at Scheme and Sector level)
- iii. Final [proposed] Urban Infrastructure plan (identification of projects and phasing plan), Scheme/sector level infrastructure proposed with block cost estimate (Stage 1 estimates, based on unit rate of development works) of each infrastructure component.
- iv. Final Implementation strategies and their time lines, strategies to use Value capture finance tools, Assessment of betterment levy, compensation if any to stakeholders, Specific Development Control Regulations (if any) for the TPS, assessment of Benefits and Impacts of the scheme
- v. Assistance to BeDA in obtaining statutory approvals, if any.

2.6 Milestone – VI: Submission of Final Town Planning Scheme by Government of Odisha (GoO)

Deliverables of Final Town Planning Scheme in desired Format as per Statutory provisions comprising Layout Plan of Plots (in 1:500 scale) with area under final plots, area reserved for roads, open spaces, physical and social infrastructure, infrastructure plan, Block Costing of infrastructure development and Calculation of contribution as per ODA Act, 1982 & Rules, 1983, Incremental Value of Final Plot, Tabulation of Land Area statements for both Original Plots and Final Plots to be given to land owners, and other outputs mentioned in the above.

3. Deliverables, Timelines and Payments

The Consultants Lump Sum Fees shall be paid as per following Deliverables/Milestones.

Deliverables/Milestones, Timelines and Payments to the Consultant firm –

Sl. No	Deliverables/ Milestones	Timelines (for TP Schemes)	Payments
1	Mobilization for Survey Work	T* + 1 Month	10%
2	Completion of all stages for Survey work- and submission of final survey report for approval	T + 2 Months	5%
3	Submission of Preliminary Proposal for approval	T + 5 Months	15%
4	Submission of Draft Town Planning Scheme for approval	T + 6 Months	20%
5	Sanction of Draft TP Scheme for approval by GoO.	T + 8 Months	10%
6	Submission of Final Town Planning Scheme for approval	T + 10 Months	30%
7	Sanction of Final Scheme from GoO.	T + 12 Months	10%

Note:

- i. *T is the date of signing of Agreement*
- ii. Basis for payment for stages will be on Lump sum Fees quoted by the consultant*
- iii. All these timelines are excluding the time required for notification if any or compliance of any statutory requirements and /or the approval process.*
- iv. Scope of Work or the Timeline given for performance of services may be increased, reduced or altered by the BeDA. Any revised scope of work or for any additional/repetitive services for which rates of fees are not available shall be paid on mutually agreed terms and conditions.*

4. Penalty

The selected bidder/firm would be required to meet the project requirements as per the desired specifications for all the services set by BeDA within timeline. In the event of delay from Consultant side, the duration of the assignment shall be extended by maximum of 6 month on payment of delay liquidated damage @ 10% of the total contract value per month (to be calculated on pro rata basis for the delay in number of days). In the event the selected consultant could not complete the assignment within the extended period of 6 month, the contract shall be terminated by BeDA unless BeDA consents for any further extension of time.

In the event of delay by the consultant for completion of any milestone within the timeline specified, BeDA shall retain amount equivalent to 10% of respective milestone payment. The retention amount shall be released while making of payment for subsequent stage. In the event of delay of any milestone exceeds 01 (One) month from the schedule time, BeDA shall deduct 1% of payment for respective milestone.

5. Termination of Contract

Notwithstanding any condition contained in the Contract, BeDA reserves the right to terminate the contract / agreement on written notice of thirty (30) days to selected consultant for any reason including the event of failure of selected consultant to perform the services in accordance with the terms of the agreement and to the entire satisfaction of BeDA without any further cost to BeDA from the date of notice. In such an event BeDA shall be entitled to get the work completed through any third party at the risk and cost of consultant and recover the amount from the amounts payable to the consultant, or BeDA may recover the amount through other means.

6. Period of Contract

The Contract period with the selected firm for the assignment shall be for an initial

period of 1(One) year from the date of execution of the contract agreement. In case of delay in work due to unforeseen conditions and reasons beyond the control of the selected firm, BeDA at its own discretion may extend the contract for a period up to 12 months in one or more number of slots.

7. Location of Work

The location details of the proposed Town Planning Scheme - **1/2025** are provided in **Annexure-1**. The selected consultant shall do all such act(s) specified in the Clause 2 including deployment of manpower not less than professional / staffs specified in Clause 9.1 therein to ensure the execution of the scope of work at BeDA office, Brahmapur Development Planning area and/ or any other suitable location as decided by BeDA time to time.

