

ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.

ODISHA POWER TRANSMISSION CORPORATION LTD

JANAPATH, BHUBANESWAR-751022

(A Government of Odisha Undertaking)

Regd.Office: Janpath: Bhubaneswar-751022.

Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in

CIN:U4102OR2004SGC007553



## EXPRESSION OF INTEREST

### FOR DEVELOPMENT OF GARDEN AND LANDSCAPING WITH MAINTENANCE

Date of Sale of EoI Paper	:	11.12.2019	Up to 11.30 AM
		to	
		26.12.2019	
Submission of EoI Offers		26.12.2019	03.30 PM
Date of Opening of EoI Offers	:	26.12.2019	04.00 PM
Cost Of EoI Paper	:	Rs. 12.000/-	+ GST @ 12%

NAME & ADDRESS OF THE FIRM / AGENCIES:



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**CIN:U4102OR2004SGC007553**

**Expression of Interest (EOI) No: GL-VI-26/2019/ 28696 Dated 06.12.2019**

**for Empanelment of Agency for Development & Maintenance of Landscape  
and Garden works in its Offices at Bhubaneswar**

For and on behalf of the ODISHA POWER TRANSMISSION CORPORATION LTD. (OPTCL), the undersigned invites Expression of Interest (EOI) for empanelment of Agency for development & maintenance of landscape & garden at various locations, elements, structures & properties of OPTCL Head Quarters Office and other offices in Bhubaneswar in sealed cover, duly super-scribed with “**Expression of Interest for Development & Maintenance of Landscape and Garden**” works from experienced Firms / Agencies.

Expression of Interest in complete shape in duplicate will be received **up to 03.30 P.M.** on **Dt.26.12.2019** in the office of the Dy. General Manager (HRD), General Administration, OPTCL, Bhoi Nagar, Unit-IX, Bhubaneswar -751022 and will be opened **at 04.00 P.M** on **Dt. 26.12.2019**. The authorized representative of participant may be present at the time of opening the EOI. **The representative shall be allowed to be present only if they produce the authorization letter on the bidder's letter head.** EoIs shall be submitted in person or by /Speed Post/Registered Post with AD. Any other means of delivery shall not be accepted. EoIs received after due date and time shall not be accepted.

**Telegraphic or FAX EoIs** shall not be accepted under any circumstances.

OPTCL shall reserves the right to accept or reject any or all application without assigning any reasons thereof, if the situation so warrants. OPTCL shall not be responsible for any delay at any stage.

S/d

**Sr. GM (HRD), Gen. Admn.**

## **I. GENERAL**

Odisha Power Transmission Corporation Limited (OPTCL), Bhubaneswar intends to hire bonafide, resourceful and reliable Landscape & Garden development Firm/ Agency for development & maintenance of garden & landscape area at various locations of OPTCL Head Quarters Office and other offices in Bhubaneswar.

### **SCOPE OF WORK**

The scope of the assignment mainly consists of following for empanelment of Agency for development and maintenance of Landscape and Garden of Hqrs. & other office of OPTCL at Bhubaneswar. In the first phase the scope of work should be development of Garden and Landscaping at GRIDCO premises and later on the other selected areas.

- a.** Develop the Garden & Landscape at various location present at Head Quarters Office and other Offices of OPTCL in Bhubaneswar.
- b.** The work includes concept, planning, development of Garden & Landscape of vacant space of different offices and maintenance of the same.
- c.** Execution of works including planting of nursery, tackle with plant disease, Horticulture activities, maintenance etc. with supervising the Garden & Landscape and garden designing, Selection of plants, Screening and survey of site. Also includes placing indoor potted plants in different locations of office floors and buildings and flowering pots at different places.
- d.** The area of the garden and vacant space for development and maintenance of garden and landscape is around 50,000 Sq. ft. (approx.) at eight locations in Bhubaneswar.
- e.** The Agency/Firm shall be responsible for the selection of proper heighted and disease free plants and plantation of plants in proper manner and location.
- f.** The Agency/Firm shall develop and maintain the existing landscapes with plantation of proper feed plants and flowering plants.
- g.** The Agency/Firm should have the good knowledge of plant diseases and shall be able to tackle with different fungal, bacterial and viral diseases of plants at all OPTCL site.
- h.** Prevention of loss of lawn and plants from various external environments shall be taken care by the Agency/Firm.
- i.** The Agency/Firm shall survey the site for proper sources and application of water for daily need of plants & also the requirement of Fertilizers/ Insecticides/Pesticides. It is also in the scope of work of Agency/Firm to manage the water supply and other necessities for managing the work.

