

RFP For Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for site verification of height clearance cases for Shri Jagannath International Airport (SJIA), Puri



Government of Odisha

Commerce & Transport Department

“REQUEST FOR PROPOSAL (RFP)”

**FOR SELECTION OF ORSAC EMPANELLED DGPS–ETS SURVEYORS
HAVING OFFICE IN CUTTACK, PURI & BHUBANESWAR FOR SITE
VERIFICATION OF HEIGHT CLEARANCE CASES FOR SHRI
JAGANNATH INTERNATIONAL AIRPORT (SJIA), PURI**

Reference No. 335

7th January, 2026

RFP For Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for site verification of height clearance cases for Shri Jagannath International Airport (SJIA), Puri

GOVERNMENT OF ODISHA COMMERCE AND TRANSPORT DEPARTMENT
REQUEST FOR PROPOSAL (Reference No.:335 date 7th January,2026)
“SELECTION OF ORSAC EMPANELLED DGPS–ETS SURVEYORS HAVING OFFICE IN CUTTACK, PURI & BHUBANESWAR FOR SITE VERIFICATION OF HEIGHT CLEARANCE CASES FOR SHRI JAGANNATH INTERNATIONAL AIRPORT (SJIA), PURI”
<p>The Commerce and Transport Department, Government of Odisha, invites e-Tender for empanelment of agencies from eligible Odisha Space Applications Centre (ORSAC) empanelled Vendors to undertake complete assignment for site verification of height clearance cases for Shri Jagannath International Airport (SJIA), Puri. A detail tender notice can be downloaded from the website of the department https://tendersodisha.gov.in/nicgep/app & https://ct.odisha.gov.in/tenders. Eligible and interested firms may download the RFP documents which contains the details of the requirement from the website of Government of Odisha and submit and their offer.</p> <p>The proposals complete in all respect should reach the undersigned latest by 03.00 PM on 28.01.2026. Bids received after the above deadline shall be summarily rejected. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.</p> <p style="text-align: right;">Sd/- Special Secretary to Govt. & Director of Aviation. Commerce and Transport (Transport)Department Government of Odisha</p>

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DATA SHEET

S. No	Particulars	Details
1.	Name of the Client	Special Secretary to Government -cum-Director of Aviation, Commerce & Transport (Transport) Department, Government of Odisha
2.	Method of Selection	Least Cost Selection
3.	Date of Issue of Tender	08.01.2026
4.	Site visit by bidder	08.01.2026 onward
5.	Submission of Pre-Proposal Query	15.01.2026
6.	Issue of Pre-proposal Clarifications	17.01.2026
7.	Due date/ Last date of receipt of proposal	28.01.2026 Time: 15.00 Hrs
8.	Date of opening of Technical Proposal	28.01.2026 Time 15.30 Hrs
9.	Due date of Financial bid opening	TBD
10.	Due date of execution of contract agreement	Within 45 days of Letter of Award
11.	Document Fee (Non-Refundable)	Rs. 10,000/- (Rupees Five Thousand only) + GST
12.	Queries related to e-tender	Contact no. for confirmation of bid validation: +91- 7382080733 Payment related Query: +91-7205000695
13	Queries to be addressed to	Director of Aviation, O/o Directorate of Aviation, Government of Odisha, BPI Airport, Bhubaneswar- 751020 Tel. No: 0674-2394439 Email: transcivilaviation@gmail.com / orissa_aviation@yahoo.co.in
14.	Place of Opening of proposal(Online):	5 th Floor Conference Hall, Kharvel Bhawan, Government of Odisha, Bhubaneswar 751001

REQUEST FOR PROPOSAL (RFP)

Name of the Tender: Request for Proposal (RFP) “Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri”

Government of Odisha, Commerce and Transport Department invites e-Tender for empanelment of agencies from eligible ORSAC empanelled Vendors having an office in Cuttack, Puri & Bhubaneshwar (Odisha) to undertake complete assignment onsite verification of height clearance cases for Shri Jagannath International Airport (SJIA), Puri.

Special Secretary to Government-cum-Director of Aviation on behalf of Government of Odisha (hereinafter called as "**Client**") invites suitable offer from interested agencies through Request for Proposal (RFP) under a single bid system for the above purpose. However, the Client may, at its sole discretion, make modifications and amendments while issuing such notice.

Therefore, tenders are invited from the reputed ORSAC empanelled Vendor having an office in Cuttack, Puri & Bhubaneshwar (Odisha) involved in such works, interested Firm/organisation may download the Tender document from the website: - <https://tendersodisha.gov.in/nicgep/app> & <https://ct.odisha.gov.in/tenders>. The agencies/bidder are advised to study the tender document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implication. This tender document is not transferable.

- The bidders shall submit their eligibility and qualification details, certificate as mentioned in the section etc.
- The bidders shall attach the photocopies of all the relevant certificate, documents etc, in support of their eligibility criteria/ technical bids and other certificates/ documents.
- The bidder shall sign on the supporting statements documents, certificates, attach by him, owning responsibility for their correctness/ authenticity. The bidder shall attach all the required document for the specific tender the same during the bid submission as per the tender notice and bid document.
- Corrigendum/ Addendum, if any will be published on the departmental website.

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1. Project background: -

Pursuant to inclusion of Shri Jagannath International Airport (SJIA), Puri in AAI's No Objection Certificate Application System (NOCAS) for processing height clearance applications, the Director of Aviation (DoA), Commerce & Transport Department, Government of Odisha (the "Client" or "Authority"), intends to conduct site verification for all NOC for Height Clearance cases, as per ADSAC 02 of 2024 issued by Airports Authority of India (AAI).

The Client invites e- tender for empanelment of agencies from eligible ORSAC empanelled DGPS–ETS Surveyors, having an office in Cuttack, Puri & Bhubaneswar (Odisha), for conducting site verification of proposed structures for height clearance . The duration of empanelment will be valid till ORSAC empanelment validity (30th April 2027) or unless terminated earlier for non-performance.

