



Cuttack Development Authority

Arunodaya Bhawan, Link Road, Cuttack-12

Fax No - 0671-2312299

email -cda.cuttack@ori.nic.in

EoI No: 8463

Date: 17.07.2023

Expression Of Interest (EoI)

**For Empanelment of Architectural/ Technical Consultants for Development of
Different Projects**

Under Cuttack Development Authority, Arunodaya Bhawan, Cuttack-12

Expression of Interest are Invited from Reputed Technical Consultancy Firms for submission of proposals for taking up Comprehensive Architectural and Engineering Consultancy services including preparation of plans, designs, estimates of cost, survey of land, soil test etc., for the development of various in-house projects under Cuttack Development Authority by Dt. **22/08/2023**. The detailed document is available in the website of CDA i.e. www.cdacuttack.nic.in

The shortlisting shall be based on the capability and experience of the applicants. For any assistance in this regard or for any clarification w.r.t. this project, the prospective firm may contact the undersigned: -

-Sd/-

Secretary,

C.D.A, Cuttack reserves right to accept or reject any application and to annul the selection process at any time, without incurring any liability and without assigning any reason thereof.

1. OBJECTIVE

Cuttack Development Authority(CDA) requires the services of suitably qualified and registered “**Architectural/ Technical Consultancy Firms**” to provide comprehensive Architectural & Engineering Consultancy Services including Planning, Landscaping, Beautification, Soil Investigation, Total Station Survey, Architectural Layouts/ Plans, Structural Designs, Design of support services like Electrical, PH and Cost Estimates & other technical services etc. for various projects of CDA within Cuttack Development Area. CDA intends to empanel Technical Consultants for development of such projects.

Expressions of Interest (EoI) are invited from reputed “**Architectural/ Technical Consultancy Firms**” for Carrying out comprehensive Architectural & Engineering Consultancy Services including preparation of Landscaping, Plan, Design, Soil Investigation and Estimates of Cost etc. of the projects in Cuttack Development Authority.

The EoI and accompanying documents downloaded from the website, must be delivered by Speed post/Courier not later than **15:00 hrs. on Dt.22/08/2023** in sealed envelope clearly labelled "**Expression of Interest for Empanelment of Architectural/ Technical Consultancy Firms**" to the address given below;

**To,
The Secretary,
Cuttack Development Authority (CDA),
Arunodaya Bhawan, Link Road, Cuttack-12, Odisha**

The covering envelope comprising ‘**Technical offer**’ envelope will be opened on the same date i.e. on **22/08/2023 at 16:00 hrs.** in the presence of the CDA Officials and authorised representatives of the interested firms. After evaluation of the ‘**Technical offer**’, empanelment shall be made accordingly. Financial offer shall be invited based on the type & scope of work as and when required.

CDA will not be responsible for any delay in receiving the EoI proposals. The EoI documents submitted by the firms who are failing to provide requested information and Demand Draft against the cost of EoI document will be treated as non-responsive.

The EoI proposals will form the basis for Empanelment of Consultancy Firms. This EoI does not entail any commitment on the part of CDA either financial or otherwise.

CDA reserves the right to accept or reject any or all EoI proposals without incurring any obligation to inform affected applicants or the grounds.

The EoI will be evaluated based on the information provided. Conditions regarding award of work is stipulated in the ToR. The consultancy firms will be selected as per guidelines as indicated in ToR. For projects to be implemented in future suitably modified ToR for different assigned projects, shall be issued to the Empanelled Consultants.

Bid Security:

An amount of **Rs. 11,800/- (Eleven Thousand Eight Hundred Only)** shall be submitted along with the Technical Bid with a validity of 180 days in the form of Demand Draft in favour of **“Cuttack Development Authority”** from a scheduled Nationalised/ Commercial bank payable at Cuttack. The Bid Security shall be returned upon successful empanelment of firms and on submission of Performance Security. The Bid Security of the unsuccessful firm shall be returned within 30 days from the date of empanelment.

Performance Security:

Successful consultants shall have to furnish within 15 (Fifteen) days of award of empanelment notice, a Performance Security amounting to Rs. 1,00,000 (One Lakh only) in the form of Demand Draft in favour of **“Cuttack Development Authority”** from a scheduled Nationalised/ Commercial bank payable at Cuttack till the duration of the empanelment.

Duration of empanelment:

The empanelment shall be valid for a period of **36 (Thirty Six)** Months. However, the authority may extend the period of empanelment at its discretion.

2. BROAD SCOPE OF SERVICES

The selected Architectural Firm would be required to provide end-to-end service for the Project. The detailed scope of services, which will includes but not limited to, are as follows:

Surveys

- Land related surveys using DGPS and other technologies for preparation of Base maps, Plotted development schemes/ layouts etc.
- Geo-technical investigation related surveys.
- Site surveys as required by the Authority for various types of projects.
- Soil testing surveys.

