

District Mineral Foundation

District - Angul , Odisha , PIN - 759122

EOI Notice No. – 326 (DMF) /15.05.2018

Empanelment of Architect for Preparation of Drawing, Designs and Estimates of various Civil Works executed under District Mineral Foundation Trust, Angul.

District Mineral Foundation invites Expression of Interest from reputed Firms / Agencies for Empanelment as Architecture Consultant for preparation of Drawing, Designs and Estimates of various civil works executed under DMF Trust Fund.

Interested firms / agencies are requested to download the Eoi documents from the website: www.angul.nic.in. Queries pertaining to the EOI document can be communicated to this office in the mail ID - dmfangul@gmail.com by 21st May 2018 (5.00 P.M.).


Collector & Chairperson – cum –
Managing Trustee, DMF, Angul

EOI Number: 326 DMF - 15 / 05 / 2018

District Mineral Foundation (DMF), Angul,

Government of Odisha

Expression of Interest

For

**Empanelment of Architect Consultancy Firms for Preparation
of Drawing , Designs and Estimate of various Civil Works**

Telephone No. – (06764) - 230745

E – Mail ID: dmfangul@gmail.com

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A. SCHEDULE OF INVITATION OF EOI:

Date of Issuance of EOI	14 th May 2018
Last date and time for submission of Eoi document	2 nd June 2018 up to 5.00 P.M.
Clarification Meeting at DRDA Conference Hall	23 rd May 2018 at 10.00. A.M.
EOI document to be submitted to	Project Director – cum – Chief Executive , DMF , DRDA , Angul,
Date and time for opening of Eoi document	4 th June 2018 (10.00 A.M.) at DRDA Conference Hall

NOTE:

1. Please address all queries and correspondence to the Project Director – cum – Chief Executive, DMF, District Rural Development Agency, Angul , Odisha , PIN - 759122. It is requested that, the queries of the bidders if any should be submitted through e - mail only to dmfangul@gmail.com latest by 21st May 2018 (5.00 P.M.).
2. Please quote EOI Ref. Number in all your correspondence.

B. General Instructions:

1. Interested Firms / Agencies will have to submit the proposal document as per the prescribed guidelines of the EOI.
2. **Technical and Financial document:** Applicants shall submit self certified hard copy of their **Technical Bid** as well as the **Financial Bid** in sealed envelopes super-scribed with due date, time, project and nature of document.
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
4. The price/ rates / quotes by the bidder shall be applicable for the entire contract period.

C. Background of the Projects:

District Mineral Foundations are statutory bodies in India established by the State Government by notification. They derive their legal status from section 9B of Mines and Minerals (Development and Regulation) Act, 1957 as amended on 26 March 2015 as Mines and Minerals (Development and Regulation) Amendment Act, 2015. This amendment came into force from 12 January 2015.

The objective of District Mineral Foundation is to work for the interest of the benefit of the persons and areas affected mining related operations in such manner as may be prescribed by the State Government. To address this various activities / projects have been taken up under different sector according to priority. Which includes infrastructural development under health, education, connectivity along with other social development activities / projects.



D. Expected Deliverables:

The agency / firm have to provide the following services for the civil construction works ensuring modern technical knowhow, amenities and uniqueness:

- a) Prepare preliminary lay out plans (Minimum two alternative designs) of the proposed work & submit it to Project Director, DRDA, Angul for selecting one plan.
- b) Prepare plans and estimate of the selected lay out plan based on the prevailing SOR & prevailing wage rates. The plans and estimate must include the civil work requirements and provisioning made for the electrical, plumbing and sanitation, etc.
- c) The soft copies of the lay out plans and designs (in PDF format) and the cost estimates in (MS Excel format) is to be submitted.
- d) Desired number of blue prints of plans and estimates is to be submitted by agency for record.

E. Eligibility Criteria:

The Agencies / Firms meeting the following technical and financial qualifications are eligible to apply for providing above said services:

- The Agency / Firm should be registered as Firm / Society / Trust / Company under prevailing law and provision.
- The Firm / Agency should be a member of the Council of Architecture in India.
- The Architect Firm should have minimum of five years experience in the field of Architectural consultancy i.e. rendering service pertaining to site survey, preparation of Lay out plans , structural drawings , working drawings , estimates etc.
- Minimum 3 years experience in the field of Architectural Consultancy with Govt. Departments / Autonomous Body will be added advantage.
- The consultancy value (Fees) for the Architectural Work should not be less than Rs. 20.00 lakh for last each consecutive three years.
- The firm have adequate dedicated qualified technical staff to undertake the assignment.
- The firm / agency must be registered under GST.
- The firm / agency must have submit the ITR for the F.Y. 2014 – 15, 2015 – 16 and 2016 -17 along with PAN & TAN.



