



**RAVENSHAW UNIVERSITY  
CUTTACK**

**Request for Proposal (RFP)**

Request for Proposal (RFP) for engagement of State PSU / Central PSU / Departmental Undertaking as Project Management Consultant (PMC) for "Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha"

RFP No. 2018

Date: 27-05-2026

Sealed tenders are invited from intending reputed public sector organizations namely State PSU/Central PSU / Departmental Undertaking herein after referred to as PMC for Ravenshaw University , Cuttack as mentioned in the RFP as per our terms and conditions so as to reach the undersigned on or before Date-18.06.2026 by 3.00 PM through Speed Post / Registered Post only which will be opened on the date & time mentioned in the Data Sheet in presence of the party or their authorized representative (if any).

The sealed Envelope should be super scribed with Tender documents for "Engagement of State PSU / Central PSU / Departmental Undertaking as PMC for "Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha". Ravenshaw University, Cuttack reserves all rights to cancel any or all the tenders without assigning any reasons thereof. The RFP, terms and conditions can be downloaded from the Website: [www.ravenshawuniversity.ac.in](http://www.ravenshawuniversity.ac.in).

Address for Submission of Tender/Proposal:  
**Registrar**  
**Ravenshaw University**  
**Cuttack-753003**  
**Phone No-0671-2201690**

## TABLE OF CONTENTS

SL.NO.	CONTENT	PAGE NO.
1	Disclaimer	3
2	Data Sheet	4
3	Terms of Reference (TOR) & Scope of Work	5
4	Approval of Preliminary Project Report (PPR) Detailed Project Report (DPR) Preliminary Estimate (PE)	6
5	Release of Funds	7
6	Execution of Work	7
7	Project Management, Cost and Time Control	8
8	Disputes, Enquiries and Queries	9
9	Completion and Handing Over of completed work and Facilities	9
10	Eligibility Criteria	10
11	Conflict of Interest	11
12	Fraud and Corrupt Practices	11
13	Technical Evaluation	12
14	Bid Evaluation Process	14
15	Amendment of RFP	15
16	RFP Document	16
17	Special Instruction for preparation of the proposal	16
18	Authentication of Bid	17
19	Submission of Technical Proposal	18
20	Submission of Financial Proposal	18
21	Preparation of Bids	18
22	Submission of Bids	19
23	Modification Withdrawal of Proposal/Bids	19
24	Last Date of Submission of Bid	19
25	Late Bids	19
26	Opening of the Proposal	19
27	Letter of Award	21
28	Implementation and Contract Period	21
29	Mobilization Period	21
30	Contract Negotiation	21
31	Award of Contract	21
32	Confidentiality	22
33	Governing Laws and Jurisdiction	22
34	Annexure (1-10)	23-36

## DISCLAIMER

This document has been prepared by Ravenshaw University, College Square, Cuttack, Odisha. The information is provided only to State PSU / Central PSU / Departmental Undertaking who are interested to submit their bid for the selection of a PMC for the work of **"Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha"**

The purpose of this Request for Proposal (RFP) document is to provide the bidders with the information to assist the formulation of their proposal. This RFP document does not support to contain all the information that each bidder may require. This RFP document may not be appropriate for all persons/parties and it is not possible for the University to consider the business / investment objectives, financial situation and particular needs of each bidder who reads or uses this RFP document.

Each bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. The University makes 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 RFP document.

No reimbursement of cost of any type or on any account will be made to persons or entities submitting their bid. The Bidder, at the Bidder's own responsibility, cost and risk, is encouraged to visit and examine the Site of Works and its surroundings, approach road, soil conditions, investigation report, existing works if any connected to the work, drawings connected to the work if/as available and obtain all information that may be necessary for preparing the Bid and entering into a contract for PMC. The costs of visiting the Site shall be at the Bidder's own expense.

It shall be deemed that the tenderer has visited the site/area and got fully acquainted with the working conditions and other prevalent conditions and fluctuations thereto whether he actually visits the site/area or not and has taken all the factors into account while quoting his rates and prices. The Bidder, in preparing the bid, may rely on the Survey Report, Architectural Drawings and other details referred to in the contract data, supplemented by any information available to the Bidder. The bidder is expected, before quoting his rates, to go through the requirement of all inputs, specifications and conditions of the RFP document.

Ravenshaw University, Cuttack, Odisha reserves the right, without any obligation or liability, to accept or reject any or all of the RFPs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason thereof.

Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	Registrar Ravenshaw University, College Square Cuttack- 753003 Phone No.-0671-2201690 Website: <a href="https://ravenshawuniversity.ac.in">https://ravenshawuniversity.ac.in</a> Email-registrar@ravenshawuniversity.ac.in
2	Tentative Project Cost	100 Cr. INR (approx.)
3	Project Description	Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha.
4	Completion Period	36 Months
5	Bid Validity	90 days from the last date of submission of the bids
6	Date of Issue of RFP	29.05.2026
7	Submission of Pre-Bid Query	10.06.2026 up to 05:00 PM For clarification during tendering process E-mail: registrar@ravenshawuniversity.ac.in
8	Pre-Bid Meeting	11.06.2026 at 03.00 PM in the Office of the Registrar
9	Last Date of Submission of Bids	18.06.2026 up to 03:00 PM
10	Opening of Tenders	Part I: <u>Technical Bid</u> The technical bids will be opened on 18.06.2026 from 04:00 PM onwards. (Qualifying Bidders will be called for Technical Presentation) Part II: Financial Bid Will be intimated later.
11	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- in shape of Demand Draft drawn in favour of "Ravenshaw University" payable at Cuttack. The Proposal received without bid processing fee will be rejected.
12	Earnest Money Deposit (EMD)/Bid Security Declaration (Refundable)	<ul style="list-style-type: none"><li>Bidders shall submit, along with their Bids, EMD of ₹1, 00,000/- (One Lakh) in the shape of Demand Draft from any schedule bank or EMD in form of Bank Guarantee from any schedule/ Nationalized Bank (in the format specified in this RFP) issued by any scheduled bank in favour of "Ravenshaw University" payable at Cuttack and should be valid for 90 days from the due date of the tender / RFP. The EMD should be submitted in the General Bid.</li></ul>

		<ul style="list-style-type: none"> <li>• The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.</li> <li>• EMD of all unsuccessful bidders would be refunded by University within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Guarantee.</li> </ul>
13	Performance Guarantee/Security (PG/PS)	Agency shall submit an irrevocable Performance Guarantee/Security of 3% (Three Per cent) of the PMC fees for proper performance and due fulfilment of the terms and conditions of the contract by the University and before signing of the agreement with university. The guarantee shall be in the form of Account Payee Demand Draft, Bank Guarantee including e- Bank Guarantee or Fixed Deposit Receipts (FDR) and will be Released after the DLP (Defect Liability Period). The format of performance bank guarantee/ security will be as per Annexure-II.
14	Address for Submission of Proposal (Speed Post / Registered Post)	Registrar, Ravenshaw University, College Square, Cuttack- 753003 Phone No.0671-2201690
15	Place of Opening of Technical Proposal	Office of the Registrar, Ravenshaw University, College Square, Cuttack- 753003

### TERMS OF REFERENCE & SCOPE OF WORK

#### 1. Service/Scope of Work:

- a) The Work will be executed through a State PSU / Central PSU / Departmental Undertaking as prescribed in clause 183 of OGFR, 2023 as well as in Works Department Resolution No. 9133/W dated 06.09.2012, 6120/W dated 29.05.2015, 6398/W dated 23.05.2016 and amendments to be made from time to time.
- b) The scope of work includes conducting a detailed site survey and verification of available land, existing structures, utilities, access roads, and site constraints within the University campus. The PMC shall assess site conditions, soil characteristics (based on available data or investigations), levels, and surrounding infrastructure and finalize the site layout and building positioning. A comprehensive execution plan shall be prepared, detailing construction methodology, phase-wise work schedule, deployment of manpower, machinery and equipment, material sourcing, and site logistics. The execution plan shall be submitted to the University for Approval prior to commencement of construction activities.
- c) The PMC shall prepare and/or vet detailed architectural, structural, and service drawings for the construction of the buildings, including plans, elevations, sections, foundation details, structural reinforcement drawings, plumbing layouts, electrical layouts, and finishing details. Structural designs shall be carried out in accordance with relevant IS codes, seismic requirements, and safety norms. All drawings, design calculations, and specifications shall be submitted to the University for Approval before execution at site.

