

EOI NO.: 01

DATE: 23/09/2021

## **EXPRESSION OF INTEREST**

**FOR**

**EMPANELMENT OF CONSULTING AGENCIES FOR  
PROVIDING ARCHITECTURAL, INTERIOR DESIGN &  
OTHER ENGINEERING SERVICES LIKE, STRUCTURAL  
DESIGN, ESTIMATE ETC.**



**The Odisha State Police Housing and Welfare Corporation Ltd.**

**(OPHWC)**

*(A Government of Odisha Undertaking),*

Bhoinagar, Janpath, Bhubaneswar - 751022,

Phone: 0674 – 2541545 / 2542921

**E-Mail: [ophwc.od@nic.in](mailto:ophwc.od@nic.in)**

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**THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.**

*(A Government of Odisha Undertaking),*

BHOINAGAR, JANPATH, BHUBANESWAR - 751022

**Phone:** 0674 – 2541545 / 2542921, **E-Mail:** [ophwc.od@nic.in](mailto:ophwc.od@nic.in)

EOI NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

**EMPANELMENT OF CONSULTING AGENCIES FOR PROVIDING ARCHITECTURAL, INTERIOR DESIGN & OTHER ENGINEERING SERVICES LIKE STRUCTURAL DESIGN, ESTIMATE ETC.**

The Chief Engineer on behalf of The Odisha State Police Housing and Welfare Corporation Ltd., (OPHWC) Bhubaneswar invites Expression of Interest (EOI) for Empanelment of Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like Structural Design & Estimate etc. as detailed in the table below:

SL.NO.	NAME OF WORK	NON-REFUNDABLE PROCESSING FEE (OFF-LINE SUBMISSION)	ELIGIBILITY CRITERIA	DURATION OF CONTRACT
1	2	3	4	5
1	Empanelment of Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like, Structural Design, Estimate etc.	RS. 11,800.00 (Incl. GST)	AS PER DTCN.	TILL 31-03-2025

**N.B:** Please note that all Agencies who are already empanelled with OPHWC are requested to apply under this EOI, under the appropriate category within 21 Days of publication of this EOI. The earlier empanelment for providing architectural services will cease to exist Three Months from the publication of this EOI. Please note that in such cases, **existing Agencies who are empanelled in the year 2019, are exempted from paying the processing fee for this EOI.**

a. Bid documents consisting of set of terms and conditions of contract and other necessary documents can be seen in the website: **ophwc.nic.in**

b. The Bidder shall deposit offline the Non-refundable Processing Fee of the Amount Specified in the table Col.3 in shape of **Demand Draft or Pay Order or Banker's Cheque** in any Scheduled Bank payable at **Bhubaneswar** drawn in favor of '**The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar**', to be submitted along with the EOI documents in the OPHWC, Bhoinagar, Janpath, Bhubaneswar, 751022.

c. The period of empanelment shall be valid till **31-03-2025**, however the above services will be a continuous process round the year.

d. Other details can be seen in the Bid documents.

e. The Authority reserves the right to cancel any or all bids without assigning any reason thereof.

f. The addendum / corrigendum if any will be hosted in the OPHWC web site only.

Sd/-  
Chief Engineer  
OPHWC, BHUBANESWAR

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## DISCLAIMER

a. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest Document or the EOI Document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be addressed to the e-mail id mentioned below anytime throughout the year. Such doubts shall be clarified over e-mail. In case no such intimation is received, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

**The Odisha State Police Housing and Welfare Corporation Ltd.**

Bhoinagar, Janpath, Bhubaneswar - 751 022

Phone: 0674 – 2541545 / 2542921

E-mail: [ophwc.od@nic.in](mailto:ophwc.od@nic.in)

b. Neither OPHWC nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source(s) before submission of their EOI.

c. Neither OPHWC nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.

d. OPHWC reserves the right, without any obligation or liability, to accept or reject any or all of the EOIs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to modify any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.

e. Neither OPHWC nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.

f. The applicable laws for the purpose are the laws of India. Appropriate Courts of Bhubaneswar will have jurisdiction concerning or arising out of this EOI document.

