EMPANELMENT OF CONSULTANTS FOR TOURISM PROJECTS

Department of Tourism, Govt. of Odisha is implementing different tourism projects throughout the State. For preparation of project report, drawing, design, estimate etc., Department of Tourism intends to empanel reputed Consulting Firms under Category-A & B.

Eligibility criteria for empanelment:

1. The Consultant must be incorporated under Companies Act 1956 / Partnership/Proprietary firm and must be registered prior to 2011, and shall have at least 5 years of experience.

2. Must have empanelled at least in one government engineering department in any state of India, and shall be providing engineering consultancy services. Copy of PAN & valid Service Tax Registration

3. Processing fees (non-refundable) amounting to Rs. 5000.00 in shape of Bank draft drawn in favour of Director Tourism payable at Bhubaneswar.

4. Experience & Turnover

<table>
<thead>
<tr>
<th>For Category-A</th>
<th>For Category-B</th>
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<tbody>
<tr>
<td>Must have provided consultancy services for execution of at least 3 infrastructure projects, project cost not below Rs. 10.00 crore each in last 3 years</td>
<td>Must have provided Consultancy services for execution of at least 3 infrastructure projects, project cost not below Rs. 2.00 crore each in last 3 years</td>
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<tr>
<td>Must have at least one Degree Civil Engineer/Degree Electrical Engineer/ Mechanical Engineer/Architect either as</td>
<td>Must have at least one Degree Civil Engineer/Degree Electrical Engineer/ Mechanical Engineer/Architect either as</td>
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</tbody>
</table>
partner/proprietor or in regular pay roll

Must have average annual turnover from Consultancy service not below Rs.150.00 lakh per annum

partner/proprietor or in regular pay roll

Must have average annual turnover from Consultancy service not below Rs.100.00 lakh per annum

The empanelment will remain valid for a period of three years. Persons/firms who desires to enlist themselves may apply in the prescribed format to the Director Tourism, Govt.of Odisha with full bio-data confirming the eligibility criteria along with processing fees. The sealed envelope containing the tender should be supercribed with "Application for empanelment of Consultant for tourism projects" and should be addressed to the Director Tourism, Govt.of Odisha, Paryatan Bhawan, Bhubaneswar.

The last date of receipt of application is upto 3.00 P.M. of 15th Sept 2016 through speed post/registered post only. The offers will be opened in presence of the offerers/their authorized representatives by the Director Tourism on 15th Sept 2016 at 4.00 P.M. in the conference hall of Paryatan Bhawan, Bhubaneswar. Agency's whose offers are found to be responsive shall be required to give a presentation on the profile of their Firm and work done by them.

1. **SCOPE OF WORK**

The empanelled CONSULTANTS are required to provide the following services in respect of tourism projects assigned to them.

1.1 Taking Client's instructions, discussion with stakeholders, local authorities, finalization of project components and design brief.

1.2 Discussion with revenue authority for identification of suitable land, explaining them the project components & its usefulness to facilitate alienation of the land for the project.

1.3 Contour survey, soil testing, site evaluation, identification of statutory clearances required such as CRZ, Environment, ASI etc. essential for the implementation of the project.

1.4 Assessment of the peripheral area, social issues etc. & finalize the broad architectural framework / design of the project.

1.5 Feasibility study to make the project self sustained.
1.6 For Govt.of India projects, preliminary project report to be submitted in accordance with the guidelines of Ministry of Tourism, GOI along with rough cost estimate and conceptual drawings.

1.7 Preparation of detail estimate with minute specification, make, bill of quantity required for tendering.

1.8 Drawing, Design and site development plan

1.9 Assisting the Department in obtaining approval of the Local Development Authority & statutory clearances.

1.10 Structural design.

1.11 Sanitary, plumbing, drainage, water supply and sewerage design.

1.12 Electrical, electronic, communication systems design.

1.13 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.

1.14 Input & design for provision of Elevators & escalators.

1.15 Fire detection, Fire protection and Security systems etc.

1.16 Periodic inspection and evaluation of Construction works.

1.17 Landscape Architecture along with plant species & estimate.

1.18 Interior Architecture with estimate.

1.19 For project like Aquarium, Ropeway, Light & Sound show, Musical Fountain and similar project requiring specific technical expertise, the consultant shall be required to mobilize / pool the services and input of the technical expert in the relevant field.

1.20 The projects mentioned in Clause-1.19 can only be entrusted to the agency having expertise & prior experience in providing consulting service for similar projects.

2. SCHEDULE OF SERVICES:

The Architect shall, after taking instructions from the Client, render the following services:

CONCEPT DESIGN [STAGE 1]:

2.01 Ascertain Client’s requirements, examine site constraints & tourism potential.

2.02 Prepare report on site evaluation, state of existing infrastructure, accessibility, circulation pattern, parking if any; and analysis and impact of existing and/or proposed development of tourism.

2.03 Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project if required.

2.04 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.