8. Minimum Eligibility Criteria

For participating in this RFP process, the Bidder would require to comply with the following criteria:

8.1 General Eligibility Criteria

- i. The Bidder shall be a single Indian legal entity such as companies registered under the Companies Act or Partnership firm or Limited Liability Partnerships firms, registered under relevant acts, shall be eligible to participate in bid.
- ii. The Bidder must not have failed to perform / violated the agreement conditions and/or committing act(s) / omission(s) entailing cancellation / premature termination or breach and/or consequential imposition of penalty either by the employer, Government, Arbitrator or judicial authorities within last three years counted on and from the date of advertisement floated by BeDA.
- iii. The Bidder should not be blacklisted/ debarred in last 3 (three) years by any State / Central Government Department or Central /State PSUs as on bid due date in India.

8.2 Consortiums of firms are not allowed to participate in the bid.

8.3 **Technical criteria:** The bidders shall have experience of planning and designing of at least **3 (three) numbers** of Town Planning schemes / land pooling scheme / "Similar schemes" of **minimum 100.00 Acres** each in any state of India under the relevant Town and County Planning Act / other acts as applicable.

Note: "Similar schemes" means Planned townships/ Zonal Development Plan (ZDP)/ Local Area Plans (LAP)/ Sectoral Plans/ Industrial Parks/ SEZ/ Mixed Use Development of at least 100 acres.

(To authenticate the project Experience, the bidder shall also submit the

supported documents such as Notification from the Govt. for the completion of the scheme with high lightened project area and letter issued by the client for final plot demarcation for the respective projects/ copy of agreement or work order etc. BeDA shall at its own discretion to determine the projects to be consider project experience based on the nature of assignments)

8.4 Financial criteria:

The bidder shall have minimum Average Annual Turnover of **INR. 10 Crores (Ten Crores)** for the last three (3) financial years (i.e. **FY 2021-22, FY 2022-23 and FY 2023-24**).

8.5 In the Even if a bidder satisfies the above requirements (General, Technical and Financial Criteria), it will be subject to disqualification, at any stage during bid process or during the Contract Agreement period, if it has:

- i. Made a false representation in the form, statement and attachments required in the proposal submission documents;
- ii. Record of poor performance such as abandoning work, not completing contract properly, financial failures or delayed completion, and,
- iii. If it has been convicted by any court of law.

9. Evaluation criteria

9.1 Team Deployment:

- i. The selected consultant shall have to engage required numbers of man-powers / experts / professional for completing the assignments within timelines.
- ii. The selected consultant shall deploy a team of professionals of minimum 4 member (as detailed below) to be stationed in BeDA office for assisting BeDA in preparation and implementation of Town Planning Scheme.

Sl. No	Position	Qualification	Experience	Marks – 30
1	Project Co-coordinator	Full time Master's Degree in	At least 10 years of experience post highest	

		Planning (Urban / Housing / environmental / transport / Infrastructure) from a reputed Institution	qualification in implementation of Town Planning Schemes.	15
2	Senior Planning/ Architect Consultant	Full time Bachelor in Architecture with Master's Degree in urban and Regional Planning (MURP/ MCP) from a reputed Institution	At least 7 years of experience post highest qualification in implementation of Town Planning Schemes. He / She should have complete knowledge of AutoCAD, GIS & other related software's	8
Support Staff:-				
3	Planning Consultant	Full time Bachelor in Planning from a reputed Institution.	<ul style="list-style-type: none"> At least 3 years of experience post highest qualification in Planning & designing. Should have experience in similar kind of projects. He / She should have complete knowledge of GIS & other related software's. 	4
4		Engineer Consultant	He / She should have at least 5 years of experience post highest qualification in estimation and execution of infrastructure works.	3

- iii. At any time, if the Authority finds the performance of any deployed personnel to be unsatisfactory, BeDA reserves the right to require the selected bidder/consultant to provide a replacement. Upon receipt of such notice, the consultant shall, within fifteen (15) days, replace the concerned individual with an expert of equal or superior qualifications, subject to the approval of the Authority.

However, the Consultant may engage additional manpower or experts to complete the assignment within the stipulated timelines, at no additional cost to BeDA, with prior intimation to BeDA.

