



Bhubaneswar Development Authority

EoI No. - 908 / BDA

Date: 09/08/2023

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF ARCHITECTURAL FIRMS FOR PROVIDING COMPREHENSIVE ARCHITECTURAL SERVICES

BHUBANESWAR DEVELOPMENT AUTHORITY

Akash Shova Building, Sachivalaya Marg

Bhubaneswar – 751001, Odisha

Website- bda.gov.in

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

Contents

DISCLAIMER.....	4
DEFINITIONS AND INTERPRETATION	5
1. Introduction:	6
2. Brief Description of the Empanelment Process	6
3. Schedule of EOI process:.....	7
4. Scope of Work	8
5. Eligibility of Applicants:	10
5.1. General Eligibility:	10
5.2. Technical Eligibility:	10
5.3 Financial Eligibility.....	12
6. Submission of EOI.....	13
7. Amendments to EOI:	14
8. Fraudulent and Corrupt Practices:	14
9. Right to accept or reject:.....	14
10. EOI Processing Fee:	14
11. Submission of EOI - Packing, Sealing And Marking	14
12. Number of EOIs.....	15
13. Validity of Proposal	15
14. Disputes	15
15. Acknowledgement by Applicant.....	15
16. Right to Reject any or all Proposals.....	16
17. Language	16
18. EOI Submission Due Date	16
19. Late Submission	16
20. Modifications and Withdrawal of EOI Proposals	16
21. EOI Proposal Opening Date.....	16
22. Empanelment Procedure	17
23. Award of Empanelment	17
24. Termination of Empanelment	17
ANNEXURE-1	18
ANNEXURE-2	20
ANNEXURE-3	22
ANNEXURE-4	24
ANNEXURE-5.....	25
ANNEXURE 6	26

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

File No. 908/EM/BDA

Dt. 09.08.2023

EMPANELMENT OF ARCHITECTURAL FIRMS

The Engineer Member, Bhubaneswar Development Authority, Akash Shova Building, Sachivalaya Marg, Bhubaneswar – 751001, Odisha invites Expression of Interest (Eoi) for empanelment of Architectural Firms for providing comprehensive Architectural Services as detailed in the table below

SL.NO	NAME OF WORK	NON-REFUNDABLE PROCESSING FEE (OFF-LINE SUBMISSION)	ELIGIBILITY CRITERIA	DURATION OF CONTRACT
1	2	3	4	5
1.	Empanelment of Architectural Firms for providing comprehensive Architectural Services.	RS.11,800.00 (incl GST)	As per DTCN	(03) Three Years

1. Bid documents consisting of set of terms and conditions of contract and other necessary documents can be seen in the website: bda.gov.in
2. The Bidder shall submit the Non-refundable Processing fee of the Amount specified in the table col.3 in form of **Demand Draft** from any Scheduled Bank drawn in **favour of “Executive Engineer- Division I, Bhubaneswar Development Authority” payable at Bhubaneswar**, along with the EOI documents in the office of Bhubaneswar Development Authority, Akash Shova Building, Bhubaneswar-751001, Odisha.
3. An Applicant should submit only 1 (One) application specifying the Empanelment Category, i.e., the Category of Projects.
4. The period of empanelment shall be for a period of 3 (three) financial years including the year of empanelment.
5. Last Date of submission of the application is **28/08/2023**.
6. Other details can be seen in the Bid documents.
7. The authority reserves the right to cancel any or all bids without assigning any reason thereof.
8. The addendum/ corrigendum if any will be hosted in the BDA web site only.

Sd/-

Engineer Member

Bhubaneswar Development Authority

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EOI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be addressed to the email id mentioned below anytime throughout the year. Such doubts shall be clarified over email. In case no such intimation is received, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

Bhubaneswar Development Authority (BDA)

Akash Shova Building, Sachivalay Marg

Bhubaneswar-751001, Odisha

E-mail: chiefengineerbda@gmail.com

2. Neither BDA nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source(s) before submission of their EOI.
3. Neither BDA nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage, which may arise from or be incurred or suffered in connection with anything contained in this EOI document.
4. BDA reserves the right, without any obligation or liability, to accept or reject any or all of the Eois, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither BDA nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Appropriate Courts of Bhubaneswar will have jurisdiction concerning or arising out of this EOI document.
7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.
8. This EOI is not an offer by BDA, but an invitation to receive responses from eligible interested agencies as architectural consultants for various design works for BDA. BDA will empanel limited agencies who fulfill the eligibility criteria successfully. No contractual obligation whatsoever shall arise from this process.
9. The evaluation shall be strictly based on the information and supporting documents provided by the agencies in the application submitted by them. It is the responsibility of the agencies to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by BDA is not provided by agency, BDA may choose to proceed with evaluation based on information provided and shall not request the agency for further information. Hence, responsibility for providing information as required in this form lies solely with agency.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

DEFINITIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

“Addendum or Addenda	Means an addendum or addenda to the EOI
“Annexure”	Means an annexure to this Volume of the EOI
“Authority”	Means the Bhubaneswar Development Authority (BDA) or its authorized representatives who has invited Applications from competent and interested parties for empanelment under BDA for providing Architectural to BDA.
“Applicable Law”	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
“Application”	Means a single business entity, including a sole proprietor or a partnership firm or a limited liability partnership firm or a company, who submits an Application for empanelment /eligibility and qualification submission along with EOI document fees under this EOI within the stipulated Due Date and Time of submission.
“Authorized Signatory”	Means the Person Authorized by the firm to sign the Application, correspond with the Authority, make representation to the Authority as part of EOI / bidding process and sign the contract on behalf of the Applicant/ bidding firm through valid Authorization document in his/ her favour
“EOI Process/Empanelment Process”	Means the process adopted by BDA for empanelment of the Selected Applicants on the terms and conditions set out in the EOI, which has commenced with the issuance of the EOI and which will end on the date of final empanelment of selected applicants is over.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

1. Introduction:-

The Bhubaneswar Development Authority (BDA), was constituted on 1st September 1983 under provisions of Odisha Development Authorities Act, 1982. The BDA is the principal planning authority for Bhubaneswar and overseas planning and development of infrastructure, provision of development-related sites and services, the housing needs etc. Besides, the BDA is working towards ensuring sustainable urban growth with effective monitoring, regulations through a people-centric and innovative approach.

The BDA aims to transform Bhubaneswar into a world class, livable urban centre equipped with more green cover, adequate public spaces, especially quality infrastructure-based suitable alternatives for all kinds of citizens, irrespective of age and gender

2. Brief Description of the Empanelment Process:

- (a) BDA (hereinafter also referred to as 'Authority') intends to empanel Architectural firms to undertake comprehensive architectural works of BDA. Empanelment shall be made for the following three categories of projects based on the capability of the participant firms;
 - (i) Category A: for projects worth more than INR 50 Cr
 - (ii) Category B: for projects worth INR 10 Cr - INR 50 Cr
 - (iii) Category C: for projects worth less than INR 10 Cr
- (b) With the approval of Government, this empanelment may be utilized by any other departments of Government of Odisha also.
- (c) The empanelment shall remain valid initially for a period of 3 (three) financial years. BDA reserves the right to extend the empanelment by another 2 (two) financial years on the same or mutually agreed terms & conditions subject to satisfactory performance for the empaneled agencies.
- (d) BDA may add more firms/agencies in the empaneled list of architectural firms from time to time.
- (e) The Authority has adopted a two-stage bidding process for selection of Agency for award of the works for BDA.
 - (i) The first stage i.e. EOI stage of the process involves qualification of interested agencies who make an Application in accordance with the provisions of this EOI. The Authority expects to shortlist suitable pre-qualified agencies who shall be eligible for participation in the second stage of the Bidding Process comprising Request for Proposal(s).
 - (ii) BDA shall prepare and issue Request for Proposal (RFP) documents among the agencies empaneled through this EOI. The RFP documents shall contain details about project implementation structure and the contractual terms & conditions. Only the bidders who get shortlisted through this EOI shall be allowed to participate in the RFP stage.
- (f) Any further information on the project could be availed from the official website of BDA

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

(www.bda.gov.in) or by communications to the address mentioned below:-

**The Engineer Member,
Bhubaneswar Development Authority**
Akash Shova Building, Sachivalay Marg
Bhubaneswar - 751001, Odisha
E-mail: chiefengineerbda@gmail.com

