

OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK

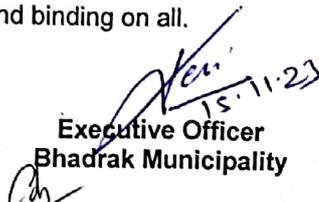
No. 7186 BDKI Date 15/11/2023

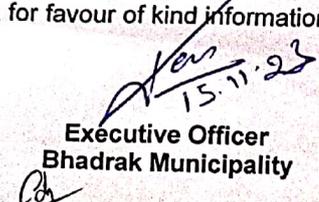
**Expression of interest for Selection of consultant for providing
Architectural consultancy services for different developmental projects
in Bhadrak Municipality**

1. The Executive Officer, Bhadrak Municipality invites expression of interests in sealed covers in conformity with detailed notice inviting expression of interests to be eventually drawn up in prescribed Municipal Form, from the intending registered Architects/Architectural firms/Consultants having experience, expertise and financial standing, in similar nature of the works for "Selection of consultant for providing Architectural consultancy services for different developmental projects in Bhadrak Municipality".
2. The EOI documents consisting of specification, scope of work, and the set of terms and conditions of contracts and other necessary documents can be seen in the office of the undersigned during office hours on all working days. The EOI documents will also be available for downloading on the website <http://www.bhadrakmunicipality.nic.in> or bhadrak.nic.in from 10.00 AM of dt.17.11.23 to 5.00 PM of dt.28.11.23.
3. The EOI documents can be purchased from the Municipal office against a non-refundable fee of Rs.2000.00 in shape of demand draft issued from any Nationalized / scheduled Bank payable at Bhadrak in favour of the Executive Officer, Bhadrak Municipality. The EOI documents downloaded from the web site should accompany the aforesaid bid document cost.
4. The EOI must accompany a sum of Rs.10000.00 (Rupees Ten Thousand only) as EMD in shape of fixed deposit receipt issued by any Nationalized/ scheduled bank duly pledged in favour of "The Executive Officer, Bhadrak Municipality"(which is refundable to the unsuccessful Bidders on demand). The maturity period of the FD should be one year and further renewable if necessary.
5. The EOI must accompany attested copies of valid PAN, GST registration certificate, Experience Certificate and registration certificate of the bidders from competent authority as per the notice inviting this EOI failing which the bids will be out rightly rejected.
6. The sale of EOI documents shall start from 10.00 AM of Dt.17.11.23 and close on Dt.28.11.23 at 5.00 PM. The EOI document will also be available on the website of Bhadrak Municipality www.bhadrakmunicipality.nic.in or bhadrak.nic.in for downloading from 10.00 AM of dt.17.11.23 to 5.00 PM of dt.28.11.23. In case of down loaded documents the bidder shall have to deposit the bid document cost as mentioned at Para.3 above. Bids shall be received only through speed / registered post or can be delivered in the designated tender box during office hours up to 12.00 Noon on Dated.30.11.23.
7. The Technical Part of the EOI (PART-A) will be opened on dt.30.11.23 at 12.30 PM in the office of the undersigned in presence of the bidders or their authorized representatives who wish to attend. If the office happens to be closed on the last date of receipt or opening of the bids as specified, then the bids will be received / opened on the next working day at the same time and venue unless otherwise notified.
8. Any other details can be seen in the bidding documents or can be had from the office of the undersigned during working hours on all working days.
9. The undersigned reserves the right to accept /reject any part there of or all the bids at any stage of the bidding process without assigning any reason thereof.
10. This notice inviting EOI is not an offer and is issued with no commitment. Bhadrak Municipality reserves the right to amend or withdraw any of the terms and conditions contained in this EOI document at any stage. Bhadrak Municipality also reserves the right to reject any or all the offers should it be so necessary at any stage, without giving any notice or assigning any reason. The decision of Bhadrak Municipality in this regard shall be final and binding on all.

Memo No. 7187 Date 15/11/2023

Copy submitted to the Collector & District Magistrate, Bhadrak / PD, DUDA, Bhadrak for favour of kind information & necessary action.


