



**District Project Office, Samagra Shiksha, Jajpur
Government of Odisha**

RFP No: 2518 / Date: 05/06/2026/

REQUEST FOR PROPOSAL

Selection of a bidder for “Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi, Jajpur

The DEO-cum-DPC, Samagra Shiksha, Jajpur, Govt. of Odisha, invites sealed proposals from eligible bidders for “**Selection of a bidder for hiring of eleven no. of buses (minimum 41 seated each) for engagement under district mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi Block of Jajpur district**” .

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://jajpur.odisha.nic.in>.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	
2	Pre-bid Meeting	Date & Time: 12/06/2026, 11 A.M, VENUE:- Collectorate, Jajpur
3	Last Date for Submission of Bid	29.06.2026 before 1 PM
4	Date of Opening of Technical Bid	29.06.2026 at 5 PM in presence of the Bidder / Bidder’s representative in Collectorate, Jajpur. Representatives of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5	Date of Opening of Financial Bid	Shall be communicated to the qualifying bidders later on.

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/ Courier** only latest by **29.06.2026 before 1.00 PM** in a sealed envelope clearly mentioning on the top of it “**Selection of a bidder for hiring of eleven no. Of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis for a period of one year in the mining affected areas of Sukinda & Danagadi block of Jajpur district**”. The proposals received beyond the last date and time will be rejected. The Authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

DEO-cum-DPC, Samagra Shiksha, Jajpur. AT/PO- BAIDYARAJPUR, DIST-JAJPUR, PIN-755001

Email: dpcjajpurssa.osepa@od.gov.in

Request for Proposal

“Selection of a bidder for hiring of eleven no. of buses (minimum 41 seated each) for engagement under district mineral foundation (DMF), Jajpur on monthly hiring basis for a period of one year” in the mining affected areas of Sukinda & Danagadi Block of Jajpur district”.



**District Education Officer-cum-District Project
Coordinator,
(District Project office, Samagra Shiksha, Jajpur),
Government of Odisha**

JUNE- 2026

Disclaimer

This Request for Proposal (RFP) is issued by District Education Officer cum District Project Coordinator, hereinafter referred to as, DEO-cum-DPC, Samagra Shiksha, Jajpur, Govt. of Odisha after due approval from Collector and Chairman-cum-Managing Trustee, DMF, Jajpur on the terms and conditions set out in this Tender document. The purpose of this Tender document is to provide the Bidder(s) with information to implement the following assignment:

“Selection of a bidder for hiring of eleven no. of buses (minimum 41 seated each) for engagement under district mineral foundation (DMF), Jajpur on monthly hiring basis for a period of one year in the mining affected areas Sukinda & Danagadi, Jajpur”.

This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the Authority, or its office staff, employees, or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Tender document.

Each Bidder should therefore conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this Tender document and wherever necessary obtain independent advice from appropriate sources. Authority or its office staff, employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the Tender document.

DEO-cum-DPC, Samagra Shiksha, Jajpur may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender document.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any statements contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select the Bidder for the Project, and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder, and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bidding process.

Section I: Letter of Invitation and Factsheet

1. Letter of Invitation

RFP No: 2818 / Dated: 05.06.2026

1. Name of the Assignment: **“Selection of a bidder for Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur in the mining affected areas of Sukinda & Danagadi block of Jajpur district”.**

The “DEO-cum-DPC, Samagra Shiksha, Jajpur, Govt. Of Odisha” invites sealed proposal from eligible bidder(s) under the process for **“Selection of a bidder for Hiring of eleven no. Of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur in the mining affected areas of Sukinda & Danagadi block of Jajpur district”.**

More details on the proposed study are provided in Terms of Reference (ToR) of this RFP Document.

1. The proposal, complete in all respects as specified in the RFP Document must be accompanied with a Non-refundable amount of **INR 10,000/- (Rupees Ten Thousand only)** towards Bid Processing Fee and a refundable amount towards EMD of **INR 4,00,000/- (Rupees Four Lakh only)** in form of **Demand Draft** in favour of “DEO-cum-DPC, Samagra Shiksha, Jajpur” drawn from any Nationalized/Scheduled Bank payable at Jajpur, Odisha failing which the bid will be rejected.
2. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post /Registered Post/Courier only. “DEO-cum-DPC, Samagra Shiksha, Jajpur” shall not be responsible for postal delay or any consequences. Submission of proposal through any other mode will be rejected.
3. This RFP includes following sections:
 - a. Letter of Invitation & Factsheet [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]
 - e. Financial Proposal Submission Form [Section –V]
 - f. Annexure [Section – VI]
4. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Authority knowledge, The Authority holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The DEO-cum-DPC, Samagra Shiksha, Jajpur reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

By Order of Collector-cum-Chairman, SS, Jajpur

Sd/-

**DEO-cum-DPC,
SAMAGRA SHIKSHA, JAJPUR**

1. Bidder Data and Factsheet

Sr. No.	Particular	Details
1	Name of the Authority / Contact Person / Address for Submission of Proposal	District Project office, Samagra Shiksha, Jajpur, At/Po - Baidyarajpur, Jajpur, Odisha, PIN – 755001 Email: dpcjajpurssa.osepa@od.gov.in
2	Method of Selection	Least Cost selection Method
3	Availability of RFP document	https://jajpur.odisha.gov.in
4	Deadline for Submission of Pre-Proposal Query	The pre-bid meeting shall be organized as per the Date and time along with venue already mentioned in the RFP. The clarification/amendment, if any, due to the pre-bid queries shall only be hosted in the http://jajpur.odisha.gov.in (under 'Tender' link).
5	Issue of Pre-proposal Clarifications	Via online mode on www.jajpur.odisha.gov.in
6	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of "DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR" drawn from any Nationalized/Scheduled Bank payable at Jajpur. The bid processing fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.
7	Earnest Money Deposit (EMD) (Refundable)	INR 4,00,000/- (Rupees Four Lakh only) in the form of demand draft drawn in favour of "DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR" drawn in any Nationalized / Scheduled Bank payable at Jajpur. The EMD shall be submitted along with the 1st Inner Envelope of the Technical Proposal.
8	Performance Bank Guarantee	5% of the entire contract value
9	Name of the Project	Selection of a bidder for "Hiring of eleven no. Of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas Sukinda & Danagadi, Jajpur

NOTE:

- The Amendments/ Corrigendum(s) to the RFP document, if any, would be published on the website. Please visit the website '<https://jajpur.odisha.gov.in>' regularly for the same.
- DEO-cum-DPC, Samagra Shiksha, Jajpur reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time without assigning any reason thereof.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between DEO-cum-DPC, Samagra Shiksha, Jajpur and the Selected Bidder.
- DEO-cum-DPC, Samagra Shiksha, Jajpur disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.

