

RFP No. 01/RKL/2022

Date: 07.11.2022

# **REQUEST FOR PROPOSAL**

FOR SELECTION OF CONSULTANT FOR

**PREPARATION OF DPR**

OF

INTEGRATED CONSULTANCY SERVICES FOR

**ESTABLISHMENT OF COMMUNITY MANAGED  
SUSTAINABLE ENERGY PARK AT MANDIRA DAM,  
LIANG, ROURKELA, SUNDERGARH**

OFFICE OF THE DIVISIONAL FOREST OFFICER, PANPOSH, ROURKELA, SUNDERGARH  
(FOREST ENVIRONMENT & CLIMATE CHANGE DEPARTMENT)



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

### **PROJECT INFORMATION**

#### **1. Introduction**

The DFO Rourkela Forest Division intends to select consultant for preparation of DPR of integrated consultancy & services for “**Community Managed Sustainable Energy Park at Mandira Dam, Liang, Rourkela, Sundergarh.**” to facilitate the general public.

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#### **2. The Project Objective**

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



## **GENERAL CONDITIONS OF CONTRACT**

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

The selected firm is required to provide the following services;

- ✓ Site Appraisal and Suitability.
- ✓ Site Planning.
- ✓ Landform and Grading.
- ✓ Surface Drainage Design and Water Management.
- ✓ Architectural, Structural, Plumbing & Electrical Design considering Fire safety measures, Disaster resistancetechnology including Earthquake and Cyclonic storms.
- ✓ Open Space Design - hard and soft areas.
- ✓ Plantation Design.
- ✓ Interior design.
- ✓ Structures and Features.
- ✓ Illumination Design.
- ✓ Graphic Design and Signage.
- ✓ Co-ordination of external services.

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

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

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

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

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

- ✓ Carry out Modification in the conceptual design considering the suggestions of DFO ,Rourkela Forest Division, Rourkela
- ✓ Obtaining consent from DFO Rourkela Forest Division, Rourkela on the preliminary/ conceptual drawings, along with preliminary cost estimate on area basis;

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

- ✓ Preparation of necessary drawings and layout plan for obtaining statutory approvals and assisting DFO, Rourkela Forest Division, Rourkela for obtaining necessary statutory approvals/ clearances from other statutory body/ local authority as applicable;
- ✓ Carry out required due diligence for ensuring compliance of all code's standards and legislation as applicable;

#### **Stage 4: Working Drawings**

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



#### Stage 5: Tender Deliverables

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

#### Stage 6: Construction

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

### **5. Deliverables**

Upon selection of the Firm, the firm would be required to submit the following deliverables to DFO, Rourkela Forest Division, Rourkela from time to time. The lists of deliverables which inter alia includes but not limited to are as follows:

#### Stage 1: Concept Design

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

#### Stage 2: Preliminary Design and Drawings

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

#### Stage 3: Statutory Approval

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

#### Stage 4: Detailed Design Stage

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

#### Stage 5: Tender Deliverables

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

#### Stage 6: Construction

- ✓ Working Drawings.



## 6. Project Milestones

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

### Stages of Work Duration

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

## 7. Period of Services

The Contract period with the selected firms shall be valid for a period of three years from the date of execution of the contract agreement for the project to be undertaken, however the period may be extended as per the mutual understanding between the Consultant and DFO, Rourkela Forest Division, Rourkela.

## 8. Payment Structure

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

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

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

### STAGES OF PAYMENT

#### ARCHITECTURAL CONSULTANCY SERVICES

<b>Stage 1:</b>	On submitting Conceptual designs drawings and	25% Rough estimate of cost along with the detailed presentation
<b>Stage 2:</b>	On submitting Preliminary designs drawings and	25% Preliminary estimate of cost along with the detailed presentation
<b>Stage 3:</b>	Upon submission of the required detailed design as	25% Per the scope of services
<b>Stage 4:</b>	On submitting the final DPR	25%



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

- ✓ At Stage 1: On rough estimate of cost
- ✓ At Stages 2 to 3: On preliminary estimate of cost
- ✓ At Stage4: Actual total cost with the adjustment on the acquired balance in the previous payment

#### **9. Site Visit & Verification of Information**

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

#### **10. Signing of Agreement**

The selected firm will have to sign Contract Agreement in non-judicial stamp paper of adequate denomination with DFO, Rourkela Forest Division, Rourkela, before Issuance of Letter of Award.

#### **11. Default of service**

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

#### **12. Establishment of Office**

The selected consultant shall be of Odisha state only and the execution of the contract agreement with DFO, Rourkela Forest Division, Rourkela.



## SUBMISSION FORMALITIES & BID EVALUATION METHODOLOGY

### SUBMISSION FORMALITIES

#### 13. Format and Signing of Proposal

The proposal shall be submitted in two parts -

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

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

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

The Technical proposal shall include:

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

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

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

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

Proposal for “Establishment of Community Managed Sustainable Energy Park at Mandira Dam, Liang, Rourkela, Sundergarh”.

The bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope project wise. The inner and outer envelopes shall be addressed to “ Office of the Divisional Forest officer, Rourkela Forest Division, Panposh, Rourkela 769004” at the following address:

O/o the Divisional Forest Officer, Rourkela Forest Division, Panposh, Rourkela 769004.

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then DFO, Rourkela Forest Division, Rourkela, will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

#### 15. Minimum Eligibility Criteria

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

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



## 16. Criteria:

### 16.1 Technical Criteria:

- ✓ The bidder must have a minimum experience of 2 years in the field of Architecture, and must be an Architectural/ consultancy firm having valid MSME registration.
- ✓ The bidder must have completed at least One similar nature of project i.e., Provided consultancy services for Building works including master plan, landscaping, internal Road work, horticulture, gardening etc of Rs.5.00 Cr or above for any Govt. Organisation(s) or Corporates etc. in last 05 years.

### 16.2 Turnover Criteria

- ✓ The bidder must have an annual average turnover from Architectural Consultancy Job Only, of INR 50 (Fifty) Lakhs or above for the last three financial years i.e., 2018-19, 2019-20, 2020-21.

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

## 17. Number of Proposals

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

## 18. Validity of Proposal

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

## 19. Tender Document Fee

Non-refundable Tender Document fees cost in shape of Demand Draft from any nationalized Bank in favor of Divisional Forest Officer Rourkela Forest Division Payable at Rourkela for Rs.2000/- (Rupees Two Thousand only) is to be furnished by the bidder pledged in the name of **Divisional Forest Officer Rourkela, payable at Rourkela** along with the technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected.

However, tenders submitted without or insufficient tender fees shall be rejected except for those who will claim exemption.

## 20. Acknowledgement by Bidder

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

- a. Made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism.
- b. Received all relevant information requested from DFO, Rourkela Forest Division, Rourkela.
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in



- this invitation document or furnished by or on behalf of the tenderer.
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
  - e. acknowledged that it does not have a conflict of interest with any of the other Firm; and
  - f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

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

## **21. Right to reject any or all Proposals**

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

The DFO, Rourkela Forest Division, Rourkela also, reserves the right to reject any Proposal if:

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

## **22. Disputes**

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

## **23. Addendum / Corrigendum / Notice**

Any Addendum / Corrigendum / Notice etc. for this assignment issued by DFO, Rourkela Forest Division, Rourkela will be hosted & will be shared on Daily newspaper.

## **24. Language**

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

## **25. Bid Submission Due Date**

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

## **26. Late Submission**

Proposal received after the deadline for submission prescribed by DFO, Rourkela Forest Division, Rourkela will not be entertained and be rejected.

## **27. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by DFO, Rourkela Forest Division, Rourkela



## 28. Bid Opening Date

DFO, Rourkela Forest Division, Rourkela will open all technical bids, in the presence of authorized representatives who choose to attend, the date and time shall be intimated accordingly.

## 29. Bid Evaluation Methodology:

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

## 30. Evaluation of Technical Bid

The technical proposal shall be evaluated in two phases.

- a. In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in Clause 16, 16.1 and 16.2.
- b. In the second phase design proposals of the firms meeting the minimum eligibility criteria (clause 16,16.1 and 16.2) shall be opened and they may be invited for technical presentation in Conference Hall of DFO Office, Rourkela Forest Division, Rourkela.
- c. **Scoring Method**

Description of components for marking	Scoring mode	Max. Marks
Past Work experience: Nos of Similar Projects undertaken.	05Marks of each similar projects undertaken subject to maximum marks of 10	10
Profile and professional expertise of the architect/ architectural firm	Detail profile of the firm. To be evaluated on basis of their past experience and quality of work done through the designated Committee.	20
Presentation of the proposed design, Project concept, indicative layout & design of components	Innovation in planning, design and concepts	70
	<b>Total</b>	<b>100</b>

### Opening of Technical Proposal

The Technical scoring (Ts) of participants shall be as per the point scoring methodology. DFO, Rourkela Forest Division, Rourkela may include a panel of experts to evaluate the technical & design proposals. The bidders may be invited for a PowerPoint presentation in front of the committee.

### Opening of Financial Proposal

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



100 points. The financial scores of other proposals will be computed as follows:

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

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

### 31. Combined and Final Evaluation

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

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

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

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

### 32. Award of Consultancy

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

### 33. Execution of Agreement

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

### 34. Commencement of Assignment

The selected bidder shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, DFO, Rourkela Forest Division, Rourkela unless it consents to extension of time thereof may forfeit the Performance Security.

### 35. Proprietary data

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



**Annexure-I**

**Details of Applicant**

- (a) Name of the firm/company:
- (b) Name of the contact person:
- (c) Designation:
- (d) Company/Firm:
- (e) Address:
- (f) Telephone number:
- (g) E-mail address:
- (h) Fax number:
- (i) Mobile number:
- (j) Average Annual Turnover:
  - 2018-19:
  - 2019-20:
  - 2020-21:

Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)



**Annexure- II**

**Format for Project Data Sheet**

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

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

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



**Annexure III**

**FINANCIAL PROPOSAL**

To,  
The DFO,  
Rourkela Forest Division,  
Rourkela.

**FINANCIAL PROPOSAL FOR SELECTION OF INTEGRATED CONSULTANCY SERVICES FOR  
“ESTABLISHMENT OF COMMUNITY MANAGED SUSTAINABLE ENERGY PARK AT  
MANDIRA DAM, LIANG, ROURKELA, SUNDERGARH”**

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

Name of the Project	Financial Quote
SELECTION OF INTEGRATED CONSULTANCY SERVICES FOR “ESTABLISHMENT OF COMMUNITY MANAGED SUSTAINABLE ENERGY PARK AT MANDIRA DAM, LIANG, ROURKELA, SUNDERGARH”	%
	(Both in words and figure) * Total Project Cost. Rs. 14,37,05,844.00 (Fourteen Crore Thirty Seven Lakhs Five Thousand Eight Hundred Forty Four Rupees Only) (Exclusive of the applicable GST) *The Final total Project Cost means the final total cost incurred for the execution of the project and as approved By Collector, Sundergarh.

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

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

Yours faithfully,

For and on behalf of (Name of Applicant)

Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)