Executive Officer
Bhadrak Municipality


Executive Officer
Bhadrak Municipality

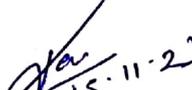
Memo No. 7188 Date 15/11/2023

Copy submitted to the Addl Chief Engineer- cum -ILW, PH Circle, Balasore/ Superintending Engineer, (R & B) Division, Bhadrak /Tahasildar, Bhadrak for information & necessary action. They are requested to display the notice in their office notice board for wide publication.


15.11.23
Executive Officer
Bhadrak Municipality

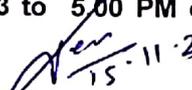

Memo No. 7189 Date 15/11/2023

Copy to Office Notice Board for wide Publication.


15.11.23
Executive Officer
Bhadrak Municipality

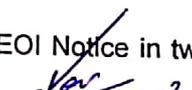

Memo No. 7190 Date 15/11/2023

Copy submitted to the District Information Officer, NIC, Bhadrak / MIS, Bhadrak Municipality to upload the EOI Notice & document on the official website of the Bhadrak district bhadrak.nic.in and Bhadrak Municipality www.bhadrakmunicipality.nic.in respectively for display & download from 10.00 AM of Dt.17.11.23 to 5.00 PM of Dt.28.11.23.


15.11.23
Executive Officer
Bhadrak Municipality


Memo No. 7191 Date 15/11/2023

Copy submitted to the I & PR Department, Odisha, Bhubaneswar for publication of the above EOI Notice in two Odia local dailies for one day publication on or before dt.17.11.23.


15.11.23
Executive Officer
Bhadrak Municipality


OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK

NOTICE INVITING EOI NO.

DETAILED DOCUMENT FOR EXPRESSION OF INTEREST (EOI)

Name of the work : **Selection of Consultant for providing Architectural Consultancy Services for different developmental projects in Bhadrak Municipality”**

Important Milestones	
Cost of bid document	Rs.2000.00
EMD to be deposited	Rs.10,000.00
Sale of Bid Document	10.00 AM of Dt.17.11.23 up to 5.00 PM of Dt. 28.11.23
Last date of submission of Technical Bid & Price Bid	Up to 12.00 Noon of dtd.30.11.23
Opening of the Technical Bid	At 12.30AM of dtd.30.11.23

Issued against DD No/Bankers Cheque No. -----dtd. -----
of -----

Signature of bidder

Technical Proposal (Part-A)

To,

The Executive Officer
Bhadrak Municipality,

Subject: Selection of consultant for providing Architectural consultancy services for different developmental projects in Bhadrak Municipality.

Sir,

I/We _____ Architectural
Consultancy firm herewith enclose our Technical Proposal for selection of our firm/organization for providing the services as per the scope of work and details of EOI notice.

Yours faithfully,

Signature _____

Name _____

Designation _____

Address _____

Tel No (O): _____ (R)

E Mail:

(Authorized Representative of the Consultant)

Signature of bidder

DECLARATION

1. I, _____ Son / Daughter / spouse of Shri / Smt _____ Proprietor/ Director/ authorized signatory of the Firm/agency mentioned above, am competent to sign this declaration and execute this EOI document;
2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them;
3. I/We am/are technically as well as financially sound enough to deliver the services to Bhadrak Municipality within the prescribed period.
4. I/We am/are well aware of the financial condition of Bhadrak Municipality and will have no objection for delay in payment.
5. I/We understand that in case of incomplete services rendered by me/us, extraneous conditions imposed by me/us, non-submission of required documents with bid documents, then my/our offer is liable for rejection.
6. In case of disobedience of instructions of the authorities, violation of any of the condition(s) stipulated in work order/Agreement, then my/our offer/agreement will be rejected/cancelled or rescinded and under such situation action as deemed fit will be taken against me/us with forfeiture of the E.M.D.
7. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my offer at any stage besides liabilities towards prosecution under appropriate laws.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

Signature of bidder

GENERAL INSTRUCTIONS TO BIDDERS, TERMS AND CONDITIONS

1. Introduction

The Executive Officer, Bhadrak Municipality invites expression of interests in sealed covers in **double cover two bid system** in conformity with detailed notice inviting expression of interests to be eventually drawn up in prescribed Municipal Form, from the intending registered Architects/Architectural firms/Consultants having experience, expertise and financial standing, in similar nature of the works for **"Selection of consultant for providing Architectural consultancy services for different developmental projects in Bhadrak Municipality"**.