**g.** The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

**h.** This EOI is not an offer by OPHWC, but an invitation to receive responses from eligible interested Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like Structural Design, Estimate etc. for OPHWC. OPHWC will empanel limited Agencies who fulfill the eligibility criteria successfully. No contractual obligation whatsoever shall arise from this process.

**i.** The evaluation shall be strictly based on the information and supporting documents provided by the Agencies in the application submitted by them. It is the responsibility of the Agencies to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by OPHWC is not provided by agency, OPHWC may choose to proceed with evaluation based on information provided and may not request the Agency for further information. Hence, responsibility for providing information as required in this form lies solely with Agency.

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## DEFINITIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:

- “Addendum or Addenda”** Means an addendum or addenda to the EOI.
- “Annexure”** Means an annexure to this Volume of the EOI.
- “Authority”** Means **The Odisha State Police Housing & Welfare Corporation Ltd.** (OPHWC) or its authorized representatives who have invited applications from competent and interested Agencies for empanelment under OPHWC for providing Architectural, Interior Design & Other Engineering Services like Structural Design, Estimate etc. to OPHWC.
- “Applicable Law”** Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
- “Application”** Means a single business entity, including a sole proprietor or a partnership firm or a limited liability partnership firm or a company, who submits an application for empanelment / eligibility and qualification submission along with EOI document fees under this EOI within the stipulated due Date and Time of submission.

**“Authorized Signatory”**

Means the Person Authorized by the Agency to sign the application, correspond with the Authority, make representation to the Authority as part of EOI / bidding process and sign the contract on behalf of the applicant / bidding firm through valid authorization document in his / her favour.

**“EOI Process/Empanelment Process”**

Means the process adopted by OPHWC for empanelment of the Selected Applicants on the terms and conditions set out in the EOI, which has commenced with the issuance of the EOI and which will end on the date of final empanelment of selected applicants is over.

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## INTRODUCTION:

The Odisha State Police Housing and Welfare Corporation Limited (OPHWC) was incorporated as a wholly owned Government of Odisha Company on 24th May 1980 under the Companies Act, 1956 to meet the housing needs of the Police with enhanced priority as a welfare measure.

During more than 40 years of its existence, the OPHWC has developed expertise in planning, designing and construction of residential and non-residential buildings for the Police, Fire Services, Prison Administration and Judiciary. The Corporation has developed expertise in fortifying buildings vulnerable to extremist attacks in Maoist affected areas of the State. The Corporation is the nodal agency for construction of buildings under important Central Government schemes like Modernization of Police Force Scheme, Security Related Expenditure Scheme and the Special Infrastructure Scheme.

The OPHWC as a trusted Construction Company provides quality construction and therefore has attracted clients outside its core area of responsibilities. The Corporation has constructed projects for Universities, Hospitals for National Rural Health Mission, Schools for SC & ST Development Department, Vocational Training Institutes for Industries Department etc. Starting with a turnover of Rs. 13.70 Lakhs in the year 1980-81, the Corporation has been able to post a figure average of more than Rs. 350 Crores per annum.

Applying the parameters as laid down in the criteria for categorization of PSUs the Government of Odisha has categorized the OPHWC as 'Silver' rated PSU.

OPHWC renders the following services:

- a. Construction (from concept to completion) of all types of Civil Engineering Structures viz: Buildings, Bridges, Roads, Shell Roof, High Rise, Industrial Structures and Solar Projects etc.
- b. External Electrical, LAN, CCTV and Fire Fighting Equipments, Communication, Security System etc.

## 2. BRIEF DESCRIPTION OF THE EMPANELMENT PROCESS:

- a. OPHWC (hereinafter also referred to as 'Authority') intends to empanel Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like, Structural Design, Estimate etc. for OPHWC. Empanelment shall be made for the following **Three Categories** of projects based on the capability of the participant Agencies:

