

# **Transformation Consultants for Industrial Area Development at Kalinganagar**

Issued By:

Collector, Jajpur, Odisha

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## DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Collector, Jajpur or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by Collector, Jajpur to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Collector, Jajpur in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Collector, Jajpur accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Collector, Jajpur, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

Collector, Jajpur also 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.

Collector, Jajpur 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.

The issue of this RFP does not imply that Collector, Jajpur is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and Collector, Jajpur reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Collector, Jajpur or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any

manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## 1. INTRODUCTION

### 1.1 BACKGROUND

In Odisha, Jajpur is considered as a land of fertile soil and rich mineral resources. Administratively, Jajpur district consists of 10 Blocks, 10 tehsils, 311 Gram Panchayats and 4,286 wards. In Jajpur, industrial development comes next to agriculture which offers the maximum opportunity to create employment to its citizens. Jajpur is also poised as country's largest steel hub with many major units starting production (Tata Steel Ltd, Jindal Industries, etc.) and yet others trying to find their place in the district's rich industrial scenario. This is primarily attributed to the geographic advantage of Kalinganagar, which is well connected with the capital city of Bhubaneswar (105 km) by air, Byasanagar (15 km) by rail and Paradip (111 km) by seaport. In addition to the mineral resources, Jajpur district is equipped with skilled human resources to meet the downstream linkages that typically follows large scale industrial development.

The Government has earmarked area under the Kalinganagar Industrial Development Authority (KNDA) to develop as a world-class industrial development area. KNDA shall be the local authority undertaking the developments. Odisha Industrial Infrastructure Development Corporation (IDCO) is actively working with District Administration in Jajpur and KNDA to develop the physical and social infrastructure required for the proposed industrial area.

### 1.2 OBJECTIVES

The primary objective of the project is to enhance the existing core ecosystem through targeted investments. The four core components for the proposed industrial infrastructure development agenda are as follows:

- **Social infrastructure**
- **Industrial Infrastructure**
- **Park management and governance**
- **Promotion and branding**

To accelerate industrial development, there is a need to facilitate a collaborative approach between the public and the private sector to specifically develop the social and trunk infrastructure outlaying on the existing development.

Presently, the Government has decided to focus on development and provision of Social Infrastructure such as housing, healthcare facilities, educational institutions, green space development, security services, recreation. Additionally, elements of trunk infrastructure such as expansion of power supply, provision of water and sanitation infra and development of roads to improve connectivity will also be considered. For these 100 acres at KNDA area has been identified to create an Industrial Township.

For the government, in the medium to long term, the outcome of developing this integrated ecosystem is to accelerate industrial development in Jajpur, consequently an increase in government revenue, ability to promote forward/backward linkages for industrial growth, develop local supply chains and attract new industrial players with a focus on environmental sustainability.

From an industries perspective, some of the benefits from creating an enabling environment for the existing industries are an improvement in the availability of basic services, savings on capital and time, provision of professionally managed services at optimal cost, economies of scale (low overheads on commute, facility management), ability to attract human resources and an clear

focus on core industrial activities and competencies. This in turn allows the new industries to leverage the enabling environment by offering opportunities for plug and play infrastructure, set up a single park governance management and utilize the existing environment to create upstream and other downstream opportunities.

With this background, the Government has decided to engage a professional services agency (hereinafter “the Consultant”) to provide consulting support for transformation of the area.

The Government of Odisha understands the importance of international engagement and learning from leading practices, especially in terms of building sustainable cities/industrial areas. Odisha was the first state in India to receive grant funding from the Green Climate Fund for Ground water recharge and Solar Micro Irrigation in 2018. The State Government thus intends to leverage similar facilities and frameworks such as Eco-Industrial Parks, etc. The Consultant is expected to be well versed with the leading practices in sustainable industrial development, in line with UN’s Sustainable Development Goals and should be able to demonstrate the same in the team, prior experience and approach.

