



**OFFICE OF THE
NOTIFIED AREA COUNCIL, BALLIGUDA,
KANDHAMAL**

Email Id.-conacballiguda@yahoo.in

No. 190.

Date.. 10/02/2021

Notice Inviting Expression of Interest (EOI)

Balliguda NAC Invites "Expression of Interest" in double bid system from reputed Architects/ consultants/ companies/ agencies /firms for preparation of Architectural drawing & DPR of 4 nos. of project, namely: (i) Interior furnishing of Conference Hall of office of the NAC, Balliguda (ii) Construction of Smart Park in Balliguda NAC (iii) Construction of Smart Crematorium in Balliguda NAC (iv) Modification & Development of Corporate Box of Biju Pattanaik Indoor Stadium, Balliguda. Detailed EOI notice can be downloaded from kandhamal district's web portal, i.e. www.kandhamal.nic.in from dt. 15.02.2021.

The authority reserves the right to cancel any or all tenders without assigning any reason thereof.

**Executive Officer,
NAC, Balliguda**

Memo No ... 191 ... Date ... 10/02/2021

Copy submitted to the Deputy Director (Advt.) & Deputy Secretary to Govt., Information & Public Relation Department, Odisha, Bhubaneswar for information with a request to arrange immediate publications of the proposal of Audit in two leading odia daily newspaper. It is requested to ensure the publication of the above tender call notice on or before 15.02.2021. Copy of the papers where advertisement is published may please be sent to this office for reference & record.

**Executive Officer,
NAC, Balliguda**

Memo No ... 192 ... Date ... 10/02/2021

Copy submitted to the Director, Municipal Administration-cum-Ex-Officio Additional Secretary to Govt., H & U.D. Department, Odisha, Bhubaneswar for favour of kind information.

**Executive Officer,
NAC, Balliguda**

Memo No ... 193 ... Date ... 10/02/2021

Copy submitted to the Collector, Kandhamal/Project Director, DUDA, Kandhamal/Sub-Collector, Balliguda/PA, ITDA, Balliguda/ Tahasildar, Balliguda/ BDO, Balliguda for favour of kind information with a request to display a copy of this notice in their office notice board for wide circulation.

**Executive Officer,
NAC, Balliguda**

Memo No ... 194 ... Date ... 10/02/2021

Copy to the District Informatics Officer, NIC, kandhamal, Phulbani with a request to publish the notice in the District Web Portal.

**Executive Officer,
NAC, Balliguda**

Memo No ... 195 ... Date ... 10/02/2021

Copy to Office Notice Board for wide publication and for information and necessary action of all concerned.

**Executive Officer,
NAC, Balliguda**

EXPRESSION OF INTEREST (EOI)
CONSULTANCY SERVICES FOR PREPARATION OF
DETAILED PROJECT REPORT

Notice No.....190.....
Issue Date.....10.02.2021



Notified Area Council, Balliguda
Housing & Urban Development Department
Government of Odisha
Email- eonacballiguda@yahoo.in

Notice Inviting Expression of Interest

1. Balliguda NAC Invites "Expression of Interest" in double bid system from reputed Architects/ consultants/ companies/ agencies /firms for preparation of Architectural drawing & DPR of 4 nos. of project, namely: (i) Interior furnishing of Conference Hall of office of the NAC, Balliguda (ii) Construction of Smart Park in Balliguda NAC (iii) Construction of Smart Crematorium in Balliguda NAC (iv) Modification & Development of Corporate Box of Biju Pattanaik Indoor Stadium, Balliguda

| Sl. No. | Name of the work | Cost of the Bid (Rs) | Cost of the EMD (Rs) |
|---------|---|----------------------|----------------------|
| 1 | Consultancy services for preparation of Detailed Project Report (DPR) for Interior furnishing of Conference Hall of office of the NAC, Balliguda | 950/- | 1,000/- |
| 2 | Consultancy services for preparation of Detailed Project Report (DPR) for Construction of Smart Park in Balliguda NAC | 950/- | 1,000/- |
| 3 | Consultancy services for preparation of Detailed Project Report (DPR) for Construction of Smart Crematorium in Balliguda NAC | 950/- | 1,000/- |
| 4 | Consultancy services for preparation of Detailed Project Report (DPR) for Modification & Development of Corporate Box of Biju Pattanaik Indoor Stadium, Balliguda | 950/- | 1,000/- |

1. Separate bid documents should be submitted for each project
2. The EOI document must be accompanied with non refundable bid security & refundable EMD in shape of DD duly pledged in favour of Executive Officer, NAC, Balliguda.
3. The last date of receipt of EOI is dt. 25.02.2021 up to 3.30 PM.
4. Date of Opening of bid is 25.02.2021 at 4.00 PM.
5. Any addendum/corrigendum/cancellation of EOI can also be seen in the said website.
6. The authority reserves the right to reject any or all bids without assigning any reasons thereof.
7. The Consultant(s) shall be solely responsible for any cost they may incur for site visit, transport, faxes, postage and telephones etc

Scope of Work:-

1. Preparation & submission of DPR.
2. Preparation of detailed architectural working drawings for execution.
3. Preparation of detailed structural design and drawing for actual execution.
4. Preparation of detail estimates (Including bill of quantities & details measurement & specifications)
5. Preparation of detail layouts

The consultant shall prepare detailed estimates separately for all works such as Civil work, electrification, air conditioning and fire control, including dismantling with site disposal etc. The detailed estimates shall be supported by the details of measurements, bill of quantities and specifications.

