

# OFFICE OF THE TRANSPORT COMMISSIONER CUM CHAIRMAN, STATE TRANSPORT AUTHORITY, ODISHA

6th Floor, Rajaswa Bhawan, Cuttack – 753002

Website: <https://odishatransport.gov.in>

## NOTICE INVITING EXPRESSION OF INTEREST

EOI No. 6521 / Date: 05 / 05 / 2026

State Transport Authority, Odisha invites **Expression of Interest along with techno-commercial proposal** from eligible **Government agencies, Government-authorized / Government-recognised / Government-empanelled agencies, Government recognised bodies/authorities, accredited agencies, IITs, IIMs, NITs, reputed educational institutions, management institutions and similar eligible organisations** for conducting a **Detailed Origin-Destination Study to Quantify Intrastate and Interstate Movement of Goods and Passenger Transport in Odisha.**

The study shall broadly cover passenger and goods movement, O-D surveys, route analysis, transport demand-supply gap assessment, passenger/transporter opinion survey, route performance and occupancy analysis, future demand projection, GIS-based outputs, data analytics and actionable recommendations for transport planning in Odisha.

This EOI itself shall be treated as the process document for selection/engagement. Interested participants are required to submit their EOI response along with prescribed **technical proposal and commercial proposal**. Eligible/suitable participants shall be required to make a **presentation physically or through virtual mode** before the Committee constituted by the Transport Commissioner, Odisha. The Committee may negotiate the price proposal before making recommendation to the competent authority.

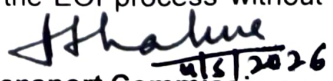
The detailed EOI document, prescribed formats and other conditions may be downloaded from the official website: <https://odishatransport.gov.in>

EOI response in sealed envelope superscribed "**EOI for Detailed Origin-Destination Study for STA, Odisha**" shall be submitted to:

**The Transport Commissioner,  
State Transport Authority, Odisha,  
6th Floor, Rajaswa Bhawan,  
Cuttack – 753002.**

**Last date and time for submission: 28 / 05 / 2026 up to 05:00 PM.**

STA reserves the right to accept or reject any or all proposals, modify the process, call for presentation, negotiate the commercial offer, or cancel the EOI process without assigning any reason.

  
Transport Commissioner,  
Odisha

*Transport Commissioner  
Odisha, Cuttack*



## GOVERNMENT OF ODISHA

### STATE TRANSPORT AUTHORITY, ODISHA

Commerce & Transport (Transport) Department

## **EXPRESSION OF INTEREST (EOI)**

*for*

**Selection / Engagement of Agency / Institution / Organisation for  
Conducting Detailed Origin-Destination Study to Quantify  
Intrastate and Interstate Movement of Goods and Passenger  
Transport in Odisha**

**[EOI Notice No.6521/ Date: 05/05/2026]**

**IMPORTANT:** This EOI itself shall be treated as the process document for selection/engagement. Interested participants shall submit the prescribed techno-commercial proposal along with the EOI response and shall make a presentation, physically or through virtual mode, before the Committee constituted by the Transport Commissioner, Odisha. The Committee may negotiate the price proposal and recommend selection/engagement under this EOI process itself.

Issued by:

State Transport Authority, Odisha  
6th Floor, Rajaswa Bhawan, Cuttack - 753002  
Website: <https://odishatransport.gov.in>

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## 1. Disclaimer

- 1.1 This Expression of Interest (EOI) is issued by the State Transport Authority, Odisha for inviting proposals from eligible Government agencies, Government-authorized / recognised / empanelled agencies, reputed educational institutions, management institutions, IITs, IIMs, NITs, Government recognised bodies/authorities, accredited agencies and other eligible organisations having proven expertise in transport planning, origin-destination surveys, road engineering surveys, public transport studies, goods movement studies, last-mile connectivity studies, route planning and related data-driven transport assignments.
- 1.2 The information contained in this EOI is intended to assist interested participants in preparing their techno-commercial proposal. STA shall not be liable for any loss, damage, cost or expense incurred by any participant in connection with preparation, submission or presentation of its proposal.
- 1.3 STA reserves the right to modify, amend, supplement, cancel or withdraw this EOI process, reject any or all proposals, seek additional information, call for presentation, undertake negotiation, or decide not to engage any agency, without assigning any reason and without incurring any liability.
- 1.4 Submission of an EOI response shall be deemed to constitute unconditional acceptance of all terms and conditions contained in this EOI.
- 1.5 This EOI shall be the basis for selection/engagement. The selected participant may be issued a Letter of Intent / Letter of Award / Work Order, subject to approval of competent authority and completion of due formalities.

## 2. Invitation for Expression of Interest

- 2.1 The State Transport Authority (STA), Odisha invites Expression of Interest along with techno-commercial proposal in the prescribed formats from eligible and competent participants for conducting a detailed Origin-Destination (O-D) study to quantify intrastate and interstate movement of goods and passenger transport in Odisha.
- 2.2 The assignment is intended to enable STA to adopt a data-driven approach for improving connectivity, rationalising routes, identifying high-demand and under-served corridors, improving service quality, strengthening financial sustainability, and supporting future transport planning for both passenger and goods movement.
- 2.3 Interested participants shall submit the EOI response, technical proposal and commercial proposal in accordance with this document. The participants shall also be required to make a presentation before the Committee constituted by the Transport Commissioner, Odisha. The presentation may be conducted either physically or through virtual mode as decided by STA.
- 2.4 There shall be no pre-EOI consultation / clarification meeting. STA may, at its discretion, issue corrigendum, addendum or clarification through its official website or through direct communication to participants, if considered necessary.

## 3. Key Information Sheet

| Sl. No. | Particulars        | Details   |
|---------|--------------------|---|
| 1       | Name of Assignment | Detailed Origin-Destination Study to Quantify Intrastate and Interstate Movement of Goods and |

| Sl. No. | Particulars                  | Details  |
|---------|------------------------------|--|
|         |                              | Passenger Transport in Odisha  |
| 2       | <b>Issuing Authority</b>     | State Transport Authority, Odisha, Cuttack   |
| 3       | <b>Type of Process</b>       | Expression of Interest with prescribed techno-commercial proposal; no separate/further RFB/RFP shall be floated  |
| 4       | <b>Eligible Participants</b> | Government agencies, Government-authorized/recognised/empanelled agencies, Government recognised bodies/authorities, accredited agencies, IITs, IIMs, NITs, reputed educational/management institutions and similar eligible organisations               |
| 5       | <b>Pre-EOI Meeting</b>       | No pre-EOI consultation / clarification meeting shall be held  |
| 6       | <b>Presentation</b>          | Mandatory presentation before Committee constituted by Transport Commissioner, Odisha; mode may be physical or virtual   |
| 7       | <b>Submission Mode</b>       | Sealed physical submission by post/speed post/courier/by hand at Office of Transport Commissioner, 6th Floor, Rajaswa Bhawan, Cuttack - 753002; soft copy may also be required in pen drive/e-mail as specified by STA                                   |
| 8       | <b>Proposal Components</b>   | <b>Part A:</b> Eligibility and administrative documents;<br><b>Part B:</b> Technical proposal;<br><b>Part C:</b> Commercial proposal in separate sealed cover  |
| 9       | <b>Assignment Duration</b>   | Indicative 150 days from date of Work Order / commencement, unless modified by STA   |
| 10      | <b>Contact</b>               | <b>Joint Commissioner Transport (Road Safety),<br/>State Transport Authority, Odisha<br/>6th Floor, Rajaswa Bhawan,<br/>Cuttack - 753002;<br/>Tel: +91-671-2507042;<br/>E-mail: <a href="mailto:staroadsafety@gmail.com">staroadsafety@gmail.com</a></b> |
| 11      | <b>Website</b>               | <a href="https://odishatransport.gov.in">https://odishatransport.gov.in</a>  |

### 3.1 Indicative EOI Schedule

| Sl. No. | Event  | Indicative Details   |
|---------|--|--|
| 1       | Publication / uploading of EOI   | <b>06/ 05 /2026</b>  |
| 2       | Last date and time for submission of EOI with techno-commercial proposal | <b>28/05/2026, up to 05.00 PM</b>  |
| 3       | Opening / preliminary scrutiny of EOI responses                          | <b>29 /05/2026 at 3 PM</b>   |
| 4       | Presentation before Committee constituted by Transport Commissioner      | <b>Date, time and mode to be intimated to eligible/interested participants</b> |
| 5       | Final evaluation / negotiation, if any                                   | <b>To be decided by STA</b>  |
| 6       | Issuance of Letter of Intent / Letter of Award / Work Order              | <b>To be decided by STA after approval of competent authority</b>              |

