



**ODISHA MODEL TRIBAL EDUCATION SOCIETY
(OMTES)
ST & SC DEVELOPMENT, M & BCW DEPARTMENT
GOVERNMENT OF ODISHA**

Tender Call Notice No. 1078 /OMTES, Date 9/11/2023

1. Name of the work: Proposal including all related activities thereof leading to Forest clearance of Ekalavya Model Residential School (EMRS) in favour of ST & SC Development, M&BCW Department and to facilitate filling of Forest Diversion Proposals by the User Agencies (District Welfare Officers) on behalf of ST & SC Development, M&BCW Department, Odisha.
2. Period of completion: 06(Six) Months
3. Type of Tender: Double Cover
4. Date & Time of availability of Bid Document in the official website of OMTES and in the Office of OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, Pin-751009: From 11.00 AM of 10.11.2023 to 5.00 PM of 29.11.2023.
5. Last Date & Time of receipt of Bids in the Office of OMTES (Through Speed Post only): by 5.00 PM of 29.11.2023.
6. Opening of Bids: 11.00 AM on 30.11.2023.
7. Pre-Bid meeting: On 18.11.2023 at 11.00 AM in the Conference Hall of Office of OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, Pin-751009
8. Name and Address of the Officer inviting the Bid: The Secretary, OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, Pin-751009 (on behalf of ST & SC Development, M & BCW Department).

Further details can be seen from the official website of OMTES i.e. www.omtes.org and ST & SC Development, M&BCW Department i.e. www.stsc.odisha.gov.in and also in the Office Notice Board of OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar.

N.B:-Subsequent corrigendum/ addendum of required shall be available in the website and Office Notice Board as indicated above.


Secretary, OMTES

Tender Document
for
Engagement of Agency
for
Preparation and filing of Forest Diversion Proposals

ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)
ST & SC DEVELOPMENT, M&BCW DEPARTMENT
GOVERNMENT OF ODISHA

CONTENTS OF TENDER DOCUMENT

Sl.No	Description	Page No.
1	<i>Tender Call Notice</i>	1-2
2	<i>Engagement of agency for Preparation and filing of Forest Diversion Proposals</i>	3-9
3	<i>Specific Condition of the Service Agreement</i>	10
4	<i>Bid Format, Format for Bid Security Declaration.</i>	11-12
5	<i>Format for Technical Bid</i>	13-19
6	<i>Scope of work</i>	20-21
7	<i>Format for Finance Bid</i>	23-24



**ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)
ST & SC DEVELOPMENT, M&BCW DEPARTMENT
GOVERNMENT OF ODISHA**

Tender Call Notice No. 1078 /OMTES, Dated Bhubaneswar, the 9/11/2023

ST & SC Dev., M & BCW Department, Government of Odisha invites Request For Proposal (RFP) from reputed agencies empanelled by the **Odisha Space Application Centre (ORSAC), Bhubaneswar** for undertaking complete assignment on turnkey basis to prepare and file the Forest Diversion Proposals including all related activities thereof leading to forest clearance in favour of ST & SC Development Department and to facilitate in filling of Forest Diversion Proposals by the User Agencies (District Welfare Officers of the concerned Districts) on behalf of ST & SC Development, M& BCW Department, Government of Odisha and obtaining Forest Clearance in respect of the area of land identified for construction of EMRS (Ekalavya Model Residential School) from the Ministry of Environment, Forest & Climate Change (MoEF& CC) Govt. of India (Forest Clearance) under Forest (Conservation) Act, 1980.

1. Agencies having experience in completion of minimum of 15 no's of similar types of work in last two years and having capacity for providing such services need only to apply for the above services. The agency whose EMD has been forfeited for failure to complete the assignment in time or some other reasons, shall not apply.
2. The bid document comprising of scope of the work, eligibility criteria and instruction to bidders, etc can be seen from the websites of OMTES i.e. www.omtes.org and ST & SC Development, M & BCW Department i.e. www.stsc.odisha.gov.in and also in the Office Notice Board of OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, PIN-751009 from 11.00 AM of 10.11.2023 to 5.00 PM of 29.11.2023.
3. Interested agencies may visit the site identified for the proposed EMRS and the site identified for compensatory afforestation. The details of such site can be obtained from the office of the OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar on any working day during the office hours.

