

OFFICE OF THE MUNICIPAL COUNCIL  
JATNI

TENDER DOCUMENT

**Name of work** - Preparation of DPR for Development of Smart park at Badanuagaon ward no-10 over plot no-540,388 khata no-232 and Development of Model Crematorium over plot no-845 khta no-340 at Bachrapatna ward no-13.

Issued to ; -----

(Consultancy/Firms )

Cost of Tender Paper; Rs-6000.00

(Rupees Six Thousand ) only

Deposited vide M.R...No.....dt...

**OFFICE OF THE MUNICIPAL COCNCIL JATNI**  
**TENDER CALL NOTICE**

**No.- 2122 dt.-29.7.2020**

Jatani Municipal Council invites Sealed proposal in conformity with documents in Two Bid System (Part-I: Technical Bid and Part-II: Financial Bid) in prescribed form are invited from the intending registered Consultancy/Firm having expertise in the field of architectural, construction and structural engineering registered with competent authorities of the State Govt./Central Govt./PSU organization to quote the rate inclusive of all taxes for preparation of Detailed Project Report (DPR) for following works given bellow .

Sl no	Name of work	Cost of Tender Documents	Cost of EMD	Period of completion
1.	Preparation of DPR for Smart park at Badanuagaon over plot no-540,388 khata no-232 ward no-10 Jatni Municipality with all cost and as per direction of the Engineer-in-charge	Rs.6000.00	Rs.25000.00	30days
2	Preparation of DPR for Development of Model Crematorium over plot no-845 khata no-340 at Bachrapatna ward no-13 Jatni Municipality with all cost and as per direction of the Engineer-in-charge	Rs.6000.00	Rs.25000.00	30days

The intending Consultancy/Firm may visit the site in any working day during Office hours before preparation of DPR. The Bids can be submitted through tender box/Speed Post/ Registered/Courier Post to the Executive officer jatni Municipality on or before 3.00 PM of dt. **18 .08.2020**. The authority will not be held responsible for the postal delay, if any, in the delivery of the documents or non-receipt of the same and the document schedule will be sold from **31 .07.2020 to 18.8. .2020** up to 5.00 P.M on payment of cash and the same shall be **opened on 19 .08 .2020 at 3.30 P.M.** in presence of bidder or their authorized agents , if any present in the Office chamber of the Executive Officer of this Municipality at the time of opening of bid. The document can also be downloaded from the official website of Khorda District ([www.Khordha.nic.in](http://www.Khordha.nic.in)) and <http://urbanodisha.gov.in>. up to 5.00PM of .01.2020 for which the documents cost should be submitted in separate envelop with cost of bid document down loaded from the internet along with the bid documents.

The intending bidder are to submit copies of valid Registration certificate on empanelment with competent authorities of the State Govt./Central Govt./PSU organization and PAN Card along with Experience Certificate with their bid failing which their bid shall not be taken in to consideration.

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

By Order of Administrator.

s/d  
Executive officer,  
Jatni Municipality.

Memo No. 2123/29.07.2020

Copy forwarded to the Collector, Khurda/ Superintend Engineer, P.H. Bhubaneswar /Executive Engineer (Road & Building) Division, Khurdha /Executive Engineer, P.H. Division Khurda / Executive Engineer (Rural Works) Division khurdha /Block Development Officer Jatni/Tahasildar,Jatni/Asst. Engineer P.H Sub-Division Khurdha /Junior Engineer P.H Section P.H Jatni for information with a request to display the Tender Notice in their respective Notice boards for wide publication.

s/d

Executive Officer  
Jatni Municipality

Memo No -2124/29.7.2020

Copy submitted to the District Information Officer, NIC Khordha for favour of kind information and necessary action. He is requested to kindly publish in [www.khordha.nic.in](http://www.khordha.nic.in) for wide publication

s/d

Executive Officer  
Jatni Municipality

Memo No -2125/29.07.2020

Copy to Office Notice Board for information of General public for wide Publication.