- d) Construction activities including excavation, foundation works, RCC structural works, masonry, roofing, and superstructure construction shall be carried out strictly as per the approved drawings, specifications, and standards. The PMC shall ensure proper excavation to required depths, safe working practices, adequate shoring where required, and correct execution of PCC, RCC, and masonry works. Quality control checks for alignment, level, curing, and workmanship shall be enforced at every stage of construction.
- e) The PMC shall oversee and ensure execution of all finishing works including plastering, flooring, wall tiling, door and window installation, painting, water proofing, and fittings as per approved specifications. All materials such as cement, steel, bricks, tiles, sanitary fittings, electrical fixtures, and hardware shall be of approved make and quality. Proper installation, surface finish, alignment, and aesthetics shall be ensured to achieve a durable and habitable residential facility.
- f) The PMC shall supervise installation, testing, and commissioning of all building services including water supply, sanitary and drainage systems, electrical installations, earthing, lighting, provision for internet cable and network, fire safety and external services. All systems shall be tested for functionality, safety, and compliance with applicable codes. Any defects or deficiencies observed during testing shall be rectified by the PMC before final commissioning and approval by the University.
- g) The PMC shall execute civil repair and renovation works in 16 Departments of old Ravenshaw Arts and Science Block, Kanika Heritage Library Building and 09 hostels in the old Campus.
- h) Upon completion of the work, the PMC shall prepare and submit complete documentation including as-built drawings, service layouts, test certificates, completion reports, material warranties, and operation & maintenance manuals. All documents shall be submitted in both hard copy and soft copy formats. The PMC shall assist the University in obtaining completion certificates and shall formally hand over the completed buildings ready for use, along with all relevant records.
- i) During execution of the work, the PMC shall ensure strict adherence to quality standards, safety regulations, and statutory requirements. Adequate safety measures including barricading, signage, safety gear, and site supervision shall be enforced. All materials and workmanship shall comply with relevant IS codes and approved specifications. The PMC shall coordinate with the University and concerned authorities for inspections, approvals, and clearances throughout the project duration.

## **2. Approval of Preliminary Project Report (PPR) & Detailed Project Report (DPR)/ Preliminary Estimate (PE):**

- a. Preliminary Project Report (PPR) shall be prepared by PMC based on functional & space requirements as intimated by the University and submitted to 'University' for its approval. The DPR should consist of Architectural plan, 3D image along with 3D Walk through Video as per the Feasibility Report. It would be a joint endeavor of both 'University' and PMC in consultation with consultants & experts to develop Standard Plans & Specifications or Works & Services including Required Equipment and allied facilities etc. (Subject to change at the time of execution).
- b. Based on approved PPR, PMC shall prepare Detailed Project Report (DPR)/ Preliminary Estimate (PE) consistent with their norms & standards, containing Milestones and commensurate activities to be accomplished against each Milestone & Baseline. The DPR

shall include detailed technical specifications of construction materials and workmanship, including foundation and structural system, concrete and reinforcement grades, masonry work, roofing and waterproofing treatment, flooring, plastering and painting systems, doors and windows, water supply and sanitary installations, electrical and earthing systems, fire safety mechanism, external development works, testing and quality control requirements, construction methodology, and compliance with relevant IS codes, CPWD / Odisha PWD specifications, and statutory norms. Programme in the form of CPM Network depicting clearly dates of Start and Completion of the work (along with Work specific draft MoU) and submit it to university along with all relevant input information, documents and Drawings etc. for approval of the University, within 4 (Four) weeks of receipt of approval for PPR. PMC shall use O.P.W.D. Analysis of Rates for current Schedule of Rates (SOR) for framing the DPR/ PE. Non-SOR items shall be incorporated in the Detailed Estimates basing on the lowest quoted market rate only when these are not readily available either in SOR. Detailed reasons and justifications for including non-SOR items shall have to be furnished by PMC. University shall accord approval to DPR/PE (and Work specific Draft MOU) containing Milestones and commensurate activities to be accomplished against each Milestone & Baseline Programme in the form of CPM Network and issue Administrative Approval (A/A) & Expenditure Sanction (E/S) in about 04 (Four) weeks of its submission by PMC,

- c. On receipt of the A/A and E/S, the PMC shall prepare and accord Technical Sanction (TS) to detailed and coordinated design of all the services included in the scope of the sanction and of the Detailed Cost Estimates containing the detailed specifications and quantities of various items prepared on the basis of the current Schedule of Rates maintained by OPWD Code.

### 3. Release of Funds, Payment of Bills:

- a. This selection shall be essentially on the lump sum service charges to be claimed for execution of work on a pro-rata basis.
- b. The procedure of payment to PMC shall be governed by **PM-USHA / Government of Odisha** guidelines and Works Department Resolution No. 9133/W dated 06.09.2012, 6120/W dated 29.05.2015, 6398/W dated 23.05.2016 and amendment to be made from time to time.

### 4. Execution of Work:

- a. The PMC shall obtain necessary Statutory Approvals / Permission / Clearances / Certificates from the concerned Electricity Board / Fire Department, State / Central Pollution Control Boards, State / Central Environmental Authorities, etc. (for e.g. removal of trees, re-locating utilities, conversions needed by the work etc.) to start the work. The PMC shall be responsible for maintaining any law-and-order situation arising at the time of execution of the project.
- b. Works shall not be awarded by 'PMC' to contractors till all statutory approvals/ certificates/ permissions required for taking up the work, are in place.
- c. University will make the worksite available free from encumbrances to 'PMC'. University should also ensure availability of auxiliary services like roads, power, water, street lighting and other civic services. PMC shall provide necessary support in this process.
- d. PMC shall allow the authorities from University to inspect and monitor the works, themselves or through third party as and when they desire to assess actual progress and quality of construction and any other aspects.
- e. University shall provide security clearance and ensure free access for PMC staff/ Employees

and their workers working at Work site in case these are required. PMC shall provide necessary support in this process.

- f. Engineers appointed by the University may randomly inspect the quality of work by conducting quality control tests, either manually or through Q.C, laboratories. The cost of such tests shall be borne by the PMC or the construction agencies appointed by PMC.
- g. As soon as the work is allocated, PMC shall prepare and submit to University an Integrated work Programme Chart for the execution of work showing clearly progress of all activities from the starting of work to completion of project with details of manpower and other input information required for the fulfilment of the timelines given therein.
- h. 'PMC' shall be responsible for providing physical progress Reports to University in the form of CPM (Critical Path Method) Network on monthly basis for reviewing of the progress of the work vis-a-vis Base Line Programme and taking all necessary remedial actions, after taking into account University's observations made in respect of quality and progress of the work during the monthly/ periodic Project Review Meetings, to ensure timely completion of work as per mutually agreed time schedule/ milestones and within agreed Cost.
- i. PMC shall also be responsible for providing to University Financial Progress Reports of the project and up to date Expenditure incurred on the work on a monthly basis along with Certificate of Utilization of Fund against Fund earlier released to PMC by University.
- j. PMC shall be responsible for total Project Management including day-to-day supervision of works, maintenance of all project records and executing the works as per prescribed guidelines, their own Works Manual, Codes, Books of Specifications etc." and in accordance with relevant and extant provisions of Odisha General Financial Rules (OGFR), 2023 (updated upto 04.06.2025).
- k. Quality Control and Quality Assurance (QC&QA):
  1. The PMC shall lay down a field quality assurance plan and also specify the materials quality as per the required specification mentioned in SOR/BIS- Codes. The PMC shall set up a special quality cell for quality assurance, which will ensure that the quality of work is executed as per specification.

#### **5. Mode of Payment to Contractor:**

The payment to the contractor will be made by the PSU directly on the preparation of bill by their technical staffs and the Check measurement will be made by technical Staffs of the Corporation. Which will be randomly cross checked, measured, and counter signed by Ravenshaw University Engineer to ensure that work is done as per plan & estimate. The payment shall be governed as per the directive of the Govt. of Odisha from time to time.

