



EOI Notice No.254 / Dtd.20.01.2023
Name of the Work:-“Expression of interest for Civil & Architectural consultancy Services of Balangir Municipality”

Name of the Bidder/Firm.....
.....

Paper cost:- Rs. 10,000 /-(Rupees Ten Thousand)only

Vide D.D No.

Date:-

Signature of Bidder with Seal





OFFICE OF THE MUNICIPAL COUNCIL: BALANGIR

Address:-Office of the Municipal Council, Balangir, Opp of Rajendra Park, Balangir, Pin-767001,

Ph. No.06652-232790 E- Mail id-bgrmc1972@gmail.com

EOI Letter No.254 /BM/

Date.20.01.2023

Invitation for Expression of Interest for Civil & Architectural Consultancy Services of Balangir Municipality

Sealed Expression of interest (in two cover system) are invited from the reputed Engineering consultant/registered Architects Firms /Consultancy Firms for preparation of Detailed project report and providing comprehensive consultancy service towards suitable architectural Plan, elevation, estimate, structural design with quality control activities with proper assistance during implementation of various project under different scheme for the calendar year i.e 2023 & 2024 of Balangir Municipality. The consultant should have previous experience and must have completed similar nature of works under any department of the state govt./PSUs. The quotation paper will be available in the office of the undersigned during office hour from Dt.21.01.2023 to Dt.30.01.2023 up to 1.00 PM & the same may be downloaded from the dist web portal i.e. www.balangir.nic.in. The envelope containing the documents as per instruction should be superscripted with the letters "Invitation for Expression of interest for consultancy services" and can be submitted through speed post / regd. post or by person in the tender drop box of the office of the undersigned within 1.00PM of Dt.30.01.2023. The EOI will open on the same day at 4.00PM in the Conference Hall of Balangir Municipality in presence of the bidders or authorized representative. The EOI must accompanied with Rs.10,000/- (Rupees Ten Thousand) only in shape of Demand Draft towards tender paper cost duly pledge infavour of the Executive officer, Balangir Municipality payable at Balangir, which is non refundable and the bidders are requested to quote their rates without any added taxes(Taxes will be added/Deducted at source as applicable by the Govt.). The bidders are requested to submit the EOI accompanied with registered certificate of the agency, GST registration, PAN, Service tax registration & certificate of Experience from the competent authority in support of their expertise. The un-experience bidders are not allowed to participate in the bidding process.

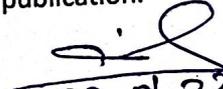
The authority reserves the right to accept or reject any or all EOI without assigning any reasons the



Sd/-
Sami Reddy Jayshree
Executive Officer
Balangir Municipality,

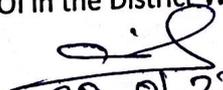
Memo No. 256 Dt. 20.01.23

Copy submitted to the Collector & District Magistrate, Balangir/ Sub-Collector, Balangir/ P.D, DUDA, Balangir /Executive Engineer (R&B), Balangir/Executive Engineer(P.H Division), Balangir for favour of kind information and with a request to publish the same in their notice board for wider publication.


20.01.23
Executive Officer
Balangir Municipality

Memo No. 257 Dt. 20.01.23

Copy submitted to the DIO, NIC, Balangir, to publish the above EOI in the District Web Portal for wider publication.


20.01.23
Executive Officer
Balangir Municipality

Memo No. 258 Dt. 20.01.23

Copy forwarded to General Notice Board for wider publication.


20.01.23
Executive Officer
Balangir Municipality



GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. EOI documents can be available in the office of The Executive Officer, Balangir Municipality during Office hours or can be downloaded from the district web portal i.e www.balangir.nic.in .
2. The sale and receipt of the EOI documents shall start from 11.00 am of date 21.01.2023 and close on dt 30.01.2023 at 1.00pm. EOI shall be received through Registered Post/ Speed post or by person in the tender drop box during office hours up to 1.00pm on dated.30.01.2023.
3. The Technical & financial part of the EOIs will be opened on dt30.01.2023 at 4.00pm in the office of the undersigned in the presence of the bidders or their authorized agent who wish to attend. If the office happens to be closed on the last date of receipt or openings of the bids as specified, then the bids will be received/ opened on the next working day at the same time and venue unless otherwise notified.
4. The bidders has to submit a non refundable tender paper cost of INR 10,000(Rupees Ten Thousand)only in shape of demand draft issued from any Nationalized/schedule Bank payable at Balangir only in favour of the Executive Officer, Balangir Municipality along with documents.
5. The bidder has to furnish attested true copy of the following documents along with the EOI, falling which, the EOI will be treated as non responsive and liable for rejection . The Original certificates are to be produced as and when required by the Executive Officer, Balangir Municipality for verification, otherwise his/her EOI shall be declared as non-responsive and thus liable for rejection.
6. All the documents in sealed cover superscripted with EOI NO-----& date----- shall be received through Registered/speed post or by person in the tender drop box within the prescribed time. Any delay whatsoever including postal delay in receipt of the EOI by Balangir Municipality shall not be considered. The bidder should submit the EOI in three sealed covers. The two sealed covers within the main cover should contain :-
 - The Technical Part of the EOI (cover-1) clearly superscripted with "TECHNICAL BID" should consist of qualification, credentials, Registration Certificates, EOI documents cost, the signed copy of EOI documents and other documents as instructed.
 - Financial part of the EOI documents (cover-II) clearly superscripted" FINANCIAL BID".
7. No Bidder will be permitted to furnish the Bid in their own manuscript papers. No letter should accompany the Bid.
8. All corrections made by the bidder including over writing, additions. Alternations, erasures, obliteration and other discrepancies should be properly attested by the authorized signatory.
9. All EOIs received will remain valid for a period of 90 days from the date of issue of acceptance order and can be extended on the same terms, conditions and approved rates or with some additions/deletions/modifications in the terms and conditions for a future specific period mutually agreed upon by the Balangir Municipality and the consultant.
10. Every page of the EOI documents with required attachments should be signed by the bidder failing which the EOI will be rejected.
11. The EOI containing extraneous conditions not covered by the EOI documents/Notice are liable for rejection.
12. No part of the contract shall be sublet without written permission of the Executive Officer or transfer is made by power of attorney authorising others to received payments on the bidder behalf.
13. The bidders should quote rates both in figures and in words. If there is a difference between the rate quoted in figures and in words the rates quoted in words shall be taken as correct.



14. The rates are to be filled in price bid (cover-II). The rates quoted shall be exclusive of all taxes, duties etc. No further claim on this regards will be acceptable to this office. Deduction of taxes as levied will be made as per financial rules of Government of Odisha.
15. In case of any disputes arises the decision of the Executive Officer, Balangir Municipality is final and binding on the firm.
16. All disputes shall be under the jurisdiction of the court at Balangir only.
17. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or on a later stage, the action as deem proper shall be taken against the bidder.
18. The detailed Notice inviting EOI along with the clauses, terms & conditions etc mentioned here will form a part of the contract and agreement.
19. The bidders should furnish a checklist by mentioning the documents submitted by indicating a tick mark against the items provided in the tender paper.
20. The bidders are requested to submit the experience certificate of the last 5 calendar years i.e from 2018 to 2022. No bidders will be entertained without experience minimum 3 nos. experience certificate handling the project more than 1crore is required.
21. After the Technical & Financial Evaluation the successful bidder will be required to execute an agreement on a non-judicial stamp paper worth INR 100 to be supplied by him with the Municipality within 7 days from the date of receipt of the letter of acceptance.
22. The rates submitted by the bidder will be valid for 2 calendar years in case the authority found non cooperative and non attentive to the assigned work it would be deemed to be breach of terms of Agreement, making it liable for legal action besides termination of the Agreement.
23. The bidders should have a sound knowledge on preparation of documents consisting of Plans/ estimate & design as per OPWD norms to facilitate the DPR for tender. The successful bidder will not only submit the DPR he also has to supervise the tender procedure and execution of the work at different stages up to completion and handover. The payment in gross will be divided in to phase manner at different stages of the project.
24. After award of the assigned work the successful bidder should have to appoint a technical person not below the rank of Diploma Engineer who will stay at Balangir to facilitate the entire project till completion. In this regard an undertaking is to be submitted to the undersigned with the technical bid documentation.
25. The Executive Officer, Balangir Municipality shall have the right to add/modify/delete/ any condition to/from the agreement as and when necessary for smooth management of the work.
26. The authority also reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
27. The Executive Officer, Balangir Municipality reserves the right of authority to accept any and reject any or all proposals received without assigning any reason thereof.

Signature of the Bidder with Seal

Place
Date



Sd/-
Sami Reddy Jayshree
Executive Officer
Balangir Municipality



OFFICE OF THE MUNICIPAL COUNCIL: BALANGIR

Address:-Office of the Municipal Council, Balangir, Opp of Rajendra Park, Balangir, Pin-767001,
Ph. No.06652-232790 E- Mail id-bgrmc1972@gmail.com

TENDER PAPER (FINACIAL BID) COVER-II

Quotation Inviting Authority- EXECUTIVE OFFICER, BALANGIR MUNICIPALITY

Quotations call notice No. 254

Date: 20.01.2023

Name of the Bidder/ Firm:

Sl. No.	Description of items	No. or Qty.	Unit	Consultancy Charges to be Quoted on percentage basis of the total Project Cost with out taxes.	
				Figure	In Words
1	Engagement of Civil & Architectural consultancy Services of Balangir Municipality	1	Per Project		

No. Of Over Writings-_____ ()

No. Of Corrections-_____ ()

No. Of Interpolations-_____ ()

Signature of the Bidder with Seal

Place
Date



CHECKLIST TO BE FURNISHED WITH DULY FILLED AND SIGNED

SL NO.	NAME OF THE DOCUMENTS	REMARKS (YES/NO)
TECHNICAL ENVELOP COVER-I		
1	Tender Paper Cost	
2	Registration Certificate	
3	PAN	
4	GST	
5	Service Tax Registration Certificate	
6	Experience Certificate	
7	EOI Notice along with Terms & Condition duly signed	
8	Undertaking Regarding engagement of technical staffs not below the rank of Diploma Engineer as mentioned in the term & condition.	
FINACIAL ENVELOP COVER-II		
1	TENDER PAPER (FINACIAL BID) duly filled and signed	

Signature of the Bidder with Seal

Place
Date

