



**DISTRICT ADMINISTRATION, SAMBALPUR**

Notice No- 285 / TDO,SBP

Date: 02.04.2026

**REQUEST FOR PROPOSAL FOR**  
**SELECTION OF AN AGENCY FOR ESTABLISHING AND**  
**INSTITUTIONALIZING SAFE AND SUSTAINABLE SOLID WASTE MANAGEMENT**  
**PRACTICES IN AND AROUND HIRAKUD TOURIST DESTINATION OF**  
**SAMBALPUR DISTRICT, ODISHA**

District Administration, Sambalpur invites proposals from reputed and experienced agencies in the field of solid waste management for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around Hirakud Tourist Destination of Sambalpur District, Odisha. Interested agencies fulfilling the prescribed eligibility criteria may participate in this tender process and submit their proposals. The detailed **Request for Proposal (RFP)** document can be obtained from Tourism Development Office, Sambalpur from **11:00 AM of 02.04.2026 to 02:00 PM of 13.04.2026**.

The **last date of receipt of technical and financial bids** is **15.04.2026 up to 05:00 P.M** and the **bids will be opened on dated 17.04.2026 at 11 AM** in the presence of the bidders or their authorized representatives. Further details, including any **addendum, corrigendum or cancellation notice**, shall be published by District Administration, Sambalpur.

District Administration, Sambalpur reserves the right to cancel this invitation and/or issue a fresh RFP with or without amendments, without any liability or obligation and without assigning any reason thereof. District Administration also reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

**Sd/-**  
**Collector & DM, Sambalpur**

RFP No.....

Date:.....



## REQUEST FOR PROPOSAL

**Selection of an agency for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around Hirakud Tourist Destination of Sambalpur District, Odisha**

**DISTRICT ADMINISTRATION, SAMBALPUR**

**Website: [sambalpur.odisha.gov.in](http://sambalpur.odisha.gov.in)**

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## **SECTION- I: LETTER OF INVITATION**

## INVITATION FOR REQUEST FOR PROPOSAL (RFP)

**Notice No.: 285/TDO,SBP**

**Date:02.04.2026**

District Administration, Sambalpur, (the “Authority) invites proposal from reputed agencies for “Establishing and Institutionalising Safe and Sustainable Solid Waste Management Practices in and around Hirakud Tourist Destination of Sambalpur District, Odisha.”

This tender is invited by **District Administration, Sambalpur** through an **online tendering process**. The proposal must be submitted in **physical form (hard copy)** as specified in this tender document. The detailed address for submission, along with the procedure to be followed, is provided in the relevant section of this RFP.

### DETAILS OF TENDER

Sl. No	Name of Project	Approx. Project Cost (₹)	Bid Security (₹)	Cost of RFP (₹)	Pre-Bid Meeting	Last Date & Time for Submission
1	Institutionalising Safe and Sustainable Solid Waste Management Practices in and around Hirakud Tourist Destination of Sambalpur District, Odisha	₹ 8,92,96,800/-	₹2,00,000/-	₹10,000/-		

### KEY INSTRUCTIONS

- **Right to Modify Schedule:** The Department reserves the right to modify the tender schedule, which shall be notified on the official website and notice board.
- **Access to RFP Document:** Interested agencies may obtain the RFP document from the office of District Administration, Sambalpur.
- **Submission Mode:** Proposals must be submitted in offline mode by registered post/speed post/by hand
- **Public Holiday Clause:**  
If the submission or opening date falls on a public holiday, it shall be shifted to the next working day at the same time.

- **Rejection of Bids**

- **Negative Bids:** Any Financial Proposal quoting a negative value or amount shall be treated as non-responsive and rejected outright without further evaluation.
- **Right to Accept or Reject Proposals:** The Department reserves the absolute right to accept or reject any or all Proposals, in whole or in part, at any stage of the bidding process, without assigning any reason and without incurring any liability to the Bidders.

- **Eligibility Conditions**

The Bidder shall be a single legal entity registered in India as:

- Society (Societies Registration Act, 1860), or
- Trust (Indian Trusts Act, 1882)
- Consortium / JV / Association of Bidders is not permitted.

- **Data Sheet**

Sr No	Activity Description	Details
1.	Name of the RFP	<b>Selection of agency for Institutionalizing Safe and Sustainable Solid Waste Management Practices in and around Hirakud Tourist Destination of Sambalpur District, Odisha.</b>
2.	Type of RFP	Open Tender
3.	Mode of tendering	Hard copy submission
4.	Method of Selection	Quality Cum Cost Based Selection (QCBS) Technical: Financial 70:30
5.	Bid Validity Period	180 days
6.	Deadline for Submission of Pre-Bid Queries	.....2026
7.	Pre-Bid Meeting	.....2026
8.	Issue of responses to pre-bid queries, addendum / corrigendum, if required	.....2026
9.	Contact Details for submission of pre-bid queries	
10.	Bid Start Date	<b>02.04.2026</b>
11.	Last date & time for submission of RFP document	<b>15.04.2026 at 05.00 PM.</b>  Bids shall be submitted through registered/speed post/by hand/courier service only at the address mentioned

Sr No	Activity Description	Details
		below: <b>Tourism Development Office, Sambalpur Near Bhutapada Chowk, Panthanivas Complex, Sambalpur-768001</b>
12.	Date of opening of Technical Proposal	<b>17.04.2026</b>
13.	Date of Technical presentation of Eligible Bidders	<b>17.04.2026</b>
14.	Opening of financial proposals of Eligible Bidders	<b>To be intimated to the eligible bidders later.</b>
15.	Signing of agreement	Within 07 days of acceptance of LoA
16.	Bid Processing Fee (Non-Refundable)	<b>Rs. 10,000/- (Rupees Ten Thousand only)</b> Demand Draft drawn only in favor of <b>Tourist Officer, Sambalpur</b> ”, payable at Sambalpur.
17.	Earnest Money Deposit (EMD)	The bidder shall deposit Earnest Money of <b>INR 2,00,000/-(Rupees Two Lakhs only)</b> through Demand Draft drawn in favor of <b>“Tourist Officer, Sambalpur”</b> , payable at Sambalpur.
18.	Address of Tendering Authority	Tourism Development Officer, Sambalpur

- *RFP can be obtained from:* Tourism Development Office, Sambalpur
- *Subsequent corrigendum, if required, shall be published later.*

**Sd/-  
Collector & DM, Sambalpur**

## **DISCLAIMER**

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the selected Agency, as the case maybe, to provide the Services and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

## **SECTION- II: INSTRUCTIONS TO BIDDERS**

## 1. ELIGIBILITY CRITERIA

### a. General Eligibility Criteria:

- i. The applicant for this contract shall be an NGO / Trust/ registered under relevant law. Appropriate documents supporting their incorporation / registration status must be submitted along with the proposal.
- ii. The bidders must submit valid GSTIN, PAN, Certificate of Incorporation.
- iii. Consortiums / Joint Ventures are not allowed.
- iv. Applicants may have been registered anywhere in India and should have a local/ Project office in Odisha. (*Proof of establishment in the form of copy of RoR/Agreement/Address to be given*)
- v. Bidder must have 7 years of experience in Solid Waste Management (SWM), with a minimum of 5 years in processing and treatment of waste in India.
- vi. The bidder should have successfully completed at least three projects of similar expertise [*Agreement/ Completion certificates of the projects need to be produced*]
- vii. The bidder should have at least three similar experiences in working with ULBs in Odisha. (*Work Completion certificate or work order need to be produced*)
- viii. Applicant must not have been blacklisted by Govt. of India or States / Central or State PSU as on the date of submission of the bid. Self-certification to this aspect must be provided in the technical proposal.
- ix. The applicant shall have an average annual turnover of at least Rs. 10 Crore with positive net worth or more for the year, 2022-23, 2023-2024, 2024-2025 (*Audited balance sheet and CA certified average turnover certificate to be submitted*)
- x. The applicant should possess ISO Certification 9001:2015 and 14001:2015.

## 2. FORMAT AND SIGNING OF PROPOSAL:

The proposal shall be submitted in two parts:

### **Part A: Technical Proposal**

While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms

- a) Cover Letter for Technical Proposal (Form A)
- b) Bidders Profile (Form B)
- c) Bidder's Financial Capacity (Form C)
- d) Relevant Project Experience (Form D)
- e) Project Executed in Odisha on SWM (Form E)
- f) Team Composition (Form F)
- g) Format for CV (Form G)
- h) Proforma for Affidavit (Form H)
- i) Power of Attorney (Form I)

**Note:** *The Technical Proposal shall not include any Financial Information. The technical proposals shall be spiral/ hard bound*

### **Part B: Financial Proposal:**

In preparing the Financial Proposal, the bidders are expected to consider the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Form (Form J) and should be submitted strictly in the prescribed format. It should be sealed in separate envelope.

## 3. SUBMISSION OF PROPOSALS: PACKING, SEALING AND MARKING OF PROPOSALS

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidders name and address in the left-hand corner of the envelope and super scribed in the following manner.

**PART A: TECHNICAL PROPOSAL** for "Selection of an agency for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around HiraKud Tourist Destination" of Sambalpur District, Odisha

**PART B: FINANCIAL PROPOSAL** for “Selection of an agency for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around Hirkud Tourist Destination” of Sambalpur District, Odisha.

Both the envelopes must be packed in a bigger sealed outer cover and clearly super scribed with the following:

**TECHNICAL & Financial PROPOSAL “Selection of an agency for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around Hirkud Tourist Destination” of Sambalpur District, Odisha.**

The Bidders Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope. The envelopes shall be addressed to Collector & DM, Sambalpur, at the following Address:

**To,**

**The .....**

**Tourism Development Office, Sambalpur  
Sambalpur- 768001, Odisha**

#### 4. APPLICATION FEE

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “**Tourist Officer, Sambalpur**”, payable at Sambalpur for **INR 10,000/-** is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non-responsive and rejected outright

#### 5. BID SECURITY/EMD

Bid Security in the form of Demand Draft/Bank Guarantee from any scheduled Commercial Bank in favour of “of “**Tourist Officer, Sambalpur**”, payable at Sambalpur for **INR 2,00,000/-** is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The Bid Security submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

**Note:**

The Bid Security shall be forfeited:

- i. If a Bidder withdraws its Proposal during the period of validity of the proposal,  

or,
- ii. If the successful Bidder fails to execute the agreement or the work assigned.

#### 6. VALIDITY OF PROPOSAL

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

## 7. DOCUMENTS ACCOMPANYING THE PROPOSAL

### PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

- i. Non-refundable Application Fee of INR 10,000/-, in shape of DD from any scheduled commercial bank drawn in favour of “**Tourist Officer , Sambalpur**”, payable at Sambalpur.
- ii. Bid Security amount of **INR 2,00,000/- (India Rupees Two Lakhs only)** in shape of DD / bank guarantee from any scheduled bank drawn in favour of “**Tourist Officer , Sambalpur**”, payable at Sambalpur.
- iii. Copy of the PAN card & GST registration certificate.
- iv. Valid EPF and ESIC registration of Firm / Society/ company.
- v. Cover Letter as per the format in Form-A.
- vi. Bidders profile as per the format in Form-B.
- vii. Experience of the Applicant in Form-C and Form-D (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client must be submitted)
- viii. Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-E and F.
- ix. Annual Financial Statements of previous three financial years (2022-23,2023-2024,2024-2025)

### PART B (Financial Proposal)

The Bidder must submit the Financial Proposal as per the format in Form-J with proper signature and seal of the Bidder



## 8. DEADLINE AND MODE OF SUBMISSION OF PROPOSALS

Proposals filled in all respect must reach **Tourism Development Office, Sambalpur** at the address, time and date specified in Data Sheet of Bidding Schedule of the RFP document through Speed Post/ Registered Post/courier/by person only. If the specified date for the submission of Proposal is declared as a holiday for District Administration Sambalpur, the Proposals will be received up to the appointed time on the next working day.

## 9. LATE PROPOSAL

Proposals received after the deadline for submission of Proposals prescribed by District Administration, Sambalpur will be rejected.

## 10. MODIFICATION AND WITHDRAWAL OF PROPOSALS

Any Bidder may modify or withdraw its proposal after submission but prior to the deadline for submission of proposal, provided that District Administration, Sambalpur receives in time the written notice of the modification or withdrawal. The responsibility of submitting the modified bid, within the deadline for submission of proposal will rest solely with the bidder.

- i. No bidder shall be allowed to modify its proposal after the deadline for submissions. Bidder shall be allowed to modify the bid after the last date, only if the same is requested by District Administration, Sambalpur, to accommodate clarifications on the proposal submitted, subject to the proposal substantially conforming to the requirements of this solicitation.
- ii. In the event of withdrawal of a proposal by any bidder within the validity period, the Bid Security submitted by the bidder shall stand forfeited.

## 11. PRE-BID MEETING

~~A pre bid meeting as per the Bidding Schedule will be conducted at the ..... at .....AM/PM at the Conference Hall of District Administration, Sambalpur.~~

## 12. PROPOSAL OPENING

District Administration, Sambalpur will open all the technical Proposals in the presence of Bidders or their authorized representatives who choose to attend the proposal opening, at the date and time mentioned and in the following location.  
**17.04.2026 at 11.00 AM at the Collectorate Conference Hall, Sambalpur.**

The Bidders representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for District Administration, Sambalpur and Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.

### 13. BID EVALUATION METHODOLOGY

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

- a) Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned in Clause 1.a.
- b) Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as table no 1 Clause no-13. Only if a bid scores more than 70% marks in the technical evaluation (70), its financial bid will be considered to be opened.

**Table 1: Evaluation Criteria**

SI No.	Evaluation Parameter	Max. Marks	Documents to be Submitted
I.	The bidder should have average annual turnover from the last three FY years (FY 2022-23, FY 2023-24 and FY 2024-25)	<b>30 Marks</b>	Audited statement along with certificate from authorized CA
	05 crores to <=10 crores	5	
	11 crores to <=19 crores	15	
	Above 19 crores	30	
II.	<b>Number of similar projects undertaken</b> by the bidder in the last five (5) years for any Central / State Government Department / Government Organization / Private Organization with minimum <b>contract value of INR 30 Lakh.</b>	<b>20 Marks</b>	Work Order/Completion Certificate /Agreement
	2 to 3 projects	5	
	4 to 6 projects	10	
	7 and above projects	20	
III.	Deployment of personnel in <b>one single project.</b>	<b>10 Marks</b>	Certificate / Declaration from client confirming the total strength of personnel

SI No.	Evaluation Parameter	Max. Marks	Documents to be Submitted
	10 to 20 personnel	3	deployed in a single project.
	21 to 50 personnel	7	
	Above 50 personnel	10	
IV	Experience of working in Odisha in Solid Waste Management sector ( <i>ongoing or completed</i> )	<b>20 Marks</b>	Agreement/Completion Certificate
	1 Project	5	
	2 to 3 Projects	15	
	More than 3 Projects	20	
V.	<b>Technical Presentation</b>	<b>20 Marks</b>	
<b>TOTAL</b>		<b>100 Marks</b>	

**Note:**

- a) Only those bids whose technical score is 70 or above shall be eligible for opening of financial bids.
- b) Proposals must exclude any financial information; inclusion of such details will result in disqualification of the bidder.
- c) The value of the contracts or Work Orders or Agreements to be considered shall be exclusive of all taxes and duties.
- d) JV/Consortium is not allowed.
- e) Similar Projects means projects related to Solid Waste Management

**Technical Score:** The total score obtained by the Bidder as per sub- point (2) above shall be the technical score (Ts) of the Bidder. The technical score shall be calculated for Bidders after the presentation and shall be out of 100.

**Financial Score:** The financial bid of the bidder would be opened after the Technical Evaluation

**Combined and Final Evaluation:** Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score(S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw \quad Fs = (L1/L2) \times 100$$

(Where Tw and Fw are weights assigned to Technical Proposal and Financial Proposal as 0.7 and 0.3 respectively)

#### 14. SELECTION OF BIDDER

The Bidder securing the highest combined score would be the Selected Bidder.

The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document

## **15. PERFORMANCE SECURITY AND AGREEMENT**

**Collector & DM, Sambalpur** shall issue a Letter of Award (LoA) along with the Draft Contract Agreement to the Selected Bidder within 7 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with **Collector & DM, Sambalpur** and start the work on an immediate basis.

## **16. RIGHT TO ACCEPT OR REJECT**

District Administration, Sambalpur reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

## **17. ACKNOWLEDGEMENT OF LETTER OF AWARD (LOA)**

The Successful Bidder shall acknowledge receipt of the LOA within one (1) week from its issuance.

## **18. EXECUTION OF CONCESSION/CONTRACT AGREEMENT**

18.1 The Successful Bidder shall execute the Concession/Contract Agreement within two (2) weeks of the LOA issuance or as indicated by District Administration, Sambalpur.

18.2 District Administration Sambalpur will notify other Bidders of their unsuccessful Proposals, and their Bid Security will be returned within 30 days from the announcement of the Successful Bidder.

## **19. DEPARTMENT OF DISTRICT ADMINISTRATION, SAMBALPUR**

### **19.1 Specific Obligations**

District Administration, Sambalpur shall:

19.1.1 If required, as per the requirement or demand, District Administration Sambalpur may Identify, allocate, and provide suitable land for the construction of the Sanitation Park / MCC-MRF, free from encumbrances, along with necessary right-of-use permissions for the concession period.

- 19.1.2 Facilitate statutory clearances related to land use, forest interface (if applicable), and site access, in coordination with relevant departments.
- 19.1.3 Provide building infrastructure for setup control & command Centre.
- 19.1.4 Identify, allocate, and provide suitable space for setting-up barriers

## **19.2 General Obligations**

District Administration, Sambalpur shall:

- 19.2.1 Facilitate approvals, permissions, and administrative support required for implementation of the Project, subject to the Concessionaire meeting all eligibility, statutory, and compliance requirements.
- 19.2.2 Monitor the Concessionaire's performance through periodic inspections, joint reviews, scrutiny of reports, and field verifications, in line with agreed KPIs and service standards.
- 19.2.3 Provide policy-level guidance and coordination support to ensure alignment with Solid Waste Management Rules, 2024, CRZ norms, and relevant Government of Odisha directives.

## **20. EVENTS OF DEFAULT AND TERMINATION**

### **20.1 Events of Default**

Concessionaire Events of Default shall include, but not be limited to:

- 20.1.1 Failure to maintain sanitation, cleaning operations in accordance with approved standards, SOPs, and KPIs.
- 20.1.2 Non-compliance with Solid Waste Management Rules, 2024, applicable CRZ regulations, or other statutory requirements.
- 20.1.3 Persistent failure to meet performance benchmarks, submit required reports, or maintain transparency in operations and documentation.
- 20.1.4 Abandonment of services, prolonged service disruption, or any act or omission rendering the Project partially or wholly non-operational.
- 20.1.5 Misrepresentation, fraud, or material breach of obligations under the Concession Agreement.

### **20.2 Termination due to Event of Default**

If the Concessionaire fails to remedy an Event of Default within the stipulated period specified in the Concession Agreement after receipt of written notice, the **Collector & DM, Sambalpur** may terminate the Agreement, in whole or in part, without prejudice to any other rights or remedies available.

### **20.3 Exit from Contractual Obligation**

The Concessionaire may seek exit from the Agreement by providing prior written notice as stipulated, subject to:

- a) Fulfilment of all hand-back obligations.
- b) Clearance of dues, liabilities, and penalties (if any); and
- c) Ensuring uninterrupted service transition during the notice period.

#### **20.4 No Breach of Obligations (Force Majeure)**

The Concessionaire shall not be deemed in breach of its obligations if performance is prevented or delayed due to Force Majeure events beyond its reasonable control, provided timely written notice is given and reasonable mitigation measures are undertaken.

### **21. DISPUTE RESOLUTION**

#### **21.1 Amicable Resolution**

All disputes or differences arising out of or in connection with the Agreement shall, in the first instance, be resolved amicably through mutual consultation and good-faith negotiations.

#### **21.2 Arbitration**

- If the dispute remains unresolved for a period of six (6) months, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996.
- The seat and venue of arbitration shall be Odisha.

### **22. SUSPENSION OF CONCESSIONAIRE'S RIGHTS**

#### **22.1 Suspension upon Default**

**Collector & DM, Sambalpur** may, upon occurrence of an Event of Default, suspend part or all of the Concessionaire's rights through a written notice, specifying reasons and corrective actions required.

#### **22.2 Revocation of Suspension**

Suspension may be revoked upon satisfactory rectification of the default and demonstration of sustained compliance with performance standards.

#### **22.3 Termination**

Continued or repeated defaults despite suspension and corrective measures may result in termination of the Concession Agreement, in accordance with prescribed procedures.

### **23. GOVERNING LAW AND JURISDICTION**

- This Concession Agreement shall be governed and construed in accordance with the laws of India.

- The courts of Odisha shall have exclusive jurisdiction over matters arising from this Agreement.

## **24. LIABILITY**

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency

## **25. INDEMINITY**

The Selected agency always during the pendency of this agreement, keep the Government/ District Administration, Sambalpur indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement

## **26. CONFIDENTIALITY**

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent District Administration, Sambalpur

## **27. PAYMENT SCHEDULE**

The agency needs to raise invoice, which shall be paid to the agency after verification report from the Asst. Director of Tourism/Tourism Development Officer, Sambalpur of the District Administration, Sambalpur and approval in monthly Basis.

## **28. POWER OF COLLECTOR & DISTRICT MAGISTRATE**

- Collector & District Magistrate can impose penalty up to Rs 5 lakhs on monthly bills, if performance of the selected agency is not satisfied.
- Collector & District Magistrate can ask for additional works or special drives for events /programs.

## **SECTION- III: TERMS OF REFERENCE (TOR)**

## 1. BACKGROUND

Hirakud is the longest earthen dam of the world stands in its lone majesty across the great river Mahanadi, which drains an area of 1,33,090 Sq.Kms., more than twice the area of Sri Lanka. The bulk of Hirakud dam contains earth, concrete and masonry materials sufficient to make a road 8 metres wide and pave it from Kanyakumari to Kashmir and Amritsar to Dibrugarh in Assam.

Hirakud is one of western Odisha district Sambalpur's primary tourist attraction place and a significant engineered water body and public infrastructure asset; it attracts visitors for sightseeing, recreation and nearby cultural sites.

Due to heavy influx of tourist, Hirakud dam faces severe challenges in Solid Waste Management. Some of the challenges are littering of Single Waste Plastic and multilayer plastic and left over food items as visitors use the areas for picnic and social gathering purposes. Plastic waste is also getting mixed in the Hirakud Dam, leading to contamination of the water. Due to improper disposal of food items, animals are also getting affected, as they consume the waste and fall sick.

