



GOVERNMENT OF ODISHA

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF ARCHITECTURE FIRM/ ARCHITECTURAL CONSULTANCY FIRM FOR THE WORK “DESIGN & CONSTRUCTION OF THE OFFICE SPACE FOR ODISHA MARITIME BOARD AT FORTUNE TOWER, BHUBANESWAR ON TURNKEY CONTRACT BASIS”.

REQUEST FOR PROPOSAL (RFP) NUMBER: 508, DTD.06.03.2024

March 2024

**Directorate of Ports and Inland Water Transport,
Paribahan Bhawan (2nd Floor), A.G. Square,
Unit-II, Ashok Nagar, Bhubaneswar-751001
Phone-0674-2390355,
Fax-0674-2396885,
Email: - portsniwt.od@nic.in**



**Directorate of Ports & Inland Water Transport,
Paribahan Bhawan(2nd Floor), A.G. Square,
Unit-II, Ashok Nagar, Bhubaneswar-9**

Phone-0674-2390355, Fax-0674-2396885, Email: - portsniwt.od@nic.in

**REQUEST FOR PROPOSAL (RFP) FOR
SELECTION OF ARCHITECTURE FIRM/ ARCHITECTURAL CONSULTANCY
FIRM FOR THE WORK “DESIGN & CONSTRUCTION OF THE OFFICE SPACE
FOR ODISHA MARITIME BOARD AT FORTUNE TOWER, BHUBANESWAR ON
TURNKEY CONTRACT BASIS”**

NO. 508(W/F) / DATE 06.03.2024

The Director, Ports and Inland Water Transport, Odisha, Bhubaneswar invites Offline Double Cover Request for Proposal (RFP) from eligible **Architecture Firm/ Architectural Consultancy Firm** for the work “**Design & construction of the Office Space for Odisha Maritime Board at Fortune Tower, Bhubaneswar on Turnkey Contract Basis**”.

The Consultancy Firm with prior experience in similar nature of work may participate in it who will **Design & construction of the Office Space for Odisha Maritime Board at Fortune Tower, Bhubaneswar** as per Terms of Reference (ToR). The Consultancy Firm who wish to participate shall deposit the RFP Cost for an amount of **Rs.2,000/- (Rupees Two Thousand) only in shape of Demand Draft** from any Scheduled/ Nationalized Bank & **EMD for Rs.20,000/- (Rupees Twenty Thousand) only** in shape of Term Deposit from any Nationalised/ Scheduled Bank/ National Savings Certificate (NSC) drawn in favour of **Establishment Officer, Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar** payable at Bhubaneswar. The RFP & ToR is available in the website of Government of Odisha: <https://odisha.gov.in/all-tenders> or can be collected from the Directorate from **12.03.2024 to 20.03.2024 upto 03.00 P.M.**. The last date for receipt of RFP is **20.03.2024 upto 03.00 P.M.** and will be opened on the same day at **03.30 P.M.** in the office of the undersigned. The selection of the consultant will be done on the basis of **Quality cum Cost Based Scoring (QCBS) System**. Any addendum/corrigendum made for this assignment will be hosted in the above website only.

The Authority reserves the right to cancel any or all bids without assigning any reason thereof. The authority, in no way shall be responsible for any postal/courier delay.


Director
Ports & IWT, Odisha
06/03/2024

Memo No. 509 /Dated 06.03.2024 /

Copy forwarded to the Deputy Director (Advertisement), I&PR Department, Odisha, Bhubaneswar for kind information with a request to publish the notice in 1(One) leading Odia Daily and 1 (One) English National Daily News Paper on or before **13.03.2024** for wide circulation. .


Director

Ports & IWT, Odisha

Memo No. 510 (WIE) /Dated 06.03.2024 /

Copy forwarded to the Head State Portal Group, IT Centre, Department of Information and Technology, Odisha, Bhubaneswar with a request to display the RFP upto **20.03.2024** in the Website of Government of Odisha i.e <https://odisha.gov.in/all-tenders> for wide circulation.