### **1.3 OVERVIEW OF BIDDING PROCESS**

Bidders are called upon to submit their RFP proposals in respect of the Project, in accordance with the formats, terms and conditions of the RFP. The RFP will be available for download, free of cost, at <https://jajpur.nic.in/> . All Bidders must submit a sum of Rs.10,000/- (Rupees ten thousand only) towards the cost of the RFP Document in the form of Demand Draft only and Rs. 5,00,000 (Rupees Five Lakhs Only) as Bid Security along with their Proposal as per the conditions outlined in this RFP. The cost of the RFP Document should be submitted in the form of Demand Draft in favor of “Collector, Jajpur”, payable at Odisha from any Nationalised or Scheduled Bank and Bid Security should be submitted in the form of a Bank Guarantee / Term Deposit Receipt (TDR) issued by any Nationalised or Scheduled Bank having branch at Bhubaneswar in favor of “Collector, Jajpur”.

The selection of the Preferred Bidder for this Project is envisaged through a single-stage process involving evaluation of two-part Proposals received from Bidders covering:

- a. Part I – Technical Bid
- b. Part II – Financial Bid

The RFP proposals would be evaluated in two steps in line with the Evaluation process described in Section 3 of this RFP.

The first step involves evaluation of Part I – Technical Bid of Bidders. The Technical Bid evaluation will be carried out as per the criteria laid down in Section 3. The Financial Bid of Bidders who does not qualify the Technical Bid will be returned unopened at the end of the Bid process.

The second step involves opening of Part II – Financial Bid. The Financial Bid of those Bidders who are technically qualified will be opened.

#### 1.4 INDICATIVE SCHEDULE OF BIDDING PROCESS

While Collector, Jajpur reserves the right the change/ modify the steps and the timelines of the bidding schedule as necessary, it shall endeavor to adhere to the bidding schedule provided in the below table:

S. No	Descriptions	Tentative Timelines
1	Date of issue of RFP document	28.04.2021
2	Last date of receiving queries	05.05.2021 before 05:00 PM
3	Date of Pre-Bid Meeting	07.05.2021 at 12:00 PM
4	Issue of clarifications	07.05.2021
5	Proposal Due Date	19.05.2021 before 03:00 PM
6	Opening of Technical Bids and Presentation	21.05.2021 at 09:00 AM and 10.30AM
7	Opening of Financial Bids	To be announced later

#### 1.5 CLARIFICATIONS ON RFP AND PRE-BID MEETING

Prior to the Pre-Bid meeting, Bidders may submit a list of queries and propose suggestions and modifications, if any, to the RFP. Any queries or request for additional information concerning this RFP shall be submitted in writing by Speed Post or by facsimile or by electronic mail to Collector, Jajpur on or before date mentioned in Section 1.4 at iadjajpur@gmail.com. The communications shall clearly bear the following identification/ title: "Request for Information RFP for Transformation Consultants for Industrial Area Development at Kalinganagar under Collector Jajpur, Government of Odisha".

Collector, Jajpur proposes to hold a Virtual Pre-Bid meeting (link will be uploaded in the website) as per date and time mentioned in Section 1.4 at Jajpur, Odisha to discuss issues related to the RFP with all the prospective Bidders. Collector, Jajpur at its discretion may also hold further discussions with the prospective Bidders in relation to the submission of RFP proposal before submission. Only three representatives from each bidder with necessary authorization will be allowed to attend the meeting virtually. The link and details of this will be made available to interested bidders.

Collector, Jajpur shall endeavor to respond to the queries at the earliest. However, Collector, Jajpur reserves the right not to respond to any question or provide any clarification, in its sole discretion. Nothing in this clause shall be taken or read as compelling or requiring Collector, Jajpur to respond to any question or to provide any clarification. Collector, Jajpur will not respond to the question raised by Bidder if it is going to affect the outcome of the bidding process as well as affect the different qualification criteria in this bidding document. Collector, Jajpur will upload all the queries and its responses on <https://jajpur.nic.in/>.

To facilitate evaluation of Proposals, Collector, Jajpur may, at its sole discretion, seek written clarifications from any Bidder regarding its Proposal through electronic mail or facsimile. Such clarification(s) shall be provided within the time specified by the Collector, Jajpur for this purpose. If a Bidder does not provide clarifications sought within the prescribed time, such Bidder's

Proposal shall be liable to be rejected. In case the Proposal is not rejected, Collector, Jajpur may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding and that of its advisors. The Bidder shall not have the right to subsequently question such interpretation of Collector, Jajpur.

Collector, Jajpur shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Proposal.