2.05 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost with sample cost analysis and item-wise break-ups as per requirement of Tourism department, GOI.
2.06 On the above basis submit a project report for GOI's / any other authority's approval. Only applicable for Ministry of Tourism sponsored projects.

PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :
2.06 After sanction by the authority, prepare a presentation of detailed drawings and on the basis of suggestions, 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.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 3] :
2.07 After approval of working drawings, specifications, detailed estimate and tender documents including quality control procedures on materials & works and other conditions of contract are to be submitted for technical sanction and tendering. The consultant will also help in selection of executants.

CONSTRUCTION [STAGE 4] :
2.08 Prepare and issue working drawings and details for proper execution of works during construction.
2.09 Approve samples of various elements and components.
2.10 Visit the site of work at regular intervals during various stages of work 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 contract documents/drawings and to exercise time and quality controls, the consultant must render timely advice to the client. The visit notes will be taken into account at the time of passing different stages of payments.

The following is an indicative list of stages at which the consultant is supposed to visit and submit his visit note:

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Stage</th>
<th>Dates of visit (separate rows to be inserted for each visit)</th>
<th>Person(s) visiting the site on behalf of the consultant</th>
<th>Visit note/comments/suggestions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Layout</td>
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<td></td>
<td>The consultant is required to certify the layout of all works.</td>
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<tr>
<td>2</td>
<td>Foundation</td>
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<tr>
<td>3</td>
<td>Plinth</td>
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<tr>
<td>4</td>
<td>Upto lintel level</td>
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COMPLETION [STAGE 5] :
2.16 Prepare and submit completion reports and two sets of drawings for the entire project and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
2.17 Issue two sets of as built drawings including services and structures.

3. PROFESSIONAL FEE :
3.01 In consideration of the professional services rendered by the Consultant, he shall be paid professional fee as per the following:
   i) For comprehensive consultancy services inclusive of all allied fields mentioned under scope of works Part-II : 2% on the cost of works assigned + service tax. Cost means least of the estimated value, agreement value & actual work executed.
   ii) For smaller works the fee is negotiable.
3.02 i) Any tax levied by law, such as Service tax, etc. contingent to professional services rendered by the Consultant, shall be payable by the Client, over and above the gross fees charged by the Consultant in relation to the services provided.
   ii) Any total-station survey work necessary will be paid over and above the gross fee; but soil-tests or any other tests required for design shall be part of the gross fee.

4. SCHEDULE OF PAYMENT :
The Consultant shall be paid professional fee in the following stages consistent with the work done.

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>0.1% of the project cost subject to minimum of Rs.50,000/- for destination. Project Rs.1,00,000/- for Circuit development Project Rs.20,000/- for Rural tourism project</th>
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On submitting conceptual designs and rough estimate of cost and preliminary project report. The consultant is also required to comply to any observations of GOI with respect of sanction of the project. (only applicable for Govt.of India sponsored projects)
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<tr>
<th>Stage 2</th>
<th>20% of the total fees payable less payment already made at Stage 1.</th>
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<tbody>
<tr>
<td>a. Submission of drawings incorporating Client's suggestions and approval from the Client/ statutory authorities, if required.</td>
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<tr>
<td>Stage 3</td>
<td>40% of the total fees payable less payment already made at Stages 1 to 2.</td>
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<tr>
<td>Upon preparation of working drawings, specifications, schedule of quantities, detailed estimate, preparation of tender documents &amp; finalization of tender.</td>
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<tr>
<td>Stage 4</td>
<td>45% of the total fees payable less payment already made</td>
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<tr>
<td>a. On submitting working drawings and details required for commencement of work at site.</td>
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<tr>
<td>b. (i) On completion of 20% of the work</td>
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<td>(ii) On completion of 50% of the work</td>
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<tr>
<td>(iii) On completion of 80% of the work</td>
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<td>(iv) On Virtual Completion</td>
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<td>50% of the total fees payable less payment already made</td>
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<tr>
<td>60% of the total fees payable less payment already made</td>
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<tr>
<td>70% of the total fees payable less payment already made</td>
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<tr>
<td>80% of the total fees payable less payment already made</td>
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<tr>
<td>Stage 5</td>
<td>100% of the fees payable less payment already made at various stages and retainer.</td>
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<tr>
<td>On submitting Completion Report and drawings for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings</td>
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The consultant shall submit the following drawings and documents in numbers of copies as mentioned against each item below:
i) Site evaluation, analysis report, Conceptual architectural drawings, rough cost estimates and Project report on the basis of relevant guideline: 6 sets
ii) Detailed estimates, BOQ, specifications and tender documents - 2 sets
iii) Architectural, structural, electrical, PH, landscaping working drawings - 4 sets
iv) Working drawings for interior works : 4 sets
v) Structural design calculations : 2 sets
vi) As built drawings : 1 set

5. CLIENT'S ROLE AND RESPONSIBILITIES:
The Client shall discharge all his obligations connected with the project and engagement of the Consultant as follows:

5.01 To provide detailed requirements of the project.
5.02 To provide village map of the area.
5.03 To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.