- iv. During the Contract period, the Consultant should not replace the proposed experts, without the prior consent of the BeDA. If the Consultant proposes to change personnel's/ experts within 01 (One) year, a penalty of 2% of the total contract value per each replacement (irrespective of position) shall be imposed by the BeDA. The penalty amount shall be deducted from the payment to be made to the consultant.
- v. The proposed manpower to be deployed at BeDA office and BeDA shall provide space / work stations.
- vi. The selected consultant shall provide the necessary laptops/desktops, printers, software, licenses, permits, and any other equipment or resources required for executing the assignment, including logistical support for travel to the project site. No additional payment shall be made beyond the Lump Sum Fee quoted.
- vii. The personnel deployed at the BeDA office shall adhere to BeDA's working hours and operate under the guidance of the Project Nodal Officer. Any leave or absence of the deployed personnel shall require prior approval from BeDA or the designated Nodal Officer.

9.2 Technical Scoring (Ts)

Sl. No	Description		Minimum Post Qualification Experience	Marks	Maximum Marks
1	Team Composition	Project Coordinator (01 No.)	At least 10 yrs of exp	15	30
		Senior Planning/ Architect Consultant (01 No)	At least 7 yrs of exp	8	
		Planning Consultant (01 No)	At least 3 yrs of exp	4	
		Engineer Consultant (01 No)	At least 5 yrs of exp	3	
2	Experience of Similar projects	The bidders shall have experience of planning and/or designing of 3 (three) numbers of Town Planning schemes / land pooling scheme / Similar schemes of minimum 100.00 Acres each in any state of India under the relevant Town and County Planning Act / other acts as applicable.	<p>➤ At least 3 (three) numbers of Town Planning schemes / land pooling scheme / similar schemes of minimum 100.00 Acres:</p> <p>18 Marks</p> <p>➤ For each additional Town Planning schemes / land pooling scheme / Similar schemes of minimum 100.00 Acres:</p> <p>Each 3 Marks (Maximum 4 Nos. of Project allowed)</p>		30
3	Turnover	Minimum average annual turnover for FY 2021-22, FY 2022-23 and FY 2023-24 of Rs. 10 Crores	<p>➤ For average annual turnover for FY 2021-22, FY 2022-23 and FY 2023-24 of Rs.10 Crores:</p> <p>5 marks</p> <p>➤ For each additional turnover of Rs. 1 Crore:</p> <p>1 mark</p>		10

4	Technical Presentation	Background of the Consultant, project understanding and implementation plan			30
Total					100

Note: The evaluation shall be made on the marking system mention above for the project experience.

*For all positions weightage of 60% mark to be given for total experience and 40% for similar project experience.

*CV not meeting specified qualification and minimum years of total experience will not be evaluated and will be given ZERO

Note: Bidder scoring more than 70% marks in the Technical Score (Ts) will only be eligible for financial bid opening.

10. Format and Signing of Proposal

10.1 The proposal shall be submitted in two parts

- **Part A - Technical Proposal**
- **Part B - Financial Proposal**

10.2 The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized.

10.3 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the proposal.

11. Submission of Proposal - Packing, Sealing and Marking of Proposal:

11.1 The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows.

"Part-A: Technical proposal for IMPLEMENTATION OF TOWN PLANNING SCHEME NO - 1/2025 OF BeDA IN BRAMHAPUR DEVELOPMENT PLAN AREA".

"Part-B: Financial Proposal for IMPLEMENTATION OF TOWN PLANNING SCHEME NO - 1/2025 OF BeDA IN BRAHMAPUR DEVELOPMENT PLAN AREA".

- 11.2 Both the above envelopes i.e. envelope for Part-A and envelope for Part-B must be packed in a separate sealed outer cover and clearly marked with the following on the top:

"Proposal for IMPLEMENTATION OF TOWN PLANNING SCHEME NO - 1/2025 OF BeDA IN BRAHMAPUR DEVELOPMENT PLAN AREA"

The Bidder's Name & address shall be mentioned on the outer envelope.

- 11.3 The inner and outer envelopes shall be addressed to BRAHMAPUR DEVELOPMENT AUTHORITY(BeDA), Brahmapur at the following address:

To

**The Secretary
Brahmapur Development Authority (BeDA)
Court Road, Brahmapur
PIN-760004 (Odisha)**

- 11.4 If the outer envelope is not sealed and marked as mentioned above, then BRAHMAPUR DEVELOPMENT AUTHORITY(BeDA) will assume no responsibility for the proposal's misplacement or premature opening.

