Revised Expression of Interest
for
Empanelment of Professional Architecture/Design/ Consultancy firms for development of Tourism projects in Odisha

Department of Tourism
Government of Odisha

Department of Tourism
Paryatan Bhawan, Lewis Road, Bhubaneswar 751 014 Phone: (0674) 243 2177 | Fax: (0674) – 243887

https://dot.odishatourism.gov.in
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1. Introduction

Department of Tourism (DoT), Government of Odisha aims to develop Odisha as one of the most preferred tourist destinations and to place it prominently on the domestic and international tourism map. DoT, in its endeavor to optimize the tourism potential of the State, is giving special importance to planning, designing and development of tourist destinations in the state adhering to the global standards and industry best practices. Specific activities that have been undertaken in this respect are spatial planning, provisioning of appropriate infrastructure including upgradation of existing, design and development of specialized tourism projects, etc.

For this, DoT intends to avail services of qualified and experienced Architectural and Consulting agencies through this empanelment process. Applications are invited from reputed Architecture/Design/Consultancy firms having sound required qualifications, technical background, team strength, appropriate registrations and meet Pre-qualification criteria set out in this document.

2. Objective

The broad objective of the empanelment is to avail the services of qualified and experienced Architecture/Design/Consultancy firms for planning, designing and executing tourism projects being taken up by Dept. of Tourism and its affiliated agencies like OTDC etc. in Odisha. The aim is to have a list of empaneled Architecture/Design/Consultancy firms with Department of Tourism who will assist the department in the planning and execution of various tourism development initiatives by ensuring timely and quality execution of work.

This Expression of Interest document is for short listing suitable qualified Architecture/Design/Consultancy firms and empanel them for 3 Years and to avail their services for the planning and development of various tourism projects being taken up by Dept. of Tourism and affiliated agencies like OTDC etc.

3. Scope of Work

- Broadly the empaneled Architecture/Design/Consultancy firms would provide assistance to DoT in the following stages of project development:
  - Concept Development and Design Stage
  - Detail Design and Engineering Stage
  - Tender Preparation and Procurement Support Stage
  - Project Monitoring and Supervision Stage
• The Empaneled Architecture/Design/Consultancy firms shall have to offer services (but not limited to) in the areas of conceptualization, planning, architectural designing, structural designing, preparation of cost estimates, procurement support, periodic supervision and monitoring etc. of different projects and initiatives of Department of Tourism.

• Conceive project ideas and help DoT to implement new and innovative tourism development projects.

• Preparation of destination development plans encompassing Spatial planning, Detailed Project Reports, etc.

• Preparation of detailed designs and drawings for executing the work adhering to the applicable norms and standards

• Ensuring Architectural compliance and suitability of the project including ensuring confirmation of the quality and standards

The empaneled Architecture/Design/Consultancy firms is expected to recognize the significance of project(s) under consideration, it’s unique challenges and opportunities and ensure the planning meets the benchmark design, construction and performance standards. The expertise in related fields should be paired with a local understanding of cultures, people and existing places.

4. Empanelment Categories
In the present empanelment process, there will be 4 categories viz., Category A, Category B Category C and Category D of empanelment firms. Details of each category is given in the following section;

• **Category A – Area Based development**

Area based development is the strategic planning and advancement of large integrated areas to support the evolution of desirable destinations for tourists by providing compelling experiences, quality infrastructure, and remarkable services to entice repeat visitation. These projects include all aspects of Urban planning including landscaping, designing, interior design of the built spaces, provision of infrastructure at site etc. The types of projects included in the area based development category are as follows-

- Destination Master planning
- Tourism Circuit planning
- Development of locations with multiple buildings and structures with unique tourist appeal/theme/purpose/heritage significance
- Large scaled and specialized / integrated tourism projects like resort projects, Theme parks, Film City, Amusement Parks, Water Parks, Golf course, etc.
• **Category B – Small Scale Projects**

Small scale projects are tourism projects which are smaller in terms of area coverage and project cost. The project development activities under this category would include site planning, provisioning and designing of facilities and amenities, etc. Such projects are required to be designed and built from time to time according to the requirements and availability of funds. List of typical projects considered under this category would include:

- Accommodation projects like Hotels, Luxury resorts, Camping sites, etc.
- Buildings (traditional and modern architecture) & Permanent and Non-permanent structures
- Hard and soft landscaping components
- Facilities and amenities eg: - Public spaces, Signage, Lighting, Toilets, Seating spaces,
- Standalone tourist infrastructure facilities and amenities
- Tourist Plaza/ Facilitation Centre
- Wayside Amenities
- Design and development of public parks

• **Category C – Geo-spatial survey Agencies**

Geo spatial Survey is about the collection, distribution, storage, analysis, processing, presentation of geographic data or geographic information. Geo-spatial survey activities consist of products, services and tools involved in the collection, integration and management of geographic data. The services expected from the agencies are Land Survey, Mapping & GIS applications, Aerial survey, etc.

Following are list of services (but not limited to) expected from the Geo-Spatial survey agency:

- Formation of Land base database
- Conduct surveys like land survey, aerial survey, etc.
- Creation of Points of Interest (Pol) database
- Creation of Asset Database constructed
- Post Survey Data processing
• Category D - Environment and Social Impact Assessment agencies

Environment and Social Impact Assessment is a process for predicting and assessing the potential environmental and social impacts of a proposed project (Large/Small), evaluating alternatives and designing appropriate mitigation, management and monitoring measures. The types of activities to be undertaken by this type of agency are as follows:

- Enabling the preservation of natural resources and the defense of the environment
- CRZ clearances
- Eco sensitive zones assessment
- EIA assessment
- Environmental clearance (small as well as large projects)
- Pollution control Certifications
- Social Impact Assessment

5. Eligibility Criteria
Department of Tourism, Govt. of Odisha intends to empanel Architecture/Design/Consultancy firms with proven track record in providing high quality professional services on the specified empanelment categories especially to Government departments and agencies.

Eligibility criteria for each category is given below;

5.1. Category A (Area based Development) – Eligibility criteria

Technical

- Bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 7 years of experience. Certificate of incorporation to be furnished)
- Must have minimum 10 Technical employees (payroll/ full time contracts). (Certificate from HR Head/ Head of Organization to be furnished). The core team should consist of:

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Type of expert</th>
<th>Number</th>
<th>Qualification &amp; experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tourism Expert</td>
<td>1</td>
<td>Masters in Tourism/ tourism Management and /or hospitality management with minimum 7 years’ experience in Tourism consulting / Managerial position in tourism/ hospitality sector.</td>
</tr>
<tr>
<td>2</td>
<td>Urban planners</td>
<td>1</td>
<td>Senior- B.Plan/M.Plan with minimum 10 Years’ Experience</td>
</tr>
</tbody>
</table>

Page | 6
<table>
<thead>
<tr>
<th>S.no.</th>
<th>Type of expert</th>
<th>Number</th>
<th>Qualification &amp; experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Architects</td>
<td>1</td>
<td>B.Arch/ M.Arch with minimum 5 Years’ Experience</td>
</tr>
<tr>
<td>4</td>
<td>Interior Designer</td>
<td>1</td>
<td>Degree/ Diploma in Interior Design with Minimum 5 Years’ Experience</td>
</tr>
<tr>
<td>5</td>
<td>Environmental expert</td>
<td>1</td>
<td>M.Plan in Environmental Planning with Minimum Experience of 5 Years</td>
</tr>
<tr>
<td>6</td>
<td>Landscape Expert</td>
<td>1</td>
<td>B.Arch/M.Arch in Landscape Architecture/ Masters in Urban design with Minimum 5 Years’ Experience</td>
</tr>
<tr>
<td>7</td>
<td>GIS Expert</td>
<td>1</td>
<td>Masters in Geography/ Geomatics with Experience of 5 Years in using GIS software</td>
</tr>
<tr>
<td>8</td>
<td>Structural Expert</td>
<td>1</td>
<td>B.Tech / M.Tech Civil engineering with experience of 10 Years Structural execution drawings</td>
</tr>
<tr>
<td>9</td>
<td>Civil Engineers</td>
<td>1</td>
<td>B.Tech / M.Tech Civil engineering with minimum experience of 5 Years</td>
</tr>
<tr>
<td>10</td>
<td>Legal expert</td>
<td>1</td>
<td>LLB with Minimum 5 Years’ experience In legal consulting / practice of Civil / Environmental law.</td>
</tr>
</tbody>
</table>

