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ପଞ୍ଚାୟତ୍ରାଜ ଓ ପାନୀୟ ଜଳ ଯୋଗାଣ ବିଭାଗ

ZILLA PARISHAD, RAYAGADA
PANCHAYATIRAJ & DRINKING WATER DEPARTMENT
GOVT. OF ODISHA

Email id: ori-drayagada@od.gov.in

No: 3124 /2026


Date: 11.06.2026

EXPRESSION OF INTEREST (EOI)

Invitation for Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada”

Sealed Expression of interest (in two sealed covers envelop) are invited from the reputed Engineering consultant/registered Architects firms/Consultancy firms for preparation of Detailed project report and providing comprehensive consultancy service towards suitable architectural plan, Survey, elevation, estimate, structural design, structural vetting from IITs/NITs/Govt. Colleges with vetted drawings and certificates with quality control activities with proper assistance for preparation of Detail Project Report (DPR) of Zilla Parishad, Rayagada. The consultant should have previous experience and must have completed similar nature of works under any department of the state Govt./PSU. The Expression of Interest (EOI) completed in all respect must be received through Registered Post/ Speed Post only to the Office of CDO-cum-EO, Zilla Parishad, Rayagada on or before 29.06.2026 up to 5.00 PM. The EOI will be opened on dt. 30.06.2026 at 11.00 A.M in the conference hall, Zilla Parishad, Rayagada in presence of the bidders or their authorized representative who wish to be present. The EOI must be accompanied with Rs. 5,000/- (Rupees Five Thousand) only in shape Demand Draft towards tender paper cost in favour of the CDO-cum-EO, Zilla Parishad, Rayagada drawn from any scheduled commercial bank payable at Rayagada (non-refundable) and Rs. 1,00,000/- (Rupees One Lakh) only in shape of TDR/NSC towards EMD duly pledged in favour of CDO-cum-EO, Zilla Parishad, Rayagada, (Refundable). No other mode of submission of Tender is allowed. The application form of EOI can be downloaded from District website www.rayagada.odisha.gov.in from 11.06.26 to 29.06.26.

The authority reserves the right to accept or reject any or all EOI without assigning any reasons thereof.


CDO-cum-EO, ZP,
Rayagada & CEO, DMF,
Rayagada

Memo No: 3125

Date: 11.06.26

Copy to PA to Collector for kind information of Collector, Rayagada.



CDO-cum-EO, ZP,
Rayagada & CEO, DMF,
Rayagada

Memo No: 3126

Date: 11.06.26

Copy to the ADM (General), Rayagada / Sub-Collector, Rayagada & Gunupur/ DEO, Rayagada / DI & PRO, Rayagada / All BDOs / All Tahasildars of Rayagada district for information with a request to publish in their Notice Board for wide publicity.



CDO-cum-EO, ZP,
Rayagada & CEO, DMF,
Rayagada

Memo No: 3127

Date: 11.06.26

Copy to District Informatics Officer, NIC / DeGM, Rayagada for information and necessary action with a request to publish the Tender call notice in district website.



CDO-cum-EO, ZP,
Rayagada & CEO, DMF,
Rayagada



ZILLA PARISHAD, RAYAGADA

ODISHA

"DETAILED DOCUMENTS FOR EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF CIVIL & ARCHITECTURAL CONSULTANCY SERVICES FOR CONSTRUCTION AND INFRASTRUCTURE DEVELOPMENT OF DIFFERENT SCHOOLS AND OTHER DEVELOPMENTAL PROJECTS WHEN REQUIRED OF ZILLA PARISHAD, RAYAGADA"

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Availability of EOI Document	https://rayagada.odisha.gov.in
5.	Date of issue of Expression of Interest (EOI)	11.06.2026
6.	Last Date and Time for submission of EOI	29.06.2026, 5.00 PM
7.	Date & Time for opening of Technical Bid	30.06.2026, 11.00 AM
8.	Date & time for opening of Financial Bid	Immediately after technical verification.
9.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Rupees Five thousand) only in shape of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Rayagada" drawn in any scheduled commercial bank payable at Rayagada. The bid processing fee shall be submitted along with the Technical Bid.
10.	Earnest Money Deposit (EMD) (Refundable without interest)	The Bidder should submit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) only in shape of TDR / NSC duly pledged in favour of "CDO-cum-EO, Zilla Parishad, Rayagada" from any Scheduled Commercial Bank payable at Rayagada. The bid processing fee shall be submitted along with the Technical Bid. The EMD of the unsuccessful bidder will be refunded after completion of the selection process.
	Security Deposit	The successful bidder will have to deposit a performance security amount i.e. 3% of the contract value in shape of TDR / NSC in favour "CDO-cum-EO, Zilla Parishad, Rayagada" from any Scheduled Commercial Bank covering the period of contract payable at Rayagada as security deposit.
11.	Address for Submission of Bid	The CDO-cum-EO, Zilla Parishad, Rayagada Near Collectorate, Rayagada-765001, Odisha
12.	Mode of Submission:	Speed Post/ Registered Post only. Submission of EOI through other mode and late bid will be out rightly rejected.
13.	Contact Person for any query	Office of The CDO-cum-EO, Zilla Parishad, Rayagada & CEO, DMF, Rayagada Contact No: 9668300906 / 8917456279
14.	Place of Opening Bid:	Conference Hall, Zilla Parishad, Rayagada-765001

