



REQUEST FOR PROPOSAL

FOR SELECTION OF CONSULTANT FOR

PROVIDING ARCHITECTURAL CONSULTANCY SERVICES

FOR

RENOVATION OF DIFFERENT PROJECTS AT SORO MUNICIPALITY

SORO(ODISHA), PIN- 756045
E-mail:- soromunicipality@gmail.com

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OFFICE OF THE SORO MUNICIPALITY, SORO, BALASORE.

Letter No. 4101

Date. 6/12/2023

Soro Municipality proposes to undertake Renovation of some projects at Soro Municipality area for which Request for Proposal is invited for selection of Consultant for providing Architectural Consultancy Services for the same .

Proposals are invited to conduct the assignment and submit the deliverables from engineering consultants/Consulting registered architectural firms that have requisite experience in preparation of DPR for the said plan.

The quotations should reach the office of undersigned by Regd. Post/ Speed Post/ courier/ Direct in the office only on or before dt 19.12.2023 by 5.00 PM. The bid will be open on 20.12.2023 at 11 A.M in the office chamber of undersigned in presence of bidders or their authorized agents who intend to attend. The authority reserves the right to reject one or all quotations without assigning any reason thereof.

Bid documents can be collected from the office or can be downloaded from the website www.baleswar.nic.in. Paper cost of the tender paper i.e Rs. 10,000/- (Rs. Ten Thousand) only in form of DD must be submitted with bid documents failing which the bid will be rejected. All other details are available at office of the undersigned as well as in the website www.baleswar.nic.in.

Memo No. 4102 / Dt. 6/12/23 /

Copy to the Office Notice Board for wide publication.

[Signature]
06/12/2023
Executive Officer
Soro Municipality

[Signature]
06/12/2023
Executive Officer
Soro Municipality.

Memo No. 4103 / Dt. 6/12/23 /

Copy submitted to The Deputy Director, Advertisement, I & PR Deptt., Odisha Bhubaneswar for publication of the above Tender Notice in two Odia local daily news paper for one day publication using minimum space of Govt. of Odisha, I & PR Deptt approved rate and submit the bill after publication in duplicate for payment. Copy of the specified publication should be submitted along with the bill after which the bill will be processed for pass and payment .

[Signature]
06/12/2023
Executive Officer
Soro Municipality.

Memo No. 4104 / Dt. 6/12/2023

Copy submitted to the Collector and District Magistrate, Balasore/PD DRDA-Cum-P.D,
DUDA, Balasore/ DIPRO, Balasore for favour of kind information.

[Signature]
Executive Officer
Soro Municipality.

Memo No. 4105 / Dt. 6/12/2023

Copy forwarded to the Municipal Engineer / Accounts officer, Soro Block / Sub-
Treasury officer, Soro, members of Soro Municipality Tender Committee for information.

[Signature]
Executive Officer
Soro Municipality.

Memo No. 4106 / Dt. 6/12/2023

Copy forwarded to the Tahasildar, Soro / Block Development Officer, Soro/ AEE.,
P.W.D.(R&B) Sub-Division, Soro/AEE, RD Sub-Division, Soro / Inspector-in-charge, Soro Police Station
/ AEE.R.W.S & S Sub-division, Soro /P.H. Section, Soro/Accountant, Soro Municipality for information
with a request to kindly display the said Tender Call Notice in their Office Notice Board for wide
publication.

[Signature]
Executive Officer
Soro Municipality.

PROJECT INFORMATION AND GENERAL, CONDITION OF CONTRACT

PROJECT INFORMATION

1. introduction

Soro Municipality intends to construct the following activities/project/facilities at the land available under the municipality to facilitate the public.

- 1) Renovation of Children park in front of SN High School
- 2) Renovation of Town Hall at Soro Municipality
- 3) Any other development projects.

2. The Project Objective

Renovation of children park in front of SN High School

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.

Town Hall at Soro Municipality

- To create a energy efficient town hall which shall cater as a sort for all the residents intending to organize meetings, conference etc.

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.
- ✓ 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-a-vis activities in consultation with Soro Municipality.
- ✓ Furnish preliminary scheme for site planning
- ✓ Prepare conceptual design with reference to requirements as given by Soro Municipality 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 Soro Municipality
- ✓ Obtaining consent from Soro Municipality 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 Soro Municipality 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 Drawing

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

Stage 5. Tender Deliverable

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 Soro Municipality from time to time. The lists of deliverables which inter alia includes but not limited to are as follows:

Stage I 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 I, 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.

