

**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY TO UNDERTAKE**

DIVERSION OF FOREST LAND OVER HA.15.886 or Ac.39.255

**RFP No. 4253 Date 16.10.2026
THE REGISTRAR, DHARANIDHAR UNIVERSITY, KENDUJHAR,
KENDUJHAR-758001**

E-mail-registrar@dduniversity.ac.in

Web site-<https://dduniversity.ac.in>


16.10.26



Sl. No.	Information	Dates and Details
1	Tender Issuing Authority	The Registrar, Dharanidhar University, Kendujhar
2	Hosting of the Tender /RFP in University Notice Boards / University website	Within: - 30 days Dt. 17 th October, 2026
3	Cost of RFP (Non-refundable)	Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft from any Nationalized Bank in favour of Comptroller of Finance, Dharanidhar University, Kendujhar
4	Address for Submission of Bid	O/O the Registrar, Dharanidhar University, Kendujhar, At/Po-Kendujhar , Dist-Kendujhar ,PIN-758001
5	Last date of receipt of Bids	Dt. 17 th November, 2026 by 5.00 PM
6	Opening of Technical bids & Financial Bids of technically qualified Bidders and finalisation of Bidder	Dt. 18.11.2026 at 11.00 AM

DISCLAIMER

All information contained in this Tender Document is in faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this Tender Document, the interested organizations shall satisfy itself to the fact that the document is complete in all respects. The information is not intended to be exhaustive. Interested organizations are required to make their own enquiries and assumptions wherever required.

The Registrar, Dharanidhar University, Kendujhar reserves the right to reject any or all of the proposals submitted in response to this Tender Document at any stage without assigning any reasons whatsoever. The Registrar, Dharanidhar University, Kendujhar also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Tender Document in response. The Registrar, Dharanidhar University, Kendujhar reserves the right to change/modify/amend any or all of the provisions of this Tender Document. Such changes would be intimated to all applicants through mail. Neither the Registrar, Dharanidhar University, Kendujhar nor its employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Tender Document, any matter deemed to form part of this Tender Document, the award of the Assignment, the information and any other information supplied by or on behalf of the Registrar, Dharanidhar University, Kendujhar or their employees or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of the Tender Document process is confidential to the Registrar, Dharanidhar University, Kendujhar and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

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CHAPTER-1

INTRODUCTION

The Registrar, Dharanidhar University, Kendujhar requires the services of competent and eligible agencies to undertake "Diversion of forest land over Ha.15.886 Or Ac.39.255 of forest land" located within the South Campus of the University. The South campus is situated in Kendujhar town with a total area of Ha. 26.884 . The tentative land parcel is mentioned below:

Non-forest Govt Land-	Ac. 27.177 or Hac. 10.998
Sabik Forest land-	<u>Ac. 39.255 or Hac. 15.886</u>
TOTAL	Ac. 66.432 or Hac. 26.884

Double Bid Offer is hereby invited from eligible agencies to undertake the assignment.

The rate quoted shall be valid for one year.

CHAPTER – 2

TERMS AND CONDITIONS & SCOPE OF WORK

1. Tender received by post after the stipulated date and time mentioned above will not be considered.
2. The rates along with Tax components, if any, should be quoted clearly.
3. The following documents should be furnished with the Technical bid failing which the tender is liable for rejection.
 - a. Attested copy of valid ORSAC empanelled Certificate
 - b. Valid ESI & EPF registrations
 - c. List of Past experience
 - d. Attested copy of valid PAN Card and GST Registration Certificates

(The original Certificates shall be produced at the time of opening of tender, if required)

4. If the last date of sale, receipt and opening of the tender as specified above happens to be holiday(s), then the process of sale, receipt and opening whatsoever will be shifted to immediate next working day at the same time and venue respectively without further notice. However, date of tender paper opening may be postponed as per the convenience of the authority by intimating all the concerned tenderers through notice by University Website and e-mail of tenderers/ bidders.
5. The Tender papers should be well documented. Without proper indexing, Page numbering & binding, the tender document will not be accepted and rejected outright.
6. The successful Bidder has to submit Performance Bank Guarantee (PBG) as mentioned in the tender document and the amount is to be forfeited if the tenderer backs out from the offer of acceptance of the tender.

SCOPE OF WORK

The scope of work to be mentioned below:

A. Land Schedule and DGPS Survey authentication of forest patches/plots:

1. Collection of original cadastral revenue map.
2. Scanning of Cadastral map.
3. Geo-referencing of above map with reference to high resolution satellite image.
4. Transformation of university layout to above geo-referencing map.
5. Validation of land schedule with respect to map. Verification of land schedule as per Hal, Sabik, DLC records and its authentication from concerned Tahsildar as on 25.10.1980 (as per Govt of Odisha guidelines) as per requirement.
6. Checking of boundary pillars posted in the field with reference to boundary description.
7. Collection of known co-ordinates from ORSAC.
8. Transformation of base station from known co-ordinate of ORSAC to lease area.
9. Processing of transformation data at ORSAC.
10. Letter to different authorities like DFO and Tahasildar (By ORSAC).
11. Joint survey at field in presence of officers of above departments for DGPS survey of the forest patches
12. Submission of data and map at ORSAC for verification and Certification through DFO.
13. Authentication and certification of the ORSAC vetted DGPS map of project site by the Tahasildar and DFO

B. C.A Land allotment and DGPS survey

14. Obtaining suitable Certificates from Forest and Revenue Departments through Joint survey.
15. Allotment of C.A land against forest Land
16. Collection of known co-ordinates from ORSAC for CA Land Survey.
17. DGPS Survey of Compensatory Afforestation Land
18. Transformation of base station from known co-ordinate of ORSAC to Project area.
19. Processing of transformation data at ORSAC.
20. Letter to different authorities of Forest & Revenue Dept (By ORSAC).
21. Joint survey at field in presence of officers of above departments.
22. Submission of data and map at ORSAC for verification and Certification through DFO.
23. All copies map of C.A land to be authenticated by Forest and Revenue Authorities.
24. Preparation of CA Scheme Report and Authentication of Forest Department

C. Enumeration of trees & Application of Forest Diversion Proposal

25. Enumeration of trees in presence of forest officials.
26. Preparation of enumeration list, getting it authenticated from Forest and Revenue officials and submission to DFO
27. Preparation of all necessary documents and maps of the FDP, KML file and related plans and undertakings
28. Online application for FDP along with all the documents in Parivesh Portal
29. Clearance from Project Screening Committee and generation of the Proposal Identity Number
30. Compliance of scrutiny issued by Forest Department of State
31. Forwarding the FDP to the DFO

D. FRA Certificate:

32. Letter to District Collector for FRA Certificate
33. Processing letter from DFO to District Collector, B.D.O & Tehsildar to conduct Gramsabha
34. Presence during conduct of Gram Sabha
35. Preparation of resolution report for received claims
36. Holding of Sub-Divisional Level Clearance (SDLC)
37. Holding of District Level Clearance (DLC) and obtaining FRA certificate from DC

E. MUTATION OF CA LAND

38. Mutation of non-forest land identified for C.A Land
39. Submission of proposal for declaration of above non-forest land as P.F.

F. Cost Benefit Analysis:

40. Cost benefits analysis preparation as per latest Guideline of FC Act.
41. To be approved by DFO.

G. Part-II compliance & site inspection:

41. After completing all the field level activities, processing of the F.D.P at office of the D.F.O.
42. Coordinating with the D.F.O, for field inspection and part-II compliance.
43. Pursuing the proposal for onward transmission to R.C.C.F with recommendation.

H. Part -III compliance:

44. Processing of the F.D.P at office of the Regional Chief Conservator of Forest, for the Part-III compliance
45. Coordinating with the R.C.C.F for site inspection along with the D.F.O.
46. Part-III compliance and onward transmission of the F.D.P to CCF (Nodal) in the office of the PCCF, Odisha, Bhubaneswar.

I. Part -IV compliance:

47. Processing of the proposal at APCCF (Nodal) in office of P.C.C.F, Odisha
48. Compliance of the queries raised by C.C.F (Nodal) and P.C.C.F, Odisha.
49. Compliance of the part-IV compliance and onward transmission to State Government Forest & Environment Department.