#### **6. Project Management, Cost and Time Control:**

- a. PMC shall implement a system of 'Project Team Concept' with dedicated group of Engineers under single and unified command for implementation of projects from commencement to completion and call composite tenders to reduce the number of packages for better management. PMC shall be obliged to adopt all the above-mentioned measures for successful completion of the works within Approved Cost and agreed Time period. **The Project duration is 36 Months.**



- b. 'PMC' shall be responsible for managing the project from concept to commissioning effectively and efficiently to ensure desired/proportionate pace of progress and completion of work is achieved progressively vis-a-vis approved plans & specifications in Terms and Conditions of the MOUs and mutually agreed milestones & timelines and approved cost, taking with due diligence all required proactive remedial measures including provision of stringent and elaborate enforceable Clauses to this effect and also making time as the essence of contract in the Bid and Contract Documents. 'PMC' shall provide for clauses in the contract and established procedures to recover Liquidated damages from their contractors/ agencies. The liquidated damages recovered from the contractors for delay, if any, shall be credited to University in the project accounts.
- c. The approved Initial Project Cost & Timeline should not exceed during execution of the project.
- d. No additional expenditure over and above the earlier approved Project Cost shall be incurred by 'PMC' without prior approval of Finance Department, Government of Odisha/ University.
- e. At any point of time, if it appears to University that the actual progress of the work does not conform to the approved programme referred above and intimated to PMC by University, detailed reasons and justifications for such delays shall have to be provided by 'PMC', which shall be examined by the University to re-Schedule the Programme, if any. Progress Review Meetings preferably monthly may be held between 'PMC' and University concerned authorities for reviewing the progress of works based on Baseline Programme/ Milestones etc. and for resolving co-ordination issues, if any including fixing priority of some works, facilities and services for their early completion and handing over to University for putting item to use for intended purpose.
- f. PMC shall be required to complete the Project within the period stipulated in this RFP. In case of delay, which may occur due to the reasons beyond the control of PMC, PMC would intimate the Employer with full details of extension in time limit for completion of the works and keeping the contract alive. The University must ensure to communicate approval of extension within 01 month from the date of intimation by PMC else approval will be construed as granted and no further communication from university in this regard will be tenable.
- g. In case of delay, for reasons attributable to the Construction Corporations / Public Sector Undertakings, Supervision/ Overhead Charges will be reduced by 1 % for delay of 12 to 15 months (i.e., No reduction for delay up to 12 months) and additionally by 0.25% for delay of every 3 months thereafter.

#### **7. Disputes, Enquiries and Queries:**

If any disputes arise it shall be settled as mentioned in the MOU entered into with the university.

#### **8. Completion and Handing Over of Completed Work:**

- a. PMC shall obtain work completion/ occupancy certificates & clearances for completed Work and Facilities soon after completion of the work in all respects and before handing over the same to 'University' for putting them to functional use. University shall provide all assistance in this process.
- b. PMC shall hand over to Authorized Representative of the University the completed Work including all services and facilities constructed in accordance with the Approved plans,

Specifications fulfilling all techno-functional requirements agreed with University along with Inventory, built-Drawings, Maintenance Manual/ Standard Operating Procedure (SOP) for Equipment, all Clearances/ Certificates from Statutory Authorities etc.

- c. On completion of the work, a Project Completion Report (PCR) shall be submitted by 'PMC' duly bringing out the Final Project Completion Cost, Total Time period taken to complete the work and completed Project Components mentioning all the details against the approved Cost, Time and Project Components. The PCR shall be submitted along with Final Project Accounts including return of unspent balance amount if any to 'University' within one month of settlement of final bills of the contractors/ other agencies deployed on the work by 'PMC'.
- d. The defect liability period of this Project shall be 12 months after completion of work or handing over of the offer of possession or taking over of part works, whichever is later. If the Executive Agency does not rectify the defects observed during the defect liability period within a reasonable time, the University shall be at liberty to get such defects rectified at the cost and risk of the Executive Agency/ deployed contractors.

**9. Eligibility criteria:**

Sl. No.	Description	Required Supporting Document
1	Bidder should be a State PSU / Central PSU / Departmental undertaking working in civil construction of Educational Institutes & Buildings	Certificate of Incorporation, Article of Association, Memorandum of Association
2	Bidder should have 15 years of experience in construction of Educational Institutes/Universities/Research Institutes	Work Performance/Completion Certificate from Competent Authority
3	Bidder should have successfully completed at least one project costing not less than ₹150 Crores in last 05 years	Project Completion Report or Certificate issued by Competent Authority
4	Bidder must have adequate qualified Technical & Non-Technical Manpower for civil construction projects	List of Technical & Non-Technical Manpower with Name, Qualification, and Date of Appointment
5	Self-Declaration of such Technical & Non-Technical Manpower	Self-Declaration in the form of a Notary Affidavit
6	The PMC will ensure that the contractors engaged by them will submit the copy of following documents before execution. Registration under Labour Law Registration with Employee's Provident Fund Organization	The PMC will collect the copy of the Registration document of Labour Law and Registration of Employee's Provident Fund Organization Certificate from contractors and submit the same before execution.
7	Bidder or authorized representative should not be convicted or have pending cases involving moral turpitude in the last 05 years	Self-declaration in the form of Notary Affidavit with details of any pending civil/criminal/tax proceedings
8	The bidder should be an assess under Income Tax Act and GST Act	Copies of PAN, GSTIN, and IT Returns for the last 03 Assessment Years
9	Bidder should have minimum annual turnover of ₹300 Crore for last 03 years. Bidder should not have incurred any loss as per Profit Loss Statement of last 5 years	Turnover Certificate from Statutory Auditor/ Chartered Accountant

10	Bidder shall furnish statement regarding conflict of interest, if any	Self-Declaration
11	The Bidder should have a positive Net Worth of ₹100 Crore for last 03 years	Audited Financial Statements duly certified by Chartered Accountant + Net Worth Certificate
12	Self-declaration that the bidder have no-relative in this organization	Self-declaration

**Notes:**

- The Authority reserves the right to verify the claims made by the bidder and to carry out the capacity assessment of the bidder and the Authority's decision shall be final in this regard.
- The Authority reserves the right to reject the financial bids in case of receipt of low bid abnormally.
- The Authority reserves the right to reduce the eligibility criteria or qualification marks for Technical Evaluation in case of receipt of less number of qualified bids and the Authority's decision shall be final in this regard

**10. Conflict of Interest**

An Applicant shall be free from any actual or potential conflict of interest that could adversely affect the RFP process. Any Applicant determined to have such a conflict of interest shall be disqualified from the process.

**11. Fraud and Corrupt Practices**

- a. Applicants and their respective officers, employees, agents, and advisors shall observe the highest standards of ethics during the RFP Process. Without prejudice to any other rights of the Authority and notwithstanding anything contained in the RFP, if an Applicant is found to have, directly or indirectly or through any officer, employee, agent, or advisor, engaged in any corrupt, fraudulent, coercive, undesirable, or restrictive practice affecting the RFP Process, the Authority may reject the application without any liability whatsoever and may further disqualify and debar such Applicant from participation in any tender or RFP issued by the Authority, either permanently or for such period as may be decided by the Authority, with effect from the date of such determination.
- b. For the purposes of this Clause, the following terms shall have the meanings ascribed to them below:
  - i. **“Corrupt Practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the RFP Process, including the employment or engagement, without prior approval of the Authority, of any official or former official of the Authority associated with the RFP Process or the Agreement within **one (1) year** of such official ceasing service, or the appointment or engagement of any person who is or has been a legal, financial, or technical advisor to the Authority in relation to the Project, the RFP Process, or the Agreement; provided that this restriction shall not apply where such advisor's prior engagement with the Applicant or its Associates expired at least **eighteen (18) months** prior to the issue of the RFP, or where such engagement occurs after expiry of the Agreement.

- ii. **“Fraudulent Practice”** means any act or omission, including misrepresentation or concealment of facts, knowingly or recklessly made to mislead or attempt to mislead the Authority or to influence the RFP Process or the execution of the Agreement, including the submission of false, incorrect, or misleading information, documents, or claims.
- iii. **“Coercive Practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence such person’s participation or actions in the RFP Process or in relation to the Agreement.
- iv. **“Undesirable Practice”** means establishing contact with any person connected with or employed by the Authority with the objective of canvassing, lobbying, or influencing the RFP Process in any manner not permitted under the RFP, or engaging in conduct that compromises the transparency, fairness, or integrity of the RFP Process.
- v. **“Restrictive Practice”** means any practice that restricts or manipulates competition, including collusive bidding, bid-rigging, cartelization, or any arrangement between Applicants aimed at influencing prices, conditions, or outcomes of the RFP Process.

