

CUTTACK MUNICIPAL CORPORATION, CUTTACK
GOVERNMENT OF ODISHA



REQUEST FOR PROPOSAL

**“For Selection of Public Sector Undertaking (PSU) Agency for Redevelopment of
Satichoura Crematorium at Cuttack Municipal Corporation”**

Office of the Cuttack Municipal Corporation
Biju Bhawan, Choudhary Bazar
Cuttack-753001

DETAILED TENDER CALL NOTICE

RFP Notice No.- 4252

Date:- 06/04/2026

NATIONAL COMPETITIVE BIDDING THROUGH e-Procurement

Cuttack Municipal Corporation (CMC) hereby invites Request for Proposal (RFP) from Public Sector Undertaking (PSU) Agencies for Redevelopment of Satichoura Crematorium at Cuttack Municipal Corporation. The interested and eligible Agency/Firms, as specified in Detailed Tender Call Notice (DTCN), may apply for the same in OFF-LINE mode. (For details visit <https://cmccuttack.odisha.gov.in>).

The bid documents comprising of eligibility criteria, instruction to bidders, etc. can be seen / downloaded, from CMC portal <https://cmccuttack.odisha.gov.in>, during the period as stipulated under critical date.

BIDDING SCHEDULE IS AS GIVEN BELOW:

Sl. No.	Description	Critical Dates
1	Name/Nature of Works	Selection of Public Sector Undertaking (PSU) Agency for Redevelopment of Satichoura Crematorium at CMC
2	Period of availability of bid documents in the website	From 5.00 P.M. of 06.04.2026 to 20.04.2026 up to 5.00 P.M.
3	Last date and time for submission of pre bid queries (Email id: cityeng.cmc@gmail.com)	09.04.2026 up to 5.00 P.M.
4	Upload Pre bid queries	10.04.2026 at 5.00 P.M.
5	Last date of receipt Hard copy of Bid through Speed Post/Registered Post (India Post)/Courier and by no other means.	20.04.2026 up to 5.00 P.M.
6	Date & Time of opening of Technical Bid	21.04.2026 at 12:00 P.M.
7	Date of Presentation	12:00 P.M. of 23.04.2026 at Mini Conference Hall, Biju Bhawan, Choudhary Bazar, Cuttack (If the time or date is changed, it will be intimated to the participating bidders via email)
8	Date & Time of opening of Financial Bid	27.04.2026 at 05.00 P.M.
9	Address for Business query and correspondence	The Commissioner Cuttack Municipal Corporation, Biju Bhawan, Choudhary Bazaar, Cuttack-753001 Website- www.tendersodisha.gov.in E-mail Id- mccmc@nic.in

1. Mode of Submission: Bid documents should be submitted offline.
2. Other details can be seen in the bidding documents, which is available in website **<https://cmccuttack.odisha.gov.in/>**.
3. Subsequent corrigendum, if required, shall appear in website **<https://cmccuttack.odisha.gov.in/>**.
4. Authority reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.
5. Please note that no liability will be accepted for difficulties in, and/or incomplete download of the Tender document.
6. If the bidders have any queries or require clarification regarding this tender, please submit your queries in cityeng.cmc@gmail.com



Commissioner
Cuttack Municipal Corporation

PROJECT DETAILS

Cuttack Municipal Corporation (CMC) intends to undertake the redevelopment of the **Satichoura Crematorium**. The estimated indicative Project Cost of Rs. 7 Crores (Rupees Seven Crores only). The estimated indicative Project Cost is inclusive of all costs & tax and inclusive of PMC (Project Management Consultancy) charges. The design and drawings shall be supplied by CMC. The successful bidder is not required to submit any design or drawings. The successful bidder shall only submit a copy of the DPR, including the design and drawings provided by CMC, along with the technically sanctioned documents for further administrative approval.

SPECIAL TERMS AND CONDITIONS

1. Cuttack Municipal Corporation (CMC) shall undertake the redevelopment of the **Satichoura Crematorium**, including all associated works, facilities, and infrastructure improvements.
2. CMC reserves the right to revise, augment, or modify the project scope, timelines, or implementation strategy based on administrative, financial, or technical considerations.
3. The completion period of the project shall be **9 (nine) months** from the date of execution of the agreement.
4. The Defect Liability Period (DLP) for the project shall be one (01) year from the date of completion or the date of handing over of the project, whichever is later.
5. The selected PSU shall submit to CMC the complete details of the contractor/executing partner proposed to be engaged for the project **within 30 (thirty) days** from the date of execution of the MoU/Contract Agreement with CMC.
6. The contractor/executing partner must be selected by the PSU through a **transparent, competitive, and fair bidding process**, adhering to applicable procurement rules and guidelines.
7. If the PSU fails to submit the required contractor details within the stipulated period, CMC shall have the authority to withhold project-related approvals, delay fund releases, or take any other action deemed appropriate.