SECTION: 1
LETTER OF INVITATION

Expression of Interest (EOI) No:3124/2026

Date: 11.06.2026

Name of the Assignment: Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada

The CDO-cum-EO, ZP & CEO, DMF, Rayagada invites sealed Bid from eligible bidders for "preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada". More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Expression of Interest (EOI) document.

The Engineering consultant/registered Architects firms' /Consultancy firms will be selected under **Least Cost Selection (LCS)** procedure.

The EOI complete in all respect as specified in the **Expression of Interest (EOI)** Document must be accompanied with a **Non-refundable** amount of **Rs. 5,000/- (Rupees Five Thousand)** only towards **Bid Processing Fee** also known as **EOI Paper Cost** in shape of Demand Draft and an Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupee One lakh)** only in shape of TDR / NSC duly pledged in favour "**CDO-cum-EO, Zilla Parishad, Rayagada**" from any Scheduled Commercial Bank payable at Rayagada.

The successful bidder will have to deposit a performance security amount i.e. 3% of the contract value in shape of TDR/NSC/Bank Guarantee in favour "**CDO-cum-EO, Zilla Parishad, Rayagada**" from any Scheduled Commercial Bank covering the period of contract payable at Rayagada as security deposit.

The Bid must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of Bid through any other mode will be rejected.

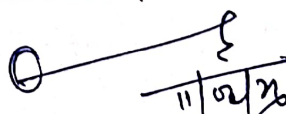
The last date and time for submission of Bid complete in all respects is **29.06.2026, 5.00 PM**, and the date of opening of the technical is **30.06.2026, 11.00 AM** & financial bid is immediately after the evaluation of the technical bid in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.11**). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.

This EOI includes following sections:

- a. Letter of Invitation [Section-I]
- b. Instructions to the Bidder [Section-II]
- c. Scope of Work [Section- III]
- d. Technical Proposal Submission Forms [Section-IV]
- e. Financial Proposal Submission Form [Section-V]
- f. Annexure [Section-VI]

While all information/data given in the EOI are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this EOI. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete EOI or part of it at any stage without assigning any reason thereof.


CDO-cum-EO, ZP, Rayagada
& CEO, DMF, Rayagada

Section II:

Instructions to the Bidders

GENERAL TERMS & CONDITIONS

1. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The Bidder shall be a Company/Firm/LLP/Sole proprietorship registered in India. The bidder shall be organization registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered with a track record of providing architectural consultancy services for at least 3 years as on 1 st June, 2026 under the present entity i.e. in the name of which the bid has been submitted. Any consortium, Joint venture or agreement in this regard for establishment of existence will not be accepted.	Copy of Registration/ Certificate of Incorporation PAN Document GSTIN Certificate
2	Quality & Capability Certification	May be registered with valid ISO certificate ISO9001:2015	Copy of the ISO 9001:2015 certificate/s.
3	Experience	The Applicant should have successfully provided architectural plans/ Infrastructure planning/ building architecture/ interior design/ landscape architecture and related works for at least Three (03) projects, each having a Project value of more than Rs. 1.00 crore, of similar nature, during the last three (03) years as on 01.06.2026, for State Government / Central Government / PSU clients. Joint Ventures (JVs) are not permitted to participate in this empanelment process	Copies of Work Orders/Sanction Orders/MOUs / Engagement Letters/Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.
4	Turnover	The Bidder should have an average annual turnover of minimum ₹ 1.00 Crores (Rupees One crore) and a positive net worth in each of the three last financial years (2022-23, 2023-24 & 2024-25)	Certificate from statutory auditor (CA Firm)/ Audited financial statements for the three previous financial years ending March i.e., 2022-23, 2023-24 & 2024-25.
5	Blacklisting	Applicant/ Bidder should not be blacklisted by any Central/ State Government/ Public Sector Undertaking/ Judicial pronouncement in India	Notarized declaration as per TECH-6
6	Consortium	No consortium/ JVs/ Associations/ subcontracting shall be allowed under this project.	Declaration of Submitting as independent Agency from the Authorized Signatory

7	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Rupees Five Thousand) only in the form of Demand Draft (DD) drawn in favour of "CDO-cum-EO, Zilla Parishad, Rayagada" drawn from any Nationalized/Scheduled Bank payable at Rayagada. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Cost of EOI / EOI Fee in form of DD
8	Earnest Money Deposit(EMD) (Refundable)	Rs. 1,00,000/- (Rupees One Lakh) only in the form of TDR/NSC duly pledged in favour of "Chief Development Officer-cum-EO, Zilla Parishad, Rayagada". The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Earnest Money Deposit Fee in form of TDR/NSC duly pledged in favour of CDO-cum-EO, Zilla Parishad, Rayagada

**The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated, through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation.*

Bidders should submit the required supporting documents as mentioned above. Bids not confirming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the EOI Document. The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative. A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.

