



DISTRICT MINERAL FOUNDATION, JAJPUR

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EOI Notice No. 620

Date: 12/11/2024

Letter of Invitation

**Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur
Government of Odisha**

Address:

Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur,
DMF Cell, First Floor, Collectorate Building,
Jajpur, 755001, Odisha,
Email: dmfjajpur@gmail.com

Subject: Agency for Operation and Management of Science Academy, Panikoili, Jajpur

1. The Collector & Managing Trustee, District Mineral Foundation (DMF) Jajpur invites Expression of Interest (EOI) from reputed Organizations for the project "Agency for Operation and Management of Science Academy, Panikoili, Jajpur".
2. The proposal must be delivered at the specified address as per the EOI document by Speed post/ Registered Post only. The last date and time for submission of the proposal complete in all respects is Dt. 03.12.2024 till 5 PM.
3. Interested organizations are requested to download the EOI documents from web site: www.jajpur.odisha.gov.in. Queries pertaining to the EOI document can be communicated to this office via email.
4. This RFP includes the following sections:
 - a. Invitation for Expression of Interest
 - b. Key Instructions
 - c. Scope of Work
 - d. Desired Experience
 - e. Formats for Submission
5. While all information/data given in the EOI are accurate within the consideration of the scope of the proposed assignment to the best of the Authority's knowledge, the Authority holds no responsibility for the accuracy of information, and it is the responsibility of the applicant to check the validity of information/data included in this RFP. The Client reserves the right to accept/reject any/all proposals or cancel the entire EOI at any stage without assigning any reason thereof.

**Collector and Managing Trustee
DMF, Jajpur**

**EXPRESSION OF INTEREST
FOR
AGENCY FOR OPERATION AND MANAGEMENT OF
SCIENCE ACADEMY, PANIKOILI, JAJPUR**



Issued by:
Collector & Managing Trustee,
District Mineral Foundation, Jajpur
DMF Cell, First Floor, Collectorate Building,
Jajpur, 755001, Odisha

DISCLAIMER

This Expression of Interest (EoI) for “Agency for Operation and Management of Science Academy, Panikoili, Jajpur” (“the Project”) contains brief information about the Project and scope of work for the prospective Applicant. The purpose of EoI is to provide the Applicant with information to assist the formulation of their response.

While all efforts have been made to ensure the accuracy of information contained in this EoI document, this document does not contain all the information required by the Applicant. The Applicant are encouraged to conduct their own independent assessment, investigations and analysis and check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their response. District Mineral Foundation (DMF), Jajpur and any of its officers or consultants shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EoI document.

DMF reserves the right to change any or all conditions/ information set in this EoI document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as DMF may deem fit without assigning any reason thereof.

DMF reserves the right to accept or reject any or all applications without giving any reasons thereof. DMF will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the applications to be submitted in terms of this EoI Document.

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1 Invitation for Expression of Interest (EoI)

Collector & Managing Trustee, District Mineral Foundation (DMF), Jajpur (“DMF” or “the Authority”) invites Expression of Interest (EoI) for “Agency for Operation and Management of Science Academy, Panikoili, Jajpur” (“the Project”). Interested Applicants can submit their “Expression of Interest” in the formats duly filled and signed with required enclosures, in a sealed envelope superscribed “Agency for Operation and Management of Science Academy, Panikoili, Jajpur” at the address given in table below.

2 Key Instructions

Interested Applicants should make note of the following key points:

- ▶ This EoI invitation document is not a Tender or Request for Proposal in any form and would not be binding on DMF, Jajpur in any manner whatsoever.
- ▶ The purpose of this EoI is to provide interested “bidders” with the necessary in-built capacity to enable them to prepare and submit their responses for the services to be rendered for ‘the Project’ owned by ‘the Authority’ in conformity with the scope of work as a pre-requisite for RFP.
- ▶ DMF reserves the right to cancel the EoI invitation as a whole or in part without assigning any reasons.
- ▶ The Applicants are encouraged to conduct their own independent assessment, investigations and analysis and check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their response.
- ▶ DMF reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the responses.
- ▶ Applicants should submit their response in English language and as per formats provided in the last section of this document. Submission not conforming to the instructions or prescribed formats will be rejected.

The key dates and information for the project are as below:

Address for submission of EoI	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, DMF Cell, First Floor, Collectorate Building, Jajpur, 755001, Odisha
Meeting for EoI	To be communicated by e-mail
Last date for submission of EoI	03.12.2024
Contact details for clarification & queries	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, DMF Cell, First Floor, Collectorate Building, Jajpur, 755001, Odisha Email: dmfjajpur@gmail.com
Last date of receipt of query	27.11.2024
Last date of reply of query	28.11.2024

3 Scope of Work

The District Mineral Foundation, Jajpur (“DMF” or “the Authority”) has constructed a new Science Academy at Panikoili, Jajpur District, Odisha. The Academy aims to promote science education and awareness among students, teachers, and the science enthusiastic larger public. The authority requires the service of agencies with experience in managing science academy to ensure the successful operation and maintenance of the Academy.