By Order of Collector-cum-Chairman, SS, Jajpur

Sd/-
DEO-cum-DPC,
SAMAGRA SHIKSHA, JAJPUR

Section II: Instructions to the Bidders

1. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Basic Requirement	Specific Requirement	Documents Required*
1	Legal Entity	The Bidder shall be an organization registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or any other applicable governing law or a trust registered under the Indian Trusts Act, 1882 or any other governing law for public trusts or a partnership, limited liability partnership or a sole proprietorship registered under the relevant applicable governing law.	Registration/incorporation certificates of the Bidder as a duly registered legal entity in India along with: <ul style="list-style-type: none"> • PAN Card of the registered legal entity • GST certificate of the registered legal entity • Certified copy of Trust Deed in case of Trust • Copy of the Registration Deed and byelaws, in case of an Society • The Certificate of Incorporation along with the AOA and MOA in case of a Company • Partnership deed in case of a partnership • Any other supporting document, as may be required
2	Operation	The Bidder (Proprietor / Firm / Agency) shall have been in operation for the past three (3) years as on the date of submission of the RFP and filed ITRs for the last 3 FYs i.e., 2023-24, 2024-25 and 2025-26.	Incorporation certificate. The bidder should have been in possession of at least 11 busses standing in his/her own name / in the name of the bidding firm or lease hold by the bidder with upto date valid Insurance, fitness, permit with valid registration issued by competent authority. <i>All the busses to be hired should not be more than two years old from the date of their registration and should have upto date valid Insurance, fitness & permit documents issued from competent Authority.</i>

3	Financial Capacity	<p>The Bidder should have an average annual turnover of at least Rs.4.00 Crores over the last three FYs (2023-24, 2024-25 and 2025-26). Experience of any Associate shall not be eligible hereunder.</p> <p>For the purposes of this RFP, Associate means, in relation to the Bidder, a person who Controls, is controlled by, or is under common control with such Bidder (the "Associate").</p> <p>The expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting share capital of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person, whether by operation of law.</p>	<p>Average Annual Turnover Statement (Supporting from Technical Form 3') with UDIN No. Audited Financial Statements and ITRs of Last three FY's preceding the Bid Due date. (2023-24, 2024-25 & 2025-26) duly signed by a Chartered Accountant with UDIN No. In case of a Proprietorship, the Bidder must also submit the Computation sheet along with the ITR for the last three FY'S preceding the Bid Due date.</p>
4	Consortium	<p>Consortium / JVs / Associations shall be allowed under this project .</p> <p>i) In case of a consortium participant/applicant, following provisions shall be applicable:</p> <p>a) There should be a formal Agreement between the consortium members accepting several and joint responsibility for implementation of the project, reference of the Lead member and percentage of holding of each member in the consortium should be specifically mentioned.</p> <p>b) The maximum permissible members in the consortium are 3 (three) with minimum share of 25% for each partner in the consortium.</p> <p>c) For minimum eligibility criteria with respect to turnover , the turnover of the lead member only shall only be taken into consideration.</p> <p>d) <i>The lead member of the consortium shall have highest share in the consortium.</i></p> <p>(ii) The eligibility criteria with respect to insolvency, debarment, blacklisting and legal proceedings shall be applicable for all the members of consortium participant.</p> <p>The "beneficial owner" for the purpose of the above will be as under:</p> <p>1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.</p> <p>Explanation –</p> <p>a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company,</p>	<p>Declaration of submitting as independent Bidder from the Authorized Signatory (Supporting form 'Technical Form-05'). The Agreement copy should be executed before the NOTARY PUBLIC and signed by an Executive Magistrate.</p>

		<p>b."Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements,</p> <p>2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of capital or profits of the partnership.</p> <p>3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.</p> <p>4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.</p> <p>5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership</p> <p>(iii) Each participating entity is required to furnish adequate documentary evidence in support of its compliance to eligibility criteria along with the proposal.</p>	
5.	Blacklist	The Bidder should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Bidder(s) as on the Bid Due Date.	Undertaking by the Authorized Signatory (Supporting form 'Technical Form 11')
6.	Experience	The Bidders having cumulative work experience in operations of 5 years of at least 3 busses. (Govt. / PSU / Private organization).	<p>Filled up Technical Form -7 along with Contract/ Agreement/ Work Orders/ Letter of Invitation from Authority(s) that clearly states the details of the scope of work, date of commencement, details of services provided and all other essential details of the contract.</p> <p>The Bidder shall also provide documentary evidence by way of Authority Certificate / Statutory Auditor'/ Chartered Accountant's certificate (having valid registration) with respect to the project with required details.</p> <p>Undertakings/ Declarations in lieu of/or in support of above</p>

			requirement if submitted on Bidder's letter head shall not be accepted. Documents in other languages should be supplemented by an English translated copy.
7.	Authorized Representative	A Power of Attorney for signing of Bid, along with Board Resolution/relevant extract of charter document in favour of Executants.	Original Power of Attorney, notarized on INR100/- Bond paper as per TECH 4.
8.	Bid Processing Fee (Non-Refundable)	The Bidder shall furnish a Tender Fee of INR 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft in favour of "DEO-cum-DPC, Samagra Shiksha, Jajpur", and payable at Jajpur.	DEO-cum-DPC, Samagra Shiksha, Jajpur".
9.	Earnest Money Deposit (EMD) (Refundable)	The Bidder shall furnish an EMD of INR 4,00,000/- (Rupees Four Lakh) only, in the form of Demand Draft in favour of "DEO-cum-DPC, Samagra Shiksha, Jajpur", and payable at Jajpur. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	"DEO-cum-DPC, Samagra Shiksha, Jajpur",
<p>10. Note*:</p> <p>i. The photocopies of documents submitted towards Pre-qualification criteria are to be substantial through production of originals, whenever asked for/ whenever required.</p> <p>ii. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation till issuance of Letter of Intent / Supply Order / Signing of MOU.</p> <p>iii. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid.</p> <p>iv. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document.</p> <p>v. The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.</p> <p>vi. Authority at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of Authority.</p>			

2. Documents / Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

1. Filled in Bid Submission Check List in Original (Annexure-I)
2. Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation/ Registration.
5. Copy of PAN.
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. General Details of the Bidder (TECH – 2).

8. Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e.,FY 2023-24, 2024-25 and 2025-26, Turnover Certificate from Chartered Accountant/ Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet for 2023-24-25 & 25-26).
9. Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder / TSP. (If applicable)
10. Power of Attorney for Lead Member of Consortium (TECH 5), if applicable.
11. Joint Bidding Agreement (Tech 6), if Applicable. (Notary Agreement signed by Executive Magistrate)
12. List of completed assignments of similar nature (Past Experience Details, TECH – 7) along with copies of contracts / work orders / completion certificate from previous Authority's.
13. Self-Declaration regarding Conflict of Interest (TECH - 8)
14. Duly filled in Technical Proposal Forms (TECH 9, if applicable, Tech-10 mandatory)
15. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.
16. Annexure I & II of Section VI.
17. Any other documents / information as mentioned in the RFP.
18. Tests of responsiveness
 - 13.1 Prior to evaluation of Bids, the Authority shall determine whether each Technical Bid is responsive to the requirements of the RFP. A Technical Bid shall be considered responsive if:
 - (a) it is received as per the specified format;
 - (b) it is received by the Bid Due Date including any extension thereof.
 - (c) it is signed and marked as stipulated in this RFP;
 - (d) it is accompanied by the Bid Security;
 - (e) it contains all the information and documents (complete in all respects) as requested in this RFP;
 - (f) it contains certificates from its statutory auditors/CA in the formats specified in the RFP;
 Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees Ten Thousand) Only in the shape of DD from any Nationalized/Scheduled Bank in favour of “DEO-cum-DPC, Samagra Shiksha, Jajpur” and payable at Jajpur, its validity shall not be less than 180 (one hundred and eighty) days from the Bid Due Date. Proposals received without a bid processing fee will be rightly rejected.