J. Part -V compliance:

50. Processing of the FDP at Government of Odisha Forest & Environment Department for Part-V Compliance and onward transmission to MoEF&CC, GOI with a copy to Regional Office, Bhubaneswar.

K. Stage-I Forest Clearance:

51. Processing of proposal at Regional office of C.C.F, MoEF, Bhubaneswar for field verification.
52. Obtaining Stage-I FC order (In-principle Approval).
53. Communicating the Stage -I order from Regional Office MoEF to State Government and then P.C.C.F office to D.F.O for compliance of Stage-I condition.

L. Stage-II Forest Clearance:

54. Preparation of Compliance report of conditions as issued during Stage-I clearance.
55. Mutation of the CA land in favour of forest Dept and Notification of the Forest Land.
56. Deposit of all fees like NPV, CA cost etc.
57. Submission of the compliance report to DFO
58. Obtaining approval from DFO and submission to Nodal Officer
59. Obtaining approval from Nodal Officer and submission to PCCF
60. Obtaining approval from PCCF and submission to MoEF&CC
61. Obtaining approval from (MoEF&CC) & Chief Conservator (CC)
62. Obtaining approval from Forest & Environment Department of GoO
63. Issuance of order of Approval of Stage-II Forest Clearance

OUTPUT:

- I. Stage I & II clearance of the forest land
7. The tender should be submitted as per the formats attached at Chapter 6.
8. The tenderers should file tender super scribing on the top of envelop/cover - "**TENDER FOR DIVERSION OF FOREST LAND OVER Ha.15.886 Or Ac.39.255**". There shall be two bid systems, one is Technical Bid and the other is financial Bid. The Technical Bid shall contain all documents in proof of eligibility of the Tenderer including the Receipt of the Tender Fee. The financial Bid shall be as per the Form-6.

CHAPTER - 3 **ELIGIBILITY CRITERIA**

1. The Agency must have been registered either as a company or firm within the state of Odisha.
2. It must have been empanelled in ORSAC for DGPS, Total Station and Drone survey.
3. It must have ESI and EPF registration.
4. The agency must have completed at least two forest diversion proposals (Both Stage I & II) having diverted forest land not less than 400 Ha in total in last 3 years.
5. The average annual turnover must be more than Rs 2 Cr.

The Bidder (s) as an Individual Firm / Organization (Not as Consortium in any Form) must fulfill all the criteria mentioned under the Eligibility conditions, in order to be considered as 'Eligible Bidder' and shall be further considered for Technical Evaluation of their bids. Bidders not fulfilling any of the stipulated criteria shall be summarily rejected. Consortium bidding in any form is not allowed and shall be summarily rejected.

3.1. Technical Bid:

The Technical Bid document of the bidder should contain the RFP Cost in the form of DD, documents in support of their eligibility, capabilities and experiences as required for the project, including information and declarations in duly filled-in Forms (as per the enclosed format) as per following:

- | | |
|---------|---|
| Form 1: | Covering letter |
| Form 2: | Letter of Authorization |
| Form 3: | Organization details |
| Form 4: | Auditor certified Annual Turnover and Net-worth statement |
| Form 5: | Past experience in similar type of work. |

3.2. Financial Bid (Form 6):

Unless clearly indicated, Firm shall not include any technical information regarding the services in the financial proposal. Prices shall be quoted entirely in Indian Rupees (INR) and must be arrived at after including all expenses, rates, and taxes excluding the applicable GST.

The Financial Proposal must include the total price for all services scoped in the Proposal as described in Chapter-2 (Scope of Work).

3.3 Bid Submission:

Organizations conversant with the subject and having necessary Infrastructure and resources including local mobilization may submit their proposal with credentials for evaluation. The Technical bid and the financial bid are to be submitted in different envelopes super scribing the content. Both these envelopes are to be put in another envelop super scribed as "**TENDER FOR DIVERSION OF FOREST LAND OVER Ha.15.886 or Ac.39.255**".

The detail address for communication with the Registrar, Dharanidhar University, Kendujhar for this project is as follows.