2. Documents/Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- *Filled in Bid Submission Check List in Original (Annexure-I)*
- *Covering letter (TECH-1) on bidder's letterhead requesting to participate in the selection process.*
- *Bid Processing Fee & EMD as applicable.*
- *Copy of Certificate of Incorporation/ Registration.*
- *Copy of PAN*
- *Copy of Goods and Services Tax Identification Number (GSTIN).*
- *Copy of up to date GST return certificate in GSTR-3B.*
- *Copies of IT Return for the last three Financial years (FY 2022-23, 2023-24 & 2024-25)*
- *General Details of the Bidder (TECH-2).*
- *Financial Details of the bidder (TECH-3) along with all the supportive documents as applicable duly signed as per the instruction.*
- *List of completed assignments of similar nature (Past Experience Details, TECH-4) along with copies of contracts/ work orders/ completion certificate from previous Clients.*
- *Self-Declaration regarding Conflict of Interest (TECH-5)*
- *TECH-6 & TECH-7*

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the EOI document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Rupees Five Thousand) Only** in shape of DD, which is non-refundable, from any scheduled commercial bank in favour of "CDO-cum-EO, Zilla Parishad, Rayagada" payable at Rayagada. Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD)

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One Lakh) only** in shape of TDR / NSC duly pledged in favor of "CDO-cum-EO, Zilla Parishad, Rayagada".

The EMD of unsuccessful bidders shall be refunded after finalization of tender and award of contract. The successful bidder will have to deposit the required NSC/TDR/Performance Bank Guarantee (i.e. 3% of the Annual Contract value) with the concerned Requisitioning/ Work Order placing department at the time of execution of Agreement, the EMD of the successful bidder shall be returned after deposit of Performance Bank Guarantee.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in EOI
- Bidder does not respond to request for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarifications to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - Furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal

Proposals shall remain valid for a period of **12 months (One year)** from the date of opening of the Technical Proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Submission of Proposal

Bidder must submit their proposals by **Registered Post/Speed Post** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client. The procedure for submission of the proposal is described below:

I. **Technical Proposal (Original):**

The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal – Selection of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada"** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

II. **Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – Selection of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada"**. The duly filled-in financial proposal submission forms should contain the detail price offer (Service Charges) for the proposed assignment and to be furnished as per the prescribed format only.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the EOI Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada)"**.

These second envelope must be marked as **"FINANCIAL PROPOSAL (Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada)"** and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

EOI NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

CONTACT NUMBER OF THE BIDDER:

EMAIL ID OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized Representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

7. Opening of the Proposal

The **FIRST ENVELOPE** containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Tender Committee to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing **FINANCIAL PROPOSAL** only of the technically qualified bidders will be opened after completion of technical evaluation stage.

8. Evaluation of Proposal

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not. Submission of following documents/information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-1**)
 - Covering letter(**TECH1**) on bidder's letter head requesting to participate in the selection process
 - Bid Processing Fee and EMD as applicable
 - Copy of Certificate of Incorporation/ Registration.
 - Copy of PAN
 - Copy of Goods and Services Tax Identification Number (GSTIN)
 - Copies of IT Return for the last three financial years (**2022-23, 2023-24 & 2024-25**).
 - Copy of up to date GST return certificate in GSTR-3B form.
 - General Details of the Bidder (**TECH-2**).
 - Financial Details of the bidder (**TECH-3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction.
 - List of completed assignments of similar nature (Past Experience Details, **TECH-4**) along with copies of contracts / work orders / completion certificate from previous Clients
 - Self-Declaration on Conflict of Interest (**TECH-5**)
 - Duly filled non-blacklisting & declaration (**TECH-6 & 7**)
 - All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

* Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Client's authority.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation.