4. Earnest Money Deposit (EMD)

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **INR 4,00,000/- (Rupees Four Lakh only)** in shape of DD from any scheduled Nationalized/Scheduled bank in favour of “DEO-cum-DPC, Samagra Shiksha, Jajpur” payable at Jajpur.

1. The EMD of unsuccessful bidders shall be refunded after finalization of selection process.
2. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.
3. The EMD will be forfeited on account of the following reasons:
 - i. Bidder withdraws its proposal during the bid validity period as specified in RFP.
 - ii. Bidder does not respond to requests for clarification of its proposal.
 - iii. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - iv. If the bidder fails to:
 - a. Provide any clarifications to the Authority.
 - b. Agree to the decisions of the contract negotiation meeting.

- c. Sign the contract within the prescribed time period. Furnish required Performance Bank Guarantee in time.

5. Validity of the Proposal

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the Technical Proposal. The DEO-cum-DPC, Samagra Shiksha, Jajpur reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre-Proposal Queries

1. Bidders can come on the day of the pre-bid query meeting with their queries in respect of the RFP and other details if any, to the Authority i.e., “DEO-cum-DPC, Samagra Shiksha, Jajpur” as mentioned date mentioned in the Bidders Datasheet and Factsheet in Section 1.2.
2. Clarifications to the above will be uploaded in <https://jajpur.odisha.gov.in> for the purpose of preparation of the proposal.
3. Request for alternation / change in existing terms and conditions of the RFP shall not be considered / entertained.
4. The queries shall necessarily be submitted in the following format:

Page No.	Section No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

5. Authority shall not be responsible for ensuring that the Applicant's queries have been received by them.
6. Any requests for clarifications post the indicated date and time may not be entertained by the Authority.
7. The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
8. However, the Authority reserves the right to hold or re-schedule the process.
9. Responses to Queries and Issue of Corrigendum:
 1. The Authorized Representative of the Authority will endeavour to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
 2. At any time prior to the last date for receipt of Proposals, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
 3. The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website <https://jajpur.odisha.gov.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
 4. To provide prospective Applicants reasonable time for taking the corrigendum into account, the Authority may discretionally extend the last date for the receipt of Proposals.

7. Submission of Proposal

Bidder must submit their proposals by **Registered Post / Speed Post / Courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Authority will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. Any Proposal received after the deadline will be out rightly rejected by the Authority.

The procedure for submission of the proposal is described below*:

1. **Technical Proposal (Original)** :The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal –Selection of a bidder for “Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi block of Jajpur”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.
2. **Financial Proposal (Original)**:The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal –Selection of a bidder for “Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi block of Jajpur. The** duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.
3. The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document.
4. The first envelope must be marked as **"TECHNICAL PROPOSAL- Selection of a bidder for “Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi block of Jajpur. The** second envelope must be marked as **“FINANCIAL PROPOSAL - Selection of a bidder for “Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi block of Jajpur** and it should contain Financial Proposal only.
5. **Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:**
 - NAME OF THE ASSIGNMENT:**
 - RFP NUMBER AND DATE:**
 - NAME OF THE BIDDER:**
 - ADDRESS OF THE BIDDER:**
 - CONTACT NUMBER and mail ID of THE BIDDER:**

**Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.*

8. Opening of the Proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in presence of the bidder/bidder's authorised representatives at the location, date specified in the Bidder Data Sheet. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

9. Evaluation of Proposal

A Two stage evaluation process will be conducted as explained below for evaluation of the proposals:

1. Preliminary Evaluation (1stStage) *: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents/information have been properly furnished by the bidder or not. Submission of following documents/information will be verified:

1. Filled in Bid Submission Check List in Original(Annexure-I)
2. Covering letter(TECH1) on bidder's letter head requesting to participate in the selection process
3. Bid Processing Fee and EMD as applicable
4. Copy of Certificate of Incorporation/Registration.
5. Copy of PAN & GSTIN.
6. General Details of the Bidder (TECH 2).
7. Financial Details of the bidder (TECH 3) along with all the supportive documents as applicable duly signed as per the instruction (**Copies of IT Return** for the last three financial years i.e., FY 2023-24, 2024-25 and 2025-26).
8. Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet for 2023-24, 2024-25 and 2025-26).
9. Power of Attorney (TECH 4) in favour of person signing the bid on behalf of the bidder. (if applicable)
10. Power of Attorney for Lead Member of Consortium (TECH 5) (if applicable)
11. Joint Bidding Agreement (TECH 6), if applicable.
12. List of completed assignments of similar nature (**Past Experience** Details, TECH 7) along with copies of contracts / work orders / completion certificate from previous Authority's. (Govt. / PSU / Private)
13. Self-Declaration on Conflict of Interest (TECH 8).
14. Duly filled in Technical Proposal Forms (TECH 9 & Tech-10 mandatory)
15. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.
16. Annexure I & II of Section VI.
17. Any other documents / information as mentioned in the RFP.

*Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Authority's Authority.

2. Financial Evaluation (2nd Stage):

- (i) *The Financial Proposals of only those bidders qualifying the technical evaluation shall be considered for opening of financial proposals.*
- (ii) The total financial bid amount should be inclusive of all applicable taxes & duties for which the Authority shall make payment to the Bidder.
- (iii) Selection will be made on the basis of least cost method.
- (iv) In the event two or more “Shortlisted Bidders” quoted equal amount (the “Tie Bidders”), then transparent lottery system will be adopted for finalisation of LOWEST ONE Bidder.

10. Contract Negotiation:

1. Negotiation will be held (if necessary) at the office of the ADM General, Collectorate, Jajpur. The invited Bidder will, as a pre-requisite for attendance at the Negotiation confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Authority proceeding to Negotiation with the next-ranked Bidder. Representatives conducting Negotiation on behalf of the Bidder must have written Authority to Negotiation and conclude a Contract.
2. Technical Negotiation: Negotiation will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the selected Bidder to improve the Terms of Reference. The Authority and the selected Bidder will finalize the Terms of Reference, staffing schedule, work schedule, liquidated damages, and reporting etc. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Authority to ensure satisfactory implementation of the assignment. The Authority shall prepare minutes of Negotiation which will be signed by the Authority and the selected Bidder.
3. Financial Negotiation: After the technical Negotiation are over, financial Negotiation will be carried out to discuss any changes in financials due to change in scope of work or due to clarification on any aspect Negotiation. Under ordinary circumstances, the financial Negotiation shall not result in any increase in the proposed budget. However, in case of exceptional reasons/circumstances, the Authority may consider an increase/modification in the budget.
4. Conclusions of Negotiation: Negotiation will conclude with a review of the draft Contract. To complete Negotiation the Authority and the selected Bidder will initiative the agreed Contract. If Negotiation fail, if the Negotiation with the selected consultant fail, the procuring Authority shall cancel the bidding procedure and re-invite the bids. *In case of Least Cost Selection method, if the Negotiation with the L1 bidder fails, then the Procuring Entity may invite the L2 bidder to execute the assignment at price of L1. If the Negotiation with the L2 bidder fails, the Procuring Entity shall cancel the bidding procedure and re-invite the bids.*

5. Award of Contract

1. After completion of the contract Negotiation stage, the Authority will notify the successful bidder in writing by issuing a proposal for letter of intent (LOI) / award of contract / offer letter for signing the contract
2. The successful bidders shall be asked to sign the contract after submission of PBG and fulfilling all formalities within 15 days of issuance of the LOI / award of contract / offer letter.
3. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.
4. The contract shall be valid for One year and can be extended for next Two (2) years i.e Twenty-four months, subject to satisfactory performance as determined by the Authority and as mutually agreed by both the parties.