4. The interested bidders are requested to attend the pre-bid meeting scheduled on 18.11.2023 at 11.00 AM in the Conference Hall of office of OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, Pin-751009, for any clarification in the matter. The queries if any relating to the bid document should be sent by email one day before the date fixed for pre-bid meeting. The official E-mail ID of OMTES is omtesbbsr@rediffmail.com.
5. The bid should consist of conceptual proposal, credential of the agencies; turn over, GST registration and all other documents as mentioned in the bid document. The financial bid for the proposal should clearly reveal the cost of undertaking such complete assignment on turnkey basis for unit extent of area i.e. cost per hectare as per the specified format. **All prices should be quoted, excluding statutory fees and GST, in Indian rupees.**
6. The bidders are requested to submit their Bids by 5.00 PM of 29.11.2023 through Speed Post/Registered post only addressed to **"The Secretary, OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, Pin-751009**. The bids will be opened on 30.11.2023 at 11.00 AM in the office of the Secretary, OMTES, Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar, Pin-751009.
7. The agencies shall be engaged for a period of 6 (Six) months for completing the assignment. It may be considered for extension, if required, subject to satisfactory reasons conveyed by the agency.
8. The Secretary, OMTES shall have the right to accept or reject, any or all the RFPs, without assigning any reasons thereof.


Secretary, OMTES

Engagement of agency for Preparation and Filing of Forest Diversion Proposals, Bhubaneswar, Odisha State.

For undertaking complete assignment on turnkey basis to prepare and file the Forest Diversion Proposal including all related activities thereof leading to forest clearance in favour of ST & SC Development, M&BCW Department and to facilitate filling of Forest Diversion Proposals by the User Agencies (District Welfare Officers) and obtaining Forest clearance in respect of the area of land identified for construction of EMRS(Ekalavya Model Residential School)on behalf of ST & SC Development, M&BCW Department, Odisha from the Ministry of Environment, Forest & Climate Change (MoEF& CC) Govt. of India(Forest Clearance) under Forest (Conservation) Act, 1980.

The main objective of the contract is for preparation and filing of Forest Diversion Proposals following due process of law.

Formats for submission, Terms of Reference (TOR) and Performance Specifications are enclosed. TOR describes broad scope of work and should guide in submission of the offer.

(1) Proposal Conditions

- (a) *This Tender Call Notice is not an offer to contract but represents a definition of specific requirements and an invitation to recipients to submit a response addressing such requirements. Issuance of this Tender Call Notice, preparation and submission of a response by the bidder and the subsequent receipt and evaluation of the response by OMTES, does not commit OMTES to award a contract to any bidder, even if all of the requirements stated in the Tender Call Notice are met.*
- (b) *If a bidder (agency) is selected, the bidder must be able to commence the work immediately within 15 days after the award of contract.*
- (c) *OMTES may modify these requirements in whole or in part and / or seek additional information if required. Only the execution of a written contract will obligate OMTES in accordance with the terms and conditions contained in such a contract.*
- (d) *OMTES shall not, in any way, be liable for any costs incurred by the respondents in preparing a response to this Tender Call Notice or during subsequent discussions with OMTES regarding their bids.*
- (e) *All information contained in this Tender Call Notice shall be considered "Confidential Information". As such, the confidential information shall be protected and maintained in strict confidence by all the recipients of such information and shall not be disclosed or disclosure allowed by the bidder, except for the sole purposes of responding to this Tender Call Notice.*



- (f) In the event that disclosure of the Confidential information to employees and authorised agents is necessary, Confidential Information may be disclosed to them on a need-to-know basis, but the bidder shall make these persons aware of the confidentiality of such information and they shall (and the bidder shall cause them to) be bound by the terms and conditions of this Tender Call Notice.
- (g) In no event shall this document, or any subsequent documents that may be made available in connection with this Tender Call Notice, be copied, transcribed, or distributed in whole or in part without the specific prior written authorization of OMTES. OMTES reserves the right to require the return or destruction of all documents including extracts, summaries and related notes.
- (h) All access to OMTES & ST & SC Development, M & BCW Department websites shall be subject to OMTES & ST & SC Development, M & BCW Department security procedures, Code of Conduct, confidentiality provisions and health and safety rules. OMTES reserves the right at its absolute discretion to exclude and or refuse access to any of its sites to any personnel including but not limited to bidder's staff and or agents.

(2) Who Can Bid?