## 4. Background and Need for the Study

- 4.1 STA, Odisha functions under the Commerce & Transport Department and is responsible for ensuring efficient, safe and reliable transport services within the State and across inter-State corridors. Odisha has a diverse transport profile covering urban centres, rural areas, mining/industrial belts, ports, tourism locations, institutional hubs, agricultural corridors and border/inter-State movement points.
- 4.2 STA proposes to optimise the transport network through a comprehensive evidence-based study of passenger and goods movement. The study is expected to map existing demand, service availability, route performance, occupancy/load factors, movement patterns, last-mile connectivity, passenger and transporter perception, and future growth requirements.
- 4.3 The study shall cover both;  
**Category A - Goods Vehicles / Freight Movement and  
Category B - Passenger Vehicles / Passenger Transport.**  
Separate analysis, datasets, GIS outputs and reports shall be prepared for both categories, while also identifying integrated transport planning issues wherever relevant.
- 4.4 The selected participant shall arrange all manpower, survey teams, digital tools, transport/logistics, equipment, software, data collection systems, creative content, stakeholder coordination support and other resources required for completion of the assignment. STA shall provide institutional facilitation to the extent feasible but the operational responsibility for the survey and study shall rest with the selected participant.

## 5. Objective of the Assignment

The broad objective of the assignment is to conduct a detailed Origin-Destination study to quantify intrastate and interstate movement of goods and passenger transport and to support data-driven transport planning by STA, Odisha.

The project aims to:

- Assess existing and future demand for passenger and goods movement across key corridors.
- Analyse origin-destination patterns, trip purpose, travel frequency, route choice behaviour and last-mile connectivity.
- Identify existing transport demand-supply gaps for passenger and goods vehicles.
- Assess route performance, occupancy/load factors, service frequency, service reliability and user satisfaction.
- Identify high-demand corridors, under-served corridors and under-performing corridors requiring rationalisation.
- Suggest route planning, fleet utilisation, terminal/service improvements and operational optimisation measures.
- Promote sustainable, inclusive, safe, accessible and financially viable transport systems.
- Provide GIS-based outputs, digital datasets, analytical reports and future demand projections for use by STA.

## 6. Eligible Participants

- 6.1 The EOI is open to the following categories of participants only, subject to fulfilment of the requirements prescribed in this document:
- Government agencies / Government organisations / Government authorities (**state or central Government**) or.
  - Government-authorized, Government-recognized or Government-empowered agencies / bodies (**state or central Government**).
  - IITs, IIMs, NITs, reputed universities, reputed educational institutions and management institutions having relevant domain expertise.
  - Accredited agencies or institutions recognized for transport planning, road engineering, traffic surveys, data analytics, logistics/freight studies, public transport planning or similar assignments.
  - Other reputed bodies/organisations of Government or Government undertakings (**state or central Government**) having substantial in-house capacity and proven experience in large-scale field surveys and transport sector studies for Government organisations.
- 6.2 The participant must have in-house facilities and a support team for conducting large-scale surveys/studies related to road engineering, traffic/transport planning, public transport, last-mile connectivity, route planning, logistics/goods movement, passenger demand assessment, GIS mapping, data analytics and report preparation.
- 6.3 The participant should have completed or substantially executed assignments of comparable nature for Central Government, State Government, PSU, Government Department, Government Agency, ULB, statutory authority or similar public authority. Documentary evidence such as work orders, agreements, completion certificates, client certificates or letters of assignment shall be enclosed.
- 6.4 The participant shall not have been blacklisted/debarred by any Central/State Government department, PSU, statutory body or public authority. A self-declaration/non-blacklisting undertaking shall be furnished.
- 6.5 The lead participant shall be solely responsible for execution of the assignment. Sub-contracting of core survey design, analysis and reporting shall not be permitted without prior written approval of STA. Engagement of field enumerators/survey personnel under direct supervision of the selected participant shall not be treated as sub-contracting.

## 7. Nature of EOI and Selection Process

- 7.1 This EOI is a complete process document for inviting interest, obtaining techno-commercial proposals, assessing technical capacity, considering presentations and selecting/engaging a suitable participant.
- 7.2 The broad selection process shall be as follows:
1. Submission of EOI response along with eligibility documents, technical proposal and sealed commercial proposal in prescribed formats.
  2. Preliminary scrutiny by STA to verify completeness, eligibility and responsiveness.

3. Presentation by eligible/interested participants before the Committee constituted by the Transport Commissioner, Odisha, either physically or through virtual mode.
  4. Evaluation of technical proposal, presentation and commercial proposal as per the evaluation framework prescribed in this EOI.
  5. Negotiation of the price proposal / commercial offer by the Committee, if considered necessary in public interest and for value-for-money.
  6. Recommendation by the Committee and approval by the competent authority.
  7. Issuance of Letter of Intent / Letter of Award / Work Order to the selected participant and signing of agreement/MoU/contract, as applicable.
- 7.3 Participation in this EOI process does not create any right to be selected or engaged. STA may call one or more participants for clarification, due diligence and/or negotiation of the price proposal, or may reject all proposals, in public interest.
- 7.4 The commercial/price proposal submitted by a participant shall be subject to negotiation by the Committee constituted by the Transport Commissioner, Odisha. The negotiated and approved commercial terms shall be incorporated in the agreement/work order, as applicable.

## 8. Scope of Work

The scope of work shall be comprehensive and shall cover both;

**Category A - Goods Vehicle / Freight Movement and  
Category B - Passenger Vehicle / Passenger Transport.**

The selected participant shall propose a robust methodology, sampling plan, survey tools and implementation plan suitable for Odisha.

### 8.1. Survey Design and Preparatory Work

- Develop detailed study methodology, survey design, sampling framework and field execution plan.
- Prepare separate questionnaires/formats for goods vehicle operators/transporters, passenger vehicle users, bus passengers, operators, drivers, terminal users and other relevant stakeholders.
- Design digital data collection forms with GPS/time stamping, enumerator identification, validation controls and quality checks.
- Identify representative corridors, terminals, border points, urban/rural nodes, industrial/mining belts, port/logistics points, tourism/medical/institutional movement points and inter-State movement locations in consultation with STA.
- Conduct pilot survey/testing of instruments and refine survey design before large-scale rollout.

### 8.2. Origin-Destination Survey - Passenger Transport

- Capture origin, destination, intermediate transfer points, trip purpose such as work, education, medical, business, tourism, social and other purposes.
- Assess travel frequency, time of travel, travel cost, travel time, waiting time, access/egress mode and last-mile connectivity.

- Study route choice behaviour, modal choice, availability of alternatives, willingness to shift and preference for improved services.
- Capture passenger perception on safety, comfort, affordability, accessibility, punctuality, reliability, cleanliness, information availability and grievance redressal.
- Assess demand for BS-VI buses, electric buses, improved public transport, feeder services, rural connectivity and inter-State services.

### **8.3. Origin-Destination Survey - Goods/Freight Movement**

- Capture origin, destination, route, commodity type, vehicle category, load factor, frequency of movement, operating cost indicators and trip turnaround characteristics.
- Assess movement from/to industrial areas, mining areas, ports, warehouses, agricultural markets, wholesale markets, urban logistics nodes and inter-State borders.
- Identify major freight corridors, congestion points, terminal/parking requirements, freight demand clusters and route inefficiencies.
- Assess transporter opinion on infrastructure gaps, enforcement interface, safety issues, parking/terminal facilities, cost/time delays and digital service needs.
- Analyse present and future demand for goods movement by corridor, commodity group, vehicle class and movement pattern.

### **8.4. Passenger / Transporter Opinion Survey**

- Undertake structured opinion surveys of passengers, transporters, operators, drivers, conductors, terminal managers and other stakeholders.
- Assess user satisfaction, service quality, reliability, vehicle condition, safety, comfort, affordability and access to information.
- Assess willingness to use improved buses, electric buses, better scheduled services, feeder services and integrated terminal facilities.
- Record service pain points, route gaps, unmet demand, service irregularity, overcrowding, low occupancy routes and operational constraints.