The Registrar, Dharanidhar University, Kendujhar
At/PO-Kendujhargarh , Dist-Kendujhar , PIN-758001
E-mail- registrar@dduniversity.ac.in

CHAPTER - 4

BID OPENING, EVALUATION AND AWARD OF THE WORKS

The bids shall be evaluated based on combined **Quality and Cost Based Selection (QCBS)** method.

4.1. Bid opening:

The Bids submitted up to last date will be opened at O/o the Registrar , Dharanidhar University, Kendujhar by the officer(s) authorized by the Registrar , Dharanidhar University , Kendujhar, in the presence of such of those Firms or their representatives who may choose to be present at the time of opening. The representatives of the Firm are advised to carry a letter of authorization from the bidding firms for attending the Bid opening.

4.2. Evaluation of technical bid:

The Evaluation Committee will check the submission of documents as per the criteria. Those who are selected after the check shall be called for a Technical Presentation. The committee will evaluate the technical bids as per the "**Tech Score Criteria**" mentioned in the following table.

Sl No	Technical Score Criteria	Max Mark	Scoring Criteria
1	The Annual Average Turnover will be considered as per last three financial years. (FY 2024-25, 2023-24 & 2022-23). The financial statement should reflect turnover. Auditor certified turnover statement and net worth for FY 2024-25, FY 2023-24 & FY 2022-23 in original along with balance sheet and profit and loss account for the said Financial Years to be submitted.	15	02 to 03 Crore: 05 (Five) Marks 03 Crore to 05 Crore: 10 (Ten) Marks. 05 Crore and above: 15 (Fifteen) Marks.
2	The bidders should have registered office within the state of Odisha (Proof to be submitted)	5	Office within Odisha-5 marks If not- 0 marks
3	Past similar experience in Diversion of Forest land	30	Diversion of forest land: i. 400 to 500 Ha.: 10 marks, ii. 500 to 700 Ha: 20 marks. iii. More than 700 Ha- 30 marks
4	The Organization should ISO certified	10	Producing Valid ISO Certificate= 10 Mark No Certificate=0 Mark
5	Technical Presentation, broadly covering the aspect of: Bidder's similar past experience in DGPS & Drone Survey, Proof of concept, Availability of infrastructure & techno-managerial capacity	40	It is to be awarded by Technical Evaluation Committee members and it will be the arithmetic average of all marks awarded by the Tech Committee members.
	Total Technical marks/ Score	100	

The Bidder scoring a minimum of 60 marks out of 100 in the Technical Bid Evaluation process, shall be declared as the Technically Qualified Bidder. The Financial bids shall be opened only for the Technically Qualified Bidders.

4.3. Evaluation of price bid:

The price bids shall be opened only for the Technically Qualified Bidders on the scheduled date as mentioned in the tender notice. The authorized representatives of the Technically Qualified Bidders may be present during the price bid opening process. The price bids shall be scrutinized for their conformity to the specified formats and signatures. The price bids not in specified format and/or not with signature of

the authorized representatives shall be summarily rejected. Scrutiny and evaluation of the price bids shall be conducted as follows. In the event of difference between the price mentioned in figures and words, the price in words shall be considered valid and binding.

The marks obtained by the bidders in the Financial Bid evaluation shall be considered as Financial Score (FS). The Financial Score of the other Technically Qualified Bidders shall be computed as per the following formula:

$FS = 100 \times (F_{min}/F_b)$ Where:

FS = Financial Score for the bidder under consideration

F_{min} = minimum price quoted by any bidder

F_b = price quoted by the bidder

The Technical Score (TS) and the Financial Score (FS) secured by each bidder shall be subjected to the Technical Weightage WT= 0.70 (the weight given to the technical proposal) and Financial Weightage WF = 0.30 (the weight given to the financial proposal).

The Combined Technical and Financial Score (S) for the bidder (s) shall be computed as per the following formula.

$$S = (TS \times 0.7) + (FS \times 0.3)$$

where S – Final Score, TS – Technical Score and
FS – Financial Score

4.4. Bids are liable to be disqualified in the following cases or in case Firm fails to meet the bidding requirements as indicated in this Tender Document

1. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
2. The Firm qualifies the proposal with its own conditions.
3. Proposal received in incomplete form.
4. Proposal received after due date and time.
5. Proposal not accompanied by all the requisite documents.
6. Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
7. Bids not submitted with required certification.
8. Financial proposal enclosed with the same envelope as technical proposal.