- (a) **Only ORSAC empanelled agencies**, who have not been black listed and having experience in completion of minimum of 15 no's of similar types of work in last three years and having capacity for providing such services need only to apply for the above work.
- (b) The agency should have ISO 9001:2000 or latest updated version of the Certification in preparation of Forest Diversion proposals & follow the rules regulations and laws in this regard.

(3) Essence of the Contract

The basis of consideration and the essence of the contract shall be strict adherence to the quality and performance specifications for performing the works/ services during the period of contract. The performance and quality specifications set out in this document shall be the basis of evaluation of offers.

(4) Submission of Bids

- (a) The tender has been invited under two bid system namely, "**Technical Bid**" and "**Financial Bid**". The interested bidders are advised to submit two separate bids in two separate sealed covers with superscription on the cover as "**Technical Bid for preparation and filing of Forest Diversion Proposals**" and "**Financial Bid for preparation and filing of Forest Diversion Proposals**". Both the said sealed covers should be kept inside the main sealed cover, which should reach by the scheduled date and time.



(b) Technical Bid:

The Technical Bid to be submitted shall comprise the following as per formats enclosed in **Annexure-A of Appendix-I**, failing which the bid will be summarily rejected and will not be considered any further.

- (i) Tender Acceptance Letter (in the given format)
- (ii) Earnest Money Deposit of Rs.2,00,000/- (Rupees Two Lakh only)in the form of D.D. in favour of Secretary, OMTES, payable at Bhubaneswar.
- (iii) Bidder 's Organization status (in the given format).
- (iv) ISO certifications.
- (v) Financial status (in the given format).
- (vi) Nature of experience (in the given format) along with certificate/ letters for proof of completion of minimum 15 no's of similar types of work in the last two years.
- (vii) Incorporation certificate, memorandum and articles of association, if any.
- (viii) PAN Card.
- (ix) Copy of Income Tax Returns filed and Audit Certificates for last 3 consecutive years of average annual turnover of (at least) Rs.3.00 Crore certified by Chartered Accountant.
- (x) GST Registration Certificate.
- (xi) Copy of GST Return.
- (xii) EPF Registration Certificate.
- (xiii) EPF Return for last 2year.
- (xiv) ESI Registration Certificate.
- (xv) Certified Extracts of the Bank Account containing transactions during last 3 years.
- (xvi) An undertaking to the effect that no case is pending with the police against the bidder and the bidder has not been black listed.
- (xvii) Letter of Authorization for attending bid opening in the letter head of Agency (in the given format).
- (xviii) Any other documents as required under this Tender Call Notice.
- (xix) Details of Technical man power with qualification and experience.

Note: Only relevant copies of documents with self-attested should be provided.

(C) Financial Bid:

The Financial Bid shall be submitted in sealed cover as per formats enclosed in **Annexure- B of Appendix-2** and shall comprise the financial quote.

5. Bid preparation cost:

The cost of preparing the bids, presentation and of negotiating the contract including site visits etc. will be borne by the bidders themselves and in no case will be reimbursable by OMTES.

6. Local Conditions:

It will be imperative on each bidder to fully inform himself of all local conditions and factors, which may have any effect on the execution of works / services covered under these documents and specifications. Intending Bidders shall visit the site and make themselves thoroughly acquainted with its local site conditions. It must be understood and agreed that all the factors have properly been investigated and considered while submitting the bids. No financial adjustment arising thereof shall be permitted by OMTES, which are based on lack of such clear information. Further, no claim for financial adjustment to the contract awarded on these specifications and documents will be entertained by OMTES.

7. Price Bids:

The bidders are required to quote amount inclusive of all prevailing taxes and fees **except the statutory fees and GST** for preparation and filing of Forest Diversion Proposals in the prescribed format. The total amount to be quoted in Indian rupees shall be for the first full year of the contract starting from the date of commencement of services. The fee shall be payable in 12 equal monthly instalments. OMTES may consider escalation over subsequent year, if required, to compensate increase in minimum wages, inflation etc. The contract shall be valid for a period of six months and would be extendable subject to further requirement and satisfactory performance at the discretion of the OMTES. In addition, the statutory GST if payable shall be paid separately on submission of proof of payment to the Government.

The bidders are required to consider all the costs, consumables, tools and equipments except for providing the services.