6. Performance Bank Guarantee (PBG) :

1. Within Seven (7) working days of notifying the acceptance of a proposal for award of contract/ LOI, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the total contract value** from a scheduled Commercial / Nationalized Bank having branch at Jajpur and should be drawn in favour of **“DEO-cum-DPC, Samagra Shiksha, Jajpur”**, as per the format at Annexure- II, for a period of **Sixty (60) days** beyond the entire contract period (i.e., PBG must be valid from the date of effectiveness of the contract to a period of **60 days** beyond the contract period) as its commitment to perform services under the contract.
2. The bank guarantee must be submitted after award of contract/LOI but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.
3. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Bidder and only after adjusting/recovering any dues recoverable/payable from/by the selected Bidder on any account under the contract.
4. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.
5. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure II.

7. Conflict of Interest

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family **relation with the Authority directly or indirectly.**

3. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Authority as this would amount to their disqualification and breach of contract.
4. A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder’s proposal (the “Damages”), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Concession Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
 - a) the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 25% (twenty five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate is less than 25%(twenty five percent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub- section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 2.2.1(c), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or
 - b) a constituent of such Bidder is also a constituent of another Bidder; or
 - c) such Bidder, its member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its member or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its member or any Associate thereof; or
 - d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

- e) such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or
- f) such Bidder, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.
5. A Bidder shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Bidder, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Bidder, its Member or Associate in the past but its assignment expired or was terminated at least 30 (thirty) days prior to the Bid Due Date. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the Bid Due Date.
6. For purposes of this RFP, Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law.

8. Disclosure

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

9. Anti-corruption Measure

1. Any effort by Bidder(s) to influence the Authority in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
2. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
3. In such cases, the Authority shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

10. Language of Proposals

The proposal and all related correspondence exchanged between the bidder and the Authority shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

11. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

12. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of District Civil Court of Jajpur only.

13. Governing Law

1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Bidder liable for liquidated damages and thereafter the Authority holds the option for cancellation of the contract for pending activities and complete the same from any other Bidder.
2. The Authority may deduct such sum from any money from their hands due or become due to Bidder. The payment or deduction of such sums shall not relieve the Bidder from his obligations and liabilities under the contract.
3. The rights and obligations of the Authority and the Bidder under this contract will be governed by the prevailing laws of Government of Odisha.
4. In addition, the PBG amount shall also be forfeited.
5. The decision of the Authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the Bidder shall be final.

14. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. During the execution of the assignment except with prior written consent of the Authority, the Bidder or its personnel shall not at any time

communicate to any person or entity any confidentiality information acquired in the course of the contract.

15. Amendment of the RFP Document

At any time before submission of proposals, the Authority may amend the RFP by issuing an addendum through Jajpur district website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Authority may, at its discretion, extend the deadline for the submission of the proposals.

16. Authority's right to accept any proposal and to reject any or all proposal/s

The Authority reserves the right to accept or reject any proposal and amend the bidding / provide additional time period for submission of missing documents / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

17. Copyright, Patents and Other Proprietary Rights

DEO-cum-DPC, Samagra Shiksha, Jajpur shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Authority's request, the Bidder shall take all necessary steps to submit them to the Authority in compliance with the requirements of the contract.

18. Settlement of Disputes

All proceedings shall be held at Jajpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Magistrate and Collector -cum- Chairman and Managing Trustee DMF Jajpur, Govt of Odisha shall be the final Authority to resolve the dispute arising between and the Authority and the Selected Bidder.

19. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time.
6. Proposal is not accompanied by all the requisite documents/information.
7. Bids with any conditional technical and financial offer.
8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.

11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition/situation which holds the paramount interest of the Authority during the overall section process.

20. Compliance to the Statutory and Legal Requirements

1. The Service provider shall comply with all the provisions of Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and other applicable labor laws.
2. The Service provider shall also comply with all other statutory requirements including but not limited to provisions regarding education and eligibility criteria of human resources deployed by the Service provider for providing the services,
3. The overall legal responsibility of provision of services under this scope of services lies with the Service Provider.
4. The Service provider shall maintain confidentially of records.

21. Compliance to Minimum Wages Act and Other Statutory Requirements

1. The Service provider shall comply with all the provisions of Minimum Wages Act and other applicable labour laws.
2. The Service provider shall also comply with all other statutory provision including but not limited to provisions regarding education and eligibility criteria of human resources deployed by the Service provider for providing the services, waste management, bio-safety, occupational and environmental safety.
3. The Service provider shall maintain confidentiality of strict adherence to relevant government data protection of data security and confidentiality laws etc and shall make adequate arrangement for cyber security.

Section III: Terms of Reference

1. Introduction

The mining affected regions of Jajpur district includes the Sukinda and Danagadi block. These two blocks the difficult, hilly terrain, tribal dominance, dense forests etc, all these factors in Jajpur, Students residing in mining-affected areas face multiple barriers to continuing their education, with lack of transportation emerging as one of the most significant factors. The absence of adequate and reliable transport facilities, many students commute over extended distances, leading to increased vulnerability and irregular attendance, regular modes of transport through mining corridors. This is not only exposes them to physical risks but also leads to fatigue, reduced learning capacity, and frequent absenteeism. Over time, such challenges contribute to increased dropout rates, particularly at the transition stages from secondary, higher secondary & college levels. Adolescent girls are especially vulnerable, as safety concerns and social factors further restrict their mobility. The absence of a structured and reliable transport system thus acts as a major deterrent to sustained educational participation and progression.

This initiative will be funded by the District Mineral Foundation (DMF), Jajpur, under the provisions of Section 10(A)(iv) of the Odisha DMF Rules, 2015.

2. Objectives

1. To establish a structured mobility support system that ensures safe, reliable, and regular transportation for students in mining-affected areas.
2. To improve school attendance and retention by removing physical access barriers.
3. To significantly reduce dropout rates by providing a dependable commuting solution that encourages continued enrolment.
4. To facilitate smooth academic transition by enabling students to access higher-level schools that are often located farther from their villages.
5. By addressing mobility constraints, the project contributes directly to improving educational continuity, equity, and long-term socio-economic outcomes.