Director

Ports & IWT, Odisha

Memo No. 511 (WIE) /Dated 06.03.2024 /

Copy forwarded to the Director, Printing Stationary and Publication, Government of Odisha, Madhupatana, Cuttack-10 for information and necessary action. He is requested to arrange for publication in next issue of Odisha Gazette.


Director

Ports & IWT, Odisha

Memo No. 512 (WIE) /Dated 06.03.2024 /

Copy submitted to the Additional Secretary, Commerce & Transport (Com.) Department, Government of Odisha, Bhubaneswar for information.


Director

Ports & IWT, Odisha

Memo No. 513 (WIE) /Dated 06.03.2024 /

Copy forwarded to the Executive Engineer (Civil), Ports & IWT, South Division, Berhampur/ Executive Engineer (Mech), Ports & IWT, North Division, Cuttack/ Executive Engineer, Fishery Engineering Division, Bhubaneswar/ Principal, Crew Training Institute, Chandabali for information and wide circulation.


Director

Ports & IWT, Odisha

Memo No. 514 /Dated 06.03.2024 /

Copy forwarded to the Estimator/ Establishment Officer of this Directorate for information and necessary action.


Director

Ports & IWT, Odisha

Memo No. _____ /Dated _____ /

Copy to Office Notice Board for wide circulation/ Guard File for record and reference.


Director

Ports & IWT, Odisha

Schedule of Dates and Information

SL.	Particulars	Date and Time
1.	Date of uploading of RFP & other Documents (https://odisha.gov.in/all-tenders)	12.03.2024
2.	Documents download/sell start date (Online)	
3.	Pre-Bid Meeting	Date: 15.03.2024 Time – 11.00 A.M. Venue: Directorate of Ports and Inland Water Transport, Paribahan Bhawan (2nd Floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar-751001
4.	Bid submission start date:	12/03/2024
5.	Bid submission closing date:	20/03/2024
6.	Submission of Copies of Technical Documents in Hard Copy. (Price shall not be mentioned in any place in the technical documents. Mentioning of price in the technical documents shall lead to rejection.)	Directorate of Ports and Inland Water Transport, Paribahan Bhawan (2nd Floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar-751001
7.	Bid opening date for Technical Proposals:	
8.	Date for opening of Financial Proposal:	To be notified later
9.	Bid validity	90 (Ninety) Days from the last date of bid submission
10.	Earnest Money Deposit- to be submitted by post/courier.	Rs.20,000/- (Rupees Twenty Thousand Only) to be submitted only through post/courier during submission of Bid. The Bid stands cancelled in its entirety if the EMD is not provided.
11.	Communication	Phone-0674-2390355, Fax-0674-2396885, Email: - portsniwt.od@nic.in

TERMS OF REFERENCE (TOR)

1. Introduction:

The Odisha Maritime Board was established vide Notification COM-PORT-MISC-0033-2019-3322, Dtd. 23.08.2022 to act as the nodal agency for the holistic maritime development of the state of Odisha.

2. Objective:

The Architecture Firm/Architectural Consultancy Firm shall be engaged to provide services on a Turnkey Contract basis for the design and construction of the interior office space of the Odisha Maritime Board.

3. Scope of Work:

3.1. The Bidder shall be responsible for the preparation of plans, design specifications detailing the requirements for interior work, construction and supervision of work on a day-to-day basis and, furnishing of the said office space, oversight consultancy, and getting the work executed, keeping in view the time, cost and quality. The Bidder will need to give a tentative cost estimate of the project for his proposed concept design, for the interior design and construction work on a turnkey contract basis and shall work in close coordination with the concerned department/organisation for the successful completion of the project.

3.2. The selection of equipment should be energy efficient, and the proposed materials to be used should have the least negative impact on the environment. The design of interiors should also incorporate a fire-fighting system.