8. Language:

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this requirement shall disqualify a bid. In the event of any discrepancy in meaning, the English language translation of all documents shall prevail.

9. Signature of the Bidder:

The bid must contain the name, residence and place of business of the authorized person/ persons/ organization & the bid must be signed by the Bidder with his usual signature. The names of all persons signing shall be stamped, typed or printed below the signature. Bids by Corporation/ Company must be signed with the legal name of the Corporation/ Company by the President/ Managing Director or other person or persons authorized to bid on behalf of such Corporation/ Company in the matter.

10. Vague and Indefinite Expressions:

Tender documents submitted by the bidders containing vague and indefinite expressions such as "subject to availability" etc. will not be entertained. Full responsibility is to be accepted by the bidder.

11. Bid submission:

Bidders are advised in their own interest to ensure that the bids **must be submitted through Speed Post only** and must reach well before the closing date and time of Bid Submission. **The tender inviting authority shall not be responsible for any postal delay.**

12. Equal Information Policy:

If any bidder raises a question, which is considered to be in general interest, OMTES reserves the right to circulate both question and answer to all other respondents/ bidders. In this event, the identity of the bidder(s) raising the issue will not be disclosed.

13. Earnest Money Deposit (EMD):

The bidders are required to pay an Earnest Money Deposit (EMD) of **Rs.2,00,000/- (Rupees Two Lakh) only in the form of demand draft in favour of Secretary, OMTES, payable at Bhubaneswar .**



The bidders are required to pay the cost of "Non-Refundable Process Fee" of Rs.2,000/- (Rupees Two Thousand) only in the form of demand draft in favour of Secretary, OMTES, payable at Bhubaneswar.

The D.D. for EMD and cost of Non-Refundable Process Fee must be submitted in a separate envelope addressed to "The Secretary, OMTES". Any bid without EMD and Non-Refundable Process Fees (and copy of Tender Document) shall be liable for rejection. The amount of EMD shall not carry any interest.

14. Return of EMD:

The EMD paid by the unsuccessful bidders will be refunded to them without interest, after the award of work is finalized by OMTES. The EMD for the successful bidder shall be returned only after completion of work in all respect.

15. Bid validity period:

The price quoted by the bidders shall remain unchanged till the completion of the assignment. In case the bidder withdraws, modifies or changes his offer during the bid validity period, the Earnest Money Deposit shall be forfeited without assigning any reason thereof.

16. Right to Accept or Reject any or All Bids:

16.1 The OMTES reserves the right to accept or reject any or all bids without giving or assigning any reason for his decision. The work maybe assigned to one or more selected bidders at the lowest bid amount quoted keeping in view the exigencies of work. However, the L1 bidder shall get preference in such case.

16.2 Tenders are liable to be rejected in case any of the particulars / prescribed information is either missing or incomplete in any respect and / or if the prescribed conditions are not fulfilled.

16.3 Canvassing in connection with the tender is strictly prohibited and proposals submitted by bidders who resort to canvassing will be liable for rejection.

16.4 Evaluation of bids shall be at the sole discretion of OMTES and no suggestion and / or communication shall be entertained in this regard. OMTES reserves right to reject or accept and to annul the bidding process and reject all the bids at any time prior to the award of contract, without thereby incurring any liability to the effected bidders or any obligation to inform the affected bidders of the ground for OMTES action.



17. Examination of Bids:

OMTES will examine all the bids to determine whether they are complete in all respects as specified in the Tender Documents supplied to the bidders. Examination of Bids shall be done in two stages as below:

17.1 Technical Bid:

Technical bids received will be opened on the scheduled date and time. This bids' will be examined as per the terms of reference, specifications and documents, mentioned in this Tender Documents to ascertain the qualified bids. The bidder should take enough care to submit all the information sought by OMTES in the desired formats.

17.2 Financial Bid:

The Bidder will quote amount for conducting the assignment. The price Bid is to be provided in the formats given in Appendix-2. Significant lack of clarity on any cost of item as called for above could lead to the bid being rejected, if it hinders a uniform evaluation process, even if the bid meets all other bidding and technical criteria.

Those bidders who will be successful in their Technical Bid shall only qualify for consideration of opening of Financial Bids. Financial Bids of all qualifying bidders will be opened for which intimation will be given to all pre-qualified bidders who if they so desire, can remain present.