Key Features:

The Science Park consists of 10 petals namely, Mathematical Marvels and Mechanical Wonders, Forces and Motion, Immersive Entertainment, Civilization Milestones, Interactive Fun Zone, The Library, Adrenaline and Simulation, Transportation Evolution, and the Cosmic Voyage. The details are mentioned below.

➤ **Petal 1: Mathematical Marvels and Mechanical Wonders**

Patel 1 explores the intriguing world of mathematics and mechanics with the Fibonacci series, the enigmatic Golden Ratio, and interactive exhibits like the Solid Geometry Pendulum and Square Wheel Track. Engage with the Ball Run, delve into theorems on interactive screens, and uncover the principles of levers, the power of pulleys, and the randomness of the Probability Board.

➤ **Petal 2: Forces and Motion**

Patel 2 experiences the thrill of physics with the Chair Spin and Brachistochrone Curve. Step into the Experiment Zone to discover the mysteries of magnets, electricity, and electromagnets. Illuminate your understanding at the Light Groove Wall, where light and shadow play in harmony.

➤ **Petal 3 & 8: Immersive Entertainment**

The 3 and 8 showcase the 5D Theatre, a state-of-the-art cinematic experience with a seating capacity of 203, including provisions for 23 differently abled guests.

➤ **Petal 4: Civilizational Milestones**

Patel 4 offers a journey through the evolution of civilization, from the Copper and Bronze Ages to the Iron Age. It explores the Organ Garden and witnesses the growth of human societies through time.

➤ **Petal 5: Interactive Fun Zone**

Patel 5 dive into a Digital Aquarium, experience the Conflict of Color, and play with Colored Shadows. It provides the Color Wheel, One Me exhibit, Vortex Tunnel, Ames Chair, and the disorienting I Have No Body Rotated Room. It is also the center of attention at All Eye on Me, navigate the Hall of Mirrors, and enjoy the whimsical Pin Body and Bubble Play.

➤ **Petal 6: The library**

Patel 6 is a sanctuary of knowledge; the library is a treasure trove of books and resources for those seeking enlightenment and intellectual stimulation.

➤ **Patal 7: Adrenaline and Simulation**

Patel 7 provides the experience of Roller Coaster, test your skills with the Cricket Simulator, and soar to new heights with Fly Max.

➤ **Petal 9: Transportation Evolution**

Patel 9 is the opportunity to witness the progression of transport from the Industrial Revolution to the modern day. Explore the Communication Matrix, marvel at historical and contemporary Aircraft and Automobiles, and enjoy a 4D Locomotive Experience.

➤ **Petal 10: Cosmic Voyage**

Petal 10 embarks on an interstellar adventure from Earth to Space. Discover the Solar System, witness a Rocket Launch, and learn about Spacecraft, Astronauts, and Space Scientists. Engage with the Mission Control Interactive and gaze at the stars in the Planetarium.

Agencies with proven capabilities and demonstrated performance in similar projects are required to submit their Synopsis stating their intended strategy, approach, and execution plan for Operation and management of the project along with the Expression of Interest to participate in the Competitive Bidding process. Prior to the submission of the EOI, the agencies are advised to inspect and be fully conversant with the existing infrastructure at project site including availability of facilities and equipment.

Scope of Work:

The scope of the work is the following:

- (a) Carrying out the overall activities of operation and management of Science Academy Building, facilities, equipment, and provision of services to the general public for its intended use.
- (b) Finding out a standardized mechanism for collection of revenue from visitors/beneficiaries to achieve self-sustainability utilizing the Government infrastructure and meet operation and maintenance expenses from its own revenue generation.
- (c) Deployment of requisite manpower, skilled workers, labour for various services that are required to be engaged, in compliance of the labour laws which are notified from time to time by concerned Government authorities,
- (d) Maintenance, operation and upkeep of entire Science Academy premises from gate-to-gate.
- (e) Repair & maintenance/special repair of Civil Works, Specialized E&M equipment including IT/ VC equipment, electrical installations, Lifts, security equipment, air-conditioner units, Water Supply and Sewage Treatment System, Audio/ Video Systems, LAN Systems, UPS systems, internet and Wi-Fi Systems, Intercom/ Telephone Systems, Televisions and DTH/cable connections, Solar Power Equipment, etc.
- (f) Mechanized/ Manual Housekeeping including ancillary & auxiliary works, Pest Control Services, Bee Control Services, Termite Control Services etc.
- (g) Maintenance of gardens/lawns, boundary wall of the said premises.
- (h) Putting in place Complaint Monitoring System

4 Desired Experience

For determining the eligibility, the applicant has to fulfil both the technical and financial capability defined hereunder.