### **8.5. Traffic, Occupancy and Terminal Surveys**

- Conduct classified volume counts, occupancy surveys, boarding/alighting surveys, terminal footfall surveys and waiting-time surveys wherever required.
- Capture peak and off-peak variations, weekday/weekend variations, seasonal effects and special movement patterns wherever relevant.
- Assess terminal facilities, accessibility, passenger amenities, parking, signage, safety, crowding and interchange requirements.

### **8.6. Route Analysis and Service Optimisation**

- Analyse existing route efficiency, service frequency, occupancy/load factors, route duplication, underserved corridors and underperforming corridors.
- Recommend route rationalisation, route extension, new route creation, service frequency revision, feeder/last-mile integration and fleet deployment strategy.

- Suggest measures to improve financial sustainability, operational efficiency, passenger convenience and equitable connectivity.
- Provide corridor-wise demand estimation and prioritisation for passenger and goods movement.

## 8.7. Demand Estimation and Future Projections

- Estimate existing demand separately for passenger and goods movement.
- Prepare future demand projections using appropriate assumptions, demographic/economic indicators, corridor growth, land use, industrial / logistics growth and service improvement scenarios.
- Analyse peak vs off-peak demand, corridor-level growth and likely requirement of fleet, route capacity, terminal capacity and service frequency.
- Provide scenario-based recommendations for short-term, medium-term and long-term planning.

## 8.8. GIS, Data Analytics and Digital Outputs

- Prepare GIS-based maps/layers of routes, corridors, terminals, high-demand nodes, underserved areas, freight corridors and inter-State/intra-State movement patterns.
- Submit cleaned datasets, metadata, codebooks, questionnaires, raw survey data, processed data, GIS files and analytical tables in formats specified by STA.
- Provide charts, dashboards or visual summaries suitable for policy presentation and internal planning use.
- Ensure that all data is archived, backed up and recoverable during and after the project period.

## 8.9. Additional Scope and Value Additions

- 8.9.1 STA may, on mutual consent with the selected participant, add, modify or further refine any scope of work which is incidental, ancillary or necessary for achieving the objectives of this assignment. Such additional/refined scope may be finalised at the time of signing of the contract agreement and prior to issuance of the Work Order.
- 8.9.2 Interested participants/agencies/organisations may, in their technical proposal and/or presentation before the Committee, offer additional scope of work, value additions, digital tools, dashboards, analytics, policy support, capacity building, implementation assistance or any other component which may improve the quality and utility of the study.
- 8.9.3 The Committee may consider such additional scope/value addition during evaluation and may, if found useful, negotiate the commercial implication, timeline and deliverables. Only such additional scope as is accepted by STA and mutually agreed with the selected participant shall form part of the final agreement/work order.

## 9. Deliverables

| SI. No. | Deliverable      | Description   |
|---------|------------------|---|
| 1       | Inception Report | Detailed methodology, survey plan, sampling design, route/corridor identification |

| Sl. No. | Deliverable  | Description   |
|---------|--|---|
|         |  | approach, survey tools/questionnaires, field deployment plan, QA/QC plan and work schedule.   |
| 2       | Survey Instruments and Pilot Survey Note                                     | Finalised questionnaires, digital forms, pilot survey findings and refinements.   |
| 3       | Progress Reports   | Periodic progress updates on field surveys, coverage, issues, corrective actions and preliminary findings.  |
| 4       | Data Package - Interim   | Raw and cleaned data collected up to interim stage, with metadata and data quality note.  |
| 5       | Draft Report –<br><b>Category A: Goods Vehicle / Freight Movement</b>        | Freight O-D analysis, corridor analysis, demand-supply gap, vehicle category / commodity analysis, terminal / parking / logistics issues, future projections and recommendations. |
| 6       | Draft Report –<br><b>Category B: Passenger Vehicle / Passenger Transport</b> | Passenger O-D analysis, route performance, occupancy, service quality, user satisfaction, last-mile connectivity, demand projections and recommendations.                         |
| 7       | GIS Outputs  | GIS layers / maps for routes, corridors, demand nodes, terminals, service gaps, high-demand and under-served areas.   |
| 8       | Final Reports  | Separate final reports for Category A and Category B incorporating STA comments, with executive summary and implementation roadmap.   |
| 9       | Presentation and Policy Brief  | Final presentation, key findings, recommendations, corridor prioritisation and actionable policy / operational measures.  |
| 10      | Final Data Archive   | Raw data, cleaned data, metadata, codebook, survey instruments, GIS files, analysis files, photographs if any, and backup copy as required by STA.                                |

## 10. Proposed Team and Resource Deployment by Participant

- 10.1 The interested participant/agency/organization shall independently assess the assignment requirements and propose a suitable team and deployment structure in its techno-commercial proposal and presentation/POC.
- 10.2 The participant shall indicate the proposed positions, number of persons to be offered, names, qualifications, years of experience, relevant assignments, specific role in this project and expected period of deployment in the prescribed format annexed to this EOI.
- 10.3 The proposed team should demonstrate adequate capability for survey design, field deployment, O-D survey execution, freight and passenger transport analysis, GIS/data analytics, quality assurance, data management, reporting and stakeholder coordination. The

exact team structure and resource mix shall be proposed by the participant and assessed by the Committee as part of technical evaluation and presentation.

- 10.4 STA may, during evaluation, negotiation or prior to signing of the agreement, seek clarification, improvement or strengthening of the proposed resource deployment, if considered necessary for timely and quality completion of the assignment. Any such mutually agreed resource deployment shall be incorporated in the final agreement/work order.
- 10.5 The participant shall remain fully responsible for the quality, integrity, supervision, conduct and deliverables of its proposed team and field personnel. Engagement of field investigators/enumerators shall be under the direct supervision and accountability of the selected participant.

## 11. Submission of EOI and Techno-Commercial Proposal

- 11.1 The interested participant shall submit its proposal in three parts as indicated below:

| Part   | Proposal Component                       | Contents  |
|--------|--|---|
| Part A | Eligibility and Administrative Documents | Covering letter, applicant details, legal / registration documents or Government recognition / authorization / empanelment proof, authorisation letter, experience documents, non-blacklisting undertaking, conflict of interest declaration and checklist.   |
| Part B | Technical Proposal                       | Understanding of assignment, methodology, sampling plan, survey design, staffing plan, digital tools, work plan, data management plan, quality assurance plan, risk mitigation plan and relevant experience.  |
| Part C | Commercial Proposal                      | Commercial quote in the prescribed format, duly signed and sealed separately. <b>The quote shall be inclusive of all applicable taxes</b> , manpower, tools, travel, logistics, software, reporting, presentation, data storage and all other costs required for successful completion of the assignment. |

- 11.2 The proposal shall be submitted in sealed envelope superscribed: **"EOI for Detailed Origin-Destination Study for STA, Odisha"** and addressed to:  
**The Transport Commissioner,  
 State Transport Authority, Odisha,  
 6th Floor, Rajaswa Bhawan,  
 Cuttack - 753002.**
- 11.3 **The commercial proposal shall be kept in a separate sealed cover within the main envelope. The soft copy of the technical proposal/presentation may be submitted in pen drive or through e-mail ([staroadsafety@gmail.com](mailto:staroadsafety@gmail.com)) , if specifically permitted/required by STA.**
- 11.4 **Proposals received after the last date and time may be rejected. STA shall not be responsible for postal/courier delays.**
- 11.5 **There shall not be any pre-EOI consultation / clarification meeting.** Participants are expected to submit their best proposal based on this EOI and their independent

assessment. **STA may issue written corrigendum/addendum, if considered necessary.**

## **12. Presentation Before Committee**

- 12.1 Interested participants/agencies/organisations found eligible or considered suitable by STA shall be required to make a presentation before the Committee constituted by the Transport Commissioner, Odisha.
- 12.2 The presentation may be conducted physically at a venue intimated by STA or through virtual mode/video conference, as decided by STA. The date, time, duration and mode of presentation shall be communicated separately.
- 12.3 The presentation shall broadly cover:
  - Understanding of Odisha transport context and objectives of the assignment.
  - Relevant institutional experience and credentials.
  - Proposed methodology, sampling strategy and field survey design.
  - Digital data collection tools, GIS methodology, data validation and quality assurance plan.
  - Separate approach for goods/freight movement and passenger transport movement.
  - Team composition, mobilisation plan and field logistics.
  - Data backup, storage, confidentiality and recovery mechanism.
  - Timeline, deliverables, risks and mitigation plan.
  - Financial/commercial approach and value-for-money proposition, if called upon by the Committee.
- 12.4 Failure to attend the presentation without valid reason may result in rejection of the proposal. STA may, however, allow rescheduling in exceptional circumstances at its sole discretion.