## **1.6 AMENDMENT OF RFP**

At any time prior to the deadline for submission of Proposal, Collector, Jajpur may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addendum to the RFP. Collector, Jajpur may also on its own initiative, issue interpretations and clarifications to all Bidders.

Any Addendum thus issued will be uploaded <https://jajpur.nic.in/>. All clarifications and interpretations issued by Collector, Jajpur thus shall be deemed to be part of the RFP.

Verbal clarifications and information given by Collector, Jajpur or its employees or representatives shall not in any way or manner be binding on Collector, Jajpur.

In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Collector, Jajpur may, at its own discretion, extend the Proposal Due Date.

## **2. INSTRUCTION TO BIDDERS**

Collector, Jajpur under Government of Odisha intends to engage a consultancy firm for setting up of Technical Support Unit of Transformation Consultants for Industrial Area Development at Kalinganagar for a period of 12 months. Collector, Jajpur hereby invites Request for Proposal (RFP) from interested and eligible firms/ agencies/ organizations (the "Bidders") for appointment of consultancy agency for Transformation Consultants for Industrial Area Development at Kalinganagar. Leading consulting/ advisory firms of national/ international repute who are eligible as per the provisions of this RFP can apply. The detailed procedure for submission of BID along with the bid process has been given in this of the RFP document. The prescribed format for submission of BID is at Annexure-I.

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the "Sole Firm"). No Joint Venture, Consortium of firms and Sub-Consultancy is allowed in response to this invitation. The term Bidder (the "Applicant") means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. Bidders are advised that the selection of Consultancy firm shall be on the basis of an evaluation by Collector, Jajpur through the Selection Process specified in this RFP.

## 2.1 BID SECURITY

The Bid must be accompanied by a refundable Bid Security amount of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of Bank Guarantee / Term Deposit Receipt (TDR) issued by any Nationalised or Scheduled Bank having branch at Odisha in favor of “Collector, Jajpur” and a non-refundable RFP Document Cost of Rs. 10,000/- (Rupees ten thousand only) separately in the form of Demand Draft drawn in favour of “Collector, Jajpur” payable at Odisha. After selection of the suitable Bidder, the amount of Bid Security shall be refunded to the unsuccessful Bidders. The Bid Security of the successful Bidder shall be refunded upon submission of a Performance Guarantee.

## 2.2 SCOPE OF WORK

The scope of work of the project is divided into the following tasks:

- **Task 1: Preparation of Transformation Blueprint for Industrial Township**
  - Use a future-back approach with an understanding of tomorrow’s potential futures for the area
  - Engage with stakeholders including industry, government, local ULBs, etc. to understand current state and plans for growth
  - Review existing documents prepared by KNDA such as Master Plan, Vision Plan, etc.
  - Support the Client in identifying the components of the Industrial Township such as housing, hospital, recreational, green spaces, etc.
  - Prepare basic area plan<sup>1</sup> and business model for the proposed township
  - Prepare Detailed Blueprint <sup>2</sup> including demand assessment, infrastructure requirements, institutional/regulatory requirement, number and type of housing required, catchment, etc.
- **Task 2: Institutional support to KNDA**
  - Understand KNDA’s future vision, upcoming projects, and long-term goals
  - Conduct current state assessment on KNDA in terms of people, process, technology, customer/citizen engagement, industry engagement, partnerships and knowledge management
  - Identify gaps within the existing institutions structure, capacities and the requirements basis the future plants of KNDA
  - Prepare a plan for addressing gaps in terms of institutional structure, human resources, financial, processes, technology, industry engagement, partnerships and knowledge management
  - Assist the Client in identifying the prevailing trends in Indian cities/ regions with regard to urban development.
  - Review of the vision for leading cities/regions across the globe – both brownfield and greenfield.
  - Stakeholder consultation/s to identify the priorities and perspectives of KNDA
  - Provide innovative ideas and solutions for KNDA aimed at a citizen centric approach.
  - Support KNDA over the duration of the project to implement the proposed interventions and strengthening institutions and building capacities

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<sup>1</sup> Drawing preparation will not be part of Consultant's scope of work

<sup>2</sup> Master Plan preparation will not be part of Consultant’s scope of work. The Consultant shall support in onboarding a Master Planner for its preparation.

- **Task 3: Mapping schemes of Government of Odisha (GoO), Government of India (GoI) and other international institutions relevant for Industrial township and Park**
  - Study various schemes of the Government of Odisha and the Government of India linked to industrial development, affordable housing, urban development etc. to identify potential schemes to leverage for development of the Township
  - Balance and leverage multiple stakeholder input to help develop cohesive proposal drafts
  - Engage with relevant government stakeholders/departments to understand the modalities of the shortlisted schemes to understand requirements
  - Support the Client in preparing proposal documents, application forms, etc. as per defined format for the schemes to secure support/funding
- **Task 4: Procurement/supply side optimization**
  - Develop a procurement strategy and operating model in line with the overall plan and targets.
  - Advising the management of the procurement and sourcing of product/service/vendor categories as well as locating the strategic sources of supply for these product categories/products
  - Assist in preparing procurement documents as per government guidelines, selection and onboarding of the relevant third parties
  - Contract Management: Help define the overall strategy for contracting from initiation through award, to compliance and renewal.
  - Reviewing contract processes and also identifying recommended updates to service metrics

The duration of the project is **12 months**.

Post the completion of these Tasks, the Client may engage the Consultant on person-month basis to provide support. The detailed scope, deliverables and fee for this will be finalized basis mutual consultation and agreement.

### **2.3 CONTRACT AND PAYMENT TERMS**

The contract shall be a lumpsum contract and payment to consultant will be made on a monthly based on human resources deployed. The payment will be made on submission of the Monthly Progress Report at the end of every month. The duration of the contract will be for 1 year.

Payment will be due on submission of invoice for the said deliverable/work product. Payment terms will be within 30 days of submission of the invoice.

### **2.4 BIDDING PROCEDURE**

The Bidder fulfilling the eligibility conditions as laid down in Section 3.1 in this RFP shall submit the Bids in Two separate covers (as per the format given in Annexure I to IX), as follows:

Cover (A) would include the Technical Bid i.e. the proposal and documents in support of the eligibility conditions as mentioned above (Annexure-1 to VIII).

Cover (B) would include the Financial Bid as per Annexure-IX.

### **2.5 SUBMISSION OF BIDS**

The envelopes should be super-scribed as “RFP for Transformation Consultants for Industrial Area Development at Kalinganagar under the Collector, Jajpur, the Government of Odisha – Technical Bid/Financial Bid” as the case may be. Bid Security and RFP document fee shall be submitted in the Technical Bid envelope.

The two envelopes (Technical Bid, Financial Bid) should be enclosed in a large cover superscribed as “RFP for Transformation Consultants for Industrial Area Development at Kalinganagar under Collector, Jajpur, Government of Odisha – Technical Bid/Financial Bid”.

The Bidders shall submit two copies of the proposal in separate envelopes marked “Original” and “Copy” respectively. In the event of any discrepancy between the Original and Copy, the Original shall prevail.

The envelopes shall be addressed to the following:

Collectorate Building, Collector Office,

Jajpur, Odisha

Pin code: 755001

Tel: 06728222001

Email: [hactjajpur@gmail.com](mailto:hactjajpur@gmail.com)

Every sheet and all forms complete in all respect shall be signed by the person / persons duly authorized to sign on behalf of the applicants. Any/ all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

## **2.6 COST OF PROPOSAL**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including data collection, analysis, design, etc. Neither Collector, Jajpur nor any of its consultants/advisors will be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

Due to the current COVID-19 Pandemic situation, the team is expected to work remotely in the initial stages of the project. However, the Client reserves the right to instruct the Consultant to deploy the full-time team in Jajpur District Administration Office in the future as per requirement and status of the pandemic. In such a scenario, the Client will provide dedicated seating space in Jajpur Collector office to the Consultant's team, including internet connection, electricity and other support infrastructure.

However, the Consultant is expected to factor in these additional costs when submitting the Proposal.

## **2.7 LANGUAGE AND CURRENCY**

The Proposal and all related correspondence and documents in relation to the Bidding Process shall be in English language. The currency for the purpose of the Proposal shall be Indian Rupee only.

## **2.8 NUMBER OF PROPOSALS**

A Bidder shall submit only one Proposal as part of this bidding process. Any entity that submits or participates in more than one Proposal will cause all the Proposals in which the entity has participated to be disqualified.

## **2.9 PERIOD OF ASSIGNMENT**

The tenure of assignment / contract would be for a period of 12 (twelve) months from the date of signing of agreement.

## **2.10 VALIDITY OF BID**

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

## **2.11 PERFORMANCE SECURITY**

After selection of preferred bidder, the amount of Bid Security shall be refunded to the unsuccessful bidders. The Bid Security of the successful Bidder shall be retained by Collector, Jajpur till it has furnished the Performance Security. The Performance Security shall be submitted to Collector, Jajpur within 15 days of issuance of Letter of Award (LoA).

The Performance Security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

## **2.12 FINANCIAL BID**

The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses, applicable taxes and other statutory levies etc. for the duration of the project (12 months).

## **2.13 WITHDRAWAL/ AMENDMENT OF BID**

At any time prior to the last date of receipt of Bids, the Department, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the Department may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP.

The Department reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

## **2.14 REJECTION OF APPLICATION/ BID**

The application / Bid for appointment as Project Advisor are liable to be rejected, if:

- a. It is not received in proper sealed cover with superscription as indicated above.
- b. It is not in prescribed form and not containing all required details/ information/ documents.
- c. It is not properly signed.
- d. It is received after the due date and time.
- e. Bid is received by telex, fax, telegram or e-mail.
- f. Bid received without cost of Bid document and Bid Security.
- g. Collector, Jajpur reserves the right to:
  - To reject any/all application without assigning any reasons thereof
  - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of Collector, Jajpur

To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the mentioned scope of work.

## **2.15 LATE PROPOSALS**

Proposals received by the Collector, Jajpur after the specified time on Bid Submission shall not be eligible for consideration and shall be summarily rejected.

## **2.16 DOWNLOAD OF RFP DOCUMENT**

The RFP document can also be downloaded from the Odisha Government website i.e. [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)

## **2.17 BID SUBMISSION**

The proposals/ bids may be addressed to Collector, Jajpur, Odisha. The complete proposals/ bids should reach the office Collector, Jajpur on or before 3:00 PM on 19.05.2021

## **2.18 DISQUALIFICATION**

The Bidder shall be disqualified if it is discovered that it has wrongly stated/manipulated the facts and figures in the proposal at any stage before the award of the assignment. Any Bidder trying to influence the evaluation process by any means shall be disqualified. Bid Security would be forfeited in such a case.

## **3. EVALUATION PROCESS**

### **3.1 ELIGIBLE AGENCIES**

The agencies intending to bid for the engagement of Project shall fulfill the following eligibility conditions:

- a. The bidder should be a Company/ Firm /LLP registered in India with a track record of providing consulting/ advisory services for at least 10 years as on March 31, 2020

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- b. The bidder should have a Minimum Turnover of INR 1,000 crore from consulting/ advisory business during the last 3 (three) preceding financial years i.e. FY 2017-18, FY 2018-19 and FY 2019-20 (Supported by duly audited balance sheet and statutory auditor certificate)
- c. The bidder should have experience of working in industrial development at state/ local level (Documentary evidence in the form of Signed Agreements)
- d. The bidder should have experience of working on frameworks, design, implementation and management of industrial park concepts (Documentary evidence in the form of Signed Agreements)
- e. The bidder should have experience of working in in the Real Estate domain. (Documentary evidence in the form of Signed Agreements)
- f. The bidder should have experience of working with District Mineral Foundation in India (atleast 1 engagement)

### 3.2 KEY PERSONNEL

The Project team will comprise of Key Professionals at the at two levels – Transformation Managers who shall lend their subject matter expertise to the other level, Transformation Execution team which shall deliver the project. The onsite team shall be based at Collector, Jajpur and office of IDCO as specified below.

S.No	Key personnel	Length of professional experience	Qualifications	Location
<b>Transformation manager</b>				
1.	Project Director	20 years	<ul style="list-style-type: none"> <li>Master's degree in management, economics, finance or other related field</li> <li>Experience of working on large transformation projects and leading teams</li> </ul>	Off-site
<b>Transformation execution</b>				
2.	Team Lead	8 years	<ul style="list-style-type: none"> <li>Master's degree in management, economics, finance or another related field</li> <li>Experience of working and leading teams on government consulting projects</li> </ul>	On-site
3.	Supply Chain Expert	6 years	<ul style="list-style-type: none"> <li>Master's degree in management, economics, finance or another related field</li> <li>Experience of providing procurement support to government departments</li> </ul>	On-site
4.	Consultant – Urban planning	4 years	<ul style="list-style-type: none"> <li>Master's degree in urban planning/construction or related field and Bachelor's in planning/architecture or related field</li> <li>Experience of working on planning, housing, development related aspects for urban areas, cities, industrial townships, industrial areas, etc.</li> </ul>	On-site
5.	Consultant – Process	4 years	<ul style="list-style-type: none"> <li>Bachelor's degree in, economics or statistics with MBA/PGDM or Master's in Economics or related field in business, process</li> <li>Experience of at least 4 years on supporting government entities on process mapping, process advisory, BPR etc.</li> </ul>	Off-site

The Client reserves the right to engage a greater number of resources to meet the emerging requirements of the program. In such an eventuality, the additional resources shall be deployed

by the consultant at a rate applicable for similar resources and as per the Person-month rates in the financial bid.

### **3.3 BID EVALUATION**

The firm will be selected based on combined Techno-Financial evaluation of the proposal in the ratio of 80% (Technical) and 20% (Financial).

The financial bids will be evaluated on a score 0 to 20. L1 will get 20 marks and the others will get marks in proportion to L1. Thus, if the quote of L1 is Rs. X and L2 is Rs. Y, then L2 will get  $Y/X*20$  marks.

Commercial bids with less than 70% cost of average lumpsum cost, shall be disqualified. Average lumpsum cost shall be calculated as the average cost of upto four (4) of the lowest bidders, excluding the cost of L1.

For example, 4 bidders namely A, B, C and D have quoted Rs 100, 110, 120 and 50 respectively as lumpsum cost. The average lumpsum cost shall be  $(100+110+120) /3 =110$ . The cost quoted by D (Rs 50) is less than 70% of the average cost of Rs 110. Thus, the commercial bid of D shall be rejected. In this case, cost quoted by A (Rs 100) shall be considered as L1.

Generally, the successful applicant shall be the applicant having the highest combined score. In the event two or more proposals have the same scores in the final ranking, the proposal with the highest technical score should be ranked first.

### 3.4 EVALUATION CRITERIA

The technical Bid will be evaluated on a scale of 100, and the breakup for each criterion would be as follows:

S.No	Criteria	Marks													
<b>1</b>	<b>Technical qualifications – Firms Experience: 40 marks</b>														
1.a	<p>Annual Average Turnover for the last three (3) years: 10 marks for the bidder with highest average annual turnover. Other bidders shall be awarded prorated marks as per the below illustration</p> <table border="1" data-bbox="359 638 917 929"> <thead> <tr> <th>Bidder</th> <th>Avg. Annual Turnover (of Last Three Years)</th> <th>Marks assigned for this Criteria (Maximum Marks – 10)</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>INR 100 crore (highest average annual turnover)</td> <td>10</td> </tr> <tr> <td>Y</td> <td>INR 80 crore</td> <td>8</td> </tr> <tr> <td>Z</td> <td>INR 50 crore</td> <td>5</td> </tr> </tbody> </table> <p>Above requirement shall be demonstrated by submitting audited financial statements for the last three (3) years.</p>	Bidder	Avg. Annual Turnover (of Last Three Years)	Marks assigned for this Criteria (Maximum Marks – 10)	X	INR 100 crore (highest average annual turnover)	10	Y	INR 80 crore	8	Z	INR 50 crore	5	Max 10 marks for highest turnover	10 marks
Bidder	Avg. Annual Turnover (of Last Three Years)	Marks assigned for this Criteria (Maximum Marks – 10)													
X	INR 100 crore (highest average annual turnover)	10													
Y	INR 80 crore	8													
Z	INR 50 crore	5													
1.b	International experience of working on frameworks, design, implementation and management of industrial park concepts such as EIPs, green industries, green EPZs/ SEZs, sustainability agenda, SDGs, etc. and unlocking climate finance for Governments in India	2 marks for each assignment	10 marks												
1.c	Experience of working with District Mineral Foundations in India	2 marks for each assignment	10 marks												
1.d	Experience of program management, business process, blueprint preparation, business planning, etc. for industrial development authorities, corporations and government entities in India	2.5 marks for each assignment	5 marks												
1.e	Experience of working in Gol and other states in the real estate/township domain (including experience in housing/ township development, policies, building plan) during the past ten (10) years with relevant organizations including Urban & Housing Department/Ministry, Development Authorities, Municipalities, Govt. Construction agencies/PSUs etc.	2.5 marks for each assignment	5 marks												
<b>2</b>	<b>Team qualifications: 20 marks</b>														
2.a	Project Director		7												
2.b	Team Lead		3.5												
2.c	Supply Chain Expert		3.5												

S.No	Criteria	Marks
2.d	Consultant -Urban Planning	3.0
2.e	Consultant – Process	3.0
<b>3</b>	<b>Evaluation of A&amp;M and technical presentation: 40 marks</b>	
3.a	Assessment of Approach & Methodology: Approach & Methodology indicated in the proposal, the proposed team along with work plan based on the terms of reference highlighting the job responsibility of each team member.	20 marks
3.b	Technical Presentation: The bidders shall be invited for a Power Point presentation in front of the committee to be formed by the client to evaluate the presentation	20 marks

\* Evaluation criteria for key personnel

Particulars	% weightage
Requisite academic qualification	20
Requisite length of experience	20
Relevant professional experience in the sector	30
Experience relevant to ToR	30

Only those bidders who score more than 70% marks in the technical evaluation will be considered for financial evaluation.

Note:

1. Physical presentation will be done. A team of maximum three members will be allowed
2. Presentation has to be made by one of the members of proposed team
3. Date is subject to change depending on COVID Situation
4. It will be the duty of the bidder to check and comply with the travel conditions approved by Government of Odisha
5. Due to the current COVID-19 Pandemic situation, the team is expected to work remotely in the initial stages of the project. However, the Client reserves the right to instruct the Consultant to deploy the full-time team in Jajpur District Administration Office in the future as per requirement and status of the pandemic

#### 4. ANNEXURE - I

##### TECHNICAL BID SUBMISSION FORM

To

< >,

Collector,

Jajpur, Odisha

Sub: RFP for Transformation Consultants for Industrial Area Development at Kalinganagar

Dear Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Request for Proposal dated [Insert Date] and our Bid. We are hereby submitting our Bid, which includes this Technical Bid, and a Financial Bid sealed under separate envelopes.

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Bid, i.e., before the Bid Due Date mentioned in the Data Sheet of the RFP, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations. We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

## 5. ANNEXURE - II

### DECLARATION

(On Applicant's Letter Head)

To

< >,

Collector,

Jajpur, Odisha

Sub: RFP for Transformation Consultants for Industrial Area Development at Kalinganagar under Collector, Jajpur

Sir,

- 1) With reference to the RFP for ....., dated ....., I/we, having examined the RFP and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
- 4) I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
- 5) I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7) We certify that we have not been barred by Collector, Jajpur, Government of Odisha (GoO), or any other state government in India (SG) or Government of India (Gol), or any of the agencies of GoO/SG/Gol from participating in their projects.
- 8) I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.
- 9) I/ We do not have any conflict of interest in accordance the RFP document;
- 10) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State
- 11) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 12) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the bidders to Bid for the

captioned assignment, without incurring any liability to the bidders, in accordance with the RFP.

- 13) I/ We declare that we are not a Member of any other firm submitting a Bid for the captioned assignment.
- 14) I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
- 15) I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 16) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 17) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
- 18) In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 19) I/We have studied the RFP carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
- 20) The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 21) I/We offer and attach as specified Non-refundable processing fee of Rs. 10,000 (Rupees Ten Thousand Only) in the form of demand draft.
- 22) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.
- 23) I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP.

Yours faithfully,

(Signature of the Authorized signatory)

\_\_\_\_\_

(Name and designation of the of the Authorized signatory)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name and seal of Bidder: \_\_\_\_\_

## 6. ANNEXURE - III

### CONSULTANTS ORGANIZATION

[Provide a brief description of the background and organization of your firm for this assignment]

1	Name of the Consultancy Firm	
2	Address	
3	Name of the contact person to whom all references shall be made regarding this Bid	
4	Designation of the person to whom all references shall be made regarding this Bid	
5	Address of the person to whom all references shall be made regarding this Bid	
6	Telephone	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No.	