F. Procedure of Application:

Eligible Firm/ agency have to submit their technical and financial proposals under separate sealed covers to the Project Director, DRDA, Angul. The EMD amount in shape of 2 year TDR / FD shall be kept in the technical proposal envelopes. Both the envelop, i.e. technical proposal and financial proposal shall be kept in one sealed envelope and super – scribed with “Empanelment of Architect consultant under DMF, Angul”.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above. All pages of the offer must be signed.

The proposal must be submitted in the format attached at Annexure-I and Annexure- II to the EOI stating all necessary details as mentioned above.

The proposal must be accompanied by a letter on the organization’s letter head showing the registered office address of the firm. It should be signed by a competent authority. The organization must quote the work Title and include the **following declarations:**

1. This proposal is valid for acceptance within 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
2. The proposal (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ firm invited to submit proposal for this contract.
3. We confirm that all personnel named in the proposal will be available to undertake the services.
4. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this assignment. The Eoi issuing authority reserves the right to reject any Proposal which, in it’s opinion, gives rise, or could potentially give rise to, a conflict of interest.
5. We confirm that the organization:
 - Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
 - Have not been convicted of any offence concerning professional misconduct
 - Have not been convicted of corruption including the offence of bribery
 - We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

I confirm that, I have the authority of [**Name of Firm**] to submit proposal and to clarify any details on its behalf.



G. Earnest Money Deposit (EMD)& Bid Cost :

- i. An EMD of Rs. 50,000/- (Rupees fifty thousand) only in the form of 2 year TDR / FD in favour of <District Mineral Foundation> Angul, must be submitted along with the Proposal.
- ii. Proposals not accompanied by EMD and Bid Cost shall be rejected as non-responsive.
- iii. No interest shall be payable by the Contracting Authority for the sum deposited as earnest money deposit.
- iv. No bank guarantee will be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

The EMD shall be forfeited by the Contracting Authority in the following events:

- i. If proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Contracting Authority after opening of proposal during the validity period or any extension thereof.
- iii. If the consultant tries to influence the evaluation process.
- iv. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

Along with the EMD an additional amount of Rs.5,000/- shall be submitted towards Bid Cost in the form of DD drawn on any nationalized bank in favour of <District Mineral Foundation , Angul> payable at Angul, along with the Proposal. GST on EoI document fees is to be paid by the bidder on reverse charge basis.

H. Bid Evaluation Committee:

Bid evaluation shall be done by Evaluation Committee appointed by Competent Authority. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation / selection process and have not been addressed in this EoI Document. The decision of the Committee shall be final and binding on all the Bidders.

I. Selection and award of Contract:

The selection will be done at a two stage process. Firstly the agencies scoring more than 60 marks in the technical bid will be qualified for further opening of financial bid.

Bidder shall be shortlisted on the basis of the scores obtained and shall be ranked. The authority reserves the right to empanel few agencies for the said work and award the work to one or more than one number of agencies at the lowest bid cost.



J. Evaluation of the Proposal:

Technical Bids will be evaluated first and if shortlisted, the competence of the financial bid will be evaluated subsequently. Bids shall be evaluated on a **Quality and Cost Based Selection (QCBS)** basis. Bids shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 70%; P = the weight given to the Financial Proposal = 30%; T + P = 100%) using the formula:

$$S = St \times T\% + Sf \times P\%$$

Authority is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price.

The bidder achieving highest combined technical and financial score (S) will get the highest rank, followed by others. Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.

J.1 - TECHNICAL EVALUATION:

The technical evaluation of the bid shall be carried out on the following parameters.