**12. Technical Evaluation:**

SL.	Eligibility Criteria	Mark	Maximum Mark
1	Experience of Bidder in Civil /Electrical works (Work Order and Work Completion Certificate issued by the Client Organization/Department to Be attached)	Up to 15 Years: <b>03 Marks</b> 15 to 25 Years: <b>05 Marks</b>  Above 25 Years: <b>10 Marks</b>	10
2	Experience of Bidder in similar nature of Civil/ Electrical works, preferably for an educational institution of national repute in Odisha (Work Order and Work Completion Certificate issued by the Client Organization/ Department to be attached)	i. Executed a single project worth Rs. 150 Cr to Rs.250 Cr in last 5 years: <b>5 Marks</b> ii. Executed a single project worth Rs. 251 Cr to Rs.500 Cr in last 5 years: <b>10 Marks</b> iii. Executed a single project Rs. 501 Cr to Rs.750 Cr in last 5 years: <b>15 Marks</b> iv. Executed a single project Rs. 751 Cr or more in last 5 years: <b>20 Marks</b>	20
3	Experience of construction of Green Building (GRIHA 5/4/3 Star Rating Platinum/Gold/Silver LEED Rating, Platinum/Gold/Silver IGBC rating.	Completion of at least 2 projects with GRIHA 5 Star rating /LEED Platinum / IGBC Platinum: <b>10 Marks</b> Completion of 1 project with GRIHA 5 Star rating/LEED Platinum/IGBC Platinum or 2 nos. of projects with GRIHA 4 Star rating/LEED Gold/IGBC Gold: <b>05 Marks</b>  Completion of 1 project with GRIHA 4 Star rating/LEED Gold/IGBC Gold or 2 projects with GRIHA 3 Star rating/ LEED Silver/IGBC Silver: <b>03 Marks</b>	10

		Completion of 01 project with GRIHA 3 Star rating/LEED Silver/IGBC Silver: <b>02 Marks</b>	
4	Experience of having a minimum annual average turnover for the last three financial years, i.e., 2022-23, 2023-24, 2024-25.	300 Cr. and above Turnover: <b>05 Marks</b> Additional each 100 Crore turnover: <b>1 Mark (Maximum 5 Marks)</b> 100 Cr. positive net worth: <b>05 Marks</b>	15
5	Qualified Manpower on regular payroll with the Bidder for Civil, Architect and Electrical Works. a. BE/B. Tech or above in Civil Engineers	Civil Engineers 300 or more: <b>7 Marks</b> 200-299: <b>5 Marks</b> 100-199: <b>3 Marks</b> 50-99: <b>2 Marks</b> Up to 50: <b>0 Marks</b>	7
	b. BE / B.Tech. or above in Electrical Engineering for Electrical Engineers	Electrical Engineers 75 or more: <b>5 Marks</b> 51-74: <b>3 Marks</b> 10-50: <b>1 Marks</b> Upto 10: <b>0 Marks</b>	5
	c. B.Arch. or above for Architect (The list of manpower to be furnished by the bidder in the letter head of the company and signed by authorized Person of Company)	Architects 3 or more: <b>3 Marks</b> 1-2 : <b>2 Marks</b>	3
6	PSU having experience in Government Academic / Research / Educational Institute Infrastructure Projects across India	Appreciation / completion letter for each single project of worth Rs.150 Cr. : <b>2 Marks</b> For Maximum upto 05 appreciation / completion letter for five separate projects each worth Rs.150 Cr : <b>10 Marks</b>	10
7	Presentation about the organization, experience in the construction of high value projects (Technical presentation to be held at Syndicate Hall / CPGC Conference Hall, Ravenshaw University-will be intimated prior to the date of presentation)	<ul style="list-style-type: none"> <li>• Past similar projects with focus on special features and quality aspects (along with some photos/ppt.) and special project management techniques that might have been used to execute the project speedily and within initial budgeted cost: <b>5 Marks</b></li> <li>• The Applicant's philosophy / concept design towards this project with respect to the nature of typology, structure, orientation, kind of finishing, approaches for Green building, sustainability, energy efficiency/overall savings, safety measures, innovations etc: <b>5 Marks</b></li> <li>• Proposed detail Plan for execution, Methodology &amp; Approach towards QA, QC,</li> </ul>	20

		Planning, Execution, Completion & Handing over: <b>5 Marks</b> • Project management approach the Applicant plans to use for this project - project organization for PMC, responsibility of key personnel, etc.: <b>2.5 Marks</b> • Standard Transparency & Operating Procedure for Project execution: <b>2.5 Marks</b>	
	<b>Total</b>		<b>100</b>

Notes:

- a) Applicants should satisfy basic criteria of experience and other requirements as mentioned in pre-qualification criteria. Applicants should score at least 70 marks for being considered for opening of financial bid. The financial offers / Bids of unsuccessful applicants will be returned to the bidders without opening.
- b) Financial Evaluation: The financial proposals of the bidders qualifying for the technical evaluation shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

### 13. Bid Evaluation Process

- Combined Quality Cum Cost Based System (CQCCBS) will be followed during the overall process.
- The technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%.
- The technical points for each bidder will be calculated from the obtained technical score (as per clause 12 of the bid document) using the formula

$T \times 100 / T$  (High)

T= The total Technical Score awarded to the Bid

T (high) = The Technical Score achieved by the Bid that was scored best among all responsive Bids

- The financial points for each bidder will be calculated from their quoted financial bid using the formula financial points=  $C(\text{low}) \times 100 / C$

C (Low) = The lowest of all Evaluated Bid Prices among responsive Bids

C=Evaluated financial bid price for the bidder

- Evaluated Bid Score (B) will be calculated for each bid as following formula

$B = \text{Technical points (X)} + \text{Financial points (1-X)}$

Where

X= weightage for the Price as specified in the BDS i.e. 0.7

C=Evaluated financial bid price for the bidder i.e. 0.3

Note: In the event, both bidders secure the same marks after combined evaluation of both technical and financial bid and then selection will be made on the basis of higher average turnover for the last three financial years.

### 14. Clarification

Any Applicant seeking any clarification with regard to the RFP may write to authority, at Registrar, Ravenshaw University, Cuttack. All e-mail queries or clarification requests should be received on or before the last date for receiving queries, as specified in the RFP Schedule.

Authority shall make reasonable efforts to respond to the queries or requests for clarifications on or before the date mentioned in the RFP Schedule. Authority's responses (including an explanation of the query but not identification of its source) will be made available to all the Applicants and shall be uploaded on Website. It shall be the responsibility of the Applicants to check Authority's Website for the responses to the queries or requests for clarifications.

Authority may, but shall not be obliged to, communicate with the Applicants by e-mail, notice or any other means it may deem fit about the issuance of the clarifications.

Authority reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken to be or read as compelling or requiring Authority to respond to any query or to provide any clarification. Authority may of its own initiative, if deemed necessary, issue clarifications to all the Applicants. Verbal clarifications and information given by Authority or any other person for or on its behalf shall not in any way or manner be binding on Authority.

Queries in writing should be sent to Authority by the date and time specified in RFP schedule at the address given in Notice. The queries shall also be mailed to email ID-[registrar@ravenshawuniversity.ac.in](mailto:registrar@ravenshawuniversity.ac.in).

The clarifications will be uploaded on Website(s) and shall form part of the RFP.