The Department of Tourism (DoT) aims to improve the environmental and aesthetic conditions in and around the area so that visitors experience a clean and pleasant environment. It also seeks to promote improved social behaviour through education, enforcement and the development of a proper Solid Waste Management system

This RFP is issued for development-oriented purposes and not for commercial exploitation. The objective is to ensure that Hirakud Dam is maintained as a disciplined, secure, and environmentally responsible tourist hub.

## 2. OBJECTIVE

The main objective of the assignment will include:

Establish and institutionalized decentralized Solid Waste Management so that the Hirakud Dam becomes Zero waste through circular economy.

## 3. PROJECT LOCATION

The project shall be implemented over a total operational area of approximately 54 square kilometers, covering the tourism and recreational zones from Right Dyke Zero Point to Kilassama area, excluding the Jharsuguda side. The area of operation shall include, but not be limited to, the following locations:

- (i) Right Dyke Zero Point
- (ii) Arrival Plaza, Hirakud
- (iii) Arrival Plaza, Burla side
- (iv) Gandhi Minar
- (v) Jawahar Minar
- (vi) Jawahar Udyan
- (vii) *Sonutikira* Chowk to *Zamadarpalli* Airstrip

### **Specific Location Categories [Key Zones]**

- Water sports and adventure activity zones
- Picnic and recreation zones
- High-footfall visitor hotspots
- Access control points
- Tourist corridors
- Designated sanitation hotspots

**Note: *Final location approval will be done by the RDC-level Committee.***

#### 4. SCOPE OF WORK

The overall scope of the assignment will be as follows:

##### Component I: Baseline Survey

- Conduct a situational assessment of existing sanitation systems.
- Map existing infrastructure, workforce, digital systems, and operational protocols.
- Identify gaps, risks and priority interventions.
- Prepare a comprehensive baseline report

##### Component II: Security

- Bamboo-based access control "*naka*" points
- Visitor entry regulations, vehicle-wise/head-wise charges (***This will be as per Department of Tourism approval***)
- Plastic ban enforcement
- Trained security personnel for crowd management
- RFID/GPS-enabled staff tracking
- CCTV camera installation at key hotspots
- Integration with Central Command & Control Centre (CCC) at Gandhi Minar location

##### Component III: Sanitation

- Cleaning and sweeping before visitors arrive every morning
- Daily waste collection and hotspot clearance
- Ensure to keep plastic free of the designated locations
- Route planning and optimization for collection
- Sanitation workforce including:
  - Supervisors & sub-supervisors
  - Cleaning teams

##### Component IV: Command & Control Centre

- Setup of Central Command & Control Centre at Hirakud
- Integration of CCTV, staff tracking, incident reporting, sanitation dashboards
- Monitoring of:
  - Footfall
  - Emergency response
- Real-time reporting and coordination

##### Component V: Technology Deployment

- Mobile App / Digital portal for reporting safety, sanitation, and security issues

- QR-based complaint reporting system
- GPS-enabled workforce monitoring system
- Alerts, notifications, and MIS generation

#### Component VI: Manpower Deployment and their roles [Indicative]

The bidder should provide below category of manpower with roles and responsibilities, specifically aligned with the operational requirements at Hirakud.

Sl. No	Manpower [In Category]	No of Staffs	Key Responsibilities
1	Project Manager	01	<ul style="list-style-type: none"> <li>• Lead overall project planning, implementation, monitoring, and reporting</li> <li>• Coordinate between the Client, field teams, local authorities, and stakeholders.</li> <li>• Ensure compliance with project deliverables, timelines, and quality standards</li> </ul>
2	IEC Mobiliser	04	<ul style="list-style-type: none"> <li>• Plan and conduct awareness and behavior change communication (BCC) activities.</li> </ul>
3	Cluster Coordinator-cum-Supervisor	02	<ul style="list-style-type: none"> <li>• Supervise sanitation, safety, and security activities within an assigned cluster/zone.</li> <li>• Report field issues to the Command Centre and resolve them with QRT support.</li> </ul>
4	Barrier-cum-Safety Guard	16	<ul style="list-style-type: none"> <li>• Manage vehicle entry and exit at access control points.</li> <li>• Operate boom barriers as per SOP</li> <li>• Verify tickets/permits and ensure no prohibited items (plastic, glass, etc.) enter.</li> </ul>
5	QRT Staff	04	<ul style="list-style-type: none"> <li>• Respond rapidly to sanitation, safety, and minor maintenance issues.</li> <li>• Attend complaints received through the Command Centre.</li> </ul>
6	Documentation Expert	01	<ul style="list-style-type: none"> <li>• Maintain all project documents, reports, photographs, and evidence records.</li> </ul>
7	Driver	03	<ul style="list-style-type: none"> <li>• Operate waste collection vehicle</li> </ul>
8	Helper	03	<ul style="list-style-type: none"> <li>• Assist in waste collection, loading/unloading equipment, and transportation tasks.</li> </ul>
9	Sweeping Staff	36	<ul style="list-style-type: none"> <li>• Carry out daily sweeping and</li> </ul>

Sl. No	Manpower [In Category]	No of Staffs	Key Responsibilities
			cleaning of designated roads, tourist areas, and public spaces.

The bidders should ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases. Each employee should wear a photo identity card provided by the operator and approved by the District Administration, Sambalpur.

***(Final manpower structure to be jointly finalized before issuing final Work Order.)***

### Component VIII: Vehicles, Equipment & Machineries

Sl. No.	Item / Asset	Quantity
1	Pick up Van for Waste Collection [LCV*] * EV/Diesel ** Extra Vehicle	03
2	Safety Gear [PPE kits, gumboots, safety jackets]	Set
3	Monitoring of SMART bin	Set
4	Walkie talkies	10
5	CCTV	06
6	Smart Bin and Litter bin [200 + 100]	300
7	Consumables [ <i>Belcha, Broom, Kanta phawada, Jamboo bags etc</i> ]	Set

**\*\* Note:** Requirement of extra Vehicle during peak days in consultation with the Tourism Department/ District Administration Sambalpur [If required]

## 5. DURATION

The duration of the project shall initially be **three (03) years** from the date of issue of the Work Order. Based on performance and further assessment, it may be extended for an additional **two (02) years**.

## **SECTION- IV: PROPOSAL SUBMISSION FORMS**

## 1. FORM A – COVER LETTER

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To,

**The Collector & DM,  
District Administration, Sambalpur  
Sambalpur- 768006, Odisha**

**Sub: Request for Proposal (RFP) for “Selection of an agency for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around Hirakud Tourist Destination” of Sambalpur District, Odisha**

**Ref: Notice No.....**

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by District Administration, Sambalpur. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement or have had any agreement terminated for our various contract.

We are enclosing Application Fee of **INR 10,000** /-in the form of Demand Draft (DD No.....Dt..... drawn on.....) Exclusive of GST in favor of **Tourist Officer, Sambalpur, payable at Sambalpur.**

We are enclosing Bid Security of **INR 2,00,000/-**in the Form of Demand Draft / BG (DD /BG No.....Dt..... drawn on (.....) ) in favour of **Tourist Officer, Sambalpur**, payable at Sambalpur. As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that the District Administration, Sambalpur reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,  
Signature of Authorized Person and seal  
Name and Designation  
Name of the Agency

## 2. FORM B – BIDDER’S PROFILE

Sl. No.	Information	Details
1	Name of the Bidder	
2	Address of Registered Office of Bidder	
3	Incorporation status of the Bidder <i>(Relevant Certificate to be submitted in Technical Bid)</i>	
4	Year of Establishment	
5	Contact Person with Contact Details	
6	Annual Turnover (in Rs. Crores) Average Annual Turnover for the last three Financial Years, <i>(Attach Certificate from Statutory Auditor/Chartered Accountant)</i>	
7	Net Worth as on 31 <sup>st</sup> March 2025	
8	PAN Number <i>(Copy of certificate to be submitted)</i>	
10	GST Number <i>(Copy of certificate to be submitted)</i>	
11	No. of years of proven experience of providing similar services	
12	Website (if any)	

(Signature of Authorized Person with seal of the organization)

Name

Designation

Name of the Agency

Date:

### 3. FORM C – BIDDERS'S FINANCIAL CAPACITY

<b>Financial Year</b>	<b>Annual Turnover</b>
2022-23	
2023-24	
2024-25	

**Note:**

- All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports and a certificate from the statutory auditor of the company.
- Bidder must mention the Average Annual Turnover of last 03 financial years.
- To be certified by a practicing Chartered Accountant, with the Chartered Accountant's UDIN (Unique Document Identification Number) clearly mentioned.

#### 4. FORM D – RELEVANT PROJECT EXPERIENCE SUMMARY

##### Section-1: Relevant Experience in Similar Assignments

Sl. No	Project Name	Name of Client	Location	Start and End Date	Contract Value [In ₹]	Scope of Wok

## Section-2: Project Data Sheets of Similar Assignments

Assignment Name:	Country: Location within the country:
Name of Client	Address
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of person months of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in INR or equivalent in INR):	Approx. value of the services provided by your firm under the contract (in INR or equivalent in INR):
Narrative description of the Project:	
Detailed Scope of services, coverage, and relevance to this project:	

### Note:

- Please use separate rows for each project
- Completion certificates of all completed or work order of ongoing projects must be submitted.

