

# Berhampur Municipal Corporation



**Expression of Interest (EOI) For Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of Different type of Infrastructure Projects in BeMC, Berhampur City**

**EOI Notice -16034**

**Location: Berhampur, Ganjam, Odisha**

**Date: 26 -12-2022**

**Issued by:**

**BERHAMPUR MUNICIPAL CORPORATION  
Infront of Town Police Station,  
Rama Lingeswara Tank Road, Berhampur  
Ganjam, Odisha-760002**

**BERHAMPUR MUNICIPAL CORPORATION**  
**EOI NOTICE NO. 16034**

Expression of Interest (EOI) For Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of Different type of Infrastructure Projects in BeMC, Berhampur City .

Period of availability of EOI document in website  
[www.berhampur.gov.in](http://www.berhampur.gov.in)

Date :- from 04.01.2023 to 21.01.2023 (up to 17.00 Hrs).

Mode of submission

The EOI must be submitted within 17.00 Hrs. on dated 27.1.2023 through registered post/Speed post addressed to Commissioner, Berhampur Municipal Corporation, Berhampur

## Disclaimer

- This Expression of Interest (EOI) document for [Expression of Interest \(EOI\) For Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of Different type of Infrastructure Projects](#)” for upcoming projects in Berhampur Municipal Corporation, Berhampur contains brief information about the scope of work and selection process for the Successful Applicant (or “Applicant”). The purpose of the EOI document is to provide the Applicants with information to assist the formulation of their proposal (“the Proposal”).
- While all efforts have been made to ensure the accuracy of information contained in this Document, this Document does not purport to contain all the information required by the Applicant. The Applicant should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their proposals.
- The evaluation shall be strictly based on the information and supporting documents provided by the agencies in the application submitted by them. It is responsible of the agencies to provide all supporting document necessary to fulfill the mandatory eligibility criteria. In case information required by BeMC is not provided by agency BeMC may chose to proceed with evaluation based on the information provided and may not request the agency for further information. Hence responsibility for providing information as required in this form lies solely with the agency.
- This EOI is not an offer by BeMC but an invitation who received response from eligible consulting agencies for providing services as mention above for BeMC. BeMC will empanel limited agencies who fulfill the eligibility criteria. No contractual obligation whatsoever shall arise from the process.
- BERHAMPUR MUNICIPAL CORPORATION(“BeMC”), its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or EOI, principles of restriction or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from, to be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Expression of Interest (EOI) and any assessment, assumption, statement or information contained therein or deemed to form part of this Expression of Interest (EOI) or arising in any way in this selection/empanelment process.
- The issue of this EOI doesn’t implies that, authority is not bound to empanel an applicant or to appoint the selected applicant for any architectural consultancy BeMC reserves the right to accept or reject any or all applications without giving any reasons thereof. BeMC will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the entries to be submitted in accordance with the conditions listed in this Expression of Interest (EOI).
- The applicable laws for the propose are the laws of India in appropriate courts of Berhampur will jurisdiction concerning or arising out of EOI document. The applicants are expected to know the relevant rules and regularities of the respective authorities concerning to this project.

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# 1 LETTER OF INVITATION

Berhampur Municipal Corporation(BeMC) invites Expression of Interest (EOI) For Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of upcoming projects in Berhampur City under Jurisdiction Berhampur Municipal Corporation

Background information and Terms of Reference for consulting services are provided in this EOI document.

The EOI includes the following documents:

Section1- Letter of Invitation

Section2- Notice Inviting EOI Proposal

Section3- Instructions to Bidders

Section4–Technical Proposal Standard Forms

Section5- Scope of Consultancy services

Sincerely,

Municipal Commissioner,  
Berhampur Municipal Corporation.

**Office of the Berhampur Municipal Corporation,  
In front of Town Police Station,  
Ramlingam Tank Road, Berhampur,  
Ganjam, Odisha-760002**

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**Notice Inviting Expression of Interest**

EOI No: 16034

Dated: 27.12.2022

Berhampur Municipal Corporation (BeMC) invites expression of Interest (EOI) from experienced qualified & Financial sound prospective Architectural consulting firms/consultants with required technically qualified personnel in its organization setup and Qualifying the pre qualifying criteria as mentioned in the EOI document for empanelment of consultancy firms for comprehensive Architectural & Civil engineering services as mentioned below for upcoming Development projects under jurisdiction of Berhampur Municipal Corporation for a period of 03 years.

Sl. No.	Name of the Work	Bid Security	Cost of EOI Document	Period of empanelment
1	2	3	4	5
1	Expression of Interest (EOI) For Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of Different type of Infrastructure Projects	Bid Security Declaration to be submitted.	Rs. 11,200.00 (Rupees eleven thousand two hundred inclusive of GST) only.	<b>03 years</b>

02. The EOI documents comprising of eligibility criteria instruction to bidders pre qualification criteria and scope of work can be viewed/downloaded from the website of Berhampur Municipal Corporation i.e. [www.berhampur.gov.in](http://www.berhampur.gov.in) during the period as stipulated under critical dates.

**1. Critical Date(s) with respect to the bid are as follows:**

Sl. No.	Description	Critical Dates
(i)	Period of availability of bid documents on-line :	<b>From 11.00 Hrs. of 04.01.2023 to 17.00 Hrs. of. 21.01.2023</b>
(ii)	Last date and time for submission of Pre- Proposal Query :	<b>15.30 Hrs. of 20.01.2023</b>
(iii)	Pre-Proposal Meeting	<b>15.00 Hrs. of 24.01.2023</b>
(iv)	Issue of Pre-Proposal Clarification	<b>17.00 Hrs. of 24.01.2023</b>
(v)	Last date & time of submission of Proposal :	<b>16.00 Hrs. of 27.01.2023</b>
(vi)	Date & time of opening of Technical Bid :	<b>11.30 Hrs. of. 30.01.2023</b>

3. The detail information and instruction relating to the EOI can be viewed and download from [www.berhampur.gov.in](http://www.berhampur.gov.in). Tender documents containing the documents as mentioned under letter of invitation.
4. Bidder shall have to present the cost of Bid document/ processing fees amounting to rupees as noted in column 4 of EOI notice in shape of Demand Draft/bankers cheque drawn from any nationalized or scheduled bank in favour of Commissioner, Berhampur Municipal Corporation payable at Berhampur. The cost of Bid document/ processing fees is non-refundable in nature.
5. The bid security (EMD) “Exempted” vide Financial Department of Odisha notification No. 8484/F dt. 05.04.2022, the bidders are requested to submit bid security declaration as per format annexed in the EOI.
6. The tender shall be accompanied with the immediate past year IncomeTax Clearance Certificate.
7. Tender documents duly completed in all respects shall be submitted in envelopes containing the relevant documents as sought in EOI, financial instrument towards tender document processing fees, Bid security declaration form towards exemption of EMD through registered post/speed post so as to reach **17:00 hours on or before Dt. 16.01.2023** at the following address:Noted below

To,

**Commissioner  
Berhampur Municipal Corporation  
Infront of Town Police Station,  
Ram Lingeswar Tank Road  
Berhampur, Ganjam, Odisah-760002**

Any proposal after the last date and time of submission will be summarily rejected.

8. The Bidder shall clearly state in the forwarding letter (in duplicate) to be enclosed with the tender documents, the deviations from General Terms and Conditions, if any with cross references. If no such letter is received, it shall be presumed that the Bidder agrees entirely with the General Terms and Conditions and shall be binding to the Consultants.
9. Envelope containing technical bids from the bidders received, shall be opened in the presence of the bidder’s representatives who wish to attend at the office of **Commissioner, Berhampur Municipal Commissioner on date time as specified in data sheet.**

10. The conditional tender shall not be accepted and shall be rejected outright, unless, the nature of condition(s) put for by the bidder is acceptable to BeMC. Any suggestions/ alterations from the tender specifications, if suggested, must be mentioned in the main forwarding letter.
11. The Bidder shall have to attach the documents as sought in duplicate with the technical bid as mentioned in EOI documents.
12. Incomplete or defective tender who does not fulfill any of the above conditions shall be liable for rejection. Tender shall also be liable to be rejected if–
  - i) The Bidder proposes any alteration in the work specified or in the time allowed in carrying out the works or make corrections in technical bid.
  - ii) Any of the page or pages in the tender is/or removed or replaced.
  - iii) All corrections, additions or pasted slips are not initial led by the Bidder.
  - iv) Any erasure is made in the tender.
  - v) The Bidder or in the case of a firm, each partner or the person holding the power of attorney there of does not sign or the signature(s) is(are) not attested by the witness, wherever It is required.
  - vi) bid security declaration as per format annexed in the EOI, not enclosed with the tender.
  - vii) The Bidder returns the tender document without signing relevant pages of the bid.
  - viii) A tender fee is not paid with the tender.
13. Acceptance of the tenders shall rest with the competent authority who does not bind himself to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason there of.
14. It must be clearly and distinctly understood that the conditions of contract and specifications shall be rigidly enforced and no relaxation on the grounds of customs prevailing shall be allowed.
15. The tender for the work shall remain open for a period of 180 days from the date of opening of the Technical bid and the Bidder shall not be allowed to withdraw or modify the offer on his own during this period. Any modifications or additions in terms and conditions of his tender not acceptable to the Competent Authority of BeMC shall without prejudice to any right or remedy, bear liberty to forfeit in full the said earnest money absolutely.