s/d

Executive Officer  
Jatni Municipality

Memo No. 2126/29.07.2020

Copy to the News Paper, The Dharitri/ The Dinalipi daily for information. He is requested to kindly publish the same for one day in one edition i.e. **on or before 31.07.2020** and submit bill in duplicate for payment.

s/d

Executive Officer  
Jatni Municipality

**PART - I**  
**TECHNICAL BID**

## **INSTRUCTIONS TO CONSULTANTS**

### **1. Introduction:**

The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment. The Proposal will be the basis for contract negotiations and ultimately for signing contract with the selected Consultant. Consultants should familiarize themselves with local conditions before preparing their proposals. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal

**2. Features of Smart Park-** The smart park shall have gardens and vegetation, air purifying plants, low-pressure rotating water sprinklers, paved walking path, seating areas, parking facilities, ramps for disabled friendly, open air gyms, Yoga and Aerobic platform, child friendly equipment's, energy efficient LED lights, free wi-fi, drinking water, toilets and first aid centers

**3. Features of the model Crematorium-** The developed crematoriums will have facility like office cum care taker room, wood store ,locker room, running water supply, vehicle access, bathing, wash and changing room store room for keeping required ritual materials, sitting space with chairs, music system with speakers, proper sanitation, waste disposal arrangement's, landscaping with greenery, , energy efficient LED lighting of the entire area etc

### **4. Project Background:**

- A. Preparation of DPR for Smart park at Badanugaon over plot no-540,388 khata no-232 ward no-10..Jatni Municipality
- B. Development of Model Crematorium over plot no-845 khta no-340 at Bachrapatna ward no-13 Jatni Municipality

### **5. Source of Funding:**

The work will be funded by UNNATI grants .

### **6 Eligibility:**

- a. A consultant/Consultancy, Architect Firms having expertise in the field of architectural, construction and structural engineering registered with competent authorities of the State Govt./Central Govt./PSU organization.
- b. The Consultants should have experience in Architectural, Structural design, landscaping and interior design for at least 2 nos. park or Crematorium project
- c. The Consultant should have minimum average turnover of Rs.30.00 lakhs per annum during the last 3 financial years.

### **7. Other Requirements:**

- 7.1 The Consultant who fulfill the eligibility criteria are required to submit the following information's/documents.
  - a. Name, address, Telephone/Fax number & E-mail address,

- b. Registration certificate on empanelment with competent authorities of the State Govt./Central Govt./PSU organization.
- c. Article of association of the firm
- d. Audited balance sheet of the Architectural Consultancy Firms/Consultants for the last 3 financial years which should be certified by the registered Chartered Accountant/ Chartered Accountant Firm.
  - e. Name & qualification of the experts & support staff employed by the Architectural Consultancy Firms/Consultants.
  - f. Details of work experience fulfilling the eligibility criteria showing year of inception, scope of work, project cost, agency/client, year of accomplishment & present status of the projects
  - g. Necessary documentary evidences i.e. experiences certificate from the executing authority not below the rank of Executive Engineer/ equivalent or more is to be furnished
  - h. List of projects under execution by the Architectural Consultancy Firms/Consultants with documentary evidence

7.2 Even if the consultant meets all other criteria, his tender shall be summarily rejected if he is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.

7.3 The tender shall also be summarily rejected if the tenderer has a record of performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure and / or has participated in previous tendering for the same works and had quoted unreasonably high tender price/premium.

7.4 Notwithstanding to the stipulations in the above clauses, in the event of revelation of any unfairness in shape of fake testimonials or any other fraudulent means to grab the tender, whether such revelations occurs at the beginning or during operation of the contract the agency shall be prevented from rendering further services & legal action consistent with the contract shall be initiated against him. No securities etc. will be released till finalization of the case.

## **8. Original Certificates/Documents:**

Originals of the Certificates/Documents shall be produced as and when required to verify the copies of statements and other information furnished along with tender. Failure to produce original documents in time will lead to disqualification.