- 11.5 Proposals submitted by fax, telegram or e-mail shall be rejected.

12. Documents to accompany the proposal

PART – A (Technical Proposal)

- i. The bidder must submit the following particulars / documents along with the Technical proposal failing which the proposal shall be treated as non-responsive.
- ii. Covering Letter as per **Schedule 'A'**;
- iii. Non-refundable document Fee: Rs.10,000/- and EMD of Rs. 5,00,000/- (refundable) in the form of Demand Draft payable in favour of "Secretary, BeDA, Brahmapur" payable at Brahmapur drawn on any nationalized/scheduled bank.
- iv. Information of Bidder as per **Schedule 'B'** along with all supporting documents;
- v. Power of Attorney of authorized signatory as per **Schedule 'C'**.
- vi. Bank Guarantee Format to be submitted as prescribed in **Schedule 'D'**.
- vii. Information on relevant Project Experience in **Schedule 'E'** along with all supporting documents;
- viii. Summary of financial strength as per **Schedule 'F'** (proof of Turnover Criteria)
- ix. Curriculum Vitae (CV) as per **Schedule "G"** of the minimum manpower criteria mentioned.
- x. Copy of PAN Card and GST Registration Certificate of the bidder.

12.1 Copy of certificate of incorporation and other similar relevant documents.

12.2 PART- B (Financial Proposal)

- i. The bidder must submit the Financial Proposal as per Schedule "H" with proper signature & seal of the bidder.
- ii. In the event of any deviation in the total area for proposed TP Scheme, the payment shall be adjusted on prorated basis.
- iii. All Bidders shall strictly follow the above submission requirement along with its related supporting documents during submission of proposal. Short or non-submission of desired information and deviation in submission formats for any/ all of the above information maybe the reason for rejection of the proposal. Any conditional proposal shall be summarily rejected.

13. Deadline for submission of Proposal

- i. Proposal filled in all respect must reach BeDA at the address, time and date specified in the cover page of the Proposal document through Speed / Regd. Post / Courier. If the specified date for the submission of Proposal is declared as a holiday for BeDA, the Proposal will be received up to the appointed time on the next working day.
- ii. **Late Proposal:** Proposal received after the deadline for submission of Proposal prescribed by BeDA will be rejected.
- iii. **Modifications and Withdrawal of Proposal:** No modifications of the Proposal shall be allowed once it is received by BeDA, Brahmapur.

14. Validity of Proposal

Proposal shall remain valid for 180 days from the last date of submission of proposals. A Proposal valid for a shorter period shall be rejected as non-responsive.

15. Proposal Opening

BeDA will open all proposals in the presence of the Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location:

BeDA Conference Hall

Court Road, Brahmapur (Odisha)–760004

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for BeDA, the Proposal shall be opened at the appointed time and location on the next working day.

16. Evaluation of Technical Bid

The technical proposal shall be evaluated in Two phases.

- i. In the First phase the Technical Proposals (General Eligibility and Technical Eligibility) shall be evaluated on the basis of minimum eligibility criteria as mentioned in **Clause 8** of this RFP.
- ii. In the Second phase, the CVs submitted by the Bidders shall be evaluated, to check whether the CVs submitted are meeting the criteria specified in this RFP.
- iii. Bidders meeting the minimum eligibility criteria and submitted the CVs as per RFP requirements shall be Technically qualified for opening of the financial proposals.

17. Opening of Financial Proposal

Upon completion of evaluation of the Technical Proposals, BeDA will notify the Bidders on the date specified in the Bid Schedule, whether they are qualified and eligible for opening and evaluation of Financial Proposals. The Financial Proposals of those Bidders who do not qualify will not be opened.

18. Bid Evaluation Methodology

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

- i. Bids will be checked for responsiveness and eligibility against evaluation criteria mentioned in Clause 8
- ii. Bids which are found responsive and satisfy as per the evaluation criteria will be evaluated against the evaluation criteria as per Clause 8
- iii. **Technical Score:** The total score obtained by the Bidder as per Clause 8 above shall be the technical score (Ts) of the Bidder.
- iv. **Financial Score (Fs):** The financial bid of the bidder would be opened after evaluation of technical bid. The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$\mathbf{Fs=100 \times FM1 / F1}$$

(F1=amount of Financial Proposal as quoted by the Bidder; FM1= Lowest financial quote)

- v. **Combined and Final Evaluation:** Combined score shall be calculated based on Technical and Financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = (Ts \times Tw) + (Fs \times Fw)$$

(Where Tw and Fw are weights assigned to Technical proposal and Financial Proposal as 0.70 and 0.30 respectively)

- vi. **Selection of Bidder:** The Bidder securing the highest combined score would be the Selected Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

19. Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BeDA to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BeDA and the next eligible firm may be considered for the project.