2. Tender Details: -

2.1 Minimum eligibility Criteria (For Technical bid): Bidder must mandatorily qualify each criterion and furnish requisite certificates along with its Bid for the following:

1. The bidding organisation must be already empanelled by ORSAC for DGPS – ETS Survey as per ORSAC SOP (with empanelment valid up to April 2027).
2. The bidding organisation should have a functional office in Cuttack, Puri & Bhubaneswar with valid address proof.
3. The bidding organisation should possess survey grade DGPS and Electronic Total Station (ETS) equipment in good working condition, with calibration certificates to be furnished along with the technical proposal. The bidding organization shall, along with its application, also submit details of the list of survey equipment (DGPS, ETS) including make, model, accuracy, redundancy details.
4. Non-refundable processing Fees with online mode for Rs. 10,000/- (Rupees Five Thousand only) Plus GST is to be furnished by the applicant along with the technical proposal.
5. The bidding organisation must submit copy of the PAN card along with copies of Income tax returns for the last three financial years (2022-23, 2023-24, 2024-25).
6. The bidding organisation must submit copy of their GST registration certificate.

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7. The bidder/Agency shall submit undertaking/self-declaration that the proprietor/partner(s)/ Directors of the bidding agency has not been convicted, or charge sheeted by any court of law and it has not been blacklisted as per the Performa as given at Annexure-9.
8. The bidding organisation must have annual average turnover of Rs. 10 Lakh (ten lakhs) from undertaking site clearance studies but shall exclude the supply of hardware and OEM (Original Equipment manufacturer) software in last three assessment years (2022-23, 2023-24, 2024-25).
9. Copies of balance sheet, profit and loss account and Auditor certified Annual turnover statement for the last 3 years must be enclosed as supporting document. As per Performa given in Annexure-12.
10. The bidding organization must have a technically qualified team with experience in aeronautical/height clearance surveys and shall submit details thereof.
11. Bidder shall declare for the consideration of his/her technical evaluation if all the documents as listed in the given at Annexure-15 is submitted.
12. Undertaking to the effect that the Performance Guarantee / EMD of the agency has not forfeited in earlier assignments Annexure-17 is Submitted.
13. Bidder shall also submit an Undertaking to comply with all AAI ADSAC circulars and client instructions for accuracy and timely submission of reports. As per Performa given in Annexure-19.

2.2 Scope of Work

All assignments will be issued by the client, The service provider shall undertake the complete assignment of Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri and shall:

- Conduct site verification surveys for NOCAS height clearance cases within the jurisdiction of SJIA, Puri.
- Follow AAI's ADSAC Circular procedures and accuracy standards (ADSAC 02/2024, ADSAC 03/2022) for data collection.
- Submit the physical verification report in the prescribed format issued by AAI (Annexure attached) along with:

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- Measured coordinates & elevations (WGS-84 & AMSL)
- Site photographs
- Colored pictorial location map showing the site in relation to SJIA.
- Any other related document as per requirement of the client
- Complete each assigned verification within 3 days of intimation (unless extended by the client).
- Maintain proper logs and records of each verification and submit all survey reports digitally in both PDF format along with GIS data (if required) and duly signed hard copy.

The selected bidder shall be required to furnish physical verification report as per format provided at Annexure 18.

2.3 Bid submission procedure

2.3.1 RFP documents will be available and downloaded w.e.f. 08.01.2026 in the Government of Odisha website “<https://tendersodisha.gov.in/nicgep/app>” and “<https://ct.odisha.gov.in/tenders-advertisement>”. Prospective Applicants are advised to go through procedure available on the website “<https://tendersodisha.gov.in/nicgep/app>” and also, get themselves acquainted to e-tender participation requirements as provided on the aforesaid website of the Client. The detailed information regarding e-tender procedures is at Annexure-1.

2.3.2 The bidding process under the RFP is a dual stage process. The Applicants shall submit the Proposal online in accordance with the provisions of this RFP. Failure to submit the proposal complete in all respects will render the proposal invalid and such proposal shall not be considered or evaluated.

2.3.3 The Applicants in their login will be required to search for the Tender Id as indicated in notice of commencement and then follow the bid submission process as per the documents available in the applicant manual kit.

2.3.4 Standard Procedure to upload tender:

- i. First download the tender form and Financial Bid. Read all the terms & carefully.
- ii. Fill up the tender form & collect required documents. Scan all marked pages of the tender form & document as per annexure for technical bid.

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- iii. The applicant shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity as IT Act 2000.
- iv. Upload documents should be in PDF format only.
- v. Bids cannot be submitted after due date and time. The applicant should ensure correctness of the bid prior to uploading.
- vi. The applicant should ensure clarity/legibility of the document uploaded by him to the portal.
- vii. The applicant should upload sufficient ahead of the bid closure time to avoid rush and failure in network.
- viii. The tender inviting officer is not responsible for any failure, malfunction or breakdown of the electronic system used during e-portal process.
- ix. All Bid uploaded to the portal will be encrypted.
- x. Resubmission of bid by the applicant for any number of times before the final date & time of submission is allowed.

2.3.5 Technical Bid (“Pre-Qualification/Technical”)

Technical Bid containing the Applicant’s Profile, Power of Attorney and Technical Proposal as per Checklist for various formats in the Annexures attached in this RFP at **Annexure–15**.

2.3.6 Financial Bid (“Finance”)

As part of the Financial Proposal, the Applicant shall submit the following information in the format attached in this RFP at **Annexure–14**

Upload the details, as required on the portal under the section.

2.3.7 Proposals submitted by any means other than those mentioned above shall be rejected by the Client.

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2.3.8 The Client reserves the right to modify the procedure for submission of Proposals at later stages of the Selection Process.

2.3.9 Any Proposal, that is not in accordance with the terms of the RFP shall not be considered and shall be disqualified.