## **13. Evaluation Framework**

### **13.1. Evaluation by Committee**

The techno-commercial proposals received pursuant to this Expression of Interest shall be examined and evaluated by a Committee constituted by the Transport Commissioner, Odisha.

The Committee shall evaluate the proposals in a comprehensive and integrated manner by considering the technical proposal, commercial proposal, presentation/Proof of Concept, institutional capability, relevant experience, proposed methodology, deliverables, data management plan, implementation approach, proposed team deployment, and any additional scope/value addition offered by the participant / agency / organisation.

### **13.2. Integrated Techno-Commercial Evaluation**

The evaluation shall not be conducted by treating the technical and commercial proposals as two separate and independent stages. The Committee shall evaluate both the technical and commercial proposals together in an integrated techno-commercial evaluation framework.

Considering that the assignment is primarily dependent upon technical capability, institutional credibility, experience, methodology, technology, quality of deliverables, data management and presentation, the commercial proposal shall carry limited weightage.

The total evaluation shall be for **100 marks**, as indicated below:

| Sl. No. | Evaluation Parameter   | Maximum Marks |
|---------|--|---------------|
| 1       | Institutional credibility, organisational capacity, Government recognition/empanelment/accreditation, academic/research standing and overall capability  | 15            |
| 2       | Relevant experience in O-D surveys, transport planning, freight/passenger movement studies, public transport studies, road engineering surveys, route planning, GIS-based mobility studies or similar assignments    | 20            |
| 3       | Technical approach, survey design, methodology, sampling framework, digital data collection, validation process and implementation strategy  | 20            |
| 4       | Proposed deliverables, analytical framework, demand estimation, route performance assessment, occupancy analysis, future demand projection, GIS outputs, dashboard/data visualisation and actionable recommendations | 15            |
| 5       | Data management, data security, archival, backup, recovery mechanism, quality assurance, auditability and handover plan to STA   | 10            |
| 6       | Presentation / Proof of Concept before the Committee, including clarity, practicality, innovation, additional scope/value addition offered and response to Committee queries   | 5             |
| 7       | Commercial proposal / price offer  | 15            |
|         | <b>Total</b>   | <b>100</b>    |

### 13.3. Presentation / Proof of Concept

The interested participant/agency/organisation shall be required to make a presentation, either physically or through virtual mode, before the Committee constituted by the Transport Commissioner, Odisha.

During such presentation, the participant/agency/organisation may explain its institutional strength, relevant experience, technical approach, survey methodology, technology platform, data collection tools, GIS/mapping capability, dashboard/visualisation capability, reporting framework, data storage and backup mechanism, proposed team deployment, implementation schedule and any additional scope or value addition proposed by it.

The Committee may take into consideration the presentation, Proof of Concept, responses to queries and additional scope/value addition offered while awarding marks under the relevant evaluation parameters.

### 13.4. Proposed Team and Deployment Plan

The participant/agency/organisation shall indicate its proposed team and deployment plan in the techno-commercial proposal in the prescribed format, containing details such as:

| Sl. No | Proposed Position | Number of Persons Offered | Qualification | Years of Experience | Relevant Assignments Handled | Role in Present Assignment |
|--------|-------------------|---------------------------|---------------|---------------------|------------------------------|----------------------------|
| .      |                   |                           |               |                     |                              |                            |

The adequacy, relevance and suitability of the proposed team shall be assessed by the Committee as part of the overall evaluation of methodology, implementation capacity and presentation.

### **13.5. Shortlisting by Committee**

After completion of the evaluation process, the Committee shall prepare a comparative assessment of the proposals and shortlist the participant/agency/organisation considered suitable for undertaking the assignment.

The shortlisting shall be based on the aggregate marks obtained in the integrated techno-commercial evaluation, responsiveness of the proposal, suitability of methodology, institutional capability, quality of presentation, proposed deliverables and commercial reasonableness.

The shortlisting by the Committee shall be recommendatory in nature and shall not by itself confer any right upon the shortlisted participant/agency/organisation for award of work.

### **13.6. Negotiation of Price Proposal**

After shortlisting, the Committee may call the shortlisted participant / agency / organisation for negotiation of the price proposal.

The purpose of negotiation shall be to arrive at a reasonable, justified and mutually acceptable price for execution of the assignment, keeping in view the scope of work, methodology, deliverables, timeline, deployment plan, data management requirements, additional value offered and overall interest of STA.

The Committee may also seek clarification, justification, break-up of cost, revision of commercial offer or alignment of price with the mutually agreed scope and deliverables.

The outcome of negotiation shall be duly recorded by the Committee.

### **13.7. Additional Scope and Value Addition**

The participant/agency/organisation may offer additional scope of work, innovative components, technological interventions, dashboard support, data analytics tools, capacity-building support or any other value addition during its proposal or presentation before the Committee.

STA may, on mutual consent with the shortlisted participant / agency / organisation, add, refine or suitably modify the scope of work at the time of signing of the contract agreement and prior to issuance of the work order.

### **13.8. Recommendation to Competent Authority**

After completion of evaluation, shortlisting and negotiation, the Committee shall recommend the shortlisted participant/agency/organisation, along with the negotiated price proposal and relevant observations, to the competent authority for final selection and approval.

The final selection shall be subject to approval of the competent authority, fulfilment of eligibility and documentation requirements, acceptance of terms and conditions, execution of contract agreement and issuance of work order by STA.

No participant/agency/organisation shall claim selection or award of work merely on the basis of presentation, shortlisting, negotiation or recommendation of the Committee unless final approval is accorded by the competent authority and a formal work order is issued.

### 13.9. Right of STA / Competent authority

STA/ competent authority reserves the right to accept or reject any proposal, seek additional information, call for clarification, require presentation or revised presentation, negotiate the commercial offer, modify or refine the scope of work on mutual consent, annul the EOI process at any stage or reject all proposals without assigning any reason.

The decision of STA/competent authority shall be final and binding in respect of evaluation, shortlisting, negotiation, final selection and award of work.

### 14. Timeline and Payment Milestones

- 14.1 The indicative assignment duration shall be 150 days from the date of Work Order / commencement. The participant may propose an improved timeline; however, the final timeline shall be approved by STA.

| Sl. No. | Milestone   | Indicative Timeline |
|---------|---|---------------------|
| 1       | Inception Report with final methodology, survey instruments and work plan   | Within 30 days      |
| 2       | Completion of field surveys and submission of interim data / progress report  | Within 90 days      |
| 3       | Draft reports for Category A - Goods Vehicles and Category B - Passenger Vehicles, with GIS outputs and preliminary recommendations | Within 120 days     |
| 4       | Final reports, datasets, GIS files, presentation and final data archive after incorporating STA comments                            | Within 150 days     |

- 14.2 Payment shall be made as per approved work order/agreement and subject to satisfactory acceptance of deliverables by STA. An indicative payment structure is given below:

| Sl. No. | Payment Milestone   | Indicative Payment |
|---------|---|--------------------|
| 1       | On approval of Inception Report   | 30%                |
| 2       | On completion of field survey and acceptance of Draft Report / interim datasets | 40%                |
| 3       | On acceptance of Final Reports, GIS outputs and complete data archive           | 30%                |

### 15. Penalty / Liquidated Damages for Delay and Deficient Deliverables

Delay in submission of any milestone deliverable, draft report, final report, data set, GIS output, presentation material or any other deliverable specified in the work order / agreement shall attract liquidated damages at the rate of **0.5% of the corresponding milestone payment for every week of delay or part thereof**, subject to a maximum ceiling of **10% of the total contract value**.

For the purpose of calculation, any delay beyond the approved timeline by even a part of a week shall be treated as one full week.