- i) Category A: for projects worth more than INR 10 Crores
- ii) Category B: for projects worth INR 5 Crores - INR 10 Crores
- iii) Category C: for projects worth less than INR 5 Crores
- b. The empanelment shall remain valid initially till 31-03-2025. OPHWC reserves the right to extend the empanelment by another 2 (Two) financial years on the same or mutually agreed terms & conditions subject to satisfactory performance for the empanelled Agencies.
- c. It is further added that the empanelment process shall be a continuous process and hence, OPHWC may add more Agencies in the empanelled list of Consulting Agencies from time to time.
- d. The Authority has adopted a two-stage bidding process for selection of Agency for award of the works for OPHWC.
- i) The first stage i.e. EOI stage of the process involves qualification of interested Agencies who make an application in accordance with the provisions of this EOI. The Authority expects to shortlist suitable pre-qualified Agencies who shall be eligible for participation in the second stage of the Bidding Process comprising of Request for Proposal(s).
- ii) OPHWC shall prepare and issue Request for Proposal (RFP) documents among the Agencies empanelled through this EOI. The RFP documents shall contain details about project implementation structure and the contractual terms & conditions. Only the bidders who get shortlisted through this EOI shall be allowed to participate in the RFP stage.
- e. Any further information on the project could be availed from the official website of OPHWC ([ophwc.nic.in](http://ophwc.nic.in)) or by communications to the address mentioned below:

**The Odisha State Police Housing and Welfare Corporation Ltd.**  
Bhoinagar, Janpath, Bhubaneswar - 751 022  
Phone: 0674 – 2541545 / 2542921  
E-mail: [ophwc.od@nic.in](mailto:ophwc.od@nic.in)

- f. The Authority shall be entitled to disqualify any applicant at any stage of the Bidding Process in accordance with the Government guidelines or such other laws as applicable from time to time. Applicants must satisfy themselves that they are qualified to participate in the Bidding Process, and should give an undertaking to this effect. Also, suggestions for modification are

invited from potential bidders for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the bidder perceives should be changed for the benefit for the project.

g. In this stage, applicants are required to furnish all the information as per this EOI to participate in the qualification process. Only those Agencies who are pre-qualified and shortlisted by the Authority shall be invited to submit their bids for the project in the second stage. However, if the Authority perceives modifications to this condition are important for benefit of the project, it may qualify more bidders and make structure of the project suitable for better participation of bidders during the RFP stage. The Applicants are advised to visit the site and familiarize themselves with the Project before bidding for the project.

h. The selection of the successful bidder shall be as per the terms and conditions set out in the RFP document at the bidding stage.

### 3. SCHEDULE OF EOI PROCESS:

The Authority shall endeavor to adhere to the following schedule:

Sl.No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	Throughout the Year
2	Last date of Receiving Queries	Not Applicable
3	Pre Bid Meeting	29-09-2021
4	Last Date of Submission of Proposals	Throughout the Year

### 4. SCOPE OF WORK:

The scope of work of the Consulting Agencies shall inter alia include but not limited to the following:

**a. ARCHTECTURE / BUILDING Engineering:**

- i) Taking OPHWC & User instructions and preparation of Design Brief.
- ii) Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- iii) Facilitate to obtain Statutory Plan sanction from Central / State / Municipal Authority of the specific project.
- iv) Detailed survey and soil investigation at the site of the project if required.

- v) Preparation of Master Plan if required.
- vi) Preparation of Structural Design and getting it vetted by a Government Institute of repute if required.
- vii) Sanitary, Plumbing, Drainage, Water Supply and Sewerage Design.
- viii) Electrical, Electronic, Communication Systems and Design.
- ix) Heating, Ventilation and Air Conditioning Design (HVAC) and other Mechanical Systems.
- x) Elevators, Escalators, etc.
- xi) Fire Detection, Fire Protection and Security Systems etc.
- xii) Periodic inspection and evaluation of Construction works.

b. LANDSCAPE ARCHITECTURE.

c. INTERIOR DESIGN.

d. ALL OTHER ALLIED FIELDS like Architectural Conservation, Retrofitting of Buildings, Graphic Design & Signage etc.

The above scope of work will vary and depend on the requirement of the specific project and its mode of procurement and development. The detailed scope of work will be indicated in the Limited Tender / RFP to be floated for seeking proposals from Agencies to be empanelled by OPHWC by following the current process.