2.3.10 Cost of Proposal (Processing Fee)

- i) Non-refundable processing Fees with online mode for Rs. 10,000/- (Rupees Five Thousand only) plus GST is to be furnished by the applicant along with the technical proposal. The details of online payment procedure are at Annexure -- 2 “Procedure for Electronic receipt, accounting and report of processing fee deposit on submission of bid”. Proposals without the requisite Proposal Document cost shall be treated as non-responsive and rejected.
- ii) The Applicants shall bear all costs associated with the preparation and submission of their Proposals, and Client will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Selection Process.
- iii) The Applicants are expected to examine all instructions, forms, terms and conditions in this RFP before submitting its Proposal. Submission of a Proposal that is not responsive in any respect shall be liable to be rejected by the Client without assigning any reason.
- iv) Bids Due Date: Proposals should be uploaded before 15:00 hours IST on the 28.01.2026 in the manner and form as detailed in this RFP.
- v) Late Proposals: The tender will close after the expiry of the time specified in Clause iv above on the Proposal Due Date and, will not allow the Applicant to input or change any information afterwards.
- vi) Validity of the Proposal: Proposals shall remain valid for a period of 1 year from the Proposal Due Date.

3. Evaluation and Comparison of Proposals

- i) To facilitate evaluation of Proposals, the Client may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal within the timelines set out in this RFP.
- ii) Notwithstanding anything to the contrary contained in this RFP, the Client may, at its sole discretion, waive any minor infirmity, nonconformity or irregularity in a Proposal that does not constitute a material deviation, and that does not prejudice or affect the relative position of any Applicant, provided it conforms to all the terms, conditions of this RFP and/or the RFP without any material deviations, objections, conditionality or reservations

3.1 Test of responsiveness

Prior to evaluation of Proposals, the Client shall determine whether each Proposal is responsive to the requirements of this RFP. A Proposal shall be considered responsive if:

- (a) it is received as per the formats as specified in this RFP;
- (b) it is received by the Proposal Due Date including any extension thereof.
- (c) it is accompanied by the Power(s) of Attorney, if any
- (d) it contains all the information (complete in all respects) as requested in this RFP and/or documents accompanying the Proposal (in formats same as those specified);
- (e) it does not contain any condition or qualification.
- (f) it is responsive in terms of the RFP and the terms of this RFP.
- (g) The Client shall have the right to reject any Proposal that is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Client in respect of such Proposal. Provided, however, that the Client may, in its discretion, allow the Applicant to rectify any infirmities or omissions if the same do not constitute a material modification of the Proposal.
- (h) The eligibility criteria will be first evaluated by tender committee and those that qualify will be considered for further evaluation
- (i) After qualifying in Technical Evaluation, qualified bidders will only be considered for Price Bid evaluation.

3.2 Opening and Evaluation of Financial Bids

- a) The Client shall inform the date and time of online opening of the Financial Bids to the Technically qualified Bidders through email. The Client shall open the Financial Bids submitted by the Bidder in online mode on date and time to be informed in this Clause in the presence of the authorized representatives of the Bidders who may choose to attend. The Authority shall publicly announce the quoted percentage quote (L1) of the AAI-approved ADSAC rates for each of the technically responsive Bidder. The Authority shall prepare a record of opening of Financial Bids.
- b) As per ADSAC 03/2022 (AAI guidelines), standard rates for DGPS/ETS surveys are specified by AAI, The Bidders shall quote a percentage (%) of AAI rates that they will charge as all-inclusive price for site verification. No extra charges for transportation, conveyance, or incidental expenses will be admissible. **Since verification is a simpler process than the original survey, rates lower than AAI's benchmark rates are anticipated.**
- c) The Bidder whose Bid is adjudged as responsive in terms of this RFP and who quotes the lowest percentage (L1) of the AAI-approved ADSAC rates to the Client, shall be declared as the selected Bidder (the “Selected Bidder”). In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bid hereunder.
- d) In the event that the lowest Bidder withdraws or is not selected for any reason, the Authority shall annul the Bidding Process and invite fresh Bids. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids as per the provisions of this RFP
- e) **The Client, after adjudging the L1 bidder, shall treat the L1 bid as discovered rate and shall also empanel all other technically responsive bidders who are willing to take up the said work at the same price as quoted by the L1 bidder, subject to their written acceptance.**
- f) The Client, reserves the right to seek rate justification from bidders and decide on a negotiated all-inclusive common applicable rate, at which all willing and qualified bidders shall be empaneled for allocation of verification works.
- g) The allocation of work shall be done in a paneled and sequential manner to ensure fairness and timely completion of work .
- h) To maintain transparency and avoid conflict of interest, the agency that has conducted the initial DGPS/ETS survey for a site shall not be assigned its verification work.

3.3 Client’s right to accept any proposal and to reject any or all proposals

- (a) Notwithstanding anything contained in this RFP, the Client may accept or reject any Proposal, or annul the Selection Process and reject all Proposals, at any time during the Selection Process, without thereby incurring any liability to the affected Applicant or Applicants and shall not have any obligation to inform the affected Applicant or Applicants of the grounds for Client’s action.
- (b) In case, it is found during the evaluation or at any time before signing of the contract agreement or after its execution and during the period of subsistence thereof, that:

3.4 Communication of Acceptance and Execution of Agreement

- (a) After the determination of the **Selected Bidder and empanelment of agencies**, the Client shall enter into the contract agreement with the empanelled agencies. The Selected Bidder/empanelled agencies as the case may be, shall not be entitled to seek any deviation, modification or amendment in the contract agreement.
- (b) Client shall issue a **Letter of Award** (the “Letter of Award” or “LOA”) in duplicate, to the Selected Bidder/empanelled agencies after its selection, and the Selected Bidder/empanelled agencies shall, within seven **(7) days** of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- (c) The Selected Bidder/empanelled agencies will enter into a contract agreement with the Client for awarding the job within 1 week or any extension as may be provided by the Client, failing which, the Letter of Award may be withdrawn by the Client.
- (d) At the time of signing the contract agreement, the Selected Bidder/empanelled agencies will be required to submit a Performance Guarantee in the format as provided in Annexure -5 to the Client for an amount equivalent to **INR 1 lakh (Rupees One Lakh Only)**.
- (e) Performance Guarantee(s) will be returned by the Client to the Selected bidder/empanelled agencies upon completion of the contract agreement.

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3.5 Consequences of Default in Services

Any default in service as indicated in this document and/or the contract agreement shall enable the Client to terminate the contract agreement upon which the operator shall not be entitled to full reimbursement of its dues apart from taking other penal actions as per the contract agreement.

