



**OFFICE OF THE SUPERINTENDING ENGINEER,
SUNDARGARH (R&B) DIVISION,
SUNDARGARH, ODISHA 770001**

RFQ No: 1 /2023-24

Date: 27.02.2024

REQUEST FOR QUALIFICATION

Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms for Various Works in Sundargarh District under District Mineral Foundation, Sundargarh

Superintending Engineer, Sundargarh (R&B) Division, Sundargarh Govt. of Odisha, invites sealed proposals from eligible bidders for "Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms for Various Works in Sundargarh District under District Mineral Foundation, Sundargarh"

Bidders fulfilling the prescribed eligibility criteria of the RFQ can access and download the complete RFQ Document and other details from <https://sundergarh.nic.in>.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFQ	27.02.2024
2	Date of Pre-bid Meeting	04.03.2024 at 12:00 PM
3	Venue of Pre-bid Meeting	Conference Hall, 1 st Floor, DMF Building, Collectorate, Sundargarh – 770001, Odisha
4	Issue of Pre-proposal Clarifications	04.03.2024 via online mode
5	Last Date for Submission of Bid	11.03.2024 by 11:00 AM
6	Date of Opening of Technical Bid	11.03.2024 at 11:30 AM
7	Date of Technical Presentation	11.03.2024 at 01:00 PM
8	Method of Selection	Price Based Selection – Least Cost Selection

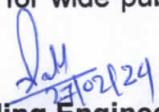
The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/Courier** only latest by **11.03.2024 before 11:00 AM** in a sealed envelope clearly mentioning on the top of it "Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms of Various Works in Sundargarh District under District Mineral Foundation Sundargarh". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

**Office of the Superintending Engineer,
Sundargarh Division, Sundargarh, Odisha – 770001**

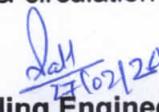
Memo No. 1358 Date 27-02-2024

Copy Submitted to the Deputy Director (Advertisement) & Deputy Secretary to Govt. of Odisha I & P.R. Department, Odisha, Bhubaneswar with a request to get it Published in two numbers of local Odia dailies and one English daily before 29.02.2024 for wide publication & circulation of RFQ


27/02/24
Superintending Engineer
Sundargarh (R&B) Division

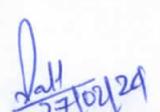
Memo No. 1359 Date 27-02-2024

Copy to the DIO , NIC, Sundargarh with a request to upload in the District portal i.e. www.sundargarh.nic.in on or before 28.02.2024 for wide publication & circulation of Tender Call Notice.


27/02/24
Superintending Engineer
Sundargarh (R&B) Division

Memo No. 1360 / Date 27-02-2024

Copy submitted to the Head, State Portal Group, Information and Technology Centre, State Secretariat, Bhubaneswar-751001 for information and necessary action.


27/02/24
Superintending Engineer
Sundargarh (R&B) Division

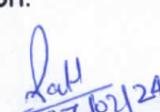
Memo No. 1361 / Date 27-02-2024

Copy submitted to the Director, Printing Stationery and publication, Government of Odisha, Madhupatna, Cuttack – 10 for information and necessary action. He is requested to arrange for publication in next issue of Odisha Gazette.


27/02/24
Superintending Engineer
Sundargarh (R&B) Division

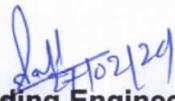
Memo No. 1362 / Date 27-02-2024

Copy submitted to the Engineer-in-Chief (Civil), Odisha, Nirman Soudh, Bhubaneswar / Chief Engineer, (DPI & Roads), Odisha, Bhubaneswar / Chief Engineer, (World Bank Projects), Odisha, Bhubaneswar / Chief Engineer (Buildings), Odisha, Bhubaneswar / Chief Manager (Technical), State Procurement Cell, Odisha , Bhubaneswar / Chief Construction Engineer, Keonjhar (R&B) Circle, Keonjhar for favour of information and necessary action.


27/02/24
Superintending Engineer
Sundargarh (R&B) Division

Memo No. 1363 / Date. 27-02-2024

Copy submitted to the Collector & Chairperson, DMF, Sundargarh / CDO-cum- EO, Zilla Parishad, Sundargarh/ CEO, DMF, Sundargarh , S.E. Rourkela (R&B) Division/ S.E. Keonjhar (R&B) Division/ S.E., RW Division/ E.E., M.I. Division/ E.E. Irrigation Division, Sundargarh/ E.O. Sundargarh Municipality/ CDM & PHO, Sundargarh/ DSWO, Sundargarh for information with a request to exhibit the above RFQ in their Notice boards for wide publicity & circulation .


Superintending Engineer
Sundargarh (R&B) Division

Memo No. 1364 / Date. 27-02-2024

Copy forwarded to the Asst. Executive Engineer, Rajgangpur (R&B) Sub-Division / Asst. Executive Engineer, Sundargarh (R&B) Sub-Division / Assistant Executive Engineer, Hemgir (R&B) Sub-Division /Project (R&B) Sub-Division, Sundargarh/AEE, GED Sub-Division, Sundargarh for information with a request to exhibit the above notice in their office notice boards for wide publication.


Superintending Engineer
Sundargarh (R&B) Division

Memo No. 1365 / Date. 27-02-2024

Copy forwarded to A.E.E. Estimator/ A.E Estimator/ D.A.O.-I/ H.C. / Cashier/ Notice Board of this office for information and wide circulation.


Superintending Engineer
Sundargarh (R&B) Division



**REQUEST FOR QUALIFICATION
FOR
EMPANELMENT OF
ARCHITECTURE/DESIGN/CONSULTANCY FIRMS FOR
VARIOUS WORKS IN SUNDARGARH DISTRICT UNDER
DISTRICT MINERAL FOUNDATION SUNDARGARH**

**OFFICE OF THE SUPERINTENDING ENGINEER
SUNDARGARH (R & B) DIVISION, SUNDARGARH**

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Disclaimer

The information contained in this Request for Qualification document (the “RFQ”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this is to provide interested parties with information that may be useful to them in the formulation of their Application for selection pursuant to this RFQ (the “Application”). This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in the RFQ may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant(s) under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ.

The Authority also accepts no liability of any nature whether resulting from negligence or

otherwise howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFQ. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ.

The issuance of this RFQ does not imply that the Authority is bound to select and appoint the Selected Applicant(s) for the Project and the Authority reserves the right to reject all or any of the Applications without assigning any reason whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicant in preparation or submission of its Application, regardless of the conduct or outcome of the selection process.