Sl. No.	Parameters for Evaluation
1	<p>The Architect Firm should have minimum of five years experience in the field of Architectural consultancy i.e. rendering service pertaining to site survey, preparation of Lay out plans , structural drawings , working drawings , estimates etc.</p> <ol style="list-style-type: none">1. 5 Yrs. To 7 Yrs. – 10 Marks2. 7 Yrs. To 10 Yrs. – 15 Marks3. 10 Yrs. And Above – 20 Marks
2	<p>Minimum 3 years experience in the field of Architectural Consultancy with Govt. Departments / Autonomous Body:</p> <ol style="list-style-type: none">1. 3 Yrs. To 5 Yrs. – 10 Marks2. 5 Yrs. To 10 Yrs. – 15 Marks3. 10 Yrs. And Above – 20 Marks
3	<p>The consultancy value (Fees) for the Architectural Work should not be less than Rs. 20.00 lakh for last each consecutive three years.</p> <ol style="list-style-type: none">1. Rs. 20.00 lakh to Rs. 30.00 lakh – 10 Marks2. Rs. 30.00 lakh to Rs. 50.00 lakh – 15 Marks3. Rs. 50.00 lakh and Above – 20 Marks

4	<p>Nos. of successful projects undertaken during last three completed years:</p> <ol style="list-style-type: none"> 1. Less than 30 Projects – 10 Marks 2. More than 30 Projects but Less than 50 Projects – 15 Marks 3. More than 50 Projects – 20 Marks
5	<p>Nos. of dedicated qualified technical staffs strength on regular employment with the firm / agency:</p> <p><u>Architect / Engineers:</u></p> <ol style="list-style-type: none"> 1. Less than 03 nos. – 3 Marks 2. More than 03 but Less than 05 Nos. – 5 Marks 3. More than 05 Nos. – 10 Marks <p><u>Support Staff:</u></p> <ol style="list-style-type: none"> 1. Less than 03 nos. – 3 Marks 2. More than 03 but Less than 05 Nos. – 5 Marks 3. More than 05 Nos. – 10 Marks

Only those bidders who have fulfilled the eligibility criteria shall be evaluated. The cut-off marks for short-listing based on the Technical Evaluation is 60 out of total marks. Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring more than cut-off marks shall be short-listed.

J.2- FINANCIAL EVALUATION:

Financial bid of only the short-listed Bidders shall be opened. The lowest evaluated financial bid (Fm) will be given the maximum financial score (Sf) of 100 (one hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula – $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

K. Competent Authority:

The Collector - cum – Managing Trustee, DMF, Angul shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization/ Agency.
3. At discretion during evaluation of bids, request an organization/ Agency for clarification on its proposal. This request will be in writing and the organization/

Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.

4. The competent authority exercises the right to accept or reject any proposal without assigning any reason thereof.

L. Payment Mechanism:

The total project cost is to be finalized on the basis of the final quoted amount in the financial bid and subsequent price negotiation. Appropriate proportion of the Total Accepted Tender Value, due to the Bidder within 30 days for which the Bidder has rendered his service under this Tender. All the payments shall be released on certification of satisfactory completion of work from the office. The following is the tentative payment schedule to the agency on successful completion of the assignment. However, the payment schedule shall be finalized at the time of signing contract form for the assignment.

Payment Mechanism		
Sl. No	Deliverables	Payment Mechanism
1	Submission of the preliminary Lay out plan (2 Alternative options)	10% of the consultancy fee
2	Submission of Detail lay out plans and drawings of the selected option	40% of the consultancy fee
3	Submission of Detail Cost estimate of the selected option along with structural drawings also soft copies.	50% of the consultancy fee
Total		100 of the consultancy fee



M. OTHER TERMS AND CONDITIONS:

1. AUTHORITY'S RIGHT TO VARY SCOPE AT TIME OF AWARD:

If any change in Scope of the Contract causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the Authority changed order.

2. AUTHORITY'S RIGHT TO ACCEPT AND TO REJECT ANY/ ALL BIDS:

Authority reserves the right to reject any / all bid partially or fully at any stage without assigning any reason thereof.

3. NOTIFICATION OF AWARD & SIGNING OF CONTRACT:

- Prior to expiry of the period of Bid validity, the Authority will notify the successful Bidders in writing that its Bid has been accepted and send the successful Bidders the Contract Form.
- Within 10 days of receipt of the Contract Form, the successful Bidders shall sign the contract and return it to the Authority. If the successful Bidder/s thus selected fails to sign the contract as stipulated, the Authority reserves the right to offer the contract to the next lowest Bidder. However, the authority reserves the right to award the work to more than one agency subject to the condition that the bid prices of all the shortlisted agencies are same.