#### **15. Amendment of RFP**

- a. The Authority may, at its sole discretion, whether on its own initiative or in response to any query or clarification sought in writing by an Applicant, modify the RFP by issuing an addendum at any time prior to the Application Due Date.
- b. Any modification to the RFP shall be made by the Authority only through the issuance of an Addendum or Corrigendum.
- c. Any Addendum / Corrigendum issued by the Authority before the Application Due Date shall constitute an integral part of the RFP and shall be duly published on [www.ravenshawuniversity.ac.in](http://www.ravenshawuniversity.ac.in).
- d. Each Addendum / Corrigendum shall be binding on all Applicants, irrespective of whether or not the Applicants acknowledge or convey acceptance thereof, and the Authority shall assume no responsibility whatsoever for non-receipt of any Addendum / Corrigendum by any Applicant.
- e. The Authority may, at its sole discretion, extend the Application Due Date to enable prospective Applicants to consider any Addendum / Corrigendum issued and prepare their Applications accordingly.
- f. No oral statement, clarification, or information provided by the Authority or its advisors, including during any meeting, shall amend, modify, or otherwise alter the RFP. Any changes to the RFP shall be made only through a written Addendum/Corrigendum issued by the Authority.
- g. The Authority may, at its discretion, issue a revised RFP incorporating all amendments and changes agreed by the Authority, on or before the date specified in the RFP Schedule. If issued, the revised RFP shall be final and binding, and the Authority shall not entertain any deviations from the revised RFP at the time of submission of Applications or thereafter.



- h. The Authority shall assume that the Applicant has taken into account all information contained in, and provisions of, the revised RFP, if issued. The Authority shall not be responsible for any failure of an Applicant to submit its Application in accordance with the revised RFP, nor for any loss or consequences suffered by the Applicant as a result thereof.

#### 16. RFP Document

- a. The cost of the RFP document is **Rs. 10,000/- (Rupees Ten Thousand only)**, payable by Demand Draft drawn in favour of "Ravenshaw University", payable at Cuttack. The Demand Draft shall be **non-refundable** and must be submitted along with the Bid/RFP.
- b. Bidders shall submit, along with their Bids, an Earnest Money Deposit (EMD) of **₹1,00,000/- (One Lakhs only)** in the form of a Bank Draft (as per the format specified in this RFP) issued by any scheduled bank in favour of "Ravenshaw University", payable at Cuttack. The EMD shall be valid for **90 days** from the due date of the tender/RFP and must be submitted along with the General Bid.
- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The EMD of all unsuccessful bidders shall be refunded by the University within **60 days** from the date of notification of their unsuccessful status. The EMD of the successful bidder shall be returned upon submission of the Performance Guarantee.
- e. The Agency shall submit an irrevocable Performance Guarantee/Security equal to **3% (Three per cent)** of the Supervision Charges value for due performance and fulfillment of all terms and conditions of the contract. The Performance Guarantee shall be **furnished to University and shall be submitted before signing the Agreement with the University**. The Performance Guarantee may be in the form of an Account Payee Demand Draft, Bank Guarantee (including e-Bank Guarantee), or Fixed Deposit Receipt (FDR). The Performance Guarantee shall be released after successful completion of the project and its handover.

#### 17. Special Instruction for preparation of the proposal

- a. Language: The Bid and all supporting documents, as well as all correspondence exchanged between the Bidder and the University shall be prepared and submitted in English language only.
- b. Currency: Bidders shall express the price of their Financial Proposal in Indian Rupees (INR) only. All payments under the contract shall be made in Indian Rupees (INR) only.
- c. All Bidders are required to submit their proposal in accordance with the guidelines set forth in this RFP. In order to promote consistency among proposals and minimize potential misunderstandings regarding interpretation of proposals by Authority, the format in which bidders have to specify the fundamental aspects of their Proposal have been outlined in this RFP.
- d. The Technical Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder, and any such corrections must be duly initialed by the Authorized Representative of the Bidder; the Financial Proposal shall not contain any overwriting. The Bid shall be typed or written in clear English, signed and

stamped on each page by the Authorized Representative, and all pages shall be serially numbered and properly indexed. The Authority's decision regarding compliance with these requirements shall be final and binding.

- e. In preparing their Proposal, Bidders are expected to examine in detail all documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal. Bidders must ensure that they provide all information as sought by the Authority; failure to do so shall render the Proposal non-responsive. The Bidder shall also submit, along with the Proposal, a copy of this RFP with the initials of the Authorized Signatory and the stamp of the Bidder on each page, indicating acceptance of all terms and conditions of the RFP.
- f. It shall be deemed that prior to submission of the Proposal, the Bidder has made a complete and careful examination of the terms and conditions, requirements, and other information set forth in this RFP; has received all relevant information requested from the Authority; and has made a thorough examination of the various aspects of the Project.
- g. No change or addition to a Proposal shall be accepted after the Bid Due Date. However, the Authority reserves the right to seek additional information or clarifications from the Bidders during the course of evaluation, if deemed necessary. In the event of non-submission, incomplete submission, or delayed submission of such information or clarifications, the Proposal shall be evaluated solely on the basis of the information available with the Authority.
- h. The Authority shall not be liable for any mistake, error, or omission committed by the Bidder in respect of the above.
- i. Authority reserves the right to reject any or all proposals without assigning any reason(s) thereof.
- j. The Authority reserves the right to terminate the Bidding Process at its sole discretion, without assigning any reason, by intimating the Bidders who have submitted their Proposals.
- k. The Authority reserves the right to verify any or all information furnished by the Bidder. The Bidder shall, upon request, provide all necessary documents and supporting evidence to the satisfaction of the Authority.
- l. Notwithstanding anything contained in this RFP, if any claim made or information provided by the Bidder in the Proposal, or in response to any subsequent query by the Authority, is found to be incorrect or constitutes a material misrepresentation of facts, the Proposal shall be liable to be rejected.
- m. The Bidder shall be responsible for all costs incurred in the preparation and submission of the Proposal. The Authority shall not be liable for any such costs, irrespective of the conduct or outcome of the Bidding Process.

#### **18. Authentication of Bid**

The Bid shall preferably be printed through a computer and shall be signed by a person duly authorized by the Bidder through a Power of Attorney or authorization letter, duly executed in the format set forth in Annexure-3 (if applicable). The person signing the Bid



shall initial all pages of the Bid. An attested copy of the resolution of the Board/Management Committee (or of the Director in case of a Company, or of the governing body in case of a Society/Cooperative Society) authorizing participation in the Bid must be enclosed.

#### **19. Submission of Technical Proposal / Bid**

The envelope (A-4 Size) containing Technical Proposal / Bid shall be sealed and superscripted as- "Technical Proposal / Bid" for Engagement of State PSU / Central PSU / Departmental Undertaking as PMC For **"Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha"**

- a. Bidders are required to submit Technical Proposal/ Bid as per the prescribed format as provided in Annexure of the RFP Document. Submission of wrong form of technical proposal will result in the rejection of the bid. The Technical Proposal shall provide the information indicated in the following Para using the attached Standard Forms as per Annexure.

#### **20. Submission of Financial Proposal / Bid**

The envelope (A-4 Size) containing the Financial Proposal / Bid shall be sealed and superscripted as "Financial Proposal / Bid for Engagement of State PSU / Central PSU / Departmental Undertaking as PMC For **"Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha"**.

- The Financial Proposal shall be prepared using the prescribed standard format specified in the RFP.
- The Financial Proposal shall not contain any conditions. Conditional financial proposals shall be summarily rejected.
- All information must be legible. Where amounts are given in figures, the same shall also be stated in words. In case of discrepancy between figures and words, the higher amount shall be considered as correct.
- The Financial Proposal/offer price shall be submitted as per Annexure-9.

#### **21. Preparation of Bids**

Bidders should take into account all clarifications / corrigendum / addendums to the RFP document published before preparation and submission of their proposals.

- a. Bidders should go through the RFP Document carefully to understand the requirements to be submitted as part of the bid.
- b. Please note the number of envelopes / packets in which the bids have to be submitted, the number of documents, including the names and content of each of the document that need to be submitted.
- c. Any deviations from these may lead to rejection of the bid.

## 22. Submission of Bids

The bids shall be submitted through SPEED POST / REGISTERED POST under two envelopes/packets system i.e., viz., Technical Proposal / Bid (Envelope-I) and financial Proposal/Bid (Envelope-II) and both the Envelopes (I & II) will be incorporated in a single Envelope (Full Scape size).

- a. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submission.
- b. The proposals submitted through any other mode shall not be considered and will be out rightly rejected.
- c. No correspondence will be entertained in this matter.

### Envelope-I (A-4 size) Technical Bid:

- i. RFP Document Fee and Bid Security as applicable.
- ii. Refer Eligibility Criteria & Para-8 and 11 of the RFP, submit all the documents accordingly.
- iii. Signed copy of the RFP.
- iv. All required Annexures as well as other relevant documents (if any).