2. Project Objective

The main objective of the selection process is to shortlist firm/firms (the top highest ranked bidders' i.e.B1 after evaluation of technical and financial proposals) and engages their services for preparation of DPR for Construction of different developmental projects in Bhadrak Municipality. **The lowest bidder(s) in the financial bid shall be short listed for award of the project.**

3. Broad Scope of Services

The selected consultant is required to provide services in respect of the following;

- i. Taking the instructions of the Employer and preparation of design in brief.
- ii. Site Evaluation, analysis, planning and impact of existing and / or proposed development on its immediate environs.
- iii. Design and site development
- iv. Testing of soil to ascertain its safe bearing capacity for design load
- v. Architectural & Structural design of all components considering fire safety measures, Disaster resistance technology including earthquake and cyclonic storm.
- vi. Sanitary, plumbing, drainage, water supply and sewerage design.
- vii. Electrical illumination systems with drawing and design
- viii. Periodic inspection and evaluation of construction works
- ix. Landscape Architecture and other allied works.
- x. Specifying standards of construction and fittings
- xi. Graphic design and signage
- xii. Specifying other norms to be adhered to e.g. "green norms"
- xiii. Getting the plan and estimate vetted by the competent authority/sanctioned technically from the appropriate authority.
- xiv. Preparing the DPRs after consolidating all data and supplying at least five approved copies.

4. Detailed Scope of Services

The Consultant shall after taking instruction from the Employer, render the following services;

- i. **CONCEPT DESIGN(STAGE-1)**
 - a. Ascertain Employer's requirements, examine site constraints & potential and prepare a design brief for Employers (Bhadrak Municipality) approval.
 - b. Prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and /or proposed development on its immediate environs.
 - c. Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.
- ii. **PRELIMINARY DESIGN AND DRAWINGS(STAGE-2)**
 - a. Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches etc. for the Employers' approval along with preliminary estimate of cost on area basis.

Signature of bidder

- iii. DRAWINGS FOR EMPLOYERS/STATUTORY APPROVALS (STAGE-3)
 - a. Prepare drawings necessary for Employers statutory approvals and ensure compliance with codes, standards and legislation as applicable and assist the client in obtaining the statutory approvals thereof, if required.
- iv. WORKING DRAWINGS AND TENDER DOCUMENTS (STAGE-4)
 - a. Prepare working drawings including large scale and full size details, detailed specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contracts.
- v. APPOINTMENT OF CONTRACTORS (STAGE-5)
 - a. Invite, receive and analyze tenders; advise client on appointment of contractors.
- vi. CONSTRUCTION (STAGE-6)
 - a. Prepare and issue working drawings and details for proper execution of works during construction.
 - b. Approve samples of various elements and components.
 - c. Check and approve spot drawings submitted by the contractor.
 - d. Visit the site of work at intervals mutually agreed upon, to inspect and evaluate the construction works and wherever necessary clarify any decision, offer interpretation of the drawings/ specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Employer informed and render advice on actions , if required.
- vii. COMPLETION (STAGE-7)
 - a. Prepare and submit completion reports and drawings for the project as required.
 - b. Issue two sets of as built drawings including services and structures.

5. Execution of assignments

- a) The consultants shall assume full responsibility for design and specification described in Para-4 above.
- b) The Employer shall have the liberty to postpone or not to execute any work and the consultants shall not be entitled to any compensation for non-execution of the work except the fees which are payable to consultants up to the stage of service then in progress.
- c) The consultants shall extend full co-operation in immediately attending to the queries made by the Employer at any point of time prior to or during the execution of work.
- d) Any loss which may happen to the Employer due to faulty design shall be recovered from the Consultants under the prevailing laws.

6. Schedule of payment to the consultants

The consultant shall be paid professional fees in the following stages consistent with the work done;

Stage-1	On submission of conceptual designs and rough estimate cost	10% of the total fees payable.
Stage-2	On submission of the required preliminary scheme for the Employers approval along with the preliminary estimated cost.	20% of the total fees payable less payment already made at stage-1.
Stage-3 (a)	On incorporating employers suggestions and submitting drawing for approval from the Employer/statutory authorities, if required.	30% of the total fees payable less payment already made at stage-1 and 2.
Stage-3 (b)	Upon employers/statutory approval necessary for commencement of construction.	35% of the total fees payable less payment already made at stage-1 to 3(a).
Stage-4	Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	45% of the total fees payable less payment already made at stage-1 to 3(b).
Stage-5	On inviting, receiving and analyzing tenders, advising the employer on appointment of contractors.	55% of the total fees payable less payment already made at stage-1 to 4.

Signature of bidder

Stage-6(a)	On submitting working drawings and detail required for commencement of work at site.	65% of the total fees payable less payment already made at stage-1 to 5.
Stage-6(b)(i)	On completion of 20% of the work.	70% of the total fees payable less payment already made at stage-1 to 6(a).
Stage-6(b)(ii)	On completion of 40% of the work.	75% of the total fees payable less payment already made at stage-1 to 6(b) (i).
Stage-6(b)(iii)	On completion of 60% of the work.	80% of the total fees payable less payment already made at stage-1 to 6(b) (ii).
Stage-6(b)(iv)	On completion of 80% of the work.	85% of the total fees payable less payment already made at stage-1 to 6(b) (iii).
Stage-6(b)(v)	On virtual completion of the work.	90% of the total fees payable less payment already made at stage-1 to 6(b) (iv).
Stage-7	On submitting completion report and issue of as built drawings.	100% of the total fees payable less payment already made at various stages.

7. Effecting payment to the consultant

- i. The fee payable to the consultant shall be computed on the actual cost of works on completion. The payment due to the consultant at different stages shall be computed on the following basis:
 - a. At Stage-1 : On rough estimate of cost
 - b. At Stage-2 to 4 : On preliminary estimate of cost
 - c. At Stage-5 to 6b : On accepted tender cost
 - d. At Stage-7 : On actual total cost
- ii. Progressive, on account, payments shall be made by the client to the employer against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed between the Employer and the consultant.
- iii. Statutory taxes as applicable from time to time shall be deducted at source before making any payment to the consultants.

8. Stages of service delivery

The consultant shall deliver the services as per the following programme without deviation;

- i. Submission of concept drawing & design after modification: 15 days from signing of agreement.
- ii. Submission of preliminary architectural drawings & rough cost estimate: 15 days from approval of concept drawing.
- iii. Submission of approved drawing, designs, specifications, structural design & drawing including architectural details, for different services with item wise cost estimate for submission to the competent authority for obtaining technical sanction: 25 days from submission of preliminary drawing.
- iv. Submission of the technically sanctioned (by the competent authority) drawing, design, structural design and estimates after compliance of due technical requirements at the level of the authorities empowered for according technical sanction: 15 days from submission of preliminary drawing.
- v. Submission of detailed specification, bill of quantities for different services in accordance with the technically sanctioned estimate sufficient to invite tenders: 10 days from submission of technically sanctioned estimate.
- vi. Submission of complete set of working drawings and details sufficient to commence the work at site: 10 days from submission of drawing and documents to invite tender.

9. Penalty

That if the consultant fail to discharge their services/assigned task in stipulated/agreed upon time period the Employer shall fix penalty @ 0.5% of the contract price for each week of delay or part thereof subject to a maximum of 10% of the contract price up to a maximum period of three weeks. Decision of the Employer shall be final and binding in this regard.

10. Default of Service

Signature of bidder

The Consultant shall not abandon the work for any reason at any stage before completion. Deviation and/or refusal and/or non-performance towards any of the obligations described in the scope of services would be treated as default of service in part of the selected consultant. Upon default of service, the Executive Officer, Bhadrak Municipality shall forfeit the EMD including any payment of the consultant outstanding with the Municipality. In addition, the Executive Officer shall have the right to terminate the agreement executed with the selected consultant.