**SCHEDULE OF SERVICES EXPECTED IN RESPECT OF ARCHITECTURAL & ENGINEERING SERVICES ALONG WITH PAYMENT MILESTONE:**

The Consultant shall, after taking instructions from the Authority to render the following services in respect of Architectural & Engineering Services:

1&2	<p><b>CONCEPT DESIGN:</b></p> <ul style="list-style-type: none"> <li>i. Ascertain OPHWC and User requirements, examine site constraints &amp; potential; and prepare a design brief for OPHWC and User approval.</li> <li>ii. Prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and / or proposed development on its immediate environs.</li> <li>iii. Prepare drawings and documents to enable OPHWC to get done detailed survey and soil investigation at the site of the project.</li> <li>iv. Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.</li> <li>v. Prepare conceptual designs with reference to requirement given and prepare rough estimate of cost on Area Basis.</li> <li>vi. Submit concept / block model 3D view and walk-through presentation to be prepared if required.</li> </ul>	15%
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	<p><b>PRELIMINARY DESIGN AND DRAWINGS:</b> Modify the conceptual designs incorporating required Changes and prepare the preliminary drawings, sketches, study model, etc., for the OPHWC &amp; USER approval along with preliminary estimate of cost on Area Basis.</p>	
3	<p><b>DRAWINGS FOR OPHWC / STATUTORY APPROVALS:</b> Prepare drawings necessary for statutory approvals and ensure compliance with codes* standards and legislation, as applicable in all states of India and facilitate to obtaining the statutory approvals thereof for project specific from the competent authority as applicable. Submission of soft copies AutoCAD drawings to OPHWC.</p>	15%
4	<p><b>WORKING DRAWINGS AND BOQ / Selection of Material:</b> Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and finalization of estimate and tender documents for selection of material particularly Non-SOR items.</p>	20%
5	<p><b>CONSTRUCTION:</b></p> <ol style="list-style-type: none"> <li>Prepare and issue working drawings and details for proper execution of works during construction. It is to be ensured that the drawing should come to OPHWC within reasonable time. In case there is delay in providing drawing and for which the project halts, the cost overrun to be borne by the Architect.</li> <li>Preparation of Structural Design and getting it vetted by a Government Institute of repute as per requirement of OPHWC.</li> <li>Approve samples of various elements and components.</li> <li>Check and approve shop drawings and structural designs submitted by the contractor / vendors.</li> <li>Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings / specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the OPHWC informed and render advice on actions, if required.</li> <li>Issue Certificate of Virtual Completion of works.</li> </ol>	30% (12% - After Structural Completion & 18% - After Finishing)
6	<p><b>COMPLETION / HANDOVER:</b></p> <ol style="list-style-type: none"> <li>Prepare and submit completion reports and drawings for the project as required and assist to obtaining "Completion / Occupancy Certificate" from Statutory Authorities, wherever required.</li> <li>Issue two sets of as built drawings both in hard copy and soft copy in editable format including services and structures.</li> </ol>	20%

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Above list is general in nature and not exhaustive. OPHWC will have the right to extend or curtail Scope of Work of the Agency as per specific job requirement and modify the payment terms and schedule.

## 5. ELIGIBILITY OF APPLICANTS:

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EOI.

### 5.1. General Eligibility:

- a. The Agency should either be a Company / Partnership Firm registered under relevant laws in India.
- b. The agency must not have been blacklisted or deregistered by any Central / State Government Department or Public Sector Undertaking during the last Five years from the last date of submission of proposal. The Agency should submit undertaking to this effect in pro-forma as given in **Annexure - 6**.
- c. The Agency should be in existence and operation for at least 5 years as on the day of the submission of Application / Bid.
- d. Joint Ventures / Consortia not allowed applying for empanelment.
- e. The Agency must have at least Three for Category A, Two for Category B & One for Category C experienced Architect (On Payroll) having comprehensive knowledge about the scope of work mentioned above. All Architect(s) as claimed by applicants (On Payroll) must have valid registration with the Council of Architecture (CoA). The details of professionals (On Payroll) shall be provided in the format at **Annexure - 5**.