16. The Corporation reserves the right to reject all the tenders of the lowest or any other tender who in the judgment of the corporation does not appear to be in its best interest and the Bidders shall have no cause of action or claim against the Corporation of its officers, employees, successors for assignees for rejection of its tender. The Municipal Commissioner does not bind himself to accept the lowest or any tenders.
17. The selected consultant must have their office in Berhampur or otherwise they have to give written undertaking for opening the Branch office in Berhampur to facilitate the work once they are empanelled and the work is allotted.
18. The tendered shall carefully read the eligibility criteria, furnish the details and satisfy the same; otherwise the tender shall be rejected without assigning any reason.
19. The Bidder is required to check the [www.berhampur.gov.in](http://www.berhampur.gov.in) website for Addendum if any, before 24 hours of tender submission date and time. The Bidder who quotes the tender without attaching the addendum if any will be rejected.
20. The tender notice published in newspaper shall form part of the Contract.
21. Firms under joint venture/consortium are not allowed to participate in the Bid process.

Sd/  
Commissioner  
Berhampur Municipal Corporation

Memo No. 16035

Dated.27.12.22

Copy along with a soft copy are submitted herewith to the Deputy Director (Advt.) and Deputy Secretary to Govt., Information & Public Relation Dept., Odisha, Bhubaneswar for information and with a request for publications of this Invitation for Bids, in One National English Newspaper, in addition to one Odia Newspaper on or before 06.01.2023. Copy of the newspapers, wherein the advertisement is published, may please be sent to this office for record & subsequent action.

Encl: Soft copy of RFP.

Sd/  
Commissioner,  
Berhampur Municipal Corporation

Memo No. 16036

Dated. 27.12.22

Copy submitted to the **Collector & D.M, Ganjam** for kind information with request to display the Tender Call Notice in the Office Notice Board for wide circulation.

Sd/  
Commissioner,  
Berhampur Municipal Corporation

## 2.INSTRUCTIONS TO BIDDERS

### Introduction

- BERHAMPUR MUNICIPAL CORPORATION is the civic/governing urban local body of the city (hereinafter referred to as “BeMC” or “the Authority”) is the nodal agency responsible for development of the city of Berhampur. BeMC invites For Empanelment of Architects/Urban Designers/Urban Planners/Landscape Architects for upcoming projects for rendering architectural services for projects in jurisdiction of Berhampur Municipal Corporation. BeMC will empanel Architects/Urban Designers/Landscape Architects/Urban Planners based on evaluation criteria mentioned in the Expression of Interest (EOI) document.
- The Berhampur city on the Eastern coastline of Ganjam district of the Indian state of Odisha located at 19 degree 20N latitude and 84 degree 50 East longitude. The average meansea level (MSL) is 24 mtrs. The town stands on a rocky ledge 78 feet above MSL.
- Berhampur city is connected with National High ways N.H. 16(Chennai Kolkata) NH 59(Berhampur Khariar) N.H. 516(Narendrapur –Gopalpur) state Highway (No.12) and No. 22 of Odisha which connect almost all other cities and towns of Odisha
- The city was initially a Municipality which was formed in the 1867 and was upgraded to Municipal Corporation on 29.december 2008. As per 2011 census of India (provisional) the population of Berhampur was 355823 of which 185584 were male and 170239 were females making in the fourth popular urban city in Odisha state and 126th in India. The Jurisdiction of the corporation is spread over 86.82 Sq Km with 42 number of wards for administrative purpose

### Objectives

- BeMC hereby invites EOI for empanelment of Architects/Architectural firms under different categories as mentioned below for providing Architectural and allied engineering services for their upcoming various infrastructural development projects proposed to be executed under jurisdiction of BeMC in the interest of its citizens .
- The broad objective of the empanelment is to avail the services of qualified, experienced and competent Architectural/Engineering/Urban Planning and urban design firms for architecture, Urban Planning/designing, interior designing, structural design, estimates and MEP consultancy for the projects being taken up by BeMC. The aim is to have a list of Empanelled Architectural/Engineering firms for consultancy. For BeMC who will assist and scrutinize in the designing and planning of various development initiatives by ensuring timely and quality work. The EOI document is for short listing suitable qualified Architectural/engineering firms and empanel them for 3 years for all developmental projects being taken up by BeMC.

- **Empanelment Categories**

The Architects shall be empanelled under four broad categories as mentioned below for providing Comprehensive Architectural Services

	Sub-categories as per Project Cost:
A1	Project with estimated cost above 20 crores
A2	Project with estimated cost above 10crores to 20 crores
A3	Project with estimated cost above 05 crores to 10 crores
A4	Project with estimated cost 05 crores

Note: Consultant may apply for empanelment for one and more category depending upon the nature of work done by consultant as mentioned in Form IV: Technical Capacity.

Note:(i) The agencies who are under the existing empanelment of BeMC are requested to apply under EOI. The existing agencies who are empanelled already are exempt from paying the processing for the EOI.

(ii) In case of specialized nature of work BeMC have the right to nominate any one of the agency out of the empanelled list irrespective of project cost catagories as mentioned above.

(iii) Firms under joint venture/consortium are not allowed to participate in the Bid process

- **General Scope of Work**

The scope of the consultant will include geotechnical investigation & topographical survey, preparation of Master/site plan, concept plan, architectural drawings, detail drawings, structural design, working drawings, services drawing, cost estimate, site visit as per necessity and other related services as assigned to successful bidder for different upcoming projects under Berhampur Municipal Corporation. The detail scope of work has been described in section 5 of EOI document

### 3. General

- Bidders shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations.
- The Client(BeMC) is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without there by incurring any liability to the Bidders.
- In preparing their Proposals, Bidders are expected to examine in detail the documents comprising the EOI. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- Application should be submitted duly page numbered, Indexed and strictly following the sequences as provided in the EOI document.
- Separate sheets may be used where ever required documentary proof should be enclosed where ever necessary.

- Each page of the document attached should be duly signed, self attested by the application or his authorized signatory.
- It may be noted that furnishing in corrected/False information about qualification and experience & other details shall lead to rejection of the application and cancellation of empanelment if received later & shall also lead to cancellation of work already allotted on the basis of empanelment.

#### **4. Conflict of Interest**

- BeMC requires that selected Consultants under contracts provide professional, objective, and impartial advice and at all times hold the BeMC's interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of BeMC. Without limitation on the generality of the foregoing, Consultants, and any of their associates shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:
- If a Consultant combines the function of consulting with those of contracting and/ or supply of equipment; or
- If a Consultant is associated with or affiliated to a contractor or manufacturer; or
- If a Consultant is owned by a contractor or a manufacturing firm with departments or design offices offering services as Consultants. The Consultant should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant will limit its role to that of a Consultant and disqualify itself and Its associates from work, in any other capacity or any future project within the next three years (subject to adjustment by BeMC in special cases), that may emerge from this assignment (including bidding or any part of the future project). The contract with the Consultant selected to undertake this assignment will contain an appropriate provision to such effect; **or**
- If there is a conflict among consulting assignments, the Consultant (including its personnel and sub-consultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant assignment. The duties of the Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations if no conflict exists, a Consultant cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such Consultant. For example, a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a client in privatization of public assets shall not purchase, nor advise purchasers of, such assets or a Consultant hired to prepare terms of reference for an assignment shall not be recruited for the assignment in question.

## **5. Fraud and Corruption**

- BeMC requires that consultants, observe the highest standard of ethics during the selection process and in execution of such contracts. In pursuance of this policy, the BeMC:
- defines, for the purposes of this provision, the terms set forth below as follows:
  - a. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the consultant selection process or in contract execution;
  - b. “fraudulent practice” means are presentation or omission off acts in order to influence a selection process or the execution of a contract;
  - c. “collusive practices” means a scheme or arrangement between two or more consultants, with or without the knowledge of a borrower, designed to influence the action of any party in a consultant selection process or the execution of a contract;
  - d. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a consultant selection process, or affect the execution of a contract; and
- will reject a Proposal for award if it determines that the consultant recommended for award has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; and
- will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, such party or successor from participation in BeMC-financed activities if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or Coercive practices in competing for, or in executing, an BeMC- financed contract;

## **6. Only One Proposal**

- Bidders may submit only one Proposal. If a Bidder submits or participates in more than one Proposal, such a Bidder shall be disqualified.

## **7. Proposal Validity**

- The Bidders’ Proposals must remain valid for validity period as mentioned in the data sheet of EOI from the date of Technical Bid opening. In case of need, the Client may request Bidders to extend the validity period of their Proposals. Bidders have the right to refuse to extend the validity period of their Proposals.

## **8. Cost of EOI Document**

- The EOI Document can be downloaded from [www.berhampur.gov.in](http://www.berhampur.gov.in) Cost of EOI document shall be paid as indicated in Data Sheet while submitting the proposal.

## **9. Amendments to EOI Documents**

- At any time, 24hrs before the last date of submission of Proposal, the Client may, whether at its own initiative, or in response to a clarification requested by a Bidder, amend the EOI by issuing an addendum. The addendum shall be uploaded online only on [www.berhampur.gov.in](http://www.berhampur.gov.in) and will be binding to all bidders. To give Bidders reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, extend the deadline for the EOI submission.

## **10. Preparation of the Proposal**

- Bidders' Proposal (the Proposal) will consist of one Component which contains the Technical Proposal.
- The Proposal, as well as all related correspondence exchanged by the Bidders and the Client, shall be in English. All reports prepared by the contracted Consultant shall also be in English.
- The Technical Proposal should clearly demonstrate the Bidder's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

## **11. Mode of Submission**

**The EOI must be submitted within 17.00Hrs. on Dt. 16.01.2023 through Registered Post/Speed Post in the following address as mentioned below**

**To,**

**Commissioner  
Berhampur Municipal Corporation  
Infront of Town Police Station,  
Ram Lingeswar Tank Road  
Berhampur, Ganjam, Odisha-760002**

- It is the responsibility of the Bidder to ensure the delivery of the EOI document to the authority on or before the due date as specified in the Bid document. The applications received after the due date summarily be rejected.

## **12. Technical Proposal**

### **12.1 General**

- The Technical Proposal shall not include any financial information in context with quoting financial fees for this EOI. Any Technical Proposals containing such financial information shall be declared non-responsive.

### **12.2 Technical Proposal Format**

- Considering the nature and size of the assignment, the Client requires Bidders to submit a Full Technical Proposal (FTP) in the format specified herein vide section 4 of EOI.
- Submission of the wrong type of Technical Proposal will result in the Proposal being declared non-responsive.

- **The following table summarizes the content for Full Technical Proposal**

<b>Content</b>	<b>Description</b>
Cover Letter	As per the format specified in this EOI
Experience of the Firm /Profile of the Firm	Introducing the firm and associate firm(s) background and general experience. Details of completed projects in the given format illustrating firm and associate(s) firm's relevant experience.
	The details to be submitted in the prescribed format in section 4
CVs of the staff to be employed for Planning & Designing of Building Projects	Each staff's CV using specified format.

### **12.3 Technical Proposal Content**

12.3.1 The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (ix) using the Standard Technical Proposal Forms provided in (Section 4) of EOI documents. Such information must be provided by the Bidder and each Associate.

- (i) A concise, complete, and logical description of how the Bidder's team will carry out the services to meet all requirements of the TOR.
- (ii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- (iii) The details of Staff for work in the field and in the home office.
- (iv) An organization chart indicating relationships amongst the Bidder and any Associate(s), BeMC, and other parties or stakeholders, if any, involved in the assignment.
- (v) Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality / effectiveness of the assignment. In this regard, unless the Bidder clearly states otherwise, It will be assumed by the Client that work required to implement any such improvements, are included.
- (vi) Detail facilities to be provided by the Client in addition to those shown on the Data Sheet.
- (vii) Technical Proposals containing financial information shall be declared non-responsive.

### 12.3.2 Personnel

- (viii) The name, age, nationality, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the assignment should be presented in the CV format shown in Form.
- (ix) Only one CV may be submitted for each position.
- (x) The Client requires that each expert confirm that the content of his/her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV. However, in particular cases, the Client may accept a senior officer of the Bidder signing the CVs on behalf of the experts. If, for valid reasons, the experts are unable to do so, and the Bidder's Proposal is ranked first, copy of the CVs signed by the experts concerned must be submitted to the Client prior to commencement of contract negotiations. Note that the need to provide address and fax/e-mail details of experts in the CVs of the experts is not considered mandatory. In cases where consulting firms/organizations are prevented from providing such information by prevailing laws in their country, or if Bidders have valid reasons not to comply with the completion of this item, there will be no negative impact on the evaluation of the expert.

### 12.4 Conditions of Eligibility of Bidders

- Eligible Consultants /Consultancy firms, having undertaken similar works and fulfilling following requirements shall be eligible to apply :
- The Bidder firm should have been engaged in similar business for at least 5 years.
- The Bidder should have an office at Berhampur. Otherwise they have to give written undertaking for opening the Branch office in Berhampur to facilitate the work once empanelled.
- The bidder should have completed during last five years of similar nature of works as mentioned in the pre-qualification criteria,
- The bidder should have average annual turnover of not less than the amount mentioned in the pre-qualification criteria.
- The bidder who was terminated/ Blacklisted in last 3 years shall not be eligible.

### 13. Pre-Qualification Criteria

13.1 The applicants competence and capability is proposed to be established by the parameters as dispirited with reference to clause no. 12.3.1(i) to 12.3.1(x) below. The applicant should meet the following minimum criteria failing which their submission shall be liable for rejection.

#### 13.2 for Category A1: Comprehensive Architectural Services

##### A. Technical/past experience

The Bidder shall have the experience of providing Architectural consultancy service for at least 1 (one) successfully completed project related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of project value not less than ₹ 16 (Six tin) Cr. in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of EOI .

OR



- The Bidder shall have the experience of providing Architect ural consultancy service for at least 2 (Two) successfully completed project s related to Construction of multistoried Residential/ Institutional/ Commercial / Industrial buildings complete with all the ancillary services of project value of each project not less than ₹ 10 (ten) Cr. in Public limited companies / Government /Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the orig inal date of submission of EOI.

OR

- The Bidder shall have the experience of providing Architectural consultancy service for at most 3 (Three) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of cumulative project value not less than ₹ 08 (eight) Cr. each in Public limited companies / Government / Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

B. Bidder must have at least 01 (one) Principal Architect (With minimum 5 years' post qualification experience) and 01 (one) Civil/ Structural Engineer (With minimum 5 years' post qualification experience); otherwise the bid/EOI shall be rejected. Documents to ascertain the experience of Personnel must be submitted or else the experience would not be counted.

### C. FINANCIAL:

(1) Annual Financial Turnover of the bidder in any of preceding 03(three) financial / accounting years, reckoned from the original bid /EOI closing date should be rupees 100(one hundred)lakhs.

(2) Net worth of bidder must be positive for preceding financial/ accounting year

## 13.3for Category A2: Comprehensive Architectural Services

### A. Technical/past experience

- The Bidder shall have the experience of providing Architectural consultancy service for at least 1 (one) successfully completed project related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of project value not less than ₹ 12 (Twelve) Cr. in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of EOI .

OR

- The Bidder shall have the experience of providing Architect ural consultancy service for at least 2 (Two) successfully completed project s related to Construction of multistoried Residential/ Institutional/ Commercial / Industrial buildings complete with all the ancillary services of project value of each project not less than ₹ 7.5 (seven point five) Cr.each in Public limited companies / Government /Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the orig inal date of submission of EOI.

OR

- The Bidder shall have the experience of providing Architectural consultancy service for at most 3 (Three) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of cumulative project value not less than ₹ 06 (six) Cr. each in Public limited companies / Government / Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

**B.** Bidder must have at least 01 (one) Principal Architect (With minimum 5 years' post qualification experience) and 01 (one) Civil/ Structural Engineer (With minimum 5 years' post qualification experience); otherwise the bid/EOI shall be rejected. Documents to ascertain the experience of Personnel must be submitted or else the experience would not be counted.

**C. FINANCIAL:**

- (i) Annual Financial Turnover of the bidder in any of preceding 03(three) financial / accounting years, reckoned from the original bid /EOI closing date should be at least 75lakhs.
- (ii) Net worth of bidder must be positive for preceding financial/ accounting year.

**13.4 for Category A3: Comprehensive Architectural Services**

**A. Technical/past experience**

- The Bidder shall have the experience of providing Architectural consultancy service for at least 1 (one) successfully completed project related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of project value not less than ₹ 06 (six) Cr. in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of EOI .

OR

- The Bidder shall have the experience of providing Architect ural consultancy service for at least 2 (Two) successfully completed project s related to Construction of multistoried Residential/ Institutional/ Commercial / Industrial buildings complete with all the ancillary services of project value of each project not less than ₹ 3.75 (three point sevenfive) Cr. each in Public limited companies / Government /Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the orig inal date of submission of EOI.

OR

- The Bidder shall have the experience of providing Architectural consultancy service for at most 3 (Three) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of cumulative project value not less than ₹ 03 (three) Cr. each in Public limited companies / Government / Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

**B.** Bidder must have at least 01 (one) Principal Architect (With minimum 5 years' post qualification experience) and 01 (one) Civil/ Structural Engineer (With minimum 5 years' post qualification experience); otherwise the bid/EOI shall be rejected. Documents to ascertain the experience of Personnel must be submitted or else the experience would not be counted.

**C. FINANCIAL:**

- (i) Annual Financial Turnover of the bidder in any of preceding 03(three) financial / accounting years, reckoned from the original bid /EOI closing date should be at least 50lakhs.
- (ii) Net worth of bidder must be positive for preceding financial/ accounting year.

**13.5 For Category A4: Comprehensive Architectural Services**

**A. Technical/past experience**

- The Bidder shall have the experience of providing Architectural consultancy service for at least 1 (one) successfully completed project related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of project value not less than ₹ 2 (two) Cr. in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of EOI .

OR

- The Bidder shall have the experience of providing Architectural consultancy service for at least 2 (Two) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial / Industrial buildings complete with all the ancillary services of project value of each project not less than ₹ 1.25 (one point two five) Cr. each in Public limited companies / Government /Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

OR

- The Bidder shall have the experience of providing Architectural consultancy service for at most 3 (Three) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of cumulative project value not less than ₹ 01 (one) Cr. each in Public limited companies / Government / Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

**B.** Bidder must have at least 01 (one) Principal Architect (With minimum 5 years' post qualification experience) and 01 (one) Civil/ Structural Engineer (With minimum 5 years' post qualification experience); otherwise the bid/EOI shall be rejected. Documents to ascertain the experience of Personnel must be submitted or else the experience would not be counted.

**C. FINANCIAL:**

- (i) Annual Financial Turnover of the bidder in any of preceding 03(three) financial / accounting years, reckoned from the original bid /EOI closing date should be at least 25lakhs.
- (ii) Net worth of bidder must be positive for preceding financial/ accounting year.

**13.6 Notes to technical criteria/past experience**

- In order to ascertain the same , the bidder needs to submit necessary supporting document(s) as listed below-
  - (a) Work Order copy and/or Contract document showing Detail scope of work , project value and Time schedule
  - (b) Completion Certificate issued by Project proponent (owner)
- (c) Composite construction job, where Architect consultancy service is a part, shall not be considered.
- (d) Documents submitted against Para 13.2 to 13.5 of the PQC shall be self- attested with legible stamp. It shall be the bidder's responsibility to ensure that the documents submitted in compliance of the experience criteria is clear and adequate.
- (e) It is advisable to the bidders to submit photographs of the respective project.
- (f) Job executed by a bidder for its own organization / subsidiary private entity shall not be considered as experience for the purpose of meeting
- (g) Following enhancement factors will be used for the cost of works executed in the previous financial years and to bring to a common base for the value of the works completed below multiplying factor is only applicable if work is fully (100%) completed year before.

Year before	Multiplying factor
One 2021-22	1.10
Two 2020-21	1.21
Three 2019-20	1.33
Four 2018-19	1.46
Five 2017-18	1.61

### 13.7 Notes to qualification and experience

**Note (i):** Cumulative experience (post qualification) of the concerned personnel will be considered and counted.

**Note (ii):** In case the bidder/firm does not have any Civil/ Structural Engineer (With minimum 5 years' experience), they should form collaboration with a Civil / Structural Engineer (With minimum 5 years' post qualification experience) prior to last date of submission. In case of collaboration with any Civil / Structural Engineer as mentioned above, the bidder must furnish an MoU entered into with the collaborator towards providing the requisite service when required. However, marks (under clause no. 14.1 to 14.4 will **not** be allotted to Key Personnel with whom collaboration has been done.

(iii) The Principal Architect of the consultancy firm must be registered member of The Indian Institute of Architects (IIA) or Council of Architect (COA). In order to ascertain the same, the bidder needs to submit self-attested copy of the certificate.

### 13.8 Notes to financial strength

- For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid:
  - a. A certificate issued by a practicing Chartered /Cost Accountant\* ( with Membership Number and Firm Registration Number), certifying the Annual Turnover & Net worth as per format prescribed in Annexure-V.

OR

b. Audited Balance Sheet along with Profit & Loss account.

- \*In case the bidder is a Central Govt. organization / PSU /State Govt. organization / Semi - State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidences for the same.
- Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid/EOI closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial/accounting years excluding the preceding financial/accounting year

will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an affidavit/undertaking as per format prescribed in **Annexure-VI** certifying that the balance sheet/Financial Statements for the financial year have actually not been audited so far. In case of extension of due date for Tax Audit for the preceding financial/ accounting year, Undertaking as mentioned above shall be applicable only if the original bid /EOI closing date falls within the extended period.

- Mention of UDIN (Unique Document Identification Number) is mandatory for all certificates, tax audit reports etc. issued by Chartered Accountant as per the notifications issued by the Institutes of Chartered Accountant of India (ICAI). Certificates, tax audit reports etc. without mentioning of UDIN may not be considered for evaluation and may make the bid/EOI liable for rejection.

**13.9** The consultancy firm should have a permanent office at Berhampur with technical manpower and set-up. Necessary documentary evidence (Incorporation Certificate / Trade License etc.) must be submitted to ascertain the same. In case the bidder does not have a office at Berhampur an undertaking should be provided to set up a office at Berhampur after empanel process.

#### **14. EVALUATION METHODOLOGY :**

##### **14. 1 For Category A1: Comprehensive Architectural Services**

The EOI of the qualified bidders shall be evaluated by an authorized team of BeMC as per the format given below:

Sl.N o.	Quality Criteria	Marks
(A)	<b>BASED ON PAST EXPERIENCE</b>	<b>60 (Max)</b>
	On qualification as per PQC Clause No. 13.2(A)	40
	In addition to the work experiences already considered as per Clause No. 13.2(A):	
	Having successfully completed for completed cumulative value of similar project/projects equal to 160% of the estimated cost of the project value of worth at least ₹32 Crore during the same period	12 marks maximum 20 (Max)
	Having successfully completed for completed cumulative value of similar project/projects equal to 240% of the estimated cost of the project value of worth at least ₹48 Crore during the same period	20 makrs macimum

	Notes (i) The pro-rate percentage shall be considered for assessing marks when works experience eligibility status fails in between the above said criteria. (ii) While arriving at cumulative value similar project/projects only those projects having value not less than the amount equal to 50% of the estimated cost of the project will be considered.		
<b>(B)</b>	<b>Based on Qualifications and Competence of the Key Personnel</b> (The marks indicated for each personnel below are the maximum marks). Bidder must have at least 01 (one) Principal Architect registered with IIA or COA; otherwise the bidder shall be rejected. The experience mentioned below should be post qualification experience.		<b>25 (Max)</b>
i)	Principal Architect cum Team Leader (With minimum 5 years' experience, Minimum B. Arch and registered with IIA or COA.)	Marks 5	9 (Max)
	(With minimum 7 years' experience, Minimum B. Arch and registered with IIA or COA.)	7	
	(With minimum 10 years' experience, Minimum B. Arch and registered with IIA or COA.)	9	
ii)	Civil Engineer (With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	5 (Max)
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	
iii)	Structural Engineer (With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	5 (Max)
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	
iv)	Additional Architect (With minimum 3 years' experience, Minimum B. Arch)	1	2 (Max)
	(With minimum 5 years' experience, Minimum B. Arch)	2	
v)	Landscape consultant (With minimum 3 years' experience, Minimum Bachelor's degree)	1	2 (Max)
	(With minimum 5 years' experience, Minimum Bachelor's degree)	2	
vi)	Electrical Engineer (With minimum 3 years' experience, Minimum B. Tech / B.E.)	1	2 (Max)
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	2	

<b>(C)</b>	<b>Financially strength of the Consultant</b>		<b>15 (Max)</b>
	Average financial turnover equal to the eligibility criteria	<b>10</b>	
	Average financial turnover two times to the eligibility criteria	<b>12</b>	
	Average financial turnover three times to the eligibility criteria	<b>15</b>	
	Notes:- The pro-rate percentage shall be considered for assessing marks when financial eligibility status fails in between the above said criteria.		

#### **14.2 EVALUATION METHODOLOGY :**

##### **for Category A2: Comprehensive Architectural Services**

The EOI of the qualified bidders shall be evaluated by an authorized team of BeMC as per the format given below:

Sl.N o.	Quality Criteria	Marks
<b>(A)</b>	<b>BASED ON PAST EXPERIENCE</b>	<b>60 (Max)</b>
	On qualification as per PQC Clause No. 13.3(A)	40
	In addition to the work experiences already considered as per Clause No. 13.3(A):	
	Having successfully completed for completed cumulative value of similar project/projects equal to 160% of the estimated cost of the project value of worth at least ₹24 Crore during the same period	12 marks maximum  20 (Max)
	Having successfully completed for completed cumulative value of similar project/projects equal to 240% of the estimated cost of the project value of worth at least ₹36 Crore during the same period	20 marks maximum
	Notes (i) The pro-rate percentage shall be considered for assessing marks when works experience eligibility status fails in between the above said criteria. (ii) While arriving at cumulative value similar project/projects only those projects having value not less than the amount equal to 50% of the estimated cost of the project will be considered.	
<b>(B)</b>	<b>Based on Qualifications and Competence of the Key Personnel</b> (The marks indicated for each personnel below are the maximum marks). Bidder must have at least 01 (one) Principal Architect registered with IIA or COA; otherwise the bidder shall be rejected. The experience mentioned below should be post qualification experience.	<b>25 (Max)</b>

i)	Principal Architect cum Team Leader	Marks	9 (Max)
	(With minimum 5 years' experience, Minimum B. Arch and registered with IIA or COA .)	5	
	(With minimum 7 years' experience, Minimum B. Arch and registered with IIA or COA.)	7	
	(With minimum 10 years' experience, Minimum B. Arch and registered with IIA or COA.)	9	
ii)	Civil Engineer		5 (Max)
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	
iii)	Structural Engineer		5 (Max)
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	
iv)	Additional Architect		2 (Max)
	(With minimum 3 years' experience, Minimum B. Arch)	1	
	(With minimum 5 years' experience, Minimum B. Arch)	2	
v)	Landscape consultant		2 (Max)
	(With minimum 3 years' experience, Minimum Bachelor's degree)	1	
	(With minimum 5 years' experience, Minimum Bachelor's degree)	2	
vi)	Electrical Engineer		2 (Max)
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	1	
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	2	
(C)	Financially strength of the Consultant		15 (Max)
	Average financial turnover equal to the eligibility criteria	10	
	Average financial turnover two times to the eligibility criteria	12	
	Average financial turnover three times to the eligibility criteria	15	
	Notes:- The pro-rate percentage shall be considered for assessing marks when financial eligibility status fails in between the above said criteria.		



### 14.3 EVALUATION METHODOLOGY :

#### for Category A3: Comprehensive Architectural Services

The EOI of the qualified bidders shall be evaluated by an authorized team of BeMC as per the format given below:

Sl.N o.	Quality Criteria	Marks	
(A)	<b>BASED ON PAST EXPERIENCE</b>	<b>60 (Max)</b>	
	On qualification as per PQC Clause No. 13.4(A)	40	
	In addition to the work experiences already considered as per Clause No. 13.4(A):		
	Having successfully completed for completed cumulative value of similar project/projects equal to 160% of the estimated cost of the project value of worth at least ₹12 Crore during the same period	12 marks maximum	20 (Max)
	Having successfully completed for completed cumulative value of similar project/projects equal to 240% of the estimated cost of the project value of worth at least ₹18 Crore during the same period	20 marks maximum	
	Notes (i) The pro-rate percentage shall be considered for assessing marks when works experience eligibility status fails in between the above said criteria. (ii) While arriving at cumulative value similar project/projects only those projects having value not less than the amount equal to 50% of the estimated cost of the project will be considered.		
(B)	<b>Based on Qualifications and Competence of the Key Personnel</b> (The marks indicated for each personnel below are the maximum marks). Bidder must have at least 01 (one) Principal Architect registered with IIA or COA; otherwise the bidder shall be rejected. The experience mentioned below should be post qualification experience.	<b>25 (Max)</b>	
i)	Principal Architect cum Team Leader	Marks	9 (Max)
	(With minimum 5 years' experience, Minimum B. Arch and registered with IIA or COA.)	5	
	(With minimum 7 years' experience, Minimum B. Arch and registered with IIA or COA.)	7	
	(With minimum 10 years' experience, Minimum B. Arch and registered with IIA or COA.)	9	
ii)	Civil Engineer		5
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	(Max)
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	

iii)	Structural Engineer		
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	5
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	(Max)
iv)	Additional Architect		2
	(With minimum 3 years' experience, Minimum B. Arch)	1	(Max)
	(With minimum 5 years' experience, Minimum B. Arch)	2	
v)	Landscape consultant		2
	(With minimum 3 years' experience, Minimum Bachelor's degree)	1	(Max)
	(With minimum 5 years' experience, Minimum Bachelor's degree)	2	
vi)	Electrical Engineer		2
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	1	(Max)
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	2	
(C)	Financially strength of the Consultant		<b>15</b>
			<b>(Max)</b>
	Average financial turnover equal to the eligibility criteria	10	
	Average financial turnover two times to the eligibility criteria	12	
	Average financial turnover three times to the eligibility criteria	15	
	Notes:- The pro-rate percentage shall be considered for assessing marks when financial eligibility status fails in between the above said criteria.		

The EOI of the qualified bidders shall be evaluated by an authorized team of BeMC as per the format given below:

#### **14.4 EVALUATION METHODOLOGY :**

##### **for Category A4: Comprehensive Architectural Services**

The EOI of the qualified bidders shall be evaluated by an authorized team of BeMC as per the format given below:

Sl.N o.	Quality Criteria	Marks
(A)	<b>BASED ON PAST EXPERIENCE</b>	<b>60</b>
	On qualification as per PQC Clause No. 13.5(A)	40
	In addition to the work experiences already considered as per Clause No. 13.5(A):	
	Having successfully completed for completed cumulative value of similar project/projects equal to 160% of the estimated cost of the project value of worth at least ₹4 Crore during the same period	12 marks maximum
		20 (Max)
	Having successfully completed for completed cumulative value of similar project/projects equal to 240% of the estimated cost of the	20 marks maximum

	project value of worth at least ₹6 Crore during the same period		
	Notes (i) The pro-rate percentage shall be considered for assessing marks when works experience eligibility status fails in between the above said criteria. (ii) While arriving at cumulative value similar project/projects only those projects having value not less than the amount equal to 50% of the estimated cost of the project will be considered.		
<b>(B)</b>	<b>Based on Qualifications and Competence of the Key Personnel</b> (The marks indicated for each personnel below are the maximum marks). Bidder must have at least 01 (one) Principal Architect registered with IIA or COA; otherwise the bidder shall be rejected. The experience mentioned below should be post qualification experience.		<b>25 (Max)</b>
i)	Principal Architect cum Team Leader (With minimum 5 years' experience, Minimum B. Arch and registered with IIA or COA.)	Marks 5	9 (Max)
	(With minimum 7 years' experience, Minimum B. Arch and registered with IIA or COA.)	7	
	(With minimum 10 years' experience, Minimum B. Arch and registered with IIA or COA.)	9	
ii)	Civil Engineer (With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	5 (Max)
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	
iii)	Structural Engineer (With minimum 3 years' experience, Minimum B. Tech / B.E.)	3	5 (Max)
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5	
iv)	Additional Architect (With minimum 3 years' experience, Minimum B. Arch)	1	2 (Max)
	(With minimum 5 years' experience, Minimum B. Arch)	2	
v)	Landscape consultant (With minimum 3 years' experience, Minimum Bachelor's degree)	1	2 (Max)
	(With minimum 5 years' experience, Minimum Bachelor's degree)	2	
vi)	Electrical Engineer (With minimum 3 years' experience, Minimum B. Tech / B.E.)	1	2 (Max)
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	2	

(C)	Financially strength of the Consultant		15 (Max)
	Average financial turnover equal to the eligibility criteria	10	
	Average financial turnover two times to the eligibility criteria	12	
	Average financial turnover three times to the eligibility criteria	15	
	Notes:- The pro-rate percentage shall be considered for assessing marks when financial eligibility status fails in between the above said criteria.		

Note: For Green Building concept which GRAHA/International slandered rating earned the bidder will awarded 05(Five) marks over & above the marks obtained in the evaluation process.

Note (i): Minimum qualification mark for empanelment of an architectural firm as per the above table will be 60. However, mere qualification in the PQC, shall not guarantee empanelment.

Note (ii): Documentary evidences against the qualification (Qualification Degree Certificate from recognised institution) and post qualification experience (self-attested experience certificate on firm's letter pad) of Key Personnel must be submitted to ascertain the same. In case anydocument is not submitted, marks will not be allotted.

Note (iii): Marks will not be allotted to Key Personnel with whom collaboration has been done.

## 15. SELECTION CRITERIA :

- On the basis of combined points obtained out of 100 (as per evaluation Metrology stated in 14.1 to 14.4), all the firms scoring at least 60 marks will be eligible for empanelment. The shortlist of farms is required for the selection of consultancy services in competitive process with a minimum of three and generally not more than eight firms for empanelment in each category as mentioned in EOI
- The empanelment of the Consultancy firms/ Architects will be for a period of 3 (three) years from the date of empanelment. However BeMC reserves the right to cancel the empanelment of any or all the consultant(s) and invite fresh proposals for empanelment at any time
- In case, the period of empanelment is expired or cancelled, any work awarded during the currency of the empanelment will not be affected and such work shall continue till completion, as per the terms of the subsequent contract
- BeMC reserves the right to extend the period of empanelment of consultancy firms / architects for further period depending on the requirement and the performance of the consultancy firms / architects. The decision of the Corporation in this regard would be final.

## 17. Award of Work

On completion of the empanelment process during the tenure of empanelment depending upon the requirement Corporation for any architectural services of a project BeMC will float

limited tender within the empanelled consultants/Architects where project brief shall be issued by BeMC to the empanelled consultant for the particular project.

The empanelled architects would be required to give a presentation of their proposed concept plan for the project before the evaluation committee. The empanelled architects are also required to demonstrate similar work experiences in the presentation. The empanelled architect with the most appropriate conceptual plan based on the brief from Authority for the proposed project shall be deemed as “Successful Applicant” for the proposed project on technical aspect. The decision of the evaluation committee as constituted by BeMC shall be final regarding conceptual plan presented in the technical presentation. Hard/soft copy of the conceptual plan shall be submitted to BeMC. Based on the offer submitted by the successful Bidder L1 bidder will be awarded with the work Time schedule of delivery and payment schedule of consultancy services will be detailed in the subsequent limited tenders.

## **18. SCOPE OF WORK:**

The Scope of Work for the selected firm shall be as under:

- a) To comprehend the basic requirement of the project after getting initial instructions from OIL and to carry out sub-soil investigation work, topography survey etc.
- b) To prepare Master plan, Concept plan, Document/ Drawing and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by BeMC and to submit approved 3D model of the project
- c) To prepare Structural design of structure and get it approved from BeMC. To submit approved design calculation of the project both in soft copy and also in hard copies
- d) To prepare architectural working drawings, structural drawings, services drawings-electrical, plumbing, sanitary, fire -fighting LAN cabling and all other drawings for various trades required for completion of the particular project.
- e) To prepare detailed specifications, estimates, rate analysis and work plan both in tabulated form and in bar chart to complete the project.
- f) To prepare and supply all drawings for execution.
- g) Occasional site visits as and when requested by BeMC
- h) To submit as built Drawing after completion of project.
- i) Any other services in connection with the said works and normally rendered by the Architect and not referred to in above.
- j) Detail requirement of jobs for each project will be provided in respective limited tender.

## **19. Termination of empanelment**

- If in the view of the Corporation , the performance of a consultant is not satisfactory, or if in its view, the consultant has failed to safeguard the interest of the company, the company may, at its sole discretion, terminate the engagement of the consultant/ architect, for a particular project/ work as well as terminate the consultant/ architect from the empanelment by giving a written notice by not less than 30 days and the bidder will be dealt as per Corporation Banning Policy. The decision of the Corporation in this matter shall be final and binding.

## **20. UNDERTAKING :**

An undertaking must be submitted by the bidder as per format prescribed in Annexure-III certifying that all the Key Personnel mentioned in the bid /EOI (or equivalent person with similar qualification and experience) shall be deployed by the firm when a Consultancy Job is subsequently allotted.

## Data Sheet

1.	Details of EOI/Bid	<a href="#">Expression of Interest (EOI) For Empanelment of Architects/ Urban Planner/Planning &amp; Designing Firms for Planning &amp; Designing of Different type of Infrastructure Projects in BeMC, Berhampur City.</a>
2.	Empanelment/Processing fess(non-refundable)	Rs.10,000/- +12% VAT in form of Demand Draft/pay order/bankers cheque dawn in any nationalized or scheduled bank in favour of Commissioner, Berhampur Municipal Corporation payable at Berhampur.
3.	EMD	Exempted. However ever the bidder are requested who furnish bid security declaration form in the Performa annexed.
4.	Validity Period for the proposal	180 days from the date of opening of the Technical bid.
5.	Contract Period	<a href="#">3(Five) years from date of empanelment</a>
4	Name of the Authority's official for addressing queries/ clarifications and submissions*	<b>BERHAMPUR MUNICIPAL CORPORATON</b> <b>Infront of Town Police Station,</b> <b>Rama Lingeswara Tank Road, Berhampur</b> <b>Ganjam, Odisha-760002</b> <a href="mailto:Email-mcbemc08@gmail.com">Email-mcbemc08@gmail.com</a> Website:- <a href="http://www.berhampur.gov.in">www.berhampur.gov.in</a>

### Schedule of Bidding Process

Task	Key Dates
Last date of receiving queries	Upto 15.30Hrs. on dated 10.01.2023
Pre-bid conference	At 15.00Hrs. on dated 12.01.2023
Proposal Due Date (PDD)/ Bid End Date	This empanelment is open-ended and any consultant who is interested and meets the conditions of the empanelment may submit its proposal on official working days upto 17.00Hrs. on dated 16.01.2023 in the manner prescribed in the EOI document
Opening of Technical Bids	At 11.30hrs. on dated 16.01.2023
Issuance of Letter of Award (LOA) Regarding empanelment	To be communicated later on after empanelment
Signing of Agreement	To be communicated later on after empanelment

1. Pre-bid queries can be sent till **15.30Hrs. 11.01.2023**, but please try sharing the queries by 10.01.2023 (3.30 PM) as it will be helpful for discussion in the pre-bid conference.

2. The Pre-bid conference will be held **in the Conference Hall of Commissioner, Berhampur Municipal Corporation on dated 11.01.2023 in the presence of the intending bidder who wish to attend.**

All submissions shall **ONLY** be accepted in hard copies, addressed to Commissioner, Berhampur Municipal Corporation in the address mentioned EOI document.

## **TECHNICAL PROPOSAL STANDARD FORMS**

<b>Data Sheet</b>
<b>Form 1 Letter of Proposal</b>
<b>Form 2 Application for empanelment</b>
<b>Annexure I Organization details</b>
<b>Annexure II Details of Directors/Partners/Proprietors</b>
<b>Annexure III Details of Architectural consultancy assignment completed in last 07 years</b>
<b>Annexure IV Constancy assignment works in progress</b>
<b>Annexure V Certificate of Annual turnover and net worth</b>
<b>Annexure VI Certificate compliance of financial criteria</b>
<b>Annexure VII List of Award wining entries</b>
<b>Annexure VIII List of Consultants Associated in regular basis</b>
<b>Annexure IX Bid Security Declaration</b>
<b>Annexure X List of works for which GRIHA/International Ranking for Green Building earned</b>
<b>Annexure XI List of Equipments available</b>
<b>Annexure XII Affidavit</b>
<b>Annexure XIII Curriculum Vitae</b>
<b>Annexure XIV Power of Attorney</b>

FORM –1: LETTER OF PROPOSAL

(On Bidder's letter head)

To,  
Commissioner  
Berhampur Municipal Corporation  
Infront of Town Police Station,  
Rama Lingeswara Tank Road, Berhampur  
Ganjam, Odisha-760002  
[Email-mcbemc08@gmail.com](mailto:Email-mcbemc08@gmail.com)  
Website:- [www.berhampur.gov.in](http://www.berhampur.gov.in)

Date:

**Sub:** Expression of Interest (EOI) For Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of Different type of Infrastructure Projects in BeMC, Berhampur City under empanelment category\_\_\_\_\_.

Dear Sir,

- 1 With reference to your EOI document, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Project. The Proposal is unconditional.
- 2 All information provided in the Proposal and in the Appendices is true and correct.
- 3 This statement is made for the express purpose of qualifying as a Bidder for undertaking the Project.
- 4 I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
- 5 I/ We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and here by waive our right to challenge the same on any account whatsoever.



- 6 We certify that in the last five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been Expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7 I/We declare that:
- (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority.
  - (b) I/We do not have any conflict of interest in accordance the EOI document;
  - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the EOI document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirablepractice or restrictive practice.
- 8 I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the EOI document.
- 9 I/We declare that we are not a Member of a/any other firm submitting a Proposal for the Project.
- 10 I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 11 I/We here by irrevocably waive any right which we may have at any stage at law or whatsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

- 12 In the event of my/our being declared as the successful Bidder, I/We agree to enter in to a Service Agreement in accordance with the draft that has been provided to me/us by the client on award of the contract. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 13 I/We have studied all the Bidding Documents carefully. We understand that except to the extent as expressly set forth in the Service Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
- 14 I/We offer Bid security Declaration form as specified in EOI. The prescribed format in lieu of exemption of.
- 15 The tender/processing fee in the form described in the EOI document vide financial instrument No.\_\_\_\_\_ payable at Berhampur has been submitted separately.
- 16 I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Proposal is not opened.
- 17 I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the date of opening of Technical Bid.
- 18 I/We agree and undertake to abide by all the terms and conditions of the EOI document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI document.

Yours faithfully,

**(Signature of the Authorized signatory)**

**(Name and designation of the of the Authorized signatory)**

**Name and seal of Bidder**

**Place:**

**APPLICATION FORM FOR EMPANELMENT**

**INFORMATION TO BE FURNISHED BY THE  
APPLICANTS**

<b>Category of work applied for : Empanelment of Architects</b>		
<b>Category – (Please specify category)</b>		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	<b>Name of Organization</b>	
<b>2.</b>	<b>Address</b>	
	<b>Mobile No.</b>	
	<b>Telephone No.</b>	
	<b>Fax No.</b>	
	<b>E-mail ID</b>	
<b>3.</b>	<b>Organization Details</b>	<b>To be filled as per Annexure-I</b>
<b>4.</b>	<b>Details of Directors / Partners /Proprietors</b>	<b>To be filled as per Annexure-II</b>
<b>5.</b>	<b>List of Architectural Consultancy Assignments undertaken</b>	<b>To be filled as per Annexure-III</b>
<b>6.</b>	<b>List of Architectural Consultancy Assignments in progress</b>	<b>To be filled as per Annexure-IV</b>
<b>7.</b>	<b>Financial Status</b>	<b>To be filled as per Annexure-V &amp;VI</b>
<b>8.</b>	<b>List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm</b>	<b>Self-certified copies to be enclosed</b>
<b>9.</b>	<b>List of award winning entries (during last five years)</b>	<b>To be filled as per Annexure-VII</b>
<b>10.</b>	<b>List of consultants associated on regular basis</b>	<b>To be filled as per Annexure-VIII</b>
<b>11.</b>	<b>Bid Security Declaration form</b>	<b>To be filled as per Annexure-IX</b>
<b>12.</b>	<b>List of works for which GRIHA /Internationalratings for Green buildings</b>	<b>To be filled as per Annexure-X</b>
<b>14.</b>	<b>List of equipments available with the firm</b>	<b>To be filled as per Annexure-XI</b>
<b>15.</b>	<b>Affidavit</b>	<b>To be filled as per Annexure-XII</b>
<b>16.</b>	<b>Curriculum Vitae</b>	<b>To be filled as per Annexure - XIII</b>

**Annexure-I****ORGANIZATIONAL DETAILS**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Details</b>
<b>1.</b>	<b>Organizational Set-up:</b> <ul style="list-style-type: none"><li>- Year of Establishment</li><li>- Status of Firm (Proprietorship/Partnership/Any other)</li><li>- Name of Directors/Partners/Proprietors</li><li>- Empanelment with Govt. Organizations (Mention names along with copies of Certificates)</li><li>- Date of company incorporation and date of starting consultancy profession business</li><li>- PAN Number</li><li>- GST Registration Number</li><li>- EPF Registration Number</li></ul>	<b>To be filled as per Annexure-II</b>
<b>2.</b>	<b>Staff Strength</b> <ul style="list-style-type: none"><li>- Architects (nos.)</li><li>- Structural Engineers (nos.)</li><li>- Civil Engineers (nos.)</li><li>- Plumbing / sanitary engineers</li><li>- Electrical Engineers (nos.)</li><li>- Environmental Engineers (nos.)</li><li>- HVAC Engineers (nos.)</li></ul>	<b>Curriculum Vitiate (CV) of all Key Staffs to be submitted in the Performa Annexure __</b>
<b>3.</b>	<b>Proof Checking arrangement</b>	<b>Details of tie-up if any to be given</b>
<b>4.</b>	<b>Details of Office Automation</b>	
<b>5.</b>	<b>ISO Certification</b>	
<b>6.</b>	<b>Outsourcing jobs</b> <ul style="list-style-type: none"><li>- Structural Design</li><li>- Plumbing, Sanitary &amp; water supply</li><li>- Electric Schemes &amp; Design</li><li>- Fire Fighting and fire detection</li><li>- Environmental</li><li>- Air conditioning</li><li>- Mechanical</li><li>- Any other</li></ul>	<b>Details of sub-consultants (if any) to be given</b>

**Signature of the applicantName & Designation****Place****Date:**

**Annexure-II**

**DETAILS OF  
DIRECTORS/PARTNERS/PROPRIETORS**

<b>Sl. No.</b>	<b>Name of Partners/Directors / Proprietors</b>	<b>Academic Qualifications</b>	<b>Designation</b>	<b>Address / Phone / Fax / e-mail</b>

**Signature of the  
applicantName &  
Designation**

**Place  
:  
Date:**



**Annexure-IV**

**LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS IN PROGRESS**

Sl. No	Name of Work / Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/Project executed	Date of Start of Work/Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

**Note:**

The list of Works/Project mentioned should be substantiated with documentary evidencesuch as work orders etc. in the absence of which the application is liable to be rejected.

**Signature of the applicant**

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

**(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM  
ON THEIR LETTER HEAD)**

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statements of M/s ..... (Name of the Bidder) bearing PAN ..... for the last three (3) completed accounting years upto ..... (as the case may be) are correct.

YEAR	TURN OVER In INR (Rs.)	NET WORTH In INR (Rs.)
Place: Date:		

Seal:  
UDIN:  
Membership No. :  
Registration Code. :

Signature



**CERTIFICATE OF COMPLIANCE OF FINANCIAL CRITERIA**

**TO BE EXECUTED ON THE OFFICIAL LETTER PAD OF THE FIRM  
BY THE AUTHORIZED SIGNATORY OF THE FIRM**

TO WHOM IT MAY CONCERN

I, ..... the authorized signatory(s) of  
..... (bidder/firm's name) do hereby  
solemnly affirm and declare as under: -

**The Balance Sheet/ Financial Statements for the financial year ..... has actually not been audited as on the Original Bid /EOI closing Date.**

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of the authorized signatoryPlace:

Date:

(Affix Seal of the Organization here)

**LIST OF AWARD WINNING  
ENTRIES(DURING LAST  
FIVE YEARS)**

S. No	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

**Place  
:  
Date:**

**Signature of the  
applicantName &  
Designation**

**Annexure-VIII**

**LIST OF CONSULTANTS ASSOCIATED ON  
REGULAR BASIS**

S.No	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled
1	Structural Consultant			
2	Service Consultant			
	(a) For Civil Services			
	(b) For Electrical Services			
	(c) Fire Fighting Services			
	(d) HVAC Services			
3	Land Scape Consultants			
4	Estimate Consultants			
5	Any other Consultant			

**Place  
:  
Date:**

**Signature of the  
applicant Name &  
Designation**

# Bid Security Declaration

Annexure-IX

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To,  
Commissioner,  
Berhampur Municipal Corporation  
In front of Town Police Station, Rama Lingeswar Tank Road,  
Berhampur, Ganjam, Odisha-760002

I/We. The undersigned, declare that:

I/We understand that, according to your conditions , bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

Place

:

Date:

Signature of the  
applicantName &  
Designation

**LIST OF WORKS FOR WHICH GRIHA  
/INTERNATIONAL RATINGSFOR  
GREEN BUILDINGS EARNED**

<b>S. No</b>	<b>Name of Client</b>	<b>Name of Project</b>	<b>Covered Area</b>	<b>Cost of Work</b>	<b>Detail of the Project (Salient Feature of the Project)</b>	<b>Rating Earned</b>

**Place  
:  
Date:**

**Signature of the  
applicantName &  
Designation**

**LIST OF INTERNATIONAL WORKS**

<b>S. No.</b>	<b>Name of Client</b>	<b>Name of Project</b>	<b>Covered Area</b>	<b>Cost of Work</b>	<b>Detail of the Project (Salient Feature of the Project)</b>	<b>Stage of the Project</b>

**Place**  
**:**  
**Date:**

**Signature of the**  
**applicantName &**  
**Designation**

**Annexure-XI**

**LIST OF EQUIPMENTS AVAILABLE WITH THE  
FIRM**

S.No.	Name of Equipment Facilities/Software etc.	Type	Nos.	Year of Purchase	Remarks
1	Computers				
2	Printers				
3	Plotters				
4	Software's				

**Place  
:  
Date:**

**Signature of the  
applicantName &  
Designation**

**AFFIDAVIT**

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF  
MINIMUM RS.10/-DULY CERTIFIED BY  
NOTARY PUBLIC)

Affidavit of Mr. ....S/o  
.....  
R/o.....

The deponent above named to hereby solemnly affirm and declare a under:

1. That I am the Proprietor / Authorized signatory of M/s..... having its Head Office /Regd. Office at .....
2. That the information / documents / Experience certificate submitted by M/s ..... along with this ‘EMPANELMENT OF ARCHITECTS under Berhampur Municipal Corporation. genuine and nothing has been concealed.
3. I shall have no objection incase Berhampur Municipal Corporation. verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s),in case BeMC, demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, BeMC at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me / M/s from participating in any future tenders/PQ.
5. Our firm dose not have any pending litigation and non-performing contracts during last 05(fire years). Further our firm/Organization have not been hereby Govt. of India any state Govt./Govt. Agency/PSU any court of law.
6. I/We confirm that we Do Not have any litigation pending with the BeMC as on date of opening of technical application.
7. We further assure that, we will set up a office at Berhampur after the empanelment process and deploy all the key personnel mentioned in our bid/EOI (or equivalent person with similar qualification and experience) shall be deployed by the firm when a Consultancy Job is subsequently allotted to us.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s , do herby confirm that the contents of the above Affidavit are true to my knowledge and nothing has beenconcealed there from and that no part of it is false.

Verified at .....this .....day of .....

**Deponent**



**Form V: Curriculum Vitae**

(Key staff/Principal Architect/ Urban Designer/Urban Planner/Landscape Architect) (Fill multiple Form V as per requirement)

1. Name: [Insert full name]
2. Date of Birth:
3. Nationality:
4. Education: [Indicate college/university and other specialized education of staff member, giving names of Institutions, degrees obtained, and dates of obtainment]
5. Membership of Professional Associations:
6. Other Training:
7. Countries of Work Experience: [List countries where staff has worked in the last ten years]
8. Languages: [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
9. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]  
From [Year To Year]  
Authority:  
Positions held:
10. Detailed Tasks Assigned: [List all tasks to be performed under this Assignment/job]
11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned: [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]  
Name of Assignment/job or project:  
Year:  
Location:  
Employer:  
Main project features:  
Positions held:  
Activities performed:
12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

-----  
[Signature of staff member] Full name of staff member Date:  
Place:

\_\_\_\_\_  
Signature of the Applicant

**POWER OF ATTORNEY**  
*(On Non Judicial Stamp paper)*

Know all men by these presents, We..... (name and address of the bidder) do hereby constitute, appoint and authorize Mr./Ms.....(name and residential address) who is presently employed with us and holding the position of ....., as our attorney, to do in our name and on our behalf,

1. All such acts, deeds and things necessary in connection with or incidental to our bid for Empanelment of Architects/ Urban Planner/Planning & Designing Firms for Planning & Designing of Different type of Infrastructure Projects including signing of bid documents, all supporting documents, letters and providing information/responses to BeMC in all matters in connection with our bid for the said Assignment and signing of contract in the event of selection.
2. To apply for, obtain and renew all licenses, permits, registrations etc. that are necessary for carrying on the said business.
3. To submit all statements, returns, reports etc. to proper authorities as required by any law or rule in force and to verify the same by production of documents and papers.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the----- Day of----- 2022

Accepted

Name & signature of Attorney Holder

- 1.
- 2.

(Bidder / Members with name & designation)

*Note:*

- 1 The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

## **SCOPE OF CONSULTANCY SERVICES**

### **1. Terms of Reference (empanelment categories)**

**3.1** BeMC hereby invites EOI for empanelment of architects/architectural firms under different categories as mention below for providing architectural and allied engineering services for their various infrastrural development projects proposed to executed under jurisdiction of BeMC

### **2. Scope of Work**

#### **4.1 Category A: Comprehensive Architectural Services**

4.1(a) The consultant is required to provide architectural services in respect of following:

##### Part I – ARCHITECTURE:

- Taking Authority's instructions and preparation of design in brief.
- Site evaluation, analysis and impact of existing and/or proposed development on its immediate environments.
- Building design and site development.
- Structural design
- Building service designs
- Fire service design
- Periodic inspection and evaluation of Construction works.

##### Part II - ALLIED FIELDS:

- Landscape Architecture
- Interior Design
- Architectural Conservation
- Retrofitting of Buildings
- Graphic Design and Signage

#### **4.1 (b) SCHEDULE OF SERVICES**

The Architect shall, after taking instructions from the Authority, render the following services as mentioned in Table 1.

***Table 1 Schedule of service for architectural projects***

#.	Stages	Details of Services
<b>1</b>	<b>Concept design (Stage 1)</b>	<ul style="list-style-type: none"> <li>• Carry out site analysis and furnish a site appraisal report about the potential of the site vis-à-vis activities.</li> <li>• Prepare drawings and documents to enable the Authority to do the detailed survey including soil investigation at the site of the project.</li> <li>• Furnish preliminary scheme for site planning.</li> <li>• Prepare conceptual landscape design with reference to</li> </ul>

		<p>requirements given and prepare rough estimate of cost on area basis.</p> <ul style="list-style-type: none"> <li>• Submit concept/block model</li> </ul>
<b>2</b>	<b>Preliminary Design and Drawings (Stage 2)</b>	<ul style="list-style-type: none"> <li>• Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Authority's approval along with preliminary estimate of cost on area basis.</li> </ul>
<b>3</b>	<b>Drawings for Authority's/Statutory Approvals (Stage 3)</b>	<ul style="list-style-type: none"> <li>• Prepare drawings necessary for Authority's/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Authority in obtaining the statutory approvals thereof, if required.</li> <li>• Submit preliminary model (virtual or physical)</li> </ul>
<b>4</b>	<b>Working drawings and tender documents (Stage 4)</b>	<ul style="list-style-type: none"> <li>• Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials &amp; works and other conditions of contract.</li> </ul>
<b>5</b>	<b>Bid Process Management for Identification of Contract EOI (Stage 5)</b>	<ul style="list-style-type: none"> <li>• Preparation of documents for pre-qualification of contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project.</li> <li>• Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders &amp; implementation of Project.</li> <li>• The agency shall assist the Authority in holding pre-tender meeting in a pre-determined manner and offer clarifications, if any, sought by the tenderers. The clarifications relating to the EOI shall be drawn up by the agency and, the same shall be issued to the intending tenderers. The clarifications issued shall form a part of the main contract document for the work.</li> <li>• The agency shall assist the Authority in executing the contract with the successful tenderers in the format prescribed in the tender document on a stamp paper of appropriate denomination.</li> </ul>

6	<b>Construction Stage Activities</b> <b>[Stage 6]</b>	<b>Construction &amp; Commissioning</b> <ul style="list-style-type: none"> <li>Agency shall help the Authority in executing and commissioning the work and for getting the project facility constructed as per approved designs.</li> </ul> <b>Construction Supervision</b> <ul style="list-style-type: none"> <li>Agency shall be responsible to visit the site of work and provide periodic visits fortnightly for first three months and monthly thereafter to clarify any decision or interpretation of the drawings and specifications that may be necessary and to ensure that the project proceeds generally in accordance with condition of contract up to satisfaction of Engineer in charge</li> </ul>
7	<b>Completion (Stage 7)</b>	<ul style="list-style-type: none"> <li>Prepare and submit completion reports and drawings for the project as required and assist the Authority in obtaining "Completion/Occupancy Certificate" from statutory authorities, wherever required.</li> <li>Issue two sets of as built drawings including services, structures and landscaping.</li> </ul>

### 3. Financial terms

#### 5.1 Fee for the Project

The fee for empanelled consultants which shall be appointed to undertake work for BeMC shall be a percentage of actual project cost. The percentage fee shall be decided based on technical & financial proposals submitted by empanelled consultants for each work as per requirements of BeMC. Additional terms & conditions are as follows:

- This fee shall include all charges i.e. all taxes, duties, levies, out of pocket expenses, procurement cost, professional fee, vetting charges etc.
- The fee is inclusive of fees payable by the consultant to any other sub consultant and associated consultant and nothing extra shall be payable by the Authority.
- The Consultant shall have to make all arrangements for the staff at their own cost.
- Consultant shall acquaint itself with all the legislation, court and standards prescribed from time to time.
- The cost of the project cost shall be the cost of the park development, as calculated on actual cost of structural/civil, landscaping, sanitary and electrical fittings and fixtures, park furniture, mechanical equipment's etc. On all items on which consultant rendered professional services.

**5.2 Cost of the Project to be excluded for payment to the Consultant**

The cost of following items shall not be included in the cost for purpose of working out of the Consultant’s fee

- Plan approval and service connection deposited and fees payable to Local and Statutory bodies by the Authority
- Any other services which are not planned by the consultant
- Cost of any rejected work
- Cost of any supervisory and other establishment employed on work by the Authority or the consultant
- Other contingent expenditure like press advertisement, publicity, inauguration, ceremonies of building etc.
- Fee paid to I.I.T./N.I.T or similar organization for vetting of structural design, etc., if any.
- The same shall be borne by Authority.
- Survey cost (for example total station survey, soil testing, geo technical survey, contour survey, survey related to utilities if required) in consultation/in principle approval with the Authority will be reimbursed by the Authority.
- Escalation in the cost due to increase in rates on materials, labour etc. after award of work

**4. Payment Terms**

*6.1 The payment milestone for each of the services in the scope of work for Category A (sub-category A1, A2, A3 & A4) i.e. Comprehensive Architectural Services shall be in the following stages as mentioned in Table 4, consistent with the work done plus reimbursable expenses as mutually agreed upon.*

**Table 4 Milestones and payment terms for architectural services**

#	Key Activities/Milestones	Payment %
1	<b>Stage 1</b> On submitting conceptual designs and rough Estimate of cost.	- 15% of total fee payable.
2	<b>Stage 2</b> On submitting the required scheme for the Authority’s approval along with preliminary estimate of cost	- 20% of total fee payable less payment already made at Stage 1
3	<b>Stage 3</b> On incorporating Authority’s suggestions and submitting drawings for approval from the Authority/statutory authorities, if required. Upon Authority's/statutory approval necessary for commencement of construction, wherever applicable	a. 30% of the total fees payable less payment already made at Stages 1 and 2. b. 35% of the total fees payable less payment already made at stages 1 to 3a.

4	<p><b>Stages 4</b> Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents</p>	- 45% of the total fees payable less payment already made at stages 1-3a
5	<p><b>Stages 5</b> On inviting, receiving and analyzing tenders; advising Authority on appointment of Contractors.</p>	- 55% of the total fees payable less payment already made at Stages 1 to stage 4.
6	<p><b>Stage 6</b></p> <ul style="list-style-type: none"> <li>a. On submitting working drawings and details required for commencement of work at site.</li> <li>b. On completion of 20% of the work <ul style="list-style-type: none"> <li>i. On completion of 40% of the work</li> <li>ii. On completion of 60% of the work</li> <li>iii. On completion of 80% of the work</li> <li>iv. On Virtual Completion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. 65% of the total fees payable less payment already made at Stages1 to stage 5.</li> <li>b. 70% of the total fees payable less payment already made at Stages1 to stage 6a.</li> <li>c. 75% of the total fees payable less payment already made at Stages1-stage 6b(i).</li> <li>d. 80% of the total fees payable less payment already made at Stages1-Stage6b(ii).</li> <li>e. 85% of the total fees payable less payment already made at Stages1-Stage6b(iii).</li> <li>f. 90% of the total fees payable less payment already made at Stages1-Stage6b(iv).</li> </ul>
7	<p><b>Stage 7</b> On submitting completion report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings</p>	- 100% of the fees payable less payment already made at various stages