3. Detailed Project Execution Plan (DPEP)

The selected bidder shall formulate and submit a Detailed Project Execution Plan (DPEP) at the start of the project after the signing of the MOU. The DPEP shall include details regarding:

1. Recruitment, Training Modules and Plan for training of the staff.
2. Implementation schedules for placement of personnel, adoption/development of MIS and other deliverables under this project.
3. Standard Operating Procedures (SOP) for day-to-day operations, emergency situations, Students referral services etc.
4. Formats for registers, MIS and other related documentation. The format, content, frequency circulation of the MIS should be decided in consultation with the office of the DEO-cum-DPC, Samagra Shiksha, Jajpur

4. Responsibility of the Selected Bidder

1. Commence the project within timelines. Operate the project on day-to-day basis as per the scope of services mentioned above aspects.
2. Human Resources
 - i. Recruit, Train and Deployment of adequate qualified, competent, personnel as per requirement of the project.
 - ii. The Service Provider shall ensure deployment of the minimum personnel as enumerated above to keep the Buses operational and capable of providing the services as agreed upon.
 - iii. **Staff Attendance Management**
 - (a) Staff attendance shall be recorded daily through the dedicated “Staff Attendance” module to ensure compliance.
 - (b) The vehicle must be available on all days including off hours & on holidays as desired by school / college Authorities for **office purpose** only.
 - iv. Issue “Identity Card” with photograph duly attested mentioning Name of Company/Bidder, Name of employee, Designation, DOB, Contact Number, etc. to each employee. The employees shall carry original identity card while on work and produce for inspection whenever required.
 - v. Impart safety training to its employees and shall at all times be responsible for observance of safety procedure by its employees.
 - vi. Ensure that only trained staffs are deployed at work during the contract period.
 - vii. Under no circumstances the staff will ever have any claim, whatsoever for appointment with the Authority.
 - viii. The Service Provider shall be solely responsible for the performance and conduct of the staff
 - ix. In case the Service Provider fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Authority by Court orders or otherwise, the Service Provider shall be fully responsible to compensate/indemnify to the Authority. For such liabilities, for realization of such damages, District Administration/Authority may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.
3. All vehicles shall maintain and carry the following:
 - (a) RC Book
 - (b) Valid Insurance
 - (c) Valid PUC certificate
 - (d) Valid Fitness Certificate
 - (e) Operation Manual & Maintenance Manual
 - (f) Upto date Tax payment details
 - (g) Any other requirement as per RTO regulations.
 - ii. The selected bidder/vendor shall ensure regular checking, maintenance, and repair of all vehicles and equipment as per best industry practice and keep them in good condition.
 - iii. Regular maintenance and inspections will be conducted to ensure that all vehicles are in optimal working condition and meet the necessary safety standards.
 - iv. The optimal target is to have 11 buses on the road daily. However, during scheduled maintenance, only one vehicle should be dispatched at a time, leaving other vehicle

- in operations and on road condition. The Bidder is required to notify the Authority at least one week in advance before the sending any of the vehicle for the scheduled maintenance.
- v. Down-time of each vehicle shall not exceed above 8 hours.
 - vi. The vehicle should be in excellent running condition and should not be more than **TWO YEAR** from the date of its registration and is in possession of requisite documents.
 - vii. Record of such activities shall be maintained in a logbook and kept in operator's custody, which shall always be available for inspection by Authority.
 - viii. In case of any deficiency, the Authority reserves the right to prohibit the deployment of such vehicles/equipment and impose penalties on the bidder.
4. Service Provider is responsible for the compliance of the statutory requirement under any law in respect of any asset and operation. The Service Provider shall be held responsible in case of any penalty, loss or other legal consequences arising out of non-compliance and will have to make good at its own cost.
 5. Execute the approved DPEP (Detailed Project Execution Plan).
 6. Ensure proper documentation, maintenance of records, Attendance sheets, administrative documents, registers, monthly reports, and any other as requirement.
 7. Undertake annual financial planning of the project, submit necessary bills for release of funds and submit Utilization Certificates for the fund spent.
 8. Undertake periodic appraisal of the project execution status and take/suggest corrective steps/mid-course correction.
 9. Attend all meetings as required by the Authority related to assessment of the program.
 10. The driver to be engaged should have minimum 5-10 years of experience in driving public transport system
 11. Take feedback from the students, beneficiaries, relatives, staff, etc and act on the complaints/feedback received and take corrective measures.
 12. A logbook has to be maintained on daily basis by the driver and it will be supervised and counter-signed by the concerned Principal/Headmaster of College/school on regular basis. Logbook shall be made available for verification by any officers nominated by the Authority
 13. The driver will report at the O/o the principal/Headmaster of assigned college/school every day.
 14. The vehicle may be used during Sundays and holidays or as desired by the Authority.
 15. In case of break down, the bidder will provide a substitute vehicle in place of the regular vehicle.
 16. The Driver driving the vehicle should have a valid driving license. The conduct of the driver if not acceptable by college/school authorities the contracted vehicle owner shall substitute him immediately. The driver of the vehicle also should possess a cell phone with him.
 17. The bidder will provide service of vehicle in a neat, clean & well maintained condition. The vehicle shall be equipped with First Aid medical kit also.
 18. In case of emergency, the driver is called for at night, Sundays or other holidays and no extra charge will be paid for the same.
 19. All the expenditures of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear box & differential coolant, tyres & tubes, battery etc. will be borne by the bidder.
 20. It shall be the responsibility of the bidder to provide driver & supporting staffs. The remuneration shall be borne by the service provider.

21. It should be clearly understood that under no circumstances, the Buses will be used to advertise the operations of the service provider.
22. If the bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of security deposit.

5. Buses Operations and Maintenance

- i. **GPS-Enabled Tracking and Monitoring:** All Buses shall be equipped with GPS devices for real-time tracking and monitoring .
- ii. **Student database:** Bidder shall capture Each Buses service details, Students information, and route wise destination details.
- iii. **Data Ownership and Sharing:**
 - i. The Authority / DMF Jajpur / District Administration retains sole ownership of the data, governed by the laws of the Government of Odisha.
 - ii. Data sharing with third parties is strictly prohibited.
 - iii. The Bidder shall provide detailed data to the Authority / DMF Jajpur / District Administration upon request for monitoring and decision-making.
- iv. **Data Backup and Exit Strategy:**
 - i. A dynamic data backup system must be in place, backing up all data daily with at least eight days of stored backup available at any given time.
 - ii. An exit strategy must be defined for the secure handover of data to the district administration or an authorized Bidder, subject to district administration approval.
- v. **Inspection and Performance Evaluation:**
 - i. The services and operational records shall be subject to periodic inspections by designated officials from the Authority / DMF Jajpur / District Administration.
 - ii. The Authority reserves the right to conduct an independent annual performance evaluation of the Service Provider and the project through a third-party audit.

6. Project Duration

1. The duration of the assignment / contract / project shall be initially for one(1) year from the date of effectiveness of the Contract.
2. Commencement: The selected Bidder shall commence the work with immediate effect from the date of signing of the agreement/MOU.
3. Validity: Unless terminated earlier, the agreement shall be valid up to twelve(12) months from the date of execution of agreement and automatically expires after completion of the agreement period. The duration may be extended for a further period of next one / two years subject to satisfactory performance and after due approval of competent Authority.