- Odisha PWD specification shall generally be followed for civil works. Where Odisha specification is silent, CPWD specification may be followed. For items not covered either by Odisha PWD specification or CPWD specifications, detailed specification shall have to be formulated in conformity with the BIS code. The detailed estimate shall be prepared on the basis of TSR-2011. For items not covered under PWD-SOR and CPWD-SOR, such items are to be analyzed as per current market rates.
- Sufficient copies of complete DNIT shall have to be made available for issuance to intending contractors.
- Preparation of detailed architectural working drawings for execution:-

The consultant shall be required to prepare detailed architectural drawing indicating plans at each floor level, adequate cross sections and elevations on all sides, detailed specification, etc. on getting approval of the preliminary estimate from the Balliguda NAC authority. The detailed architectural drawing shall provide all necessary architectural details for actual executions of the work at site. Any modifications of detailed architectural drawing considered necessary by the client shall be carried by the consultant without any extra claim of any kind during final design.

Eligibility criteria of Consultant for Bidding:-

The consultant should have the following thresholds to be **eligible** for bidding and issuance of Bid Documents:-

- I. The Consultant should have existence for last three years as consultant/ executant.
- II. The Consultant should have worked for State /Central Government / PSUs / ULBs.
- III. Details of Organization set up – State whether proprietorship, partnership, Private Limited or Public Limited (**Registration Certificate**).
- IV. The consultant should have valid GSTIN & PAN

Submission of Proposal:

Technical & financial bid envelopes should be individually sealed and then placed in a third envelope to be sealed and super scribed with tender call notice number, due date of submission.

Bids received beyond last date of bid submission will be rejected. No tender will be entertained by E-mail / FAX. The tender shall be submitted through RP/Speed Post/Courier in a sealed envelope bearing the following reference on the top left corner:

Tender Notice No.:.....190/10.02.2021.....” latest by 25.02.2021 at 3.30 PM.
and addressed to:“The Executive Officer , Notified Area Council, Balliguda – 762103 ”.

Price Proposals:

The Bidders are required to quote their fees as per prescribed Form. The quoted rate should be inclusive of all taxes. Maximum quoted rate should be 1.5%

Validity:

The proposal shall be kept valid for a period of **180 (one eighty) days** from the stipulated last date for receipt of proposals as mentioned hereafter.

Award of Contract:

Notification on empanelment to the Consultant will be made in writing to the qualified bidder(s) by Balliguda NAC. Successful bidder(s) will have to execute an agreement for the related schedules of a project. The Balliguda NAC reserves the right to allocate works or projects to any empanelled consultant having prior experiences of the works on accepted rates which shall be applicable to all consultants and there shall be no binding on Municipality to give works to lowest quoting bidders.

The selection of consultant will be at the sole discretion of Balliguda NAC who reserves their rights to accept or reject any or all the proposals without assigning any reason. Balliguda NAC reserves the right to call for additional information from the Bidders.

Periodic Inspection: -

It would be necessary for the consultants to make site visits during actual execution to monitor the works from time to time. As such, periodic inspection shall have to be made by the consultants as requisitioned by the Client.

Advisory Services:-

The consultants shall be required to provide necessary clarification & elucidation of structural design / drawing finishing by them during execution phase for 24 (twenty four) months from the date of acceptance of offer. Any modification of structural design, if required during this period as per actual site condition, shall have to be carried out and nothing extra will be paid for such services.

Time

The entire consultancy services shall have to be completed **within 45(forty- five) days** time. The consultant is required to submit work programme activity wise in the form of bar chart.

Commencement of Services: - The commencement of Services shall be reckoned from the 15th (fifteenth) day after the date of LOI to commence the work.

Monitoring Committee: -

Monitoring Committee may be constituted by the Client to monitor/control the entire consultancy services. The Consultant shall report to the monitoring committee as constituted every 15(fifteen) days with the progress report & shall give necessary directions as required. The Monitoring Committee shall submit detailed report to the Executive Officer in every 15(fifteen) days interval from the commencement of Services.

Abandonment of work by the Client:

The Client shall have the liberty to postpone or not to execute any work and the Consultant shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the Consultant up to the stage of services completed by them.