20. Payment schedule

Sl. No	Deliverables/ Milestones	% of Negotiated Amount (Fees) to be paid
1	Mobilization for Survey Work	5%
2	Completion of all stages for Survey work- and submission of final survey report for approval	10%
3	Submission of Preliminary Proposal for approval	15%
4	Submission of Draft Town Planning Scheme for approval	20%
5	After sanction of Draft TP Scheme for approval by GoO.	10%
6	Submission of Final Town Planning Scheme	30%
7	Sanction of Final Scheme from GoO.	10%

21. Earnest Money Deposit (EMD)/ Bid Security

Bid Security in the form of Demand Draft/Bank Guarantee from any scheduled Commercial Bank in favour of "Secretary, Brahmapur Development Authority" payable at Brahmapur for INR 5,00,000/- (Rupees Five lakh only), is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite Bid security shall be treated as non-responsive and rejected.

The Bid Security submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

Note:

The Bid Security shall be forfeited:

- i. If a Bidder withdraws or modify its Proposal during the period of validity of the proposal, Or,*
- ii. If the successful Bidder fails to submit the Performance Security and execute the agreement or the work assigned or failure in compliance of the terms & conditions of LOA.*

22. Disputes

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

23. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Brahmapur Development Authority will be hosted only on the website of BeDA i.e. www.bdabrahmapur.in.

24. Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the bidder has:

- i. made a complete and careful examination of the RFP;
- ii. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of Brahmapur Development Authority or relating to any of the matters stated in the RFP Document
- iii. satisfied itself about all matters, things and information, including matters referred in the RFP, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- iv. acknowledged that it does not have a Conflict of Interest; and
- v. agreed to be bound by the undertaking provided by it under and in terms hereof.
- vi. Scope of Work and adequate knowledge on area of operation /Town Planning Scheme areas.

25. Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of a proposal / LOA, preferred bidder shall have to furnish an interest free Performance Bank Guarantee amounting to 5% of the total contract value from a scheduled commercial bank situated in Brahmapur in favor of Secretary, Brahmapur Development Authority, for a period of three months beyond the entire contract period as its commitment to perform services under the contract.

Failure to comply with the terms & conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

26. Final Decision-Making Authority

BeDA reserves the right to accept or reject any application and to annul the process and reject all proposals at any time without assigning any reason thereof and without thereby incurring any liability to the affected Bidder or without informing the Bidders of the grounds for such action.

27. Execution of Agreement

The selected bidder after acknowledgement of LOA shall require execution of the agreement with BeDA on terms and conditions to be specified therein within a period of 10 days from the date of issuance of LOA. The said agreement shall be binding to the parties in all respect.

In case the selected Bidder fails to sign the agreement within the aforesaid time referred to the above shall entail cancellation of LOA on caution to the selected bidder not to participate in any of the tender floated by BeDA in future with forfeiture of EMD.

In such event the subsequent bidder in the list of selection shall be required for a negotiation to bring its offer in conformity with the offer given by the selected bidder and in case agreed upon shall be issued LOA and shall be required to enter into the agreement in the manner and time as specified above.

28. Commencement of Assignment

The Consultant shall commence the Services within 15 (fifteen) days from the date of signing of the Agreement. If the Consultant fails to commence the assignment as specified herein, BeDA may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same.

29. Termination on Performance

If in the view of BeDA, the performance of selected Consultant is not satisfactory/ the selected consultant has failed to safeguard the interest of BeDA, BeDA may at its sole discretion, terminate the engagement of the consultant with 15 days of prior notice. BeDA, in doing so, shall intimate the firm in written with its termination letter. The decision of BeDA in this matter shall be final and binding.

30. Confidentiality

Bidders shall treat all the information, records, reports, technical data, contracts, agreements, maps, drawings and any other documents provided to them under this RFP process if gets selected and upon signing of the Contract Agreement for performing their responsibilities and obligations as confidential. An undertaking in this regard would require to be submitted by the Bidder at the time of signing of the Contract Agreement.