9. Firm trying to influence the proposal evaluation process by unlawful, corrupt or fraudulent means at any point of time during the bid process.
10. Any deviations between technical and financial proposals shall make the proposal as being unresponsive and may lead to disqualification of the proposal

4.5. Firms may specifically note that while evaluating the proposals, If it comes to the Registrar, Dharanidhar University, Kendujhar's knowledge expressly or implied, that some Firms may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal, then the Firms so involved are liable to be disqualified for this contract as well as prohibited from participation in any of the tenders floated by the Registrar, Dharanidhar University, Kendujhar in future.

4.6. Award of Contract:

The successful bidder i.e. the bidder scoring the "Final Score (S)" as calculated in Para 4.3 among the technically qualified bidders will be awarded with the contract.

The Registrar, Dharanidhar University, Kendujhar will notify the successful Firm / bidder in writing for finalizing the contract conditions. The successful Firm will be asked to sign the Contract Agreement within 7 days of the notification. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

On issuance of the Letter of Intent (LoI) by the Registrar, Dharanidhar University, Kendujhar, the Selected Bidder has to confirm its acceptance within seven days of its issuance and start the work within next 15 days.

4.7. Payment Terms and Condition:

- 10% after finalization of the land schedule
- 20% after DGPS survey of the forest land
- 20% after uploading of the diversion proposal
- 20% after forwarding of the proposal from the DFO to PCCF
- 15% after stage I clearance
- After stage II clearance

CHAPTER - 5

GENERAL TERMS & CONDITIONS

5.1 Bid Validity Period

The Bid submitted by the bidder shall remain valid for 180 days from the date of opening of the Financial Bid. Bids with validity period less than 180 days shall be treated as non-responsive and shall be rejected.

5.2 Corrupt/ Fraudulent Practices

The Bidder is expected to observe highest standards of ethics during the execution of the assignment. In pursuance of this policy, the tenderer defines the terms set forth as follows:- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official contract execution; and "Fraudulent Practice" means a misrepresentation of facts, in order to influence execution of a contract to the detriment of the Client, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial noncompetitive levels and to deprive the Client of the benefits of the free and open competition.

In case the Bidder is found to be engaged in Corrupt/ Fraudulent practices before the contract award or after award of the contract, such Bidder shall be declared ineligible and his/ her bid shall be rejected and the contract shall be terminated, as the case may be.

5.3 Right to Accept/ Reject the Bid

Notwithstanding anything contained herein, the Registrar, Dharanidhar University, Kendujhar reserves the Right to reject any Bid or all Bids without showing any reason thereof.

5.5 Award of Work

Notwithstanding anything contrary to the provisions in this RFP document, the Registrar, Dharanidhar University, Kendujhar reserves the right to accept or reject any proposal or to annul the process fully or partially or modify the same and to reject any/all proposals at any time prior to the award of work, without incurring any liabilities in this regard and without assigning any reason thereof. The tenderer reserves the right at the time of Contract award or during the execution of contract to increase or decrease the quantity of work allotted to the selected Bidder and the payment shall be made for the actual surveyed area.

5.6 Performance Bank Guarantee

The selected Bidder shall be required to submit a Performance Bank Guarantee for an amount equal to 05% of the total Contract Value valid for 3 months in excess of the agreement period. The selected bidder shall furnish the Performance Bank Guarantee within 1 month of issue of the work order. The Performance Bank Guarantee shall be held free of interest as security for due performance as per obligations under the contract. The Performance Bank Guarantee shall be released after successful completion of the Performance Period.

5.7 Time for completion & Extension of Time

The date of completion of the contract is twenty-four English Calendar months from the date of issue of work order and may be extended due to force majeure or events beyond control of the selected Bidder. In such case, the Bidder shall be obliged to submit a claim for extension of time with due justification. The decision of the Registrar, Dharanidhar University, Kendujhar on time extension shall be binding on the Bidder. Necessary amendment to the contract in accordance with the granted time extension will be done. Liquidated Damage shall not be applicable for the officially extended time period.