Section I: Letter of Invitation and Factsheet

1. Letter of Invitation

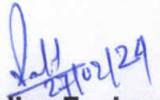
RFQ No:

Dated:

Name of the Assignment: **Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms of Various Works in Sundargarh District under District Mineral Foundation, Sundargarh**

1. The "Superintending Engineer, Sundargarh (R&B) Division, Sundargarh" (The Client) invites sealed proposal from eligible bidder under the process for "**Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms for Various Works in Sundargarh District under District Mineral Foundation Sundargarh**" More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFQ Document.
2. A bidder will be selected under Price Based Selection – Least Cost Selection procedure as prescribed in the RFQ Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal, complete in all respect as specified in the RFQ Document must be accompanied with a Non-refundable amount of Rs. 10,000/- (**Rupees Ten Thousand only**) towards **Bid Processing Fee** in form of **Demand Draft** in favour of "**Superintending Engineer, Sundargarh (R&B) Division, Sundargarh**" drawn from any Nationalized/Scheduled Bank payable at Sundargarh, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt.11.03.2024 before 11:00 AM** and the date of opening of the technical proposal is **11.03.2024 at 11:30 AM in** the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFQ includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]

- e. Financial Proposal Submission Form [Section –V]
 - f. Annexure [Section – VI]
7. While all information/data given in the RFQ are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFQ. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

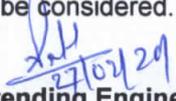

Superintending Engineer
Sundargarh (R&B) Division

2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Client	Superintending Engineer, Sundargarh (R&B) Division, Sundargarh Odisha – 770001
2	Method of Selection	Price Based Selection – Least Cost Selection
3	Availability of RFQ Document	https://sundergarh.nic.in
4	Date of Issue of RFQ	27.02.2024
5	Deadline for Submission of Pre-Proposal Query	04.03.2024 by 11:00 AM through email
6	Issue of Pre-proposal Clarifications	04.03.2024 via online mode on https://sundergarh.nic.in
7	Last Date for submission of Proposal	11.03.2024 by 11:00 AM
8	Date of opening of Technical Proposal	11.03.2024 at 11:30 AM
9	Date of Technical Proposal Presentations	11.03.2024 at 01:00 PM (of only those Bidders who become qualified in the Stage I of the evaluation {Pre-qualification Criteria})
10	Contact Person / Address for Submission of Proposal	Superintending Engineer, Sundargarh (R&B) Division, Sundargarh Odisha – 770001
11	Place of Opening of Proposal	Conference Hall, 1 st Floor, DMF Building, Collectorate, Sundargarh – 770001, Odisha
12	Mode of Submission	Speed Post / Registered Post/ Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
13	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn in favour of "Superintending Engineer, Sundargarh (R&B) Division, Sundargarh" drawn from any Nationalized/Scheduled Bank payable at Sundargarh. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
14	Performance Bank Guarantee	5% of Category Value Average Fees
15	Method of Selection	Price Based Selection – Least Cost Selection

NOTE:

- The Client reserves the right to change any schedule. Please visit the website '<https://sundergarh.nic.in>' regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.


 Superintending Engineer
 Sundargarh (R&B) Division

Section II: Instructions to the Bidders

3. Pre-Qualification Criteria

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

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	The Agency shall be organization registered under Companies Act 1956/2013 or Indian Partnership Act, 1932 or Limited Liability Partnership Act, 2008 Proprietorship Firm	Certificate of Incorporation Registration Certificate PAN No. GST No.
2.	Operation	The Agency shall have been in operation for the past three (3) years as on 31/03/2023 and filed ITRs for the last 3 FYs i.e., 2020-21, 2021-22 and 2022-23.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant for 2020-21, 2021-22 and 2022-23.
3.	Financial Capacity	The applicant shall be required to mandatorily fulfill the following eligibility criteria to demonstrate its Technical and Financial Capacity for different category as mentioned in below note	Average Annual Turnover Statement
4.	Consortium	Consortium / JVs / associations shall Not be allowed under this project.	Not Allowed
5.	Blacklist	The Agency shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorized Signatory
6.	Experience	Experience in each category.	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates

			or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.
7.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non Judicial Stamp Paper)
8.	Cost of Tender/ Tender Fee	The Agency shall furnish a Tender Fee of Rs 10,000/-, in the form of Demand Draft in favor of "Superintending Engineer, Sundargarh (R&B) Division, Sundargarh" and payable at Sundargarh.	Original Demand Draft
9	Technical Manpower	One of the Director/Partner/Chief Architect/Proprietor of company should be registered with 'Council of Architecture & should have minimum 15 years of experience in Architectural & Consultancy work	COA registration certificate Proof of Experience

Note:

- **Financial Capacity and Past experience**

Average Annual financial turnover of related service during the last 03 years, ending 31st March of the previous financial year, should at least the amount mentioned in the Category.

- The applicant must have at least 5 years of experience (ending month of m prior to the bid opening) of providing similar type of services to centre/state Government/PSUs/Nationalised /Reputed organizations services rendered with list of such central/state/PSUs with duration of services shall be furnished.
- The applicant must have successfully executed similar services over the last three years i.e., the current financial year and the last three financial years:
 - a) Three similar completed services for projects costing not less than the amount equal to 40% of the maximum category amount.
 - b) Two similar completed services for projects costing not less than the amount equal to 50% of the maximum category amount.
 - c) One similar completed services for projects costing not less than the amount equal to 80% of the maximum category amount.

Criteria for JV (Consortium) for DTA

- In the above case Joint Venture is not allowed

Technical Qualification criteria for DTA

S.No.	Qualification limit/Category (Value of work) in INR Crores	Average Annual Turnover from professional fees during the 3 (three) financial years preceding the Application Due Date (in INR Crores)	Minimum value of work for which service was provided Eligible Assignment – Similar Facilities**** during last 5 years immediately preceding the ADD. (To Fulfill either of three options) (in INR Crores)			EMD 5% of Highest Category Value
			Single Work	Two Works at least	Three Works at least	
1	Category- C Upto INR 25 Crores	0.50	20	12.5	10	Rs 2,50,000/-
2	Category- B Above INR 25 Crore but less than INR 50 Crores	1.00	40	25	20	Rs 5,00,000/-
3	Category- A Above INR 50 Crores	2.00	80	50	40	Rs 10,00,000/-

* Figures are in INR Crores

** Value of Works- The total Construction and /or Construction and Maintenance cost of the project which would be finalized after selection of the Construction Agency and/or Construction and Maintenance Agency for the respective work.