Sl. No.	Criteria	Maximum Marks
1	Financial Capacity of the Bidder	Total: - 20
1.1	<p>Bidder's average annual turnover in India in the last three financial years ending 31 March 2025 shall be minimum ₹1.00 Crores or above:</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> • Rs. 01 crore to Rs. 2 crore = 5 Marks • > Rs. 2 Crores to Rs. 3 Crore = 15 Marks • More than Rs. 3 crore to = 20 Marks 	20
2	Experience of the Bidder	Total: - 25
2.1	<p>The Bidder should have successfully provided architectural plans/ Infrastructure planning/ building architecture/ interior design/ landscape architecture and related works for at least Three (03) projects, each having a Project value of more than Rs. 1.00 crore, of similar nature, during the last three (03) years as on 01.06.2026, for State Government / Central Government / PSU clients where the single contract value is not less than Rs. 1.00 Crore</p> <ul style="list-style-type: none"> ▪ 10 Marks for successful completion of at least Three (3) project in last 03 years as on 01.06.2026 where the single contract value is Rs. 1.00 Crore or above. ▪ 05 Marks for every additional single contract value of Rs. 1.00 Crore or above subject to maximum of 15 marks in last 03 years as on 01.06.26 <p><i>*Project will be considered for evaluation only if it is accompanied with supporting documents like PO/ WO/ Agreement Copy along with Completion certificate clearly mentioning the contract value.</i></p>	25
3	Local Presence & Completed Assignments	Total: - 15
3.1	<p>Preference will be given to the firm/ company/ organization that have successfully completed assignments in shape of architectural plans/ Infrastructure planning/ building architecture/ interior design/ landscape architecture and related works in any Department/PSU/Local Bodies/Agencies of Govt. of Odisha.</p> <p>Completed assignments during</p> <ul style="list-style-type: none"> 01 to 05 Years- 05 Marks More than 05 years to 10 years- 10 Marks More than 10 years - 15 Marks 	15

4	Quality Standards / Certifications for the Service	Total: - 10
4.1	ISO9001:2015	10
5	Presentation The Bidders shall be ready with presentation during the opening of Technical Bid like I. Architectural Plan & design II. Methodology III. Timeline	Total:- 30
	Total (1+2+3+4+5): -	Total: - 100 Marks
<p>1. The minimum qualifying Score is: 70 from 100 Marks i.e., 70%.</p> <p>2. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH-4).</p> <p>3. Photocopies of work orders / experience certificates from the clients / agreement etc. must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters.</p>		

The EOI shall be utilized by Zilla Parishad / District Level Departments/ office/ institution/ organization etc. for preparation of architectural plans/ Infrastructure planning/ building architecture/ interior design/ landscape architecture and related works by entering into separate agreements with the successful agency. The man power requirement, remuneration, qualification and other statutory deduction shall be communicated by the concerned district level Departments/ office/ institution/ organization/ SPV etc. as per their respective guidelines.

The Project list shall be provided as per the requirement from time to time.

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment.

The work order shall be valid for a period of 01 years from the signing of the agreement.

*** Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.**

• **Financial Evaluation (3rd Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

9. Evaluation Process

Least Cost Based method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's/ authorized representatives.

The bidder, who has quoted the least cost, shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. **In case of a tie, the bidder having higher technical score will be considered the preferred bidder.** In case of further tie up, final bidder shall be decided through lottery system.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

Further, more than one firm can be engaged for preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada in the L-1 rate and the work distribution criteria shall be as per the prevailing rules of OGFR-2023 as amended from time to time.

10. Performance Bank Guarantee (PBG)

Performance Bank Guarantee shall be submitted to the head of Departments/ office/ institution/ organization / SPV respectively as per the requirement of the concerned department. The PBG amount shall be 3% of the work order value within 07 days of receiving the work order from the this office the agency shall have to furnish a **Performance Bank Guarantee from a Scheduled Commercial Bank in favour of "CDO-cum-EO, Zilla Parishad, Rayagada"**, as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of successful completion of the contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract with the O/O Zilla Parishad, Rayagada and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 07 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **01 years** from the date of Work order. The contract can be extended beyond these on satisfactorily performance and as per the requirement of the client.

12. Professional Fees & Payment Schedule:

12.1 The total project cost is approximate of Rs. 20.92 Crore (Rupees Twenty crore ninety-two lakh) Only.

12.2 The professional fees for consultant for architectural plans/ Infrastructure planning/ building architecture/ interior design/ landscape architecture and related works up to maximum of 1% on total project cost.

12.3 The fee shall be quoted as per the scope of work and the prescribed financial format. The schedule of payment shall be as specified above; however, in special cases, it may be decided on mutually agreed terms between the Consultant and the CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada.

12.4 The payment to the consulting agency to be released as per the schedule mentioned herein;

Sl. No.	Milestone to be Achieved	Installments of Payments
1	At the time of submission of Final Plan, Drawing, Site Plan.	25% of the Consulting fees
2	After Submission Structural Design and Vetting from IIT/NIT/Govt. Engineering College etc. (if required) and technical sanction from competent authority.	65% of the Consulting fees
3	After completion of tender process.	10% of the Consulting fees

13. Factors Effecting Payment to the Consultant

- 13.1 The payments made to the Consultant at various stages shall be treated as on-account payments and will be adjusted against the final payment.
- 13.2 Progressive payments at different stages may be made to the Consultant based on the quantum of work completed, as may be mutually agreed upon by both parties.
- 13.3 The Authority reserves the right to make deductions from the professional fee payable to the Consultant on account of any penalty, if applicable.
- 13.4 The Consultant shall promptly notify the Authority of any discrepancy or modification that may be necessary to improve the functionality of the building/scheme. Such improvements or modifications shall be issued free of cost by the Consultant.
- 13.5 The Consultant may be required to make minor changes in the plans and other details during the execution of works without any additional fee. If any additional work is required during the validity of the contract, the Consultant shall provide the necessary drawings for such work on mutually agreed rates.
- 13.6 CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada reserves the right to carry out third-party checking of the design at its own cost, if required.

14. Execution of the Assignment (For design and Engineering Projects)

- 14.1 All stages of work shall be completed by the Consultant, and the necessary approvals shall be obtained from CDO-cum-EO, Zilla Parishad, Rayagada as per the mutually agreed time schedule. The work shall be carried out diligently throughout the stipulated contract period, with time being the essence of the contract.
- 14.2 In the event of the Consultant's firm ceasing operations, CDO-cum-EO, Zilla Parishad, Rayagada shall have the authority to engage any other agency to complete the remaining work, after making payment to the Consultant up to the stage of services already completed.
- 14.3 CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada shall have the right to terminate the agreement by giving 30 (thirty) days' notice in the event of failure on the part of the Consultant to complete the assigned work, or for breach of any of the terms and conditions of the agreement, to the satisfaction of CDO-cum-EO, Zilla Parishad, Rayagada.
- 14.4 The Consultant shall prepare drawings, designs, outline specifications, and cost estimates based on cubic measurements or area basis, using the schedule of rates of the executing agency plus the tender premium and/or other relevant specifications as required. In cases where rates are not available in the schedules, they shall be derived through actual rate analysis using latest SOR/OPWD.
- 14.5 The Consultant shall advise on the time and progress chart prepared by the contractor and/or Construction Management Consultant for timely completion of the project, if required.
- 14.6 The Consultant shall assume full responsibility for the design and specifications as defined in the scope of work. The Authority shall have full access to all design details and structural

calculations for scrutiny. The Consultant's structural engineers shall extend all possible assistance during such scrutiny.

- 14.7 Upon completion of the work, the Consultant shall prepare and submit "As-Built Drawings" of the project, incorporating all site modifications. Two (2) sets of hard copies and soft copies shall be submitted to the Local Body. These drawings are considered legal documents, and the Consultant shall be held responsible for any discrepancies between the drawings and actual site conditions.
- 14.8 During site visits, the Consultant shall advise the Authority regarding the progress of work and submit reports on observations. The Authority shall assess the necessity of additional or extra works with reference to drawings, specifications, and cost implications. The responsibility for implementing such advice shall rest with the Authority.
- 14.9 Any deviation from the approved drawings or specifications observed by the Consultant shall be reported in writing to the Authority, which shall issue necessary instructions to the executing agency.
- 14.10 The Consultant shall make necessary revisions to drawings and other documents as may be required by the Authority.
- 14.11 No changes shall be made to approved drawings or specifications at site without the prior written consent of the Authority.
- 14.12 All selected drawings, specifications, reports, documents, and other instruments of service shall remain the intellectual property of both the client & Consultant, whether or not the project is executed. These shall not be used for any other scheme without the written consent of the Client.
- 14.13 The Authority shall have the right to postpone or cancel the execution of the work. In such cases, the Consultant shall not be entitled to any compensation or damages for postponement or non-execution, except for payment of fees due up to the stage of services already completed.
- 14.14 The Consultant shall not proceed with any stage of work without the written consent of the Authority.
- 14.15 The Consultant shall ensure that the contractor is furnished with all required drawings and plans as per the timelines specified in the contract between the Authority and the contractor. In the event of delay or failure in providing such drawings, the Consultant shall be liable to compensate CDO-cum-EO, Zilla Parishad, Rayagada for any loss or damage arising from such delay, including any claims made by the contractor against the Authority.
- 14.16 The Consultant shall guarantee that all designs, specifications, and related technical information are complete, accurate, adequate, and workable. The burden of proof for the adequacy and accuracy of these documents shall rest solely with the Consultant.
- 14.17 The Empaneled Consultant shall be required to submit hard copies & soft drawing / estimates as per details below:

For preliminary planning/ design	6 Hard Copies (one colored and seeking comments & Approval one B/W) s & 1 Soft Copy
Approved Drawings	6 Hard Copies colored & 1 soft copy
Preliminary estimate	6 Hard (B/W)/ 1 Soft Copy
Detailed Estimate	6 Hard Copies B/W & 1 Soft Copy
BOQ/ Specification of each work	6 Hard Copies B/W & 1 Soft Copy
Tender Documents	6 Hard Copies B/W

15. Conflict of Interest

Conflict of interest exists in the event of:

- 1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.*
- 2. The Persons engaged agencies, or institutions (Individuals or organizations) who have a business or family relation with the Client directly or indirectly.*
- 3. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.*

16. Disclosure

- 1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.*
- 2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.*
- 3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:*
 - i. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.*
 - ii. Corruption including the offer or receipt to fan in document of any kind in relation to obtaining any contract.*
 - iii. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.*

17. Language of Proposals

*The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.*

18. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conductor outcome of the bidding process. Bidder (s) are not allowed to submit more than one proposal under the selection process. If any bidder submits more than one EOI, all such EOI shall be summarily rejected.

19. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Civil Court of Rayagada only.

20. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India /Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the EOI Document

At any time before submission of proposals, the Client may amend the EOI by issuing an addendum through Rayagada district website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

23. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/ selection/ evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and there by incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights

Zilla Parishad, Rayagada shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Force Majeure

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause there of and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

26. Settlement of Disputes

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All Dispute Resolution proceedings shall be held at Rayagada, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Collector-cum-Chief Executive Officer, Zilla Parishad, Rayagada will be the final authority to resolve the dispute arising between and the Client and the Consultant.

27. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

- 1. Proposal submitted without Bid Processing Fee & EMD as applicable.*
- 2. Proposal not submitted in accordance with the procedure and formats as prescribed in the EOI.*
- 3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.*
- 4. Proposal is received in incomplete form.*
- 5. Proposal is received after due date and time for submission of bid.*
- 6. Proposal is not accompanied by all the requisite documents/ information.*
- 7. Bids with any conditional technical and financial offer.*
- 8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/ best value.*
- 9. Proposal is not properly sealed or signed.*
- 10. Proposal is not conforming to the requirement of the scope of the work of the assignment.*
- 11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.*
- 12. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.*
- 13. Any other condition/ situation which holds the paramount interest of the Client during the overall section process.*

Section: III

SCOPE OF THE WORK

- The consultants shall carry out all necessary engineering surveys and investigations such as topographical survey, hydrological survey, geotechnical surveys, soil testing's etc. as per the requirement.
 - Preparation of detailed designs, structural designs, drawings, cost estimates as per prevailing rate of SoRs.
 - Conducting/furnishing of Soil exploration report.
 - Preparations of Detailed Project Reports
 - Preparation of tender documents and assist in tender evaluations
 - Conduct engineering surveys & investigations
 - Prepare architectural drawings, structural designs, and working drawings (Structural, Electrical, Sanitation and Plumbing)
 - Obtain structural vetting from IIT/NIT/Govt. Colleges with certificates included in DPR
 - Prepare detailed cost estimates (State SoR)
 - Prepare DPR with vetted drawings & certificates
 - Assist in tender preparation & evaluation
- a) **Architectural and Related Works Development Projects:**
- Housing, work shed, Common facility centers.
 - Designing of theme based structures.
 - Development of parking facilities/zones.
 - Development and beautification of the school/project.
 - Development of public squares, theme-based Outlets and civic open spaces.
- b) **Landscape Architecture and Environmental Design:**
- Environmental restoration and eco-sensitive landscape design.
 - Design of landscape structures, amenities, and public features.
 - Illumination design, including light fixtures, poles, and control systems.
 - Signage and graphic design, installation of artefacts/sculptures, and integration of local architectural or cultural elements.
 - Beautification of approach roads, entry points, and parking areas.
 - Design of surface drainage, including water supply, sewerage, power supply, and communication networks.
- c) **Technical and Supporting Services:**
- Periodic inspection, supervision support, and evaluation of works during construction.
 - Preparation of methodology for execution, phasing, and maintenance of completed projects.

➤ Schedule of Services

Stage 1:

- To interact with the concerned Official of Zilla Parishad and collect all available work detail, database plans etc. for survey work.
- Detailed site survey and to prepare survey-based plans.
- To examine legislation, code and standards that applicable to the project.
- To prepare preliminary draft sketches and notes sufficient to explain the consultant's general understanding of the requirements and outline of the scheme for the best way of fulfilling them including a preliminary cost estimate.

- To prepare & submit the submission drawings, Preliminary Project Reports (PPR) or Detailed Project Reports (DPR) etc. from approved draft sketches and assist for obtaining of approval of the project wherever required like vetting of DPR and Technical sanction etc.
- To prepare & submit the working drawings, specifications and schedule of quantities and to prepare detailed estimates of cost on the Schedule of Rates (SOR).

Stage 2:

- To set out layout by site, and incorporate any changes necessitated by site parameters.
- To prepare, submit and obtain approval on architectural working drawings including full size details.
- To prepare, submit and obtain approval on design drawings and specifications of internal and external services e.g., work sheds, electrification, water supply, sanitary waste disposal including sewage etc.

Stage 3:

- To provide supervision and technical guidance during executions of the work whenever needed by CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada.
- To prepare and submit detailed estimate of the works to Engineer-in-Charge after final approval of plans.