STA may withhold the corresponding milestone payment, either fully or partly, in case the deliverable submitted is found to be incomplete, inaccurate,

deficient, non-verifiable, inconsistent with field data, not in conformity with the agreed scope of work, or otherwise unsatisfactory.

Where any deliverable is returned by STA for correction, modification or resubmission due to deficiency attributable to the selected participant / agency / organisation, the time taken for such correction or resubmission may also be counted for the purpose of delay, unless otherwise decided by STA for reasons to be recorded.

In case of persistent delay, repeated deficiency, failure to rectify defects within the time allowed by STA, or failure to submit acceptable deliverables, STA may, without prejudice to any other rights available under the agreement, recover liquidated damages, withhold payment, encash performance security, reduce payable amount, terminate the work order / agreement, or take any other action as deemed appropriate.

No penalty shall be levied for delay attributable solely to STA or due to force majeure events duly accepted by STA in writing.

## 16. Data Ownership, Confidentiality and Backup

- 15.1 All reports, maps, GIS layers, raw data, processed data, survey instruments, photographs, digital forms, analysis files, codebooks, dashboards, presentations and all other outputs generated under this assignment shall be the property of STA, Odisha.
- 15.2 The selected participant shall not disclose, publish, transfer, share, sell or use the data or outputs for any purpose other than this assignment without prior written approval of STA.
- 15.3 The selected participant shall maintain secure data storage, archival, backup and recovery systems throughout the assignment and for such period as may be specified by STA. The participant shall provide the complete dataset and backup to STA as and when required.
- 15.4 The participant shall ensure data accuracy, enumerator accountability, audit trails, data validation and confidentiality of personal/operational information collected during the survey.

## 17. Non-Disclosure, Confidentiality and Data Protection

### 17.1. Confidentiality Obligation

The selected participant/agency/organisation shall treat all information, records, reports, datasets, survey responses, GIS outputs, route data, passenger/goods movement data, institutional documents, correspondence, digital files, login credentials, technical architecture, operational details and any other information shared by or generated for STA as strictly confidential.

The selected participant/agency/organisation shall not disclose, publish, circulate, reproduce, transfer, sell, commercially exploit or make available such information to any third party without prior written approval of STA.

### 17.2. Non-Disclosure Agreement

The selected participant/agency/organisation shall execute a **Non-Disclosure Agreement (NDA)** with STA before commencement of the assignment or before access to any official data, whichever is earlier.

The NDA shall bind the selected participant/agency/organisation, its employees, consultants, surveyors, field staff, technology partners, associates, sub-resources, if any, and all persons deployed for the assignment.

### **17.3. Use of Data**

All data collected, generated, processed, analysed or stored during the assignment shall be used only for the purpose of the assignment awarded by STA. No data shall be used for academic publication, commercial analysis, private research, consultancy, third-party sharing, media release or any other purpose without written permission of STA.

### **17.4. Ownership of Data**

All raw data, processed data, reports, survey forms, photographs, GPS coordinates, GIS layers, dashboards, software outputs, analytical models, findings and recommendations prepared under the assignment shall be the exclusive property of STA.

The selected participant/agency/organisation shall hand over the complete data, in editable and machine-readable formats, to STA as and when required and at the time of completion of the assignment.

### **17.5. Survival of Confidentiality**

The confidentiality obligations shall survive completion, termination or closure of the assignment. In respect of personal data, sensitive information, government records and unpublished official data, the obligation shall continue permanently unless STA specifically releases the selected participant/agency/organisation from such obligation in writing.

### **17.6. Breach of Confidentiality**

Any breach of confidentiality, unauthorised disclosure, loss of data, misuse of data or failure to protect STA's information shall be treated as a material breach of contract.

STA may take appropriate action including withholding of payment, recovery of damages, forfeiture/encashment of performance guarantee, termination of contract, blacklisting/debarment and initiation of legal proceedings.

## **18. Force Majeure**

### **18.1. Definition**

For the purpose of this EOI and the contract agreement, "Force Majeure" shall mean an event or circumstance which is beyond the reasonable control of the affected party, which could not have been reasonably foreseen or prevented, and which substantially prevents or delays performance of obligations under the contract.

Force Majeure events may include natural calamities, flood, cyclone, earthquake, fire, epidemic, pandemic, war, civil disturbance, riot, act of terrorism, restrictions imposed by Government or statutory authority, prolonged transport disruption, or any other event accepted by STA as Force Majeure.

### **18.2. Exclusions**

Force Majeure shall not include lack of manpower, internal administrative delay, financial difficulty, failure of equipment, non-availability of field staff, delay by vendors,

negligence, poor planning, data loss due to inadequate backup, or any circumstance which could have been reasonably avoided by the selected agency / organisation.

### **18.3. Notice of Force Majeure**

The party claiming Force Majeure shall notify the other party in writing within **7 days** from the occurrence of such event, along with documentary evidence and details of the likely impact on performance.

Failure to give timely notice may disentitle the party from claiming relief under this clause, unless STA is satisfied that such delay was itself caused by the Force Majeure event.

### **18.4. Effect of Force Majeure**

Where STA accepts the Force Majeure claim, the affected timelines may be extended to the extent justified by the Force Majeure event. Such extension shall not entitle the selected agency/organisation to any additional payment.

The selected agency/organisation shall make all reasonable efforts to minimise delay and resume work immediately after cessation of the Force Majeure event.

### **18.5. Prolonged Force Majeure**

If the Force Majeure event continues for more than **60 days**, STA may review the feasibility of continuing the assignment and may modify, suspend or terminate the contract in whole or in part without liability, except payment for accepted deliverables completed prior to such termination.

## **19. Performance Guarantee**

### **19.1. Submission of Performance Guarantee**

The selected agency/organisation shall furnish a **Performance Guarantee equivalent to 5% of the total contract value** within **15 days** from the date of issue of Letter of Award / Letter of Intent / communication of selection, and before signing of the contract agreement or issuance of work order, whichever is earlier.

The Performance Guarantee shall be furnished in the form of Bank Guarantee / Fixed Deposit Receipt / Demand Draft / e-Bank Guarantee in favour of **Transport Commissioner, Odisha**, payable at Cuttack, from a Scheduled Commercial Bank.

### **19.2. Applicability to Government Institutions**

In case the selected agency/organisation is a purely Government Department or Government agency, statutory authority, public funded academic institution, IIT, IIM, NIT, Government-recognised research institution or other Government-controlled body, STA may, with approval of competent authority, accept an institutional performance undertaking in lieu of Bank Guarantee, if considered appropriate.

### **19.3. Validity**

The Performance Guarantee shall remain valid for the entire contract period and for an additional period of **60 days** after completion of all deliverables and acceptance by STA.

Where the contract period is extended, the selected agency/organisation shall extend the validity of the Performance Guarantee accordingly before expiry of the existing guarantee.

#### **19.4. Purpose of Performance Guarantee**

The Performance Guarantee shall secure due performance of all contractual obligations, including timely completion of work, quality of deliverables, data accuracy, confidentiality, data handover, rectification of defects, compliance with scope of work and adherence to terms of the agreement.

#### **19.5. Encashment / Forfeiture**

STA may encash or forfeit the Performance Guarantee, either in full or in part, in case of:

- a) failure to commence work within the stipulated time;
- b) delay in submission of deliverables beyond the approved timeline;
- c) repeated submission of incomplete, inaccurate or unsatisfactory deliverables;
- d) failure to rectify defects within the time allowed by STA;
- e) breach of confidentiality or data security obligations;
- f) abandonment of work or failure to complete the assignment;
- g) violation of terms of the EOI, work order or contract agreement;
- h) termination of contract due to default of the selected agency/organisation.

Before encashment of Performance Guarantee, STA may issue a written notice giving reasonable opportunity to the selected agency/organisation to submit its explanation, except in cases requiring urgent action to protect Government interest, data security or public interest.

#### **19.6. Release of Performance Guarantee**

The Performance Guarantee shall be released after successful completion of the assignment, acceptance of all deliverables by STA, submission of all data and records, settlement of all dues, and fulfilment of all contractual obligations.

### **20. Dispute Resolution**

#### **20.1. Amicable Settlement**

In the event of any dispute, difference or claim arising out of or relating to the EOI, selection process, work order, contract agreement, scope of work, deliverables, payment, delay, quality of work, interpretation of clauses or performance of obligations, the parties shall first attempt to resolve the matter amicably through mutual discussion.