7. Inspecting, Testing and Quality Control

1. The Authority via its representatives/designated officials shall inspect in the Buses for their adherence to the contract specifications, expiry and other quality control details incorporated.
2. The Inspector shall have full and free access at any time during the implementation of the project for inspection of the selected agencies work.
3. The decision of the Inspector shall be final and binding on the selected Bidder.

8. Scope of Work and Functioning

1. Fulfil the requirement as laid down in clauses 1 to 22 above.
2. Provide adequate insurance (accidental insurance) for the hired staff personnel.

3. Coordinate transportation of Students within the shortest possible time in an emergency.
4. Provide maintenance of Buses as per manufactures maintenance schedule throughout the duration of agreement to prevent any structural and functional deterioration.
5. Down-time of any Buses to be maintained / corrected.
6. Service provider shall have its own security arrangement of all vehicles.
7. A first aid box shall provide by the Bidder in case of emergency.

9. Responsibilities of DEO-cum-DPC, Samagra Shiksha, Jajpur

DEO-cum-DPC, Samagra Shiksha, Jajpur. Will be the nodal department having overall responsibility for the project with following responsibilities:

1. Selection of Bidder for project implementation through this RFP and formulation of any requisite committees if required.
2. Signing of MOU with the selected Bidder, communicating with the Bidder for providing necessary support, access etc.
3. Assign, supervise and monitor the work of the selected Bidder on a regular basis.
4. Inform the Bidder and Collector cum Managing Trustee DMF for non-compliance or poor performance of the selected Bidder with valid documents/proofs of poor performances/negligence from scope of work etc.
5. Verify the bills that are submitted by the selected Bidder for payment in a timely manner. However, the payment will be made after receive of required funds from DMF, Jajpur.
6. Attend quarterly and yearly review meetings with Collector cum Managing Trustee DMF for overall assessment of the performance of the Bidder.

10. Responsibilities of DMF Jajpur

Administratively approve the project proposal as received from DEO-cum-DPC, Samagra Shiksha, Jajpur.

1. Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Jajpur for performance assessment of the Bidder.
2. The bidder has to submit one satisfactory monitoring report on monthly basis from competent Authority of DMF cell, Jajpur / Block Education Officers of Sukinda & Danagadi block during submission of Bill to DEO-cum-DPC, SS, Jajpur.
3. Monitor and Evaluate project progress periodically.

11. Monitoring and Evaluation

1. The selected Bidder shall submit the deliverables as per the milestones and progress report on monthly basis in the desired format as per given schedule to the office of the DEO-cum-DPC, Samagra Shiksha, Jajpur.
2. Yearly review (at least one per year) shall be conducted by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF along with DEO-cum-DPC, Samagra Shiksha, Jajpur to assess the services provided and the compliance of the selected Bidder to the Scope of Work.

12. Reporting Arrangements

1. The selected Bidder direct shall work under supervision of DEO-cum-DPC, Samagra Shiksha, Jajpur and CEO, DMF Jajpur, Government of Odisha.

13. Termination of the Project and MOU

1. Authority by written notice can suspend the agreement if the Bidder fails to perform any of his obligations as per the terms and conditions of the MOU/ contract / agreement including carrying out the services, such notice of suspension shall:
 1. Specify the nature of failure
 2. Advise the remedy of such failure and rectify within a period not exceeding 15 days from the date of receipt of such notice by the service provider.
2. Authority may terminate the contract by not less than 30 days written notice of termination to the service provider on occurrence of any of the events specified below and / or as specified in Terms & Conditions / Agreement. The decision of Authority shall be final and binding on the service provider.
 1. If the Bidder does not rectify a failure in the performance of his obligations within 30 days of receipt of notice.
 2. If the Bidder becomes insolvent or bankrupt.
 3. If, the service provider is found to be engaged in corrupt or fraudulent practices in competing for or in implementation of the project.
 4. Failure to commence Buses service within 30 days from the date of issue of LOI / LOA /Work Order.
 5. Criminal indictment of the key personnel engaged by the service provider for operation and management of the services.
 6. Engagement of unqualified persons for running of the Buses Services.
 7. Certification of un – satisfactory performance by the Evaluation Committee / Officer – in Charge of the work.

14. Indemnification

1. DEO-cum-DPC, Samagra Shiksha, Jajpur shall not be responsible for any injury or loss of life of personnel deployed, Students attendant, Vehicles etc., during the entire duration of the project.
2. The Bidder shall at all times indemnify and agree and undertake to defend and hold the Authority, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgments, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of the agreement executed between Authority and the Bidder (DEO-cum-DPC, Samagra Shiksha, Jajpur and DMF shall not own any responsibility in this regard).

15. Payment Procedure :

Bill shall be paid on Quarterly basis. Bills/Invoices shall be raised by the bidder quarterly to the office of DEO-cum-DPC, Samagra Shiksha, Jajpur and payment will be made basing on the actual expenditure supported with the following documents:

- i. Logbook duly signed by the Principal / HM of concerned school / college & GPS tracker reports
 - ii. Fuel cost as per actual expenditure.
 - iii. Monthly Progress Reports signed by the Principal / Headmaster of concerned schools / colleges.
 - iv. Attendance sheets of students / teachers countersigned by the Principal / Headmaster of concerned schools / colleges.
1. After submission of monthly bill/invoice complete in all respect, it shall be scrutinized for its correctness, verified, and approved for payment by the DEO-cum-DPC, Samagra Shiksha, Jajpur.
 2. DMF Jajpur has to release the required funds to DEO-cum-DPC, Samagra Shiksha, Jajpur for payment to selected agency.
 3. All taxes applicable will be deducted as per provisions.

Section IV: Technical Proposal Submission Form

Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

DEO-cum-DPC, Samagra Shiksha, Jajpur

Subject: Selection of a bidder for “Hiring of eleven no. of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur on monthly hiring basis in the mining affected areas of Sukinda & Danagadi Block of Jajpur [TECHNICAL PROPOSAL]

Dear Sir,

We are submitting our Proposal as [_____ Insert name of the Bidder _____]

We understand you are not bound to accept any Proposal you receive. Further:

1. We acknowledge that DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Bidder, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading, and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Selected Bidder for the aforesaid Project.
3. We shall make available to DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR any additional information it may deem necessary or require for supplementing or to authenticate the Proposal.
4. We acknowledge the right of DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law our right to challenge the same on any account whatsoever.
5. We certify that in the last 03 (three) years, we/or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial Authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project, assignment or contract by any public Authority nor have had any assignment or contract terminated by any public Authority for breach on our part
6. We declare that:
 - vi. We have examined and have no reservations to the RFP, including any corrigenda/addenda issued by DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR.
 - vii. We do not have any Conflict of Interest in accordance with the terms of the RFP.
 - viii. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered with DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR or any other public sector enterprise or any government, Central or State; and

- ix. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
- x. We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
- xi. We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.
7. We understand that DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR may cancel the Selection Process at any time and without incurring any liability to the Bidder(s)
8. We declare that we or any Member of the Consortium, or any of our/ their Associates are not directly or indirectly related to any other Bidder applying for selection as an Bidder for the Project
9. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any Bidder of the Government or convicted by a court of law for any offence committed by us or by any of our Associates.
11. We further certify that no investigation by a court or regulatory Authority is pending either against us or against our Associates or against our CEO or any of our Partners /Directors/ Managers/employees.
12. We further certify that we or any member of the Consortium or any of their Associates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project, and no bar subsists as on the date of Proposal
13. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR of the same immediately
14. We agree that if at any stage, any information/documents submitted by us are found to be false, we or our Associates shall be liable for debarment from tendering in DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR apart from any other appropriate legal action, as the case maybe
15. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR in connection with the selection of Bidder or in connection with the Selection Process itself in respect of the abovementioned Project. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected
16. We agree to keep this offer valid for 180 (one eighty) days from the Proposal Due Date specified in the RFP, or provide extension of Bid Validity Period, if so, required by DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR

17. We agree that if we fail to provide extension of Bid Validity Period, it will be construed that Bid is withdrawn and we will not be entitled to claim or receive any penalty/damages/ interest/charges, nor be entitled to return of the Bid documents submitted or refund of the EMD

18. A Power of Attorney in favor of the Authorized Signatory to sign and submit this Proposal and documents is attached herewith

19. We agree and undertake to abide by all the terms and conditions of the RFP.

Yours faithfully,

**Authorized Signatory with
Date and Seal** :

Name : _____

Designation : _____

Address of Bidder : _____

**Contact Number of
Bidder** : _____

Email id of Bidder : _____

Tech 2: Bidder's Organization (General Details)

S.No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date&Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes /No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Details Amount: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	GSTIN No	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory with : _____
Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Tech 3: Bidders Financial Details

Annual Average Turnover Statement

(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 FYS are given below and certified that the statement is true and correct.

Name of the Bidder:				
Financial Information (In INR)				
Details	FY 2023-24*	FY 2024-25*	FY 2025-26*	Average
Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
* Provisional audited statement shall not be considered.				
Supporting Documents:				
Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement, P/L and Balance Sheet for the respective financial years is mandatory along with this form)				
<i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal, failing which the proposal will be out rightly rejected.</i>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

**Authorized Signatory with
Date and Seal** :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

[NB: No Scanned Signature will be entertained]

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

**Tech 4: Format for Power of Attorney
(Notarized on INR 100.00 Stamp Paper)**

Know all men by these presents, We (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), 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 Bid for the ("Project") by the..... (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bids 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 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

DAY OF 2.....

For
(Signature, name, designation and address)

Witnesses:

1.
2.

(Notarised)

Accepted
..... (Signature)
(Name, Title and Address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by-bidder(s) from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

Tech 5 : Power of Attorney for Lead Member of Consortium

(To be executed on Stamp paper of appropriate value)

Whereas the DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR (“the Authority”) has invited bids for..... (“Project”).

Whereas _____, _____ and _____ (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal and other connected documents in respect of the Project, and

Whereas it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, allacts, deeds and things as may be necessary in connection with the Consortium’s Bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at _____, M/s. ___, having our registered office at _____, and M/s. _____, having our registered office at _____ (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s _____, having its registered office at _____, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Project, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ meetings and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Authority Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the Contract is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully 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/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF ____

For
(signature) (Name & Title)

For _____
(signature) (Name & Title)

For_ (Name & Title)

(Executants)
(To be executed by all the Members of the Consortium)

Witnesses:

[Notarized]

- 1.
- 2.

Notes:

- **The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.**
- **Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.**
- **Power of Attorney should be executed on a non-judicial stamp paper of appropriate value as relevant to the place of execution (if required under Applicable Laws).**
- **For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate issued by the designated competent authority and has been notarized by the public notary.**

Tech 6: Joint Bidding Agreement
(To be executed on Stamp paper of appropriate value)

THIS JOINT BIDDING AGREEMENT is entered into on this
the day of..... 20...

AMONGST

1. {....., a company/society/trust incorporated/registered under the} and having its registered office at (hereinafter referred to as the “First Part” which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

2. {....., a company/society/trust incorporated/registered under the} and having its registered office at (hereinafter referred to as the “Second Part” which expression shall, unless repugnant to the context include its successors and permitted assigns)

WHEREAS,

1. DEO-CUM-DPC, SAMAGRA SHIKSHA, JAJPUR (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited bids (the “Bids”) by its Request for Qualification cum Request for Proposal No. dated(the “RFP”) for selection of bidders for..... ” (the “Project”).
2. The Parties are interested in jointly bidding for the Project as members of a Consortium and in accordance with the terms and conditions of the RFP and other Bidding Documents in respect of the Project, and
3. It is a necessary condition under the RFP that the members of the Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Bid.

NOW IT IS HEREBY AGREED as follows:

1. **Definitions and Interpretations**
In this Agreement, the capitalised terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFP.
2. **Consortium**
 1. The Parties do hereby irrevocably constitute a consortium (the “Consortium”) for the purposes of jointly participating in the Bidding Process for the Project.
 2. The Parties hereby undertake to participate in the Bidding Process only through this Consortium and not individually and/ or through any other consortium constituted for this Project, either directly or indirectly or through any of their Associates.
3. **Covenants** The Parties hereby undertake that in the event the Consortium is declared the Selected Bidder and awarded the Project, it shall enter into a Contract with the Authority and for performing all its obligations in terms of the Contract for the Project.
4. **Role of the Parties**
The Parties hereby undertakes that Party of the First Part shall be the Lead Member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the Consortium throughout the contract period.

The Lead Member M/s..... would be responsible for the following obligation in the Contract for the Project

-
-

The other member M/s..... would be responsible for the following obligation in the Contract for the Project.

-
-

The Parties are together responsible for performing all its obligations in terms of the Contract for the Project.

5. Joint and Several Liability

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the RFP and the Contract.

6. Representation of the Parties

Such Party is duly organized, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement.

Each Party represents to the other Parties as of the date of this Agreement that:

1. The execution, delivery and performance by such Party of this Agreement has been authorized by all necessary and appropriate corporate or Authority action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge: require any consent or approval not already obtained.
2. violate any Applicable Law presently in effect and having applicability to it.
3. violate the memorandum and articles of association, by-laws or other applicable organizational documents thereof.
4. violate any clearance, permit, concession, grant, license or other Governmental authorisation, approval, judgement, order or decree or any mortgage agreement, indenture, or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement.
5. This Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Associate/affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfilment of its obligations under this Agreement.

8. Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the Termination of the Contract. However, in case the Consortium is either not declared as a Qualified Bidder by the Authority or does not get selected as the Selected Bidder for the Project, the Agreement will stand terminated upon return of the Bid Security by the Authority to the Bidder in terms of the Bidding Documents.

9. Miscellaneous

1. This Joint Bidding Agreement shall be governed by laws of India.
2. The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

For and on behalf of

LEAD MEMBER by:

(Signature)

(Name)

(Designation)

(Address)

For and on behalf of

SECOND PART

(Signature)

(Name)

(Designation)

(Address)

In the presence of:

1.

2.

Notes:

1. The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member.

For a Joint Bidding Agreement executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Joint Bidding Agreement is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate issued by the designated competent authority and has been notarized by the public notary.