### 5.2. Technical Eligibility:

The Empanelment of Agencies shall be made in three categories, namely, **Category A**, **Category B** and **Category C**. Different categories of Agencies will be allotted work as per details below\*,

- i) **Category A** – for projects worth more than INR 10 Crores
- ii) **Category B** – for projects worth INR 5 Crores - INR 10 Crores
- iii) **Category C** – for projects worth less than INR 5 Crores

*\* Please note that all Agencies who are existing empanelled with OPHWC, are requested to apply under this EOI. The existing Agencies, who are empanelled already, are exempt from paying the processing fee for this EOI.*

*\* Please note that:*

*- For projects worth more than INR 10 Crores: Only Category A is eligible.*

*- For projects worth INR 5 Crores - INR 10 Crores: Category B & A are eligible.*

*- For projects worth less than INR 5 Crores: Category C & B are eligible.*

*\* Please note that in case of Specialized Nature of Work, OPHWC has the right to Nominate any one of the Agency out of the Empanelled List irrespective of Project Cost / Categories as mentioned above.*

The technical eligibility conditions for the above three categories of empanelment are as provided below:

**a. Category A**

The Agency should have experience of providing architectural services in a single work order as a lead consultant for development of Residential Buildings, Institutional Buildings, Campus Designing including Master Plan, Academic Building, Administrative Building, Mega Hostels, Hospitals, Sports Complex, Group Housing, Townships Projects, Interior Furnishing work, Landscaping etc. satisfying any of the following Two conditions:

(i) The Agency must have successfully completed at least 1 (One) similar project cost of which shall be minimum Rs. 10 Crores (Rupees Ten Crores) during the last 5 years preceding the proposal due date,

OR

(ii) The Agency must have successfully completed at least 2 (Two) similar projects cost of which shall be minimum Rs. 5 Crores (Rupees Five Crores) each during the last 5 years preceding the proposal due date.

**b. Category B**

The Agency should have experience of providing architectural services in a single work order as a lead consultant for development of Residential Buildings, Institutional Buildings, Campus Designing including Master Plan, Academic Building, Administrative Building, Mega Hostels, Hospitals, Sports Complex, Group Housing, Townships Projects, Interior Furnishing work, Landscaping etc. satisfying any of the following Two conditions:

- (i) The Agency must have successfully completed at least 1 (One) similar project cost of which shall be minimum Rs. 5 Crores (Rupees Five Crores) during the last 5 years preceding the proposal due date,

OR

- (ii) The Agency must have successfully completed at least 2 (Two) similar projects cost of which shall be minimum Rs. 2.5 Crores (Rupees Two Crores & Fifty Lakhs) each during the last 5 years preceding the proposal due date.

**c. Category C**

The Agency should have experience of providing architectural services in a single work order as a lead consultant for development of Residential Buildings, Institutional Buildings, Campus Designing including Master Plan, Academic Building, Administrative Building, Mega Hostels, Hospitals, Sports Complex, Group Housing, Townships Projects, Interior Furnishing work, Landscaping etc. satisfying any of the following Two conditions:

- (i) The Agency must have successfully completed at least 1 (One) similar project cost of which shall be minimum Rs. 2 Crores (Rupees Two Crores) during the last 5 years preceding the proposal due date,

OR

- (ii) The Agency must have successfully completed at least 2 (Two) similar projects cost of which shall be minimum Rs. 1 Crore (Rupees One Crore) each during the last 5 years preceding the proposal due date.



The applicants need to submit summary of Technical Experience in the format given in **Annexure - 3**.

### **5.3 Financial Eligibility:**

#### **a. Category A**

The Agency must fulfill the following criteria:

- i) The Agency should have an annual turnover (from the comprehensive Architectural Consultancy service only) of more than Rs. **75 Lakhs** in any 3 (Three) years out of 5 (Five) previous financial years certified by Chartered Accountant during last 5 (Five) financial years ending March 31, 2021.
- ii) The Agency should have cumulative positive net worth, as on March 31, 2021.

#### **b. Category B**

The Agency must fulfill the following criteria:

- i) The Agency should have an annual turnover (from the comprehensive Architectural Consultancy service only) of more than Rs. **50 Lakhs** in any 3 (Three) years out of 5 (Five) previous financial years certified by Chartered Accountant during last 5 (Five) financial years ending March 31, 2021.
- ii) The Agency should have cumulative positive net worth, as on March 31, 2021.