The selected agency/organisation shall submit its representation in writing to STA. STA may examine the matter and communicate its decision within a reasonable period.

#### **20.2. Escalation**

If the dispute is not resolved at the initial level, the matter may be placed before the Transport Commissioner, Odisha, or any officer/committee authorised by him, for consideration and decision.

The selected agency/organisation shall continue to perform its obligations during pendency of dispute, unless otherwise directed by STA in writing.

### **20.3. Continued Performance**

During the pendency of any dispute, negotiation or legal proceeding, the selected agency/organisation shall continue to perform the undisputed part of the work, unless STA directs otherwise.

### **20.4. Jurisdiction**

The courts having jurisdiction at **Cuttack, Odisha** shall have exclusive jurisdiction over all matters arising out of the EOI, selection process, contract agreement and work order.

### **20.5. Government-to-Government / Institutional Disputes**

Where the selected agency/organisation is a Government Department, statutory authority, Government agency, public funded institution or Government-controlled body, disputes may first be referred for resolution through mutual consultation between the concerned authorities. If required, the matter may be escalated to the competent administrative authority of the Government of Odisha before invocation of legal remedy.

## **21. Restriction on Subletting, Sub-Contracting and Third-Party Engagement**

### **21.1. No Subletting or Assignment**

The selected agency/organisation shall not assign, transfer, sublet, delegate or otherwise part with the whole or any substantial portion of the work awarded under this EOI to any third party, agency, institution, consultant, firm, vendor or associate without prior written approval of STA.

The assignment is being awarded on the basis of the institutional capability, experience, credibility, methodology, proposed team and presentation of the selected participant/agency/organisation. Therefore, execution of the work through an undisclosed or unauthorised third party shall not be permitted.

### **21.2. Restriction on Sub-Contracting of Core Activities**

The selected participant/agency/organisation shall not sub-contract any core activity relating to survey design, methodology, field data collection, data validation, transport modelling, GIS mapping, demand estimation, report preparation, dashboard/data visualisation, analysis or recommendations without prior written approval of STA.

Engagement of any third-party technical support, field support, software support or specialised resource, if unavoidable, shall be only with prior written approval of STA and subject to such conditions as may be imposed by STA.

### **21.3. Responsibility Despite Approved Support**

Even where any limited third-party support is approved by STA, the selected agency/organisation shall remain fully responsible and liable for the quality, accuracy, confidentiality, timeliness, legality and completeness of the work.

No claim shall be made by the selected agency/organisation on the ground of failure, delay, default, negligence or non-performance of any such third party.

### **21.4. No Access to STA Data Without Approval**

No third party shall be given access to any official data, survey data, field data, GIS outputs, route information, passenger/goods movement data, dashboard, login

credential, report, draft finding or any other information related to the assignment without prior written approval of STA.

Any unauthorised sharing of data or information with a third party shall be treated as a material breach of contract and may attract termination, forfeiture of performance guarantee, withholding of payment, blacklisting/debarment and other legal action.

### **21.5. Substitution of Proposed Personnel**

The personnel proposed by the selected agency/organisation in its techno-commercial proposal shall not be substituted without prior written approval of STA.

Any proposed substitution shall be with personnel having equal or higher qualification, experience and suitability. STA shall have the right to reject any proposed substitution if it is found unsuitable.

## **22. Physical Deployment of Proposed Designated Manpower / Experts**

### **22.1. Deployment as per Approved Proposal**

The selected agency/organisation shall deploy the proposed designated manpower/experts as indicated by it in the approved techno-commercial proposal and presentation/Proof of Concept.

The EOI does not prescribe any fixed manpower requirement; however, once the selected agency/organisation itself offers a team and the same is considered during evaluation and approval, such proposed team shall form part of its binding commitment.

### **22.2. Physical Availability at Odisha**

The designated manpower/experts proposed for the assignment shall be physically available in Odisha for effective execution, coordination, review and reporting of the work.

When such designated manpower/experts are not engaged in approved field work, they shall remain available at the Office of the Transport Commissioner, Odisha / STA office / any other office or location as may be directed by STA for coordination, consultation, data validation, report preparation, presentation, review meetings and other project-related work.

### **22.3. Attendance and Availability**

STA may require the selected agency/organisation to maintain an attendance register / deployment record / movement register for the designated manpower/experts deployed for the assignment.

The designated manpower/experts shall remain available during working hours and, in urgent circumstances, beyond working hours as may be reasonably required by STA or higher authorities in connection with the assignment.

### **22.4. Field Visit Intimation**

Whenever any designated manpower/expert is required to undertake field visit, survey, inspection, stakeholder consultation, route assessment, terminal survey, traffic count, passenger survey, goods vehicle survey or any other field-related activity, prior intimation shall be given to the authorised officer of the Transport Commissioner.

Such intimation shall indicate the proposed date, location, purpose of visit, names of personnel visiting, contact details, proposed survey activity and expected duration of field work.

### **22.5. Field Movement Plan and Reporting**

The selected agency/organisation shall submit field movement plans, survey schedules, route plans and progress reports as may be required by STA.

After completion of field visit, the concerned designated manpower/expert may be required to submit a brief field visit note, survey progress report, observations, photographs, GPS-tagged evidence or any other record as may be directed by STA.

### **22.6. Cost of Deployment and Field Visits**

No additional cost shall be payable by STA beyond the cost finalised by the Committee and approved by the competent authority.

All expenses relating to manpower deployment, travel, boarding, lodging, local conveyance, field logistics, survey material, equipment, software, hardware, devices, internet, printing, venue, local coordination, rent, fee, permit, entry charge, toll, parking, communication or any other incidental expenditure arising during field visits or project execution shall be borne by the selected participant/agency/organisation.

No claim for additional payment, reimbursement, escalation or compensation shall be entertained on account of field visits, physical deployment, meetings, presentations, logistics, local arrangements or any other project-related requirement.

### **22.7. Meetings and Presentations Before Higher Authorities**

The designated manpower/experts and authorised representatives of the selected agency/organisation may be called by the Transport Commissioner, STA, Commerce & Transport Department, any higher authority, committee, review forum or any other authority nominated by STA for meetings, presentations, clarifications, review of progress, demonstration of outputs or discussion on findings.

The selected agency/organisation shall ensure attendance of the concerned designated manpower/experts in such meetings or presentations, physically or virtually as directed.

No additional cost shall be payable for attending such meetings, reviews, discussions or presentations.

### **22.8. Non-compliance**

Failure to deploy the proposed designated manpower/experts, unauthorised absence, non-availability during review, failure to intimate field visits, refusal to attend meetings or repeated substitution of key personnel may be treated as deficiency in service and breach of contractual obligation.

STA may take appropriate action including warning, withholding of payment, levy of penalty, rejection of deliverables, encashment of performance guarantee or termination of contract in case of persistent non-compliance.

## **23. Single Point of Contact and Coordination Mechanism**

### **23.1. Nomination of Single Point of Contact**

The selected agency/organisation shall nominate a senior and competent officer as the **Single Point of Contact (SPOC)** for the assignment immediately after issuance of Letter of Award / communication of selection.

The name, designation, mobile number, email ID and office address of the SPOC shall be communicated to STA in writing.

### **23.2. Role and Responsibility of SPOC**

The SPOC shall be responsible for overall coordination with STA and shall be competent to respond to all queries, clarifications, progress reviews, data requirements, field coordination issues, presentation requirements, deliverable-related observations, financial/commercial issues and any other matter relating to the assignment.

The SPOC shall ensure timely communication between STA and the project team and shall be accountable for obtaining instructions from STA and communicating the same to the concerned team members of the selected agency/organisation.

### **23.3. Availability of SPOC**

The SPOC may be called or contacted at any point of time by the Transport Commissioner, STA, authorised officers of STA, higher authorities or any officer/committee nominated by STA.

The SPOC shall remain accessible on phone and email and shall respond promptly to official communication. In urgent matters, the SPOC shall be required to respond immediately or within such time as may be specified by STA.

### **23.4. Alternate SPOC**

The selected agency/organisation shall also nominate an alternate SPOC to act in the absence or non-availability of the primary SPOC.

Non-availability of the SPOC shall not be accepted as a ground for delay in submission of reports, clarification, field coordination, presentation or compliance with instructions issued by STA.