Instructions to bidders:

- (a) *The Applicant shall be a single entity (the “Sole Firm”) in response to this invitation. No Applicant shall submit more than one Application for the Project.*
- (b) *Applicant who are applying for multiple criteria/ Category shall apply in the highest criteria/ Category for technical qualification and submit rates as per the financial sheet provided. On successful qualification the agency shall be eligible for the lower criteria they have applied for subject to acceptance on the L1 rate. An Applicant applying individually shall not be entitled to submit another application.*
- (c) *While, only entities registered/ incorporated in India are permitted to submit Application for the Project. It is clarified that as mandated under the Order (Public Procurement No. 1) dated 23rd July 2020 issued by the Ministry of Finance, Department of Expenditure, Public Procurement Division, the Applicant shall not, unless registered with the Competent Authority under the aforesaid Order, be related to an entity in a country which shares a land border with India, in any of the following ways:*
- a. A subsidiary of an entity incorporated, established or registered in such a country; or*
 - b. An entity substantially controlled through entities incorporated, established or registered in such a country; or*
 - c. An entity whose beneficial owner is situated in such a country; or*
 - d. An Indian (or other) agent of such an entity; “agent” for the purposes of this RFQ shall mean a person employed to do any act for another, or to represent another in dealings with third person.*
 - e. natural person who is a citizen of such a country*

The “beneficial owner” for the purpose of (c) above shall mean,

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical persons, has a controlling ownership interest or who exercises control through other means. Where no natural person is identified, the beneficial owner is the relevant natural person who holds the position of senior managing official.

Explanation –

- a. “Controlling ownership interest” means ownership of or entitlement to more than 25% (twenty-five per cent) of shares or capital or profits of the company,*
- b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements,*

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

Provided further that the Selected Applicant shall not be allowed to sub-contract to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority as provided in the aforesaid Order. It is however clarified that, as mentioned in Annexure B of the aforesaid Order, the restriction contained in this clause will not apply in respect of those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. The updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given on the website of the Ministry of External Affairs.

“Competent Authority” for the purpose of this Clause means the Authority defined in Annex 1 of the Order (Public Procurement No. 1) dated 23rd July 2020 issued by the Ministry of Finance, Department of Expenditure, Public Procurement Division.

Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

(d) An Applicant shall not have a Conflict of Interest (the “Conflict of Interest”) that affects the Application Process. Any Applicant found to have a Conflict of Interest shall be disqualified. Without limiting the generality of the above, a Applicant shall be considered to have a Conflict of Interest that affects the Application Process, if:

a) the Applicant, its Member or Associate (or any constituent thereof) and any other Applicant, its Member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Applicant, its Member or an Associate thereof (or any shareholder thereof) having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such

Applicant, Member or Associate, as the case may be) in the other Applicant, its Member or Associate is less than 5 per cent of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 2(72) of the Companies Act, 2013. For the purposes of this Clause 2.2.1, indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or

b) a constituent of such Applicant is also a constituent of another Applicant; or

c) such Applicant, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Applicant, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any

d) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or

e) such Applicant or any Associate thereof has a relationship with another Applicant or any Associate thereof, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or

f) such Applicant has participated as a consultant or sub-consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

Explanation:

For the purposes of this RFQ, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under common control with such Applicant (the "Associate"). The expression "Control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting share capital of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person, whether by operation of law, contract/agreement or otherwise.

4. Documents / Formats for submission along with Technical Proposal

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three Financial years (FY 2020-21, 2021-22 and 2022-23)
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration regarding Conflict of Interest (TECH - 6)
- TECH - 7 till TECH -10

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

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees Ten Thousand Only) in shape of DD from any Nationalized/Scheduled Bank in favour of "Superintending Engineer, Sundargarh (R&B) Division, Sundargarh". Proposals received without bid processing fee will be out rightly rejected.

4. Validity of the Proposal

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the Technical Proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non- responsive and will make the best efforts to finalize the selection process

and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Pre-Proposal Queries

Bidders can submit their queries in respect of the RFQ and other details if any, to DMF Sundargarh through e-mail at pwd_sng@yahoo.co.in till the date mentioned in the Bidders Data and Factsheet. Clarifications to the above will be uploaded in <https://sundargarh.nic.in> / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFQ will not be considered / entertained. (Mention that subject title)

6. Submission of Proposal

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

The procedure for submission of the proposal is described below:

1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms for Various works in Sundargarh District under District Mineral Foundation Sundargarh”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

2. Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal – Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms for Various works in Sundargarh District under District Mineral Foundation Sundargarh”**. The Financial Proposal shall be prepared using the attached Financial Form (in Section 8). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

The **“Technical Proposal”** and **“Financial Proposal”** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFQ Document. The first envelope must be marked as **“TECHNICAL PROPOSAL (Selection of Agency for Empanelment of**

Architecture/Design/Consultancy Firms for Various works in Sundargarh District under District Mineral Foundation Sundargarh)".

The second envelope must be marked as “**FINANCIAL PROPOSAL (Selection of Agency for Empanelment of Architecture/Design/Consultancy Firms for Various works in Sundargarh District under District Mineral Foundation Sundargarh)**” and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:

RFQ NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

CONTACT NUMBER OF THE BIDDER:

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

7. Opening of the Proposal

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the technically qualified bidders will be opened after completion of technical evaluation stage. The authorized representatives, who intend to attend the tender opening, are to bring with them letters of authority from the corresponding tenderers.

8. Evaluation of Proposal

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

A. Preliminary Evaluation (1st Stage)*: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the

requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three Financial Years (**FY 2020-21, 2021-22 and 2022-23**).
- General Details of the Bidder (**TECH 2**).
- Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
- Power of Attorney (**TECH 4**) in favour of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration on Conflict of Interest (**TECH 6**)
- Duly filled in Technical Proposal Forms (**TECH 7 to 10**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

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

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

S.no	Criteria	Marking Criteria	Maximum Marks
1.	Work Experience	Experience of Architectural & Consultancy services for successfully completed similar works: Minimum Technical Eligibility criteria in the Category as per NIT- 20 Marks For each additional Eligible assignment- 5 Marks (Subject to Maximum of 10 Marks)	30 Marks
2.	In House Manpower	In-House (i.e. on-roll) Manpower (to be supported with CV and latest Salary Slips) for Assignment: One of the Director/Partner/Chief Architect/Proprietor of company should be registered with 'Council of Architecture (Certificate to be attached) & should have minimum 15 years of experience in Architectural & Consultancy work: 5 Marks The bidder shall have adequate technical staff (i.e. Graduate in architecture) in house – 10 Marks <ul style="list-style-type: none"> • Category-C: 2 Architects & 2 Engineers • Category-B: 3 Architects & 3 Engineers • Category-A: 5 Architects & 3 Engineers 	15 Marks
3.	Average Annual Turnover	Applicant as per the category having the highest Average Annual Turnover (TO) for the last 3 (three) Financial Years, preceding the Application Due Date shall get 15 marks and the lowest shall get 5 Marks rest of the Applicants shall get marks in proportion to the Average Annual Turnover of the highest and the lowest applicant	15 Marks
4	Technical Presentation of the Applicant	Understanding of the Project – 15 Marks About the Firm and its achievement – 15 Marks Strength of Team - 10 Marks	40 Marks

After detailed evaluation as per the Technical Scoring Criteria above, the Authority shall shortlist the Applicants securing 70% or more marks on their Technical Application (“Technical Score”). Such Applicants shall be called Shortlisted Applicants and such Shortlisted Applicants alone shall be eligible for Financial proposal opening.