## 7. ANNEXURE - IV

### FORMAT OF APPLICANTS EXPERIENCE

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Person Months of professional staff by the firm:
Address:		Approx. Value of Services (in Current INR):
Start Date (Month/Year)	Completion Date (Month/Year)	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Associated Consultants, if any:		Status of the firm in the association consortium:
Narrative Description of Project:		
Description of Actual Services provided by your staff:		

## 8. ANNEXURE - V

### FORMAT FOR FINANCIAL CAPABILITY OF THE CONSULTANT

FY	2017-18	2018-19	2019-20	Average
Annual Turnover				

Note:

- 1) Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2020) is to be furnished
- 2) Certificate from Statutory Auditor for certifying the turnovers

## **9. ANNEXURE - VI**

### **DESCRIPTION OF APPROACH & METHODOLOGY AND WORK PLAN FOR UNDERTAKING THE ASSIGNMENT**

The bidders are advised to present its Technical Bid divided into the following chapters:

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan

Understanding of TOR, Technical Approach and Methodology: The firm should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The firm should highlight the problems to be addressed along with their importance and explain the technical approach the Firm would adopt to address them. The firm should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: In this chapter the firm should propose the main activities of the assignment, detailed action plan for the implementation of the project. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of documents to be delivered as final output should be included here.

## 10. ANNEXURE - VII

### POWER OF ATTORNEY

Know all men by these presents, We \_\_\_\_\_ do hereby irrevocably constitute, nominate, appoint and authorise, Mr./ Mrs. \_\_\_\_\_ son/daughter/wife of and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the "Attorney") 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 application for prequalification and submission of our bid for the **"RFP for Transformation Consultants for Industrial Area Development at Kalinganagar under Collector, Jajpur, Government of Odisha"** including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney 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 Attorney 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 THIS \_\_\_\_\_ 20\*\*

For \_\_\_\_\_ (Signature, Name, Title and Address)

Accepted \_\_\_\_\_ (Signature, Name, Title and Address)

Witnesses:

- 1.
- 2.

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

**11. ANNEXURE - VIII**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL**

**Proposed Position:** .....  
**Name of Firm:**.....  
**Name of Staff:**.....  
**Profession:**.....  
**Date of Birth:**.....  
**Years with Firm/ Entity:**.....  
**Nationality:** .....



Education:

[Summaries college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

S No.	Name of the Employer	Post Held	Period	
			From	To

Detailed Task Assigned:

[List of all tasks to be performed under this Assignment/ Job]

Work undertaken that best Illustrates Capability to Handle the Tasks Assigned:

[Among the Assignment/jobs in which the Staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

Note: Personnel is to affix their recent photograph on first page of CV.

## 12. ANNEXURE - IX

### FINANCIAL BID

(On The Letterhead of the Firm)

Sub: RFP for Transformation Consultants for Industrial Area Development at Kalinganagar under Collector, Jajpur, Government of Odisha

Having gone through the RFP document and having fully understood the scope of work for the Project as set out in these documents; we are pleased to quote the following Professional fees for the Assignment:

Having gone through the RFP document and having fully understood the scope of work for the Project as set out in these documents; we are pleased to quote the following Professional fees for the Assignment:

In Figure (Monthly professional fees exclusive of GST)	
In Words (Monthly professional fees exclusive of GST)	

Any cutting / overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant agency.

Yours faithfully

(Signature of bidder)

(Name)

Date:

Place:

## BREAKDOWN OF MONTHLY PROFESSIONAL FEES

<b>I. Remuneration for Professional Staff</b>					
<b>S. No</b>	<b>Position</b>	<b>Name</b>	<b>Person month Rate (A)</b>	<b>Person months (B)</b>	<b>Net fee (A*B)</b>
<b>Transformation managers</b>					
1.	Project Director			3.0	
<b>Transformation execution</b>					
2.	Team Lead			12.0	
3.	Supply Chain Expert			12.0	
4.	Consultant -Urban Planning			12.0	
5.	Consultant – Process			12.0	
<b>Total (A)</b>				<b>51.0</b>	
<b>II. Out of Pocket Expenses</b>					
<b>Covers all costs pertaining to Overheads, Transportation and Logistics, Office operations, communication costs and allowances wherever applicable</b>					
GRAND TOTAL (A+B) (Exclusive of GST)					