3.3. The layout plan of the office space is attached in Annexure I.

3.4. List of Spaces required but not limited to the following:

- a) 1 No. of Cabin for Chief Executive Officer
- b) 4 Nos. of Cabin for other officers
- c) Waiting Lounge
- d) Reception
- e) Conference Hall
- f) Cubicles for the officers
- g) Other ancillary spaces as required

The above list of space requirements is indicative only and shall be finalised with a round of discussion with the Authority/Client.

- 3.5. The scope of work shall thus include but not be limited to the following:
- a) Site evaluation and assessment
 - b) Interior design - space planning development & volumetric study.
 - c) Working Drawings
 - d) Architectural additions and alterations.
 - e) Design of fixed items of work, loose furniture & interior related civil works.
 - f) Illumination design.
 - g) Sound and acoustic design.
 - h) Graphic design and signage.
 - i) Indoor plantscape.
 - j) Selection of materials, equipment, and other interior related elements.
 - k) Engagement of the labours for the construction work
 - l) Integration of all Engineering services.
 - m) Periodic inspection and evaluation of works at site
- 3.6. The Bidder shall prepare all technical design, drawing, specifications, computation, reports as maybe required for the purpose.
- 3.7. The schedule of services in the various stage of the work shall be as follows:

3.7.1. Concept Design:

- ❖ Conduct a series of space requirements meetings with representatives from clients to learn about space design needs, preferences, and concerns.
- ❖ Furnish a site evaluation and analysis study in report/PowerPoint presentation format with basic approach to circulation, activity distribution, interaction and external linkages.
- ❖ Analyse schedule of spaces in relation to activities and site potential.
- ❖ Prepare conceptual designs with reference to requirements and prepare a rough estimate of cost on an area basis.

3.7.2. Preliminary Design:

Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, interior views and schedule of finishes for the Client's approval, along with the preliminary estimate of cost on area basis.

Propose to the Authority three space design options that include:

- a) Use of furniture and building materials that are easily sanitised/cleaned.
- b) Increased ventilation, filtration and air circulation.
- c) Maximum exposure to natural light and improved overall light quality in the office.
- d) Evaluate and include, to the extent possible, existing office structure, furniture systems and other existing office furnishings in new space design.

3.7.3. Drawings For Client's /Statutory Approval:

- ❖ Develop drawings, plans, and specifications necessary for construction, space planning, and furniture.
- ❖ Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

3.7.4. Working Drawings:

- ❖ Prepare working drawings, specifications, and schedule of quantities sufficient to prepare an estimate of cost and tender documents, including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
- ❖ Coordinate with the building facilities management and IT department of the IDCO/Fortune Towers to evaluate the HVAC, electrical, security, telecommunications systems, and other logistics which are deemed necessary.
- ❖ Ensure the necessary approvals and permits for design and construction are obtained when applicable.
- ❖ Get the samples of various elements and components approved from the Client.
- ❖ Submit GFC Drawings

3.7.5. Construction of Interior Civil & Interior Furnishing Works:

- ❖ Construction of spaces mentioned in Section 3.3 with related plumbing works, fixtures and finish-works, Internal Partition walls with brick work, flooring, cladding works, joinery works etc. Erection of partitions for cabins separations, false ceiling works, Cash Counter, Painting with POP finish etc., supply chairs, sofa, and other furniture from vendors, providing soft furnishings such as frost films to glazing, Venetian blinds, curtains, carpets etc.
- ❖ Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and, where necessary, clarify any decision, offer interpretation of the drawings/specifications, and attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- ❖ Execute the entire interior design as per the needs of the Client and the construction work of the project within the proposed deadline.
- ❖ Issue Certificate of Virtual Completion of works.

4. Contract Validity

The contract of the Firm shall be valid for 3 months, by which the assignment shall be completed. In case of any delay beyond the control of the selected Bidder, the reason for delay shall be duly notified to the Authority. Extension may be granted as per the sole decision of the Authority.

5. Payment Terms

The Consultant should raise the bill as per the approved rate to the Director, Ports & IWT, Odisha / Odisha Maritime Board on completion and handover of the space to the client.

