



Bhubaneswar Municipal Corporation

Notice/RFP No. 34008

Dt: 06/06/2026

Bid Identification No. BMC-EE-Tender Cell-34/2026-27 dt. 06.06.2026

**EXPRESSION OF INTEREST FOR
EMPANELMENT OF**

**AGENCIES FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR VARIOUS
ENGINEERING PROJECTS OF BHUBANESWAR MUNICIPAL CORPORATION**

Bhubaneswar Municipal Corporation (BMC) invites Expressions of Interest (EOI) from reputed and experienced consultancy agencies/firms for **Empanelment of Agencies for Preparation of Detailed Project Reports (DPRs) for various Engineering Projects of Bhubaneswar Municipal Corporation (BMC)**. Interested agencies fulfilling the eligibility criteria may participate in this EOI and submit their proposals. The detailed EOI document containing the terms and conditions, eligibility criteria, scope of work, empanelment process, and submission formats can be downloaded from the BMC website www.bmc.gov.in from **11:00 AM of 09.06.2026 to 04:00 PM of 24.06.2026**. The last date for receipt of Technical Bids is **24.06.2026 up to 04:00 PM**, and the Technical Bids will be opened on the same day at **05:00 PM** in the presence of the participating agencies or their authorized representatives. A **Pre-Bid Meeting** will be held on **16.06.2026 at 04:00 PM** in the **Office Chamber of Executive Engineer (Central Tender Cell), UG Floor, BMC-ICOMC Tower, Unit-IX, Bhubaneswar**. Bids shall be submitted through Registered Post/Speed Post/Courier Service at the address mentioned in the EOI document. Please refer to the EOI document for further details including any **addendum/corrigendum/cancellation notice**, shall be available only on the **BMC website (www.bmc.gov.in)**.

BMC reserves the right to **cancel this invitation** and/or issue a **fresh RFP** with or without amendments, without any liability or obligation and without assigning any reason thereof. BMC also reserves the right to **accept or reject any or all proposals** without assigning any reason whatsoever.

Sd/-

**Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation**

Memo No. 34009 / Dt. 06-06-2026

Copy forwarded to the Director, Information & Public Relation Deptt. Odisha, Bhubaneswar/**Asst. Commissioner (PR & Communication), BMC** with a request to get it published in One English Newspaper in addition to One leading Oriya Daily Newspapers on or before **09/06/2026** for wide circulation. The enclosed complimentary copy of the Newspapers connecting to the tender Call Notice may be sent to this office for reference & record. The cost of Advertisement will be borne by our office.

Sd/-

**Executive Engineer (Central Tender
Cell)
Bhubaneswar Municipal Corporation**

Memo No. 34010 / Dt. 06-06-2026

Copy submitted to PA to Hon'ble Mayor / PA to Commissioner for kind information of Hon'ble Mayor and Commissioner, BMC.

Sd/-
Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation

Memo No. 34011 / Dt. 06-06-2026

Copy submitted to City Engineer / EE (Drainage) / EE (DIV-1)/EE (DIV-2) / EE (DIV-3) / EE(Electrical)/ EE (Sanitation) for kind information.

Sd/-
Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation

Memo No. 34012 / Dt. 06-06-2026

Copy submitted to CA to Additional Commissioner-I, ADC-II, ADC-III, / CA to Chief Finance Officer/ for kind information of ADC-I, ADC-II, ADC-III, and CFO.

Sd/-
Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation

Memo No. 34013 / Dt. 06-06-2026

Copy to DC (IT),BMC for information and requested to upload in the BMC website.

Sd/-
Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation

Memo No. 34014 / Dt. 06-06-2026

Copy to ZDC (North),ZDC (SW) ZDC (SE),BMC for information.

Sd/-
Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation

Memo No. 34015 / Dt. 06-06-2026

Copy to Office Notice Board for Publication.

Sd/-
Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation



EXPRESSION OF INTEREST
FOR
EMPANELMENT OF
AGENCIES FOR PREPARATION OF DETAILED PROJECT
REPORT (DPR) FOR VARIOUS ENGINEERING PROJECTS OF
BHUBANESWAR MUNICIPAL CORPORATION

BHUBANESWAR MUNICIPAL CORPORATION

ICOMC Tower

Janpath, Bhubaneswar

Table of Contents

S.No.	Contents	Page no.
1	Disclaimer	3
2	Introduction	4
3	Brief description of the empanelment process	4
4	Schedule of EOI process	5
5	Scope of work	5
6	Eligibility	10
7	Submission of EOI	13
8	Amendments to EOI	14
9	Fraudulent and corrupt practices	14
10	Right to accept or reject	14
11	EOI processing fee	14
12	Submission of EOI - packing, sealing and marking	15
13	Number of EOI	15
14	Validity of proposal	15
15	Disputes	15
16	Acknowledgement by applicant	15
17	Right to reject any or all proposals	16
18	Language	17
19	EOI submission due date	17
20	Late submission	17
21	Modifications and withdrawal of EOI proposals	17
22	EOI proposal opening date	17
23	Empanelment procedure	17
24	Award of empanelment	18
25	Termination of empanelment	18
26	Annexure-1- Format for covering letter	19
27	Annexure-2 - Applicant profile and status	21
28	Annexure-3 - Summary of technical experience	22
29	Annexure-4 - Summary of financial strength	23
30	Annexure-5 – Details of Key Architect Staff	23
31	Annexure 6 - Undertaking by applicant	24

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.
2. Neither BMC 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 BMC 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. BMC 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 BMC 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 BMC, but an invitation to receive responses from eligible interested agencies as consultants for preparation of DPR for various drainage projects of BMC. BMC 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 BMC is not provided by agency, BMC 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.

1. INTRODUCTION

Bhubaneswar Municipal Corporation is the largest Urban Local Body of the State and BMC works in the fields of Health & Sanitation, Slum Development, Disaster management, City beautification, citizen services, efficient solid waste management, Underground sewerage system in the city, efficient urban planning and development, vending zones and parking zones BMC has undertaken pioneering work in various fields and perceives its role as principal provider of services as detailed below to provide a better quality of life to the residents of Bhubaneswar Several works have been undertaken by BMC in this regard. Bhubaneswar Municipal Corporation (BMC) intends to empanel agencies for preparation of Detailed Project Report (DPR) for such Projects of Bhubaneswar Municipal Corporation. In this regard, BMC issues Expression of Interest (Eoi) document for receipt of applications from agencies who desires to be empanelled with BMC for providing DPR services as per the stated scope.

2. BRIEF DESCRIPTION OF THE EMPANELMENT PROCESS

- a. BMC intends to empanel Agencies for preparation of Detailed Project Report (DPR) for various engineering Projects of Bhubaneswar Municipal Corporation.
- b. The empanelment shall remain valid initially for a period of 3 (three) years. BMC reserves the right to extend the empanelment by another 2 (two) years on the same terms and conditions subject to satisfactory performance by the empanelled agencies.
- c. BMC shall adopt a two-stage bidding process for selection of the agency for award of the works,
 - 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. BMC expects to shortlist agencies as per the qualifying criteria mentioned in the EOI document who shall be eligible for participation in the second stage of the Bidding Process comprising Request for Proposal(s).
 - ii. BMC shall prepare and issue Request for Proposal (RFP) documents among the agencies empanelled through this EOI. The RFP documents shall contain details about project implementation structure, detailed scope of work, deliverables, payment schedule and the contractual terms and conditions. Also, BMC may only ask for financial proposal for the similar scope as mentioned in the Eoi among the empanelled agencies. Only the bidders who get shortlisted through this EOI shall be allowed to participate in the RFP stage.
 - iii. BMC 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.