Eligible Assignments

a) For the purposes of determining Conditions of Eligibility and for evaluating the Application(s) under this RFQ, consultancy assignments as eligible assignments- similar facilities (the “Eligible Assignments-Similar Facilities”) shall be as under:

Experience of providing architectural design and/or providing detailed design including but not limited to the Architectural, Structural, MEPF, HVAC, Curation, exhibit etc. for projects based on infrastructure during the last 5 years immediately preceding the ADD.

b) For the purposes of determining Conditions of Eligibility and for evaluating the Applications under this RFQ, consultancy assignments in respect of design and/or detailed engineering for the following projects shall be deemed as eligible construction supervision assignments (the “Eligible Construction Supervision Assignments”):

i) Experience of construction supervision and monitoring and/or site supervision for infrastructure projects during the last 5 years immediately preceding ADD.

OR

ii) Experience of construction supervision and monitoring and/or site supervision for infrastructure facilities with total project cost of each such assignment being at least two times than the threshold mentioned in respective category, during the last 5 years preceding the ADD. Experience of projects involving construction supervision of bridges and roads would not be considered under this category.

For the purpose of this RFQ, each such Eligible Assignment- Similar Facility and/or Eligible Construction Supervision Assignment shall be referred to as an “Eligible Assignment.

C. Financial Evaluation (3rd Stage)

1. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum 70 % in Technical Evaluation) shall be opened.
2. In this Stage, Financial Proposals of the Shortlisted Applicants alone would be opened.
3. Financial Proposals of the only those Applicants shall be treated as the valid whose Proposal are as per the RFQ requirement.
4. All the Shortlisted Applicants whose financial proposal is as per the RFQ will be considered for empanelment under this RFQ. Further, the lowest financial proposal in each category would be consider as the Empanelled Rate for the respective category; for avoidance of doubt, it is clarified that the lowest empanelled rate so discovered would be Empaneled Rate for the respective category.
5. All the Shortlisted Applicants whose financial proposal is higher than the lowest proposal quoted by any Shortlisted applicant in that category shall have option to match the lowest financial proposal received in that category; subject to the applicant’s willingness to match the

lowest financial proposal received in that category, only then it would be considered for empanelment with lowest financial proposal received in that category. All such Applicants willing to match the lowest financial proposal will generally be designated as Selected Applicant(s).

6. Contacts during Application Evaluation

Applications shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of the Selected Applicant(s). While the Applications are under consideration, Applicants and/ or their representatives or other interested parties are advised to refrain, save and except as required under the RFQ documents, from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Application under consideration.

9. Final Selection of Agency

- The Authority, after determining that the Application have fulfilled the Minimum Eligibility Criteria stated in this RFQ. The Applicants whose Applications fulfill the Minimum Eligibility Criteria, fulfilled the minimum technical score of this RFQ and submitted financial proposal as per the RFQ format shall be declared eligible for empanelment with the Authority for the provision of Services under this Project (“Selected Applicant(s)”).
- The Selected Applicant(s) shall be issued a Letter of Award (“LOA”) by the Authority and the Selected Applicant(s) shall within 7 (seven) days of the receipt of the LOA, sign and return the copy of the LOA in acknowledgement thereof. In the event the copy of the LOA duly signed by the Selected Applicant(s) is not received by the stipulated date, the Authority may disqualify such Applicant(s) from the Project and the consequences set out in this RFQ shall follow.
- After acknowledgement of the LOA as aforesaid by the Selected Applicant(s), the Authority shall execute the Empanelment Contract with the Selected Applicant(s), which shall govern the provision of Services and terms thereof within the specified time frame. The Selected Applicant(s) shall not be entitled to seek any deviations in such Empanelment Contract.

10. Contract Negotiation

- A. Negotiations will be held (if necessary) at the office of SE (R&B) Sundargarh Division. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.
- B. Conclusions of Negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the selected Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

11. Performance Bank Guarantee (PBG)

- A. Within 7 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of Contract Value** from a Scheduled / Nationalized Bank situated in Sundargarh in favor of "Superintending Engineer, Sundargarh (R&B) Division, Sundargarh", as per the format at Annexure- II, for a period of **60 days** beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of **60 days** beyond the contract period) as its commitment to perform services under the contract.
- B. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.
- C. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Agency, and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract.
- D. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.
- E. The format for the Performance Bank Guarantee is provided in Annexure II.

12. Conflict of Interest

Conflict of interest exists in the event of:

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

13. Disclosure

- A. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

- B. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- C. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - 1. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - 2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - 3. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure

- A. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- B. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

15. Language of Proposals

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

16. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of **District Sessions Court** of Sundargarh only.

18. Governing Law and Penalty Clause

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

19. Confidentiality

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

20. Amendment of the RFQ Document

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

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

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

22. Copyright, Patents and Other Proprietary Rights

SE (R&B) Sundargarh Division and DMF Sundargarh, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's

request, the Bidder/Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

23. Force Majeure

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

24. Settlement of Disputes

The Client and the Agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Sundargarh, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Magistrate and Collector -cum- Chairman and Managing Trustee DMF Sundargarh, Govt of Odisha shall be the final authority to resolve the dispute arising between and the Client and the Agency.

25. Disqualification of Proposal

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

- A. Proposal submitted without Bid Processing Fee as applicable.
- B. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFQ.
- C. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- D. Proposal is received in incomplete form.
- E. Proposal is received after due date and time for submission of bid.

- F. Proposal is not accompanied by all the requisite documents / information.
- G. Bids with any conditional technical and financial offer.
- H. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- I. Proposal is not properly sealed or signed.
- J. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- K. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- L. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- M. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

Section III: Terms of Reference

1. Introduction

Sundargarh (Sundergarh) district, endowed with rich mineral deposits, occupies a prominent place in the mineral resource map of Odisha.

SCOPE OF SERVICES

1. The Scope of DTA under this program is broadly divided into 2 components, (i) Design Stage and (ii) Execution stage.
2. The DTA shall support the Administration in design management and project management of the projects defined classified under different heads, (a) Infrastructure- Buildings, (b) Infrastructure – Roads & Bridges,. The services include support in Designing, Developing, Managing, and Implementing the Projects taken up by the Department.

INFRASTRUCTURE (BUILDINGS)

Infrastructure- Buildings includes all development works involving Building Construction and Site Developments. This shall include upgradation of existing buildings as well as development of new buildings.

Design Stage			
SI No.	Services	Activities	Deliverables
1.	Study and Assessment	Site Study, Survey- Contour, topographic, soil investigation, Geotechnical & Geodesic and other survey as required for New Site.	Situation Assessment Report
2.		Assessment of existing building or structure, Structural Fitness study, Impact Study	
3.		User Surveys, Stakeholder Consultations*	
4.		Gap Assessment for Existing Buildings in compliance with all applicable Medical/Health Facility Guidelines, Educational Facility Guidelines, National Building Code, IS Codes, any other applicable notified statutory plan/bylaws/document.	
5.	Concept Development	Concept Development with Elevations, Sections, Site Zoning etc.	Feasibility Analysis Report and Concept Plan with Block Cost Estimate
6.		Feasibility Study with Alternative Analysis and Design Options	
7.		2d and 3d renders, Animated presentations, and walkthroughs*	
8.		Block Cost Estimates	
9.	Detailed Project Report	Detailed Report including Situation Assessment, Feasibility Analysis and Project Report	Detailed Project Report, Detailed Drawings and Estimates
10.		Detailed architectural drawings with Plans, Elevations, Sections & various standard details and coordinated services.	
11.		Detailed Design and Drawings (including Structural Design, HVAC, Electrical, ICT , Plumbing, Firefighting etc for Buildings)	
12.		Interior Designs, Furniture Schedule, and Lighting design	

Execution Stage			
SI No.	Services	Activities	
1.	Project Management	Preparation of Detailed Construction Schedule with appropriate and coordinated Milestones	
2.		Issue of GFC Drawings	
3.		Verification of Fabrication Drawings, Bar-bending Schedules and other architectural/Structural Details.	
4.		Verification of Lab Reports of Design Mix, Strength of Materials etc.	
5.		Application for all necessary Approvals	
6.		Drawing up and putting in place, a Quality Assurance Plan and Safety Assurance Plan.	
7.		Publish Daily/Fortnightly/Monthly Progress Reports as may be prescribed for a project.	
8.		Labour Requirement and Engagement Report from time to time as prescribed	
9.		Support Documentation and Reports for Audits and Third-Party Assessment as when required.	
10.		To respond to queries raised by concerned agencies	
11.		Final Inspection, Supervision of Testing and Commissioning of various system installations	
12.	Site Supervision	Supervision of work to ensure proper quality, workmanship, and timely completion of the work	
13.		Site visits for Critical Milestones and inspection	
14.		Coordinate Site Meetings and Visits for all the concerned agencies	
15.		Inspection for maintenance of all required registers at the site.	
16.		Ensuring technical specification as mentioned in the RFP	
17.	Billing	Assistance in Maintenance and updation of measurement books on behalf of the department.	
18.		Preparation of Bill of Quantities for each site.	
19.		Assistance in Preparation of Timely Bills on behalf of the Construction Agency	
20.		Assist the Department and Construction Agency in Clearance of the bills	
21.	Completion and Handover	Assistance in preparation of Completion certificate and Final Handover Process.	
13.		Detailed Cost Estimates	
14.		Proposal for Green Building accreditation **	
15.		Compliance report for all applicable Medical/Health Facility Guidelines, Educational Facility Guidelines, National Building Code, IS Codes, any other applicable notified statutory plan/bylaws/document.	
16.	Approval	Documentation Support for Technical Sanction and Administrative Approvals	
17.		Assistance in Land Acquisition Process, coordination of Stakeholder Consultations and Consent Meetings, and Documentation support. ***	
18.	Bid Process	Detailed BOQ w.r.t to specifications and schedules.	RFP Document and Tender Evaluation Report
19.		Preparation of Bid Document and NIT Approval	
20.		Technical Evaluation of Submitted Tender proposals.	

* Project Specific requirement may be prescribed later to the DTA by the Department as might be deemed necessary.

**Green Building Accreditation shall be sought by the Department as applicable and in case accreditation is not sought, Green Building technology to be invariably adopted by the DTA in the design.

*** For identification of suitable land as a site, the DTA may assist the department in coordination and follow up with concerned department on case to case basis.

INFRA (ROADS AND BRIDGES)

Infrastructure – Roads & Bridges includes establishing the technical, economical, and financial viability of all the project and pre-construction activity and also construction supervision to ensure quality work for new infrastructure and rehabilitation and upgradation of the existing infrastructure.

SL No.	Services	Activities	Deliverables
1.	Project Preparation	Project Planning, pre-feasibility analysis, Mobilisation plan & Work Plan.	Inception Report
2.		Site Study, Survey- Contour, topographic, soil investigation, Geotechnical & Geodesic and other survey as required for New Site, Profile LS study.	
3.		Profile LS study, Existing Infrastructure and Utility Assessment, Study of Network Plans and other Prospective Development Documents.	
4.		Required Traffic Studies including Volume Counts and Movement Counts, Origin Destination Surveys etc.	
5.		Watershed Analysis and Storm Water Drain Catchment study.	
6.		User Surveys, Stakeholder Consultations*	
7.		Feasibility Study with Alternative Analysis and Design Options for Flexible and Rigid Pavements, Subbase, Drainage Designs etc	
8.		Alignment Plan and Land Schedule Plan with Road Geometrics, Digitisation and Geo Referencing of Cadastral Maps etc.	
9.		Environment Action Plan**	
10.	Detailed Project Report	Detailed Report including Situation Assessment, Feasibility Analysis and Project Report	
11.		Subbase Flexible and Rigid Pavement Design, Utility Plan etc	
12.		Detailed Drawings, Designs and Estimates	
13.	Approval	Documentation Support for Technical Sanction and Administrative Approvals	
14.		Documentation and design support for GAD and General Alignment for Bridge Projects.	
15.		Assistance in obtaining Structural Design Approval and certification	
16.		Assistance in Land Acquisition Process, coordination of Stakeholder Consultations and Consent Meetings, and Documentation support	
17.	Bid Process	Detailed BOQ w.r.t to specifications and schedules.	
18.		Bid Document and NIT Approval	
19.		Tender Evaluation Report	

Execution Stage		
SI No.	Services	Activities
22.	Project Management	Preparation of Detailed Construction Schedule with appropriate and coordinated Milestones
23.		Issue of GFC Drawings, Road Sections, Profile LS
24.		Verification of Fabrication Drawings, Bar-bending Schedules and other Structural Details.
25.		Verification of Lab Reports of Design Mix, Strength of Materials etc.
26.		Application for all necessary Approvals
27.		Drawing up and putting in place, a Quality Assurance Plan and Safety Assurance Plan.
28.		Publish Daily/Fortnightly/Monthly Progress Reports as may be prescribed for a project.
29.		Labour Requirement and Engagement Report from time to time as prescribed
30.		Support Documentation and Reports for Audits and Third-Party Assessment as when required.
31.		To respond to queries raised by concerned agencies
32.		Final Inspection, Supervision of Testing and Commissioning of various system installations
33.		Site Supervision
34.	Site visits for Critical Milestones and inspection	
35.	Coordinate Site Meetings and Visits for all the concerned agencies	
36.	Inspection for maintenance of all required registers at the site.	
37.	Ensuring technical specification as mentioned in the RFP	
38.	Billing	Assistance in Maintenance and updation of measurement books on behalf of the department.
39.		Preparation of Bill of Quantities for each site.
40.		Assistance in Preparation of Timely Bills on behalf of the Construction Agency
41.		Assist the Department and Construction Agency in Clearance of the bills
42.	Completion and Handover	Assistance in preparation of Completion certificate and Final Handover Process.

Services during Construction Phase:

- The DTA shall, on behalf of Authority, apply for and obtain all the statutory approvals, licenses and permits required to commence the construction works.
- The DTA shall prepare and submit working/construction drawings and details for proper execution of work during construction.
- The DTA shall ensure that all the construction is done as per the specifications to which the detailed design has been made.
- The DTA shall submit monthly report to the Authority before 7th of every month on status of construction works with respect to the agreed schedule.
- Monitor the construction obligations being discharged by the CMA and keep the Authority informed about its compliance.
- Keep the Authority informed about compliance or any variance from the completion schedule and recommend to the Authority steps or amendments (if any) required to the ensure timely completion of the construction of the Project.
- Review and report to the Authority as to whether the Quality Assurance System complies with the requirements of standards stipulated by the Authority and provide to the Authority details of the non compliance, as soon as reasonably practicable.
- Inspect completed works on receipt of a notice and advice Authority if the CMA has discharged all its obligations and if a completion certificate can be issued by the Authority.

- Conduct periodic audits of Operations and Maintenance obligations of the Construction Management Agency for compliance with the Authority's Requirements.
- Review the periodic condition surveys to establish compliance with the performance specifications specified in the Authority's Requirement.
- Any other obligations required by the Authority at the time of appointment of the CMA.
- Suggest modifications in the CMA's work program method statements, material sources etc., including activity scheduling and resource programming;
- The DTA shall approve the setting out of the works;
- The DTA shall verify, and if necessary, order correction of the as-built drawings (if any) supplied by the CMA;
- The DTA shall ensure a system of Quality Assurance of works; approve materials and sources of materials; review all bituminous mix designs and concrete mix designs proposed by the CMA and approve/suggest modifications in the mix design, sampling and testing procedure and Quality Control measures to ensure required standard and consistency in quality
- The DTA shall check the setting up of laboratory (including calibration of equipment) and field tests carried out by the CMA and develop a mechanism in consultation with Authority to carry out adequate number of independent tests other than the regular testing done by Contractor;
- The DTA shall make independent measurements, day to day records of material consumption in the format as instructed by authority and quality checks towards realization of the CMA's milestone and ensure that all necessary documentation is provided in support of the realization of the works completed against the milestone
- The DTA shall monitor and check the day to day quality control of the works carried out under the Contract, keep all records as per the directions of the Authority and verify completion of milestones/ interim work, when the quality of the works is satisfactory and the works have been carried out as the requirements laid in the contract.
- The DTA shall direct the CMA, on behalf of the Authority, in all matters concerning construction safety and care of the works (including the erection of the temporary signs at road-works) and, if required, to request the Contractor to provide any necessary lights, guards, fencing and watchmen;
- The DTA shall direct the CMA, on behalf of the Authority, to carry out all such works or to do such things as may be necessary in his opinion to avoid or to reduce the risk of any emergency affecting the safety of life or of adjoining property
- The DTA shall direct the CMA to take all necessary steps including those mentioned in the construction contract to protect the environment on and off the site which arise due to construction operations
- The DTA shall direct the CMA to take all necessary steps to maintain the rate of progress of works as per the approved Programme Schedule of the CMA on monthly basis;
- The DTA shall verify the As built drawings supplied by the CMA;
- The DTA shall assist/advise Authority for advance actions required to be taken for handing over of site and in achieving different milestones for completion of projects as per schedule;
- The DTA shall prepare and issue monthly and quarterly progress reports along with detailed quality control test statement in an approved format and also prepare detailed contract completion report;
- DTA shall assist the Authority in taking over the works from the CMA for each section, in particular by preparing list of punch-points and deficiencies which need to be corrected/completed;
- DTA shall assist the Authority in co-ordination works with different executing agencies (if any) and support in timely implementation of the project;
- In the event that the CMA carries out any remedial works for removal or rectification of any defects or deficiencies, the DTA shall require the CMA to carry out, or cause to be carried out, tests to determine that such remedial works have brought the Construction Works into conformity with the Specifications and Standards
- Planning, scheduling and monitoring of the projects using appropriate IT tools and techniques as approved by the Authority.
- The DTA shall support the CMA for obtaining the Project Completion certificate from Authority on successful test run and commissioning of the Project. For the avoidance of doubt, it is clarified that

the approvals required prior to commencement of construction shall be the responsibility of the DTA

- Contract management and support in certification of milestones of the respective part of the Project.
- Handholding support to the Authority during various meetings/interactions with stakeholders as well as support the Authority in preparation of project specific presentations, project specific proposals, procurement outcomes, budget utilization report, drafting application for various approvals from concerned authorities

Payment Schedule

Payment schedule linked to the specified deliverables is given below:

Milestone No.	Description of Milestones – Progress in Performing the Activities in Terms of Reference	Completion Timeline from Effective Date, (on or before)	Payment as % of Fee-
Greenfield/Brownfield Projects			
1	Completion of Concept Development Including All Services, Utilities and Infrastructure Required for the entire Project as per the Terms of Reference	To be decided Mutually between Authority and DTA	7%
2	Completion of Studies and Investigation for including all Services, utilities and infrastructure required for the entire Project as per the Terms of Reference	To be decided Mutually between Authority and DTA	7%
3	Completion of Detailed Design and Cost Estimation for Including All Services, Utilities and Infrastructure Required For the Entire Project as per the Terms of Reference	To be decided Mutually between Authority and DTA	7%
4	Completion of Approval from the Line Departments/Authority for the Detailed Design for Including All Services, Utilities and Infrastructure Required For the Entire Project as per the Terms of Reference	To be decided Mutually between Authority and DTA	5%
5	After selection and issuance of the LOA to the Construction Maintenance Agency (s)/Construction Agency(s)/Implementing Agency(s)	To be decided Mutually between Authority and DTA	30% Minus total fee payment made in Milestone No. 1 through Milestone No.4
6	Monthly Payment in proportion to the monthly works completed by the Construction Maintenance Agency (s)/Construction Agency(s)/Implementing Agency(s) (financial progress in value terms).	To be decided Mutually between Authority and DTA	60%
7	Balance payment will be released 3 months after the handover and follow up of performance monitoring of the Implementing agency and corrective measures on need basis.	To be decided Mutually between Authority and DTA	100% minus total payment made in Milestone No. 1

Milestone No.	Description of Milestones – Progress in Performing the Activities in Terms of Reference	Completion Timeline from Effective Date, (on or before)	Payment as % of Fee-
			through Milestone No.6

2. Empanelment Duration

1. Initially the duration of the Empanelment will be for Three (3) Years i.e., Thirty-Six Months (36 Months) from the date of signing of agreement and may be extended for a further period of every Two (2) years i.e., every Twenty-Four Months (24 Months) subject to satisfactory performance.
2. Commencement: The selected agency shall commence the work with immediate effect from the date of signing of the agreement.
3. Validity: Unless terminated earlier, the agreement shall be valid up to 36 months from the date of execution of agreement and automatically expire after completion of the agreement period.

3. Responsibilities of SE (R&B) Division, Sundargarh

SE(R&B) Division, Sundargarh will be the nodal department having overall responsibility for the project with following responsibilities:

1. Selection of Agency for project implementation through this RFQ and formulate the necessary committees for the same.
2. Signing of Empanelment Contract with the selected Agency, overview of the implementation and adherence to the project objectives.
3. Approve the Detailed Project Execution Plan (DPEP) formulated by the selected Agency and suggest changes, if any.
4. Inform the Agency, Executive Committee, and Collector cum Managing Trustee DMF for non-compliance or poor performance of the Agency.
5. Verify and forward bills that are submitted by the selected Agency to DMF for release of funds for payment to the Agency in a timely manner.
6. Attend quarterly and yearly review meetings with Collector cum Managing Trustee DMF for overall assessment of the performance of the Agency.

4. Responsibilities of DMF Sundargarh

1. Administratively approve the project proposal as received from SE(R&B) Division

Sundargarh.

2. Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Sundargarh for performance assessment of the Agency.
3. Take necessary action as per the information received from SE(R&B) Division, Sundargarh during review of the concerned Agency as per instructions of Collector and Managing Trustee DMF Sundargarh.
4. Scrutiny and release of funds to the SE(R&B) Division, Sundargarh as per actual bills submitted and stipulated norms.
5. Monitor and Evaluate project progress periodically.

5. Monitoring and Evaluation

1. Regular review meetings shall be conducted by the office of the **Superintending Engineer, Sundargarh (R&B) Division, Sundargarh** to monitor the implementation of the project. The selected Agency shall submit the progress report on monthly basis in the desired format as per given schedule to the office of the **Superintending Engineer, Sundargarh (R&B) Division, Sundargarh**. This monthly progress report shall be verified and submitted by the **Superintending Engineer, Sundargarh (R&B) Division, Sundargarh** to the office of DMF Sundargarh on a regular basis.
2. Yearly review (atleast one per year) shall be conducted by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF along with **Superintending Engineer, Sundargarh (R&B) Division, Sundargarh** to assess the services provided and the compliance of the selected Agency to the Scope of Work.
3. **Superintending Engineer, Sundargarh (R&B) Division, Sundargarh** shall undertake an 'Inspection' for evaluation of the Centre and submit the report to Collector-cum-Chairperson and Managing Trustee, DMF. The Inspection shall be carried out after the end of each year (after project initiation) and shall take feedback from agency.

Section IV: Technical Proposal Submission Forms

Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,
Superintending Engineer,
Sundargarh (R&B) Division, Sundargarh,
P.O. Sundargarh, ODISHA
District, Pin-770001

Subject: Application for Empanelment of Architecture/Design/Consultancy firms for various works under District Mineral Foundation Sundargarh

Dear Sir,

1. With reference to your RFQ document dated **/**/2024, We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.

2. We acknowledge that the Authority will be relying on the information provided in the Application and the documents accompanying such Application for Selection of the Selected Applicant(s) for the aforesaid Project, and we certify that all information provided in the Application and in Appendix I are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.

3. This statement is made for the express purpose of our selection as the Architecture/Design/Consultancy for undertaking the Project.

4. We shall make available to the Authority any additional information it may find necessary or required to supplement or authenticate the Application.

5. We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority 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. We declare that

a) We have examined and have no reservations to the Application Documents, including any Addendum issued by the Authority;

b) We do not have any Conflict of Interest;

c) 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, 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 Authority, Central or State; and

d) We hereby certify that we have taken steps to ensure that in conformity of the RFQ, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. We understand that you may cancel the Application Process at any time and that you are neither bound to accept any Application that you may receive nor to select any Applicants for selection for the Project, without incurring any liability to the Applicants, in accordance with the provisions of this RFQ.

9. We believe that we meet all the requirements related to Technical Capacity and Financial Capacity as specified in this RFQ.

10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted nor have had adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the government/Authority or convicted by a Court of Law for any offence committed by us.

12. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors.

13. We undertake that in case of any change in facts or circumstances during the Application Process, we are attracted by the provisions of disqualification in terms of the RFQ and we shall intimate the Authority of the same immediately.

14. We undertake that the Power of Attorney in favour of the authorized signatory for signing of Application, as per the format provided at Appendix III and/or III A of the RFQ, is also enclosed.

15. We are a [insert nature of entity being a company/ partnership firm, agricultural cooperative society/ farmers producer organization etc.] incorporated/ registered under [insert name of law], as of the Application Due Date.

16. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Applicant, or in connection with the Application Process itself, in respect of the Project and the terms and implementation thereof.

17. In the event of our being declared as the Selected Applicant(s), we agree to provide the Services in accordance with the terms and conditions provided in the Empanelment Contract issued by the Authority. We agree not to seek any changes in the aforementioned Empanelment Contract and agree to abide by the same.

18. We have studied all the Application Documents carefully. We understand that except to the extent as expressly set forth in the Empanelment Contract for provision of Services to be issued by the Authority, 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 it.

19. We have enclosed proof of payment of the Document Fee in accordance with the RFQ and in the form of original DD

20. We agree and understand that the Application is subject to the provisions of the Application Documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Application is not opened

21. We agree and undertake to abide by all the terms and conditions of the RFQ

In witness thereof, we submit this Application under and in accordance with the terms of the RFQ.

Yours faithfully,

Date: (Signature of the Authorised signatory)

Place: (Name and designation of the of the Authorised signatory) Name and seal of Applicant

Tech 2: Bidder's Organization (General Details)

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

Authorized Signatory : _____
with Date and Seal

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

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

Tech 3: Bidders Financial Details

Annual Average Turnover Statement

(To be furnished on the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 FYS are given below and certified that the statement is true and correct.

Financial Information (In INR)				
Details	FY 2020 -21*	FY 2021 -22*	FY 2022-23*	Average
Consulting Turnover (in Lakhs)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
* Provisional audited statement shall not be considered.				
Supporting Documents:				
Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).				
Filled in information in this format shall have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

Authorized Signatory :
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of : _____
Bidder
Email id of Bidder : _____

[NB: No Scanned Signature will be entertained]

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

**Tech 4: Format for Power of Attorney for Signing of Application
(Notarized on INR 100.00 Non Judicial Stamp Paper)**

I, _____, the _____ (Designation) of (Name of the Organization) in witness where of certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **< Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized :
Representative

(Signature of the Authorized Representative with Date)

CERTIFIED :

Signature of person executing attorney

Name of person :
executing attorney

Designation of person :
executing attorney

Date and Seal

Address of Bidder :

Contact Number of :
Bidder

Email id of Bidder :

Tech 5: Bidders Past Experience Details

1. Name of the Organization: *As mentioned in the Registration Certificate. Also attach the certification copy (along with page number in the proposal).*
2. Ownership details:
3. Date and Place of Registration/Establishment:
4. Address of Head Office:
5. Correspondence Address (if different from above):
6. Telephone Number and Email id:
7. Name, contact number and email id of Authorized person for this project:
8. Name, contact number and email id of the Chief Officer/Head of the Organization:
9. Work Experience:

S. No.	Name and Type of Eligible Assignment i.e. Eligible Assignments-Similar Facilities / Eligible Construction Supervision Assignments	Name of Client	Cost of Assignment/ Total Project Cost (in Rs. Crore)
1			
2			
3			
4			

The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

Note: The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

Note: For each of the Eligible Assignments being stated by the Applicant, the Applicant shall in support submit client certificate/work order/letter of award/copy of agreement/

statutory auditor's certificate/chartered accountant certificate for such assignment stating clearly the project cost of such assignment and completion details.

10. Any award/recognition for execution of similar projects: *Attach copy and mention page number in proposal.*

11. Details of Tender Fees DD: *Attach copy and mention details here*

Note 1: Information provided in this form shall sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims shall be substantiated through production of supporting documents. All supporting documents shall have the period of execution, along with details of the project components clearly highlighted.

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Eligible Assignments of consultant/Service providers:

1.	Name of Applicant:	
2.	Name and Type of Eligible Assignment i.e., Eligible Assignments-Similar Facilities/Eligible Construction Supervision Assignments, as the case may be.	
3.	Assignment being submitted for – Category name (i.e., 1 and/or 2 and/or 3)	
4.	Other particulars of the Eligible Assignment	
5.	Description of services performed by the Applicant Firm:	
6.	Name of client and Address: (indicate whether public or private)	
7.	Name and telephone no. of client's representative:	
8.	Estimated capital cost of the Project (in Rscore	
9.	Payment received by the Applicant (in Rs. crore):	
10.	Start date of the services (month/ year):	
11.	Finish date of the services (month/ year):	
12.	Brief description of the Project:	
<p>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</p> <p>(Signature and name of authorized signatory)</p>		

Notes:

1. Use separate sheet for each Eligible Assignment.

2. For each Eligible Assignment, the Applicant shall submit a client certificate/work order/agreement copy/letter of award/statutory auditor's certificate/chartered accountant certificate as supporting document to evidence that the Applicant was involved in such an Eligible Assignment and specifying the project cost of such assignment.

Tech 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2 [Information to the Bidder]: Para 14. If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2 [Information to the Bidder]: Para 14.**

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

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

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

Tech 7: Joint Application Agreement

(Not Applicable to this tender)

~~JOINT APPLICATION AGREEMENT~~

Tech 8: Undertaking for Application Assignment

To:

Sub: Undertaking for Application for Empanelment of Architecture/Design/Consultancy firms for Various works

Dear Sir,

With reference to your RFQ document dated **/**/2022, We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.

i. An Applicant can submit its Application for one or multiple categories. The Applicant has to clearly mention below under which category/categories it intends to apply for.

S.No	Category	Sub- Category	Applied For (Yes/No)
1	Category C – Value of Works upto INR 25 Crores	Building Works	
		Road & Bridge	
2	Category B – Value of Works more than INR 25 Crores but less than INR 50 Crores	Building Works	
		Road & Bridge	
3	Category A – Value of Works more than INR 50 Crores	Building Works	
		Road & Bridge	

Note:

•The Authority reserves the Right to accept or reject any or all Applications, at any time prior to the award of the contract.

Signature of Authorized Signatory of Applicant

Seal Name:

Designation:

Place:

Date:

Tech 9: Affidavit Format for Not Blacklisting

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

Affidavit

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

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

Dated this _____ Day of _____, 2022

:

**Authorized Signatory
with Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 10: Performa for on roll Manpower

Sr. No.	Name of Employee	Qualification	Designation	No. of Years with the Company	Total Experience in years
A.	Director/Partner/Chief Architect/Proprietor of company				
1					
2					
D.	Architects and Engineers				
1					
2					
3					
4					
5					
6					

- Attach Copies of CVs duly attested by the individual as well as by the authorised signatory of the company.
- Attach Copies of Qualification, FORM-16/16A/26AS and latest salary slips duly certified by the individual as well as by authorised signatory of the company.
- For Team leader and Project manager, in support of claimed experience associated with the Bidder, certified copy of Appointment/Offer letter (duly certified by the individual as well as by authorised signatory of the company) shall also be attached.
- In case of non-submission of any of the supporting document, Zero mark will be given in the respective category

Authorized Signatory : _____
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section V: Financial Proposal

ii. An Applicant can submit its Application for one or multiple categories. The Applicant has to clearly mention below under which category/categories it intends to apply for.

S.no	Title	Category	Sub Category	Contract Fee (in %) (in figures)	Contract Fee (in %) (in words)
1	Contract Fee as per terms and conditions of the RFQ expressed as a percentage (%) of the Actual Value of works	Category C – Value of Works upto INR 25 Crores	Building Works		
			Road & Bridge		
2		Category B – Value of Works more than INR 25 Crores but less than INR 50 Crores	Building Works		
			Road & Bridge		
3		Category A – Value of Works more than INR 50 Crores	Building Works		
			Road & Bridge		

Note:

- The Authority reserves the Right to accept or reject any or all Applications, at any time prior to the award of the contract.
- The above Fee is exclusive of GST, but subject to income tax deduction at Source as per applicable laws

Signature of Authorized Signatory of Applicant

Seal Name:

Designation:

Place:

Date:

Section VI: Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form to DD		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last 3 FYs (20-21, 21-22, & 22-23)		
8	General Details of the Bidder (TECH 2)		
9	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit — Loss Statement and Balance Sheet for the concerned period		
10	Power of Attorney (TECH 4) in favour of the personsigning the bid on behalf of the bidder		
11	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH 6)		
13	Joint Application Agreement (TECH 7)		
14	Undertaking of Application Assignment (TECH 8)		
15	Affidavit Format for Non-Blacklisting (TECH 9)		
16	Performa for on roll Manpower (TECH 10)		
FINANCIAL PROPOSAL (ORIGINAL)			
17	Covering Letter for Financial Proposal (FIN 1)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*

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

Authorized Signatory : _____
with Date and Seal

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____