5.1. Fee

Based on the actual work done made over the agreed scope of works as mentioned in **Clause- 3**, payment will be made to the Consultant after the handover of the space to the client as per the payment schedule mentioned below:

1. Preparation of Concept Design: **15% of the Total Amount payable**
2. Preparation of Working drawings: **35% of the Total Amount less the amount already made**
3. Commencement of the construction work: **55% of the Total Amount less the amount already made**
4. Commencement of furniture and soft furnishing: **75% of the Total Amount less the amount already made**
5. Handover of the Project: **100% of the Total Amount less amount already made (including performance security)**

5.2. Taxes & Duties

GST, as applicable due on the charges for the services being provided by the Consultant would be deducted at source by the paying Authority from the payment.

5.3. Travel and Accommodation Expenses

All travel and accommodation to the project site shall be borne by the Consultant.

6. Confidentiality

The deliverables, such as reports and other works of the Consultant for this assignment, including all studies and other materials, shall be the property of the Director of Ports, Government of Odisha, Commerce & Transport Department, and the Odisha Maritime Board. The Consultant will not have any right to such materials, including data. The Selected Bidder shall keep all work and services carried out for this assignment entirely confidential and not to use, publish or make known without the written approval. However, the foregoing obligations of confidentiality, secrecy, and non-use shall not apply to any information that was in Consultant's possession before commencement of work or which is or shall become available to the public in the form of printed information.

7. General Instructions:

- 7.1. A Bidder is eligible to submit only one Bid for the assignment.
- 7.2. The Bidder should furnish a Power of Attorney in favour of the authorised signatory of the Firm as per the specified format at Technical Bid format – II. In case of a firm under sole-proprietorship, submission of Power of Attorney in favour of the authorised signatory is not necessary.
- 7.3. A Bidder shall not have a conflict of interest that affects the Bidding Process.
- 7.4. This RFP Document is not transferable.
- 7.5. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process;
- 7.6. Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, location, surroundings, climate, availability of power, water and other utilities for construction, access to the site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by them.
- 7.7. Notwithstanding anything contained in this RFP document, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or obligation for such acceptance, rejection or annulment and without assigning any reasons thereof.
- 7.8. Any queries or requests for additional information concerning this RFP document shall be submitted in writing or by fax and e-mail to the officer mentioned below:
- 7.9. All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhubaneswar alone and be governed by laws of India.

8. Time Schedule Mile Stone

- Item no. 3.6.1 of Scope of Work: **1 week from date of issue of LOA**
- Item no. 3.6.2 of Scope of Work: **2 weeks from date of issue of LOA**
- Item no. 3.6.3 of Scope of Work: **3 weeks from date of issue of LOA**
- Item no. 3.6.4 of Scope of Work: **5 weeks from date of issue of LOA**
- Item no. 3.6.5 of Scope of Work: **12 weeks from date of issue of LOA**

9. Minimum Eligibility Criteria:

The bidders fulfilling the following criteria are eligible to participate in the bidding process:

- 9.1. The Bidder should be a member of the Council of Architecture
- 9.2. The Bidder should have completed the designing and construction of projects of similar nature during the last 2 (two) years from 01/02/2022 to 31/01/2024, which should either be the following:
 - 9.2.1. Three similar works, each costing not less than 10 lakhs
or
 - 9.2.2. Two similar works, each costing not less than 20 lakhs
or
 - 9.2.3. One similar work, each costing not less than 30 lakhs
- 9.3. The Bidder should have a minimum experience of 2 (two) years in the field. The period of 2 (two) years for the purpose of having completed similar works shall be from 01/02/2022 to 31/01/2024
- 9.4. The Bidder should have a minimum average annual turnover of Rs. 10 lakhs

The Bidder should provide sufficient evidence to satisfy the above eligibility conditions to qualify for submitting the Bid.