Tech 7: Bidders Past Experience Details

1. Work Experience

S r. N o.	Name of the Project*	Number of Beneficiaries	Authority Name, Contact Details & Address	Name of funding Bidder (if different from Authority)	Fees in INR (In Crores)	Project Start Date in DD/MM/YYYY	Project End Date in DD/MM/YYYY	Major Task Carried Out	No. of bus engaged	Page no of the Attached Work Order / Experience Certificate**
1										
2										
3										
4										

* Kindly mention the Work-order / project year-wise starting from the most recent Work-order / project undertaken.

**Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates / Experience Certificate from Authoritys for completion of work [s] of equivalent projects to be attached. More lines can be added for enumerating the relevant experiences. Mention the Page no (s) in your bid application where the copies of the relevant work order / contract is (are) placed.

*** For the projects which are already closed, submission of completion certificate is mandatory.

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 8: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your Bidder which are of conflicting nature as mentioned in Section 2: [Instruction to the Bidder] under Eligibility Criteria: Para (14). If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter

I hereby declare that our Bidder is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Instruction to the Bidder] under Eligibility Criteria: Para (14)**.

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Authority which shall be binding on us.

Authorized Signatory with Date and Seal :
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Bidders should submit the required supporting Documents as mentioned above. Non- submission of required Documents as listed above will lead to rejection of the bid.

Email id of Bidder : _____

Tech 09: Non-Consortium Declaration

(On Bidder's Letterhead)

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the Authority, which shall be binding on us. Any loss or damage to the Authority, on this count will be compensated by us.

Dated this _____ Day of _____, 2026

:

**Authorized Signatory with
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Note:

1. To be issued in the letter head of the Organization

Tech 10: Affidavit Format for Not Blacklisting

(Notarized on INR.100/- Non-Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any Department, Govt. of Odisha / Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / or any other entity of Govt or blacklisted by any State Government or Central Government / Department / District Administration / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

In case the Bidder has been blacklisted previously, the details of the same shall be furnished in below format.

Sr. No.	Name of the Govt. dept/Organisation/ that blacklisted the Bidder	Duration from which the blacklisting started to when it ended	Reason for being Blacklisted	Issues that led to blacklisting was resolved / Not resolved	Details of the Documents Supporting the Blacklisting Resolution	Page Number of the Attached Supporting Documents for Blacklisting Resolution	Remarks
1							
2							

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2026

Authorized Signatory with
Date and Seal : _____

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section V: Financial Proposal Submission Forms

FIN 1: Covering Letter

(On Bidders Letter Head)

To,

DEO-cum-DPC, Samagra Shiksha, Jajpur, Odisha

Subject: Selection of a bidder for “Hiring of eleven no. Of buses (minimum 41 seated each) for engagement under District mineral foundation (DMF), Jajpur in the mining affected areas of Sukinda & Danagadi block of Jajpur [FINANCIAL PROPOSAL]

Sir,

1. I, the undersigned, offer to provide the services for Hiring of Busses in accordance with your Request for Proposal No., Dated:.....
2. I, having examined the Bidding Documents and understood their contents, hereby submit our Bid for the aforesaid Project.
3. The Bid is unconditional.
4. The attached Financial Proposal is as follows:

Sl. No.	Type of the Vehicle / Particulars	Vehicle Regd. no.	Seating capacity	Monthly Hiring charges (excluding GST) (in Rs.)	Remarks
1					
2					
↓					
.					
Upto 11					
Total amount					

5. The quoted price for hiring charges should include all incidental cost. No extra cost will be allowed in future. However, price for diesel will be paid separately by the office as per existing guidelines of Transport & Commerce Department, Govt. of Odisha.
6. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP Document.
7. Our financial proposal shall be binding upon us subject to the modifications resulting from contract up to expiration of the validity period of the proposal of **180 days**.
8. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I remain,

Yours faithfully,

**Authorized Signatory with
Date and Seal** :

Name :

Designation :

Address of Bidder :

Contact Number & E-mail ID of Bidder :

Section VI: Annexure

Annexure I: Bid Submission Checklist

Bidders shall ensure the submission of the required supporting documents in the appropriate envelopes (w.r.t. Technical Proposal and Financial Proposals). Bidders should submit the required supporting documents as mentioned below by arranging the documents serially in the following order, indexing it appropriately, pages of all the bids documents being numbered, mentioning the same page numbers in the column “Page No” against the particulars in the check list as mentioned below for ease of scrutiny. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). The proposal must be complete in all respect and spiral bound. Bids not conforming to the eligibility criteria and non-submission of required documents as listed below will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document.

Sr. No.	Description	Submitted (Yes/No)	Page no.
	Technical Proposal (Original)		
1	Filled in Bid Submission Check List (ANNEXURE - I)		
2	Covering Letter (TECH1)		
3	Bid Processing Fee of INR.10,000/-in form of DD		
4	EMD of INR. 4,00,000/- in form of DD		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (23-24, 24-25& 25-26)		
9	General Details of the Bidder (TECH2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit –Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH4) in favour of the person signing the bid on behalf of the bidder		
12	Power of Attorney for Lead Member of Consortium (TECH 5)		
13	Joint Bidding Agreement (Tech 6)		
14	List of completed assignments of similar nature (Past Experience Details) (TECH-7) alongwith the photo copies of work orders / experience certificates for the respective assignments		
15	Self-Declaration on Conflict of Interest(TECH8)		
16	Non-Consortium Declaration (TECH 09)		
17	Affidavit Format for Not Blacklisting (TECH 10)		
18	Annexure – II : General Information of vehicle		
19	Financial Proposal (Original)		
	Covering Letter for Financial Proposal (FIN 1)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed (in full) by the authorized representative.

Authorized Signatory with :

Date and Seal

Name :

Designation :

Address of Bidder :

Contact Number of :

Bidder

Email id of Bidder :

Annexure II: General Information
(Separate data for each vehicle)

Sl. No.	Particulars	Remarks
1	Name of the Service Provider / Bidder	
2.	Owned Bus / Bus through Lease agreement	
3.	Complete address	
4.	Registration no. of Bus	
5.	Make & Model	
6.	Date of Registration	
7.	Name & complete address of the owner of the vehicle	
8.	Fitness certificate validity	
9.	Pollution certificate validity	
10.	Permit validity	
11.	Insurance validity	
12.	Name / address of the driver	
13.	D.L. No. & validity of the DL of the driver	
14.	Contact no. of service provider	
15.	Contact no. of the driver	
16.	Seating capacity of the Bus	

Certified that the information submitted above is true to the best of my knowledge and belief.

Authorized Signatory with :

Date and Seal

Name :

Designation :

Annexure III: Performance Bank Guarantee Format

[Location, Date]

To,

DEO-cum-DPC, Samagra Shiksha, Jajpur, Odisha

WHEREAS (Name and address of the Bidder/Bidder) (hereinafter called “the Bidder/Bidder”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by..... (Name of the Authority) in the said contract that the Bidder/Bidder shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder/Bidder, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Bidder/Bidder to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder/Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract Documents which may be made between you and the Bidder/Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This performance bank guarantee shall be valid until the day of..... (month and year),

Our branch at Jajpur (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Jajpur branch a written claim or demand and received by us at our Jajpur branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