SUBMISSION OF RFP

The RFP shall be submitted in two parts –

Part A - Technical Proposal

Part B - Financial Proposal

Technical Proposal

The Technical Proposal should be submitted with the following information:

1. Covering Letter (Annexure-1)
2. Particulars about the Bidder (Annexure-2)
3. Financial Capacity of the Bidder with respect to Turnover last three years (i.e. 2022-23, 23-24, 24-25) duly certified by the Chartered Accountant (Annexure-3).
4. Experience of Bidder in Similar Projects (Submitted Work Order/Administrative Approval/Agreement).
5. Affidavit from PSU that they have not been debarred/blacklisted/pending judicial or legal proceeding against them in the last 10 years preceding bid due date (Annexure-4).

Note: “Similar Projects” for evaluation is defined as Upgradation of traditional cremation platforms/ Development of Cemetery infrastructure/Development or Redevelopment of public parks, open spaces and green zones/Development of eco-parks, meditation park or memorial parks/or inline projects undertaken to be approved by the evaluation committee for each project bearing project cost of at least Rs. 7 Crores.

All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.

Financial Proposal

The bidder shall quote the Project Management Consultancy (PMC) charges in Annexure-6 only. The same shall be duly filled, signed, and submitted in a separate sealed envelope. The quoted amount shall be inclusive of all costs, fees, duties, levies, and any other incidental charges, and shall be exclusive of GST only. GST shall be paid extra as applicable. The quoted price shall not include any charges towards design and drawings, as the design and drawings shall be provided by CMC.

The envelope for Part-A and Part-B must be packed in a separate sealed outer cover and clearly superscribed with the following:

“Request for Proposal (RFP)”

Selection of Public Sector Undertaking (PSU) Agency for Redevelopment of Satichoura Crematorium at CMC. The Applicant’s Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The Commissioner, Cuttack at the following address.

**The Commissioner,
Cuttack Municipal Corporation,
Biju Bhawan, Choudhary Bazaar,
Cuttack-753001
E-mail Id- mccmc@nic.in**

PROPOSED PAYMENT MILESTONES:

Sl. No.	Criteria	Percentage of Approved Project Cost
1	Mobilization Advance to be paid on approval of DPR by the Authority	30 %
2	1 st Instalment: Submission of utilization report of incurring 75% of the Mobilization Advance Paid.	30 %
3	2 nd Instalment: Submission of utilization report of incurring 90% of the released fund.	30%
4	3 rd Instalment: After completion and handover the project.	10%

Note: The above proposed payment milestone is indicative and the detailed payment, timeline for completion of the project & work deliverables milestone shall be negotiated and intimated to the selected PSU.

EVALUATION OF PROPOSALS AND SELECTION OF PREFERRED BIDDER

QCBS method will be followed during the overall selection process.

Stage 1: Technical Proposal Evaluation – The Technical Proposal evaluation of bidders will be done out of total 100 marks as per the undermentioned scoring methodology:

Table1.0 Technical Evaluation Parameters			
Sl. No.	Parameter for PSU	Evaluation Criteria	Maximum Score
STAGE -A			
1	Total value of the work order and/or project cost of minimum Rs. 15 Crores in a single project, successfully completed during the last 5 years. (To be certified by the Chartered Accountant with respect to amount realization by the PSU for Work Orders more than or equal to Rs. 15 Crores)	i. > Rs. 15 Cr. Up to Rs. 25 Cr.=10 Marks ii. > Rs. 25 Cr. Up to Rs. 50 Cr.=15 Marks iii. Above Rs 50 Cr.=20 Marks	20 Marks
2	Minimum Average Annual Turnover of Rs. 100 Crore during last three financial years, i.e. 2022-23, 2023-24	i. Rs. 100 Cr. To Rs. 200 Cr.= 10 Marks ii. > Rs. 200 Cr up to 300 Cr= 15 Marks iii. > Rs. 300 Cr. = 20 Marks	20 Marks

