

# **disha Forest Development Corporation Limited**



(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

[website: [www.odishafdc.com](http://www.odishafdc.com) E-mail ID:[general@odishafdc.com](mailto:general@odishafdc.com)]

## **Expression of Interest for Engagement of Architectural Consultant for Eco-tourism Projects in the State of Odisha**

### **Corrigendum Notice No.9658 dt:11.5.2016**

The Notice No.8963 dt.30.04.16 inviting Expression of Interest for engagement of Architectural Consultant for Ecotourism projects in the State of Odisha for 15 number of wild life and nature destinations, is modified as “**Expression of interest for Empanelment of Consultant/ Architect on retainership basis for consulting in Ecotourism projects in the State of Odisha**” with revised scope of works deliverable in 26 number of wild life and nature destinations. Details of information to the bidders, modified scope of work, terms of reference, instruction to bidders and general terms and conditions etc. can be seen from our website ([www.odishafdc.com](http://www.odishafdc.com)). The last date for submission of offer is also extended up to 16.00 hours of 20.05.2016.

For Odisha Forest Development Corporation Ltd.

**Sd/**

Managing Director

## **Information to the Bidders and Terms of Reference for the Expression of Interest for Empanelment of Consultant/Architect for consulting in eco-tourism Projects in the State of Odisha**

### **1. Background**

Odisha with its rich bounties of nature and scenic natural beauty, has immense potential to occupy a place of pride in the eco-tourism map of the country. Odisha's Protected Area Network is about 4.25% of the total geographical area of the state, which comprises 2 National Parks, 19 Wildlife Sanctuaries and 3 Tiger Reserves. Many of the eco-tourism destinations are located within these pristine areas. Odisha Forest Development Corporation Ltd, a Government of Odisha undertaking has been functioning as the nodal agency for promotion of ecotourism in the State of Odisha. It has been entrusted to provide one-stop solution to tourists, such as obtaining permission to visit the designated places from competent authority, provide accommodation, facilitate transport arrangements with the help of bus/ taxi operators etc. On behalf of the Forest Department, Government of Odisha, OFDC has been entrusted to empanel reputed Architects/ Consultants for consulting and advisory services for effective development of infrastructures in existing wildlife and various nature destinations following environmentally sustainable practices. Odisha Forest Development Corporation Ltd (OFDC) on behalf of Government of Odisha, Forest Department invites applications from reputed Architects / Consultants having sound technical background, appropriate registrations and Pre qualification criteria set out in this document and having experience in various Infrastructure works particularly related to Tourism sector and its Architectural Design etc. for empanelment with the OFDC for a period of One Year, which may be extended on satisfactory performance.

### **2. Scope of Work and Deliverables**

Empanelled Architect/ Consultant shall have to

- a. visit various ecotourism sites of the State as to be assigned to him and provide consulting and advisory services to the Divisional Forest Officer (DFOs) in executing ecotourism infrastructural projects by them. The infrastructure project may include landscaping, site preparation, Eco Cottages, Log huts, Tents, Semi permanent or Permanent structures for accommodation of visitors etc. A List of tentative sites is given at **Annexure-VI**.
- b. At the written request of the concerned DFO/Forest Department/OFDC, the Architect/ Consultant will prepare (i) Layout Plans, (ii) estimates, (iii) detail structural and engineering drawing, designs (iv) drawing & design of the interiors, furnishing, fittings, décor etc.

### **3. Eligibility**

The Architect/ Consultant should have following minimum eligibility criteria:

- a. The intending Architect/Consultant should be registered with Indian Institute of Architects, Council of Architecture.

- b. The intending Architect/Consultant should be associated with a well-established and professionally managed organizational set up and should have minimum 5 years experiences in the field of providing architectural / consultancy services for infrastructure development works.
- c. The Architect/Consultant who has executed at least 3 infrastructural development projects during last 5 years relating to tourism and hospitality sectors would be given preference.
- d. The intending Architect/Consultant or the firm in which the Architect is associated should have minimum turnover of Rs 25 lakhs in preceding 3 years ending 2014-15 (Attach Audited Accounts)
- e. The Consultant should have Post Graduate Diploma in Architecture/ B. Arch or B.E/B.Tech in Civil Engineering from recognized institution.

Proof for fulfillment of eligibility criteria mentioned in the EOI document should be submitted. If the application is submitted without valid documents, OR is not in the Prescribed Formats, the application will be rejected. All documents should be submitted in the spiral bound, loose document is not acceptable.

#### **4. Short listing of Architectural/Design Consultancy firms**

Short-listing of Architect/ Consultant will be done by a Technical Evaluation committee duly appointed by OFDC. The committee will evaluate & shortlist Architectural/Design Consultancy, firms based on the following criteria, and any other additional criteria which the OFDC may decide:

- a. Financial Status
- b. Work experience
- c. Organizational set up including credential of key personnel
- d. Membership/ Fellowship of reputed organization.
- e. Similar works completed during five preceding years ending 31st March, 2015
- f. Winning of design competitions and prestigious awards.

