

ODISHA POWER TRANSMISSION CORPORATION LTD
OFFICE OF THE GENERAL MANAGER (HRD), CR
JANAPATH, BHUBANESWAR-751022
TEL NO. 0674-2541633 FAX NO. 0674-2540871



EXPRESSION OF INTEREST

**FOR DEVELOPMENT OF GARDEN AND LANDSCAPING WITH
MAINTENANCE**

LAST DATE OF RECEIPT OF EoI OFFER : 31.08.2016(up to 3:00 PM)

DATE OF OPENING OF EoI OFFERS : 31.08.2016(at 4:00 PM)

NAME & ADDRESS OF THE FIRM / AGENCIES :

AW-CR-Garden-91/2012-13 (Pt) - 16484

Date- 4.8.2016

Expression of Interest (EOI), CR-2/2016-17

Odisha Power Transmission Corporation Limited, invites Expression of Interest [EOI] from experienced Firm / Agency / Organisation for empanelment of Agency for Development and maintenance of Landscape and Garden works in its Offices at Bhubaneswar. The scope of work and qualifying criteria are uploaded on OPTCL web site: www.optcl.co.in.
Corrigendum if any will be published in the OPTCL website only.

Last date of submission: dt. 31.08.2016 (3:00 PM)

S/d

GENERAL MANAGER (HRD) CR

**ODISHA POWER TRANSMISSION CORPORATION LTD.,
REGD. OFFICE: JANPATH, BHUBANESWAR – 751 022,
ODISHA, INDIA.**

Website:- www.optcl.co.in

**Expression of Interest (EOI) No: CR-2/2016-17 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., 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 / Organisation.

Expression of Interest in complete shape in duplicate will be received **up to 3.00 P.M.** on **Dt. 31.08.2016** in the office of the General Manager (HRD), CR, OPTCL, Bhoi Nagar, Unit-IX, Bhubaneswar -751022 and will be opened **at 04.00 P.M** on **Dt. 31.08.2016**. 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.** General Manager (HRD), CR or his authorized representatives will open and read the EOI submitted. EoIs shall be submitted in person or by Registered Post with AD. Any other means of delivery shall not be accepted. When delivered in person, the EoI shall be received by a responsible officer of the office of the General Manager (HRD), CR OPTCL who shall officially acknowledge the receipt of the same. EoIs received after due date and time shall be returned un-opened.

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

OPTCL also 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 postal/ courier delay at any stage.

S/d
GM (HRD), CR

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DESCRIPTION

I. GENERAL

Odisha Power Transmission Corporation Limited (OPTCL), Bhubaneswar intends to hire bonafide, resourceful and reliable Landscape & Garden development Organisation / Firm / Agency (hereafter, agency) for development & maintenance of garden & landscape area at various locations, elements, structures & properties 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.

- a. Maintaining the existing Garden & Landscape at various location present at Head Quarters Office and other Offices of OPTCL in Bhubaneswar.
- b. The work include concept, planning, development of Garden & Landscape of existing ones and new vacant space of different offices and maintenance of the same as well as making effective changes in existing garden etc.
- c. Execution of works including planting of nursery, tackle with plant disease, Horticulture activities, maintenance etc with supervising the existing 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 existing garden and vacant space for development and maintenance of garden and landscape is around 60,000 Sq. ft. at seven location in Bhubaneswar
- e. The AGENCY 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 shall develop and maintain the existing landscapes with plantation of proper feed plants and flowering plants
- g. The AGENCY 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 environment shall be taken care by the AGENCY.
- i. The AGENCY 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 to manage the water supply and other necessities for managing the work.

- j.** AGENCY 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.
- k.** AGENCY 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 considering all Landscape work. The costs of supervision including visits if any to the site are not reimbursable
- m.** AGENCY 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. Wherever possible the agency can use water points and electricity points of OPTCL after taking prior approval

II. ELIGIBILITY CRITERIA

1. The agency shall have experience of minimum 3 years in handling landscaping projects. AGENCYS who have experience of handling similar Projects of Municipal Corporations / Local Bodies / Government Organizations / Government Corporations / Reputed private sectors are preferable.
2. The Gross Annual Turnover of the Agency should not be less than Rs. 20 Lakh per year for last three financial years i.e. 2009-10, 2010-11, 2011-12. (Attach Chartered Accountant's Certificate / IT Returns Statement year wise).
3. Agency should have the Certificate of registration of appropriate authority (enclose a copy) and its office / branch in Bhubaneswar & Cuttack.
4. The Agency should not be blacklisted by any Central / State Govt. / Public Sector Undertakings, India.
5. The Agency should have Permanent Staff including Experts Graduate or Post Graduate in relevant field with minimum 3 years of professional experience.
6. Agencies should have valid TAN/ PAN / Service Tax Registration

Firms who fulfil the above criteria will only submit their application on the prescribed format for empanelment.

The Chairman-cum-Managing director, OPTCL reserves the right to accept or reject any or all applications without assigning any reason thereof.

III. GENERAL CONDITIONS:-

- a) Selected AGENCY shall report to the GM (HRD) – CR or the person designated by him. Selected firm shall have to enter in to agreement with OPTCL as per OPTCL's format. The LANDSCAPING AGENCY will have to attend review meetings at Site/HQ as and when required.
- b) 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 or agencies for doing the same without assigning any reasons. In such an event the payment to be made to the AGENCY shall be proportionately reduced.
- c) OPTCL have the rights to scrap or reject the tender procedure for any work done by the AGENCY after or before without any intimation to the AGENCY.
- d) The AGENCY 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.
- e) 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.
- f) 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 AGENCYs for completion of the works.
- g) No subcontracting shall be permitted for any part of services
- h) 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.

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 existing ones and new 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, condition of the existing gardens and the vacant space position with the area measurement. They may also contact the Officer concern GM (HRD), CR for further clarifications.
- 4.** The application shall be signed by the persons on behalf of the organization 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.** While filling up the application with regard to the list of works on hand, applicants shall only include those works as per pre-qualification criteria mentioned in the form. (Works restricted to Govt./Semi Govt./PSUs/Private body) along with copy of work order issued by the client. In case of completed projects, Applicant shall submit work orders & completion certificate from client, which mention work order amount, fees/charges paid and completion date.
- 6.** The applicant shall have to engage the services of well qualified specialists of AGENCY pertaining to water supply and horticulture and any other specialist required as per the works etc. wherever necessary, apart from necessary technical staff requirements for pre-qualification mentioned in document
- 7.** The team applying for the empanelment should have qualified professionals and technically sound people on board. It is one of the very important selection criteria from their organization. Please submit the details of technical staff as per proforma.
- 8.** The turnover of the firm that qualifies shall have to be from landscape and garden consultancy services only and not allied services for which necessary documents shall be furnished without fail.
- 9.** Advertisement is the part and parcel of the tender document
- 10.** Those who qualify in the commercial bid will be invited to give their presentations showing creative concept, models, past experience of such kind of works before our designated committee. The date of presentation will be intimated in due course.

DATA SHEET

- 1 Name of assignment : EMPANELMENT OF AGENCY 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 (at least for 2 years)
- 5 Implementation Period of the work : As per TIME FRAME
- 6 Communication : **General Manager (HRD) CR**
Janpath, Bhubaneswar-751022
Ph: 9438907036
- 7 Issue of Bid documents (On line) : Available in the Website www.optcl.co.in
- 8 Submission of EoI (Hard copy submission) : O/o GM (HRD) CR
OPTCL Corporate Building
Janpath, Po- Bhoinagar,
Bhubaneswar - 751022
- 9 Opening of the EoI (Date &time) : 31.08.2016 (at 4:00 PM)
- 10 Place of Opening of Bids : OPTCL Conference Hall
4th floor, OPTCL Corporate Building
Janpath, Po- Bhoinagar, Bhubaneswar - 751022

FORM No: 1**PROPOSAL LETTER PROFORMA**

To

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

Sub:- Proposal for empanelment of Agency 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 Bid documents in respect of Firm / Agency for OPTCL do hereby submit bid 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 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 for repair of transformer.

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 | |
| 8 | Fax No (with STD code) | |

6. Document forming part of EoI We have enclosed the following

Form 2 : Minimum Eligibility V.

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 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 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, 2016 (Give the details of rank, post with job description. Attach separate sheet) | | | |
| 1.4 | PAN/TAN/Service Tax Registration No | | | |
| 1.5 | Gross Annual Turnover** | 2013-14 | 2014-15 | 2015-16 |
| | | | | |

* Enclosed a copy of Registration document

** Enclosed Certificate from Chartered Accountant / copy of IT Returns year wise.

Witness:

Authorized Representative

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Firm/Company _____

Firm/Company _____

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 ad 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

FORM No: 6

Declaration Letter

Declaration Letter on official letter head stating the following:

We are 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 | |

Check list for Submission of Tender documents

The Agency / Organisation / Firm shall submit the following document along with the EoI

1. Particulars of firm / agency enclosed as form 1.
2. Qualifying requirement for selection of firm / agency enclosed as form 2.
3. All the forms (form 1 to 6) are completed with required certificate / documents mentioned therein.
4. Hard & Soft Copy of the concept planning for development of garden and landscapes at different offices submitted.
5. Each page of bid document is signed by the authorized person of the Agency.
6. Copies of update TAN/PAN & Service tax registration are enclosed.