## **9. Earnest Money Deposit:**

9.1 The Consultant shall furnish Earnest Money Deposit (EMD) Rs.25,000/- (Rupees Twenty five thousand only) along with the **Financial Bid Document**. This EMD must be in the form of Postal Savings Pass Book / NSC / Bank Demand Draft/Banker's Cheque/ Post Office Time Deposit / Kissan Vikash Patra / Deposit Receipt in a Nationalized/Scheduled bank duly pledged in favour of Executive officer Jatni Municipality

9.2 The EMD of unsuccessful consultants shall be returned after the tender is finalized or end date of the Tender validity period whichever is earlier.

9.3 The EMD shall be forfeited if (a) a successful tenderer fails to sign the Agreement for whatever reason, or (b) a consultant withdraws the tender during the validity period of tender

**Service Tax Registration Certificate**

Tenderers are required to submit attested copies of valid service tax registration Certificate along with their tenders

## 10.SUBMISSION OF TENDERS

- 10.1 The signed tender documents shall be submitted in sealed covers.
- 10.2 Tender document Part – I (Technical Bid) Part – II (Price Bid) & EMD shall be submitted in separate sealed covers marked Cover-A, Cover-B & Cover-C respectively.
- 10.3 The sealed Covers (Cover-A, Cover-B & Cover-C) shall bear the following identification marks.
- 10.3.1 Technical Bid / Price Bid/EMD
- 10.3.2 TCN No. \_\_\_\_\_
- 10.3.3 Name of Work \_\_\_\_\_
- 10.3.4 Name & Address of the Consultant: \_\_\_\_\_
- 10.4 The sealed covers A, B and C shall be kept in another cover ‘D’ and shall bear the following information.
- a) TCN No. \_\_\_\_\_
- b) Name of Work \_\_\_\_\_
- c) Name and address of Consultant \_\_\_\_\_
- d) DO NOT OPEN BEFORE \_\_\_\_\_
- 10.5 The completed sealed cover ‘D’ shall be sent to the following address so as to reach before the time and date specified for receiving the tenders by the Executive Officer Jatni Municipality, Odisha.

### 10. Right to Accept or Reject any or all Tenders:

Notwithstanding Executive officer Jatni Municipality reserves the right to accept or reject any tender, annul the tendering process, reject all tenders at any time or any stage prior to the award of contract without thereby incurring any liability to the affected consultant or consultants

### 11. Law Governing the Contract and the Jurisdiction of the Contract:

The contract, its meaning and interpretation and the relation between the parties shall be governed by the applicable law and it shall be subjected to the jurisdiction of the courts of Bhubaneswar.

### 12. General:

13.1 The detail of work can be had in the office of the Executive Officer Jatni Municipality during office hours on any working days. Relevant ISI standard PWD/PHD Specification of Government of Orissa is to be followed during preparation of DPR Estimate

13.2. On no account the contract work should be assigned or subject to sublet without prior approval of Municipal Council, Jatni and in such event the contract may be rescinded by Executive Officer, by giving a notice in writing, The bidder should be duly liable in dimity to the Municipality for any compensation payable by Municipality to any quarter and in such case the same would be recovered from the bidder.

13.3. The bidder whose bid is accepted shall intimated on written intimation to him about acceptance of quotation, and sign the agreement within 7 day of such intimation for due fulfillment of contract in the office of Executive Officer, Jatni Municipality, failing which it shall be liable for forfeitures of the earnest money.

13.4. All safety measures are to be taken by the bidder during the Preparation of DPR estimate and **design**.

13.5 Under no circumstances interest is chargeable to the bidder for the due or additional dues if any payable to him for the work

13.6. All bid received will remain valid for period of 180 days from the date of receipt of bid

#### **14. Mode of Payment to Consultants**

<b>Sl no</b>	<b>Activity/Report</b>	<b>%of Quoted price</b>
1	Preparation of detailed plans, elevations etc. of selected alternative showing of each facility & individual spaces including conducting complete investigation as required for designing the project	70
	Submission and approval of final DPR and obtaining necessary <b>Technical sanction &amp; Administrative approval by Proper Authority</b>	
2	Conducting layouts of the project at the time of Execution	10
4	Conducting Civil work as per structural drawings the time of Execution	5
5	Conducting for Architectural work (Horticulture & Landscaping) works as per drawings at the time of Execution	10
6	Conducting for Electrical, Water Supply, Sewerage as per drawings at the time of Execution	5

N:B- As per finance department Memo No-FIN-CT-TAX-0045-2017-21985/F ,22 July 20017 GST will be deduct @1% under CGST and @1% OGST from the bill.