31. Default of Service

Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of Services would be treated as default of service of the Selected Consultant. Upon default of service, the BeDA would reserve the right to forfeit the Performance Security and the payment outstanding for the said job / assignment. In addition, the BeDA would also have the right to terminate the agreement with the selected firm.

32. Proprietary Data

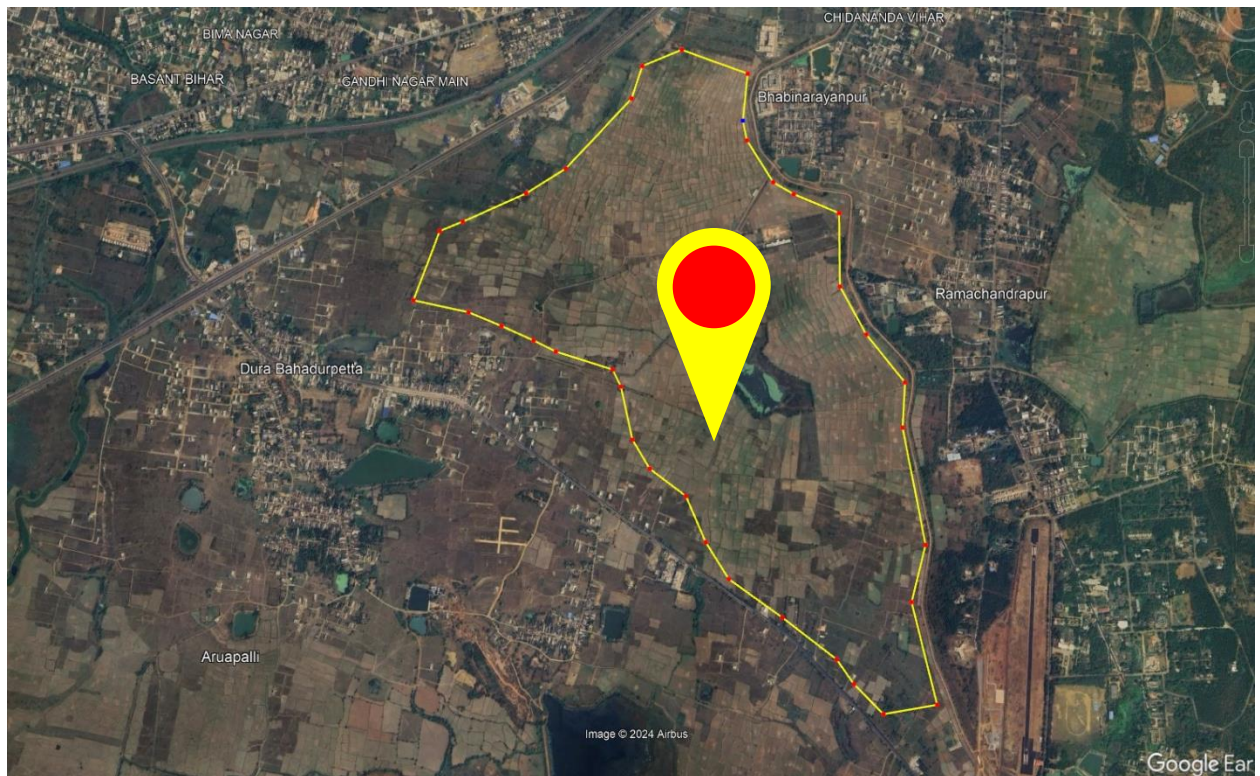
All documents and other information provided by BeDA or submitted by the bidder to BeDA shall remain or become the property of BeDA. The bidders are to treat all information as strictly confidential. The BeDA will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the consultant to BeDA in relation to the consultancy shall be the property of BeDA.

33. Miscellaneous

The roles, responsibilities and broad scope of work of the Consultant as described hereunder.

- i. The scope of work may be extended on mutually agreed terms and conditions & fees.
- ii. In consideration of the payments to be made to the Consultant by BeDA as hereinafter provided, the Consultant shall carryout and complete, to the satisfaction of BeDA, planning services pertaining to the preparation of Town Planning Schemes **No.- 1/2025** of BeDA.

Annexure-1



Schedule 'A'
Covering Letter

To

The Secretary,
Brahmapur Development Authority
Court Road, Brahmapur-760004

Sub: TECHNICAL PROPOSAL FOR IMPLEMENTATION OF TOWN PLANNING SCHEME
NO - 1/2025 OF BeDA IN BRAHMAPUR DEVELOPMENT PLAN AREA.