The decision of the Committee for the selection process, shall be final and binding on all participating Consultants and no dispute of any manner shall be entertained. The OFDC reserves the right to empanel more than one Architect /Consultant and in such cases the final rate/emoluments will be decided, taking in to account all the offered prices of finally selected three applicants on negotiation basis.

#### **5. Instructions to Bidders**

- (i) Bidders are advised to study the EOI Document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications. The EOI should be submitted as per clause 5 (viii):

“Procedure for Submission of Bids”, of this document not later than the date and time laid down.

(ii) Bid Processing Fee/ Bid Security:

There is no bid processing fee/ Bid Security.

(iii) Schedule for Invitation of Bids:

Availability of EOI document for downloading from OFDC website at [www.odishafdc.com](http://www.odishafdc.com) is up to **20.05.2016**.

(iv) Last date and time for submission of bids:

On or before **16.00 hours of 20.05.2016** in a sealed envelope.

(v) Place, Time and Date of opening of Technical Bids:

Corporate Office, OFDC Ltd, A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, India, PIN-751001 on **20.05.2015 at 17.00 hrs** in presence of authorized representatives of the bidders.

(vi) Place, Time and Date of opening of Financial Bids:

. Financial Bids shall be opened at Corporate Office, OFDC Ltd, A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001, in presence of authorized representatives of the bidders for which date and time would be communicated separately through email only to all those who qualify in Technical Bids.

(vii) Validity period of the bids:

Offer will be valid till the Initial Contract period and for such further period as may be extended.

Note: OFDC shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever. OFDC reserves the right to change any date/time mentioned in the above schedule under intimation to all concerned through OFDC website at [www.odishafdc.com](http://www.odishafdc.com).

(viii) Procedure for Submission of Bids

The bidding process shall consist of two phases:

- (1) Technical Bid
- (2) Financial Bid.

The Bidders have to submit technical and financial bids in two separate envelopes, which shall be placed in a single big envelope, in response to this EOI. The envelope containing Technical bid shall be marked 'A' and shall clearly be inscribed with 'Technical Bid against revised EOI No.-9658 dated 11.5.2016 for Request for “Empanelment of Architect/ Architectural Consultants for eco-tourism infrastructure Projects in Odisha” whereas the envelope containing Financial bid shall be marked 'B' and shall clearly be inscribed with 'Financial Bid against EOI No.9658 dated 11.5.2016 for “Empanelment of Architect/ Architectural Consultants for eco-tourism infrastructure Projects in Odisha”'. The single big envelope containing the Technical & Financial Bid envelopes shall be inscribed with 'Technical & Financial Bids' against EOI No 9658

dated 11.5.2016 for “Empanelment of Architect/ Architectural Consultants for eco-tourism infrastructure Projects in Odisha”. The envelope containing the bid can be dropped in the Tender Box placed in the Corporate Office, OFDC Ltd at A/84, Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, India, PIN-751001 and can be alternatively sent through post/ courier addressed to the Managing Director, OFDC Ltd in the above mentioned address. Prices are not to be indicated in the Technical Bid and should only be indicated in the Financial Bid.

#### 4. **General Terms and Conditions**

(i) **Costs of preparations and submission of bids**

The bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by OFDC Ltd. OFDC will in no case be responsible or liable for the above mentioned costs, regardless of the conduct or outcome of the Tendering process.

(ii) **OFDC's Right to Terminate**

OFDC may terminate the EOI process at any time and without assigning any reason. The OFDC makes no commitment, expressed or implied that this process will result in a business transaction with anyone. This EOI does not constitute an offer by the OFDC. The OFDC reserves the right not to accept any bid, and to annul the Tender process and reject all bids at any time prior to empanelling Architect Consultant, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for this action.

(iii) **Amendment of EOI Document**

At any time prior to the last date for receipt of bids, OFDC, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by an amendment. The amendment will be notified on OFDC website at [www.odishafdc.com](http://www.odishafdc.com).