Conceptual Design of Projects

- Conduct topographical survey and preparation of drawings and documents for detailed survey and soil investigation at the site of the project.
- Preparation of Lay out Plan, Concept plan, Structural design and design of support services (Electricity and PHE) in brief in consultation with CDA, ascertain CDA's

requirements, examine site constraints/ potential and obtain consent of CDA on the design brief;

- Preparation of conceptual design (with multiple option, if required) with reference to CDA's requirements as per the defined Project Component and preparation of indicative cost estimate as per latest schedule of Rate of Odisha/ market rate.

Preliminary Drawings and Design of Projects

- Carry out Modification in the conceptual design considering the design suggestions of CDA;
- Preparation of Architectural schematic drawing, if required, and details based on the approved concept plan;
- Preparation of detailed floor plan, sections, elevations etc.
- Preparation of cost estimate as per latest schedule of rate of Odisha.

Working Drawings

- Preparation of required working drawings and details;
- Preparation of specifications, schedule of quantities and detailed cost estimates;
- Assisting CDA in finalizing / approving the various elements, components, materials & brand names
- Estimation of the proposed time limit to complete the project with CPM / PERT charts;
- Structural vetting from NIT/IIT or any Govt. Engineering Colleges.
- Assisting CDA while selecting Contractor if required.

Implementation Assistance

- Based on the drawings/ designs project supervision assistance as per requirement for in-house projects

Note: However, CDA may invite RFPs/ Tenders for Comprehensive Architectural and Engineering Consultancy services beyond this empanelment if felt necessary for any of its projects.

3. DELIVERABLES

Upon selection of the successful bidder viz. Architectural/ Planning Firm for specific projects, the selected firm would be required to submit the following deliverables to CDA from time to time towards requirement for projects. The lists of deliverables which inter alia includes but not limited to are as follows;

Concept Design

- Soil Investigation Report and Topographical Survey Report with Drawings.

- Inception Report containing design brief and development parameters
- Conceptual Design on the proposed project in the form of Site Layout plan, conceptual floor plans, Structural design and Design of Support services (Electricity & PHE)
- Report on Requirement Analysis & Indicative cost estimate

Preliminary Drawings and Design

- Architectural schematic drawing incorporating the changes in the stage 1, and details based on the approved concept plan;
- Conceptual sketches, study model and preliminary cost estimate

Detailed Design Stage

- Detailed Design Report and Working Drawings
- Detailed Bill of Quantity
- Structural vetting from NIT/ IIT or any Govt. Engineering Colleges.
- Detailed Schedule of Specifications Implementation Schedule

Implementation Assistance

- Supervision of various all the activities towards timely completion of the project
- Site monitoring report on week/ fortnight basis

Note: All the deliverables shall be submitted in both hard and soft copy.

4. ELIGIBILITY CRITERIA

- a Should have satisfactorily completed at least 5 (five) nos. of **similar kind of project** i.e. comprehensive Architectural & Engineering Consultancy Services preferably in **Institutional Complex/ Commercial Complex/ Residential Building** works of not less than 20 (Twenty) thousand Sq. ft. Built-up area in Government, Semi Government / P.S.U. or Large Private Projects in the last seven (7) years.
- b Should have adequate technical manpower required to execute/ deliver the works assigned.

Note: Work order & Completion Certificate shall be submitted for each individual projects mentioned.

5. DETAILS OF THE TECHNICAL BID TO BE SUBMITTED BY THE APPLICANTS:

The application shall be submitted in sealed envelope super scribed "**TECHNICAL BID FOR EMPANELMENT OF ARCHITECTURAL/TECHNICAL CONSULTANTS**". Following details are to be submitted by the Agency/individual along with the application.

- i. Name and address of firm/individual along with Registration No. (Annexure 'A' and/or Annexure 'B')
- ii. List of projects for Central/ State Government, Central/ State P.S.U's Central/ State Local Bodies, autonomous bodies and large Private projects during the last five (7) years ending March 2023 clearly indicating quantum, cost and scope of work in the prescribed Performa attached (Annexure 'C')
- iii. Details of Curricular Vitae (Annexure 'D')
- iv. Organisation Chart/ List of Technical Professionals with bio-data of each professional member (Annexure 'E')
- v. Turn over details with Copy of audited Balance Sheet for the last 3 Financial Years. (Annexure 'B')
- vi. Details of current works in hand including their cost (which are not covered under Sl. No. ii above) (Annexure 'F')]
- vii. Valid Income Tax/service tax Clearance Certificate (ITCC) issued by Income Tax Department.

(Note: All the formats shall be submitted in the Letterhead of Applicant)

6. TYPE OF WORK & TIME SCHEDULE

Sl. No.	Name of Work	No. of Sites	Completion period (In days)
1.	Soil Test for each site on lump sum basis for soil bearing capacity of soil	1-5 Site	20
		6-15 Site	30
		16-25 Site	45
		25 and above site	60
Sl.No.	Name of Work	Project Cost	Completion period (In days)
2.	Submission of Site Plan, detailed Architectural Drawings In 5 (five) sets including cross sectional and two side Elevation etc. after obtaining approval of the client with Rough estimate on plinth area basis including Survey of land	Up to 10 Crores	20
		10 crore -100 crore	45
		100 crore Above	60

3.	Interior Architectural works, Structural Design, Design of Support services including preparation of detailed estimates, bill of quantity, final Working Drawings, Technical Specification etc.	-----	30
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7. PAYMENTS SCHEDULE

Schedule of payments shall be described while inviting offers/ proposal for specific projects based on the type & volume/quantum of work along with scope required for the project.