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by BeDA. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We acknowledge that we have not been blacklisted/ debarred in last 3 (three) years by any State / Central Government Department or Central /State PSUs as on bid due date in India.

We are enclosing Document Purchase Fee of Rs.10,000/- in the form of Demand Draft (DD no. ----- dated ----- drawn on -----) and EMD amount of Rs. 5,00,000/- in the form of..... bearing no..... dated..... in favour of "SECRETARY, BRAHMAPUR DEVELOPMENT AUTHORITY" payable at BRAHMAPUR.

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that BeDA reserves the right to reject any application without assigning any reason thereof.

Yours faithfully

Date:

(Signature of Authorized Person)

Schedule 'B'

Information of Consultant

Name of the Firm (In full):	
Type of firm (Company / Partnership / LLP / ETC....)	
Name of the Contact Person:	
Address:	
Contact no:	
E-mail address:	
Year of incorporation: (Certificate of incorporation / Registration Date)	
Details of PAN: (Copy of PAN Card to be furnished)	
Details of GST.: (Copy of GST No. to be furnished)	

Date:

(Signature of Authorized Person)

Schedule 'C'

POWER OF ATTORNEY

Know all men by these presents, we, _____
(name of Firm and address of the registered office) do hereby constitute, nominate,
appoint and authorize Mr./Ms. _____

_____ (name & residential address) who is
presently employed with us and holding the position of _____ as our
true and lawful attorney (hereinafter referred to as the "Authorized Representative")
to do in our name and on our behalf, all such acts, deeds and things as are necessary
or required in connection with or incidental to submission of our Proposal for "
_____ "[name of project] in response to the RFP
floated by the BeDA including but not limited to signing and submission of all
applications, proposals and other documents and writings and other conferences and
providing information/ responses to the BeDA, representing us in all matters before
the BeDA, signing and execution of all contracts and undertakings consequent to
acceptance of our proposal and generally dealing with the BeDA in all matters in
connection with or relating to or arising out of our Proposal for the said Project and/or
upon award thereof to us till the entering into of the Agreement with the BeDA, and,
we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or
caused to be done by our said Authorized Representative pursuant to and in exercise
of the powers conferred by this Power of Attorney and that all acts, deeds and things
done by our said Authorized Representative in exercise of the powers hereby
conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS
POWER OF ATTORNEY ON THISDAY OF ,.....[Year]

For

(Signature, name, designation and address) Witnesses:

- 1.
- 2.

Notarized

Accepted

(Signature, name, designation and address of the Attorney)

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common stamp affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Schedule 'D'

PERFORMANCE BANK GUARANTEE FORMAT

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)

Ref.: Bank Guarantee: _____ Date: _____

Sir,

In consideration of Brahmapur Development Authority (hereinafter referred as the 'Client', which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to **M/s** _____ (hereinafter referred to as the 'Consultant' which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Client's Contract Agreement No. dated _____ and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at Rs. (in words and figures) for **IMPLEMENTATION OF TOWN PLANNING SCHEME NO. 1/2025 OF BeDA IN Brahmapur DEVELOPMENT PLAN AREA** (hereinafter called the 'Contract') and the Client having agreed to make payment to the Consultant for performance of the above Contract as per the contract for consultancy service against Bank Guarantee to be furnished by the Consultant as security for the performance of the Consultant's obligation and/ or discharge of the Consultant's liabilities under / and/or in connection with the said contract. We _____ (Name of Bank) having its Head Office at _____ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand in writing all amounts demanded by the Client with reference to this guarantee/ undertaking to the extent of Rs. _____ aforesaid at any time without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee. And the Bank hereby further agrees as follows:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrevocable for all claims of the Client and liabilities of the Consultant arising up to and until 12 months from the date of the approval of the [TOWN PLANNING SCHEME NO. 1/2025] on consultancy services provided by the Consultant provided that the Bank shall upon the written request of the

Client made within in 6 (six) months of the said date extend this Guarantee/Undertaking by a further 6 (six) months from the said date, within which the Client may make a demand hereunder.