**5. FORM E – PROJECT EXECUTED IN ODISHA ON SWM**

<b>Sl. No</b>	<b>Project Name</b>	<b>Name of Client</b>	<b>Location in Odisha</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status [Completed /Ongoing]</b>

## 6. FORM F – TEAM COMPOSITION

Sl. No.	Name	Position	Qualifications
1.			
2.			
3.			
4			
5			
6			
7			
8			
9			
10			

## 7. FORM G – FORMAT FOR CV

1. Name of Staff:
2. Position:
3. Date of Birth:
4. Years of Relevant Exp:
5. Number of years with the Firm:
6. Nationality:
7. Membership with professional bodies: Education:  
(Summarize College/University and other specialized education of staff Member)
8. Employment Record  
(Starting with present position, list in reverse order every employment held)
9. List of Projects/Assignments on which the personnel have worked:
10. Languages:

Note: - CVs of only Experts shall be evaluated during bid process management.

**8. FORM H – PROFORMA FOR AFFIDAVIT**

***(on non-judicial stamp paper of Rs. 10/-)***

I \_\_\_\_\_ Secretary/Director/Partner of the firm/organization do hereby solemnly affirm that our firm/organization .....has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last ten years reckoned from the date of invitation of Bid.

.....  
Name of the Bidder

.....  
Signature of the Authorized Signatory

.....  
Name of the Authorized Signatory

Place: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. FORM I – POWER OF ATTORNEY

**(To be executed on INR 100 non judicial stamp paper and to be duly notarized)**

Know all men by these presents, We,.....(Name of Firm/Organisation and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/Ms.....son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for “**Request for Proposal for Selection of an agency for establishing and institutionalizing safe and sustainable Solid Waste Management practices in and around Hirakud Tourist Destination” of Sambalpur District, Odisha**”. Project proposed to be developed by (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....THE ABOVE-NAMED PRINCIPAL

HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY OF ....., 20.....

For .....  
(Signature, name, designation, and address)

Witnesses:

- 1.
- 2.

Notarized

Accepted .....  
(Signature, name, designation, and address of the Attorney)

## 10. FORM J- FINANCIAL BID FORMAT

Description	% in words	% in figures
Service Charge as % of the deployed Manpower Cost for <b>Establishing and Institutionalizing Safe and Sustainable Solid Waste Management practices in and around Hirkud Tourist Destination of Sambalpur District, Odisha.</b>	To be quoted	To be quoted

### Note:

- A. In case of disagreement between price in figure and word, price in words will prevail over price in figure.
- B. Constituents of Service Charge in Financial Bid shall be exclusive of:
  - a. Profit, Insurance
  - b. EPF, ESI, etc.
  - c. Benefit under Employees Compensation Act wherever applicable.
  - d. Administration Expenses
  - e. Interest Cost (if any)
  - f. Contingency
  - g. Conveyance
  - h. Any other that the Bidder would like to factor to deliver the Scope of work.
- C. The minimum rate of service charge shall be 3.85% and the service charge should not exceed 7% in any case, as per OGFR 2023, Finance Department, Government of Odisha Rule No 264 Sub Point (iv).

Signature of the Bidder with seal

## **SECTION- V: BID SUBMISSION CHECK LIST**

**Annexure-I**

<b>Sl. No</b>	<b>Particulars</b>	<b>Submission [Yes/ No]</b>	<b>Page No</b>
1	Bid Processing Fee of Rs. <u>10,000</u> /- inform of DD/BG		
2	Bid Security/EMD of Rs. 2,00,000 /- in form of DD/BG		
3	Self-declaration of non-blacklisting		
4	Form A- Covering Letter		
5	Form B- Bidders Profile		
6	Form C- Bidder's Financial Capacity		
7	Form D- Relevant Project Experience		
8	Form E- Project Executed in Odisha on SWM		
9	Form F-Team Composition		
10	Form G- Format for CV		
11	Form H- Proforma for Affidavit		
12	Form I-Power of Attorney [Power(s) of Attorney for signing the bid documents]		
13	PAN, GST Certificate		
14	Incorporation Certificate		

<b>Sl. No</b>	<b>Particulars</b>	<b>Submission [Yes/ No]</b>	<b>Page No</b>
15	EFP/ESI Registration Certificate		
16	Net Worth Certificate		
17	Audited Balance Sheet [Last 03 years]		
18	Form J- Financial Bid Format <b>(Separately sealed)</b>		