5.8 Copyright

The copyrights in all maps, documents and other materials containing data and information including plan/ design/ specifications/ database/ application software furnished by the selected Bidder to the Registrar, Dharanidhar University, Kendujhar shall remain as Intellectual Property of the Registrar, Dharanidhar University, Kendujhar.

5.9 Liquidated Damages

In case the selected Bidder fails to attain completion of the work within the scheduled time for Completion or any extension thereof due to reasons attributable to the selected bidder, the Registrar, Dharanidhar University, Kendujhar shall recover the amount of Liquidated Damages, by making deductions from the selected bidder's account or by encashment of Performance Bank Guarantees at the rate of 0.5% of the Contract Price plus escalation, if any, excluding taxes and duties per month of delay up to a maximum of 5% of the Contract value, excluding taxes and duties.

However, the payment of liquidated damages shall not in any way relieve the selected Bidder from any of its obligations to complete the Work or from any other obligations and liabilities of the Consultant under the Contract.

5.10 Suspension of Work

The Registrar, Dharanidhar University, Kendujhar may, by notice to the selected Bidder, order the selected Bidder to suspend Work of any or all of its obligations under the Contract. Such notice shall specify the obligation of which performance is to be suspended, the Effective Date of the suspension and the reasons therefore. The selected Bidder shall there upon suspend work of such obligation (except those obligations necessary for the care or preservation of the Work) until ordered in writing to resume such performance by tenderer.

5.11 Insurance & Liability

The selected Bidder shall, at his own expense, arrange appropriate comprehensive insurance to cover all risks assumed by the vendor under this contract in respect of its personnel and equipment deployed under this contract. The Registrar, Dharanidhar University, Kendujhar shall not be liable for any incident relating to any damage to the machines/ persons involved during the survey/work.

5.12 Entire Contract and T & C of this RFP:

The terms and conditions laid down in this document and all annexure thereto as also the forms and any attachment shall be read in consonance as an integral part of this contract. Confusions due to inadvertent omissions and commissions in this RFP shall be addressed and disposed under the object and reason of this RFP and matters are to be understood under common sense and logic.

5.13 Disputes & Arbitration

All disputes arising out of the contract shall be amicably settled by both parties. In the unfortunate event of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Arbitrator appointed by the Registrar, Dharanidhar University, Kendujhar for the purpose. The award of the arbitrator shall be final and binding on both the parties. The adjudication of arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. All legal disputes are subject to the jurisdiction of courts in Kendujhar.

5.14 Governing Laws

The contract between the Registrar, Dharanidhar University, Kendujhar and the selected Bidder shall be governed by and interpreted in accordance with the laws for the time being in force in the state of Odisha. The courts at Kendujhar shall have exclusive jurisdiction in all matters arising under the contract.

5.15 Force Majeure

Neither party shall be liable to the other for any loss or damage occasioned by or arising out of acts of God such as unprecedented flood, volcanic eruption, earthquake or other convulsion of nature and other acts such as but not restricted to invasion, the act of foreign countries, hostilities, or war-like operations before or after declaration of war, rebellion, military power which prevent performance of the contract and which could not be foreseen or avoided by a prudent person.

Sd /-
Registrar
Dharanidhar University, Kendujhar
Odisha

CHAPTER - 6
PROFORMA/ BID SUBMISSION FORMATS

List of Proforma Forms for The Bidder Firms to be enclosed:

Form 1: Covering letter

Form 2: Letter of Authorization

Form 3: Organization details

Form 4: Auditor certified Annual Turnover statement

Form 5: Past experience in similar type of work

Form 6: Financial Bid Format

Bid Submission Formats
Form-I: Covering Letter

(To be submitted on company letter head)

Ref: Date:

To

The Registrar,
Dharanidhar University, Kendujhar.
Odisha.

Sub: Submission of RFP for Selection of AGENCY TO UNDERTAKE DIVERSION OF FOREST LAND
OVER Ha.15.886 Or Ac.39.255 LOCATED WITHIN THE PROPOSED SOUTH CAMPUS OF
Dharanidhar University, Kendujhar.