2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that the Client may now or at any time have in relation to the Consultant's obligation/ liabilities under and/or in connection with the said contract and the Client shall have full authority to take recourse to or reinforce this security in preference to the other security(ies) at its sole discretion, and no failure on the part of the Client in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
3. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Consultant.
4. Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of the Bank in terms hereof shall not be anyway affected or suspended by reasons of any dispute or disputes having been raised by the Consultant (whether or not pending before any Arbitrator, Officer, Tribunal or Court) or any denial of liability by the Consultant or any other order or Communication whatsoever by the Consultant stopping or preventing or purporting to stop or prevent any payment by the Bank to the Client in terms hereof.
5. Notwithstanding anything contained herein:
 - a. The Bank's liability under this Guarantee/Undertaking shall not exceed Rs. _____.
 - b. This Guarantee/Undertaking shall remain in force up to 12 months from the date of approval of the [**TOWN PLANNING SCHEME NO. 1/2025**] by the Client.
6. The Bank hereby declares that Shri _____ (name & designation of the person authorized to sign on behalf of the Bank) is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

Yours faithfully,

(Signature)

Name & Designation Name of the Bank

Schedule 'E'

Format for Project Data Sheet

Sl. No	Parameters	Remarks
1	Project name	
2	Project Description	
3	Location	
4	Name of Client	
5	Total area in Acres.	
6	Period of Services rendered by the Applicant (Start date and End date)	
7	Consultancy Fees of the Applicant (In Indian Rupees)	
8	Start date of the Consultancy assignment	
9	End date of the Consultancy assignment	
10	Present Status of the Project (Completed/ongoing)	
11	Other Information relating to Project	
12	Copy of Appointment Letters and/or Completion Letter	

Note: Notification from the Govt. for the completion of the scheme (the area of the project to be highlighted) and letter issued by the client for final plot demarcation shall be attached with every project. Experience of the projects supported by these documents is mandatory for evaluation.

**Duly signed by the Authorized
Signatory of the Applicant (Name, Title
and Address of the Authorized
Signatory)**

Schedule 'F'

Summary of Financial Strength

Sl. No	Financial Year	Turnover of firm/ company in INR Cr.	Average Annual Turnover in last 3 FY. (INR Cr.)
1	2021-22		
2	2022-23		
3	2023-24		

**Duly signed by the Authorized Signatory
of the Applicant (Name, Title and
Address of the Authorized Signatory)**

Signed and Sealed by a Chartered Accountant

Membership No.

Note:

Audited annual statements (Balance Sheet and Profit & Loss account) for last Three Financial years to be submitted by the bidders along with statutory auditors / CA certificate.

Schedule 'G'

Format of Curriculum Vitae (CV)

For Personnel proposed for meeting Eligibility Criteria

Name of Firm:

Name of Staff:

Date of Birth:

Nationality:

Membership of Professional Bodies:

Employment Status (On payroll/ Contractual/To be hired):

Total Years of Experience (post highest qualification):

Education:

(Summarize College/University and other specialized education of staff member)

Employment Record:

(Starting with present position, list in reverse order every employment held)

List of projects on which the Personnel has worked

Name of Project	Project Tenure (From-To)	Description of responsibilities	Relevant experience as per RFP – Yes / No	Total tenure of engagement (Years)

Languages:

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", "poor")

Certification:

I, the undersigned, certify that all information is correctly described to the best of my knowledge and belief.

(The CV shall be duly signed by the proposed personnel/ Bidders authorized signatory)

(Signature of Authorized Person)

Date

(Note - CVs to be submitted clearly indicating the required qualification and experience as indicated in RFP)

Schedule 'H'
FINANCIAL PROPOSAL

To,

The Secretary,
Brahmapur Development Authority
Court Road, Brahmapur-760004

Sub: FINANCIAL PROPOSAL FOR IMPLEMENTATION OF TOWN PLANNING SCHEMES
No - 1/2025 OF BeDA IN BRAHMAPUR DEVELOPMENT PLAN AREA

Sir,

We, the undersigned, offer to provide the consulting services for implementation of Town Planning Schemes No - 1/2025 of BeDA in Brahmapur Development Plan Area in accordance with your RFP (Vide RFP No. _____ dated _____).

Our all-inclusive Lump Sum Fee is Rs...../- (Rupees
.....only) (Amount in words and figure)
for 569 Acres. This amount is inclusive of statutory charges/dues and any other taxes/expenses and exclusive of GST.

In case of increase or decrease in proposed area of 569 Acres the financial quote shall be amended on prorate basis.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the proposal opening date.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses, materials, equipment's etc. The Financial Proposal is without any condition.

Date:

Place:

**Duly signed by the Authorized Signatory
of the Applicant (Name, Title and
Address of the Authorized Signatory)**