

Expression of Interest
For
Engagement of Architect for Providing Architectural
Services to Odisha Co-op. Tasar & Silk Federation
(SERIFED) Ltd., Bhubaneswar
for Execution of different projects of SERIFED.

ISSUED BY

**ODISHA COOPERATIVE TASAR & SILK FEDERATION
(SERIFED) LTD.**

Sahid Nagar, Janpath, Bhubaneswar-751 007, Tel : 2545586/2545852,
email-serifedodisha@gmail.com

**ODISHA COOPERATIVE TASAR & SILK FEDERATION
(SERIFED) LTD.**

Sahid Nagar, Janpath, Bhubaneswar-751 007, Tel : 2545586/2545852,
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File No- VI-1(07)/SERIFED/23-24/1492

Date:20.07.2023

Expression of interest

Odisha Co-operative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar invites sealed offers for **Engagement of Architect for providing architectural services to SERIFED** for execution of different projects. The EOI documents can be seen/downloaded from the website : www.serifedodisha.in during the period dt. 25.07.2023 to 17.00 hours up to dt. 02.08.2023. Online bids shall be received till 17.00 hours dt. 02.08.2023 & shall be opened at 11.30 AM on Dt. 03.08.2023. Any addendum / corrigendum / cancellation of EOI can also be seen in the said website.

The authority reserves the right to accept or reject any or all offers without assigning any reason thereof.

**Sd/-
MANAGING DIRECTOR**

Memo No- 1493(3)

Date: 20.07.2023

1. Copy submitted to the Special Secretary to Govt., HT&H Department, Govt. of Odisha, Bhubaneswar for favour of kind information.
2. Copy submitted to the Director of Textiles, Odisha, Bhubaneswar for favour of information .
3. Copy to Notice Board of SERIFED for information and wide circulation.

**Sd/-
MANAGING DIRECTOR**

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	Odisha Co-op Tasar and Silk Federation Ltd., SERIFED Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
3	Deadline for receipt of EOI Proposal	02.08.2023 (upto 5.00PM)
4	Date of opening of Technical Proposal	03.08.2023 (11.30AM)
5	Date of opening of Financial Proposal	Will be intimated latter
6	Bid processing Fee (Non Refundable)	Rs 500 (Rupees Five Hundred) only favouring Managing Director, SERIFED drawn in any scheduled commercial bank payable at Bhubaneswar.
7	Earnest Money Deposit (EMD) Refundable	Rs. 6000/- (Rupees Twenty Thousand only) favouring Managing Director, SERIFED drawn in any scheduled commercial bank payable at Bhubaneswar.
8	Contact Person	1. Sri Shivabrata Pattnaik Assistant Engineer, SERIFED Phone No: 99937838737 2. Laxman Chandra Behera Technical Assistant Phone No: 7008897993
09	Place of opening of proposal	SERIFED, Saheed Nagar, Bhubaneswar. Ph - 0674-2545586/2545852
10	Websites to visit for download of bid document.	www.serifedodisha.in

BID SUBMISSION CHECK LIST

SL. NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy		
5	Copy of PAN		
6	Copy of GSTIN & up-to date return copy 2022-23 (till May 2023)		
7	Copies of Income Tax Clearance Certificate for the last three Financial years. (2019-20, 2020-21,2021-22).		
8	Financial details of the bidder along with all the supportive documents such as copies of Income/Expenditure Statement and Balance Sheet for the last 3 years. (2019-20, 2020-21,2021-22).		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
10	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificates for the respective assignments from the authorities.		
11	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
12	Undertaking for not having any police case pending against the bidder.		
13	Undertaking regarding trueness of information submitted.		
14.	Should have a registered office bearing and experience of minimum of 15 years.		
15.	Should have worked with both Central and State Government (Work order copy to be provided)		
16.	Should have a minimum Turnover of 1.5 crore		
17.	Principal Architect / Directors (in case of partnership – firm) should have post Graduate degree in Architecture		
18.	Should have submitted at least 2 nos. of DPRs, related to Handloom, Textiles and Handicrafts work.		
19.	Should have executed at least 1 no. Of State Level Handicraft Fair.		
FINANCIAL BID (ORIGINAL)			
1	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____