Ref: Your RFP no-----dated-----

Dear Madam / Sir,

With reference to your RFP Notice No-----dated-----published in the
Dharanidhar University, Kendujhar website / Office Notice Board / Local Odia Daily Newspaper & National
English Newspaper / District NIC, Kendujhar for the above-mentioned subject, we are pleased to submit
our Bid along with all supporting documents and requisite Tender Document Cost for your evaluation.

We understand that, if any information submitted in our bid document including the supporting
documents is/ are found incorrect/ unverifiable or both, our bid will be rejected without any reference to
us. We further understand that the department is not obliged to accept our bid or inform us the reason for
rejection of our bid.

We further unconditionally accept all the Terms & Conditions mentioned in the above referenced
RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP
document reflect in our Bid shall liable our Bid document to be summarily rejected without any reference
to us.

Yours Sincerely,

Signature of Authorized Signatory

Name:

Designation.

Contact No.:

Address with E-mail

Form-2
Letter of Authorization
(To be submitted on company letter Head)

Ref:

Date:

To

The Registrar,
Dharanidhar University, Kendujhar.
At/PO- Kendujhargarh, Dist-Kendujhar , PIN-758001 ,Odisha.

Sub: Submission of RFP for Selection of agency to UNDERTAKE DIVERSION OF FOREST LAND OVER
Ha.15.886 Or Ac.39.255 LOCATED WITHIN THE PROPOSED SOUTH CAMPUS OF DHARANIDHAR
UNIVERSITY, KENDUJHAR - Letter of Authorization

Ref: Your Request For Proposal (RFP) No.
dated

Dear Madam / Sir,

With reference to your RFP Notice No. ----- dated----- we hereby
authorize Mr/Ms _____ designation _____ of our
organization whose signature is attested below, as our authorized representative to sign the bid
documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative
shall and shall always be deemed to have been done by us and accordingly binding on us.

(Signature of Authorized Representative)
Yours Sincerely,

(Signature)

Name:

(Designation/ Head of the Organization/Firm)

E-mail:-

Contact No.

Form-3: Organization Details
(To be submitted on company letter head)

Name of the Firm/Organization	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Email address	
Web Site address	
Name of Head of the Firm/Organization	
Designation of Head of the Organization / Firm	
Head of Organization's Mobile No.	
Head of Organization's Email Id	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile No.	
Contact Person's Email Id	

(Signature)

Name:

(Designation/ Head of the Organization/Firm)

Form-4:
Turnover statement
(To be submitted on company letter head)

Sl.	Financial Year	Turnover (In FRS.)
1.	2022-23	
2.	2023-24	
3.	2024-25	

1. Auditor certified Turnover Certificate in original to be submitted
2. Copy of the Balance sheet and P/L statement to be submitted

(Signature)

Name:

(Designation/ Head of the Organization/Firm)

Form 5:
Past experience in Forest Diversion

(Important projects completed on company letter head)

Sl.	Work order/ agreement no and date	Name of Client Organization	Name of the Project	Forest area (Ha)	Proof of completion
	Total				

Form-6
Financial bid
(To be submitted on company letterhead)
RFP Notice No. Dated

To

The Registrar,
Dharanidhar University, Kendujhar
At/PO- Kendujhargarh
PIN-758001, Odisha.

Sub: Financial Bid to undertake *DIVERSION OF FOREST LAND OVER Ha.15.886 Or Ac.39.255*
LOCATED WITHIN THE PROPOSED SOUTH CAMPUS OF DHARANIDHAR
UNIVERSITY, KENDUJHAR

	Job Description	Unit Area	Quoted Price without GST. (INR)	Quoted Price in words without GST. (INR)
1	Diversion of Forest Land over Ha.15.886 Or Ac.39.255 located within the proposed South Campus of Dharanidhar University, Kendujhar	per Ha		

NB: GST shall be paid extra at the applicable rates.

Yours Sincerely,

(Signature of Authorized Signatory)

Name:

Designation:

Contact No..

E-mail-

Address:

COMPANY SEAL


16-10-26