### **23.5. Authority of SPOC**

All communication made by STA to the SPOC shall be deemed to have been duly communicated to the selected agency/organisation.

The selected agency/organisation shall ensure that the SPOC has adequate authority to take decisions, coordinate with team members, arrange meetings, provide clarifications, submit information and ensure compliance with instructions issued by STA.

### **23.6. Change of SPOC**

The SPOC shall not be changed without prior written intimation to STA. STA may, for recorded reasons, require replacement of the SPOC if the officer is found non-responsive, unsuitable, unavailable or incapable of effectively coordinating the assignment.

## **24. Inclusive Cost and No Additional Financial Claim**

### **24.1. Cost to be All-Inclusive**

The cost finalised by the Committee and approved by the competent authority shall be treated as an all-inclusive cost for completion of the assignment in accordance with the approved scope of work, presentation/Proof of Concept, agreed deliverables and contract agreement.

The selected agency/organisation shall be deemed to have included all costs required for successful completion of the assignment, including cost of manpower,

experts, field surveyors, travel, accommodation, local conveyance, equipment, devices, software, data collection tools, GIS tools, dashboard preparation, printing, documentation, meetings, presentations, field logistics, data storage, backup, recovery, administrative support and all other incidental expenses.

#### **24.2. No Extra Claim**

No extra payment shall be made for any logistical arrangement, rent, fee, travel, field visit, local deployment, meeting, presentation, re-presentation, review, clarification, data correction, stakeholder consultation, additional discussion or official coordination required for completion of the assignment.

#### **24.3. Responsibility to Arrange Resources**

All resources required for execution of the assignment shall be arranged by the selected agency/organisation at its own cost.

STA shall not be responsible for providing office equipment, survey tools, manpower, transport, accommodation, logistics, stationery, devices, software, connectivity, field support or any other facility unless specifically agreed in writing.

#### **24.4. Binding Effect**

The selected agency/organisation shall not raise any claim for cost escalation, reimbursement or additional payment on the ground of field conditions, number of meetings, additional presentations, local logistics, higher authority reviews, travel requirement, data validation, reworking of reports or any other requirement necessary for successful completion of the assignment.

### **25. Obligations of State Transport Authority, Odisha**

#### **25.1. Facilitation and Coordination**

STA shall facilitate necessary coordination with concerned officers, field formations, Regional Transport Offices, transport stakeholders and other relevant agencies to the extent required for effective execution of the assignment.

However, the primary responsibility for planning, manpower deployment, field execution, logistics, data collection, analysis, reporting and timely completion of the assignment shall remain with the selected participant/agency/organisation.

#### **25.2. Nomination of Nodal Officer**

STA may nominate one or more Nodal Officer(s) / authorised officer(s) for coordination, review, approval of field schedules, receipt of deliverables, communication of observations and monitoring of progress of the assignment.

All official communications issued by the Nodal Officer / authorised officer in connection with the assignment shall be treated as communication made on behalf of STA.

#### **25.3. Provision of Working Space**

STA shall provide suitable working space at the Office of the Transport Commissioner, Odisha / STA office, Cuttack, or at any other office/location as may be decided by STA, for the designated manpower/experts deployed by the selected participant/agency/organisation when they are not engaged in approved field work.

The working space shall be provided only for official work connected with the assignment, including coordination with STA, data compilation, data validation, preparation of reports, review of survey progress, discussions, meetings and presentations.

The provision of working space shall not create any tenancy, licence, possessory right, office establishment right or any other independent right in favour of the selected agency/organisation or its deployed personnel.

#### **25.4. Limitation on Facilities to be Provided by STA**

The working space provided by STA shall be in the nature of facilitation only. STA shall not be responsible for providing computers, laptops, survey equipment, software, printers, stationery, internet devices, vehicles, accommodation, local conveyance, manpower support, field logistics or any other operational resources required for execution of the assignment.

All such resources shall be arranged by the selected agency/organisation at its own cost, and no additional claim shall be entertained on this account.

#### **25.5. Access to Available Information**

STA may provide access to available non-confidential departmental information, reports, route data, permit-related information, broad transport network information or other relevant records considered necessary for the assignment, subject to official availability, applicable confidentiality requirements and approval of competent authority wherever required.

STA shall not be responsible for generating any new data on behalf of the selected agency/organisation.

#### **25.6. Review of Deliverables**

STA shall review the deliverables submitted by the selected agency/organisation and may communicate observations, deficiencies, corrections, modifications or additional requirements consistent with the scope of work, approved methodology, presentation/Proof of Concept and contract agreement.

Acceptance of any deliverable shall be subject to satisfaction of STA regarding completeness, accuracy, quality, verifiability and conformity with the approved scope of work.

#### **25.7. Timely Feedback**

STA shall endeavour to provide feedback, comments or approval on reports and deliverables within a reasonable time so that the assignment may proceed smoothly.

Delay, if any, in providing feedback by STA shall not automatically entitle the selected agency/organisation to additional payment. Any extension of time, if required, shall be considered by STA on merits and for reasons to be recorded.

#### **25.8. Payment Obligation**

STA shall make payment to the selected agency/organisation in accordance with the payment schedule, milestones, deliverable acceptance, negotiated price and terms specified in the final work order / contract agreement on submission of proper tax invoice.

No payment shall be due unless the corresponding milestone deliverable has been submitted, verified and accepted by STA.

### **25.9. Right to Monitor and Verify**

STA shall have the right to monitor the progress of work, inspect field activities, verify sample data, examine survey methodology, call for raw data, review GIS outputs, require presentations, seek clarifications and verify the authenticity of findings at any stage of the assignment.

### **25.10. No Assumption of Agency Responsibility**

Any facilitation, provision of working space, review, meeting, approval of field movement plan, interaction, access to available information or coordination extended by STA shall not relieve the selected agency/organisation from its contractual responsibility for accuracy, completeness, quality, timeliness, legality, confidentiality and professional standard of the assignment.

## **26. General Terms and Conditions**

- The participant shall bear all costs relating to preparation, submission and presentation of the proposal.
- STA may verify any information or document submitted by the participant and may reject the proposal if any material misrepresentation is found.
- The participant shall disclose any conflict of interest. A participant having conflict of interest may be rejected.
- The selected participant shall comply with applicable laws, labour requirements, taxation, safety standards and Government instructions.
- STA may require modification in methodology, tools, questionnaires, sampling plan or deliverables to meet project objectives.
- The selected participant shall deploy trained manpower and shall be responsible for quality, conduct and supervision of field teams.
- No claim for additional cost shall be entertained unless expressly approved by STA in writing.
- STA may terminate the assignment for non-performance, delay, breach of confidentiality, data manipulation, false reporting or other default.
- All disputes shall be subject to jurisdiction of competent courts at Cuttack, Odisha, unless otherwise provided in the agreement.
- The final agreement/work order may include additional conditions relating to performance security, penalty, indemnity, arbitration, audit and reporting.

## **27. Annexures / Prescribed Formats**

The following formats shall form part of the EOI and shall be submitted by the interested participant, duly signed by the authorised signatory.

## Annexure I - Covering Letter

To

**The Transport Commissioner,  
State Transport Authority, Odisha  
6th Floor, Rajaswa Bhawan,  
Cuttack - 753002**

Subject: Submission of Expression of Interest and techno-commercial proposal for conducting Detailed Origin-Destination Study to quantify intrastate and interstate movement of goods and passenger transport in Odisha.

Sir,

I / We, the undersigned, submit our Expression of Interest along with technical and commercial proposal for the above assignment. We have examined the EOI document and agree to all its terms and conditions, including the condition that selection may be made on the basis of this EOI process, technical proposal, commercial proposal and presentation before the Committee constituted by the Transport Commissioner, Odisha.

I/ We confirm that the information submitted by us is true and correct. We also confirm that I/ we am/are not blacklisted/debarred by any state or central Government authority /PSU/STU and that there is no conflict of interest affecting our participation.