18. Successful Bidder:

The L1 Bidder found, will be the Successful Bidder (Agency). In case of multiple Bidder tied up in L1 price, then the maximum average annual turnover will be taken into consideration for selection of L1 Bidder.

19. Service Agreement:

The successful bidder would be invited to execute the Service Agreement, which would have, apart from others, the specific conditions as presented in **Annexure-A**.



Specific Condition of the Service Agreement

AGeneral Conditions

1. The Persons deployed by the Agency must be properly trained and possess requisite experience and skills for carrying out preparation and filing of Forest Diversion Proposals. Non-compliance of any statutory requirement will lead to the termination of the contract.
2. The agency will have to commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
3. The task should ideally be completed within a period of six month. As such the contract shall be valid for a period of six month. However it may be extended further if required subject to satisfactory performance and valid reasons if any. The rates quoted by the Agency shall remain unchanged. The OMTES however reserves the right to terminate the contract by serving one month notice in writing to the agency. The contract may also be terminated with mutual consent by giving one month's notice.
4. In case of breach of any terms and conditions attached to this contract, the EMD of the agency will be liable to be forfeited by Secretary, OMTES besides annulment of the contract.
5. The agency shall not delegate or entrust the work to any other party.
6. The Secretary, OMTES reserves the right to withdraw / relax /amend any of the terms and conditions mentioned above without assigning any reason there of so as to overcome any problem that may arise at a later stage.

B. Scope of Work & Services

The details of scope of work are enclosed at **Appendix-I to Annexure-A**.

C. Payment Procedure

Payment will be made in the succeeding month upon submission of the bill in duplicate. Payment of the bill will be based on standardized invoices alongwith all statutory documents.



Formats for Submission of Bid Data.

Appendix-I:

Formats for Technical Bid & Details of Scope of Work

**ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)
ST & SC DEVELOPMENT, M&BCW DEPARTMENT
GOVERNMENT OF ODISHA**

BID FORMAT

1	Name of the agency	:	
2	Address	:	
		:	At-
		:	PO-
		:	PS-
		:	PIN-
3	Registered Land Ph No./Mobile No.	:	
4	E-mail Id	:	
5	Registration No. (Copy to be enclosed)	:	
6	GST Registration No. (Copy to be enclosed)	:	
7	Whether the agency has been empanelled by Department of Forest, Environment & Climate Change, Government of India/ ORSAC. (Notification/Order indicating empanelment shall be enclosed)	:	
8	Previous experience (Copy of work completion certificate to be enclosed)	:	

Signature of the Authorized Signatory



**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU
OF EMD**

(On Bidders Letter Head)

I/We, the authorized signatory of M/S _____
participating in the Bid Invitation for the work _____ vide
Tender Call Notice No. _____/OMTES, Dated _____ do
hereby declare :

“That in the event we withdraw/ modify our bid during the period of
validity or I/ We fail to execute formal contract agreement with the given
timeline or I/We commit any breach of Tender Conditions/ Contract which
attracts penal action of forfeiture of EMD and I/we will be suspended from
being eligible for bidding/award of all future contract(s) of Government of
Odisha for a period of three year from the date of committing such breach.”

Signature and Seal of Authorized Signature of Bidder



Formats for Technical Bid

**ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)
ST & SC DEVELOPMENT, M& BCW DEPARTMENT
GOVERNMENT OF ODISHA**

Preparation and filing of Forest Diversion Proposals

TECHNICAL BID

Sl No.	Description	
1	Tendering Agency's Name & Address	
2	Telephone No.	
3	Mobile No.	
4	Date of Registration and Registration Details	
5	Agency's Details (Proprietorship, Partnership, Company, Corporate Body) please attach certificate	
6	Whether ISO certified. YES/NO. (attach certificate)	
7	Details of present work place	
8	Experience certificate	
9	PAN No.	
10	Income Tax Return of last 3 years	
11	GST Registration No.	
12	GST clearance certificate	
13	Details of Bank Account (extracts of the transactions during last one year)	

14	Undertaking to the effect that no case is pending with the police against the bidder and the bidder has not been black listed by any organization	
15	Non-Refundable Process Fee of Rs.2,000/- to be deposited through DD drawn in favour of Secretary, OMTES	Amount towards Non-Refundable Process Fee of Rs..2,000/- deposited vide Bank Draft No. _____ Dated _____ Bank Name _____ Branch _____
16	EMD amount of Rs.2,00,000/- to be deposited through DD drawn in favour of Secretary, OMTES (along with Technical Bid)	Amount towards EMD of Rs.2,00,000/- deposited vide .Bank Draft No. _Dated _____ Bank Name _____ Branch _____
17	List of consultants along with their qualification to be deployed for work	
18	Additional information, if any (attach separate sheet, if required)	