- j. Agency/Firm shall give proper training to the gardeners/Mali for trimming and cutting of plants, shrubs and hedges to make more attractive garden. Regular maintenance of plants & trees shall be the responsibility of the Agency/Firm.
- k. Agency/Firm shall give the list of selected plants along with proper height which are to be planted in pots or in internal road dividers and at other places on site.
- l. Comprehensive planning and periodical supervision for the garden works shall be done by Agency/Firm considering all Landscape work. The costs of supervision including visits if any to the site are not reimbursable
- m. Agency/Firm shall give in writing no. of Mali and Gardeners, they will employ and timing at which they will work in the premises so that the concern Officer can supervise the work.
- n. Electricity and water supply & any other accessories or supply/ services for all kind of works of developing, execution & maintenance shall be arranged, managed and borne by the Agency/Firm. Wherever possible the Agency/Firm can use water points and electricity points of OPTCL after taking prior approval.

## **II. ELIGIBILITY CRITERIA**

1. The agency must be incorporated under Companies Act 1956 or 2013/Partnership Firm/Proprietary Firm and should have at least three years of experience.
2. The Agency/Firm shall have experience of minimum 3 years and must have executed at least three gardening and landscaping projects out of which one must be of any Govt. /PSU.
3. Must have at least one soil conservation/ horticulture expert as partner/proprietor or in regular pay roll.
4. Average Annual Turnover of the Agency/Firm for the last three years must be more than 30.00 Lakhs. (With UDIN No. attach Chartered Accountant's Certificate & IT Returns Statement year wise).
5. Must have registered under GST Act.
6. Agency/Firm should have the Certificate of registration of appropriate authority (enclose a copy) and its office / branch in Bhubaneswar & Cuttack.
7. The Agency/Firm should not be blacklisted by any Central / State Govt. / Public Sector Undertakings.
8. Firms who fulfill the above criteria will only submit their application on the prescribed format for empanelment.
9. The Agency/Firm should submit Audited financial statement (Balance sheet & P/L A/C for the last 3 financial years)

The OPTCL reserves the right to accept or reject any or all applications without assigning any reason thereof.

**III. EARNEST MONEY DEPOSIT (EMD)**

- (i) The Agency/Firm shall have to deposit Earnest Money of Rs.50000.00 (Rupees Twenty Thousand) only along with the EoI paper in shape of Bank Draft/ Bankers Cheque drawn in favour of DDO (Hqrs.) OPTCL, Bhubaneswar and payable at Bhubaneswar.
- (ii) The Earnest Money deposited in case of successful Agency/Firm shall be adjusted towards security deposit and in case of un-successful Agency/Firm the same will be refunded without any interest after finalization of EoI or after final execution of order as may be decided.

**IV. SECURITY DEPOSIT**

The successful Agency/Firm shall be required to deposit security money amounting to @ 5 % of the total value of purchase order (less the amount of EMD already deposited) in shape of bankers Cheque/Bank Draft drawn in favour of DDO (Hqrs.) OPTCL, Bhubaneswar payable at Bhubaneswar immediately along with the acceptance of the order. The entire security money or part thereof shall be forfeited by OPTCL if the order is not executed in time and in accordance with the terms and conditions of the work order. The amount towards security deposit shall be refunded after successful execution of work without any interest.