Special Conditions:

- All drawings shall be submitted in both hard copies (three sets) and soft copies (in CAD and PDF formats).
- All renderings shall be submitted in both hard and soft copies (in JPG and PSD formats).
- All final stage-wise presentations, meetings, and workshops shall be attended by the Chief Architect of the selected agency, who shall issue a certificate at the end of each stage confirming that the original design intent has been maintained.
- Any variations, additions, or alterations beyond the current scope and listed deliverables shall be undertaken only after obtaining written communication/approval from competent authority.
- Walkthroughs, if required for the project, shall be prepared and submitted by the Consultant/Agency.
- Coordination with all sub-consultants and concerned officials shall be the primary responsibility of the selected Consultant. Any points of conflict or disagreement arising during such coordination shall be promptly communicated to CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada in writing for timely resolution.
- Any additional requirements beyond the current scope of work that may arise during the assignment shall be communicated to CDO-cum-EO, Zilla Parishad & CEO, DMF, Rayagada in writing well in advance to ensure adherence to the agreed project timelines.
- The Consultant shall maintain a project timeline/schedule of deliverables corresponding to the current scope using compatible scheduling/project management software. Any delays or deviations from the agreed timelines shall be communicated to CDO-cum-CEO, Zilla Parishad & CEO, DMF, Rayagada in writing.
- The DPR completed in all respect of each project shall be submitted within 30 days from the date of issue of work order

Name of the Assignment:

Sl. No.	Name of the Project	Name of the Block	Name of the GP	Name of the Village	Approx. Est. Cost. (in Lakh)
1	Infrastructure Development of Andirakancha Project U.P.S.	Kashipur	Maikanch	Andirakancha	161.07
2	Infrastructure Development of Barajakhal Project PS	Kashipur	Kodipari	Barajakhal	101.08
3	Infrastructure Development of Chandgiri Project U.P School	Kashipur	Chandragiri	Chandagiri	175.96
4	Infrastructure Development of Dangeskhal Project U.P.S.	Kashipur	Chandragiri	Dangeskhal	82.75
5	Infrastructure Development of Dhangidisil P.S.	Kashipur	Kodipari	Sanakumuli Alias Dhangarisil	105.66
6	Infrastructure Development of Govt. High School Chandragiri	Kashipur	Chandragiri	Chandragiri	118.36
7	Infrastructure Development of Govt. High School Kabatsil	Kashipur	Manusgam	Kabatsil	112.11
8	Infrastructure Development of Govt. Higher Secondary School Maikanch	Kashipur	Maikanch	Maikancha	258.75
9	Infrastructure Development of Jogiiparitunda Project U.P School	Kashipur	Kodipari	Jogiparitunda	158.77
10	Infrastructure Development of K.Panjara P.S.	Kashipur	Kodipari	Kalandiamba Panjar	75.32
11	Infrastructure Development of Kosonadar Project U.P.S.	Kashipur	Chandragiri	Kasanadar	172.21
12	Infrastructure Development of Maligam Project U.P.S.	Kashipur	Chandragiri	Maligam	119.41
13	Infrastructure Development of Paikakupakhal Project U.P.S.	Kashipur	Maikanch	Paikakupakhal	158.77
14	Infrastructure Development of Silapas P.S.	Kashipur	Kodipari	Silapas	119.41
15	Infrastructure Development of Surugunja Project U.P.S.	Kashipur	Chandragiri	Surugunja	172.42
	Total				2092.05

NB: The estimates cited above are illustrative only.

Section IV:

Technical Proposal Submission Forms

Tech-1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To

**The CDO -cum- EO, Zilla Parishad, & CEO, DMF,
Rayagada, -765001 Odisha**

Subject: Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada [**TECHNICAL PROPOSAL**]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Expression of Interest (EOI) No.: _____, Dated: _____, I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **365 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Expression of Interest (EOI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this EOI/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

I remain, Your faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Tech-2: Bidder's Organization (General Details)

S. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration/Incorporation Details Registration No: Date & Year.:	
5	Local office in Odisha If Yes, please furnish contact details	Yes/No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Details Amount: FD/TDR/Deposit No.: Date: Name of the Bank/Post Office:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the EOJ	YES
11	Willing to accept all the terms and conditions as specified in the EOJ	YES

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Tech3: Bidders Financial Details

Financial Information(In Crores)				
Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
Man Power Service Turnover (in Crores)				
Supporting Documents: <i>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</i> <i>Filled in information in this format must have to be jointly certified and sealed by the CA and The authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</i>				

**Signature and Seal of the Chartered Accountant
with Date in original (with Membership No. & valid
UDIN)**

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Tech-4: Bidders Past Experience Details

Sl. No.	Name of the Project* Work Order number & Date	Name of the Client	Project Start Date	Project End Date	Project Cost (In Lakhs)	Number of Man power deployed	Type of Work/ Service provided
1							
2							
3							

(*Photo copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)

Tech-5: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected /terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]:

Address of the Bidder:

Bidders should submit the required supporting Documents as mentioned above. Non- submission of required Documents as listed above will lead to rejection of the bid.