- (g) The Authority shall be entitled to disqualify any applicant at any stage of the Bidding Process, in accordance with the guidelines of Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy themselves that they are qualified to participate in the bidding process, and should give an undertaking to this effect. Also, suggestions for modification are invited from potential bidders for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the bidder perceives should be changed for the benefit for the project.
- (h) In this stage, applicants are required to furnish all the information as per this EOI to participate in the qualification process. Only those agencies who are pre-qualified and short-listed by the Authority shall be invited to submit their bids for the project in the second stage. However, if the Authority perceives modifications to this condition is important for benefit of the project, it may qualify more bidders and make structure of the project suitable for better participation of bidders during the RFP stage. The Applicants are advised to visit the site and familiarize themselves with the Project before bidding for the project.
- (i) The selection of the successful bidder shall be as per the terms and conditions set out in the RFP document at the bidding stage.

3. Schedule of EOI process:-

The Authority shall endeavor to adhere to the following schedule:

S.No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	11/08/2023
2	Last Date of submission of Proposals	28/08/2023

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

4. Scope of Work:

The scope of work of the Architectural firms shall inter alia include but not limited to the following,

Phase I

1. Stage 1: Concept Design

- a. Ascertain Client's requirements, examine site constraints & potential; and prepare a design brief for Client's approval.
- b. Prepare report on site evaluation, state of existing structures, water bodies etc, if any; and analysis and impact of existing and/ or proposed development on its immediate environs.
- c. Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- d. Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- e. Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.
- f. Submit concept / block model

2. Stage 2: Preliminary Design and Drawings:

Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost on area basis.

3. Stage 3: Preparation of Detailed Project Report:

- a. Preparation of required working drawings and details;
- b. Preparation of specifications, schedule of quantities and detailed cost estimates;
- c. Assisting BDA in finalizing / approving the various elements, components, materials & brand names;
- d. Estimation of the proposed time limit to complete the project with CPM / PERT charts;

Phase II

4. Stage 4: Drawings for client's/ statutory approvals

- a. Prepare drawings necessary for Client's/ statutory approvals and
- b. Prepare required structural designs for approval; and
- c. Facilitate BDA in obtaining the statutory approvals from various authorities, as and when

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

required including environmental clearance

- d. Carry out required due diligence for ensuring compliance of all codes standards and legislation as applicable

5. Stage 5: Working Drawings and Tender Documents

Prepare working drawings, 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 contract.

6. Stage 6: Bid Process Management for identification of Contractor

- a. Preparation of documents for pre-qualification of Contractors, inviting RFQs, evaluation of the application and shortlisting agencies for the project
- b. Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling tenders
- c. The firm / agency shall assist the Client in holding pre-tender meeting in a pre-determined manner and offer clarifications (if any), sought by the tenderers.
- d. Bid Process Management for selection of Contractor including drafting of the Construction Contract and getting this legally vetted and approved by BDA;

Phase III

7. Stage 7: Construction

- 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 shop drawings and structural designs submitted by the contractor/ vendors.
- d. Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where 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 Client informed and render advice on actions, if required.
- e. In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

- f. Issue Certificate of Virtual Completion of works and shall recommend Engineer in charge for issuance of Completion Certificate.

8. Stage 8: Completion:

- a. Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- b. Issue two sets of as built drawings including services and structures.

The above scope of work will vary and depend on the requirement of the specific project and its mode of procurement and development. The detailed scope of work will be indicated in the Limited Tender / RFP to be floated for seeking proposals from Architectural firms / agencies to be empaneled by BDA by following the current process.

5. Eligibility of Applicants:-

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EOI.

5.1. General Eligibility:-

- a. The Agency should either be a Company / Partnership/ Proprietorship firm registered under relevant laws in India or an equivalent law outside India.
- b. The agency must not have been blacklisted or debarred by any central/state government department or public sector undertaking during the last three years from the last date of submission of proposal. The agency should submit undertaking in a notarized Stamp paper to this effect in pro-forma as given in **Annexure 6**.
- c. The Agency should be in existence and operation for at least 3 years as on the day of the submission of Application/Bid.
- d. Joint ventures / consortium not allowed to apply for empanelment.
- e. The Agencies participating in the empanelment process shall be registered with Council of Architecture (CoA).
- f. The Agency must have experienced architects (On Payroll) having comprehensive knowledge about the scope of work mentioned above. Minimum two (2) nos. of architects (On Payroll) must be registered with the Council of Architecture (CoA). The details of professionals (On Payroll) shall be provided in the format at **Annexure 5**.

5.2. Technical Eligibility:-

The empanelment of agencies shall be made in three categories, namely, Category A Category B and Category C as per details below*,

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

- (i) **Category A** – for projects worth more than INR 50 Cr
- (ii) **Category B** – for projects worth INR 10 Cr - INR 50 Cr
- (iii) **Category C** – for projects worth less than INR 10 Cr

****Please note that all agencies / firms are requested to apply under the appropriate category within the due date as mentioned in this EOI.***

The technical eligibility conditions for the above three categories of empanelment are as provided below: -

a. Category A

The Agency should have experience of providing architectural services in a single work order as a lead consultant for development of residential buildings, institutional buildings, Multi Level car parking, group housing, townships projects etc satisfying any of the following three conditions:-

- (i) The agency must have successfully completed at least 1 (one) similar project cost of which shall be minimum Rs.40 Crores (Rupees Forty Crores) during the last 5 years preceding the proposal due date,

OR

- (ii) The agency must have successfully completed at least 2 (two) similar projects cost of which shall be minimum Rs. 25 Crores (Rupees Twenty Five Crores) each during the last 5 years preceding the proposal due date,

OR

- (iii) The agency must have successfully completed at least 3 (three) similar projects cost of which shall be minimum Rs. 15 Crores (Rupees Fifteen Crores) each during the last 5 years preceding the proposal due date,

b. Category B

The Agency should have experience of providing architectural services in a single work order as a lead consultant for development of residential buildings, institutional buildings, Multi Level car parking, group housing, townships projects etc satisfying any of the following three conditions:-

- (i) The agency must have successfully completed at least 1 (one) similar project cost of which shall be minimum Rs. 20 Crores (Rupees Twenty Crores) during the last 5 years preceding the proposal due date,

OR

- (ii) The agency must have successfully completed at least 2 (two) similar projects cost of which shall be minimum Rs. 12 Crores (Rupees Twelve Crores) each during the last 5 years preceding the proposal due date,

OR

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

- (iii) The agency must have successfully completed at least 3 (three) similar projects cost of which shall be minimum Rs. 8 Crores (Rupees Eight Crores) each during the last 5 years preceding the proposal due date,

c. Category C

The Agency should have experience of providing architectural services in a single work order as a lead consultant for development of residential buildings, institutional buildings, Multi Level car parking, group housing, townships projects etc satisfying any of the following three conditions:-

- (i) The agency must have successfully completed at least 1 (one) similar project cost of which shall be minimum Rs.8 Crores (Rupees Eight Crores) during the last 5 years preceding the proposal due date,

OR

- (ii) The agency must have successfully completed at least 2 (two) similar projects cost of which shall be minimum Rs.5 Crores (Rupees Five Crores) each during the last 5 years preceding the proposal due date,

OR

- (iii) The agency must have successfully completed at least 3 (three) similar projects cost of which shall be minimum Rs.3 Crores (Rupees Three Crores) each during the last 5 years preceding the proposal due date,

The applicants need to submit summary of Technical experience in the format given Annexure-3.

5.3. Financial Eligibility

a. Category A

The Agency must fulfill the following criteria:

- (i) The agency should have an annual average turnover of Rs.2 Crores certified by chartered accountant during last 3 (three) financial years ending March 31,2023.
- (ii) The Firm should be making profit during any one year of the last three financial years, ending on March 31,2023.

b. Category B

The Agency must fulfill the following criteria:

- (i) The bidder should have an annual average turnover of Rs.1 Crores certified by chartered accountant during last 3 (three) financial years ending March 31, 2023.
- (ii) The Firm should be making profit during any one year of the last three financial years, ending on March 31,2023.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

c. Category C

The Agency must fulfill the following criteria:

- (i) The agency should have an annual average turnover of Rs. 50 Lakhs certified by chartered accountant during last 3 (three) financial years ending March 31, 2023.
- (ii) The Firm should be making profit during any one year of the last three financial years, ending on March 31,2023.

The applicants need to submit Auditors certificate on Turnover and Profit for the last 3 years in the format given in **Annexure-4** along with Audited Annual Accounts for the last three (3) financial years.

In case , the Audited annual accounts is not available for FY 2022-23 then in such a case, the agency may submit a provisional accounts statement duly certified by its Chartered Account or Auditor

6. Submission of EOI

- (a) The EOI application (As per format given in **Annexure 1**) shall be submitted in hard copy having the title as **“Empanelment of Architectural Firms for providing comprehensive architectural services to BDA”**. The applicant shall send the documents by Speed post/ Registered Post/ Courier to the address mentioned herein below before the submission due date as mentioned in this EOI document. No b Hand delivery or drop box allowed for this purpose.
- (b) The applications ***should be submitted in Hardbound/ Spiral-bound*** properly to the address mentioned in section 2(f) above. Any bid submitted in loose form shall be out rightly rejected.
- (c) The application shall include following document (including but not limited to):-
 - i. Letter of Application (**Annexure1**)
 - ii. Organizational detail (**Annexure2**)
 - iii. Financial Capability of Applicants for fulfillment of conditions in accordance with section 5.3.
 - iv. Technical capacity of Applicants for fulfillment of conditions in accordance with section 5.2
- (d) Besides above documents, following supporting documents also need to be submitted along with the bid:-
 - i. Original documents certifying applicant’s legal status
 - ii. Certificate of incorporation
 - iii. Letter of Authority for EOI submission, in favor of Authorized Signatory
 - iv. Latest company brochures/ capabilities statement
 - v. Audited Annual Accounts for the last 3 preceding years i.e. 2020-21, 2021-22 and 2022-23 duly signed by the Chartered Account/Auditor.
 - vi. Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in last 3 years from the Bid submission date on the letterhead of the bidder

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

- vii. Copy of Registration Certificate from Council of Architecture and valid Architect License
- viii. Certificates of completed work/ projects and experience details during last 5 years
(Annexure-3)

- (e) Applicants shall submit the EOI in the prescribed format (Annexure 1) in English language only and in case of documents and certificate in other language, the same shall be supported with translation in English language.
- (f) The EOI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head or Authorized signatory of the Applicant under a common seal.

7. Amendments to EOI:-

- (a) At any time prior to the Application Due Date, the authority may, for any reason, whether its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EOI through issuance of corrigendum and addendum.
- (b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- (c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion, extend the Application Due Date.

8. Fraudulent and Corrupt Practices:-

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EOI Process, such Applicant shall not be eligible to participate in any tender or EOI issued by the Authority.

9. Right to Accept or Reject :-

The Authority reserves right to accept or reject any/all application without assigning any reason or incurring any liability to the applicants.

10. Eoi Processing Fee:-

- (a) The Applicants are required to submit **INR 11,800/- (non-refundable)** to be payable in the form of Account payee Demand Draft in favour of **“Executive Engineer- Division I, Bhubaneswar Development Authority” payable at “Bhubaneswar”** drawn on any scheduled bank, along with the Application as non- refundable cost of EOI Processing Fee.
- (b) The Processing Fee shall be submitted as Part of Application in a separate sealed cover. Any Application not accompanied with Processing Fees in the acceptable amount and form will be summarily rejected by the Authority as being non-responsive and Applications of such Applicant shall not be evaluated further.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

11. Submission of EOI - Packing, Sealing and Marking

- (a) The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in

“Expression of Interest for Empanelment of Consultant for providing comprehensive architectural services for Projects of BDA

Category_____”

(mention the category of project)

- (b) The EOI shall be addressed to BDA, Bhubaneswar at the following address:

**The Engineer Member,
Bhubaneswar Development Authority
Akash Shova Building, Sachivalay Marg
Bhubaneswar - 751001, Odisha
E-mail: chiefengineerbda@gmail.com**

If the envelope is not sealed and marked as mentioned above, BDA will not be responsibility for any misplacement or premature opening. (Telex, cable or facsimile EOI will be rejected).

12. Number of EOIs

An Applicant is eligible to submit only one Application for the respective category.

13. Validity of Proposal

EOI Proposal shall remain valid for 180 days after the date of Proposal opening. A Proposal valid for a shorter period shall be rejected as non-responsive.

14. Disputes

All disputes arising out of and/or in connection with the bidding process are subject to the jurisdiction of civil court of Bhubaneswar only in exclusion of any other jurisdiction specified in the Code, Act(s), Rule(s) etc.