Authorised Signatory



Proforma-I
Tender Acceptance Form

To

The Secretary, OMTES,
ST & SC Development, M&BCW Department.
Government of Odisha
Adivasi Exhibition Ground,
Unit-I, Near Shishu Bhawan Square,
Bhubaneswar-751009

Sub:-Preparation and filing of Forest Diversion Proposals.

Dear Sir,

We have visited the website and are fully acquainted ourselves with the job requirements as envisaged in this tender.

We fully understand that non-compliances of the above shall not be accepted as an excuse for performance below the expected level of standards.

Having examined the works to be assigned relating to the description in the tender document hereunder set out and having completed the assessment of the SOW specified in the said tender document and having acquired the requisite information relating thereto as affecting the Tender Documents, I/We hereby offer to undertake the job specified in the said tender document for the duration specified in the said tender document as they may be applicable.

I/We guarantee that the contents of the Tender documents will be kept confidential within our organization and text of the said documents shall remain the property of ST & SC Development Department, Odisha and that the said documents are to be used only for the purpose intended by ST & SC Development Department, Odisha.

Name of the person having Power of Attorney to sign the Contract (Certified True Copy of the Power of Attorney shall be attached):



(Name) :

(Designation) :

Yours faithfully,

Signature of the agency

Along with Company Seal

Witness

(1) Signature : _____

Occupation: _____

Address : _____

(2) Signature : _____

Occupation: _____

Address : _____

Authorized Signatory:



Proforma-II

Organization Status

Name	Registered Office and Branch Office Location address	Name of CEO/MD	Contact e-mail, Fax, tel., mobile nos.	Year of registration date of commencement of operation	Registering Authority and Registration Number	Whether ISO 9001:2000 Certified (or updated version) or not (Attach ISO Certification)

Note:

Supporting Documents are to be submitted:



Proforma-III

Financial Status

Name of the Agency	Annual Turnover for last 3 years			Average Annual Turnover
	2020-21	2021-22	2022-23	
	(X)	(Y)	(Z)	$(X+Y+Z)/3=T$

Note :

- (1) Annual Turnover = Total Revenue from Facilities Management - Revenue from sale of assets, scrap - Revenue from catering services
- (2) The turnover must be given in Indian Rupees
- (3) This proforma shall be dully certified by a Chartered Accountant.





**ODISHA MODEL TRIBAL EDUCATION SOCIETY(OMTES)
ST & SC DEVELOPMENT, M & BCW DEPARTMENT
GOVERNMENT OF ODISHA**

A. (i) SCOPE OF THE WORK

For undertaking complete assignment on turnkey basis to prepare and file the Forest Diversion Proposal including all related activities thereof leading to forest clearance on favour of ST & SC Dev. M & BCW Department and to facilitate filing of forest diversion proposals by different user agencies i.e. DWOs of different districts on behalf of the Department and obtaining forest clearance in respect of areas identified for construction of EMRS (Ekalavya Model Residential Schools) relating to revenue villages of different districts including the area identified for Compensatory Afforestation (CA) from Ministry of Environment, and Forest and Climate Change (MoEF&CC), Govt. of India (Forest Clearance) under Forest (Conservation) Act, 1980.