Technical capability:

Sr. No.	Criteria	Documents to be submitted
1	The Applicant agency should be an organization registered under: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST Act 2017.	Copy of Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate registration u/s 12A along with PAN Card, GST Registration Certificate (Form GST REG-06)
2	Experience in Operation and Management of Science Park, Museum, Planetarium or infrastructure/facilities of similar nature of any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/INGOs/similar large scale private establishment.	Contracts / Work Orders (Preferable)
3	Applicant may be an independent agency. No Consortium/JVs/ associations/ sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory
4	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letter Head

Financial capability:

Sr. No.	Criteria	Documents to be Submitted
1	Average Annual Turnover should be minimum of INR 3.00 crore during the last three financial years (i.e. FY 2021-22, 2022-23 and 2023-24).	Audited/Certified Annual Financial Statements and Annual Report for the three financial years and Certificate from the Statutory Auditor

- **Note: The Applicants will be assessed on both technical and financial capabilities. During the process of assessment, the agency may be called for a technical presentation before the authority.**

5 Formats for Submission

Form 1: Cover Letter & Information about the Applicant

**COVERING LETTER
(ON APPLICANT'S LETTER HEAD)**

[Location, Date]

**To
The Collector & Managing Trustee,
DMF, Jajpur – 755001**

Subject: Agency for Operation and Management of Science Academy, Panikoili, Jajpur

Dear Sir,

We hereby submit the proposal with respect to your Expression of Interest (EoI) No. _____, dated: _____ for the proposed project “Agency for Operation and Management of Science Academy, Panikoili, Jajpur”.

All the information and statements made in this proposal are true and correct and we accept that any misinterpretation contained in it may lead to disqualification of our proposal.

We understand that, this EoI invitation document is not a Tender or Request for Proposal in any form and would not be binding on the authority in any manner whatsoever.

Yours faithfully,

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

A: GENERAL INFORMATION

Sl. No.	Description	Information Details
	Name of Applicant	
	Address for communication: Tel (with Code): Email Id:	
	Name of the authorized person signing & submitting the application on behalf of the Bidder: Mobile No.: Email id:	
	Type of Organization	
	(Date of incorporation/Registration with documentary evidence or equivalent certificate) Registration No: Date & Year.:	
	Local office in Odisha If yes, please furnish contact details	Yes / No
	Brief description of the entity, organization structure and business	
	PAN	
	Goods and Services Tax Identification Number (GSTIN)	
	Any other information	

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

B: FINANCIAL INFORMATION

Please provide with financial details about the Applicant along with necessary supporting documents. Annual Accounts/Reports for the last three (3) years must be attached to the response. Along with that please provide financial information in the following format:

Financial Year	Annual Turnover (In INR)
2021-22	
2022-23	
2023-24	
Average Annual Turnover	

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

Form 2: Description of Approach, Methodology and Workplan to manage the infrastructure/facility (In detail)

A: Understanding of availability of facilities and equipment and Scope of work.

Please explain in detail your understanding of the existing infrastructure at project site including availability of facilities and equipment and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for undertaking of the tasks and activities to deliver the expected services to public at large.

B: Description of Approach:

- Key guiding principles for the establishment including Understanding of the concept of institutional set up,
- Defining various facilitates, categorization and their probable utilization,
- Approach to be implemented for publicity of the available infrastructure.
- Highlight any challenges anticipated in delivering the expected outputs,
- Approaches to overcome the challenges and meet the requirements of the assignment,
- Establishing internal management system for effective operation,
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes,
- Dissemination of results to Policy Makers and other audiences and any other issues to address.

C: Management Model to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- Overall analysis of approached for larger public awareness of the facility.
- Defining the Revenue generation model with Fees structure and charges, as well as defining the cost centers and future projections,
- Methodology to foster collaboration with educational institutions, corporate bodies, and society,
- Events and participation of local educational institutions of various age group,
- Training and skill development of manpower for better service delivery.

D: Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub- activities.

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

Form 3: Project Information

[Use separate sheet for each cited Project]

Applicants Name: *[insert full name]*

Date: *[insert day, month, year]*

Project No. <i>[insert number]</i>	Information
Project Identification	<i>[insert Project name and number, if applicable]</i>
Employer/ Client's Name:	<i>[insert full name]</i>
Address: Telephone/fax number E-mail:	<i>[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and ity area codes] [insert e-mail address, if available]</i>
Award date	<i>[insert day, month, year, e.g. 15 June, 2024]</i>
Date of Commissioning	<i>[insert day, month, year, e.g. 15 June, 2024]</i>
Completion date	<i>[insert day, month, year, e.g. 15 June, 2024]</i>
Total Project Cost	<i>[insert total Project amount in INR]</i>
Employer/ Client's Name:	<i>[insert full name]</i>
Address: Telephone/fax number E-mail:	<i>[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and ity area codes] [insert e-mail address, if available]</i>
Project Scope of work & Role as per Contract	<i>[insert Project details and scope of works]</i>

Note: Applicants should provide information on the following:

1. Contracts executed where the work is completed,
2. Ongoing contracts/current commitments for which a letter of intent or acceptance has been received,
3. Any additional documentary evidence in support of the experience claimed.

Signature of the Authorized Person

Name:

Designation: