



**GOVERNMENT OF ODISHA  
PANCHAYATI RAJ & DRINKING WATER DEPARTMENT**

**INVITATIONS FOR BIDS (IFB)**

SERVICES FOR PREPARATION OF INTERIOR  
DECORATION, ARCHITECTURAL DRAWING,  
DESIGN AND DPR OF  
CONFERENCE HALL OF ZILLA PARISHAD, CUTTACK  
PRIMISES

**EXECUTIVE OFFICER  
ZILLA PARISHAD  
CUTTACK**

**OFFICE OF THE EXECUTIVE OFFICER  
ZILLA PARISHAD, CUTTACK**

E-mail ID: zpcuttack@gmail.com Tel.0671-2368139

No. 85 / Dt. 20.02.20

**SERVICES FOR INTERIOR DECORATION, ARCHITECTURAL DRAWING, DESIGN AND  
DPR**

Executive Officer, Zilla Parishad, Cuttack on behalf of Government of Odisha invites proposals from experienced and reputed Architectural consultants/Interior Designers registered with council of Architecture for preparation of Interior Designing, Architectural drawing & DPR for projects detailed in the table below.

SI No	Name of the project	Indicative cost	Cost of bid document
1.	Services for preparation of Interior Designing, Architectural drawing & DPR of <u>Conference Hall of Zilla Parishad, Cuttack</u>	Rs. 50,000.00	Rs. 500.00 (non refundable)

1. Executive Officer, Zilla Parishad, Cuttack intends to appoint Interior Decorator/ Architect having proven track record (minimum 3 years) in preparation of Interior Designing, Architectural drawing & DPR (Detailed Project Report) for the above project. Accordingly, Proposal is hereby invited from the eligible consulting architectural firms/Interior Designers (Consultants) as "Sole Applicants" for the purpose. Joint venture or Association with other consulting firms/agencies shall not be allowed.
2. The duration of the Consulting services will be maximum **15 days**.
3. The DPR (Detailed Project report) shall broadly include submission of Architectural Plan of sitting arrangement, Computer installation with all accessories, projector, Screen, LED Monitor, Public Address System, STP, Fire fighting system, Provision of other external and internal PH works, Electrical Installation, HVAC, Air Conditioning AHU, Public Address System as required, Proposed alignment, environmental mitigation measures, clearance documents consistent with the statutory provisions and various safeguard policies of the Government etc. including cost estimate and BOQ, Preparation of bidding document, detail drawing, design, plan elevation, section, 3D views, detailed civil, EI & PH specification etc.
4. The Selection of Agency shall be done as per the Least Cost Selection (LCS) procedures from among the eligible Agencies who meets the minimum qualifying criterias.
5. Only those consultants who satisfy the minimum eligible criteria as stipulated below are only eligible for applying for this assignment. Firms not meeting the criteria need not apply.
6. Applicant should indicate actual figures of costs and amount for the plan prepared by them.
7. Consultants who have been debarred by any Govt. Department/ Govt. Statutory bodies/ Govt. Public Sector under takings and such debarment is in force, need not apply as their proposals will not be entertained. Also consultants who would be debarred by any Govt. Department/ Govt. Statutory bodies/ Govt. Public Sector under takings during finalization of this proposal, their proposals will not be considered.

  
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8. The Bid document can be downloaded from website: [www.cuttack.nic.in](http://www.cuttack.nic.in) From 10.00 AM of 24th Feb2020 to 5.30 P.M of Dated 4th March, 2020. The proposal should be submitted by eligible firms.
9. The Bid applications must be accompanied with DD/BC towards bid document infavour of Executive Officer, Zilla Parishad, Cuttack, payable at **Cuttack** in the form of a fixed deposit receipt valid for 180 days in the name of the applicant issued by one of the Nationalized/Scheduled Banks in India.
10. Hard copy of Bid proposal must be submitted to the Authority in the address "Executive Officer, Zilla Parishad, Cuttack" on or before 17.30 Hours of Date 04.03.2020 either by Regd. Post or Speed Post. The Authority shall not be responsible for any postal delay.-
11. Original documents such as GST Registration Certificate thereof legal status of firm, registration of the firm, power of Attorney etc. are to be submitted within on 02.1.2020 during opening of Bid. However copy of those same should be submitted with bid document..
12. Proposals received shall be opened at 11.00 Hours on Dated 6.3.2020 in the O/O Executive Officer, Zilla Parishad, Cuttack in the presence of the Consultants who wish to participate in the process. If the office happens to be closed on the last date of receipt/opening as specified, the same shall be received/opened on the next working day at the same time and venue.
13. Interested Consultants may obtain further information at the address given below from 10.00 to 17.30 Hours on all working days on or before Dated 04.03.2020.
14. The Authority reserves the right to accept/reject any or all tenders without assigning any reason thereof.

  
Md. Abdaal Akhtar  
Executive Officer,  
Zilla Parishad,  
Cuttack

No. 86 / Dt 20.02.20

Copy forwarded to the DIPRO, Cuttack for information and necessary action with request to publish the above invitation for bids (IFB) in any one daily oriya news papers for wide circulation & complimentary copy in the news paper containing the tender call notice may be sent to this office for reference and record.

  
Md. Abdaal Akhtar  
Executive Officer,  
Zilla Parishad,

No. 87 / Dt 20.2.20 Cuttack

Copy forwarded to DIO, NIC, Cuttack for information and necessary action with request to display the Invitation for Bids(IFB) in the District Website of Cuttack From 10.00 AM of 24th Feb 2020 upto 17.30 Hours of dt 04.03.2020. The CD containing the above tender call notice (IFB) is enclosed herewith for the purpose.

  
Md. Abdaal Akhtar  
Executive Officer,  
Zilla Parishad

No. 88 / Dt 20.02.20

Copy submitted to Collector, Cuttack for favour of kind information.

  
Md. Abdaal Akhtar  
Executive Officer,  
Zilla Parishad

No. 89 / Dt 20.02.20

Copy forwarded to APD (F) / Executive Engineer, ZP/ All BDOs / Head Clerk / Budget Clerk for information and necessary action. DA will supervise the tender received by post.

  
Md. Abdaal Akhtar  
Executive Officer,  
Zilla Parishad

No. 90 / Dt 20.02.20

Copy forwarded to Office Notice Board / Notice Board of All Blocks / Guard file.

  
Md. Abdaal Akhtar  
Executive Officer,  
Zilla Parishad

**OFFICE OF THE EXECUTIVE ENGINEER  
ZILLA PARISHAD, CUTTACK**

E-mail ID: zpcuttack@gmail.com Tel.0671-2368139

**INVITES/BIDS**

**FOR**

*Services for Preparation of Interior Designing, Architectural drawing & DPR of  
Conference Hall of Zilla Parishad, Cuttack premises.*



## DISCLAIMER

1. The Consultant Firm should satisfy itself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office, it shall be deemed that the Bid Document is complete in all respects and the Consultant Firm is satisfied.
2. Neither PR & DW Dept., Govt. of Odisha nor their employees nor their consultants will have any liability to any prospective Consultant Firm or any other person under the law of contract or the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Bid Document, any matter deemed to form part of this Bid Document, the award of the Assignment, the information and any other information supplied by or on behalf of Govt. of Odisha or their employees, any consultants or otherwise arising in any way from the selection process for the Assignment.
3. The Executive Officer, Zilla Parishad, Cuttack on behalf of PR & DW Deptt. Govt. of Odisha, reserves the right to reject any or all of the Applications submitted in response to this Bid document at any stage without assigning any reasons what so ever. The Executive Officer, Zilla Parishad, Cuttack also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Bid.
4. The Executive Officer, Zilla Parishad, Cuttack reserves the right to change/ modify/amend any or all of the provisions of this Bid Document before opening of bids. Such changes shall be notified by this office for information of the applicants.



## INFORMATION TO CONSULTANTS

- 1.1 The Executive Officer, Zilla Parishad ,Cuttack on behalf of PR & DW Deptt. Govt. of Odisha, henceforth referred as Client, will select a consultant in accordance with the qualification criteria indicated in the Data Sheet.
- 1.2 The assignment shall be implemented in accordance with the phasing indicated in the Terms of Reference. The performance of the contract under each phase must be to the client's satisfaction before the work begins on the next phase.
- 1.3 The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. Any additional information or clarifications required for preparing the bid can be sought from the client as specified in the Data Sheet.
- 1.4 The costs of preparing the proposal and of negotiating the contract, including a visit to the Site or Client, are not reimbursable as a direct cost of the Assignment; and the Client is not bound to accept any of the Proposals submitted.
- 1.5 Client policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired 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 the Client.
- 1.6 (a) Defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the Client of the benefits of free and open competition.
  - (b) Will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - (c) Will cancel the contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultants during the selection process or the execution of the contract.
  - (d) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract;
- 1.7 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the client.
- 1.8 Consultants shall furnish information as described in the financial proposal submission form.
- 1.9 Consultants shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.



## 2. PREPARATION OF PROPOSAL

2.1 a) The proposal shall be written in English language.

### 2.1.1 Technical Proposal

i). Consultants are expected to examine all terms and instructions included in the Documents. Failure to provide requested information will be at their own risk and may result in rejection of their proposal.

2.1.1.1 The Technical proposal should provide the following information using strictly the attached Standard Forms (Section 4) only failing which the proposal may be summarily rejected:

- i. A brief description of the firm's organization, an outline of recent experience on assignments of a similar nature clearly establishing the Firm's eligibility specified in the advertisement. For each assignment, the outline should indicate, inter-alia, the profiles and names of the staff provided, duration of the assignment, details of services rendered, contract amount, the year of work and firm's involvement. Similar details for each of Consortium Member/ associates should be furnished.
- ii. Any comments or suggestions on the Terms of Reference.
- iii. A description of the methodology and work plan for performing the assignment.
- iv. Any additional information requested in the Data Sheet.

### 2.1.2 Financial Proposal

- i. The financial proposal should include all costs associated with the assignment.
- ii. The Financial Proposal should follow Standard Forms (Section 5)
- iii. The financial proposals shall be prepared to cover the tasks mentioned in the TOR and also the tasks required to be carried out in order to meet the objectives and the Consultants are required to quote fixed rate for DPR. The quoted rate should include all costs, out-of-pocket expenses excluding GST which will be paid extra as applicable.
- iv. The financial proposal shall be inclusive of the tax liability and cost of insurance except GST.
- v. Costs shall be expressed in Indian Rupees.
- vi. Payment for the consultancy services shall be made as per the payment schedule mentioned in the TOR.

## 3. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

3.1. The bid (Technical & Financial) shall be submitted in **offline** mode only.

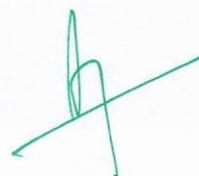
3.2. The Bidder shall provide the Bid document Fee as mentioned in column 4 of the table in shape of Demand Draft drawn in favour of The Executive Officer, Zilla Parishad, Cuttack i.e. payable at Cuttack and should submit the same along with their Bid before the scheduled date & time of submission of offers as mentioned.

3.3. After the deadline for submission of proposals the Bid shall be opened on dt 06.03.2020 at 11:00 AM. in the o/o the Executive Officer, Zilla Parishad, Cuttack.

3.4. The copies of the following documents are required to be submitted along with the Technical Bid.

- a. Self Attested copy of the Audited Balance Sheet/ Profit and Loss account duly certified by Chartered Accountant with his membership number clearly specified in support of the qualifying parameter of minimum Annual Financial turnover during the last five (5) financial years. (2014-15, 2015-16, 2016-17, 2017-18, 2018-19).
- c. Self Attested copy of the valid registration with the council of architecture.
- d. Self Attested copies of Income Tax return/ IT assessment orders for the assessment years (2017-18, 2018-19)

- e. Self Attested copy of PAN CARD.
  - f. Self Attested copy of GST Registration. (if applicable)
  - g. Demand Draft ( as per table ) towards bid documents fee.
- 3.5. No separate communication regarding verification of documents will be issued to the Bidder.
- 3.6. Bidder will be required to fill and attach relevant documents as given in the Statement of Credentials. Technical qualification of bidders shall be based on the details filled in the documents enclosed in support of the same. Offers of parties not meeting any of the relevant qualification norms given above and/ or not submitting any of the qualifying documents given in the statement of credentials are liable for rejection.
- 3.7. Consultants are not to quote any counter conditions and shall strictly adhere to the terms and conditions of the tender. Offers received with conditions are liable for rejection.
- 3.8. The Consultants at their own cost may visit location and familiarize themselves regarding the scope of work and site conditions before quoting the offer.
- 3.9. Negotiations will not be conducted with the bidders as a matter of routine; however The Executive Officer, Zilla Parishad, Cuttack reserves the right to conduct negotiations.
- 3.10. Consultants will have to attend the office of The Executive Officer, Zilla Parishad, Cuttack for negotiations. In case of negotiations, confirmations of the negotiations should be received from the Consultant within 03 days from the date of negotiations failing which authority reserves the right to reject the offer.
- 3.11. The selection of the party is also subject to their satisfactory performance of the past works carried out with PR & DW Dept. and other organizations, availability of various infrastructure and other adequate resources like technically qualified personnel etc.
- 3.12. The decision of The Executive Officer, Zilla Parishad, Cuttack to accept or reject any offer of a party shall be final. In this regard, no correspondence shall be entertained by Office of The Executive Officer, Zilla Parishad, Cuttack.
- 3.13. In the event of any day being declared as Govt. holiday on the scheduled dates for any unforeseen reason, the offer shall be received up to 17.30 hrs on the next working day.
- 3.14. Cost of preparation and submission of Bids.  
The Consultant shall prepare the offer at his/ its/their own risk and shall bear all time cost of preparing and submitting his/its/their offers, as well as all other cost for the work and OWNER shall take no liability for these cost.
- 3.15. Each Consultant can submit only one bid.
- (a) It is clarified that a person shall be deemed to have submitted more than one bid if a person bids in an individual or proprietorship format and/ or in partnership or association of persons format and a company format.
  - (b) A person shall be deemed to have bid in partnership format or in association of persons format if he is a partner of the firm which has submitted a bid.
  - (c) A person shall be deemed to have bid in a company format if the person holds or is a Director of the company which has submitted a bid, or holds of voting share and/ or is a Director of holding company which has submitted the bid.



#### 4. PROPOSAL EVALUATION

- a. The evaluation committee formed by The Executive Officer, Zilla Parishad, Cuttack will carry out its evaluation applying the evaluation criteria
- b.
  - i) The Firm must have been rendering Consultancy service in the same name and style for the last 3 years.
  - ii) The firm should place appropriate Technical professional having required experience for the project.
  - iii). The firm should have an office at Cuttack or provide an undertaking that he would open an office for carrying out the projects after award of the work.
  - iv). Experience in preparation of Architectural Drawing/ Interior Designing and DPR for at least one major similar nature of projects during past five years.
  - v. **Experience in preparing DPR of at least one similar nature of project anywhere in India.**

The bidding Firms are required to clearly establish their eligibility as per detailed information enclosed with Technical Proposal Submission Form.
- c. Opening and Evaluation of Financial Proposals
  - i. The lowest quoted rate will be finalized.
  - ii. The firm having lowest quoted rate may be invited for negotiations.

#### 5. AWARD OF CONTRACT

The firm is expected to commence the Assignment within 15 days of issue of award.

#### 6. CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning consulting firm has been notified that it has been awarded the contract.



## ***TERMS OF REFERENCE***

Services For preparation of Interior Designing, Architectural drawing & DPR of Conference hall of Zilla Parishad, Cuttack premises .



## TERMS OF REFERENCE

### 1. BACKGROUND

#### 1.1. The Site

The proposed site **Services For preparation of Interior Designing, Architectural drawing & DPR of Conference hall of Zilla Parishad, Cuttack promises**. (The consultant has to obtain available information from O/O Executive Officer, Zilla Parishad, Cuttack.

### 2. SCOPE OF WORK

Government of Odisha intends to **Services For preparation of Interior Designing, Architectural drawing & DPR of Conference hall of Zilla Parishad, Cuttack promises** in the District of Cuttack, Odisha The building should have State-of-art facility as follows:

#### A. Architectural/ Interior Designing Services which includes-

- Detail Floor plan, roof plan
- Layout Drawings
- Perspective Views
- All side elevation and sections through Lobby, Staircase, Toilet, etc.
- Furniture & Sitting arrangement Drawing
- Working Drawings
- Structural Design
- Good for Construction Drawings (G.F.C.)
- Other necessary items.

#### C. MEP Services which includes-

- Mechanical Service Drawing
- Electrical drawings
- Plumbing Drawings
- Fire Fighting Arrangement
- Other necessary items

#### D. HVAC Services (Heating Ventilation & Air Conditioning

#### E. Interior Design

#### F. Periodic Site Supervision and Quality Control

#### H. Necessary specification Details

2.1 The consultant has to execute the following services.

1. Conceptual drawings.
2. Detailed estimates as per OPWD SOR.
3. Detail MEP, Fire and other engineering designs, drawings.
4. Preparation of tender BOQ, Specification, Pre Qualification document and DTCN etc.

### 3. THE WORK:

3.1. The plan & design should include the planning to meet the functional aspect, structural adequacies, safety and aesthetics. Necessarily the work should have the following in the planning as per actual requirement at site. The work should have State-of-art facility. Planning of the work compliant to respective norms

- Robust Fire fighting arrangement with fire escape
- Adequate ventilation
- Fire alarming, detection, suppressive system
- Lightening Arrester.



- 100% Power back up system
- Adequate service space
- Ducts to accommodate communication cables, power lines, sewer lines, Water supply lines, A/C ducts, pipes for fire fighting
- Drainage facilities
- Circulation space & internal way
- Parking Space and lighting of the same

### 3.2 Brief Details of Work

- i. The Conference Hall shall be utilized for various important meetings and therefore the basic requirement shall be integrated in the planning. Necessary ducting for electrical wires, firefighting ducts, AC ducts and other ELV ducts shall be concealed. Toilets should have standard sanitary fittings preferably of censer based.
- ii. The scope of work shall include commodious sitting arrangement for participants & guests, power point presentation system, public address system, to ensure uninterrupted power supply, to provide safe & portable drinking water, installation of fire protection equipments, and External 3 phase power supply, External & internal W/S,S/I, installation of Air conditioning system , Digitalisation & official set up etc with issue of detailed working drawings of all such works.
- iii. The consultant shall prepare detailed bill of quantities covering all items of work to be carried out under various aspects, detailed technical specifications and detailed cost estimates including rate analysis of individual items of work.
- iv. The rate analysis shall be carried out based on analysis of rate and schedule of rate of Works Department, Govt. of Odisha and supporting documents of rate analysis shall also be submitted to authority. The bill of quantities for various items shall be supported quantity take-off sheets etc.
- v. The Consultant shall prepare construction drawings for all items of works in all details in accordance with relevant standard codes of practice and sound engineering to enable contractor to complete construction without the need of any further detailing by the contractors. In other words, individual contractors will not be required to make any drawings or supply any details and all details are to be supplied by the Consultant. It is also brought to the attention of Consultant that all construction drawings are required to be released along with the package wise tender documents and hence should be prepared in advance.
- vi. The consultant shall prepare architectural drawing and structural design and provide full details of all utility services like water, electricity, sanitation scheme, fire hydrant system, AC, Audio, Video, Public address, Interiors, CCTV, Wifi, etc required as per the regulations in force. The consultant shall give complete details along with drawings for execution of work. All design shall be carried out as per latest relevant BIS and NBC India standards.
- vii. The consultant is required to recommend makes for every material/ fitting proposed to be used in the work. The quality and the price of the recommended makes should be comparable to each other and be the best available in the market. The "List of Approved Makes' is required to be finalized before proceeding with the rate analysis and detailed estimation.
- viii. Advice/suggest at site during execution for procurement of materials and methodology for non-schedule items & services.
- ix. The Consultant is required to take up periodic supervision job in order to smooth functioning of the project execution at site. The Consultant/deputed supervisor will supervise the site as and when required during DPR phase.



#### **4. OBJECTIVES**

- 4.1. The objectives of this consultancy services would be to prepare Architectural Drawing ,Interior Designing & DPR etc.
- 4.2. Accordingly, the activities under this consultancy package will include:
  - 4.2.1. Preliminary Project Report: The consultant shall carry out preliminary survey of the area and study all available documents and prepare a methodology to take up preparation of Architectural & interior design, Drawing & DPR.
  - 4.2.2. Architectural & interior design Drawing & DPR.
  - 4.2.3. To complete the task in schedule time.

#### **5. OBLIGATIONS OF THE CLIENT:**

- 5.1. Any other data available with the department shall be provided.
  - i) The employer shall not provide any office space for functioning of the office of the Consultancy Services. The Consultant shall make his own arrangements for the office and furnish the office space including furniture, equipment, operation and maintenance as per his requirement.
  - ii) The Consultant shall make his own arrangements for accommodation for his key personnel and other staff.
  - iii) The Consultant shall be responsible for making his own arrangements for communications.

#### **6. REPORTING REQUIREMENTS**

- 6.1. The consultant shall submit to the following reports in five copies (hard) and one computer diskette/ CD (softcopy): The Consultants shall supply additional sets of final reports and documents if so required by the Client
  - i) Architectural & interior Drawings.
- 6.2 The consultant shall submit to the following drawings, designs and reports in five copies (hard) and one computer CD/DVD/Pen drive (softcopy).
  - i. All Designs.
  - ii. Architectural Drawings
  - iii. Schematic Drawings,
  - iv. Electrical Drawings.
  - vi. ELV Drawings
  - vii. PH Drawings.
  - viii. AC & Ventilation System Drawings.
  - ix. AV system
  - x. Fire Protection System.
  - xi. Landscaping Drawing,
  - xii. Interior Drawings.



## 7. PAYMENT SCHEDULE

7.1. The consultant will be paid consultancy fee as per the schedule below.

Sl. No	ITEM	Completion Time	Payment (% of total amount for DPR phase)
1.	i) Preparation of detailed alternative plans (3 nos.) and its submission to client along with the Master Plans. - Incorporation of suggestions, modifications etc. and submission of revised plan, elevation & sectional elevation in detail for approval. - Submission of drawings / documents as required by various statutory authorities and obtaining all necessary approvals and submission of the same to the client if required.	On Completion of assignment	100%
	ii) Preparation and submission of preliminary project report and its approval by the client.		
	iii) Structural/Interior Design; - Preparation and submission of detailed structural design along with drawings, detailing vetted by SE PR. - Preparation and submission of detailed E.I. and P.H. (both internal and external) drawing and its approval by the client.		
	iv) Submission of complete DPR.		

### Note :

1. In case the project gets held up due to want of statutory approvals, payment will be restricted to 20 % in case of stage –IV (Submission of complete DPR).
2. The list of tender packages indicated above is only indicative and to complete the work in totality, additional tender packages should be invited if needed.
3. The schedules for inviting tenders to be submitted after clearance of Drawings/ plans from office of The Executive Officer, Zilla Parishad & the tender documents as required in numbers with all the details to be submitted.

## 8. STANDARDS AND CODES OF PRACTICES

- 8.1. All activities related to field studies, preparation of architectural drawing, design & documentation shall be done as per the latest guidelines Council of Architecture, NBC, MCI rules, Bureau of Indian Standards (BIS), MCI, IPH.
- 8.2. All codes and specifications referred to in this ToR shall be the latest published versions only.

**TECHNICAL PROPOSAL STANDARD FORMS**



**FIRM'S REFERENCES**

**Relevant Services Completed in the Last Five Years**

**Which Best Illustrate Qualifications**

The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium partner in Joint venture, was legally contracted by the client stated below:

Assignment Name:	
Worked in the capacity of - Lead firm / JV / Association (please specify)(Necessary documents to be enclosed)	
Location within Country:	
Name of Client:	
Address:	
Name of Association Firm(s) if any:	
Professional Staff Provided by your firm:	
No. of Staff :	
No. of Staff Months :	
No. of Months of Professional Staff provided by Associated Firm(s)	
Narrative Description of Project:	
Description of Actual Services Provided by your Staff:	

- Certificates from Employer should be attached in support of the experience.



**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_  
\_\_\_\_\_

**Key Qualifications:**

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]  
\_\_\_\_\_

**Education:**

[Summarize college/university and other specialized education of staff member and degrees obtained.]

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, source of funding for the projects handled, types of contract document used (FIDIC e.g.) and locations of assignments. For experience, also give types of activities performed and client references, where appropriate.]  
\_\_\_\_\_

**Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]  
\_\_\_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualification and my experience.

Signature of the Candidate \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the Authorized Representative of the firm \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**Note:**

1. The CV shall be signed by both, the person and the Authorized Representative of the firm in original.
2. Unsigned CVs are liable to be rejected.



**A. STATUS OF CONSULTANT**

Sl. no	Name	Status & percentage share/ Partnership Holding	Address	Phone/ mobile no	
Name and contact Details of responsible person who will deal with office of the Executive Officer ZP Cuttack			Name of person		
			Designation		
			Phone no (Office) with STD Code		
			Phone no (Residence)		
			Mobile no		
			Email ID		

**B. STATEMENT OF CREDENTIALS**

PLEASE ATTACH SEPARATE ADDITIONAL SHEETS WHEREVER NECESSARY  
DETAILS OF FIRM/ COMPANY/ CONSULTANT

1	Name of Firm				
1.1	Year of Establishment				
1.2	Type of Firm	Sole Proprietorship	Partnership Firm	Private Limited	Public Limited
2	Address of Registered Office with Telephone / Fax/ Mobile No				
2.1	Telephone no with STD Code				
2.2	Fax No				
2.3	Mobile No				
2.4	Email ID/web site details				
2.5	Total floor area of the office in SFT				
3	Address of branch office with telephone /fax/ mobile numbers/ Email Address				
3.1	Telephone number with STD code branch office				
3.2	Fax Number branch office				
3.3	Mobile numbers Branch office				
3.4	Email ID and web site details branch office				
3.5	Total floor area of the above in SFT branch office				
4	Name and Address of Proprietors/ Partners, Directors. Share holder	Please attach copy of partnership deed/ Memorandum/ Article of association of the firm.			

**PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING**

**In the case of a Proprietary concern:**

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. \_\_\_\_\_ which is submitting the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by Govt. office, as indicated below :

(Here give particulars of blacklisting or holiday listing, and in absence thereof state "NIL")

**In the case of a Partnership Firm :**

We hereby declare that neither we, M/s. \_\_\_\_\_, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by Govt. office, as indicated below:

(Here give particulars of blacklisting or holiday listing and in the absence thereof state "NIL")

**In the case of Company:**

We hereby declare that we have not been placed on any holiday list or black list declared by Govt. office ,as indicated below:

(Here give particulars of blacklisting or holiday listing and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, office of the Executive Officer, Zilla Parishad, Cuttack, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

Signature of Consultant:

Place:

Date :

Name of Signatory : \_\_\_\_\_



**DECLARATION "A"**

We declare that we do not have employee who is related to any officer of the corporation / central/ State Government

We have the following employee working with us who are near relatives of the officer of the Corporation/ central/ State Government

Name of the Employee	Name and Designation of
the	
Of the Consultant,	Officer of the
Corporation/	
	Central/State
Government	

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date;

Place:

Signature & Seal

**DECLARATION "B"**

The Consultant is required to state whether he is relative to any officer of the rank of Assistant Engineer & above and any officer of the rank of Assistant / Under Secretary and above of the PR&DW Department, Govt. of Odisha or the Consultant is a firm in which any officer of the rank of Assistant Engineer & above and any officer of the rank of Assistant / Under Secretary and above of the PR&DW Department, Govt. of Odisha or his relative is a partner or is any other partner of such a firm or alternatively the Consultant is a private company in which any officer of the rank of Assistant Engineer & above and any officer of the rank of Assistant / Under Secretary and above of the PR&DW Department, Govt. of Odisha is a member or Director.

Name of the Consultant/and his relation with the officer of PR&DW Deptt.  
.....  
.....  
.....

Name of the officer of PR&DW Deptt. who is related to the Consultant /firm  
.....  
.....  
.....

Name of the officer of PR&DW Deptt. who is a member or a Director of the firm/Consultant .....  
.....  
.....



**DECLARATION "C"**

Offer is required to state whether they have employed any retired officer of the rank of Assistant Engineer & above and any officer of the rank of Assistant / Under Secretary and above of the PR&DW Department, Govt. of Odisha. If so details are to be submitted here under

1. Name of person:
2. Last post in Govt. Organisation:
3. Date of retirement
4. Date of employment in firm:

Date:

Place:

Signature of Tenderer with Seal



**FINANCIAL PROPOSAL**



**FINANCIAL PROPOSAL SUBMISSION FORM**

A handwritten signature in green ink, consisting of a stylized letter 'A' with a horizontal line extending to the right and a vertical line extending downwards from the center of the 'A'.

# The Executive Officer, Zilla Parishad, Cuttack

## INVITATION FOR BIDS

**NAME OF THE WORK:** Services For preparation of Interior Designing, Architectural drawing & DPR  
of Conference hall of Zilla Parishad, Cuttack premises ..



**TENDER SCHEDULE**  
**PRICE BID**





**GENERAL CONDITIONS OF CONTRACT**

A handwritten signature in green ink, consisting of a stylized letter 'A' with a horizontal line extending to the right.

## GENERAL CONDITIONS OF CONTRACT (GC)

### 1. **General Provisions**

#### 1.1 *Definitions*

Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the parties, to which these general conditions of contract (GC) are attached, together with all the documents listed.
- (c) "Contract Price" means the price to be paid for the performance of the Services, in accordance with the clause 6;
- (d) "GC" means the General Conditions of the Contract;
- (e) "Government" means the Government of Client's Country (Government of India);
- (f) "Local currency" means the currency of the Government (Rupees);
- (h) "Party" means the Clients or the consultants, as in case may be, and Parties means both of them;
- (i) "Personnel" means persons hired by the Consultant or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof;
- (j) "SC" means the Special Conditions of the Contract by which these General Conditions may be amended or supplemented;
- (k) "Services" means the work to be performed by the consultants pursuant to this contract as described in ToR.
- (l) "Third Party" means any person or entity other than the Government, the Client, the Consultants.
- (m) "Effective Date" means the date on which this contract comes into force and effective.

#### 1.2 *Relation between the Parties*

Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the Client and the Consultants. The Consultants, subject to this Contract, have complete charge of Personnel, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf.

#### 1.3 *Law Governing the Contract*

This Contract, its meaning and the relation between the Parties shall be governed by the Applicable Law.

#### 1.4 *Authorized Representative*

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the Client or the Consultants may be taken or executed by the officials specified in the SC.

#### 1.5 *Taxes and Duties*

Unless otherwise specified in the SC, Consultants, and their personnel shall pay such taxes, duties, fees and other impositions as maybe levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

### 2. **Commencement, Completion, Modification and Termination of Contract**

#### 2.1 *Effectiveness of Contract*

This Contract shall come into force and effect on the date ("Effective Date") of the Client's notice to the Consultants instructing the Consultants to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SC have been met.

#### 2.2 *Termination of Contract for Failure to become Effective*

If this Contract fails to become effective within such time period after the date of the Contract signed by the Parties as shall be specified in the SC, either Party may, by not less than 4 (four) weeks' written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against other Party with respect hereto.

2.3 *Commencement of Services*

The Consultants shall begin carrying out the Services at the end of such time period after the Effective Date as shall be specified in the SC.

2.4 *Expiration of the Contract*

Unless terminated earlier pursuant to clause 2.9 hereof, this contract shall expire when Services have been completed and all payments have been made at the end of such time period after the Effective Date as specified in SC.

2.5 *Entire Agreement*

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has the authority to make, and the Parties shall not be bound or be liable for, any statement, representation, promise or agreement not set forth herein.

2.6 *Modification*

Modification of the terms and conditions of this contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.7 *Force Majeure*

2.7.2 *No Breach of Contract*

The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this contract.

2.7.3 *Measures to be Taken*

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party of such an event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.7.4 *Extension of Time*

Any period, within which a party shall, pursuant to this Contract, complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.8 *Suspension*

The Client may, by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultants of such notice of suspension.

2.9 *Standards of Performance*

The Consultants shall perform the Services and carry out their obligations here under with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or Services, as faithful advisers to the Client, and shall at all times support and safeguard the Clients' legitimate interests in any dealings.

3 *Law Governing Services*

The Consultants shall perform the Services in accordance with the Applicable Law and shall take all practical steps to ensure that any Sub-Consultants, as well as the Personnel of the Consultants and any Sub-Consultants in writing of relevant local customs and the Consultants in writing of relevant local customs and the Consultants shall, after such notifications, respect such

3.1 *Consultants and Affiliates Not to Engage in Certain Activities*

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, shall be disqualified from providing goods, works or services (other than the services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2 *Prohibition of Conflicting Activities*

Neither the Consultants shall engage, nor shall cause their Personnel and their Personnel to engage, either directly or indirectly, in any of the following activities:

- (a) During the term of this Contract, any business or professional activities in the country (India) which will conflict with the activities assigned to them under this Contract; and,
- (b) After the termination of this contract, such other activities as may be specified in the SC.

3.3 *Confidentiality*

The Consultants, and the personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

3.4 *Liability of Consultants*

Subject to additional provisions, if any, set forth in the SC, the Consultants' liability under this Contract shall be as provided by the Applicable Law.

3.5 *Reporting Obligations*

The Consultants shall submit to the Client the reports and documents in specified form, in the numbers, and within the periods set forth in the said Appendix.

3.6 *Documents Prepared by the Consultants to be the Property of the Client*

All plans, drawings, specifications, designs, reports and other documents submitted by the Consultants shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents. Restrictions about the future of these documents, if any, shall be specified in the SC.

### 5.1 *Performance Security*

The Consultants shall be required to deposit 2% of the accepted bid price as performance security. The Performance security shall remain valid up to 30 days beyond the stipulated completion period. In case by request of consultant extension of time is granted by the client, the Consultant shall extend the period of validity of the performance security for same extended period. Amount of Performance security shall be deposited in shape of NSC / KVP / TD duly pledged in favour of Executive Office, Zilla Parishad, Cuttack..

### 4. *Consultants' Personnel*

The Consultants shall employ and provide such qualified and experienced Personnel and sub-Consultants as are required to carry out Services.

### 5 *Access to Land*

The Client warrants that the Consultant shall have free of charge unimpeded access to all land in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to such land or any property thereon resulting from such access and will indemnify the consultants and each of the personnel in respect of liability for any such damage unless such damage is caused by the default or negligence of the Consultants/any Sub-consultants or the Personnel of either of them.

### 5.1 *Change in the Applicable Law*

The Consultants shall not be entitled to be compensated except in the case of the Service Tax should there be any change in the Applicable Law with respect to taxes and duties after the date of this Contract.

The Consultants shall be entitled to be paid the Service Tax as per the Applicable Law.

### 5.2 *Payment*

In consideration of the Services performed by the Consultants under this contract, the Client shall make to the Consultants such payments and in such manner as is provided by Clause GC 6 of this Contract.

### 6. *Payments to the Consultants*

The payments for the Services for this Contract shall be payable in Indian Rupees.

### 6.1 *Mode of Billing and Payment*

- (a) The billing and payments in respect of the Services shall be made to the Consultants as specified in the SC.
- (b) All payments under this Contract shall be made to the bank account of the Consultants specified in the SC.

### 7. *Fairness and Good Faith*

#### 7.1 *Good Faith*

The Parties undertake to act in good faith in respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives

7.3 *Settlement of Disputes*

Any dispute, controversy or claim arising out of or relating to this contract or the breach, termination or invalidity thereof shall be decided by the Collector, Cuttack. In case of consultant disagreement he can represent his grievance to the PR&DW Deptt, Govt. of Odisha

  
Md Abdaal Akhtar  
Executive Officer,  
Zilla Parishad ,  
Cuttack