	& 2024-25. (Duly certified by Chartered Accountant)		
3	Experience in Similar Projects	For evaluation “Similar Projects” is defined as Upgradation of traditional cremation platforms/ Development of Cemetery infrastructure/ Development or Redevelopment of public parks, open spaces and green zones/ Development of eco-parks, meditation park or memorial parks/or inline projects undertaken to be approved by the evaluation committee for each project bearing project cost of at least Rs. 7 Crores. For each similar project: 5 Marks	10 Marks
4	Employee Strength in Organization Minimum Qualification: Bachelor's Degree in Engineering/ Diploma in Engineering min 05 years of Experience. (Submission of copy duly certified by the HR of the firm)	Civil Engineers (Max 5 Marks) i. ≥ 50 Nos up to 100 Nos.= 2.5 Marks ii. > 100 Nos.= 5 marks MEP Engineers (Max 5 Marks) i. ≥ 10 Nos up to 20 Nos.= 2.5 Marks ii. > 20 Nos.= 5 marks	10 Marks
STAGE -B			
	Presentation	- Details of Execution/ methodology using latest technologies/ project time lines/proposed payment milestones. - Organizational setup - Understanding of the project	40 Marks
	Total Technical Score		100 Marks

Technical Score (TS) - The total score secured by the bidders as per above scoring methodology will be evaluated out of 100 marks. Bidders scoring **70 marks** or more in the Technical Score will be qualified for opening of their financial bids.

Stage 2: Opening of Financial Proposal:

The financial proposal of technically qualified bidders shall be opened through online and evaluated in the following manner.

- a. Financial Score (FS): The bidder quoting the lowest financial proposal (FM) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$FS = 100 \times FM/F1$$

(F1 = amount of Financial Proposal as proposed by the Bidder for the assignment)

- b. Combined Score-The Combined Score shall be evaluated based on the Technical Score (TS) and Financial Score (FS):

$$\text{Combined Score} = [0.7 \times (TS)] + [0.3 \times (FS)]$$

- c. The Bidder scoring the Highest Combined Score shall be identified as the Preferred Bidder.
- d. Notwithstanding the above, Cuttack Municipal Corporation reserves the right to accept or reject any or all bids.
- e. During evaluation, the Authority will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.
- f. Cuttack Municipal Corporation (CMC) reserves right to accept or reject any or all application during the selection process at any time, without incurring any liability and without assigning any reason thereof.

ANNEXURE-1
COVERING LETTER

To,

The Commissioner
Cuttack Municipal Corporation, Cuttack

Dear Madam/Sir,

We, the undersigned offer to execute the assignment “**Selection of Public Sector Undertaking (PSU) Agency for Redevelopment of Satichaura Crematorium at CMC**” in accordance with your RFP No. _____ dated _____. We are hereby submitting our Proposal, which includes Pre-Qualification Documents, Technical Proposal and Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon and subject to the modifications resulting from contract negotiations.

Thanking you.

Yours sincerely,

Authorized Signature
Name and Designation of Signatory
Name of Agency

ANNEXTURE-2
Bidder's Organization (General Details)

SL. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes / No
6	PAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Power of Attorney/authorisation letter for signing the of the bid documents	
9	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid	

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

ANNEXTURE-3

Financial Information of Bidder

Financial Information (In INR)				
Details	FY 2022 -23	FY 2023-24	FY 2024-25	Average
Consulting Turnover (in Crores)				

Supporting Documents:

Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal failing which the proposal will be out rightly rejected.

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

ANNEXTURE-4
Undertaking for Non-blacklisting

**(On the Stamp Paper of appropriate value in shape of affidavit from the Notary
regarding non-blacklisting)**

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the last ten years.

Yours sincerely

Authorised Signature
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

ANNEXTURE-5

Undertaking

(On the Bidder's Letter Head regarding not have any pending judicial proceeding for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Director/Persons to be deployed by our company.

I/we further certify that Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorised Signature
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

ANNEXURE-6

FINANCIAL PROPOSAL

(To be submitted in a separate sealed envelope mentioned as Financial Proposal)

1. Name of tendering PSU:
2. Project Management Consultancy (PMC) charges (in percentage) is inclusive of all statutory liabilities, taxes, levies, incidental expenses, cess etc except GST:

Sl. No.	Description	In Number	In Word
1	PMC Charges (in percentage) of Project Cost		

Signature of authorized person

Name

Seal

Date:

Place: