

**DETAILED DOCUMENTS FOR  
EXPRESSION OF INTEREST (EOI)  
FOR ENGAGEMENT OF CIVIL &  
ARCHITECTURAL CONSULTANCY SERVICES  
FOR OFFICE BUILDING  
OF 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

EOI Letter No.4934 /BM/

Date.11.12.2024

**Invitation for Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services for office Building 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 for office Building of Balangir Municipality. The consultant should have previous experience and must have completed similar nature of works under any department of the state Govt/PSU. The quotation paper will be available in the office of the undersigned during office hour from Dt.24.12.2024 to Dt.04.01.2025 up to 1.00 PM. The same may be downloaded from the Dist web portal i.e [www.balangir.odisha.gov.in](http://www.balangir.odisha.gov.in). The envelope containing the documents as per instruction should be superscripted with the letters "Invitation for Expression of interest (EOI) for Engagement of Civil & Architectural Consultancy Services for office Building of Balangir Municipality" 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.04.01.2025. the EOI will be open on the same day at 4.00PM in the Conference Hall, Balangir Municipality in presence of the bidders or authorized representative. The EOI must accompanied with Rs.10,000/- (Rupees Ten Thousand)only inshape 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 tax (Taxes will be added/Deducted at source as applicable by the Govt.).The bidders are requested to submit the EOI accompnained with attested photo copy of the registered certificate of the agency, GST registration, PAN , Service tax registration & certificate of experience for compitant authority in support of their expertise. The un experinre 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 thereof.

  
Executive Officer  
Balangir Municipality,  


Memo No. 4935 Dt. 11.12.24 //

Copy submitted to the Director, I&PR Department, Bhubaneswar for publication of the above notice once in One Odia daily news paper & one English daily news paper for wider publication and submit complementary copies to the undersigned for filing and necessary Payment.

  
Executive Officer  
Balangir Municipality  


Memo No. 4936 Dt. 11.12.24 //

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.

  
Executive Officer  
Balangir Municipality  

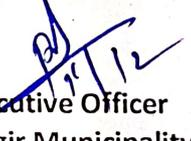

Memo No. 4937 Dt. 11.12.24 //

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

  
Executive Officer  
Balangir Municipality  


Memo No. 4938 Dt. 11.12.24 //

Copy forwarded to General Notice Board for wider publication.

  
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 Dist web portal i.e. [www.balangir.odisha.gov.in](http://www.balangir.odisha.gov.in).
2. The sale and receipt of the EOI documents shall start from 11.00 am on date 24.12.2024 and close on date 04.01.2025 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.04.01.2025.
3. The Technical & financial part of the EOIs will be opened on date.04.01.2025 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 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 super scribed 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 super scribed "**TECHNICAL BID**" should consisting of qualification, credentials, Registration Certificates, EOI documents cost, the signed copy of EOI documents and any other documents as instructed.
  - Financial part of the EOI documents (cover-II) clearly super scribed "**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, obligation and other discrepancies should be properly attested by the authorized signatory.
9. All EOIs received will remain valid for a period of 90(Ninety) 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 in shall form a part of the contract and agreement.
19. The bidders should furnish a check list by mentioning the documents submit 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 five calendar years i.e. from 2019-20 to 2023-24. No bidders will be entertained without minimum 3 Nos. of experience certificate handling the project more than 1 Cr is required.
21. After the Technical and financial evolution the successfully bidders 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 bidders will be valid for 2(Two) calendar years in case of the authority found non cooperative and non attentive to the assign 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 bidder should have sound knowledge on preparation of documents consisting of plan /estimate and 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 stage to completion and handover. The payment in gross will be divided in to phase wise manner of different stages of the projects.

- After award of the assign 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 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

  
Executive Officer  
Balangir Municipality



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**FINANCIAL BID**

**Quotation Inviting Authority- EXECUTIVE OFFICER, BALANGIR MUNICIPALITY**

**Quotation call notice No. 4934**

**Date: 11.12.2024**

**Paper Sl. No.**

**Bidder Name:**

Sl. No.	Description of items	No. or Qty.	Unit	Rate to be Quoted on percentage basis of the total Project Cost.	
				Figure	In Words
1	Engagement of Civil & Architectural Consultancy Services for office Building of Balangir Municipality”	1	Nos.		

No. Of Over Writings- \_\_\_\_\_ ( )

No. Of Corrections- \_\_\_\_\_ ( )

No. Of Interpolations- \_\_\_\_\_ ( )

**Signature of the Bidder with seal**