11. Site visit & verification of information

All the bidders are required to submit their proposals in hard copy along with the Technical Bid after visiting the project site and ascertaining for themselves the site conditions, location, surroundings, climate, access to the site, applicable laws and regulations or any other matter considered relevant to them.

12. Signing of Agreement

The selected firm will have to sign Contract Agreement in Non-judicial stamp paper of adequate denomination with the Bhadrak Municipality before issue of Letter of Award.

13. Establishment of Office

The selected consultant (if not based in Odisha) shall establish a local office in Odisha prior to execution of the contract agreement with Bhadrak Municipality.

14. Format and signing of proposal

The proposal shall be submitted in two parts:

Part A-Technical Proposal

Part B-Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same. Every page of the EOI documents with required attachments should be signed by the bidder failing, which the EOI will be rejected

15. Submission of Proposal-Packing, Sealing and Marking

The Technical proposal (Part-A) shall include

- Cost of bid document as specified,
- EMD as specified
- PAN,
- GST Certificate,
- Turnover certificate for last three years,
- Registration certificate of the Firm from the appropriate authority,
- Certified documents in support of details of the major similar contracts handled by the intending bidder during the last three years,
- Clearance certificate from any other relevant regulatory body,
- The signed copy (every page) detailed notice inviting EOI
- Undertaking regarding de-barring/ non-blacklisting by any organization (On stamp paper)
- Affidavit in original regarding authenticity of submitted documents
- Any other documents considered relevant

The Financial Proposal (Part-B) shall include the filled up format as in Annexure-III. The rates should be quoted in percentage (%) of the estimated cost up to one decimal point only and should be inclusive of all taxes, duties etc. excluding GST.

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

- Part-A : Technical proposal as per the format attached at Annexure-I & II of this EOI notice
- Part-B : Financial proposal in the specified format as in Annexure-III of this EOI

Signature of bidder

Both the envelopes i.e. the envelope for Part-A and the envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for "Selection of consultant for providing Architectural consultancy services for different developmental projects in Bhadrak Municipality"

The bidder's name and address shall be mentioned in the left hand corner of the outer envelope .The inner and outer envelopes shall be addressed to Bhadrak Municipality at the following address:

**The Executive Officer
Bhadrak Municipality**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then Bhadrak Municipality will assume no responsibility for the tenders' misplacement or premature opening.

16. Minimum Eligibility Criteria

For participating in this bid process, the bidder would be required to comply with the following criteria:

- The bidder must be a company/partnership/proprietorship firm
- The company/partnership/proprietorship firm must have one Architect registered with the Council of Architecture.

17. Technical Criteria

- The bidder must have minimum experience of 15 years in the field of Architecture and must be an Architect/Registered Architectural firm as per the norms of Council of Architecture of India.
- The bidder must have provided consultancy services for construction of Building, Landscape etc. for any Govt Organization(s) in the last three years. The work order (Two No's) of each of the projects i.e. Building & Landscape shall be as per the Annexure.
- The Firm must have one Quantity Estimator with them having minimum 5 years' experience.
- The bidder must have an annual average turnover of INR 100.00 (one hundred) lakhs or above for the last three financial years i.e. 2020-21,2021-22 and 2022-23
- The bidder must not have been subjected to subsistence of debarment/blacklisting by the Govt of India or any of the State Govt within India or any of its Departments, authority or agency on the date of proposal submission or during the selection process.

18. Validity of Proposal

The Proposal submitted by the bidder shall remain valid for 3 (Three) years from the last date of submission of proposal and can be extended on the same terms, conditions and approved rate or with some additions / deletions / modifications in the terms and conditions, for a further specific period mutually agreed upon by the Bhadrak Municipality and the Consultants. A proposal valid for a shorter period shall be rejected as non-responsive.

19. Bid document fee and EMD

The EOI documents can be purchased from the Municipal office against a non-refundable fee of Rs.2000.00 in shape of demand draft issued from any Nationalized / scheduled Bank payable at Bhadrak in favour of the Executive Officer, Bhadrak Municipality. The EOI documents downloaded from the web site should accompany the aforesaid bid document cost. Bid without the requisite bid document cost shall be treated as non-responsive and rejected.

The EOI must also accompany a sum of Rs. 10000.00 (Rupees Ten Thousand only) as EMD in shape of fixed deposit receipt issued by any Nationalized / scheduled bank duly pledged in favour of "**The Executive Officer, Bhadrak Municipality**" which is refundable to the unsuccessful Bidders on demand. Bid without the requisite EMD shall be treated as non-responsive and rejected. The EMD will be retained in the case of successful bidder and will be dealt with as per terms and condition of O.P.W.D. Code

20. Acknowledgement by Bidder

It shall be deemed that by submitting the proposal, the firm has:

- a. Made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism.

Signature of bidder

- b. Received all relevant information requested from Bhadrak Municipality
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of Bhadrak Municipality
- d. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations.
- e. acknowledged that it does not have a conflict of interest with any of the other firms and
- f. Agreed to be bound by the undertakings provided by it under and in terms hereof.

Bhadrak Municipality shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process including any error or mistake therein or in any information or data given by Bhadrak Municipality.

21. Right to Reject any or all Proposal

Notwithstanding anything contained in this EOI document, Bhadrak Municipality reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reason thereof.

Bhadrak Municipality also reserves the right to reject any proposal if:

- at any time ,a material misrepresentation is made or uncovered or
- the firm does not submit sufficient information as being asked for

22. Disputes

All legal disputes are subject to the Jurisdiction of the courts in Bhadrak only.

23. Addendum/Corrigendum /Notice

Any Addendum/Corrigendum /Notice etc. for this assignment issued by Bhadrak Municipality will be uploaded in its website www.bhadrakmunicipality.nic.in.

24. Language of Bid

The proposal and all communications in relation to or concerning the selection process shall be in English language and strictly on the formats provided in this invitation documents.

25. Bid Submission due date

Duly sealed proposal from the bidder filled in all respect must reach the Bhadrak Municipality at the address, time and date specified in this document through registered or speed post or in the designated tender box kept in the office. The proposals sent through any other means shall not be accepted. If the office happens to be closed on the last date of receipt of the bids as specified, then the bids will be received on the next working day at the same time and venue unless otherwise notified.

26. Late submission of bids

Proposals received after due date and time, shall not be entertained and will be rejected.

27. Modification and withdrawal of proposals

No modifications to the proposals shall be allowed once it is received by the Bhadrak Municipality.

28. Bid opening date

The Technical bids (Part-A) will be opened on the prescribed date and time in the office chamber of the Executive Officer in presence of the bidders or their authorized representatives who wish to attend. If the office happens to be closed on the last date of opening of the bids as specified, then the bids will be opened on the next working day at the same time and venue unless otherwise notified. The financial proposals shall be opened of all the bidders who meet the minimum eligibility criteria followed by technical presentation on a date to be intimated to them.

29. Evaluation of Technical & Financial Bid

The Technical proposal shall be evaluated in two phases,

- a. In the first phase the Technical proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in clause 16 & 17
- b. In the second phase design proposals of different executed projects of the firms meeting the minimum eligibility criteria (clause 16& 17) shall be opened and they may be invited for technical presentation.

Signature of bidder

The financial proposals of all the bidders who meet the minimum eligibility criteria followed by technical presentation shall be opened. **The lowest financial proposals shall be sort listed for acceptance after following due procedure.** The Municipal authorities are at liberty to select more than one bidder for the assignment for better and competitive performance in case the authorities felt that the L1 bidder may not deliver the services properly & in timely manner. In this case the bidders other than the L1 bidder have to agree to carry out the assignment at the rate of the L1 bidder

30. Award of Consultancy

After selection, a letter of award (LOA) shall be issued in duplicate by Bhadrak Municipality to the selected bidder and the bidder shall within 7 days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Bhadrak Municipality and the next eligible firm may be considered for the project.