**V. GENERAL CONDITIONS:-**

- 1 Selected Agency/Firm shall report to the Dy. General Manager (HRD) General Administration or the person designated by him. Selected Agency/Firm shall have to enter in to agreement with OPTCL as per OPTCL's format. The Agency/Firm will have to attend review meetings at Site/HQ as and when required.
- 2 During the execution of the works it would be well within rights of OPTCL to withdraw any services from the scope of the work and engage any other Agency/Firm or agencies for doing the same without assigning any reasons. In such an event the payment to be made to the Agency/Firm shall be proportionately reduced.
- 3 OPTCL have the rights to scrap or reject the EoI for any work done by the Agency/Firm after or before without any intimation to the Agency/Firm.
- 4 The Agency/Firm shall not without the written sanctions of OPTCL make or allow any deviations in the plans or estimates or order any variations, omission, or extras in consequence thereof, fix any new rate or rates for any items of work.
- 5 The fees/charges are inclusive of all costs towards living and travelling/conveyance expenses to site of work, to different sites for inspection of sources of materials, etc. cost of stationery and other incidental expenses.
- 6 The fees/charges are payable for the entire works and no extra fee/charges shall be payable by OPTCL regardless of time taken by the Agency/Firms for completion of the works.
- 7 The work shall not in any manner or degree is sublet to any agencies.
- 8 Any and all disputes, disagreements and controversies arising in any manner, which cannot be settled by mutual agreement then it, shall be subject to the Courts exercising Civil Jurisdiction over Bhubaneswar.
- 9 The rate should be quoted inclusive of all statutory dues, taxes and GST should be shown separately.

**10 PRICE REDUCTION SCHEDULE**

- a) The Corporation is at liberty to impose suitable price reduction and deduct the same either from the bills submitted by the Agency/Firm or at its discretion from the Security deposit for any damage caused to Corporation's property by the Agency/Firm or for unsatisfactory work. In case of delay, price reduction shall be @ 0.5% of uncompleted portion for each work or part thereof subject to maximum 5% of uncompleted portion.

**11 LEGAL OBLIGATIONS :**

- a) The Agency / Firm shall obtain a Labour License from the concerned authority under the Contract Labour (Regulation and Abolition) Act 1970 and furnish copy of the same to the Dy. General Manager (HRD) General Administration within 15 days from the date of contract is awarded in favour of the Agency / Firm.
- b) The Agency / Firm shall comply with the provisions stipulated in The Employees' Provident Fund and miscellaneous Provisions Act 1952, The Employees' State Insurance Act 1948 and The Payment of Bonus Act-1965. The Agency / Firm shall deposit Employees and Employer's contribution with the appropriate authority every month regularly in respect of the Manpower deployed by him in his own EPF/ESI number. The Agency / Firm shall also comply with the provisions stipulated in The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Employers Liability Act 1938, The Employee's Compensation Act 1923, The Industrial Dispute Act 1947, The Maternity Benefit Act 1961, The Contract Labour (regulation and abolition) Act 1970 & The child labour (Prohibition & regulation) Act 1986 or any modifications thereof or any other law relating thereto and rules made there-under from time to time.
- c) No person below 18 years will be employed by the Agency / Firm for executing the contract work.
- d) The Agency / Firm will take insurance policies for sufficient amounts to cover himself against third party risks, employee's compensation Act, Agency/Firm all risk policy, and keep OPTCL indemnified and continuously keep indemnified till the currency of contract.
- e) The Agency / Firm shall recruit his own staff for executing the contract work. The Agency / Firm staff will not be treated as staff / employee of OPTCL for any purpose whatsoever and facilities/benefits applicable to the OPTCL employees will not be applicable to Agency / Firm employees. The Agency / Firm shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time and particularly for carrying out of the above contract. If due to any reason whatsoever OPTCL is made liable to meet any obligation under any of the said laws and enactment's etc. for any reason whatsoever the same shall be recovered from the Security Deposit of Agency / Firm or from the Bills payable to him or failing which it shall be recovered as per law.
- f) It is made clear that the Agency / Firm shall have PF Account No allotted by the RPFC and extend PF benefits as provided under EPF Scheme, 1952 to his entire employee. He shall also allow ESI provisions to his employees.
- g) The Agency / Firm shall not pay less than minimum wages to the employee's notified by the Govt. of Odisha from time to time under the minimum wages Act and Rules. Payment

to the employee's deployed by the Agency / Firm shall be disbursed wages before 10th day of every month through the bank accounts of his employees irrespective of whether the Bill for the service rendered has been paid by the OPTCL or not.

**VI. FORCE MAJEURE:**

In case OPTCL does not require Agency / Firm services due to unforeseen and unavoidable events beyond the control of the OPTCL, no amount (the contract rate), shall be paid to the Agency / Firm for such period.