15. Acknowledgement by Applicant

It shall be deemed that by submitting the EOI, the applicant has:

- a. Made a complete and careful examination of the EOI, general condition of contract, submission formalities and evaluation mechanism;
- b. Received all relevant information requested from BDA;
- 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 BDA;
- d. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. Acknowledged that it does not have a conflict of interest with any other Architectural

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

Firm/consultant; and

- f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

BDA 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 the BDA.

16. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the BDA 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 reasons thereof. BDA, also, reserves the right to reject any Proposal if:

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

17. Language

The EOI 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 document.

18. EOI Submission Due Date

EOI Proposal is required to be submitted in hard bound/ Spiral bound form with all pages numbered serially along with an index of submission in duly sealed Cover. Bids submitted in loose form will not be accepted. The Proposal filled in all respect must reach BDA at the address, time and date specified in the invitation letter through Speed / Regd. Post or courier. If the specified date for the submission of EOI proposal is declared as a holiday for BDA, Bhubaneswar, the EOI proposal will be received up to the appointed time on the next working day.

19. Late Submission

No applications shall be entertained after the due date of submission of application

20. Modifications and Withdrawal of EOI Proposals

No modifications to the EOI Proposals shall be allowed once it is received by BDA, Bhubaneswar.

21. EOI Proposal Opening Date

BDA will open all EOI Proposals, in the presence of authorized representatives who choose to attend, at the date and time mentioned. The representatives of applicants who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for BDA, the proposal shall be opened at the appointed time and location on the next working day.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

22. Empanelment Procedure

The broad procedure for empanelment of consultants constitutes as under.

- a. Invitation of Expression of Interest (Eoi): BDA invites the application from eligible consultants to submit their expression of interest to participate in the empanelment procedure.
- b. Submission of EOI: The participants will submit the EOI to BDA along with the details as required in the prescribed manner.
- c. Scrutiny by the BDA: BDA will scrutinize all the Eoi proposals received as per the eligibility criteria mentioned in this document.
- d. Empanelment: The eligible applicants would be selected for the Empanelment on the basis of their credentials, competence and previous work records as per the terms of the Eoi mentioned therein.

23. Award of Empanelment

After selection, the name of qualified applicants shall be uploaded at www.bda.gov.in

24. Termination of Empanelment:

If in the view of BDA, the performance of a Consultant is not satisfactory/ the Consultant has failed to safeguard the interest of BDA, BDA may at its sole discretion, terminate the engagement of the consultant, for particular project as well as terminate the consultant's empanelment with the BDA. BDA, in doing so, shall intimate the consultant in written termination letter. The decision of BDA in this matter shall be final and binding.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

**ANNEXURE-1
FORMAT FOR COVERING LETTER
(On the Letterhead of the Applicant)**

To

**Engineer Member,
Bhubaneswar Development Authority (BDA),
Akash Shova Building, Sachivalay Marg
Bhubaneswar-751001**

Sir,

Ref: Submission of Expression of Interest for Empanelment of Architectural Firms for providing Architectural services.

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EOI for Empanelment.
2. I/We have studied the EOI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commission or mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

- empanelment; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
 10. I/We hereby irrevocably waive any right, which we may have at any stage at law or howsoever otherwise arising to challenge, or question any decision taken by the Authority in connection with the empanelment of Agencies, or in connection with the Empanelment Process itself, in respect of the above-mentioned activities and the terms and implementation thereof.
 11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
 12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, i/we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

ANNEXURE-2

ANNEXURE 2 A - APPLICANT PROFILE AND STATUS

Sr. No.	Description	Particulars
1.	Name of the firm	
2.	Status(Legal entity)	
3.	Address with pin code	
4.	Contact person (Management)	
5.	Contact number	
6.	Fax No.	
7.	Mobile No.	
8.	Email Id.	
9.	Web address	
10.	Year of incorporation (Certificate of Registration to be furnished)	
11.	Details of PAN (Copy of PAN Card to be furnished)	
12.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
13.	Contact person (Name & Address)	
14.	Contact person Mobile / telephone no.	
15.	Contact person email ID	
16.	Details of employees of the applicant (refer 3 (B) for details)	
17.	Total years of Experience in providing Architectural Services	
18.	Empanelment with other Govt. Organizations in India, if any	
19.	Copy of Registration Certificate from Council of Architecture and valid Architect License	
20.	Any other relevant information	

.....
Signature of the Authorised Person

.....
Name of the Authorised Person
Date

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

ANNEXURE 2 A - DETAILS OF DIRECTORS/ PARTNERS/ PROPRIETORS OF THE APPLICANT FIRM

S.no	Name of the Director / Proprietor	Academic Qualification	Designation	Address / Phone No. / Fax / Email	Directors Identification Number (DIN)

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

**ANNEXURE-3
SUMMARY OF TECHNICAL EXPERIENCE**

Completed projects:

Sr. No.	Name of project	Client / Agency	Period	Project Cost in INR Crores	Remarks
1					
2					
3					
4					
5					

Note:

1. Supporting document with respect of each work experience to be furnished by the applicants.

.....