10. Selection Criteria

- i. The selection of the Consultant shall be based on the **Quality cum Cost Based Scoring (QCBS) System**.
- ii.
- iii. The Technical Scoring Criteria is as follows:

Technical Scoring Criteria			
S. No.	Parameter	Criteria	Maximum Marks
1	Firm Experience	Number of similar Projects undertaken for State/Central Government or private sector undertaken since 01.01.2022. (10 marks per project) Work Order / Completion Certificate from the Client has to be submitted.	40
2	Average Annual Turnover	The Average Annual Turnover of the firm: More than INR 30 lakhs- 10 marks More than INR 20 lakhs to INR 30 lakhs- 05 marks More than INR 10 lakhs to INR 20 lakhs- 02 marks	10
3	Presentation	Presentation on Concept Design	50
Total (out of 100) (TS)			

- iv. The Bidders scoring **at least 60 marks** in the Technical Scoring shall be considered for Financial Opening.
- v. The Financial Score will be computed as $\text{Financial Score (FS)} = \text{CL/C} \times 100$, where CL = Lowest Financial Bid C = Bidder's Financial Bid.
- vi. The Final Combined Score (CS) will be computed as $\text{CS} = (0.8 \times \text{TS}) + (0.2 \times \text{FS})$ where TS = Technical Score, FS = Financial Score and CS = Combined Score
- vii. CS shall be rounded off up to two decimal places. In case more than one bidder has equal CS, the one having the higher/highest TS will be declared successful.
- viii. The bidder scoring the highest combined score (CS) will be identified as the preferred bidder and work will be awarded to that bidder.

11. Preparation & Submission of Bid

- 11.1. Preparation of Tender documents. Tender document shall consist of both 1) Technical Proposal and 2) Financial Proposal in two separate envelopes.
- 11.2. Each of the two envelopes specified above shall be placed in an outer envelope, which shall be sealed. Each of the envelopes shall clearly bear the following identification:
"Request for Proposal for selection of Architecture Firm/Architectural Consultancy Firm for the design & construction of the Office Space for Odisha Maritime Board at Fortune Towers, Bhubaneswar on Turnkey Contract Basis" and shall clearly indicate the name and address of the Bidder
- 11.3. Bids shall be submitted at the address written below:
Directorate of Ports and Inland Water Transport, Paribahan Bhawan (2nd Floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar-751001.
- 11.4. If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.
- 11.5. Bids submitted by fax, telex, telegram, or email shall not be entertained and shall be rejected.
- 11.6. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- 11.7. In preparing the Technical Proposal, bidders are expected to examine the documents comprising these Tender in detail.

- 11.8. The documents accompanying the "Technical Bid" shall include:
- 11.8.1. Earnest Money Deposit (EMD) of Rs. 20,000 in the form of Demand Draft/Pay Order.
 - 11.8.2. Filled Technical Bid Format -I to Technical Bid Format -II, as per the specified format.
- 11.9. The Technical proposal should be submitted as per the information using the attached Technical Bid Format I and II. The intending bidders should also submit the following necessary documents apart from technical bid format I and II. All these technical documents have to be submitted in sealed envelope clearly mentioning the RFP number with in the specified date and venue as mentioned in the table of schedule of date and information mentioned earlier.
- 11.9.1. Company Registration certificate (excluded in case of Sole Proprietorship)
 - 11.9.2. Audited Balance Sheet and Profit & Loss Account for the preceding three years (Audited or unaudited as applicable)
 - 11.9.3. Service Tax / GST Clearance Certificate for the preceding three years
 - 11.9.4. Income Tax Clearance Certificate for the preceding three years
 - 11.9.5. Completion Certificates/work orders of similar types of works done since 01.02.2022
 - 11.9.6. GST certificate
 - 11.9.7. PAN Card
 - 11.9.8. Receipt of EMD submitted.
- 11.10. The bidder is expected to examine carefully all instructions, conditions of contract, forms, terms and specifications, and forms in the Bid Document. Failure to comply with the requirements of Bid Documents shall be at the bidder's own risk. Bids which are not substantially responsive to the requirement, so the Bid Documents, shall be rejected.
- 11.11. Clarification of Bidding Documents can be done in the Pre-bid Meeting. Copies of the Employer's response will be uploaded to the website, including a description of the inquiry, clarifications, corrigendum if any.
- 11.12. The authorised signatory of the Bidder shall sign with official stamp on each page of the Bid.

11.13. The Bids shall be valid for a period of not less than 90 (Ninety) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective bidders and the Authority.

11.14. A pre-bid conference will be held on 15th March, 2024 at Directorate of Ports and Inland Water Transport, Paribahan Bhawan (2nd Floor), at 11.00 A.M.

12. Force Majeure

Neither Party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the Terms of Reference), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earthquake and other acts of God as well as War, Military operation, Blockade, Acts or Actions of State Authorities or any other circumstances beyond the Party's control.

13. Evaluation of Bid and Selection of Bidder

13.1. The Authority shall open the Technical Bids on 20th March 2024 at Directorate of Ports and Inland Water Transport, Paribahan Bhawan (2nd Floor) at 3.30 P.M.

13.2. The Authority will subsequently examine and evaluate the Technical Bids in accordance with the provisions set out in this RFP document.

13.3. To facilitate the evaluation of Bids, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.

13.4. Prior to the evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP document. A Technical Bid shall be considered responsive only if:

- a) It is received as per the format specified;
- b) It is received by the Bid Due Date including any extension thereof;
- c) It is signed, sealed, bound, and marked as stipulated in the RFP document;
- d) It is accompanied by the Earnest Money Deposit as specified in the RFP document;
- e) It contains all the information (complete in all respects) as requested in this
- f) RFP Documents (in formats same as those specified);
- g) It does not contain any condition or qualification; and
- h) It is not non-responsive in terms hereof

- 13.5. Bids not supported with Document Cost shall be summarily rejected.
- 13.6. The results of the Technical Bid Evaluation Committee shall be communicated to the eligible/shortlisted Bidder/s. The date and time for the same shall be communicated later.
- 13.7. Shortlisted bidders on the basis of technical bids, will be required to make presentation of their concept designs on the same date.
- 13.8. Financial bids of the shortlisted bidders whose concept designs are approved by the evaluation committee shall be opened on date stipulated by the Authority.
- 13.9. The Bidder adjudged as responsive and shortlisted through QCBS system for the stipulated assignment shall be declared as the successful Bidder.
- 13.10. This RFP document and related documents, if any shall form a part of the contract document. The successful Bidder, on acceptance of his Bid by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract.
- 13.11. The selected Bidder shall submit the complete designs of the work within 15 days from the date of award of the contract to him. These designs shall be prepared in consultation with the Authority/Client.
- 13.12. After consultations, designs should be finalised and frozen within another 7 days. Any delay in completion of the work within the stipulated timeline may invite a penalty, which may be forfeiture of the entire or part amount of the performance guarantee and security deposit.

14. Validity of Proposal

Proposals shall remain valid for 90 (Ninety) Days from the last date of bid submission

15. Agreement:

The selected firm has to sign an agreement with the Director, Ports and Inland Water Transport, Odisha, Bhubaneswar / CEO, Odisha Maritime Board.

16. Right to Termination

- 16.1. Directorate of Ports and Inland Water Transport, Odisha/ Odisha Maritime Board, Bhubaneswar reserves the right to terminate the Agreement, if it is found that the performance of the Selected Bidder is not satisfactory at any point of time during the period of the contract.
- 16.2. Either Party can terminate the Agreement by giving one month written notice.

17. Right to accept/reject any applications

Directorate of Ports and Inland Water Transport, Odisha/ Odisha Maritime Board reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the term and condition at any time, without assigning any reason whatsoever.

18. Disputes

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

19. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice, etc., for this assignment, will be hosted only on the website <https://odisha.gov.in/all-tenders>.

20. Award of Consultancy

After selection, a Letter of Acceptance (the “LOA”) shall be issued, in duplicate, by the Directorate of Ports and Inland Water Transport, Odisha/ Odisha Maritime Board, Bhubaneswar, to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

21. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, the Agreement will be executed with Director, Ports and Inland Water Transport, Odisha/ CEO, Odisha Maritime Board within a period of 15 (Fifteen) days from the date of issuance of LOA.

22. Commencement of Assignment

The Consultant shall commence the Services within Seven (7) days from the date of signing of the Agreement.

TECHNICAL BID FORMAT-I

(To be furnished with Technical Proposal. To be submitted on the letter head of the company)

1. With reference to your tender number.....dated....., I/We, having examined the tender documents and understood its contents, hereby submit my/our application.
2. I/ We acknowledge that Directorate of Ports and Inland Water Transport, Odisha/Odisha Maritime Board will be relying on the information provided and the documents accompanying such application by us and we certify that all information provided and in the Annexes are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such application are true copies/ certified copies of their respective originals.
3. I/ We shall make available to the Directorate of Ports and Inland Water Transport, Odisha/Odisha Maritime Board any additional information it may find necessary or require supplementing or authenticate this application.
4. I/ We certify that in the preceding 5 financial years, we have not been terminated/blacklisted by any state government/central government authorities.
5. I/ We satisfy the selection criteria and meet all the requirements as specified in the tender document and am/ are qualified to apply.
6. I/We agree and undertake to abide by all the terms and conditions of the tender document
7. Other particulars:
 - a. Name of the Company/Firm
 - b. Year Established
 - c. Objective of Company/Firm
 - d. Address of Office
 - e. PAN No.
 - f. GST No.
 - g. Telephone No./ Fax No.
 - h. Email Address

8. Name of the Central/ State Govt. Departments/PSUs/Private Organisations to whom the Bidder has provided similar Services, if any:

- | | |
|-------|------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |

9. Brief Description of the background of the Firm for this assignment

10. No. of years of proven experience of providing similar services

Dated this _____ day of _____ 2023

Signature of Authorized Signatory

Name & Designation

Company/Firm Seal

TECHNICAL BID FORMAT-II

(On the non-judicial stamp paper of Rs. 100)

Know all men by these presents, We, _____ (name of the Firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid –**"Request for Proposal for selection of Architecture Firm/Architectural Consultancy Firm for the design & construction of the Office Space for Odisha Maritime Board at Fortune Towers, Bhubaneswar on Turnkey Contract Basis "** proposed or being developed by the "Authority including but not limited to signing and submission of all bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the assignment and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority. AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 2024.

For _____

(Signature)

(Name, Title and Address)

Witnesses:

1.

2.

Accepted

[Notarised]

(Signature)

(Name, Title and Address of the Attorney)

- Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.*

FINANCIAL BID FORMAT-I

To

**The Director,
Ports and Inland Water Transport,
Odisha, Bhubaneswar.**

Sub: - Request for Proposal for selection of **Architecture Firm/Architectural Consultancy Firm for the design & construction of the Office Space for Odisha Maritime Board at Fortune Towers, Bhubaneswar on Turnkey Contract Basis.**

Dear Sir,

We, the undersigned, offer to provide the architectural consultancy services for the above assignment in accordance with the TOR. Our Financial Quotation are as follows:

Sl. No	Item	Lump-sum Fees (in Indian Rupees) excluding GST
(1)	(2)	(3)
1.	Architecture Firm/Architectural Consultancy Firm for the design & construction of the Office Space for Odisha Maritime Board at Fortune Towers, Bhubaneswar on Turnkey Contract Basis	