3.6 Payment to the Selected / empaneled agency

- a. All payments shall be made in Indian Rupees.
- b. No advance payment will be made to the agency for this service.
- c. All the Statutory fees will be paid by the Client.
- d. Tax as applicable (GST) will be paid extra.
- e. Payment shall be made on submission of Invoice by selected / empanelled agency.

3.7 Site Verification of LAT-LONG/Elevation data of NOC applicants on NOCAS website.

The selected/empanelled agency is required to conduct verification of data submitted by applicants in NOCAS website which shall be communicated to the agency during allocation of site verification work.

3.8 Responsibility of the Firm

The firm shall deploy sufficient teams along with all logistics and equipment's to carry out the site verification, survey and mapping. The site verification shall be conducted in coordination and in presence of the NOC applicant. In case, the NOC applicant does not appear for site verification, the same shall be recorded in the verification certificate.

3.9 Dispute Resolution

Save where expressly stated to the contrary in this Agreement, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this Agreement and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved in accordance with the procedure set forth below.

3.10 Amicable Settlement:

In the event of any Dispute between the Parties, either Party may call upon the other Party to resolve the issue raised in the Dispute and arrive at an amicable settlement thereof. Each Party shall nominate a responsible person to resolve the issue through amicable settlement within a period of 30 (thirty) days.

3.11 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person, who is not officially concerned with the process or is not a retained professional advisor advising the Client in relation to or matters arising out of, or concerning the Selection Process. The Client will treat all information submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Client may not divulge any such information unless it is directed to do so by a court of law and/or any statutory entity that has the power under law to require its disclosure.

3.12 Verification And Disqualification

- (a) The Client reserves the right to verify all statements, information and documents submitted by the Applicant pursuant to this RFP and the Applicant shall, when so required by the Client, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the Client shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Client hereunder.
- (b) The Client may disqualify an Applicant if it finds at any time that:
 - i. the information submitted, concerning the qualifications of the Applicant, was false or constituted a misrepresentation; or
 - ii. the information submitted, concerning the qualifications of the Applicant, was materially inaccurate or incomplete.
- (c) The Client may require an Applicant, who was qualified, to demonstrate its qualifications again in accordance with the same criteria used to shortlist such Applicant, at any stage during the Selection Process. The Client shall disqualify any Applicant that fails to demonstrate its qualifications again, if requested to do so. The Client shall promptly notify each Applicant requested to demonstrate its qualifications again as to whether or not the Applicant has done so to the satisfaction of the Client.

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3.13 Amendment of the RFP document

- (a) At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Special Secretary to Government-cum-Director of Aviation and in the Government of Odisha website “<https://tendersodisha.gov.in/nicgep/app>” and
- (b) “<https://ct.odisha.gov.in/tenders>”. Any such addendum will be binding on all the applicants. To give applicant reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

3.14 Legal Jurisdiction

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only within Odisha.

3.15 Language of Proposal

The Proposal prepared by the Applicant, as well as all correspondence and documents relating to the Proposal exchanged by the Applicant and Client shall be written in the English language. Any printed literature furnished by the Applicant may be written in another language as long as such literature is accompanied by a translation of its pertinent passages in the English language duly authenticated by the Applicant, in which case, for purposes of interpretation of the Proposal, the translation shall prevail.

3.16 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person, who is not officially concerned with the process or is not a retained professional advisor advising the Client in relation to or matters arising out of, or concerning the Selection Process. The Client will treat all information submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Client may not divulge any such information unless it is directed to do so by a court of law and/or any statutory entity that has the power under law to require its disclosure.

3.17 Dispute Resolution

Save where expressly stated to the contrary in this Agreement, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this Agreement and so notified in writing by either Party to the other (the “Dispute”) in the first instance shall be attempted to be resolved in accordance with the procedure set forth below.

Amicable Settlement: In the event of any Dispute between the Parties, either Party may call upon the other Party to resolve the issue raised in the Dispute and arrive at an amicable settlement thereof. Each Party shall nominate a responsible person to resolve the issue through amicable settlement within a period of 30 (thirty) days.

3.18 Arbitration

- (a) Any Dispute, which is not resolved amicably, as provided above, shall be finally decided by reference to arbitration through an Arbitral Tribunal comprising of Sole Arbitrator to be mutually appointed by the Parties, and if not agreed within 30 (thirty) days, as per the provisions of the Arbitration & Conciliation Act, 1996 and any subsequent amendment thereto. Such arbitration shall be held in accordance with the Rules of Arbitration of the Indian Council of Arbitration and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996 and as amended from time to time thereafter.
- (b) The place of arbitration shall be Bhubaneswar, Odisha and the language of the arbitration shall be English
- (c) The Selected Bidder and Authority undertake to carry out any decision or award of the arbitrators (the “**Award**”) without delay. Awards relating to any Dispute shall be final and binding on the Parties as from the date they are made.

3.19 Force Majeure

- i. **Classification:** Force Majeure shall mean any act, event or circumstance which materially affects the selected service provider’s performance and /or its obligations under this agreement but only to the extent that such force majeure events are not within the reasonable control of the selected service provider & could not have been controlled. The Force Majeure events would be classified into the following two category:

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- (a) Political Force Majeure events comprising act of war, invasion, armed conflict, Terrorism, riots, strikes, lock-outs, curfew, restraints, accidents, legislation of states Government / Government of India or their agencies, etc, materially affecting the operation of project.
 - (b) Non-Political Force Majeure events comprising of floods cyclones, earthquake or such other natural calamities and act of God including epidemic, fire of explosion, public interest litigations, stay orders by courts, materially affecting the operation of the project.
- ii. **Mitigation:** The Selected Bidder shall take all reasonable steps to prevent, reduce to a minimum and mitigate the effect of such Force Majeure Event. The Selected Bidder **shall** also make efforts to resume performance of its obligations under this Agreement as soon as possible and upon resumption, shall forthwith notify the Authority of the same in writing.

3.20 Evaluation Procedure

- a. Bidders who have submitted the valid Bid security declaration, Tender document fee & all certificate and declaration as per requirement shall be considered for further evaluation. Absence of these documents may lead to summary rejection of the bid.
- b. The eligibility Criteria will be evaluated by Tender Committee and those that qualify will be considered for further evaluation.
- c. After qualifying in Technical Evaluation, qualified bidders will only be considered for Price Bid.