1. SCHEDULE OF EOI PROCESS

- (i) Period of availability of EOI document** : **Dt. 25.07.2023** from 10.00 A.M up to 5.00 PM on **dt. 02.08.2023** during office hours from 10.00 A.M. to 5.00 P.M. (Excluding holidays) or can be down loaded from website **www.serifedodisha.in**
- (ii) Place of availability** : **Odisha Cooperative Tasar & Silk Federation (SERIFED) Ltd., Plot – 140, Sahidnagar, Bhubaneswar**
- (iii) Cost of EOI Document** : **Rs.500/- (Rupees five hundred) only non-refundable**
- (iv) Earnest money to be deposited** : **Rs. 6,000/- (Rupees Six Thousand) only in shape of D.D. in favour of Odisha Cooperative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar**
- (vi) Last date for receipt of Sealed offers** : **up to 5.00 P.M. on dt. 02.08.2023** in the office the Managing Director, SERIFED Ltd., Bhubaneswar
- (vii) Date and Time of opening of Sealed offers** : **11.00 A.M. on Dt. 03.08.2023** in the office the Managing Director, SERIFED Ltd., Bhubaneswar
- (viii) For further information** : Odisha Cooperative Tasar & Silk Federation (SERIFED) Ltd., Sahidnagar, Bhubaneswar, Contact no. : (0674) 2545586,
(within office hours on working days)
Website- www.serifedodisha.in

2. INTRODUCTION

Odisha Cooperative Tasar & Silk Federation (SERIFED) Ltd. through its Engg.Cell is in the process to take up different types of projects of Handlooms, Textiles & Handicrafts Deptt., Govt. of Odisha.

In view of above, SERIFED wants to engage leading architects / architectural firms for providing comprehensive architectural services. The engagement shall be for a period of 1(one) year. The Architects/Architectural firms desire to enlist themselves may apply in the prescribed format to the Managing Director, SERIFED with full biodata confirming the eligibility criteria along with E.M.D. The sealed envelope containing the offer should be super scribed with “Application for engagement of Architect for providing architectural services to SERIFED“ and should be addressed to the Managing Director SERIFED.

3. DETAIL SCOPE OF SERVICES

Upon selection of the successful bidder, the Consultant would be required to provide end-to-end services for the Project. The detailed scope of services, which inter alia includes but not limited to, are as follows:

PHASE-I

Stage 1: Preparation of Conceptual Design

- Preparation of design brief in consultation with SERIFED, ascertain Govt. requirements, examine site constraints/ potential and obtain consent of Govt. on the design brief;
- Conduct total station and topographical survey and preparation of drawings and documents on site evaluation, state of existing infrastructure, accessibility, circulation pattern , parking if any and analysis and impact of existing and or proposed development.
- Preparation of conceptual design (with multiple option, if required) with reference to B.D.A.’s/ Local Approving authorities, requirements as per the defined Project Component and preparation of indicative cost estimate at OPWD / market rate;

Stage 2: Detailed Project Report

- Preparation of a presentation on a detailed drawing and on the basis of suggestions. Prepare drawings necessary for client’s and ensure compliance with codes, standards and legislation as applicable.
- Preparation of required working drawings and details.
- Preparation of specifications, schedule of quantities and detailed cost estimates.
- Assisting SERIFED in finalizing / approving the various elements, components, materials & brand names.
- Estimation of the proposed time limit to complete the project with CPM / PERT charts.

PHASE-II

Stage 3: Statutory Approval

- Preparation of necessary drawings and layout plan for obtaining statutory approvals and assisting SERIFED for obtaining necessary statutory approvals/ clearances from other statutory body/ local authority as applicable and obtaining environmental clearance from the State Environment Impact Assessment Authority (SEIAA) ;
- Carry out required due diligence for ensuring compliance of all codes standards and legislation as applicable;

4. DELIVERABLES

Upon selection of the successful bidder, the Consultant would be required to submit the following deliverables to SERIFED from time to time. The lists of deliverables which inter alia includes but not limited to are as follows:

Stage 1: Concept Design

- Inception Report containing design brief and development parameters;
- Conceptual Design on the proposed project in the form of Site Layout plan and conceptual floor plans;
- Submission of land use plan for the entire site showing the buildings, roads, all external services and landscaping;
- Report on Requirement Analysis & Indicative cost estimate;

Stage 2: Detailed Project Report

- Detailed Design Report;
- Working Drawings;
- Detailed Schedule of Quantity;
- Detailed Schedule of Specifications;

Stage 3: Statutory Approval

- All necessary designs/ drawings for obtaining required approvals;
- Facilitating for obtaining necessary clearance / go ahead certificate from concerned Urban Development Authority, State Pollution Control Board, Air Port Authority, and Fire Department as may be required for the project. Statutory fees of the concerned authorities will be paid by SERIFED;

5. ELIGIBILITY CRITERIA:

- 1 Covering letter along with information in Bidders Letter Head.
- 2 Bid Processing Fee (Demand Draft)
- 3 EMD (Demand Draft)
- 4 Copy of Incorporation/Registration Certificate/ profile Copy
- 5 Copy of PAN
- 6 Copy of GSTIN & up-to date return copy 2022-23 (till May 2023)
- 7 Copies of Income Tax Clearance Certificate for the last three Financial years. (2019-20, 2020-21, 2021-22).
- 8 Financial details of the bidder along with all the supportive documents such as copies of Income/Expenditure Statement and Balance Sheet for the last 3 years. (2019-20, 2020-21,2021-22).
- 9 Power of Attorney in favour of the person signing the bid on behalf of the bidder.
- 10 List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificates for the respective assignments from the authorities.
- 11 Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past
- 12 Undertaking for not having any police case pending against the bidder.
- 13 Undertaking regarding trueness of information submitted.
14. Should have a registered office bearing and experience of minimum of 15 years.
15. Should have worked with both Central and State Government (Work order copy to be provided)
16. Should have a minimum Turnover of 1.5 crore
17. Principal Architect / Directors (in case of partnership – firm) should have post Graduate degree in Architecture
18. Should have submitted at least 2 nos. of DPRs, related to Handloom, Textiles and Handicrafts work.
19. Should have executed at least 1 no. Of State Level Handicraft Fair.

6. SUBMISSION OF EOI - PACKING, SEALING AND MARKING:

- a. The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in
“Expression of Interest for engagement of Architect for providing of Architectural Services to SERIFED”.
- b. The EOI shall be addressed to **Managing Director, Odisha Cooperative Tasar & Silk Federation (SERIFED),Janpath, Sahidnagar, Bhubaneswar-751007.**

If the envelope is not sealed and marked as mentioned above, SERIFED will not be responsibility for any misplacement or premature opening.(Telex, cable or facsimile EOI will be rejected).

7. DOCUMENT PURCHASE FEE

Non-refundable Document (downloaded from www.serifedodisha.in) cost in the shape of Demand Draft/Pay order from any scheduled commercial bank in favour of Odisha Co-op. Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar, payable at Bhubaneswar for INR500/- (Rupees five hundred only) is to be furnished by the applicant. EOI without the requisite Document cost shall be treated as non-responsive and rejected.

8. EARNEST MONEY DEPOSIT (EMD)

EMD in shape of Demand Draft / Pay order from any scheduled commercial bank in favour of Odisha Co-op. Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar, payable at Bhubaneswar for Rs. 6,000/- (Rupees Six Thousand) only is to be furnished by the applicant. EOI without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. Unsuccessful applicant's EMD will be discharged /returned within 30 days from the date of issuance of the letter of engagement to the firm. No interest will be paid on EMD. The EMD may be forfeited if an applicant withdraws its EOI during the period of validity of the EOI. The EMD amount shall be kept as Security deposit with SERIFED for the firms for a period of two years after which it shall be refunded to them.

9. VALIDITY OF EOI

EOI Offer shall remain valid for 180 days after the date of Offer opening. A Offer valid for a shorter period shall be rejected as non-responsive.

10. ADDENDUM / CORRIGENDUM / NOTICE

Any Addendum / Corrigendum / Notice etc. for this assignment issued by SERIFED will be hosted only on the website www.serifedodisha.in .

11. RIGHT TO REJECT ANY OR ALL OFFERS

Notwithstanding anything contained in this invitation document, the SERIFED reserves the right to accept or reject any Offer and to annul this selection Process and reject all Offers, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. SERIFED, also, reserves the right to reject any Offer if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the applicant does not submit sufficient information as being asked for

12. AMENDMENT / MODIFICATION

At any time prior to the deadline for submission of EOI Offer, SERIFED may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments / addendum will be circulated to the applicants and will be binding on all. In order to abide by the issuance of the amendment or allow the applicants for giving a reasonable time for considering an amendment into their offer, or for any other reason, the SERIFED may, in its sole discretion, extend the EOI Offer Due Date.

13. PENALTY

In the event of delay in stage wise execution of work, specified in this Contract / furnishing deliverables due to negligence or in-efficiency attributable to the selected bidder, the selected bidder shall be liable to a penalty @ 0.1% of the value of work order in respective phases, for every week of delay up to a maximum of 5% (five) of the contract value after which SERIFED shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week inclusive of Govt./Local holidays.