Commencement Time: -

The time allowed for projects as specified in the contract documents shall be the essence of the contract. The execution of the Works shall commence from the date specified by the Engineer in writing. "If the Consultant fails or neglects to commence the execution of the Works as aforesaid, the Balliguda NAC shall without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

For Survey: Depending upon the project type and time frame shall be mutually decided. Any other deviation shall be mentioned in the work order.

Suspension of Work: -

The Consultant shall, on receipt of the order in writing of the Engineer, suspend the progress of the Works or any part thereof for such time and in such manner as the Engineer may consider necessary for any of the following reasons:

- (i) On account of continued non-compliance of the instructions of the Engineer or any other default on the part of the Consultant, or
- (ii) For proper execution of the Works or part thereof for reasons other than the default of the Consultant, or
- (iii) For safety of the Works or part thereof. The Consultant shall, during such suspension, properly protect and secure the Works to the extent necessary and carry out the instructions given in that behalf by the Engineer.

TERMINATION OF CONTRACT

If the client, for any reasons what so ever decides to terminate the contract, a written notice of termination to the consultant shall be given with a notice period of 15 days. Fees for the work done approved till the time of termination shall be made as mutually decided between client and the consultant. If the contract is terminated due to non-submission of reports within prescribed time schedule, inferior quality of reports, non-observance to instructions, violation of any condition of EOI, then the EMD of consultant will be forfeited.

SETTLEMENT OF DISPUTES:

Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party.

The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party.

Additions & alterations:-

- i) The Client shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection therewith and the Consultant shall comply with such request.
- ii) The Consultant shall not make any deviation, alteration or omission from the approved drawings without prior consent of the Client.

FORM 1
PROPOSAL SUBMISSION FORM
(On letter head of the Consultant) **(To**
be put in Envelope 1)

Date: _____

To
The Executive Officer
NAC Balliguda

Sub: Proposal for Selection of Consultants for Preparation of DPR for the
project.....
.....

Ref: Tender Notice No..... 190/10.02.2021

Sir,

1. Having examined the completeness of Tender documents, studied the terms and conditions of contract stipulated in the Tender documents, we the undersigned offer to submit our proposal for Selection of Consultants for Preparation of DPR for the project.....
2. We undertake, if our proposal is accepted, to:
 - (i) Enter into the contract agreement within **15 days** (Fifteen) of issue of letter of award.
3. Unless and until a formal agreement is prepared and executed, this proposal together with your written acceptance thereof shall constitute a binding contract between us.
4. We, **(Name of Company)** submit herewith our Proposal for selection of our firm as Owners Consultant for the above-mentioned Project. The submission comprises of;
 - i. Envelope-1:
 - (i) Technical bidEnvelope-2:
 - i) Financial proposal.
 - ii. Envelope – 3: Sealed Envelope -1 & Envelope - 2

5. The Proposal is being submitted by *(Name of the consultant)* in accordance with the conditions stipulated in the EOI.
6. We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by Balliguda NAC ". We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the EOI or any of the subsequent communications from Balliguda NAC ". Our proposal contains no conditions.
7. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the EOI document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal.
8. The Consultancy Firm of satisfies the legal requirements and meets all the eligibility criteria laid down in the EOI.
9. We as the Consultant, designate Mr. *(mention name, designation, contact address, phone no. fax no. etc.)* as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquires, entering into contractual commitments etc. on behalf of us in respect of the Assignment.
10. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely " Prevention of Corruption Act 1988".
11. We certify that in preparation and submission of Technical and Financial information, we have not taken any action which is or which constitutes a corrupt or fraudulent practice as defined in the TENDER documents.
12. We agree to allow Balliguda NAC at its option, to inspect and audit all accounts, documents, and records relating to the Consultant's Proposal and to the performance of the ensuing Consultant's Contract.
13. We understand that, the Baliguda NAC is not bound to accept any proposal that they may receive.
14. This offer is valid for a period of 180 days from the date of opening of the bid.

Yours faithfully,

(Signature with seal)

FORM 2

FINANCIAL PROPOSAL
(On letter head of the Consultant) (To
be put in Envelope 2)

To
The Executive Officer,
NAC, Balliguda

Sub: Proposal for Empanelment of Consultants for Preparation of DPR for the
project.....

Ref:

Sir,

I/We M/s. _____ (Consultant / Bidder)
herewith enclose Price Proposal for selection of my / our firm / organization for
Implementation of the above project.

Yours faithfully,

(Signature with seal)

Form

SCHEDULE OF SUMMARY FINANCIAL/PRICE PROPOSAL

| Sl. No. | Name of the work | Fee (as Percentages of Project Cost) | |
|---------|------------------|--|------------|
| | | In Words | In Figures |
| | | | |

Signature of the bidder