ANNEXURE -1

Procedure for Electronic receipt, accounting and reporting of Cost of processing fee Deposit on submission of bids

1. The State Government have formulated rules and procedures for Electronic receipt, accounting and reporting of the receipt of processing fee on submission of bids through the e-portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>".
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of Processing Fee on submission of bids through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (Annexure-III). The process outlined as well as accounting and reporting structures are indicated below:
 - a) It will be carried out through a single banking transaction by the applicant for multiple payments like processing fee on submission of bids.
 - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending applicants.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those applicants who successfully remit their processing fee on submission of bids would be eligible to participate in the tender/bid process. The applicants with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.
4. Banking arrangement:
 - a) Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e- portal of Government of Odisha (<https://tendersodisha.gov.in>)
 - b) The Designated Banks participating in electronic receipt, accounting and reporting of processing fee Deposit on submission of bids will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch

notwithstanding the fact that the applicant might have debited his account in any of the bank's branches while making payment.

5. Procedures of bid submission using electronic payment of tender processing fee by applicant:

- a) **Log on to e-Portal:** The applicants have to log onto the Odisha e-portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- b) **Uploading of Prequalification/Technical/Financial bid:** The applicants have to upload the required Pre-qualification / Technical/Financial bid, as mentioned in the RFP.
- c) **Electronic payment of processing fee:** Then the applicants have to select and submit the bank name as available in the payment options
 - i. A applicant shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
 - ii. A applicant having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
 - Online NEFT/RTGS payment using internet banking of the bank in which the applicant holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.
- d) **Bid submission:** Only after receipt of intimation at the e-portal regarding successful transaction by applicant, the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The applicant should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

6. Settlement of processing fee;

- a) **Cost of Processing fee:** In respect of Government receipts on account of processing fee, the e-portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to Bid Identification Number. The State Procurement Cell shall generate Bank-wise-head-wise challans separately for processing fee and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800- Other Receipts-0097-Misc. Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittances through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Back-end Transaction Matrix of Electronic receipt of processing fee Deposit on submission of bids is enclosed in the Annexure.

7. Role of the Banks:

- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to applicants regarding successful or unsuccessful transactions during online payment processes and redirect them to e-portal website with necessary transaction reference details enabling them to submit their bids.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e-portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to applicants as per the XML file provided by e-portal system on the next bank working day from the date of generation of the XML file and also provide confirmation to NIC on the same.

8. Role of State Procurement Cell:

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorized Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over-the-counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government departments / State PSUs/ Autonomous Bodies / ULBs through an MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Portal system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) E-Portal system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a day
- h) e-Portal system will update the status accordingly for reconciliation report.

9. Role of National Informatics Centre:

- a) Customize e-Portal software and web pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an interface to organizations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Portal system and ensure delivery of the same to the authorised Banks for enabling automatic refund/settlement of funds.
- e) NIC shall enable the e-portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury portal.

10. Role of Cyber Treasury:

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

11. Redressal of Public grievances: The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of processing fee, either Suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Portal.

ANNEXURE-2

Back-end Transaction Matrix of Electronic receipt and remittance of processing fee on submission of bids

	Processing fee on submission of bids
Government Departments	<p>I. The payment towards the cost of processing fee in case Government Departments shall be collected in separate Pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on T+1 day.</p> <p>II. With reference to the RFP, the amount so realized is to be remitted to the be remitted to Government Account under the Head of Account 0075-Misc. General Services-800-OtherReceipts-0097-Misc. Receipts-02237- bid.</p>

ANNEXURE – 3

Power of Attorney/ Authorization for Signing of Bid

(To be furnished with the Technical Bid)

(To be on non-judicial stamp paper of appropriate value as per the Stamp Act relevant to place of execution)

Know all men by these presents, we (Name and address of the registered office, Bidding company/ firm/ Agency) do hereby constitute, appoint and authorised Mr/Ms..... (name and residential address) who is presently employed with us and holding the position of as our authorised person to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bids for “ Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri” including submission of all the document and providing all required information/Bids to the **Commerce & Transport Department, Government of Odisha**, representing us in all matter before the Tendering Authority and or before any legal forum, in connection with our bids for the said work. She / He is also authorized to attend meeting and submit technical and commercial information as may be required by the Commerce & Transport Department, Government of Odisha in the course of processing above said bids.

Mr /Ms. & Ms/Mr. are hereby authorised to make technical presentation on behalf of the Agency/Organisation/Firm/company (proof of above person/Persons as employee of the Agency/Organisation/Firm/company to be enclosed) We hereby agree to ratify all acts, deeds and things lawfully done by our said authorised persons and that all acts, deeds and things done by our authorized persons 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 _____2026.

For___ Witnesses:

- 1.
- 2.

Accepted

(Signature)

(Name, Title and Address of the Attorney)

ANNEXURE - 4

BID/PROPOSAL SECURITY DECLARATION

(To be furnished with the Technical Proposal)

To

The Special Secretary to Government,
Commerce & Transport Department,
Kharavel Bhavan, Bhubaneswar-751001.

Sub: For Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri

Dear Madam,

In response to the Tender ID _____ dated _____ for RFP titled for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri”

I/We, irrevocably declare as under:

I/We understand that, as per tender clause Bid/Proposal Security, bids must be supported by a Bid Security Declaration In lieu of Bid/Proposal Security.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of 5 year from the date of disqualification as may be notified by you (without prejudice to the Commerce and Transport Department’s rights to claim damages or any other legal recourse) if,

1. I am /We are in a breach of any of the obligations under the bid conditions,
2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
3. On acceptance of our bid by The Commerce and Transport Department, I/we failed to deposit the prescribed Security Deposit or fail to execute the agreement

or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

4. I/We or key personnel have been barred or blacklisted by any government agency or Client in India, the government of the jurisdiction of the Applicant where incorporated or the jurisdiction of their principal place of business,
5. I/We or our directors have been convicted of any offence in India or abroad.
6. Defaulted in payment of dues to any Government agencies in the past 12 months.