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 SORO MUNICIPALITY, 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 Soro Municipality.

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, Soro Municipality reserves the right to impound a portion of the fees, not exceeding 10% 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

Stage 1: On submitting Conceptual designs drawings and rough estimate of cost along with the detailed presentation	15%
Stage 2 : On submitting Preliminary designs drawings and preliminary estimate of cost along with the detailed presentation	20%
Stage 3 : On obtaining the required approvals	40%
Stage 4: Upon submission of the required detailed design as per the scope of services	15%
Stage 5 : On virtual completion of work	10%

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 : At	On preliminary estimate of cost
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 Soro Municipality 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 Soro Municipality would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, the Soro Municipality 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 Soro Municipality.

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 "SELECTION OF CONSULTANT FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DEVELOPMENT OF....."

The bidder's Name & address shall be mentioned in the left handcorner of the outer envelope project wise. The inner and outer envelopes shall be addressed to SORO MUNICIPALITY, Balasore at the following address

Executive Officer
SORO MUNICIPALITY
SORO(ODISHA), PIN-756045
E-mail:- soromunicipality@gmail.com

If the project wise outer envelope and the financial proposal envelope is not scaled and marked as mentioned above, then Soro Municipality 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 .
- I 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 at least one similar nature of project i.e., preparation of DPR for any Govt. organization(s) etc. in last 10 years.
- ✓ (The work order of each the similar projects shall be attached along with the completion certificate against the work assigned as per the Annexure).

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.

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

Non-refundable Tender Document cost in shape of Demand Draft/Pay order from any scheduled commercial bank in favour of Executive officer, Soro Municipality. Soro payable at Soro or in cash for Rs.10,000 -(Rupees Ten 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.

20. Acknowledgement by Bidder

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

- 1) Made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism.
- 2) Received all relevant information requested from Soro Municipality.
- 3) 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 Soro Municipality.
- 4) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- 5) Acknowledged that it does not have a conflict of interest with any of the other Firm, and
- 6) Agreed to be bound by the undertaking provided by it under and in terms hereof.

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

21. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Soro Municipality reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The Soro Municipality, 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 Soro Court only.

23 Addendum/Corrigendum/Notice

Any Addendum/Corrigendum/Notice etc. for this assignment issued by Soro Municipality will be hosted & will be shared on Daily newspaper.

24 Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach Soro Municipality at the address, time and date specified in the RFP through Speed / Regd. Post, In the Drop box (dated 19.12.2023 upto 5.00 pm). If the specified date for the submission of proposal is declared as a holiday for Soro Municipality, Soro the proposal will be received up to the appointed time on the next working day.

25 Late Submission

Proposal received after the deadline for submission prescribed by Soro Municipality will not be entertained and be rejected

26 Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once It is received by Soro Municipality, Soro.

27 Bid Opening Date

Soro Municipality will open all technical bids, in the presence of authorized representatives who choose to attend, at the dated 20.12.2023 at 11.00 am in the following location:

SORO MUNICIPALITY OFFICE

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 Soro Municipality, 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.

28 Evaluation of Technical Bid

The technical proposal shall be evaluated 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.
- b. In the second phase the firms meeting the minimum eligibility criteria (clause 15 ,clause 16.1 and 16.2) shall be invited for technical presentation in Soro Municipality.

Opening of Technical Proposal

Soro Municipality may include a panel of experts to evaluate the technical presentation. The bidders may be invited for a PowerPoint presentation in front of the committee.

Opening of Financial Proposal- Lowest bidder in financial proposal to be selected

29 Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Soro Municipality 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 Soro Municipality and the next eligible firm may be considered for the project.

30 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.

31 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, Soro Municipality may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by Soro Municipality.

32 Proprietary data

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

Details of Applicant

- (a) Name of the firm/company :
- (b) Name of the contact person :
- (c) Designation :
- (d) Company/Firm
- (e) Address :
- (t) Telephonenumber:
- (g) E-mail address :
- (h) Fax number :
- (i) Mobile number
- (j) PAN Card Number
- (k) GST Number
- (l) Average Annual Turnover:
of last 3 Financial years

Duly signed by the Authorized Signatory of the Applicant

(Name, Title and Address of the Authorized Signatory)

Format for Project Data Sheet

Sl. No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of <i>Client</i>	
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)