31. Execution of Agreement

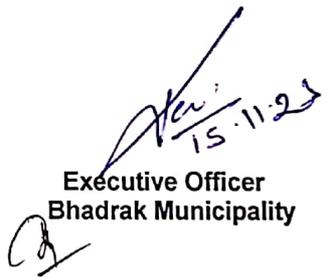
After acknowledgement of the LOA as aforesaid by the selected firm/firms, it shall execute the contract agreement within 7 days' time from the date of receipt of the LOA. The selected bidder shall also deposit the performance security if any as asked by the Bhadrak Municipality before execution of the agreement. The Bhadrak Municipality shall have the right to add, modify /delete/ any condition to/ from the agreement as and when necessary for smooth management of the work

32. Commencement of Assignment

The selected bidder shall commence the assignment within 7 days from the date of issue of work order for specific projects as asked for by the Municipality. If the bidder fails to commence the assignment as specified therein, Bhadrak Municipality may cancel the agreement /work order with forfeiture of the EMD unless it consents to extension of time.

33. Proprietary data

All documents and other information provided by Bhadrak Municipality or submitted by the bidder to Bhadrak Municipality shall remain or become the property of Bhadrak Municipality. The bidders are to treat all information as strictly confidential. The Bhadrak Municipality will not return any proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the consultant to Bhadrak Municipality in relation to the consultancy, shall be the property of Bhadrak Municipality.


**Executive Officer
Bhadrak Municipality**

Signature of bidder

DETAILS OF INFORMATION / DOCUMENTS TO BE SUBMITTED

1.	Name of bidding agency	
2.	Details of cost of bid documents (DD No / Pay order No/ date / amount / drawing Bank etc.)	
3.	Details of Earnest Money Deposit (DD No / Pay order No/ date / amount / drawing Bank etc.)	
4.	Name of Proprietor /Partner/ Director	
5.	Full Address of Registered Office	
	(i) Telephone No/Mobile No	
	(ii) E-Mail Address	
6.	Full address of Operating / Branch Office if any	
	(i) Telephone No / Mobile No	
	(ii) E-Mail Address	
7.	Name & telephone Number / Mobile No of Authorized officer / person to liaise with	
8.	PAN No (Attach attested copy)	
9.	GST registration certificate (Attach attested copy)	
10	Average annual Turnover of the last three financial years	

Signature of bidder

10. Give details of the major similar contracts handled by the bidding Agency during the last three years in the following format (Attach attested copies work order/contract agreement etc.)
(If the space provided is insufficient, a separate sheet may be attached)

Sl. No	Name of client address	Amount of contract (Rs. Lacs)	Duration of contract	
			From	To
1				
2				
3				
4				
5				
6				
7				
11.	Additional information, if any (Attach separate sheet if space provided is insufficient)			

Signature of authorized person
Name:
Seal:

Date:
Place:

Signature of bidder

Format for Project Data Sheet

SI No	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of the Client	
5	Total Project Cost (in INR)	
6	Period of services rendered by the Applicant (Start date and End date)	
7	Consultancy fees of the Applicant (in INR)	
8	Present status of the project (Completed/Ongoing)	
9	Other information relating to the Project	
10	Copy of Work Order	

Note: The work order along with the completion certificates shall be attached in respect of each project. Experience of only completed projects will be considered for evaluation.

Date:
Place:

Signature of authorized person
Name:
Seal:

Signature of bidder

FINANCIAL PROPOSAL (PART-B)

To
**The Executive Officer
Bhadrak Municipality**

Sub: **Selection of Consultant for providing Architectural Consultancy Services for different developmental projects in Bhadrak Municipality"**

Sir,

We the undersigned, offer to provide the consulting services as Architectural Consultancy Services for the above scope of services in accordance with your EOI. Our total financial quote is as given below;

Name of the Project	Financial Quote
Providing Architectural Consultancy Services for different developmental projects in Bhadrak Municipality"	-----%----- (both in figures & words) of total project cost (Exclusive of applicable GST) The Final project cost means the final total cost incurred for the execution of the project and as approved by Bhadrak Municipality

Our Financial proposal shall be binding upon us for the assignment and this proposal would be valid up to 3 (Three) years from the last date of submission of proposal. This financial proposal covers remuneration of all personnel cost, all incidental manpower expenses .The financial proposal is without any condition.

Signature of authorized person
Name:
Seal:

Date:
Place:

Signature of bidder