Signature:

Name and designation of the authorized person signing the Bid-Securing Declaration Form:

Dated this ___ day of _____ 2025

ANNEXURE – 5

Performance Guarantee

(To be issued by a Nationalized Bank or any Scheduled Bank in India but not a co-operative Bank, Gramin Bank, or a regional rural bank)

(Refer Clause 3.4 d) (on requisite Stamp Paper)

To

The Special Secretary to Government

Commerce & Transport (Transport) Department,

5th Floor, Kharvela Bhawan Bhubaneswar-751001

1. In consideration of the **Commerce & Transport Department** (hereinafter called “Client”), acting as the Implementing Agency on behalf of State Government of Odisha having notified [*insert name of the AGENCY*] as the proposed Selected *DGPS Survey Agency* and having *Selected DGPS Survey* invited [*insert name of the Selected DGPS Survey Agency*] to execute the complete assignment for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri. Agreement between and (**hereinafter "Contract Agreement"**) for the appointment of Selected DGPS Survey Agency for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri, [*insert name of the Selected DGPS Survey Agency*] has agreed to submit to the Client an unconditional and irrevocable bank guarantee for Rs.(Rupees only) for performance of obligations of the Selected *DGPS Survey* agency in accordance with the terms and conditions contained in the Contract Agreement.

We (indicate the name of the Bank) (herein after referred to as "the Bank") hereby undertake to pay to the Commerce & Transport Department an amount not exceeding Rs..... (Rupees [●] only) on demand by the Client.

2. We (Indicate the name of the Bank) do hereby undertake to pay the amounts due and payable, partially or in full, under this guarantee without any demure, merely on a demand from the Client stating that the amount claimed is required to meet the recoveries due or likely to be due from the *DGPS Survey* agency. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees [●] only).

3. We, the said Bank, further undertake to pay to the Commerce & Transport Department any money so demanded notwithstanding any dispute or disputes raised by the Selected *DGPS Survey* agency in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unconditional.

The payment so made by us under his bond shall be a valid discharge of our liability for payment there under and the Selected *DGPS Survey* agency shall have no claim against us for making such payment.

4. We (Indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract Agreement and that it shall continue to be enforceable, till all the dues of the Client under or by virtue of the said Contract Agreement have been fully paid and its claims satisfied or discharged or till the Client has certified that the terms and conditions of the said Contract Agreement have been fully and properly carried out by the said Selected *DGPS Survey* Agency and accordingly this guarantee maybe released/discharged.

5. We (indicate the name of the Bank) further agree with the Client that the Client shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of terms and conditions of the said Contract Agreement or to extend time of performance by the said Selected *DGPS Survey* agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said Selected *DGPS Survey* agency and to forebear or enforce any of the terms and conditions relating to the said Contract Agreement and we shall not be relived from our liability by reason of any such variation, or extensions being granted to the said Selected *DGPS Survey* agency or for any forbearance or act of omission on the part of the Client or any indulgence by the Client to the said Selected *DGPS Survey* agency or by any such act or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving the Guarantor.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contract Agreement.

7. We..... (Indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Client in writing.

8. This guarantee shall be valid up to..... unless extended on demand by the Client. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs (Rupees... only) or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

RFP For Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for site verification of height clearance cases for Shri Jagannath International Airport (SJIA), Puri

In presence of: Dated this __Day of _____

Witness For and on behalf of (name of the Bank, branch & Code)

1. Signature _____ -

Name & Designation____

Authorization No. _____

2. Name & Place _____

Address of Branch of Bank -----

Telephone number-----

E-mail id Bank's Seal

The above guarantee is accepted by the Principal Secretary to Government, Commerce & Transport Department, for and on behalf of Commerce & Transport Department, acting as the Implementing Agency on behalf of State Government of Odisha

Signature

Name

Designation

Dated

Note: *Date of validity to be 15 months from Date of execution of the contract agreement

ANNEXURE -6

Profile of Bidder/Agency in Brief

(To be submitted on the letter head of the Firm/Agency/ Company)

Sl. No.	Particulars	Details
1	Name of the bidder/ Company	
2	Address of the bidder with Telephone/Mobile, e-mail id & and Website (if any).	
3	Address of the Registered Office	
4	Name of the directors along with DIN .	
5	Name & designation of the Authorized Signatory for correspondence (Attach power of Attorney.	
6	Nature of Firm (proprietorship /partnership/Pvt. Ltd/ public Ltd. Co/public sector	
7	Permanent Account Number PAN (Attach Copy)	
8	Firm's registration Number/ Certificate of incorporation issued by Registrar of Company. (Attach Copy)	
9	GST / TIN (Attach copy)	
10	Certification ISO 9001-2000, (if any).	
11	No. of full-time personnel currently under employment for similar services.	
12	EPF Certificate (Attach Copy)	
13	Sectors in which the Bidder/ Agency / company has provided similar services to Govt. / PSU/ Agencies in India. (separate sheets can be attached).	
14	Other details and remarks if any	

Yours faithfully

Signature of Authorised signatory

Name

Designation

Agency Seal

(Separate sheet may be used for giving detailed information duly signed)

ANNEXURE -7

Declaration by the Bidder

Format for declaration that the Provisions of Tender Notice are acceptable and confirm that all statements made by the bidders are complete & correct

(To be submitted in the official letter head of the Company)

I/We _____ (here in after referred to as the Bidder) being desirous of bidding for undertaking complete assignment for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri, under the above mention Tender Notice No. and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the Tender document, do hereby declare that.

1. The Bidder is fully aware of all the requirements of the Tender document and agrees with all provision of the Tender document.
2. The Bidder is capable of executing and completing the work as required in the Tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the works.
4. The Bidder has no collusion with any employee of the Commerce & Transport (Transport) Department, Government of Odisha or with any other person firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promise of the Department of Commerce & Transport Department, Bhubaneswar, or any of its employees, but only by the Tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficient experienced and competent to perform the contract to the satisfaction of the Commerce & Transport Department, Bhubaneswar.
8. The information and the statement submitted with the bids are true and correct.
9. These bids shall remain valid for 12 (Twelve) months from the date of opening of the financial Bids.
10. The Bidder gives the assurance to execute the work as per the specification, terms and conditions.
11. The Bidder accepts that the firm/company/ agency will be blacklisted by the Commerce & Transport Department if the bidder fails to undertake the work or sign the contract within the stipulated period.