#### **c. Category C**

The Agency must fulfill the following criteria:

- i) The Agency should have an annual turnover (from the comprehensive Architectural Consultancy service only) of more than Rs. **25 Lakhs** in any 3 (Three) years out of 5 (Five) previous financial years certified by Chartered Accountant during last 5 (Five) financial years ending March 31, 2021.
- ii) The Agency should have cumulative positive net worth, as on March 31, 2021.

The applicants need to submit Auditor's certificate on Turnover and Profit for the last 5 years in the format given in **Annexure - 4** along with Audited Annual Accounts for the last 5 (Five) financial years.

## **6. SUBMISSION OF EOI:**

a. The EOI application (As per format given in **Annexure - 1**) shall be submitted in hard copy having the title as **“Empanelment of Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like, Structural Design, Estimate etc. to OPHWC Ltd.”**. The applicant shall send the documents by post to the address mentioned herein below before the submission due date as mentioned in this EOI document.

b. The applications should be submitted in hard copy bound properly to the address mentioned above.

c. The application shall include following document (including but not limited to):

- i) Letter of Application (**Annexure - 1**)
- ii) Organizational detail (**Annexure - 2**)
- iii) Financial Capability of Applicants for fulfillment of conditions in accordance with **5.3**.
- iv) Technical capacity of Applicants for fulfillment of conditions in accordance with **5.2**.

d. Besides above documents, following supporting documents also need to be submitted along with the bid:

- i) Documents certifying applicant's legal status.
- ii) Certificate of incorporation.
- iii) Letter of Authority for EOI submission, in favor of Authorized Signatory.
- iv) Latest company brochures / capabilities statement.
- v) Income Tax Return and Audited Annual Accounts for the last 5 preceding years. In case the Audited Annual Accounts for 2020-21 is not available, the agency may furnish the provisional statement duly signed by the Chartered Account / Auditor.
- vi) Certificates of completed work / projects and experience details during last **5 Years (Annexure - 3)**

e. The EOI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the applicant and each page of the document duly signed by the head or Authorized Signatory of the applicant under a common seal.

#### **7. AMENDMENTS TO EOI:**

a. At any time prior to the Application due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EOI through issuance of corrigendum and addendum.

b. Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the Authority.

c. In order to afford the Applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion, extend the Application due Date.

#### **8. FRAUDULENT AND CORRUPT PRACTICES:**

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EOI Process, such Applicant shall not be eligible to participate in any tender or EOI issued by the Authority.

#### **9. RIGHT TO ACCEPT OR REJECT:**

The Authority reserves right to accept or reject any / all application without assigning any reason or incurring any liability to the applicants.

#### **10. EOI PROCESSING FEE:**

a. The Applicants are required to submit **INR 11,800/- (non - refundable)** to be payable in the shape of **Demand Draft or Pay Order or Banker's Cheque** in any Scheduled Bank payable at **Bhubaneswar** drawn in favor '**The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar**', along with the Application as non - refundable cost of EOI Processing Fee.

b. The Processing Fee shall be submitted as Part of Application in a separate sealed cover. Any Application not accompanied with Processing Fees in the acceptable amount and form will be summarily rejected by the Authority as being non - responsive and Applications of such Applicant shall not be evaluated further.

### **11. 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 Empanelment of Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like Structural Design, Estimate etc. for projects of Category”**

b. The EOI shall be addressed to OPHWC, Bhubaneswar at the following address:

**The Odisha State Police Housing and Welfare Corporation Ltd.**  
Bhoinagar, Janpath, Bhubaneswar - 751 022  
Phone: 0674 – 2541545 / 2542921  
E-mail: [ophwc.od@nic.in](mailto:ophwc.od@nic.in)

*If the envelope is not sealed and marked as mentioned above, OPHWC will not be responsibility for any misplacement or premature opening. (Telex, Cable or Facsimile EOI will be rejected).*

### **12. NUMBER OF EOIs:**

An Applicant is eligible to submit only one Application for the respective category.