6. EXECUTION OF THE ASSIGNMENT:

6.01 The Consultant shall keep the Client informed about the progress of work in his office.
6.02 The Consultant shall appoint specialized consultants in consultation with the Client, if necessary.
6.03 The Consultant shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Consultant shall make available the design calculations.
6.04 The Consultant will advise the Client on the Time Schedule (Bar Chart/PERT/CPM Network) for the completion of work.
6.05 The Consultant shall supply to the Client, free of cost, up to six sets of drawings at different stages.
6.06 The Consultant shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.
6.07 Any professional services to be rendered by the Consultant at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.
6.08 The Consultant shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and
inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.

7. **TIME SCHEDULE:**
The Consultant shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of Client's obligations.

8. **SPECIAL CONDITIONS**
   i) Category-A shall be empanelled for projects above Rs.5.00 Cr. & Category-B shall be empanelled for projects below Rs.5.00 Cr. However, Category-A can also be entrusted with work below Rs.5.00 Cr.
   ii) Department of Tourism shall have proprietary right on the drawing, design, estimate prepared by the Consultant for which payment has been made to the Consultant by it. Tourism Department shall have right to use the drawing, design, estimate etc. for any prototype projects with or without modification.
   iii) During execution of the project, if there is 20% quantity deviation, Consultant shall be eligible to get only part payment on that particular item unless the deviation is not attributable to the omission & commission of the Consultant.
   iv) The empanelment shall be for a period of three years. The authority reserve the right to cease any or all empanelled Consultant without assigning any reason thereof subject to provision in Clause-9

9. **TERMINATION:**
9.1 Empanelment of the Consultant can be terminated by either one giving the other a written notice of not less than 30 (thirty) days.
9.2 When termination of this empanelment is not related or attributable, directly or indirectly to any act, omission, neglect or default on the part of the Consultant, the Consultant shall be entitled to professional fees as stipulated above for the actual work done based on the various stage payment mentioned earlier.
9.3 In the event of Consultant's firm fails to deliver works as per the time schedule mentioned in para-7 the client will have right to get the work done from any other agency/agencies and the cost will be charged to the architect consultancy fees.

Director Tourism & Addl.Secy
Application for empanelment of Consultant in Department of Tourism

1. Application for empanelment of:

2. Name of the organization:

3. Address:

4. Year of Establishment:

5. Status of the firm
   (Whether Company! Firm! Proprietary)

6. Name of Directors! Partners! Proprietor

   i)
   ii)
   iii)

7. Key personnel permanently employed: As per annexure (1)

8. Whether registered with the Registrar of Companies! Registrar of Firms. If so, mention number and date.

9. a) Name and Address of Bankers

   i)
   ii)
   iii)
   iv)


11. Furnish copies of audited Balance Sheet and Profit & Loss Account (audited) for the last three years.

Contd...2
12. If you are registered in the panel of the other organizations! statutory bodies, such as CPWD, PWD, Irrigation, Water Resource Department, Public Health Engineering, etc., furnish their names, category and date of registration. (details shall be furnished as per annexure 2)

   i)                                   ii)
   iii)                                 iv)
   v)                                   vi)

14. What are your fields of activities? Mention the fields on preference basis.

   i)                                   ii)
   iii)                                 iv)
   v)                                   vi)

15. i) Detailed description and value of works done in the last 3 years
   (information shall be furnished as per annexure 3)

   ii) Detailed description and value of works on hand
   (information shall be furnished as per annexure 4)

16. Other information: as per annexure 5

**Note:** The above information shall be supported with documentary evidence.

**Signature of applicant**
Annexure 1

KEY PERSONNEL PERMANENTLY EMPLOYED

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Qualification Experience</th>
<th>Years with the Firm</th>
<th>Any other information</th>
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Signature of applicant
Annexure 2

(Details of registration / empanelment)

<table>
<thead>
<tr>
<th>Name and address of organization in which empanelled</th>
<th>Date of empanelment</th>
<th>Category for which empanelment</th>
<th>Services rendered to the organization</th>
<th>% of fee paid (for consultants)</th>
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Signature of the applicant
Annexure - 3

PARTICULARS IN RESPECT OF WORKS EXECUTED

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of work</th>
<th>Short Description</th>
<th>Address Of Work</th>
<th>Short Name &amp; Address Of Owner</th>
<th>Stipulated value of work</th>
<th>Actual Time of Work</th>
<th>Time of Execution</th>
<th>Name of Consulting Engineer</th>
</tr>
</thead>
</table>

Signature of the applicant

Page 2
Annexure — 4

PARTICULARS IN RESPECT OF WORKS ON HAND

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of work</th>
<th>Short Description</th>
<th>Address</th>
<th>Stipulated Value of Work</th>
<th>Actual Time of Execution</th>
<th>Time of Completion</th>
<th>Name of Architect</th>
<th>Name of Consulting Engineer</th>
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</thead>
</table>

Signature of the applicant