### Envelope-II (A-4 size) Financial Bid:

The Annexure-09 as specified for Financial Bid of this RFP has to be furnished by the Bidder.

## 23. Modification Withdrawal of Proposal / Bids

- a. Bids once submitted shall not be modified or withdrawn during the period between the Bid Due Date and the expiry of the Bid validity period. In case a Bid is withdrawn or modified during this period, the Authority shall have the right to forfeit the Bid Security / EMD and/or take such other action as may be deemed appropriate.

## 24. Last Date of Submission of Bid

- a. The Bids must be received at the specified address, latest by the Bid Due Date for submission of Bids as specified in RFP.
- b. In the event of the specified date which is stipulated as the Bid Due Date is declared as a holiday, the Bids will be received up to the appointed time on the next working day.

## 25. Late Bids

- a. Any Bid received after the Bid Due Date prescribed by Authority will be summarily rejected and returned unopened to the Bidder.
- b. Authority shall not be held responsible for any postal delay or non- receipt/non-delivery of any documents. No further correspondence in this regard shall be entertained by the Authority.

## 26. Opening of the Proposal

The Authority reserves the right to reject any Proposal that does not contain the information and/or documents as specified in this RFP.

### Stage1: Opening of Envelope-1 (Technical Proposal / Bid)

The documents submitted in Envelope-1 by the respective Bidders shall be opened at the Administrative Office, Ravenshaw University, on the date and time specified in the Bidder Data Sheet, and shall be examined and scrutinized to determine the non-responsive Proposals.

Determination of Responsiveness and Evaluation of Applications: Prior to the evaluation of Proposals, the Applications shall first be examined to determine their responsiveness to the requirements of the RFP.

The Authority shall determine whether each Proposal is responsive to the requirements of the RFP.

- I. An Application shall be considered responsive only if:
  - a) The Application and all documents specified in the RFP are submitted in the prescribed format.
  - b) The Application is received on or before the Application Due Date, including any extension thereof.
  - c) It is duly signed, sealed, and marked in accordance with the provisions of the RFP.
  - d) It contains all information and documents requested in the RFP and are complete in all respects.
  - e) It does not contain any conditions or qualifications.
- II. The Authority shall evaluate the Applications to determine their responsiveness. Only those Applications that satisfy the eligibility criteria and the Qualification Criteria specified in the RFP shall be considered responsive.
- III. If any Applicant is found to be disqualified in accordance with the terms of the RFP, or if the Application is found to be non-responsive, or the Applicant does not meet the eligibility criteria, the Application submitted by such Applicant shall be rejected, and the decision of the Authority in this regard shall be final and binding.
- IV. The Technical Committee may, if deemed necessary, seek additional information or clarifications from Applicants during the course of evaluation of the Applications. Non-submission, incomplete submission, or delayed submission of such information or clarifications within the time specified by the Authority or any of its agencies, consultants, or advisors may result in rejection of the Application. Where the Application is not rejected, the Authority may proceed to evaluate the Application based on its own interpretation of the available information, and the Applicant shall have no right to subsequently challenge such interpretation. All requests for clarification and responses thereto shall be in writing. Any clarification submitted by an Applicant other than in response to a request made by the Authority shall not be considered.
- V. For the purpose of determining whether an Applicant satisfies the eligibility and qualification criteria, the Technical Committee shall examine the documentary evidence submitted by the Applicant along with the Application, as well as any additional information provided by the Applicant in response to requests made by the Authority.
- VI. Where any information provided by an Applicant is found to be patently false or amounting to a material misrepresentation, Authority reserves the right to reject the Application.

Stage2: Opening of Envelope-2 (Financial Proposal)

After completion of the Technical Evaluation, the Authority shall prepare a list of technically qualified Bidder(s) whose Financial Proposals/Bids shall be opened. The Authority shall not entertain any query or request for clarification from Bidder(s) who fail to qualify at any stage of the Selection Process.

The Authority reserves the right to accept or reject any Proposal without assigning any reason. The Authority shall accept the Proposal/Bid that is determined to be the most suitable in terms of technical, commercial, and economic considerations.

The decision of the Authority on these matters shall be final and binding. The Authority further reserves the right to exercise the following rights without incurring any liability and without any obligation to inform the affected Bidder(s) of the grounds for such action.

- I. To accept or reject any or part of the RFP and/or any or all tenders without assigning any reason thereof.
- II. To not accept the lowest tender and without being required to assign any reasons for not accepting the lowest RFP.
- III. To discontinue, suspend, or not proceed further with the RFP or bidding process at any stage without assigning any reason thereof.

#### **27. Letter of Award**

- a) After the selection of the Bidder, the result shall be published on the website of the University and communicated to the Selected Bidder within **seven (7) days** of selection. The Authority shall issue the Letter of Award (LOA) in duplicate to the Selected Bidder within **ten (10) days** of selection. The Selected Bidder shall sign and return the duplicate copy of the LOA within **seven (7) days** of receipt as an acknowledgment, which may also be accepted via email in addition to the offline mode to avoid delay.
- b) If the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it grants an extension, invite the next eligible bidder (L2) to execute the assignment at the price of L1. If negotiations with the L2 bidder fail, the Authority reserves the right to cancel the bidding process and re-invite fresh bids.

#### **28. Implementation and Contract Period**

The date on which the Agreement is signed between the University and the Selected Bidder shall be deemed as the "**Commencement Date**". The contract period shall be counted from the Commencement Date and shall remain in force for the duration specified in the Agreement, unless terminated earlier in accordance with the terms of the Agreement.

#### **29. Mobilization Period**

- a) The Agency shall be granted 10 (ten) calendar days from the date of signing the Agreement to mobilize the required resources as per the requirements of this RFP.
- b) The date on which the mobilization is completed, or 10 (ten) days from the date of signing the Agreement, whichever is earlier, shall be deemed as the "**Effective Date.**"

#### **30. Contract Negotiation**

- a) Contract negotiation, if required, will be held on a date, time and at an address intimated to the selected bidder(s).
- b) As a pre-requisite for attending the negotiations, the bidder shall confirm the availability of all proposed staff for the assignment.
- c) Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude the contract.
- d) Negotiations, if required, shall be carried out in accordance with the provisions of OGFR-2023.

#### **31. Award of Contract**

- Combined Quality Cum Cost Based System (CQCCBS) will be followed during the overall process.
- The technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%.
- The technical points for each bidder will be calculated from the obtained technical score (as per clause 12 of the bid document) using the formula

$T \times 100 / T$  (High)

T = The total Technical Score awarded to the Bid

T (high) = The Technical Score achieved by the Bid that was scored best among all responsive Bids

- The financial points for each bidder will be calculated from their quoted financial bid using

the formula financial points=  $C(\text{low}) \times 100/C$

C (Low) = The lowest of all Evaluated Bid Prices among responsive Bids

C=Evaluated financial bid price for the bidder

- Evaluated Bid Score (B) will be calculated for each bid as following formula

$B = \text{Technical points (X)} + \text{Financial points (1-X)}$

Where

X= weightage for the Price as specified in the BDS i.e. 0.7

C=Evaluated financial bid price for the bidder i.e. 0.3

Note: In the event, both bidders secure the same marks after combined evaluation of both technical and financial bid and then selection will be made on the basis of higher average turnover for the last three financial years.

### 32. Confidentiality

- a) Information related to the evaluation of proposals and recommendations regarding the award of the contract shall not be disclosed to any bidder or to any person not officially involved in the process, until the award of the contract is officially published.
- b) Any Consultant found to have improperly used confidential information related to the RFP process may have its proposal rejected. Such actions may also attract penalties as per the Client's anti-fraud and anti-corruption policy.
- c) During the execution of the assignment, the Consultant or its personnel shall not, without the prior written consent of the Client, disclose any confidential information acquired in the course of the contract to any person or entity.
- d) Any dispute in this regard will be dissolved within the jurisdiction of the Courts at Bhubaneswar.

### 33. Governing Laws and Jurisdiction

The Contract shall be construed and interpreted in accordance with and governed by the laws of India and the Hon'ble High Court of Orissa, Cuttack shall have jurisdiction over all matters arising out of or relating to the Contract/ Agreement.

### 34. Extension of period of validity

- a. In exceptional circumstances, Authority may solicit bidder's consent for an extension of the period of Bid validity. Any such request by Authority and the response thereto shall be made in writing and such extension of Bid validity period by the Bidder should be unconditional.
- b. A Bidder may refuse Authority's request for such extension without forfeiting the Bid Security.
- c. A Bidder accepting the request of Ravenshaw University shall not be permitted to modify its Bid.

By Order of Vice Chancellor

  
Registrar  
Ravenshaw University  
Cuttack

Memo No. 2019 Date. 27-05-2026

Copy to Assistant Professor in charge of Website with a request to upload in the University Website / Professor in charge of Development & Mahanadi Campus / COF / Development Section / Office of the Registrar / PA to Vice Chancellor for kind information of Vice Chancellor.

  
Registrar  
Ravenshaw University  
Cuttack

## ANNEXURE-1

### FORMATFORCOVERINGLETTER

(On the Letter head of the Applicant)

To

The Registrar,  
Ravenshaw University,  
College Square,  
Cuttack-753003

Ref. Request for Proposal for Engagement of State PSU / Central PSU / Departmental Undertaking as PMC For **"Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha"**

Sir, I, the undersigned offer to participate in the tender process in accordance with your RFP Notice No. Date\_\_\_\_we are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes. Further I/we undertake the following:

1. Being duly authorized to represent and act on behalf of [hereinafter referred to as "the Applicant"] and having reviewed and fully understood all of the information provided in the RFP document provided by the Authority in respect of the captioned RFP, the undersigned hereby submits the Applications in response to the RFP.
2. I/We have studied the RFP document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the RFP Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid RFP.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the RFP Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the RFP Document or in any of the subsequent communication issued by the Authority. I/we would be solely responsible for any errors or omissions in our application.
8. I/We understand that any omission, commission or misstatement in facts provided by us will make our application invalid at any time during the RFP Process and also after the RFP; the Authority reserves the right to take appropriate action accordingly.

9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the RFP Process without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the RFP of Agencies, or in connection with the RFP Process itself in respect of the abovementioned activities and the terms and implementation thereof.
11. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.
12. I/We submit cost of RFP document of Rs. \_\_\_\_\_ /-[Rupees \_\_\_\_\_ only vide (DD No. \_\_\_\_\_ date \_\_\_\_\_ name of bank \_\_\_\_\_) to the Authority in accordance with the RFP Document.
13. I/We submit EMD (Earnest Money Deposit) of Rs. \_\_\_\_\_/- [Rupees \_\_\_\_\_ only vide (DD No. \_\_\_\_\_ date \_\_\_\_\_ name of bank \_\_\_\_\_) to the Authority in accordance with the RFP Document.
14. I/We submit bid declaration in accordance with the RFP Document.
15. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in My/Our Application, I/We hereby represent and confirm that My/Our Application is qualified and unconditional in all respects.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



## ANNEXURE-2

Sl.No.	Description	Particulars
1	Name of the Applicant	
2	Status (State PSU/Central PSU/Departmental Undertaking etc.)	
3	Office Address with pin code	
4	Contact person (Management)	
5	Contact number	
6	Mobile No.	
7	Email Id	
8	Organization website address	
9	Year of incorporation (Certificate of Registration to be furnished)	
10	Details of PAN (Copy of PAN Card to be furnished)	
11	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
12	Contact person Name & Address	
13	Contact person Mobile/telephone no	
14	Contact person email ID	
15	Any other relevant information	

### Check list for Minimum Eligibility Criteria

Sl. No.	Category	Description	Remarks	Submitted	
				Yes	No
1	Technical	The bidder should be a State Government PSU/Central Government PSU Departmental undertaking.	Registration Certificate		
2	Technical	The bidder should have a track record of providing 15 years' experience in Construction activities like Building, Bridge, Road etc.	Completion Certificates		
3	Technical	The bidder should have successfully completed at least one project costing not less than Rs.150.00 Crore in last Five years.	Project Completion report		
4	Technical	The bidder must have requisite & adequate qualified Technical & Non- Technical Manpower for implementation of Civil Construction Projects.	List of Staffs		
5	Technical	The bidder should not have been black listed Self by any Govt. Organization or Government Institution or Government PSUs etc.	Self-Declaration Affidavit in Annexure-8		
6	Technical	The PMC will ensure that the contractors engaged by them will submit the copy of following documents before execution. Registration under Labour Law Registration with Employee's Provident Fund Organization	Self-Declaration		

7	Technical	The bidder or the authorized representative should not have been convicted in last five years or any charge should not have been filed for an offence involving moral turpitude in respect of which proceedings pending before any court of law or judiciary.	Self-Declaration Affidavit in Annexure-6		
8	Technical	The bidder should be an assessed under Income Tax Act and Goods and Services Tax Act	Copies of PAN, GSTIN, IT Returns of last 3 years		
9	Financial	The bidder should have a minimum Annual average turnover of Rs.300 Crore for last 3 years	Turnover Certificate by CA		
10	Financial	The bidder shall furnish an alternative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior current or proposed agreement/engagement with client	Prescribed Self declaration form from the Bidder		
11	Financial	The bidder should have a positive Net Worth of Rs.100 Crore.	Net worth Certificate by a CA Firm		
12	Financial	Self-Declaration that the bidder has no Relative in the organization.	Self-Declaration		

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



ANNEXURE-3

FORMAT OF POWER OF ATTORNEY FOR APPOINTING SIGNATORY  
(On Requisite Stamp Paper)

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT:

We, \_\_\_\_\_, a Company/Partnership Firm/Proprietorship Firm duly incorporated/registered under the provisions of the \_\_\_\_\_ Act, having our Registered Office at \_\_\_\_\_ (hereinafter referred to as the "Company/Firm"), are participating in response to the Invitation for Expression of Interest (RFP) for:

"Engagement of State PSU / Central PSU / Departmental Undertaking as PMC For **Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha**" And whereas the Company/ Firm is desirous of authorizing a competent representative to act on its behalf for all matters relating to the submission of the Application and subsequent processes connected with the said RFP;

Now, therefore, we do hereby nominate, constitute, and appoint Mr. / Ms.

\_\_\_\_\_, Son / Daughter / Wife of \_\_\_\_\_, residing at \_\_\_\_\_, presently holding the designation of \_\_\_\_\_ in the Company/Firm, as our true and lawful Attorney and Authorized Signatory (hereinafter referred to as the "Attorney"), so long as he/she remains in the employment/association of the Company/Firm, with full power and authority to do and execute the following acts, deeds, and things in our name and on our behalf:

1. To sign, submit and deliver the Application, technical proposal, financial proposal, affidavits, undertakings, declarations, and all other related documents in response to the aforesaid RFP.
2. To seek clarifications, respond to queries, furnish additional information, and make modifications or corrections, as may be required by the Higher Education Department or any competent authority.
3. To attend and participate in meetings, pre-bid conferences, discussions, negotiations, and presentations with the Authority, Government Departments, Committees, or any other agencies concerned.
4. To receive communications, notices, instructions, and correspondence from the Authority, Independent Engineer, or any other entity connected with the Project.
5. To sign and execute contracts, agreements, memoranda of understanding, undertakings, declarations, and all ancillary documents, including the Agreement for PMC services and any amendments, variations, or modifications thereto, upon acceptance of our Application.
6. To perform all acts necessary, incidental, or ancillary for the effective participation in the bidding process and for execution and implementation of the Project.

The Company/Firm hereby undertakes to ratify and confirm all lawful acts, deeds, and things done or caused to be done by the said Attorney pursuant to this Power of Attorney.

This Power of Attorney shall remain valid and effective until revoked in writing by the Company/Firm.

IN WITNESS WHEREOF, the Company/Firm has executed this Power of Attorney on this day

of \_\_\_\_\_, 20.

For and on behalf of

\_\_\_\_\_  
(Name of the Company/Firm)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
(Director/Partner/Proprietor/Authorized Signatory)

Company Seal

Witnesses:

1. Signature: \_\_\_\_\_  
Name & Address: \_\_\_\_\_
2. Signature: \_\_\_\_\_  
Name & Address: \_\_\_\_\_

Instructions:

1. Execution of Power of Attorney

The Power of Attorney must be executed as per the applicable law and the Applicant's charter documents (such as Memorandum & Articles of Association, Partnership Deed, etc.).

If required, it should be executed under the Common Seal of the Company/ Firm in accordance with the prescribed procedure.

2. Supporting Documents

The Applicant shall submit relevant supporting documents, such as:

- o Extract of charter documents;
- o Board Resolution /Shareholders' Resolution; or
- o Prior Power of Attorney,

Authorizing the person who has signed the Power of Attorney.

3. If Executed Outside India

If the Power of Attorney is issued outside India, it must be notarized in that country and legalized by the Indian Embassy/Consulate.

However, if issued in a country that is a signatory to the Hague Convention, it is not required to be legalized by the Indian Embassy, provided it carries a valid Apostille certificate.



ANNEXURE-4

Summary of Technical experience List

of Completed projects:

Sl. No.	Name of Project	Client/Agency	Period	Total Contract Value	Remark
1					
2					
3					
4					
5					

Note:

1. Supporting document with respect of each work experience to be furnished by the applicants.
2. Supporting documents stating the Applicant has the requisite man power and list of plant and machinery for undertaking the Project.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



**ANNEXURE-5**

Summary of Financial Strength  
(To be duly certified by CA)

Sl. No.	Financial Year (Last three FY)	Turnover of firm/company in INR	Average Annual Turnover For Last three FY
1			
2			
3			

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



ANNEXURE-6

UNDERTAKING WITH REGARD TO NON-CONVICTION OF ANY OFFENCE INVOLVING MORAL TURPITUDE IN LAST 5 YEARS OR NON-FILING OF ANY CHARGE FOR AN OFFENCE INVOLVING MORAL TURPITUDE BEFORE ANY COURT OR JUDICIARY

(On the Stamp Paper of appropriate value in the shape of an affidavit from the Notary)

I/We M/S \_\_\_\_\_ (name and address of the registered office) hereby certify, confirm and undertake that our company/firm/enterprise/ or any of our promoter(s)/director(s)/ partner(s)/authorized representative have not been convicted for an offence involving moral turpitude in the last 5 years, moreover, no charge has been filed against any of us for an offence involving moral turpitude in respect of which proceedings are pending before any court of law or judiciary.

In addition, we confirm that there is no proceeding pending against any of us as on the date of submission of Bid with regard to any civil, criminal or tax liability. (Please refer Note below)

We further confirm that we are aware that our bid for the captioned tender would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of the bidding process or thereafter during the agreement period.

Dated this day of 2026.

<Name of the Bidder>

<Signature of the Authorized person>

<Name of the Authorized Person>

NOTE: Bidders are required to provide details of proceedings against them as on the date of submission of Bid with regard to any civil, criminal or tax liability and this will be taken to account during technical evaluation of the Bids.

ANNEXURE-7

ANTI-COLLUSION CERTIFICATE  
(on letter head of Bidder)

1. We certify that this Proposal is made in good faith and that we have not fixed or adjusted the amount of the Proposal by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not, before the award of any contract for the work:

i. a. Communicate to any person other than the Authority /or person duly authorized by it in that behalf the amount or approximate amount of the Proposal, or Proposed Proposal.

b. Enter into any agreement or arrangement with any person that they shall refrain from bidding; they shall withdraw any Proposal once offered or vary the amount of any Proposal to be submitted.

ii. Pay, give or offer to pay or give any sum of money or other valuable Considerations directly or indirectly to any person for doing or having done or having caused to be done in relation to any other Proposal or proposed Proposal for the work, any act or thing of the sort described at (i)(a) or (i)(b) above

2. We are not part of any "Anti-competitive practice" such as collusion, bid rigging or anticompetitive arrangement or any other practice coming under the purview of The Competition Act, 2002 as amended from time to time, between two or more bidders, with or without the knowledge of the Director of Horticulture, the Authority, that may impair the transparency, fairness and the progress of the bidding process or to establish bid prices at artificial, non-competitive levels,

3. In this certificate, the word "person" includes any persons or anybody or association, corporate or unincorporated; "any agreement or arrangement includes any transaction, formal or informal and whether legally binding or not, in relation to which this Proposal is made.

Dated this Days of 2026

Name of the Bidder

Signature of the Authorized Representative

Name of the Authorized Representative

Date of receipt of RFP

ANNEXURE-8

SELFDECLARATION OF NOT BEING BLACKLISTED/INELIGIBLE

(On the Stamp Paper of appropriate value in the shape of affidavit from the Notary regarding in eligibility of the Bidder and not being back listed)

I/we, M/S \_\_\_\_\_ (name and address of the registered office) hereby certify, confirm and undertake that our company/firm/enterprise/ or any of our promoter(s)/director(s)/partner(s) have not been debarred/ blacklisted in the last 5 years by Government of Odisha/any Entity/Department/Public Sector Undertakings (PSUs) of Govt. of Odisha /any other State Governments/their entity/Departments/ PSUS or Central Government or its entity/department/PSUs or their agencies in India or from abroad from participating individually or as member Project, either of consortiums as on the (Bid Submission Date).

We further confirm that we are aware that our bid for the captioned tender would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of the bidding process or thereafter during the agreement period.

Dated this \_\_\_\_ day of \_\_\_\_ 2026.

<Name of the Bidder>

<Name of the Authorized Person>

<Name of the Authorized person>

<Name of the Authorized person>Notarized



ANNEXURE-9

(Format of Financial Bid)

(On the Letterhead of the Applicant)

To

The Registrar  
Ravenshaw University,  
College Square,  
Cuttack-753003

Ref. Request for Proposal for Engagement of State PSU / Central PSU / Departmental Undertaking as PMC For "Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha".

Dear Sir

I/we, the undersigned, am/are pleased to provide our financial proposal / Bid in respect to Engagement of State PSU / Central PSU / Departmental Undertaking as PMC For "Construction of one International Center for Learning and Universal Diversity in Education Building and Repair & Renovation works under MERU component of PM-USHA, Construction of one 100 seated hostel for Foreign Students and similar other projects of the Ravenshaw University, Main Campus / Mahanadi Campus, Cuttack, Odisha" as provided with your Request of Proposal No. Having gone through RFP and having fully understood the Scope of Work with Term and Conditions for the assignment as set out in the RFP we are pleased to quote the amount against the proposed assignment as per the following table.

**OFFER PRICE**

Name of the assignment	In figure	In Words
	Service Charges (Excluding GST)	

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, upto expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the RFP and do hereby under take to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



ANNEXURE-10

(Bank Guarantee Format for furnishing EMD)

Whereas..... (hereinafter called the "tenderer")  
has submitted their offer dated.....for the  
supply.....

.....(hereinafter called the "tender") against purchaser's tender enquiry  
No..... of KNOW ALL MEN by these presents that  
WE..... of..... having our registered office  
at.....are bound unto.....

(hereinafter called the "Purchaser) in the sum of..... for which payment  
will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns  
by these presents. Sealed with the Common Seal of the said Bank this.....day  
of.....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:(1)(2)if the tenderer  
withdraws or amends, impairs or derogates from the tender in any respect within the period of  
validity of this tender. If the tenderer having been notified of the acceptance of his tender by the  
Purchaser during the period of its validity: - a) If the tenderer fails to furnish the Performance  
Security for the due performance of the contract. b) Fails or refuses to accept/execute the  
contract. WE undertake to pay the Purchaser up to the above amount upon receipt of its first  
written demand, without the Purchaser having to substantiate its demand, provided that in its  
demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence  
of one or both the two conditions, specifying the occurred condition or conditions. This guarantee  
will remain in force up to and including 45 days after the period of tender validity and any demand  
in respect thereof should reach the Bank not later than the above date. Our branch  
at.....\* (Name and address.....\*of the branch) 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.....\*branch a written claim or  
demand and received by us at our

.....\* 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 and address of the Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for  
purchase of goods or at the concerned district headquarters or the State headquarters.

Format for PBG/PS as Annexure-II

Model Bank Guarantee Format for Performance Security

To  
Registrar  
Ravenshaw University,  
College Square, Cuttack

WHERE AS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to supply ..... (description of goods and services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 supplier, 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 supplier 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 supplier 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 supplier 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 guarantee shall be valid until the .... day of ....., 20..... Our..... branch at .....\* (Name & Address of the .....\* branch) 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 .....\* branch a written claim or demand and received by us at our .....\* 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)

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

\*Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.