(ii) The details of work required to be done

List of EMRSs & details of area involving Forest Land (Original area & CA Area) for carrying out DGPS Survey & Forest clearance								
Sl. No	Name of the District	Name of the EMRS	Original area of Forest land of EMRS involved (In Ac.)	Area required for CA against forest land for carrying out DGPS Survey (In Ac.)	Whether DGPS Survey of original area completed or required	Whether DGPS Survey of CA area completed or required	Preparation of Forest Diversion proposal in all respect and online uploading (in Parivesh Portal) till CCF(N) and obtaining forest clearance	Remarks (Works required to be done column wise)
1	2	3	4	5	6	7	8	9
1	Malkangiri	EMRS, Podia, at-Podia	10.008	20.016	Completed	Required	Required	7 & 8
2	Sambalpur	EMRS, Jamankira, at-Tulub	12.52	25.04	Completed	Required	Required	7 & 8
3	Jajpur	EMRS, Sukinda, at-Kakudia	9.53	19.06	Completed	Required	Required	7 & 8
4	Keonjhar	EMRS, Joda, at-Putugaon	12.00	24.00	Required	Required	Required	6, 7 & 8
5	Keonjhar	EMRS, Jhumpura, at-Arsala	8.00	16.00	Required	Required	Required	6, 7 & 8
6	Keonjhar	EMRS, Patna, at-Erendei	10.00	20.00	Required	Required	Required	6, 7 & 8
7	Keonjhar	EMRS, Saharapada, at-Udayapur	10.05	20.10	Required	Required	Required	6, 7 & 8
8	Kandhamal	EMRS, Daringibadi, at-Daberi	9.884	19.768	Completed	Required	Required	7 & 8
9	Kandhamal	EMRS, K. Nuagaon at-Gundargaon	11.295	22.59	Completed	Required	Required	7 & 8
10	Kandhamal	EMRS, Kotagarh, at-Kotagarh	10.3782	20.7564	Completed	Required	Required	7 & 8
11	Rayagada	EMRS, Chandrapur, at-Sarikima	11.90	23.80	Required	Required	Required	6, 7 & 8
Total			115.5652	231.1304				

N.B:-The DGPS Survey of the land for Compensatory Afforestation (CA) for the entire area of Ac.231.1304 is likely to be located in one or more compact and contiguous patches of land.

N. B:-The Base Point processing fee to be paid to ORSAC will be borne by the Surveying Agency.

B. ELIGIBILITY CRITERIA

1. The agency should be from the empanelled list of ORSAC, Bhubaneswar.
2. The agency should have completed minimum 15 nos. of similar works in the last 2 years. The agency shall enclose the proof of such work executed and completed by it.
3. The agency who's EMD has been forfeited by any Government agency or Department for failure to complete the assignment in time or some other reasons, need not apply.
4. The agency should have valid GST registration.

C. INSTRUCTION TO BIDDERS

1. The intended agency shall apply in prescribed format.
2. The required documents alongwith the filling format for participating in the bid shall be sent to "**The Secretary, OMTES**", Adivasi Exhibition Ground, Near Shishu Bhawan Square, Unit-I, Bhubaneswar in sealed cover through registered post.
3. The bid document shall be properly filled up. No column shall be kept blank.
4. The following documents are required to be submitted:-
 - (a) Copy of the order/ notification indicating empanelment by ORSAC, Bhubaneswar. .
 - (b) Copy of the Registration Certificate
 - (c) Copy of the valid GST Registration.
 - (d) Document (work completion certificate) indicating past experience in similar nature of work.
 - (e) Undertaking to the effect that the EMD of the agency has not been forfeited in earlier assignments.



Annexure-B
Formats for Submission of Bid Data
Appendix-2:
Format for Financial Bid

Proforma-V

Letter of authorization for attending bid opening

Following persons are hereby authorized to attend the bid opening for the tender on behalf of _____ (bidder) in order of preference given below

Order of preference	Name & Designation	Specimen Signature
1.		
2.		
3.		

Note:

1. Only one representative can be allowed
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed is not produced.



Appendix-2

Tender Call Notice No. _____ Dated _____

Financial Bid

1. Price Bid for those proposal where DGPS Survey has already been completed by ORSAC.

Sl.No.	Work Description	(Rate per Hectare) (Amount in Rs.)
1.	DGPS Survey of CA area and approval from ORSAC.	
2.	Preparation of Forest Diversion proposal in all respect and online uploading(in Parivesh Portal) till CCF(N)	
3.	Stage I Clearance	
4.	Stage II Clearance	
5.		
Total Amount (In Rs.)		

Authorised Signatory



2. Price Bid for new proposal.

Sl.No.	Work Description	(Rate per Hectare) (Amount in Rs.)
1.	DGPS Survey of Forest Area and approval from ORSAC.	
2.	DGPS Survey of CA area and approval from ORSAC.	
3.	Preparation of Forest Diversion proposal in all respect and online uploading(in Parivesh Portal) till CCF(N)	
4.	Stage I Clearance	
5.	Stage II Clearance	
Total Amount (In Rs.)		

Authorised Signatory