### **13. VALIDITY OF PROPOSAL:**

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

### **14. DISPUTES:**

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

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## **15. ACKNOWLEDGEMENT BY APPLICANT:**

It shall be deemed that by submitting the EOI, the applicant has:

- a. Made a complete and careful examination of the EOI, general condition of contract, submission formalities and evaluation mechanism;
- b. Received all relevant information requested from OPHWC;
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of OPHWC;
- d. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. Acknowledged that it does not have a conflict of interest with any other Consulting Agencies; and
- f. Agreed to be bound by the undertaking provided by it under and in terms hereof. OPHWC shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the OPHWC.

## **16. RIGHT TO REJECT ANY OR ALL PROPOSALS:**

Notwithstanding anything contained in this invitation document, the OPHWC reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. OPHWC, also, reserves the right to reject any proposal 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
- c. In case of poor performance in the past as per record available with OPHWC, the proposal shall not be considered.

**17. 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.

**18. EOI SUBMISSION DUE DATES:**

Duly sealed EOI proposal from the applicant filled in all respect must reach OPHWC at the address, time and date specified in the invitation letter through Speed / Regd. Post or Courier. If the specified date for the submission of EOI proposal is declared as a holiday for OPHWC, Bhubaneswar, the EOI proposal will be received up to the appointed time on the next working day.

**19. LATE SUBMISSION:**

Not Applicable.

**20. MODIFICATIONS AND WITHDRAWAL OF EOI PROPOSALS:**

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

**21. EOI PROPOSAL OPENING DATE:**

OPHWC will open all EOI Proposals, 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 register evidencing their attendance. In the event of the specified date being declared a holiday for OPHWC, the proposal shall be opened at the appointed time and location on the next working day.

**22. EMPANELMENT PROCEDURE:**

The broad procedure for empanelment of consultants constitutes as under:

- a. Invitation of Expression of Interest (EOI): OPHWC invites the application from eligible consulting agencies to submit their expression of interest to participate in the empanelment procedure.

b. Submission of EOI: The participants will submit the EOI to OPHWC along with the details as required in the prescribed manner.

c. Scrutiny by the OPHWC – OPHWC will scrutinize all the EOI proposals received as per the eligibility criteria mentioned in this document.

d. Empanelment: The eligible applicants would be selected for the Empanelment on the basis of their credentials, competence and previous work records.

### **23. AWARD OF EMPANELMENT:**

After selection, the name of qualified applicants shall be uploaded at [www.ophwc.nic.in](http://www.ophwc.nic.in) and notice board.

### **24. TERMINATION OF EMPANELMENT:**

If in the view of OPHWC, the performance of a Consulting Agency is not satisfactory / the Agency has failed to safeguard the interest of OPHWC, OPHWC may at its sole discretion, terminate the engagement of the Agency, for particular project as well as terminate the Agency's empanelment with the OPHWC. OPHWC, in doing so, shall intimate the Agency in written termination communication by e-mail or letter. The decision of OPHWC in this matter shall be final and binding. The name of the "Consulting Agency" may be removed from the approved list by OPHWC.

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**ANNEXURE-1**  
**FORMAT FOR COVERING LETTER**  
*(On the Letterhead of the Applicant)*

To

**The Chief Engineer**

**The Odisha State Police Housing and Welfare Corporation Ltd.,**

Bhoinagar, Janpath,

Bhubaneswar-751012

Sir,

**Ref: Submission of Expression of Interest for Empanelment of Consulting Agencies for providing Architectural, Interior Design & Other Engineering Services like Structural Design, Estimate etc.**

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in the Empanelment Document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EOI for Empanelment.
2. I / We have studied the EOI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I / We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I / We certify that in the last Five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any



public authority nor have / had any contract terminated by any public authority for breach on our part.

6. I / We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.

7. My / Our Application is consistent with all requirements of submission as stated in the Empanelment Documentary in any of the subsequent communication issued by the Authority. I / We would be solely responsible for any errors or omissions in our Application.

8. I / We understand that any omission, commission or mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.

9. I / We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and / or cancel the Empanelment Process without assigning any reason or otherwise.

10. I / We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies, or in connection with the Empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.

11. I / We agree and undertake to abide by all the terms and conditions of the Empanelment Document.

12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my / our Application, I / we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....