(iv) **Documents Comprising the Bids**

The bid prepared by the bidder shall comprise of the following documents:

a) **Technical Bid - The Technical Bid shall comprise of the following:**

- i.** Letter of Intent as per format in **Annexure-I**
- ii.** Bidder Profile & Technical Bid as per format in **Annexure-II**
- iii.** Detail of Technical Qualifications of the Architect/ Architectural Consultant and Personnel Permanently Employed by him/her as per format in **Annexure-III**
- iv.** Detail of infrastructural Project handled during last 5 years as per format in **Annexure-IV**

- v. Details of Past & Present Clients as per format in **Annexure-V**
- vi. List of Tentative Sites **Annexure-VI**

b) Financial Bid- The financial bid shall comprise of the following:

- i. Financial Bid as per format in **Annexure- VII**

(v) Bid Prices

All the expenses in relation to site tour of the destinations and staying will be borne /reimbursed as per entitlement for the similar kind of engagement in Government. **Architects/ Architectural Consultants will have to quote their consulting fees in lump sum unit cost for providing advisory services for a period of One year against SI.No.1 of the Financial Bid at Annexure-VII. Architects/Architectural Consultants will have to quote their fees in terms of percentage of the estimated cost of the assignment (for preparation of Plan & estimates including detail structural and concept drawings etc.) against SI No, 2 to SI. No.-4 of the Financial Bid at Annexure-VII. The prices should be quoted as per format specified in the Financial Bid and shall be excusive of Service Tax.** The prices quoted must be firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, on any account whatsoever. The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever.

(vi) Address for Correspondence

The Bidder shall designate the official mailing address, email, place and fax number to which all correspondence shall be sent by OFDC.

(vii) Contacting OFDC

Any effort by a Bidder to influence OFDC's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

(viii) Opening of Bids

The Bids shall be opened by the Bid Evaluation Committee on the decided date & time in the presence of the representatives of the firms who may like to attend. The financial bids of only those Bidders shall be opened who qualify technically.

(ix) Evaluation of Bids

The bids shall be evaluated by the Bid Evaluation Committee. However, OFDC reserves the right to modify the evaluation process at any time during the Tendering process, without assigning any reason, whatsoever, and without any requirements of intimating the Bidders of any such change. OFDC has the right to seek any clarifications from the bidders. The technical bid will be reviewed for determining the eligibility of the Bidder for the Project and to ascertain

Compliance of the Technical bids with the EOI terms and conditions, technical requirements and scope of work as defined in this EOI.

**5. Signing of Contract**

Within 7 working days of receipt of the work order, the successful Bidder shall sign and date the Contract on a non-judicial stamp paper of value not less than Rs. 100/- as per the format to be provided by OFDC. The format of the contract will be provided to the successful bidder for his perusal and agreement.

**6. Sub-contracting**

The contracted agency will not be allowed to sub-contract the work to any third agency.

**7. Rejection Criteria**

Besides other conditions and terms highlighted in the EOI document, a bid may be rejected under following circumstances:

(i) General Rejection Criteria

- (a) Bid and attached document do not confirm unconditional validity of the bid as prescribed in the EOI.
- (b) If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- (c) Effort by a Bidder to influence the OFDC's bid evaluation, bid comparison or contract award decisions
- (d) The Consultants who is black listed form any Government Department/Board Corporation/Nagarpalika/ Municipal Corporation& any other department will be out rightly rejected.

(ii) Technical Rejection Criteria

- (a) Technical Bid containing financial details.
- (b) Revelation of Prices in any form or by any reason before opening the Financial Bid
- (c) Failure to furnish all information required by the EOI Document or submission of a bid not substantially responsive to the EOI Document in every respect.
- (d) Bidder not quoting for the complete scope of Work as indicated in the EOI documents, addendum (if any) and any subsequent information given to the Bidder.

(iii) Commercial Rejection Criteria

- (a) Incomplete Price Bid

**Annexure-I**

Format of Letter of Intent to submit bid in response to revised EOI No.9658 Dated 11.5.2016

(To be submitted on the Letter head of the consultant)

To,  
The Managing Director  
Odisha Forest Development Corporation Ltd  
A/84 Kharavel Nagar, Unit-III  
Bhubaneswar

Subject: Submission of bid in response EOI No \_\_\_\_\_ dated \_\_\_\_\_ for

Dear Sir,

1. Having examined the EOI document, we, the undersigned, herewith submit our bidding response to your EOI No. \_\_\_\_\_ dated \_\_\_\_\_ 2016 in full conformity with the said EOI document.
2. We have read and understood the provisions of the EOI document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the EOI and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours Sincerely,

For [ Name]

Date:  
Place:

Signature with seal  
Name



**Annexure-II****Bidder Profile and Technical Bid**

(To be submitted on the Letter head of the responding consultant)

Sl. No	Information	Detail
1	Name of Architect/ Architectural Consultant	
2	Address for correspondence with contact number and email address:	
3	Educational Qualifications relating to Architecture /Engineering discipline.	
4	Status of the Bidder(Sole Proprietor/Partnership/Company)	
5	Whether registered with Council of Architecture. If yes please give Registration no and year of registration.	
6	No of Infrastructure Project handled during last 5 financial years with their values (As per annexure-III )	
7	Experience in consultancy for tourism Infrastructure related Projects (As per Annexure - IV)	
8	Turnover (attach Copies of the Audited Accounts for each Financial Year) For FY2012-13 FY 2013-14 FY 2014-15	
9	Service tax Registration number	
10	Details of Clienteles (Past & Present) (As per Annexure- )	
11	Details of Award received if any in recognition of the architectural work done	