Signature of Authorised signatory

Name

Designation

Agency Seal

ANNEXURE-8

Profiles of Projects Completed

Sl. No.	Particulars	Details
1	Name of the clients	
2	Name of the projects	
3	Brief Description of the Project:	
4	Scope of the projects (Activities involved)	
5	Valued of the projects (INR)	
6	Date of award of contract	
7	Scheduled date for completion of the projects	
8	Date of commencement of the projects	
9	Date of successful completion of the project	
10	If not completed, expected actual date of completion, and reason for delay.	
11	Name of the person who can be referred to, from the “Clients” side, with Name Designation, Postal address, Contact Number, Fax number, e-mail ID, etc.	

Authorised Signatory

(Agency Seal)

ANNEXURE-9

Declaration for Agency Not Blacklisted and Proprietors Not Convicted

To,
The Special Secretary to Government,
Commerce & Transport (Transport) Department,
5th Floor, Kharvela Bhawan, Bhubaneswar-751001

Sub:- Declaration Letter of Agencies for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri

Dear Madam / Sir,

This is to certify you that our firm/agency/ Organisation/Company intends to submit bid in responds to your Tender Notice No. _____ in accordance with the above, we would like to declare that;

- a. We are not involved in any litigation that may have an impact or affecting or compromising the delivery of services as required under this assignment.
- b. That none of the Director(s)/ Partner(s)/ proprietor of the agency has not been convicted or charge sheeted by any/any such other organisation in any court of law.
- c. We are not black listed by any Central / state Government/ Public Sector undertaking(s) / any such other Organisation(s) in India.
- d. We will not use the survey data for any other purpose. We will not handover any survey data to any other person or firm or company other than as directed by the Commerce & Transport (Transport) Department, we will maintain the secrecy and sanctity of the data collected, processed and reported at any stage of the work.

Sincerely Yours,

Authorised Signatory

(Agency's Name)

Name

Signature

Agency Seal

ANNEXURE-10

Format for Submission of Experience Details

To,
The Special Secretary to Government,
Commerce & Transport (Transport) Department,
5th Floor, Kharvela Bhawan Bhubaneswar-751001.

Sub: Declaration Letter of Agencies for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri

Dear Madam / Sir,

This is to certify you that our Firm/Agency/ Organisation/Company intends to submit bid in responds to your Tender Notice No. _____ in accordance with the above, we would like to declare that we have been associated with the DGPS for the last years and have experience in surveying by DGPS Technology for more than Sq.km or Points/Boundary Pillars. It is certified that we have experience for the DGPS Survey for Height Clearance as per AAI ADSAC Circulars.

Financial year	Area surveyed using DGPs technology (Ha)	Number of Boundary Pillars surveyed (in Numbers)	Mention whether on forest/ non forest area	Year of survey	Evidence in support the claim
1	2	3	4	5	6

Authorised Signatory

(Agency's Name)

Name

Signature

Agency Seal

ANNEXURE-11

Format for Certificate for Satisfactory Completion of the Project

To,
The Special Secretary to Government,
Commerce & Transport (Transport) Department,
5th Floor, Kharvela Bhawan, Bhubaneswar-751001

Sub:- Declaration Letter of Agencies for DGPS Survey.

Dear Madam / Sir,

This is to certify you that our Firm/Agency/ Organisation/Company intends to submit bid in response to your Tender Notice No. _____ In accordance with the above we would like to declare that the projects as per details given below along with the details of clients have been completed by the agency within the stipulated time.

Name of the project	Area of the project	Including name of the contact person	Date of initiation of work	Scheduled date for completion of the project	Date of actual completion of the project	Copy of the work order & completion certificate issued by the clients for timely completion of the projects

Authorised Signatory

(Agency's Name)

Name

Signature

Agency Seal

ANNEXURE-12

Format for Financial Requirement – Annual Turnover

(On the letterhead of bidding Company/ Firm/ Agency)

To,
The Special Secretary to Government,
Commerce & Transport (Transport) Department,
5th Floor, Kharvela Bhawan, Bhubaneswar-751001

Sub:- Declaration Letter of Agencies for Annual Turnover

Dear Madam / Sir,

We certify that the Bidding Company/ Firm/ Agency, had an average Annual turnover of Rs...../- , Rs...../- & Rs...../- based on audited annual accounts of the last three years ending 31st March, 2023, 31st March, 2024 and 31st March, 2025 respectively.

To indicate the functionality of the firm, attached the balance sheets of last three years of the firm, duly certified by statutory Auditor.

Authorised Signatory

(Agency's Name)

Name

Signature

Agency Seal

ANNEXURE-13

Format for Availability of Technical Manpower

To
The Special Secretary to Government
Commerce & Transport (Transport) Department
5th Floor, Kharvela Bhawan Bhubaneswar-751001

Sub: Declaration of Agencies for Availability of Technical Man Power

Dear Madam/Sir,

This is to notify you that our firm/agency/ Organisation/Company intends to submit bid in responds to your Tender Notice No. _____ in accordance with the above we would like to declare that the employee as per details given below along are working in our Firm/ agency/ organisation for more than 12 months

Sl. No.	Name of the employee	Technical qualification of the employee Designation	Date of joining in the agency/ Organisation	Copy of the Certificate issued to the employee (if applicable)	Proof of the Technical qualification of the employee

Authorised Signatory

Name

Signature

Agency Seal

ANNEXURE-14

FINANCIAL BID FORMAT

To
The Special Secretary to Government
Commerce & Transport (Transport) Department
5th Floor, Kharvela Bhawan Bhubaneswar-751001.