Signature of the Authorised Person

.....

Name of the Authorised Person

Date

Note : Description for each Project shall be provided as per the format a mentioned in Annexure 3 A below:

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

ANNEXURE 3A - DESCRIPTION FOR EACH PROJECT

(USE ONE TABLE FOR EACH PROJECT)

Name of the Work / Project	
Address where Project is executed	
Name and Address of Project Client	
Total Cost of Work / Project (Rs. In Crore)	
Type of Project / Work (Multistoried / Plotted Development /Others, Specify) and details	
Number of Floors / Area, as applicable along with applicable units	
Total Built up area (in Sft) of the project	
Period of Architectural Services provided by the Applicant (Start Date and End Date)	
Date of Completion of work / project – End Date	
Short description of Architectural Services provided	
Any other Information	

Note: The works/ projects mentioned should be supported with Work Orders and completion Certificates not less than Executive Engineer in Government sector and not less than GeneralManager in Private Sector. The support documents shall have relevant information provided in the table.

.....
 Signature of the Authorized Person
 Name of the Authorized Person:
 Designation:
 Name of the Firm:
 Date

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

**ANNEXURE-4
SUMMARY OF FINANCIAL STRENGTH**

Sr. No.	Financial Year	Turnover of firm/company in INR	Average Annual Turnover – for Last 3 FY.
1	2020-21		
2	2021-22		
3	2022-23		

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

Note:

1. Audited annual statements (Balance Sheet and Profit & Loss account) for last three years to be submitted by the applicants. In case , the Audited annual accounts is not available for FY 2022-23 then in such a case, the agency may submit a provisional accounts statement duly certified by its Chartered Account or Auditor

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

ANNEXURE-5

DETAILS OF KEY ARCHITECT STAFF OF THE APPLICANT

Please provide the details of Key Architect staff of the Applicant mentioning their name, qualifications, work experience and association with the Firm.

Sr. No.	Name and Designation	Educational Qualification	Years of Experience	Key Projects handled

Note:

Copy of the Education Qualification and CVs of the personnel as attested by the Bidder shall be attached along with Annexure.

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

ANNEXURE 6

ANNEXURE 6 A - UNDERTAKING BY APPLICANT

1. It is to certify that our Firm_____is not blacklisted/ deregistered / barred by any organization in India during the last 3 years as on the lastday of this Eol Application submission.

2. It is certified that our Firm_____is having in-house capability of providing Comprehensive Architectural Consultancy services for building works as laid down in Notice inviting Expression of Interest (EOI) for 'Empanelment of Firms for Providing Comprehensive Architectural Services to Bhubaneswar Development Authority.

3. It is further certified that all information/ data furnished in the "Empanelment of Firms for Providing Comprehensive Architectural Services to Bhubaneswar Development Authority" are true to the best of our knowledge and belief and we understand and acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellationof Empanelment with BDA for Providing Comprehensive Architectural Services.

4. I/We agree that our Eol application shall remain valid for 180 days after the Due Date of submission of application.

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

Expression Of Interest For Empanelment of Architectural Firms for providing Comprehensive Architectural Services

ANNEXURE 6 A

INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF TENDERED OR ABANDONMENT OF WORK BY THE TENDERER

- | | | | |
|----|----|--|----------|
| 1. | a) | Is the tenderer currently involved in any litigation relating to the works. | Yes / No |
| | b) | If yes: give details: | |
| 2. | a) | Has the tenderer or any of its constituent partners been debarred/ expelled by any agency in India during the last 5 years. | Yes / No |
| 3. | a) | Has the tenderer or any of its constituent partners failed to perform on any contract work in India during the last 5 years. | Yes / No |
| | b) | If yes, give details: | |

Note: If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date