TECH-6: Affidavit Format for Not Blacklisting

(Notarized on Rs.100/-Non Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organization > hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha/ Department of Health & FW, Govt. of Odisha/ or any other entity of GoO or blacklisted by any State Government or Central Government / Department /Organization in India from participating in Tenders as on the ____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2026

:

**Authorized Signatory
with Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH-7: DECLARATION

1. I, _____ Son/ Daughter / Wife of Sri _____, working as the Partner/ Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information/ documents furnished along with the above application are true and authentic and to the best of my knowledge and belief. I/ We, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place:

Signature of Authorized Person

Date:

Full Name:

Seal:

Section V:

Financial Proposal Submission Forms

Fin1: Covering Letter
(On Bidder's Letter Head)

[Location, Date]

To,
The CDO -cum- EO, Zilla Parishad, & CEO, DMF,
Rayagada, -765001, Odisha

Sub: Selection of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada. [FINANCIALPROPOSAL]

Sir,

I, the undersigned, offer to provide the consulting services for _____ [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated. _____ . Our Financial proposal is attached.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP Document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 365 days. I have carefully read and understood the terms and conditions of the EOI and do here by undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with
Date and Seal: Address of the Bidder:

Fin 2: Summary of Financial Proposal

Name of the Work: Selection of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of different schools and other developmental projects of Zilla Parishad, Rayagada

Name of the Bidder: _____

EOI No: _____ Date: _____

All the prices quoted below are exclusive of any taxes and duties.

Sl. No.	Description of items	Apprx. Cost (in lakh)	Rate to be Quoted on percentage basis of the total Project Cost. Including all taxes & other charges	
			Figure	In Words
1	Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for construction & infrastructure development of 15 no. of Schools as mentioned in the work assignment and other developmental projects of Zilla Parishad, Rayagada	2092.05		
	Total	2092.05		

Note:

- The professional fees for consultant for architectural plans/ Infrastructure planning/ building architecture/ interior design/ landscape architecture and related works up to maximum of 1% on total project cost
- The rates quoted above does not guarantee any work order, and at the time of finalization of the rates. The rates quoted above could be rationalized by the authority which will be acceptable to me/us.
- It is further accepted that CDO-cum-EO, Zilla Parishad & DMF, Rayagada would be free to issue work order to any firm empaneled with Govt. of Odisha.
- I/ we shall have no objection to the decision and selection of any empaneled consultant for work order as finalized by CDO-cum-EO, Zilla Parishad & DMF, Rayagada.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Service fee proposed for the assignment shall remain fixed till completion of the contract.

Authorized Signatory [In full and initials]:
Name and Designation with Date & Seal:

Section VI:

Annexure

Annexure I: Bid Submission Checklist

Sl. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal(Original)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH1)		
3	Bid Processing Fee of Rs.5,000/-in form to DD		
4	EMD of Rs. 1,00,000/-in form of Fixed/ Term/ Postal Deposit duly pledged in favour of Chief Development Officer-cum-EO, ZP, Rayagada		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copy of Up to date GST return certificate in Form GSTR-3B		
9	Copies of IT Returns for the last 03 FYs (2022-23, 2023-24 & 2024-25)		
10	Copies of Audited Statement for the last 03 FYs (2022-23, 2023-24 & 2024-25)		
11	Copy of the ISO 9001:2015 certificate		
12	General Details of the Bidder (TECH-2)		
13	Financial details of the bidder (TECH3) along with all the supportive Documents such as copies of Profit-Loss Statement and Balance Sheet for the concerned period		
14	List of completed assignments of similar nature (Past Experience Details) (TECH-4) along with the copies of work orders for the respective assignments		
15	Self-Declaration on Potential Conflict of Interest (TECH-5)		
16	Affidavit for not Blacklisting (TECH-6)		
17	Declaration (TECH-7)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter(FIN 1)		
2	Summary of Financial Proposal(FIN2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:
Name and Designation with Date & Seal:**

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

The CDO –cum-EO, Zilla Parishad
& CEO, DMF, Rayagada
Odisha-765001

..... WHEREAS (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of EOI no... dated to undertake the service (description of services) (here in after called "the contract").

AND WHEREAS it has been stipulated by..... (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified there in as security for compliance with its obligations in accordance with the contract.

AND WHERE AS we have agreed to give the supplier such a bank guarantee.

NOWTHEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as afore said, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract Documents which may be made between you and the consultant shall in anyway release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This performance bank guarantee shall be valid until the.....day of (month and year),

Our branch at Rayagada..... (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Rayagada branch a written claim or demand and received by us at our Rayagada branch on or before Dt. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and Designation of the officer

Seal,

Name & address of the Bank & Branch