*Note: CV of Technical employees to be furnished against the same. In case of non-availability of inhouse experts/ associates to be furnished in the prescribed format in Annexure VI.

- Must have successfully completed minimum 1 similar project (as specified in Category A) of area based planning for minimum 100 acres / projects with project cost of at least INR 500 Cr. (CA certificate for the same to be furnished with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order to be furnished in case of Ongoing projects and Completion certificate for completed projects.
- Must have done at least 1 Mega tourism project (Project cost not below INR 100 Cr. /Area Development not below 50 Acres)

Financial

- Average Annual Turnover of INR 10 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on 31st March 2018. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.
5.2. Category B (Small Scale Projects) – Eligibility criteria

- Bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 3 years of experience. Certificate of incorporation to be furnished.
- Must have minimum 5 full time Technical employees on payroll/ full time contracts. Certificate from HR Head/ Head of Organization to be furnished.

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Type of expert</th>
<th>Number</th>
<th>Qualification &amp; experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Urban planners</td>
<td>1</td>
<td>Senior- B.Plan/M.Plan with minimum 10 Years' Experience</td>
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<tr>
<td>2</td>
<td>Architects</td>
<td>1</td>
<td>B.Arch/ M.Arch with minimum 5 Years' Experience</td>
</tr>
<tr>
<td>3</td>
<td>Structural Expert</td>
<td>1</td>
<td>B.Tech / M.Tech Civil engineering with experience of 10 Years Structural execution drawings</td>
</tr>
<tr>
<td>4</td>
<td>Landscape Expert</td>
<td>1</td>
<td>B.Arch/M.Arch in Landscape Architecture/ Masters in Urban design with Minimum 5 Years’ Experience</td>
</tr>
<tr>
<td>5</td>
<td>Interior Designer</td>
<td>1</td>
<td>Degree/ Diploma in Interior Design with Minimum 5 Years’ Experience</td>
</tr>
</tbody>
</table>

*Note: CV of Technical employees to be furnished against the same. In case of non-availability of inhouse experts, Details of associates to be furnished in the prescribed format in Annexure VI.

- Must have successfully completed minimum 1 similar project (as specified in Category B) with area up to 50 Acres/ project cost of minimum INR 5 Cr. (CA certificate for the same to be furnished) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order to be furnished in case of Ongoing projects and Completion certificate for completed projects.

  OR

- Must have experience in the areas of design, supervision and maintenance of 2 landscaping projects especially related to Tourism / Recreational / Hospitality sector. (Certificate of incorporation to be furnished). Documentary evidence in the form of work orders of projects to be furnished.

  OR
Should have supervised and successfully executed a minimum of 2 landscaping projects costing not less than INR 50 lakhs. Documentary evidence in the form of client certificate (with project cost clearly mentioned) to be furnished. Work order to be furnished in case of Ongoing projects and Completion certificate for completed projects.

OR

Should have designed projects of minimum 2 3-star Hotel or above category.

OR

Should have designed interiors for 3 projects in the last three years costing not less than 1 Crore value each for the interior works.

Financial

- Average Annual Turnover of INR 0.25 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on 31st March 2018. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

5.3. Category C (Geo-spatial Survey Agencies) – Eligibility criteria

Technical

- The applicant must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 3 years of experience. Certificate of incorporation to be furnished.
- The applicant must have successfully completed at least 1 assignment of GIS Survey for any Government organization / PSU in India, where the value of the assignment should be at least INR 2 crores or higher
- Must have minimum 2 full time Technical employees on payroll/ full time contracts. Certificate from HR Head/ Head of Organization to be furnished. CV of Technical employees to be furnished against the same.
- Applicants should possess Survey equipment / tools owned by them along with necessary GIS software and other related infrastructure and available manpower to undertake the GIS survey.

Financial

- Average Annual Turnover of INR 0.25 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished. They should have PAN/TAN and submit copy of income tax return for the last three years (2008-09, 2009-10 & 2010-11).
• Must have positive net worth as on 31st March 2018. Auditor/ CA certificate to be furnished.
• Must be registered with GSTIN. GST registration certificate to be furnished.

5.4. Category D - Environment and Social Impact Assessment agencies

Technical

• Bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 3 years of experience in the field of obtaining EC for 1 small scale project (Up to 100 Acres) as well as 1 large scale project (100 Acres and more) (documentary proof is to be enclosed). Certificate of incorporation/documentary evidence to be furnished
• Must have successfully completed/ Ongoing minimum 2 Social Impact Assessment studies for 1 small scale project (Up to 100 Acres) as well as 1 large scale project (100 Acres and more) with the state / Central government / PSU. Work order for ongoing projects to be furnished and completion certificate for completed projects.
• Must have minimum 5 full time technical employees on payroll/ full time contracts. Certificate from HR Head/ Head of Organization to be furnished.
• They should have their own Environmental Engineering Laboratory and valid recognition by the relevant organizations (documentary proof to be enclosed). Certification by National Accreditation Board for Testing and Calibration (NABL) is desirable.
• They should have experience in generation of environmental data, preparation of EIA/EMP report and obtaining Environmental Clearance from MoEF.

Financial

• Average Annual Turnover of INR 0.1 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished. They should have PAN/TAN and submit copy of income tax return for the last three years.
• Must have positive net worth as on 31st March 2018. Auditor/ CA certificate to be furnished.
• Must be registered with GSTIN. GST registration certificate to be furnished.

Note (For all Categories):

• Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria
• Bidder should provide Work order in case of Ongoing projects and Completion certificate for completed projects.

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Interested agencies may submit EOI application in the prescribed format in this document. The to meet the pre-qualification criteria specified for the 3 specified categories and they submit the necessary supporting with bid documents.

6. Empanelment Terms
Empanelment is valid for 3 years, DoT may conduct additional empanelment as and when it deems necessary.

- There is no remuneration offered for participating in the EOI & selection process.
- Participating Architecture/ Design/ Consultancy firms are also not required to submit a Financial Offer.

7. Selection Criteria
DoT shall evaluate the application from Architecture/ Design/ Consultancy firms for short listing, inter-alia, based on their experience of handing similar types of projects, strength of their technical teams and financial strength of the firm.

DoT may assign scores to the response of each Architecture/ Design/ Consultancy firm based on weightages assigned to each of the criteria in EOI.

A. The scoring will be done based on:
   - Pre-Qualification Criteria - 80%
   - Technical presentations of previous projects-20%

B. Technical presentation is not applicable for Category C and D
C. Minimum passing marks is 70%

<table>
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<tr>
<th>Evaluation Criteria for Category A</th>
<th>Parameters</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
<td>S.no.</td>
<td>^Experience of agency -7 Years- 10 Marks</td>
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</tr>
<tr>
<td>a</td>
<td>For each additional year - 5 Mark</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Experience of completing 1 similar project (Project area - Minimum 100 Acre/Project cost INR 500 Cr.)- 10 Marks</td>
<td>20</td>
</tr>
<tr>
<td>c</td>
<td>For each additional project – 5 Marks</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Experience of Completing 1 Mega Tourism project (Project cost not below INR 100 Cr. /Area Development not below 50 Acres) - 10 Marks</td>
<td>20</td>
</tr>
<tr>
<td>e</td>
<td>Each Additional Project – 5 Marks</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Annual Average Turnover of INR 10 Cr. in Last 3 Financial Years - 5 Marks</td>
<td>10</td>
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<tr>
<td>e</td>
<td>Technical Presentation (technical presentation at empanelment stage is meant to understand the work approach and capability of the applicant in terms of the previous/ongoing works)</td>
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### Evaluation Criteria for Category B

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<tr>
<td>a</td>
<td>Experience of agency 3 Years- 5 Marks</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>For each additional year - 2.5 Marks</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Experience of completing 1 Similar project (Project area - Minimum 50 Acre/Project cost INR 5 Cr.)- 5 Marks</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Each Additional Project - 2.5 Marks</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Experience of Completing design, supervision and maintenance of 2 Landscaping project (Related to tourism/recreational/ Hospitality, project cost not less than INR 50 Lacs)- 10 Marks</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Each Additional Project – 5 Marks</td>
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<td></td>
<td>OR</td>
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<tr>
<td></td>
<td>Experience in (3 No.) 3 Star Hotel or above - 10 Marks</td>
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<tr>
<td></td>
<td>Each Additional Project – 5 Marks</td>
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<td></td>
<td>OR</td>
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<tr>
<td></td>
<td>Experience in Interior design of 3 Projects (Project cost -Minimum 1 Crore each)- 10 Marks</td>
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<tr>
<td></td>
<td>Each Additional Project – 5 Marks</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Annual Average Turnover of INR 0.25 Cr. in last 3 Financial Years - 5 Marks</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>For each additional 0.25 Cr- 2.5 Marks</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Technical Presentation (technical presentation at empanelment stage is meant to understand the work approach and capability of the applicant in terms of the previous/ongoing works)</td>
<td>30</td>
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### Evaluation Criteria for Category C

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<td>a</td>
<td>Experience of agency 3 Years- 10 Marks</td>
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</tr>
<tr>
<td></td>
<td>For each year of Additional Experience of – 5 Mark</td>
<td></td>
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<tr>
<td>b</td>
<td>Experience of completing 1 Similar GIS Survey project (Project cost minimum INR 2 Cr.)- 10 Marks</td>
<td>40</td>
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<td></td>
<td>Each Additional Project – 5 Marks</td>
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<tr>
<td>c</td>
<td>Annual Average Turnover of INR 0.25 Cr. in Last 3 Financial Years - 10 Marks</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>For each additional 0.25 Cr- 5 Mark</td>
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### Evaluation Criteria for Category D

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<th>Maximum Marks</th>
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</thead>
<tbody>
<tr>
<td>a</td>
<td>Experience of agency 3 Years- 10 Marks</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>For each additional year – 5 Marks</td>
<td></td>
</tr>
</tbody>
</table>
Experience of completing EIA for 2 Similar projects (1 Small scale project up to 100 acres and 1 large project more than 100 acres)- 10 Marks

Each Additional Project – 5 Marks

Experience of completing SIA for 2 Similar projects (1 Small scale project up to 100 acres and 1 large project more than 100 acres)- 10 Marks

Each Additional Project – 5 Marks

Annual Average Turnover of INR 0.1 Cr. in Last 3 Financial Years - 10 Marks

For each additional 2.5 Cr- 5 Marks

Total

8. EOI Notice and Schedule

Interested Architecture/ Design/ Consultancy firms are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Interested Architecture/ Design/ Consultancy firms may download the EOI document from the website https://dot.odishatourism.gov.in/ . Architecture/ Design/ Consultancy firms downloading the EOI document from the website should include in their proposals a demand draft of INR 5,000/- (Indian Rupees Five Thousand Only) from any scheduled commercial bank, payable at Bhubaneshwar drawn in favor of ‘Director Tourism’ along with the response. Failure to do so will result in rejection of the proposal.

Subsequent corrigenda / addenda / clarifications will be made available on https://dot.odishatourism.gov.in/.

Schedule

<table>
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<tr>
<th>Sl.</th>
<th>Information</th>
<th>Details</th>
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<tr>
<td>1</td>
<td>Last date of bid submission</td>
<td>14/05/2019, 15.00 hrs.</td>
</tr>
<tr>
<td>2</td>
<td>Technical Bid Opening</td>
<td>15/05/2019, 11.00 hrs.</td>
</tr>
</tbody>
</table>

9. Format and Signing of Proposal

Application - While preparing the application, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of an application.

The application shall provide the following information using the attached Standard Forms

i. Cover Letter (Annexure I)

ii. Declaration (Annexure II)
iii. Bidders Profile (Annexure III)
iv. Details of Directors/Partners/Proprietors (Annexure IV)
v. Project Experience - Summary (Annexure V A)
vi. Project Experience (Annexure V B)
vii. Format for CV (Annexure VI)
viii. List of Consultancy/Architectural Consultancy assignments completed (Annexure VII)
ix. List of Consultancy/Architectural Consultancy assignments completed in progress (Annexure VIII)
x. Financial Turnover (Annexure IX)

Note:

i. The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.

ii. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the application.

10. Submission of Proposals: Packing, Sealing and Marking of Proposals:
The Applicants can apply in multiple categories. The bids for every category must be submitted in separate sealed envelopes, along with bidder’s name and address in the left-hand corner of the envelope and super scribed in the following manner.

Application for Empanelment of Architecture /Design/Consultancy Firms for development of tourism Projects in Odisha – Category (A/B/C/D)

The Bidder’s Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

i. The envelope must contain the technical documents along with the application fees DD of INR 5000. In case of absence of Application fee and technical documents, the application shall be rejected.

ii. The envelopes shall be addressed to Department of Tourism, Government of Odisha at the following Address:

   To,
   Director Tourism,
   Department of Tourism, Government of Odisha,
Paryatan Bhawan, Lewis Road, Bhubaneswar 751014

iii. If the outer envelope is not sealed and marked as mentioned above, then Department of Tourism, Government of Odisha will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

iv. Telex, Cable or facsimile Proposals will be rejected.

11. Important Information for Applicants
   a) Interested Architecture/ Design/ Consultancy firms are expected to examine carefully all instruction, information, forms, annexure etc. Failure to comply with the
The requirement of documents shall be at the firms' own risk. Applications which are not substantially responsive to the requirement of the EOI documents shall be rejected.

b) DoT reserves the right not to respond to any questions or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the DOT to respond to any question or to provide any clarification.

c) DoT may also on its own, if deemed necessary, issue interpretations and clarifications to all Architecture/Design/Consultancy firms. All clarifications and interpretations issued by DOT, shall be deemed to be part of the EOI. Verbal clarifications and information given by DOT or its employees or representative shall not in any way or manner be binding on the DOT.

d) Any addendum thus issued will be uploaded on DOT's website.

e) By participating in the selection process all participating Architecture/Design/Consultancy firms shall agree in full to these Terms and Conditions.

f) All participating Architecture/Design/Consultancy firms shall go through detailed guidelines and shall agree to abide by the conditions mentioned in this document. By participating in the selection process, all participating Architecture/Design/Consultancy firms shall deem to have agreed in full to these Terms & Conditions.

g) Any participating Architecture/Design/Consultancy firms found to have provided false information at any point - before, during or after the selection process, shall be liable for immediate disqualification.

h) Any participating Architecture/Design/Consultancy firms failing to observe the Terms & Conditions shall be declared ineligible and shall be liable to immediate disqualification at any point during the selection process.

i) The decision of the Committee for the selection process, shall be final and binding on all participating Architecture/Design/Consultancy firms and no disputes of any manner shall be entertained.