**VII. TERMINATION OF CONTRACT:**

The management of OPTCL reserves the right to terminate the contract without assigning any reason thereof at any time during the period of contract by giving 1 (one) month Notice, if it is in the interest of OPTCL under prevailing circumstances. In case of failure on the part of the Agency / Firm to fulfil the contract obligation, the OPTCL., reserves the right to terminate the contract by issuing 1 (one) month notice in which case Security Deposit shall stand forfeited and be absolutely at the disposal of OPTCL Authority.

**INSTRUCTIONS TO APPLICANTS:**

1. Intending applicants are required to submit their proposal giving details about their organization, experience, technical personnel's in their organization, proven competence to handle major works etc. in the enclosed Performa. Details not given in prescribed format shall lead to rejection.
2. The bid should contain concept planning, development of garden and landscapes of vacant space details in both hard & soft copy with specifications of items.
3. Before submitting the offer the applicants may visit the sites to ascertain the actual scope of work involved, vacant space position with the area measurement. They may also contact the Dy. General Manager (HRD), General Administration for further clarifications.
4. The application shall be signed by the persons on behalf of the Agency/firm having necessary authorization to do so. Each page of the application shall be signed (copy of the authorisation shall be furnished along with the application)
5. The Agency/Firm shall have to submit the proof with regards to experience of work of Govt./Semi Govt./PSUs/Private body along with copy of work order issued by the client.
6. Applicant shall submit work orders & completion certificate from client, which mention work order amount, fees/charges paid and completion date.
7. The applicant shall have to engage the services of well qualified specialists of Agency/Firm pertaining to water supply and horticulture and any other specialist required as per the works etc.
8. The Agency/firm applying for the empanelment should have qualified professionals and technically sound personnel on board. Please submit the details of technical staff as per proforma.
9. The turnover of the firm that qualifies shall have to be from development of gardening and landscaping services only and not allied services for which necessary documents shall be furnished without fail.
10. Those who qualify in the Technical qualifications will be invited to give their presentations regarding their proposed mode of execution and also organization profile before our designated committee. The date of presentation will be intimated in due course.
11. Basing on the presentation & weightage score, the agencies shortlisted by the Committee of OPTCL shall be requested for submission of financial proposal. The agencies shall be shortlisted as per the following weightage score:

<b>SL No</b>	<b>Description</b>	<b>Score (Max-20)</b>	<b>Remarks</b>
01	Execution of Projects at Govt./PSU	20	@ 5 for each execution
02	Work order value more than 10.00 Lakhs	20	@ 5 for each work order
03	Presentation	20	Committee to award score
04	Years of Experience	10	In Percentile (10 to Most experienced Agency)
05	Project on Hand	10	@ 2 for each project
06	Manpower Strength	10	Basing on strength of Skilled Manpower and Experts
07	Turnover of the Agency	10	In Percentile

**N.B :** Bidders are advised to study carefully the EoI documents and the terms & conditions and if desires, may also inspect the site of the OPTCL, Hqrs. Office.





**DATA SHEET**

- 1 Name of assignment : EMPANELMENT OF AGENCY/FIRM FOR LANDSCAPING & GARDENING FOR OPTCL
- 2 Source of Funds for projects involved : ODISHA POWER TRANSMISSION CORPORATION LTD.
- 3 Area Covered : Head Quarters and other offices of OPTCL in Bhubaneswar
- 4 Type of work : Development & maintenance of Landscape and Garden works
- 5 Implementation Period of the work : As per TIME FRAME
- 6 Communication : Dy. General Manager (HRD) General Admn.  
Janpath, Bhubaneswar-751022  
Ph: 9438907038
- 7 Issue of EoI documents (On line) : Available in the Website [www.optcl.co.in](http://www.optcl.co.in)
- 8 Submission of EoI (Hard copy submission) : Dy. General Manager (HRD) General Admn  
OPTCL, Janpath,  
Po- Bhoinagar,  
Bhubaneswar - 751022
- 9 Opening of the EoI (Date &time) : 26.12.2019 (at 4:00 PM)
- 10 Place of Opening of EoIs : OPTCL Conference Hall  
4th floor, OPTCL Corporate Building  
Janpath, Po- Bhoinagar, Bhubaneswar - 751022

**FORM No: 1****PROPOSAL LETTER PROFORMA**

To

The Dy. General Manager (HRD) General Administration  
Odisha Power Transmission Corporation Limited,  
Janpath, Bhubaneswar.