- iv. 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 shortlisted by the Authority shall be invited to submit their bids for the particular project in the second stage when RFP documents would be published.
- v. The selection of the successful bidder for a particular project 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 endeavour to adhere to the following schedule,

S.No	Event description	Date
1.	Issue of Advertisement	06/06/2026
2.	Uploading of EOI documents	09/06/2026
3.	Last date of receiving Queries	Pre-bid queries shall be sent by 16/06/2026 by 3:00 PM to tendercell@bmc.gov.in
4.	Pre EOI meeting	Pre-Bid Meeting will be held on 16.06.2026 at 04:00 PM in the Office Chamber of Executive Engineer (Central Tender Cell), UG Floor, BMC-ICOMC Tower, Unit-IX, Bhubaneswar
5.	Last Date of submission of EOI applications	24/06/2026 at 4:00 PM
6.	Place of Opening of Proposal:	24/06/2026 at 05:00 PM Venue: Office Chamber of Executive Engineer (Central Tender Cell), UG Floor, BMC-ICOMC Tower, Unit-IX, Bhubaneswar

4. SCOPE OF WORK

The broad scope of work for the selected firm is to provide the following services for various engineering projects of BMC like roads, drains, markets, vending zones, crematoriums, parks etc;

- Site Appraisal and Suitability.
- Total Station Survey & Site Planning.
- Landform and Gradient Management
- Surface Drainage Design and Water Management.
- Architectural, Structural, Plumbing & Electrical Design considering Fire safety measures, Disaster resistance technology including Earthquake and Cyclonic storms.
- Open Space Design - hard and soft areas.
- Plantation Design.

- Interior design.
- Structures and Features.
- Illumination Design.
- Graphic Design and Signage.
- Co-ordination with external services:

Phase I

Planning and Design Services

Planning and Design services, if required for some new projects, the selected bidder (the Agency) may be engaged to conceptualize the project starting from scratch, shall also include Stakeholder Consultation, preparation of Master Planning, Detail Project Report (DPR), Estimation, Tender preparation, Bid Process Management etc. At the outset the selected bidder shall discuss the requirements outlined in this 'Scope of Work', including expectations of and possible constraints for implementation of the activity, with the Employer. The outcome of these discussions shall form the basis for the preparation of a Schematic Design Plan and Implementation Strategy. The intent is to complete this project within a stipulated period of time from notice to proceed. A work plan shall be prepared by the Agency that shall be reviewed and endorsed by the Employer before its implementation.

Depending on the requirement, the Authority shall issue a Work Order for such a service separately to the selected bidder. The Work Order shall contain the indicative project cost for which Planning & Design services are being sought. Upon completion of contractual obligations, subsequent to the issue of Work Order, the selected bidder shall start the services.

Please note that for these assignments, an indicative scope of work is being provided below, but there might be minor changes to the scope depending on the nature and complexity of projects. The Work Order issued to the Agency shall contain the detailed scope of work for the respective assignment. Please note that the selected bidder may be assigned projects across the state of Odisha for this scope of work.

The schedule of services for project mode are as given below:

A. Stage 1 - Concept Design

1. Site Investigations & Surveys:

- a. Undertake total station survey, topographical surveys, DGPS, bathymetric survey, and cadastral survey as required to document existing site conditions. The following survey information may need to be reviewed, if available and new surveys shall be undertaken, when required:
 - Total Station Survey of the site
 - Plot boundary and land revenue survey for the parcels which needs to be incorporated in the design.
 - Super imposing of revenue map and google map as external reference in AutoCAD topographic survey map
 - Traffic Survey
 - Utilities Survey

- Any other Survey as may be required for design of the project on instruction of the Engineer
- b. The Agency shall review and confirm that the surveys have been performed in adequate detail and accuracy for their preparation of design. Minimum three Permanent Bench Marks with validated Northing, Easting & Elevation to be established for future references (Projection UTM Datum – WGS1984).
2. Existing Context Analysis:
 - a) Review of regulations, guidelines and previous planning documents - The Agency shall research and identify all codes, requirements, guidelines and standards pertaining to the job requirements.
 - b) Review of existing documents: The Agency shall review and understand all reports and data that relate to the project. This effort shall be used to verify information regarding the site/project.
 - c) Existing Asset Mapping: The Agency shall incorporate the inventory of existing structures, water bodies, gardens and other important structures relevant for the project identified by respective agencies.
 - d) Design Elements: The Agency shall study and recommend appropriate design elements that could form a part of the overall design language of the public realm including future public facilities.
 - e) Identify any gaps and potential solutions for bridging the gaps from a regulation's perspective (including ASI).
 3. Infrastructure Investigation: The Agency shall perform a detailed review of available data of infrastructure services and amenities within the project area.
 - a) Utilities: The Agency shall list and locate, from the total station survey and on-site visits, on the existing condition plan, all public utilities and amenities. In addition, the Agency shall identify any utilities and amenities that will require relocation or adjustment, temporary or permanent, for the project.
 - b) Level of Service: The Agency shall evaluate the level of service that serves the area. If the services are deemed to be adequate for use on this site for future development, the Agency must ensure appropriate space provisions for the same and provide recommendations for upgrading.
 4. Operational Assessment
 - a) Public mobility assessment
 - b) Pedestrian movement assessment
 - c) Traffic circulation assessment
 5. Concept Plan
 - a) Ascertain Employer's requirements & aspirations, examine site constraints & potential; and prepare a design brief for Employer's 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 drawings and documents to enable the Employer to get done the preliminary 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.

Deliverables for Stage 1

- 1. *Site Surveys Reports & Drawings in hard & soft (AutoCAD & PDF) copies (min 3 copies)*
- 2. *Need Analysis Presentation*
- 3. *Preliminary Concept Plan including:*
 - a) *Vision, Design Philosophy & Key Components*
 - b) *Development Project*
 - c) *Conceptual site plan at appropriate scale including site access road, utility & drainage*
 - d) *Schematic landscape plan*
 - e) *Schematic site sections*
 - f) *Summary spreadsheets as appropriate*
 - g) *Tentative block cost estimate*
- 4. *PowerPoint presentation summarizing the above deliverables.*
- 5. *3D Walk through / animation / video*
- 6. *At least 10 indicative images rendered to give the idea of the schematic*

B. Stage 2 – Schematic Design

- 1. Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Employer's approval along with preliminary estimate of cost on area basis.
- 2. The Agency shall prepare material specifications and techniques, which are sensitive to the local context and principles of sustainability
- 3. The Agency shall suggest design concepts to accentuate the vistas, vantage points, and accordingly suggest options for illumination for areas deemed essential.
- 4. The Agency shall develop plans showing the vehicular and pedestrian access, streetscape, lighting, water supply, electricity supply, storm water drainage, sewerage and other work.
- 5. The Agency shall also define components/program of development with due consideration to on social, cultural and historical values of the region.
- 6. The Agency shall submit preliminary concept for all the relevant components

supported by 3D visualizations along with a preliminary cost estimate.

7. The Agency shall prepare site plan (layout plan) showing contours, features and services and facilities available, general layout of areas and services, preliminary sketches and designs with drawings, giving details of useful areas, services areas and circulation area.
8. The Agency shall prepare and complete all finishes' schedules, material specifications and techniques, which are sensitive to the local context and principles of sustainability.
9. The Agency shall incorporate existing utility requirements including relocation work to be accomplished by the Contractor into the construction and phasing drawings as approved.
10. Prepare estimate as per OPWD and SoR norms. The estimate shall also include the items which are not present in OPWD and SoR norms, on prevailing market rate along with justification, specification.
11. The Agency shall have to prepare quantity estimates and specifications of all services, general engineering works and landscaping specify environment friendly options with proven technology proposed to be incorporated for the works to be carried out at site.
12. During preparation of designs, if any new component is required to be added in addition as per requirement of the Agency, the same may be incorporated in the designs.
13. The Agency shall submit the design and modify it if considered necessary by the Agency. Site inspections for finalization of above details shall be conducted by the Agency.
14. Prepare appropriate physical and digital three-dimensional models (in the desired scale), visual displays and aids to adequately convey the design development, as per requirement of the Authority.
15. The Agency shall examine the advantage and disadvantages of the methods by which the project could be implemented and chalk out the implementation strategy in which the details' regarding the responsibility of execution of major works, operation etc, shall be listed.
16. Prepare high quality animation videos (3-minutes length) of the proposed design to be used as promotional material for marketing and branding.
17. Marketing brochures and presentations.
18. Obtain the approval of the Authority and submit 6 copies of approved site plan (layout plan).

Preparation of Detailed Project Report:

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

Deliverables for Stage 2

1. *Narrative report incorporating graphic diagrams and summary spreadsheet(s)*
2. *2D and 3D CAD drawings for site.*
3. *Consolidated facilities architectural and engineering drawings including plans, sections, and elevations, and 3d model in CAD and PDF (interior and exterior in REVIT).*
4. *3-minute animation video(s) showing the development character and salient features.*
5. *“Sketch-up” level 3-dimensional diagrammatic perspective studies to analyze massing and planning alternatives for the master plan concept.*
6. *Preliminary Project Report, including:*
 - a) *Urban Design Analysis*
 - b) *Traffic Impact Analysis with future projections*
 - c) *Infrastructure Analysis*
 - *Narrative memorandum describing site infrastructure, with an assessment of the existing infrastructure’s condition and capacities.*
7. *3D Walk through animation / video*
8. *Final physical model at an appropriate scale*

**Please note – Wherever the Agency is required to prepare photographs, videos, animations, marketing brochures or document the entire project using professional services, the Agency shall be required to provide the Employer with 3 options for vendors providing such services. The vendor will eventually be selected by the Employer in consultation with the Agency. All the deliverables of all stages from Agency shall be submitted as signed and stamped in hard copies and digitally signed for soft copies*

Phase II

C. Stage 3 – Preparation of Tender Documents

The Agency shall prepare the tender document for selection of implementing agency for execution of the project on P1 / Item rate / Turnkey / EPC basis. The Agency shall prepare such tender document based on the Standard Bid Document of Govt. of Odisha. The Agency shall present the tender document to "tender committee" and incorporate and modifications suggested.

Prepare tender/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.

Deliverables for Stage 3

1. *Assumptions*
2. *BOQ & broad cost estimate*
3. *Project Branding*
4. *Material palette & broad specifications with sample images, etc.*

5. *List of applicable codes and standards*
6. *Sketches/ schematic drawings of non-negotiable design elements*
7. *List and schematic details of smart technology elements proposed in the design*
8. *Schematic drawings / images explaining major placemaking elements such as urban furniture, lighting fixtures and art installations.*
9. *Detailed tender drawing set, sufficient to explain the overall scheme, use of materials, construction technology or typical detailed proposed, etc.*
10. *Broad Estimates and technical specifications of various items proposed in the design*
11. *Tender document- Request for Proposal and Agreement.*
12. *Assist in preparing response to Pre Bid questionnaires (if any)*

1. Drawings for BMC's/ statutory approvals

- a. Preparation of drawings necessary for BMC's / statutory approvals and preparation of required structural designs for approval; Design approval shall be obtained from IIT/NIT/ Institute of National repute.
- b. Assist BMC in obtaining the statutory approvals from various authorities as and when required including environmental clearance
- c. Carry out required due diligence for ensuring compliance of all codes standards and legislation as applicable

2. Bid Process Management for identification of Contractor

- a. Preparation of documents for pre-qualification of Contractors, inviting RFPs, 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 BMC in holding pre-tender meeting in a predetermined manner and offer clarifications (if any), sought by the tenderers.
- d. Bid Process Management for selection of Contractor including drafting of the Contract agreement and getting this legally vetted and approved by BMC;

D. Phase III

i. Construction

DPR shall be available for support as and when required during the construction stage.

ii. Completion:

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

- c. 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 Agencies (Architectural firms) to be empaneled by BMC by following the current process.

E. The payment schedule shall be as per the table below:

S. No.	Description of Items	Payment eligible as percentage of total Consultancy fee payable
1	Deliverable for Stage 1 – Concept Design	On submission of Survey Report- 20% On deliverables/ draft DPR submission – 15% On deliverables approval – 15%
2	Deliverable for Stage 2 – Final DPR	On deliverables submission – 15% On deliverables approval – 15%
3	Deliverable for Stage 3 – Preparation of Tender Documents	On deliverables submission – 10% On contractor selection – 10%

5. ELIGIBILITY

Only those applicants who satisfy the below mentioned criteria shall be considered eligible for empanelment.

1. General Eligibility

- The Agency should either be a Company / Partnership firm registered under relevant laws in India or an equivalent law outside India.
- The agency must not have been blacklisted or deregistered 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 to this effect in pro-forma as given in Annexure 6.
- The Agency should be in existence and operation for at least 5 years as on the day of the submission of Application/Bid.
- Joint ventures / consortium is not allowed to apply for empanelment.
- The Agency must have experienced key personnel (On Payroll) having comprehensive knowledge about the scope of work mentioned above. The Agency shall make available all Key Personnel meeting the requirements specified below.

Sl.no.	Key Personnel	Education Qualifications and Years of experience	Details of Experience Required
1.	Senior Road Engineer	Graduate in Civil Engineering with 10 years Experience in road design or Post Graduate Civil Engineering with 7 years Experience in road design.	Should have experience in DPR for composite road and drainage works.
2.	Hydraulic Design Engineer	BE Civil and M-Tech in Water Resources/ Hydrology (5 years Experience in design Hydrology	Should have experience in Calculation of discharge, Hydraulic modelling of

		& Hydraulics for drainage system),	drainage system for each watershed and fixing hydraulic dimension of drains with their gradient. Identification of flood prone areas. Design Report preparation. experience in design of drainage system by use of hydraulic modelling software, like sewer open flow/ PCSWMM, Mike Plus, Tu- Flow etc.
3.	Landscape Architect	Bachelor's/ Master's Degree in Landscape Architecture with minimum 5 years of experience	<ul style="list-style-type: none"> • Landscape planning and design, • Development of parks, public spaces, institutional campuses, streetscapes, waterfronts, and urban landscape projects, • Preparation of landscape drawings, estimates, BOQs, and technical specifications
4.	Structural Expert	BE (Civil) with master's in Structural Engineering. Minimum 7 years Experience	<ul style="list-style-type: none"> • Experience in design of: RCC and steel structures, Multi-storeyed buildings, Institutional, commercial, residential, and public utility structures like roads and drains • Sound knowledge of: IS Codes and BIS standards, National Building Code (NBC), Seismic design provisions, Wind load analysis, Foundation design and structural safety norms. • Software Proficiency: Proficiency in: STAAD Pro / ETABS / SAP2000, AutoCAD.
5.	Building Engineer	Graduate in Civil Engineering with 10 years Experience in road design or Post Graduate Building Engineering/ Construction management with 7 years Experience in road design.	<ul style="list-style-type: none"> • Experience in designing: RCC and steel-framed buildings, Public buildings, markets, office complexes, housing, or urban infrastructure projects. • Knowledge of: National Building Code (NBC), BIS/ IS Codes, Fire and safety norms, Accessibility standards, Green building concepts
6.	Electrical Engineer	Bachelor's Degree in Electrical Engineering from a recognized University with minimum 5 years experience.	<ul style="list-style-type: none"> • Electrical system design for buildings and infrastructure projects, • Preparation of Detailed Project Reports (DPRs), • Internal and external electrification design, • Preparation of electrical drawings, BOQs,

			estimates, and technical specification
7.	Traffic - cum - Safety Expert	Graduate in Civil Engineering with 7 years Experience. OR Post Graduate in Civil Engineering with 3 years Experience	He should have worked as a Traffic/ Transportation Engineer/ Planner for at least 2 such projects.
8.	Quantity Surveyor	BE Civil Eng. with 2 years' Experience in quantity surveying	Assess detailed quantities for the various civil related components and accordingly prepare detailed cost estimates for the work packages Collect market rates for various work items no included in schedule and prepare detailed rate analysis for acceptance.
9.	Environmental Expert	Bachelor in Environmental Science /Civil Engineering or equivalent with each 7 years Experience	He should have led the environmental impact assessment teams or worked as a sole expert.
10.	Survey Cum GIS Expert	Bachelor Degree/ Master Degree in Urban planning GIS and Remote sensing / urban planning from any reputed institute / University.	Experience in Survey and GIS Works. Shall have worked in similar Govt. Projects

- f. The consultant should have the following survey equipments & Laboratory:-
- i. Total station - 2 nos,
 - ii. Auto level - 2nos,
 - iii. DGPS - 1nos
 - iv. **Laboratory:-** NABL/Govt of Odisha Approved Laboratory for Survey & Investigation ,essential field/Laboratory equipment

2. Technical Eligibility

The Agency should have experience of providing DPR services in a single work order as a lead consultant in the following sectors (termed as similar projects):

- a. Integrated Urban Infrastructure DPR Consultants: For projects including roads with drains, drainage, sewerage, and flood mitigation requiring integrated planning.
- b. Core Civil Infrastructure DPR Consultants: For routine municipal works like roads with drains, culverts, and bridges requiring efficient DPR preparation.
- c. Specialized Structural & Hydraulic DPR Consultants: For complex works such as siphons, canals, flood control, and hydraulic structures including pumping stations, electrical systems, and electro-mechanical infrastructure works.
- d. Planning & Design Consultant: For projects related to construction of Roads, Market, parks, building, crematoriums, multi-level car parking, airports, ports etc. as individual or combined projects.

satisfying any of the following three conditions,

- i. The agency must have successfully completed & submitted at least 1 (one) DPR for project cost of which shall be minimum Rs.50 Crores (Rupees Fifty Crores) during the last 5 years preceding the proposal due date,

OR

- ii. The agency must have successfully completed at least 2 (two) DPR for project cost of which shall be minimum Rs. 30 Crores (Rupees Thirty Crores) each during the last 5 years preceding the proposal due date,

OR

- iii. The agency must have successfully completed at least 3 (three) DPR for project cost of which shall be minimum Rs. 20 Crores (Rupees Twenty Crores) each during the last 5 years preceding the proposal due date.

***Note:** Projects as mentioned above shall be under Central / State Govt. / Municipal Corporations/ Externally Aided Projects / PSU / Autonomous bodies operated under Govt. administrative control during the last 5 Years as on the bid due date. The assignment referred as above must be in single consultant's contract, not in consortium or joint venture or partnership.*

3. FINANCIAL ELIGIBILITY

The financial eligibility conditions for the empanelment are as provided below,

- i. The agency should have an annual average turnover of Rs.20 Crores certified by chartered accountant during last 3 (three) financial years ending March 31, 2025.
- ii. The Firm should be making profit during each of the last three financial years, ending on March 31, 2025.

The applicants need to submit the relevant documents (auditors' certificate) of Turnover (only from consultancy assignment certified by a Chartered Accountant) during the last 3 (three) financial years in the format given Annexure-4 along with Audited Annual Accounts for the last three (3) financial years.

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 Agencies for preparation of Detailed Project Report (DPR) for Various Engineering Projects of Bhubaneswar Municipal Corporation**". The applicant shall send the documents by post to the address mentioned herein below before the submission due date as mentioned in this EOI document.
- b. The applications should be submitted in hard copy bound properly to the address mentioned in section 11 (b) below.