14. LANGUAGE

The EOI and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

15. EOI SUBMISSION DUE DATE

Duly sealed EOI offer from the applicant filled in all respect must reach SERIFED at the address, time and date specified in the invitation letter through Speed / Regd. Post or courier or can be dropped in the Drop Box at SERIFED. If the specified date for the submission of EOI offer is declared as a Govt. holiday, the EOI offer will be received up to the appointed time on the next working day.

16. LATE SUBMISSION

EOI Offer received after the deadline for submission prescribed by SERIFED will not be entertained and be rejected.

17. MODIFICATIONS AND WITHDRAWAL OF EOI OFFERS

No modifications to the EOI Offers shall be allowed once it is received by SERIFED, Bhubaneswar.

18. EOI OFFERS OPENING DATE

SERIFED will open all EOI Offers, in the presence of authorized representatives who choose to attend, at the date and time mentioned. The representatives of applicants who are present shall sign a opening schedule /register evidencing their attendance. In the event of the specified date being declared a holiday, the offer shall be opened at the appointed time and location on the next working day or as intimated to the agencies.

19. ENGAGEMENT PROCEDURE

The broad procedure for engagement of Architect consultants constitutes as under.

- a) **Invitation of Expression of Interest (EOI):** SERIFED invites the application from eligible consultants to submit their expression of interest to participate in the engagement procedure.
- b) **Submission of EOI:** The participants will submit the EOI to SERIFED along with the details as required in the prescribed manner.
- c) **Scrutiny by the SERIFED –** The SERIFED will scrutinize all the EOI offers received as per the eligibility criteria mentioned in this document.
- d) **Engagement:** The eligible applicants would be selected for the Engagement on the basis of their credentials, competence and previous work records.

20. AWARD OF ENGAGEMENT

After selection, a Letter of Engagement (LOE) shall be issued by SERIFED to the eligible applicants and the eligible applicants shall, within 7 (seven) days of the receipt of the LOE, sign and return the duplicate copy of the LOE in acknowledgement thereof. In the event the duplicate copy of the LOE duly signed by the eligible applicants is not received by the stipulated date, unless it consents to extension of

21. PERIOD OF ENGAGEMENT:

The engagement shall be valid for a period of **1(One) year** from the date of signing of the Contract Agreement. The engagement would be extended by SERIFED at its own discretion. Notwithstanding anything contained in this EOI document, SERIFED would have sole irrevocable right to terminate the engagement and/ or increase the number of members of such engagement and/ or issue fresh notice of invitation for similar engagement without assigning any reason whatsoever.

22. TERMINATION OF ENGAGEMENT:

If in the view of SERIFED, the performance of a Consultant is not satisfactory/ the Consultant has failed to safeguard the interest of SERIFED, SERIFED may at its sole discretion, terminate the engagement of the consultant, for particular project as well as terminate the consultant's engagement with the SERIFED. SERIFED, in doing so, shall intimate the consultant in written termination letter. The decision of SERIFED in this matter shall be final and binding.

Sd/-

**MANAGING DIRECTOR
SERIFED, Bhubaneswar**

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Name and Designation of the Signatory
Name of the Bidder and Address:

Authorised Signature
(in full and initials)

Covering Letter

(On the Letterhead of the applicant)

Date: _____

To:

**The Managing Director,
Odisha Co-op. Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar
Janapath, Sahidnagar,
Bhubaneswar, Odisha.**

Sub: “Engagement of Architect for providing Comprehensive Architectural services” to Odisha Co-op. Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar for different projects executed by SERIFED.

Dear Sir,

Having examined the EOI document, we hereby submit all the necessary information and relevant documents for our Engagement of Architect for providing Architectural Services to Odisha Co-op. Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar (SERIFED).

The application is made by us, on behalf ofin the individual capacity duly authorized to submit the offer.

We also hereby agree and undertake as under:

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

We hereby certify and confirm that in the preparation and submission of our Offer, 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

We understand that SERIFED reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorised Person)

Date:

Enclosures:

Information of Applicants

Name of the Consultant (In full):

Address:.....

Telephone No:.....

E-mail address:.....

Website (if any):.....

Company/Partnership firm :.....(please provide relevant documents)

Year of establishment:.....

(Certificate of Registration/Incorporation under Indian Companies Act to be furnished)

Place of business:.....

(Signature of Authorised Person)

Date:

FINANCIAL PROPOSAL

Sl. No	Name of works	Financial Quote Rate in % (Exclusive of GST as applicable)
1	Providing Comprehensive Architectural Services to SERIFED.	

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____