4. PENALTY:

Authority will levy penalty in case the Bidder fails to provide the services specified by the Authority in the ToR of this EOI document. The amount of penalty shall be commensurate with the nature of the breach/ defect/ deviation/ fault and as decided by Authority. Such an amount payable by the Service Provider shall be final and binding and shall not exceed 10% of the Total Accepted Contract Value of the bidder for the Contract Period. On the Service Provider repeatedly failing to rectify the faults within the time period as stated by the Authority, the Authority is free to cancel / terminate the Contract by giving one month notice.



If there is any delay in submitting any report as demanded by the Authority whether monthly or quarterly or yearly, and if the delay continues for a period of more than 1 week, then penalty shall be charged as deemed appropriate by the Authority subject to maximum of 10% upper limit.

Also, the Authority may, at its discretion, get the deviations, faults attended/ rectified by any other agency at the risk and cost of the Service Provider and the same will be recovered from the Service Provider.

5. TERMINATION OF THE CONTRACT:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

6. PROPOSAL VALIDITY:

Proposal must remain valid for 180 days after the submission date. During this period, Agencies shall maintain the availability of professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make is best effort to complete negotiation within this period.



Format for submission of Technical Proposal

A. General Details of Agency / Firm:		
Sl. No.	Particulars	Remarks / Documents to be attached
1	Name of Agency	As mentioned in the Regd. Certificate (Attach Copy)
2	Address of Head Office: Telephone No. E – mail Id Name of Authorized Person	
3	Correspondence Address (if different from above)	
4	Year of Establishment	
5	Years of work experience in executing projects / programmes as mentioned in eligibility criteria of EoI document.	As per format - I (A) and I (B)
6	Years of working experience with Govt. Department / Autonomous Body	As per format - I (C)
6	Annual Turnover of the Firm: 2014 -15 2015 -16 2016 -17	Attach the P &L and balance Sheet of firm for last three years duly certified by CA.
7	Income Tax - PAN	Attach Copy
8	GST Registration No.	Attach Copy
9	If the firm is a proprietary / partnership / company / society / trust , etc.	Attach a copy of documentary evidence.
10	Registration Number with council of Architects or Indian Institute of Architects	Attach copy
11	Details of manpower to be engaged for the assignment.	As per format - I (D)
12	Details of EMD and Bid Cost Fees Deposited	Attach TDR / FD as EMD and Demand Draft for Bid Cost Fee as prescribed.



Format - I (A)

Work Experience of Past Three Years (Attach Documentary Evidence)

Sl. No.	Name of The Client	Type of Consultancy Work	Estimated Value of The Project	Value of the Consultancy Fees	Year

Format - I (A)

Project Undertaken during the current year (Attach Documentary Evidence)

Sl. No.	Name of The Client	Type of Consultancy Work	Estimated Value of The Project	Value of the Consultancy Fees

Format - I (C)

Details of Govt. Projects undertaken (Attach Documentary Evidence)

Sl. No.	Name of The Client	Type of Consultancy Work	Estimated Value of The Project	Value of the Consultancy Fees	Year

Format - I (D)

Details of manpower to be engaged for the projects

Sl. No.	Name of The Person	Qualification	Total Years of Work Experience	Experience with the Firm	Position Hold
					Architect
					Civil Eng.
					Draftsman



FINACIAL BID FORMAT

EoI Notice No. –

To

The Project Director,
DRDA , DMF Cell ,
District – Angul.

Sir,

I/we hereby bid for providing services for preparation of Plans, Designs and Estimates for various civil projects to be undertaken by District mineral Foundation Trust as per the “Terms and Reference given in this tender document” within the time specified and in accordance with the specification, design and instructions as per T &C. The rates are quoted in prescribed format given below:

Financial Bid for the Consultancy Assignment including submission of Reports in Soft & Hard Copy.		
Sl. No.	Type of Work	Consultancy Fee (% on total estimated cost of the project)
1	Preparation of Layout Plan	
2	Preparation of Structural Drawings	
3	Preparation of Estimate	
Total		
Applicable Taxes (GST)		
Grand Total (INR)		
Grand Total (Figure)		

The rates indicated are all – inclusive and are valid for the contract period.

Signature of the Bidder with Seal