**Executive Officer  
Jatni Municipality**

**PART-II**

**PRICE BID**

Name of work--- Preparation of DPR for Smart park at Badanuagaon over plot no-540,388 khata no-232 ward no-10 Jatni Municipality

Cost of Tender paper--Rs-6000.00

EMD Rs- 25000.00

Sl.no	Description of Item	Unit	Qty	Quoted Rare in Percentage over the Project Cost	
1	Preparation of DPR for Smart park at Badanuagaon over plot no-540,388 khata no-232 ward no-10 Jatni Municipality with all cost and as per direction of the Engineer-in-charge. The project report consist of detail report, Plan, Estimate, Structural design, with all cost and as per direction of the Engineer-in-charge	no	01	Rate in word	Rate in figure

Sold to Sri------(-----)who has deposited Rs-----  
-----

(Rupees-----)only vid M.R. No-----date-----

Towards cost of quotation paper.

**Executive Officer  
Jatni Municipality**

I/WE have enclosed the EMD in stipulated shape along with the financial bid with following details.

Postal Savings Pass Book / NSC / Post Office Time Deposit / Kissan Vikash Patra / Deposit

Receipt/ Bank Draft No. .... dated ..... For

Rs. ....(Rupees .....

..... ) only as Earnest Money

**DECLARATION BY THE TENDERER:**

1) I/WE certify that I/We have inspected the site of the work before quoting my tender rate.

1 .I/WE have not been black listed in any department in Odisha /India due to any reasons

- 2 I/WE shall not assign or sublet any portion of the contract
- 3 I/WE agree to disqualify me/us for any wrong declaration in respect of eligibility & qualification criteria and to summarily reject my/our tender including blacklisting

Signature Full Name & Address

Phone No. ....

e-mail: .....

**Executive Officer**  
Jatni Municipality

**Municipal Engineer**  
Jatni Municipality

**Administrator**  
Jatni Municipality

**PART-II**

**PRICE BID**

Name of work --- Preparation of DPR for Development of Model Crematorium over plot no-845 khta no-340 at Bachrapatna ward no-13 Jatni Municipality

Cost of Tender paper--Rs-6000.00

EMD Rs- 25000.00

Sl.no	Description of Item	Unit	Qty	Quoted Rare in Percentage over the Project Cost	
1	Preparation of DPR for Development of Model Crematorium over plot no-845 khta no-340 at Bachrapatna ward no-13 Jatni Municipality The project report consist of detail report, Plan, Estimate, Structural design, with all cost and as per direction of the Engineer-in-charge	no	01	<u>Rate in word</u>	<u>Rate in figure</u>

Sold to Sri-----(-)who has deposited Rs-----

(Rupees-----)only vid M.R. No-----date-----

Towards cost of quotation paper.

**Executive Officer  
Jatni Municipality**

I/WE have enclosed the EMD in stipulated shape along with the financial bid with following details.

Postal Savings Pass Book / NSC / Post Office Time Deposit / Kissan Vikash Patra / Deposit

Receipt/ Bank Draft No. .... dated ..... For

Rs. ....(Rupees .....

..... ) only as Earnest Money

**DECLARATION BY THE TENDERER:**

1. I/WE certify that I/We have inspected the site of the work before quoting my tender rate.

2. I/WE have not been black listed in any department in Odisha /India due to any reasons
3. I/WE shall not assign or sublet any portion of the contract
4. I/WE agree to disqualify me/us for any wrong declaration in respect of eligibility & qualification criteria and to summarily reject my/our tender including blacklisting

Signature Full Name & Address

Phone No. ....

e-mail: .....

**Executive Officer**  
Jatni Municipality

**Municipal Engineer**  
Jatni Municipality

**Administrator**  
Jatni Municipality