The Financial Quotation is without any condition

Signature and Seal of the

Party_____

Name :-

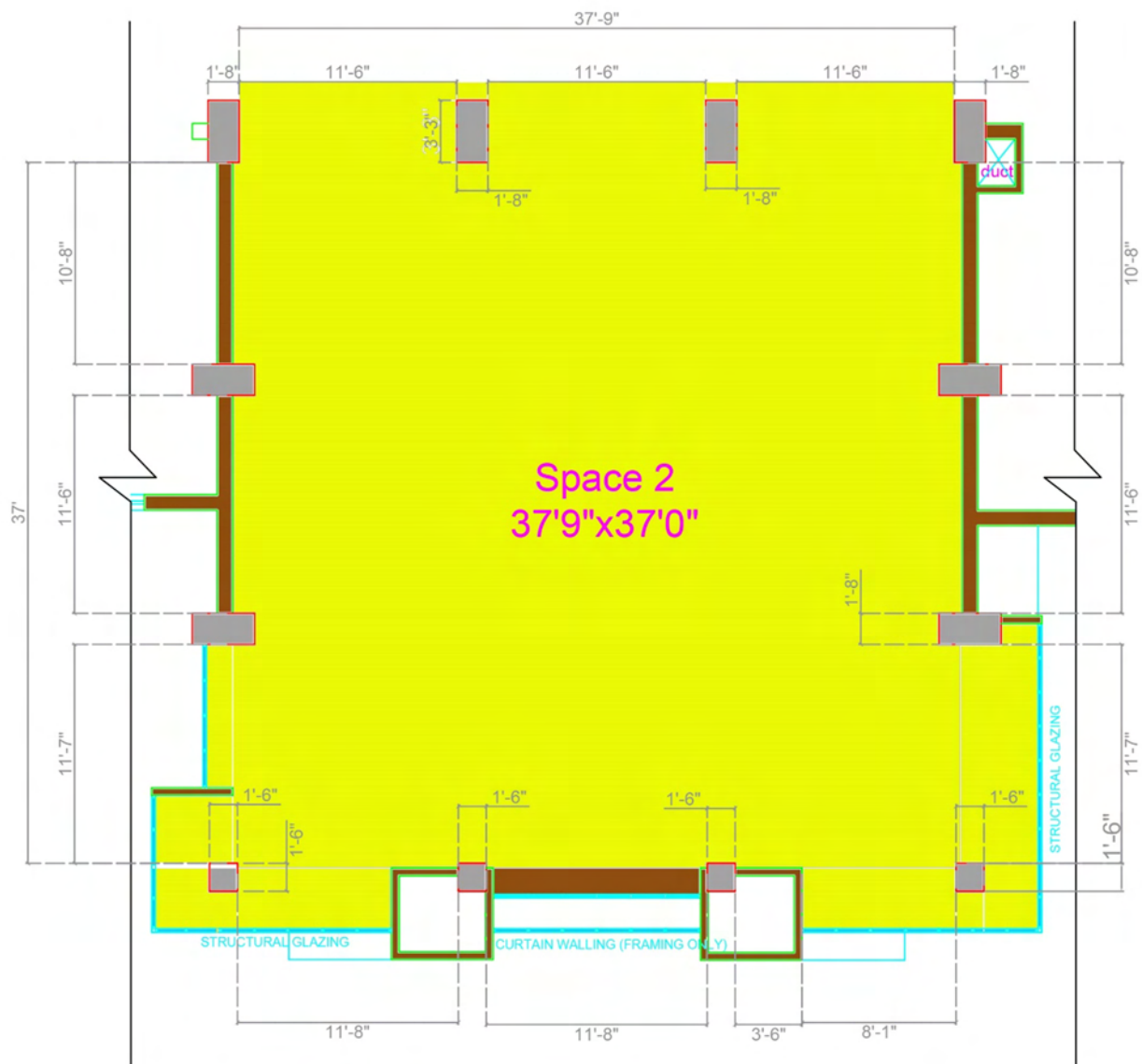
Designation :-

Company/Firm :-

Date :-

*TDS will be deducted as per Income Tax Rules.

Note: - The applicant should quote lump-sum professional fee for Consultancy services exclusive of all applicable taxes, duties. **Taxes and duties should be indicated separately.**



NORTH	
SCALE	
NTS	
Follow written dimensions only	