Yours faithfully,

Signature of Authorised Signatory

Name:

Designation:

Name of Organisation:

Address:

Mobile:

E-mail:

Date:

Seal:

## Annexure II - Details of Participant / Applicant

| Sl. No. | Particulars  | Details to be Filled  |
|---------|--|---|
| 1       | Name of organisation / institution / agency                      |   |
| 2       | Type of organisation   | Government agency / Government recognised body / IIT / IIM / NIT / educational institute / management institute / accredited agency / other |
| 3       | Legal status / recognition / accreditation / empanelment details |   |
| 4       | Address of registered/head office                                |   |
| 5       | Address of Odisha office / project office, if any                |   |
| 6       | Name and designation of authorised signatory                     |   |
| 7       | Contact person details   | Name / Mobile / E-mail  |
| 8       | PAN / GSTIN / statutory registration details, if applicable      |   |
| 9       | Relevant sectors of experience                                   |   |
| 10      | Details of in-house facilities and support team                  |   |

### Annexure III - Eligibility and Document Checklist

| Sl. No.   | Document   | Submitted     | Page No. |
|-----------|--|---------------|----------|
| <b>1</b>  | Covering letter in Annexure I  | <b>Yes/No</b> |          |
| <b>2</b>  | Authorisation letter / Power of Attorney / nomination of authorised signatory                                | <b>Yes/No</b> |          |
| <b>3</b>  | Proof of Government status / recognition / accreditation / empanelment / institutional status / registration | <b>Yes/No</b> |          |
| <b>4</b>  | PAN / GST / statutory details, wherever applicable   | <b>Yes/No</b> |          |
| <b>5</b>  | Relevant experience documents:<br>work orders / agreements / completion certificates / client certificates   | <b>Yes/No</b> |          |
| <b>6</b>  | Technical proposal in prescribed format  | <b>Yes/No</b> |          |
| <b>7</b>  | Team details   | <b>Yes/No</b> |          |
| <b>8</b>  | Commercial proposal in sealed cover  | <b>Yes/No</b> |          |
| <b>9</b>  | Non-blacklisting and no conflict undertaking   | <b>Yes/No</b> |          |
| <b>10</b> | Data security and confidentiality undertaking  | <b>Yes/No</b> |          |

### Annexure IV - Relevant Experience Format

| Sl. No. | Name of Assignment | Client / Authority | Sector / Nature of Work | Contract Value | Period | Document Proof Attached |
|---------|--------------------|--------------------|-------------------------|----------------|--------|-------------------------|
| 1       |                    |                    |                         |                |        |                         |
| 2       |                    |                    |                         |                |        |                         |
| 3       |                    |                    |                         |                |        |                         |
| 4       |                    |                    |                         |                |        |                         |

### Annexure V - Proposed Team and Resource Deployment Format

| Sl. No. | Position proposed | No. of persons offered | Qualification | Years of experience | Relevant assignments | Proposed role / deployment |
|---------|-------------------|------------------------|---------------|---------------------|----------------------|----------------------------|
| 1       |                   |                        |               |                     |                      |                            |
| 2       |                   |                        |               |                     |                      |                            |
| 3       |                   |                        |               |                     |                      |                            |
| 4       |                   |                        |               |                     |                      |                            |
| 5       |                   |                        |               |                     |                      |                            |
| 6       |                   |                        |               |                     |                      |                            |
| 7       |                   |                        |               |                     |                      |                            |
| 8       |                   |                        |               |                     |                      |                            |

**Note:** The participant shall propose the team considered appropriate for the assignment. Additional rows may be added as required. Detailed CVs may be enclosed separately.

## **Annexure VI - Technical Proposal Format**

1. Understanding of assignment and Odisha transport context.
2. Detailed methodology and survey design for passenger and goods movement.
3. Sampling framework and proposed survey locations/corridors/nodes.
4. Proposed questionnaires and data collection instruments.
5. Digital data collection tools and data validation process.
6. Approach for GIS mapping and analytics.
7. Approach for demand estimation and future projections.
8. Proposed team/resource deployment plan, field logistics, supervision and training plan.
9. Quality assurance / quality control plan.
10. Data storage, backup, archival and recovery mechanism.
11. Work plan with timelines and deliverables.
12. Risk identification and mitigation strategy.
13. Any value addition proposed by the participant.

## Annexure VII - Commercial Proposal Format

To

**The Transport Commissioner,  
State Transport Authority, Odisha  
6th Floor, Rajaswa Bhawan,  
Cuttack - 753002**

Subject: Commercial proposal for Detailed Origin-Destination Study to quantify intrastate and interstate movement of goods and passenger transport in Odisha.

| Sl. No. | Component  | Amount in Figures (Rs.)<br>Inclusive of all taxes | Amount in Words<br>(Inclusive of all taxes) |
|---------|--|---|---|
| 1       | Professional fee for Category A - Goods Vehicle / Freight Movement Study                     |   |   |
| 2       | Professional fee for Category B - Passenger Vehicle / Passenger Transport Study              |   |   |
| 3       | GIS/data analytics/digital tools/data storage and backup components, if separately indicated |   |   |
| 4       | Other charges, if any, with details  |   |   |
| 5       | Total Professional Fee inclusive of all taxes and all costs                                  |   |   |

I/We confirm that the above quote is inclusive of all manpower, field survey, travel, logistics, digital tools, software, training, supervision, data processing, GIS outputs, reporting, presentation, taxes and all incidental costs required for successful completion of the assignment. I/We further confirm that this commercial proposal is unconditional and shall **remain valid for 180 days or such extended period as may be agreed. I / We** understand that the Committee constituted by the Transport Commissioner, Odisha may negotiate the price proposal/commercial offer and that the final approved/negotiated amount shall be incorporated in the agreement/work order.

Signature of Authorised Signatory

Name:

Designation:

Organisation:

Date:

Seal:

### Annexure VIII - Additional Scope / Value Addition Offered by Participant

| Sl. No. | Additional scope/value addition proposed | Expected benefit to STA | Commercial implication, if any | Timeline implication, if any |
|---------|--|-------------------------|--------------------------------|------------------------------|
| 1       |  |                         |                                |                              |
| 2       |  |                         |                                |                              |
| 3       |  |                         |                                |                              |
| 4       |  |                         |                                |                              |

***The participant may indicate any additional scope of work, value addition, digital dashboard, analytics module, stakeholder workshop, policy support, implementation support, capacity building, post-study handholding or any other component proposed to be offered. The Committee may consider the same during presentation/evaluation and may negotiate its commercial and timeline implications. Only the scope accepted by STA and mutually agreed prior to signing of the agreement shall form part of the final agreement/work order.***

### **Annexure IX - Undertaking for Non-Blacklisting, No Conflict and Confidentiality**

I/We hereby undertake that our organisation/institution/agency has not been blacklisted, debarred or declared ineligible by any Central Government, State Government, PSU, statutory authority, Government agency or public body as on the date of submission of this EOI.

We further undertake that there is no conflict of interest affecting our participation in this EOI process or execution of the proposed assignment. I/We shall immediately disclose to STA any circumstance that may give rise to conflict of interest.

I/We also undertake to maintain strict confidentiality of all data, information, reports and outputs generated or accessed during the assignment and shall not disclose/share/use the same for any purpose without prior written approval of STA, Odisha.

Signature of Authorised Signatory

Name:

Designation:

Organisation:

Date:

Seal:

## **Annexure X - Data Storage, Backup and Recovery Declaration**

The participant shall provide a brief note on the proposed data management architecture, including:

- Digital survey platform/tool proposed to be used.
- Data validation, audit trail and enumerator accountability mechanism.
- Data storage location and access control mechanism.
- Frequency and method of data backup.
- Recovery mechanism in case of device/server/data failure.
- Method of handing over raw data, cleaned data, metadata, GIS files and reports to STA.
- Confidentiality and data protection safeguards.

### Annexure XI - Presentation Checklist

| <b>Sl. No.</b> | <b>Presentation Coverage</b>  |
|----------------|---|
| <b>1</b>       | Organisational profile and credentials  |
| <b>2</b>       | Experience in similar Government transport / O-D / traffic / public transport / freight assignments |
| <b>3</b>       | Understanding of Odisha transport context   |
| <b>4</b>       | Survey methodology and sampling design  |
| <b>5</b>       | Separate approach for goods and passenger movement  |
| <b>6</b>       | Digital tools, GIS and data analytics approach  |
| <b>7</b>       | Proposed team/resource deployment, mobilisation and logistics plan                                  |
| <b>8</b>       | Data quality, validation, backup and recovery plan  |
| <b>9</b>       | Timeline and deliverables   |
| <b>10</b>      | Value addition and implementation support to STA  |