

RFP No. \_\_\_\_\_

Date: \_\_\_\_\_



**GOVERNMENT OF ODISHA  
RASULPUR BLOCK**

**REQUEST FOR PROPOSAL**

**FOR SELECTION OF CONSULTANT FOR  
PROVIDING ARCHITECTURAL CONSULTANCY SERVICES  
OF**

**SMART PARK AT MADHUBAN HATA, BADA KAINCHI G.P.,  
RASULPUR BLOCK, JAJPUR.**

**Office of the Block Development Officer  
Rasulpur Block  
Jajpur, Odisha**

## **Schedule of Bidding Process**

Period of availability of RFP document	21/01/2021 to 28/01/2021 17:00 hrs
Last date for receipt of RFP	29.01.2021 17:00 hrs (Through Speed Post /Registered post/ courier. Drop box)
Place of submission of RFP	Office of the Block Development Officer Rasulpur Block Jajpur, Odisha
Date and Time of Technical Proposal Opening	29.01.2021 at 11:30 hrs
For further information	Office of the Block Development Officer Rasulpur Block Jajpur, Odisha

# **PROJECT INFORMATION AND GENERAL CONDITION OF CONTRACT**

## **PROJECT INFORMATION**

### **1. Project Objective**

The main objective is that, it is intended to provide recreation for children may also include a playground. primarily intended for people of all ages may feature walking paths and decorative landscaping. Specific features, such as riding trails, open air GYM, Small play court etc.

### **2. The Bid Objective**

The main objective of the selection process is to shortlist a firm (the top highest ranked bidders i.e., B1 after evaluation of technical and financial proposals) and engage their services for a period to develop works at Jajpur. The proposals shall be evaluated through Quality cum Cost Based Selection mode with weighted average of 80:20 for technical and financial proposals respectively. Top combined scorer shall be shortlisted. B1 shall be awarded with projects in phases.

# **GENERAL CONDITIONS OF CONTRACT**

### **3. Broad Scope of Services**

The selected firm is required to provide the following services;

- ✓ Site Appraisal and Suitability.
- ✓ Site Planning.
- ✓ Landform and Grading.
- ✓ 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 of external services.

### **4. Detailed Scope of Services**

The selected Firm would be required to provide end-to-end services for the Project. With reference to land under the office/Govt, proposed design will be as per the guidelines issued by the competent authority. The detailed scope of services, which inter alia includes but not limited to, are as follows

#### **Stage 1: Conceptual Design**

- ✓ To carry out site analysis and furnish a site appraisal report with regard to the potential of the site vis-à-vis activities in consultation with Office of the BDO, Rasulpur Block.
- ✓ Furnish preliminary scheme for site planning
- ✓ Prepare conceptual design with reference to requirements as given by Office of the BDO, Rasulpur Block and prepare rough estimate of cost on area basis.

#### **Stage 2: Preliminary Design and Drawings**

- ✓ Carry out Modification in the conceptual design considering the suggestions of Office of the BDO, Rasulpur Block
- ✓ Obtaining consent from Office of the BDO, Rasulpur Block on the preliminary/ conceptual drawings, along with preliminary cost estimate on area basis;

#### **Stage 3: Drawings for Statutory Approval**

- ✓ Preparation of necessary drawings and layout plan for obtaining statutory approvals and assisting Office of the BDO, Rasulpur Block for obtaining necessary statutory approvals/ clearances from other statutory body/ local authority as applicable;
- ✓ Carry out required due diligence for ensuring compliance of all codes standards and legislation as applicable;

#### Stage 4: Working Drawings

- ✓ Preparation of required working drawings and details;
- ✓ Preparation of specifications, schedule of quantities and detailed cost estimates;

#### Stage 5: Tender Deliverables

Preparation of Notice Inviting Tender (NIT) including detailed BOQ and Instruction to Bidders;

#### Stage 6: Construction

Prepare and issue working drawings and details for proper execution of works during construction

### **5. Deliverables**

Upon selection of the Firm, the firm would be required to submit the following deliverables to Office of the BDO, Rasulpur Block from time to time. The lists of deliverables which inter alia includes but not limited to are as follows:

#### Stage 1: Concept Design

- ✓ Inception Report containing design brief and development parameters
- ✓ Copies of Conceptual Design on the proposed project in the form of Site Layout plan and conceptual floor plans
- ✓ Report on Requirement Analysis & Indicative cost estimate

#### Stage 2: Preliminary Design and Drawings

- ✓ Copies of Architectural schematic drawing incorporating the changes in the stage 1, and details based on the approved concept plan; based on Soil investigation report and required Survey of the land.
- ✓ Conceptual sketches, study model and preliminary cost estimate

#### Stage 3: Statutory Approval

- ✓ All necessary designs/ drawings for obtaining required approvals
- ✓ Provide necessary clarifications as compliance requirement for obtaining necessary approvals

#### Stage 4: Detailed Design Stage

- ✓ Detailed Design Report
- ✓ Working Drawings
- ✓ Detailed Schedule of Quantity
- ✓ Detailed Schedule of Specifications
- ✓ Detailed Structural design

#### Stage 5: Tender Deliverables

- ✓ Preparation of Notice Inviting Tender (NIT) including detailed BOQ and Instruction to Bidders

#### Stage 6: Construction

- ✓ Working Drawings.
- ✓ Site visits to clarify construction issues.

## 6. Project Milestones

The selected Firm would be required to achieve the following project milestones in time bound manner from the date of issuance of the work order and signing of the agreement. Apart from any exigency from the office of the Office of the BDO, Rasulpur Block, the scheduled time would not be extendable at any point of time.

### Stages of Work Duration

✓ Stage 1	2 weeks
✓ Stage 2	2 weeks
✓ Stage 3	2 weeks
✓ Stage 4	4 weeks
✓ stage 5	4 weeks
✓ Stage 6	As per the project plan.

## 7. Period of Services

The Contract period with the selected firms shall be valid for a period of three years from the date of execution of the contract agreement for the project to be undertaken; however the period may be extended as per the mutual understanding between the Consultant and Office of the BDO, Rasulpur Block.

## 8. Payment Structure

The Fees shall be paid as per the schedule described below. The payment shall be released within 15 days of submission of stage wise invoice.

In case of unsatisfactory performance or inordinate delay of the Firm, Office of the BDO, Rasulpur Block reserves the right to impound a portion of the fees, not exceeding 5% of the fees payable in each stage. The fees shall be inclusive of all other contingency expenses, payment to any third party and profit. It shall be exclusive of applicable Goods & Services Tax.

The fees of the selected Firm would be payable in the following manner:

### STAGES OF PAYMENT

#### ARCHITECTURAL CONSULTANCY SERVICES

<b>Stage 1:</b> On submitting Conceptual designs drawings and Rough estimate of cost along with the detailed presentation	20%
<b>Stage 2:</b> On submitting Preliminary designs drawings and Preliminary estimate of cost along with the detailed presentation	20%
<b>Stage 3:</b> On obtaining the required approvals	20%
<b>Stage 4:</b> Upon submission of the required detailed design as Per the scope of services	20%
<b>Stage 5:</b> On virtual completion of work	20%

The fees payable to the selected Firms for Architectural Services shall be computed on the actual cost of works on completion. The payment due at different stages may be computed on the following basis:

- At Stage 1: On rough estimate of cost
- At Stages 2 to 4 : On preliminary estimate of cost

- At Stage 5: Actual total cost with the adjustment on the acquired balance in the previous payment

#### 09. Site Visit & Verification of Information

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

#### 10. Signing of Agreement

The selected firm will have to sign Contract Agreement in non-judicial stamp paper of adequate denomination with Office of the BDO, Rasulpur Block before Issuance of Letter of Award.

#### 11. Default of service

Deviation and/ or Refusal and/ or non-Performance towards any of the obligations described in the Scope of Services would be treated as default of service of the selected Firms. Upon default of service, the Office of the BDO, Rasulpur Block would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, the Office of the BDO, Rasulpur Block would also have the right to terminate the agreement with the selected firms.

#### 12. Establishment of Office

The selected consultant (if not based in Odisha) shall establish a local office in Odisha prior to the execution of the contract agreement with Office of the BDO, Rasulpur Block.

## SUBMISSION FORMALITIES & BID EVALUATION METHODOLOGY

### **SUBMISSION FORMALITIES**

#### 13. Format and Signing of Proposal

The proposal shall be submitted in two parts -

- ✓ Part A - Technical Proposal
- ✓ Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same.

#### 14. Submission of Proposal - Packing, Sealing and Marking

The Technical proposal shall include

- ✓ PAN, GST Certificate, Turnover certificates of last three years, Project Proposal etc.

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left hand corner of the envelope and super scribed in the following manner.

- ✓ Part-A - Technical Proposal as per the Format attached in the Annexure-I,II, of this RFP
- ✓ Part-B – Properly sealed Financial Proposal in the specified format as in Annexure III

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

Proposal for **“SMART PARK AT MADHUBAN HATA, BADA KAINCHI G.P., RASULPUR BLOCK, JAJPUR”**

The bidders's Name & address shall be mentioned in the left hand corner of the outer envelope projectwise. The inner and outer envelopes shall be addressed to Office of the BDO, Rasulpur Block, Jajpur at the following address:

The Block Development Officer  
Office of the BDO, Rasulpur Block  
Rasulpur, Jajpur

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then Office of the BDO, Rasulpur Block will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

#### 15. Minimum Eligibility Criteria

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

- I. The bidder must be a company/partnership/Proprietorship firm.
- II. The company/Partnership/ Proprietorship firm must be registered in Council of Architecture as per section 36 of the Architects Act.



### 16.1 Technical Criteria:

- ✓ The bidder must have a minimum experience of 15 years in the field of Architecture, and must be an architect/Regd. Architectural firm as per norms of Council of Architects.
- ✓ The bidder must have completed similar nature of project i.e., Provided consultancy services for development of Parks/Tourism Infrastructure Development for any Govt. Organisation(s) etc. in last 10 years.  
One similar work not less than 1.60 Crores  
Or  
Two Similar works Not Less than 1.20 Crores  
Or  
Three Similar works Not Less than 1.00 Crores  
(The work order of each of the similar projects shall be as per the Annexure).
- ✓ The Firm must have One Urban & Regional Planner/Urban Designer having M.Arch/M.Plan and 2years Experience on Payroll Basis on his firm.
- ✓ The Firm must have One Sr.Architect having B.Arch/M.Arch and 15years Experience on Payroll Basis on his firm.
- ✓ The Firm must have One Structural Engineer having B.Tech in Civil Engineering/M.Tech and 10Years of Experience on Payroll Basis on his firm.
- ✓ The Firm must have One Quantity Estimator having Diploma/B.Tech in Civil Engineering and 5Years Experience on Payroll Basis on his firm.

### 16.2 Turnover Criteria

The bidder must have an annual average turnover of INR 50 (Fifty) Lakhs or above for the last three financial years i.e., 2017-18, 2018-19, 2019-20.

N.B: The Bidder must not have been subjected to subsistence of debarment/ blacklisting by the Government of India or any of the State Governments within India or any of its Departments, authority or agency, on the date of proposal submission or during the selection process.

### 17. Number of Proposals

A bidder is eligible to submit only one proposal for this project.

### 18. Validity of Proposal

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

### 19. Tender Document Fee & EMD

Non-refundable Tender Document fees (obtained from the office) cost in shape of Demand Draft in favour of “The Block Development Officer, Office of the BDO, Rasulpur Block”. Payable at Jajpur for Rs.1,000/-(Rupees One thousand only) is to be furnished by the bidder along with the technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected.

The proposal must be accompanied by security amount of Rs. 5,000.00 (Rupees Five thousand only) in shape of Deposit receipt (Term deposit receipt) of any nationalised/schedule bank/ kisanvikashpatra/ post office saving bank account/ national savings certificate/ post office term deposit account duly pledged in favour of “The Block Development Officer, Office of the BDO, Rasulpur Block”.

## 20. Acknowledgement by Bidder

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

- a) Made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism.
- b) Received all relevant information requested from Office of the BDO, Rasulpur Block.
- 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 Office of the BDO, Rasulpur Block.
- 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 of the other Firm; and
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

The Office of the BDO, Rasulpur Block 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 Office of the BDO, Rasulpur Block.

## 21. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Office of the BDO, Rasulpur Block 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.