**Sub:- Proposal for empanelment of Agency/Firm for Development & Maintenance of Landscaping & Garden of Hqrs. & Other Office Premises of OPTCL in Bhubaneswar.**

Sir,

The undersigned, having read and examined in detail all the EoI documents in respect of Firm / Agency for OPTCL do hereby submit the documents to provide Services as specified in the scope of work.

2. The statement is made for the express purpose of short listing as Agency/Firm for Development & Maintenance of Landscape and Garden works.

3. I/we acknowledged the right of the authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on account whatsoever.

4. In the event I/we are qualified and shortlisted, I/We agree to participate in the finance bidding process.

5. Correspondence Details

Our correspondence details are:

1	Name of the Firm / Agency	
2	Address of the Firm / Agency	
3	Name of the contact person to whom all references shall be made regarding this proposal	
4	Designation of the person to whom all reference shall be made regarding this proposal	
5	Address of the person to whom all references shall be made regarding this proposal	
6	Telephone ( with STD code) & Mobile No.	
7	E-Mail of the contact person	

6. Document forming part of EoI

We have enclosed the following

Form 2 : Minimum Eligibility

Form 3: Prior Experience

Form 4 : Innovativeness / Comments and Suggestions.

Form 5 : Approach and Methodology

Form 6 : Declaration Letter

Hard & Soft Copy of the concept planning for development of garden and landscapes of existing and new vacant spaces.

Check List for submission of EoI Documents

Letter of authorization by the Firm / Agency/Firm in favour of the Principal Officer or the duly Authorized Representative, certifying him / her as an authorized signatory for the purpose of this EoI Offer.

3. We hereby declare that our EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

Business Address :

Witness:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Firm/Company \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Firm/Company \_\_\_\_\_

Date \_\_\_\_\_

**FORM No: 2****Minimum Eligibility**

The Firm / Agency/Firm should not include the figures of the subcontractors for Form 2

1.1	Name of the Firm / Agency			
1.2	Year of Registration / Incorporation *			
1.3	Number of Employees as on March 31, 2019 (Give the details of rank, post with job description. Attach separate sheet)			
1.4	PAN/GST Registration No			
1.5	Gross Annual Turnover **(for development & landscaping services only)	2016-17	2017-18	2018-19

\* Enclosed a copy of Registration document

\*\* Enclosed with UDIN Certificate from Chartered Accountant & copy of IT Returns year wise.

Witness:

Authorized Representative

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Firm/Agency\_\_

Firm/Agency\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**FORM No: 3****Prior Experience**

Using the format below, provide information on each assignment for which your firm/Agency, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services shall give information about maximum of five projects covering the areas as indicated during last three years.

Details of relevant experience of the Firms (Experience of similar projects of Municipal Corporations / Local Bodies / Government Organizations / Government Corporations / Reputed private sectors are preferable.)

Sl. No.	Title/ brief description of the relevant projects / works carried out	Client Name	Project Cost (in Rs.)	State of Project Execution (Completed / under progress) as on date	Any other relevant information

**Qualification and experience of key Persons**

Sl. No.	Field of Expertise	Qualification & Institute	Experience (in years)			
			Total	In relevant project /works	Name of the corresponding project	Experience at State level
1.	Team Leader					
2.	Key persons (Provide Individual Data)					

Note: (i) Please attach Letter of Intent or Work Order or certificate successful completion for each project, from the respective Client(s).

(ii) Please attach separate sheet for individual experience if required.

Witness

Authorized Representative

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Firm/Company \_\_\_\_\_

Firm/Company \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**FORM No: 4**

### **Innovativeness / Comments & Suggestion**

Suggest and justify here any modifications or improvement to scope of work and tasks to be performed, timeline, deliverables, terms etc. to improve performance in carrying out the Assignment. The Firm/Agency can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be actionable, concise and to the point.

Signature of the Authorized Representative



## **Approach and Methodology**

**(i) Understanding of objectives, approach**

Explain your understanding of the objectives of the Assignment /job, approach to the Assignment / job, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. You should highlight the problems being addressed with their importance, and explain the technical, approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Signature of the Authorized Representative

**Declaration Letter**

Declaration Letter on official letter head stating the following:

We are not blacklisted and not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.

We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:	_____	Authorized Representative	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Address	_____
Firm/Company	_____	Firm/Company	_____
Date	_____	Date	_____
		Seal	