- c. The application shall include following document but not limited to,
 - i. Letter of Application **(Annexure 1)**
 - ii. Organizational detail **(Annexure 2)**
 - iii. Financial Capability of Applicants for fulfilment of conditions duly certified by a Chartered Accountant. **(Annexure 4)**
 - iv. Certificate of non blacklisting **(Annexure 6)**
 - v. Documents certifying applicant's legal status
 - vi. Certificate of incorporation
 - vii. Letter of Authority for EOI submission, in favor of Authorized Signatory
 - viii. Latest company brochures/ capabilities statement
 - ix. Empanelment with other Government Organisation/Agencies/Institution if any. The applicant must submit Empanelment letter from such Government Authority as proof of empanelment.
 - x. Audited Annual Accounts for the last 3 preceding financial years i.e. 2022-23, 2023-24 and 2024-25.
 - xi. Technical capacity of Applicants for fulfilment of conditions with certificates of completed work/ projects and experience details during last 5 years **(Annexure 3)**.
 - xii. Supporting documents for the availability of the Equipment & Laboratory as stated in General Eligibility condition 1 (f) of Clause 5.
 - xiii. Supporting documents for the availability of professional resources as stated in General Eligibility condition 1 (e) of Clause 5. **(Annexure 5)**
- d. Applicants shall submit the EOI in the prescribed format (Annexure 1) in English language and in case of documents and certificate in other language the same shall be supported with translation in English language.
- e. 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 at 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 Demand Draft in favour of "Commissioner, Bhubaneswar Municipal Corporation" 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.

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

“Application for Expression of Interest (EOI) for Empanelment of Agencies for preparation of Detailed Project Report (DPR) for various Engineering Projects of Bhubaneswar Municipal Corporation”

- b. The EOI shall be addressed to BMC, Bhubaneswar at the following address:

Executive Engineer (Central Tender Cell)
Bhubaneswar Municipal Corporation
ICOMC Tower
Janpath, Bhubaneswar, Odisha
E-mail: tendercell@bmc.gov.in

***If the envelope is not sealed and marked as mentioned above, BMC will not be responsible 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 empanelment.

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 legal disputes are subject to the jurisdiction of Bhubaneswar court only.

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 BMC.
- 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 BMC.
- 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 Firm / consultant; and
- f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

BMC 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 BMC.

16. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, the BMC 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. BMC, 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

Duly sealed EOI proposal from the applicant filled in all respect must reach BMC 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 BMC, 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 BMC, Bhubaneswar.

21. EOI PROPOSAL OPENING DATE

BMC 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 BMC, the proposal shall be opened at the appointed time and location on the next working day.

22. EMPANELMENT PROCEDURE

The broad procedure for empanelment of consultants constitutes as under,

- a. Invitation of Expression of Interest (Eoi): BMC 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 BMC along with the details as required in the prescribed manner.
- c. Scrutiny by the BMC – BMC 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.

23. AWARD OF EMPANELMENT

After selection, the name of qualified applicants shall be uploaded at <https://www.bmc.gov.in/>

24. TERMINATION OF EMPANELMENT

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

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

To

Bhubaneswar Municipal Corporation
ICOMC Tower
Unit-IX, Janpath
Bhubaneswar- 751007,
Odisha, India

Ref: Submission of Application for “Expression of Interest for Empanelment of Agencies for preparation of Detailed Project Report (DPR) for various Engineering Projects of Bhubaneswar Municipal Corporation”.

Sir,

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 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 abovementioned 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

ANNEXURE-2

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 3.1 (b) for details)	
17.	Any other relevant information	

.....
Signature of the Authorised Person

.....
Name of the

Authorised Person

Date.....

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 Authorized Person

.....

Authorized person

Date

.....

ANNEXURE-4

SUMMARY OF FINANCIAL STRENGTH

Sr. No.	Financial Year	Turnover of firm/ company in INR	Average Annual Turnover – for Last 3 FY.
1	2024-25		
2	2023-24		
3	2022-23		

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

Note:

Audited annual statements (Balance Sheet and Profit & Loss account) for last three financial years to be submitted by the applicants.

ANNEXURE-5

DETAILS OF KEY ARCHITECT STAFF OF THE APPLICANT

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

Sl. 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

ANNEXURE 6
UNDERTAKING BY APPLICANT
(on stamp paper of Rs. 100/-)

1. Is the applicant currently involved in any litigation relating to the works. (Yes / No)
If yes: give details:

2. Has the Applicant or any of its constituent partners been blacklisted/ deregistered by any agency in India and if the backlisting subsists on the proposal submission date. . (Yes / No)
If yes, give details:

3. Has the tenderer or any of its constituent partners failed to perform on any contract work in India during the last 3 years from the last date of submission of applications. (Yes / No)
If yes, give details:

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

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date