Subj.: Financial Bid for Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri

Dear Madam/Sir,

Name of Bidder / Firm: _____

Address of Bidder: _____

ORSAC Empanelment No.: _____

Contact Details: _____

AAI APPROVED BASE RATES (ADSAC 03/2022)

Sl. No.	Area of Site	AAI Rate (₹)	Includes
1	Up to 500 sq.m	₹10,000 (up to 4 coordinates)	₹2,000 per additional point
2	501 – 4000 sq.m	₹15,000 (up to 6 coordinates)	₹3,000 per additional point
3	4001 – 10,000 sq.m	₹25,000 (up to 8 coordinates)	₹4,000 per additional point
4	Above 10,000 sq.m	₹50,000 (up to 10 coordinates)	₹5,000 per additional point

We, the undersigned, having read and understood the RFP document, hereby submit our Financial Bid, and that,-

- a) We acknowledge and accept the above AAI ADSAC rates as the base rates.

- b) We quote a percentage (%) of the AAI base rates for undertaking the verification works.
- c) No additional cost such as transportation, conveyance, or incidental expenses will be claimed by us, except applicable statutory taxes.

Quoted Percentage (%) of AAI Base Rate: _____% (in figures)

(In words: _____)

DECLARATION

We hereby declare that the above quoted percentage is inclusive of all operational costs, transport, manpower, equipment usage, and report submission, and we shall not claim any additional charges other than the applicable statutory taxes.

We further declare that, we shall undertake to conduct all site verifications for Height Clearance as per AAI ADSAC Circulars, using approved DGPS & ETS procedures and equipment, ensuring full accuracy and timely submission of reports in prescribed formats. We further confirm that no extra charges other than the quoted percentage of AAI approved rates shall be claimed.

Signature of Authorised signatory

Name

Designation

Contact Address

Telephone number (mobile & Land)

Agency Seal

ANNEXURE-15

Check List of Technical Bid

Technical Bid for Selection of ORSAC Empanelled DGPS–ETS Surveyors having office in Cuttack, Puri & Bhubaneswar for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri

SL. No.	Particulars	Yes/ No	Page no.
1	Covering letter as per Annexure-16		
2	Power of Attorney /Authorization letter issued by the agency as per Annexure - 3		
3	Bid proposal Security Declaration as per Annexure-4		
4	The copy of registration of bidding firm/company/ Agency etc. (attach relevant certificates).		
5	The bidder is registered firm/company/Agency having affiliation with ORSAC for undertaking DGPS Survey (attach relevant certificates received from them)		
6	A copy of PAN.		
7	Copy of GST Registration & validity certificate.		
8	Copy of ISO 9001 certification of the bidder firm/agency, (if any).		
9	Brief Profile of bidding Firm/Agency as per Annexure - 6		
10	Declaration by the Agency a per Annexure-7		
11	Profile for Completed Project as per Annexure - 8		
12	A self-certificate by the bidder that agency is not blacklisted in any state in India or in the case of foreign bidder in any country and none of the partner(s)/ Director(s)/ proprietor has not been charge sheeted/convicted as per Annexure-9		
13	Experience details of the agency as per Annexure - 10		
14	The agency Shall submit details Satisfactory completion of project as per Annexure-11		
15	Information regarding annual turnover of the agency as per Annexure-12		
16	The agency shall submit details of technical manpower as per Annexure-13		

That all information is provided in the order as mentioned in the check list above.

Note:- Bidders are advised to strictly confirm compliance to bid condition and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, the Commerce and Transport (Transport) Department, Government of Odisha, may or may not seek confirmation/clarification and any bid not in line with bid condition shall be liable for rejection.

Signature of Bidder with seal

ANNEXURE-16

Covering Letter

(To be submitted in the Official letterhead of the agency/ Firm/ organisation)

To,

The Special Secretary to Government

Commerce & Transport (Transport) Department

5th Floor, Kharvela Bhawan Bhubaneswar-751001

Sub: Submission of Bid Documents for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri

Dear Madam/Sir,

We are hereby submitting our proposal in full compliance with the terms and condition of the Tender Notice No._____.

We confirm that, we have the capability of undertake complete assignment for Site Verification of Height Clearance Cases for Shri Jagannath International Airport (SJIA), Puri, in conformity with the said proposal documents as specified in the Finance bid contained in our financial proposal.

We undertake, if our proposal is accepted, to deliver services as specified in the proposal document.

We agree to abide by this proposal for a period of 1 Year after the date fixed for proposal opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period,

We agree to the general terms and conditions specified in the proposal.

Dated this day of 2025

Authorised signatory

Name: Designation:

Company Seal

Annexure-17

Certificate of Undertaking

Certificate of Undertaking to the effect that the Performance Guarantee / EMD of the agency (agency name & address) has not been forfeited in earlier assignments.

Authorised signatory

Name: Designation:

Company Seal

Annexure 18

Physical Verification Report Format

(May be amended at the sole discretion of the Client)

Part (A): - NOC details

1. Name of the airport:
2. Address and Details of site/building/structure/tree etc:
 - a) NOCAS ID:
 - b) Site Address:
 - c) Name of Applicant:
 - d) Applied Coordinates:
 - e) Permissible Top Elevation (if any):

Part (B): - Physical Verification Details

3. Physical Verification for the above-mentioned site(s) and structure(s) has been carried out on (date)
 - a) Measured Coordinates:
 - b) Measured Site Elevation (AMSL):
 - c) Measured Top Elevation of Structure/Building/Tree etc (AMSL):
 - d) Confirm coordinates submitted by applicant are correct (Yes/No):
 - e) Confirm structure coordinates lie within issued NOC coordinates (Yes/No):
 - f) Status of Building/Structure: Constructed / Vacant / Excavation
 - g) Remarks:
 - h) Signature of Verifying Official with Date

Annexure 19

UNDERTAKING FORMAT

To,
The Special Secretary to Government
Commerce & Transport (Transport) Department
5th Floor, Kharvela Bhawan Bhubaneswar-751001

Subject: Undertaking for Compliance

Sir,

We hereby undertake to conduct all site verifications for Height Clearance as per AAI ADSAC Circulars, using approved DGPS & ETS procedures and equipment, ensuring full accuracy and timely submission of reports in prescribed formats. We further confirm that no extra charges other than the quoted percentage of AAI approved rates shall be claimed.

Authorized Signatory
(Name, Seal & Date)