8. SUBMISSION OF BIDS

- i. The 'ORIGINAL' proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposals.
- ii. All pages of the 'ORIGINAL' Proposal shall be signed by the eligible authority.
- iii. The EoI should be submitted in ORIGINAL in a sealed envelopes contain all the above details marked 'Technical Bid', along with Bid security in a separate envelop amounting of Rs. 11,800/- (Eleven Thousand Eight Hundred) The three parts of the envelope shall be as follows:-

PART 1: TECHNICAL BID

PART 2: BID SECURITY

- iv. The above Envelopes put together by eligible consultancy firms in one single outer envelope. It shall be sealed and should be clearly labelled as "EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECTURAL/ TECHNICAL-CONSULTANTS". Also, the envelope must be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE TECHNICAL COMMITTEE" and should be delivered by speed-post/courier, not later than 15:00 hrs. On or before Dt.22/08/2023 at the following address:-

To,

**The Secretary
Cuttack Development Authority
Arunoday Bhawan, Link Road, Cuttack-12
Odisha**

Completed proposal must be delivered on or before the Bid Due Date and time. For any

clarifications of the EoI kindly contact Scheme Officer: 8249964517 or PMU: 9937022079, 8050398938.

9. SELECTION CRITERIA: -

The firm shall be weighted on the basis of 100 marks assigned for the credentials (Technical and Financial Capabilities) will be as follows:-

a. Average annual turnover in last three years-Maximum 20 marks.

Up to 30 Lakh	30 to 80 Lakh	80-120 Lakh	More than 120 Lakh
5	10	15	20

b. Project Completed (Work in last seven years) - Maximum 20 marks.

Up to 1 Crore	1-5 Crore	More than 5 Crore
10	15	20

- c. Experience of Technical Person- **Maximum 15 marks.**
- d. Experience in the state of Odisha for consulting services in Comprehensive Architectural/building work in last 7 years-**Maximum 10 marks.**
- e. Experience in consultancy services for Architectural/ Building Projects in last 7 years-**15 marks**
- f. Presentation relating to firm's usefulness to CDA before Technical committee- **20 marks.**

Bidders scoring 70 marks or more, shall be technically qualified for empanelment with CDA for a period of 3 years.

Note: - The presentation before the technical committee shall be communicated separately. The presentation duration shall be limited to maximum of 15 minutes.

Covering Letter

(On the Letterhead of the applicant)

To,
The Secretary
Cuttack Development Authority
Arunoday Bhawan, Link Road
Cuttack-12, Odisha

Date:_____

Ref: Expression of Interest (EoI) For Empanelment of Architectural/ Technical Consultants for Development Of different Projects Under Cuttack Development Authority, Arunodaya Bhawan, Cuttack-12

Being duly authorised to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (*Name of Applicant*) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Request for Proposal.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,
For and on behalf of (*Name of Applicant*)

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

Details of Applicant

(On the Letter Head of the Applicant)

(a) Name of the firm/company :

(b) Name of the contact person :

(c) Designation :

(d) Company/Firm :

(e) Address :

(f) Telephone number :

(g) E-mail address :

(h) Fax number :

(i) Mobile number:

(j) Turnover:

Sl No.	Financial Year	Amount in INR
1	2021-22	Rs. _____/-
2	2020-21	Rs. _____/-
3	2019-20	Rs. _____/-

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

(Signed and sealed by a Chartered Accountant) Membership No. _____

Date: _____

Format for Project Data Sheet

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description (Residential/commercial/ Landscaping and other Projects)	
3	Location	
4	Name of Client	
5	Total Project Cost (In Indian Rupees)	
6	Total Built-up area in Sq.ft.	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of work orders and	
12	Completion certificate issued by the client	

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

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

Format of Curriculum Vitae (CV)

Name of Firm:

Name of Staff:

**Date of
Birth: Year
with Firm:
Nationaliy:**

Membership of Professional Bodies:

Education:

(Summarize College/University and other specialized education of staff member)

Employment Record:

(Starting with present position, list in reverse order every employment held)

List of projects on which the Personnel has worked

Name of Project	Description of responsibilities
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Languages:

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", "and poor")

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

ANNEXURE 'E'

Organization chart/list of Technical Professional with bio-data of each professional.

Sl No.	Technical Professional	No of Resource	Name	Designation	Qualifications	Total years of Experience	Experience in the firm
1	Architect						
2	Structural Consultant						
3	Electrical Consultant						
4	Plumbing & Water supply Consultant						
5	Urban Planner						
6	Geotechnical Consultant						
7	Draughtsman						
8	Surveyor						
9	Others						

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

ANNEXURE 'F'

List of Projects in hand costing above Rs. 50 Lakhs each.

Sl. No.	Name & Location of Project	Classification of Building/Project	F.Y.	Project cost in Lakhs	Built up Area in Sq. Ft.	Details of Project	Certificate of Client Attached (Y/N)

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