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**ANNEXURE-2**  
**APPLICANT PROFILE AND STATUS**

Sl.No.	Description	Particulars
1.	Name of the Consulting Agency	
2.	Status (Legal Entity)	
3.	Address with Pin Code	
4.	Contact Person (Management)	
5.	Contact Number	
6.	Fax No.	
7.	Mobile No.	
8.	Email Id.	
9.	Web Address	
10.	Year of Incorporation (Certificate of Registration to be furnished)	
11.	Details of PAN (Copy of PAN Card to be furnished)	
12.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
13.	Contact Person (Name & Address)	
14.	Contact Person Mobile / Telephone no.	
15.	Contact Person e-mail ID	
16.	Details of Employees of the Applicant (refer 5.1 (e) for details)	
17.	Any other relevant information	

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....

**ANNEXURE-3**  
**SUMMARY OF TECHNICAL EXPERIENCE**

**Completed Projects in Last 5 (Five) Years:**

Sl.No.	Name of the Project	Client / Agency with the contact person name, designation and contact details	Period	Project Cost in INRCrores	Remarks
1					
2					
3					
4					
5					

**Note:**

- a. Supporting document with respect of each work experience to be furnished by the applicants.
- b. Best 5 (Five) completed Project List to be furnished in each category like Residential Buildings, Institutional Buildings, Campus Designing including Master Plan, Academic Building, Administrative Building, Mega Hostels, Hospitals, Sports Complex, Group Housing, Townships Projects, Interior Furnishing work, Landscaping Etc. The list to be submitted in hard and soft copy (Excel Worksheet).
- c. Documentary Evidence of Best 2 (Two) areas of Interest & Specialization of above category to be furnished by the applicant.

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....

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**ANNEXURE-4**  
**SUMMARY OF FINANCIAL STRENGTH**

Sl. No.	Financial Year	Turnover of Consulting Agency in INR. (From the Comprehensive Architectural Consultancy Service only)	Annual Turnover – for Last 5 Financial Years
1	2020-21		
2	2019-20		
3	2018-19		
4	2017-18		
5	2016-17		

**Note:**

a. Audited annual statements (Balance Sheet and Profit & Loss account) for last Five years to be submitted by the applicants. In case, the Audited annual accounts is not available for FY 2020-21 then in such a case, the agency may submit a provisional accounts statement duly certified by its Chartered Account or Auditor.

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....

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**ANNEXURE - 5**  
**DETAILS OF PROFESSIONALS**

- a. Valid CoA Registration to be enclosed for Architect(s) (on Payroll)
- b. The details of professionals (On payroll) shall be provided as per bidder's standard format.

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.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....

**ANNEXURE 6**  
**UNDERTAKING BY APPLICANT**

1. Is the agency currently involved in any litigation relating to the works. Yes / No  
If yes: give details:

2. Has the agency or any of its constituent partners been blacklisted / deregistered by any agency in India during the last 5 years from the last date of submission of applications. Yes / No  
If yes, give details:

3. Has the agency or any of its constituent partners failed to perform on any contract work of any Govt. / PSU during the last 5 years from the last date of submission of applications. Yes / No  
If yes, give details:

**Note:** If any information in this schedule is found to be incorrect or concealed, qualification application will be summarily be rejected.

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....

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**ANNEXURE 7**  
**(AFFIDAVIT ON STAMP PAPER)**

An affidavit should be obtained from the Agencies desirous of empanelment for different works of the Corporation mentioning therein:

1. That, I am the deponent in this affidavit.
  
2. That, Neither my / our firm / Company / Individuals of ..... nor any of its constituent partners have abandoned any Architectural & Other Engineering Services like Structural Design & Estimate works in India nor any contract awarded to us for such works have been rescinded during the last Five years prior to the date of this bid”.
  
3. That, I also further declares that the employees of my / our firm / Company / Individuals are as per the list furnished by us and are full time employees.
  
4. That, I understood and agreed for further qualifying information may be requested and I agreed to furnish any such information at the request of the concern Authority as per the policy guideline of the corporation.
  
5. That, all the facts stated are true and correct to the best of my knowledge and belief.

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APPENDIX 2  
(ATTACHMENT TO MAIN PART)

The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation.

1. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation.

2. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation.

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4. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation.

5. The contract shall be entered into by the Agency as soon as it is approved by the Board of Directors of the Corporation.

9900 11/11/1910