The Office of the BDO, Rasulpur Block, also, reserves the right to reject any Proposal if:

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

## 22. Disputes

All legal disputes are subject to the jurisdiction of Jajpur court only.

## 23. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Office of the BDO, Rasulpur Block will be hosted & will be shared on Daily newspaper.

## 24. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

## 25. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach Office of the BDO, Rasulpur Block at the address, time and date specified in the RFP through Speed / Regd. Post, In the Drop box or courier. If the specified date for the submission of proposal is declared as a holiday for Office of the BDO, Rasulpur Block, the proposal will be received up to the appointed time on the next working day. Hand delivery is not allowed.

## 26. Late Submission

Proposal received after the deadline for submission prescribed by Office of the BDO, Rasulpur Block will not be entertained and be rejected.

## 27. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by Office of the BDO, Rasulpur Block.

## 28. Bid Opening Date

Office of the BDO, Rasulpur Block will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

OFFICE OF THE BDO, RASULPUR BLOCK CONFERENCE HALL

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for Office of the BDO, Rasulpur Block, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding firm with the letter of authorization shall be allowed in the meeting for the said project.

Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weighted average of 80:20 for technical and financial proposals respectively.

## 29. Evaluation of Technical Bid

The technical proposal shall be evaluated in two phases.

- a. In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in Clause 16, 16.1 and 16.2.
- b. In the second phase design proposals of the firms meeting the minimum eligibility criteria (clause 16, 16.1 and 16.2) shall be opened and they may be invited for technical presentation in Department/Organisation name.
- c. Scoring Method

Description of components for marking	Scoring mode	Max. Marks
Past Work experience: Nos of Similar Projects undertaken.	10 Marks of each similar projects undertaken subject to maximum marks of 20	20
Profile and professional expertise of the architect/architectural firm	Detail profile of the firm. To be evaluated on basis of their past experience and quality of work done through the designated Committee.	20
proposed design, Project concept, indicative layout & design of components	Innovation in planning, design and concepts	60
	<b>Total</b>	<b>100</b>

### Opening of Technical Proposal

The Technical scoring (Ts) of participants shall be as per the point scoring methodology. Office of the BDO, Rasulpur Block may include a panel of experts to evaluate the technical & design proposals.

### Opening of Financial Proposal

The financial proposals of all the bidders who meet the minimum eligibility criteria followed by technical presentation shall be opened. Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

### 30. Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).

Top combined scorers shall be shortlisted for the award of the projects.

### 31. Award of Consultancy

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

### 32. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected firm, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The selected bidder shall also deposit the performance security before the execution of the contract agreement. The successful bidder shall not be entitled to seek any deviation in the Agreement.

### 33. Commencement of Assignment

The selected bidder shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, Office of the BDO, Rasulpur Block may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by Office of the BDO, Rasulpur Block.

### 34. Proprietary data

All documents and other information provided by Office of the BDO, Rasulpur Block or submitted by the bidder to Office of the BDO, Rasulpur Block shall remain or become the property of Office of the BDO, Rasulpur Block. The bidders are to treat all information as strictly confidential. The Office of the BDO, Rasulpur Block will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to Office of the BDO, Rasulpur Block in relation to the Consultancy shall be the property of Office of the BDO, Rasulpur Block.

**Details of Applicant**

- (a) Name of the firm/company:
- (b) Name of the contact person:
- (c) Designation:
- (d) Company/Firm:
- (e) Address:
- (f) Telephone number:
- (g) E-mail address:
- (h) Fax number:
- (i) Mobile number:
- (j) Average Annual Turnover:

2016-17:

2017-18:

2018-19:

Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

**Format for Project Data Sheet**

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total Project Cost (In Indian Rupees)	
6	Total area in Acres.	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of Appointment Letters.	

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

Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)

**FINANCIAL PROPOSAL**

To,

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FINANCIAL PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR

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

Name of the Project	financial quote
SELECTION OF CONSULTANT FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES OF SMART PARK AT MADHUBAN HATA, BADA KAINCHI G.P., RASULPUR BLOCK, JAJPUR	_____ %  (both in words and figure) of Final* total Project Cost.(exclusive of the applicable GST) *the Final total Project Cost means the final total cost incurred for the execution of the project and as approved by Office of the BDO, Rasulpur Block

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (Name of Applicant)

Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)