We hereby declare that our bid submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours Sincerely,

For [ Name]

Date:  
Place:

Signature with Seal  
Name

**Annexure-III**

Details of Architectural/ Engineering Qualifications relating to Architecture/ Engineering Discipline of the Architectural Consultant and the technical personnel regularly employed  
(To be submitted on the Letter head of the responding consultant)

Sl. No	Name of the Architect/ Architectural Consultant and persons employed	Details of Architectural/ Engineering Qualifications

Yours Sincerely,

For [ Name]

Date:  
Place:

Signature with Seal  
Name

**Annexure-IV**

Detail of Project Handled during last 5(Five) Years  
(To be submitted on the Letter head of the responding consultant)

Sl. No	Details of Project	Name of the Project Executing Agency	Location of the Project	Value of the Project	Date of Completion/ Ongoing

Yours Sincerely,

For [Name]

Date:  
Place:

Signature & Seal  
Name

**Annexure-V**

Details of Past & Present Clients  
(To be submitted on the Letter head of the responding consultant)

SI No	Name of the Client with address	Status (Past/Present)

Yours Sincerely,

For [Name]

Date:  
Place:

Signature  
Name  
  
Seal of the Firm

**Annexure-VII**

Financial Bid  
(To be submitted on the Letter head of the responding consultant)

To,  
The Managing Director  
Odisha Forest Development Corporation Ltd  
A/84 Kharavel Nagar, Unit-III  
Bhubaneswar

Subject: Submission of bid in response to the EOI No. dt

Ref. EOI No. \_\_\_\_\_ dated-----

Dear Sir,

I, the undersigned, offer this financial bid in response to the EOI of eco-tourism projects in accordance with your EOI document, Terms & Conditions and Scope of Work. **(Pease refer clause-4vb) of the Bid document.)**

Sl. No	Particulars of Services	Price (Lumpsum unit cost/ percentage as applicable)
1.	Architectural/ Landscaping Advisory Service in respect of site development	
2.	Preparation of Concept Design, Layout Plan, Structural & Engineering Drawing, Design Only	
3.	Preparation of Tender Documents, Estimates, BOQ etc	
4.	Supervision Charges for Ecotourism Project per site	

(The cost of consulting services shall be mentioned in both figures and words, and if there is a difference in the cost mentioned in figures & words, the cost in words shall be considered as the quoted amount. All the expenses in relation to site tour of the destinations and staying will be borne/ reimbursed as per entitlement for the similar kind of engagement in Government. Architects/ Architectural Consultants will have to quote their consulting fees in lumpsum for a period of One year in the Financial Bid. Architects/Architectural Consultants will have to quote their fees for preparation of Plan & estimates including detail structural and concept drawings per Assignment Basis in the Financial Bid)

We undertake that prices quoted is firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, on any account whatsoever..

Yours Sincerely,

For [Name]

Date:  
Place:

Signature with seal  
Name

**Annexure-VI****List of Wildlife/ Nature Destinations**

Sl. No	Name of the Destinations/Locations	Name of the Wildlife/ Territorial Division
1	Bhitarkanika( Habilkati & Dangamal)	Rajnagar Wildlife Division, Rajnagar
2	Debrigarh (Barakhandia)	Hirakud Wildlife Division, Burla
3	Berhampura and Mangalajodi	Chilika Wildlife Division
4	Sidhamula	Nayagarh Division
5	Badmul and Sitalpani	Mahanadi Wildlife Division
6	Chermaria (Pakidi)	Ghumusar South Division
7	Similipal (Ramtirtha)	STR,Baripada
8	Satkosia (Tarava,Chhotkei,Tikarpada)	Satkosia Wildlife Division
9	Saptasajya	Dhenkanal Division
10	Ansupa	Athagarh Division
11	Dampara, Godibari and Deras	Chandaka Wildlife Division
12	Mahabinayak and Olasuni	Cuttack Division
13	Kaliamba and Saluapali	Ghumusar North Division
14	Nuanai and Astarang (Sohana)	Puri Wildlife Division
15	Jamuani and Kumari	Karanjia Division
16	Rissia, Bichitrapur,Talsari and Tenda	Balasore Wildlife Division
17	Daringbadi and Belghar	Balliguda Division
18	Mandasaru and Kalinga	Phulbani Division
19	Anjar and Kanjipani ghat	Keonjhar Division
20	Manchabandha	Baripada Division
21	Dhuanali,Barbara and Dhani	Khordha Division
22	Khandadhar and Tensa	Bonai Division
23	Pine forest site	Koraput Division
24	Jakham	Kalahandi Division
25	Rushikulya mouth	Berhampur Division
26	Nrushinghanath	Bolangir Division