j) All participating Architecture/Design/Consultancy firms are doing so on their own initiative. DOT shall not reimburse any expenses incurred. By participating in the selection process, it is deemed that all participating Architecture/Design/Consultancy firms have indemnified DOT against any losses, expenses of any manner incurred by the participating Architecture/Design/Consultancy firms during the selection process whether tangible or intangible, direct or indirect.

k) All information made available to DOT during the selection process shall be considered as privileged information. DOT shall not use this information for any purpose other than the selection process.

l) Notwithstanding anything contained in this EOI document, DOT reserves the right to accept or reject any Proposal and to annul or suspend the bidding process and reject all Proposals without assigning any reason hereof, at any time prior to the issuance of Letter of Acceptance (L.O.A.) without incurring any liability or consequences or any
obligation to inform the affected Architecture/ Design/ Consultancy firms of the grounds for rejection.
m) Joint venture will not be allowed.

n) Proof for fulfillment of selection criteria mentioned in the EOI document should be submitted. If the application is submitted without valid documents, OR is not in the Prescribed Formats, the application will be rejected. All document submitted in the spiral bound lose document is not acceptable.
o) No Architecture/ Design/ Consultancy firms shall contact DOT on any matter related to its application after the time of submission of application, unless requested so in writing. Any effort by Architecture/ Design/ Consultancy firms to influence DOT in their decision in respect of evaluation will result in rejection of the Application.
p) DOT reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and to cross check for any details as furnished by the Architecture/ Design/ Consultancy firms s from past – executed projects / Clients / Consultants etc. It is to be noted that pre – qualification may be completed without seeking any subsequent additional information.

q) Information furnished in the EOI Document will be kept confidential.
r) All information must be typed and submitted in the prescribed formats only. Architecture/ Design/ Consultancy firms should ensure that hard copy is without errors.

s) Application duly filled with all the requisite information, supporting documents and covering letter duly signed by Authorized Representative/ Signatory of the Architecture/ Design/ Consultancy firms shall be indexed, bound (hard/ spiral) and submitted in a sealed envelope by the time and date as specified in the Notice.
t) For special category projects, DoT will select agencies through a separate open tendering process. Empaeneld agencies may apply for the same.
Annexure I
COVER LETTER

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To,
The Director Tourism,
Department of Tourism, Government of Odisha,
Paryatan Bhawan, Lewis Road,
Bhubaneswar 751014, Odisha

Subject: Empanelment of Professional Architecture / Design/ Consultancy firms for development of Tourism Projects in Odisha

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by Department of Tourism, Government of Odisha. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our Proposal. We undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We are enclosing Application Fee of INR 5000/- in the form of Demand Draft (DD No........Dt.............. drawn on .................) Inclusive of GST in favour of Director Tourism, payable at Bhubaneswar.

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that Department of Tourism, Government of Odisha reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,
Signature of Authorized Person and seal
Name and Designation
Name of the Company
Annexure II
DECLARATION

I / We agree that the decision of the Employer in relation to pre-qualify the applicants, addition or deletion, phasing of project works will be final and binding to me / us.

All the information and date furnished here with are correct to my /our best of knowledge.

I / We agree that we have no objection if inquiries are made about our works in its related Areas and any other inquiry regarding all projects and works listed by us in the Performa.

Signature with Seal of the company

Place:

Date

CONTACT ADDRESS:
Annexure III
BIDDER'S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. E-mail Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turnover (INR cr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
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<tr>
<td>2016-17</td>
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<td>2015-16</td>
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</table>

10. Net worth of the firm as on 31st March 2018

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated: .........................
Annexure IV
DETAILS OF DIRECTORS/ PARTNERS /PROPRIETORS

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Name of Partners/Directors/Proprietors</th>
<th>Academic Qualifications</th>
<th>Designation</th>
<th>Address/ Phone/Fax /Email</th>
</tr>
</thead>
</table>

Signature of the applicant

Name and Designation

Place

Date
1. Experience Summary

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Project</th>
<th>Project Area (in Sq.m)</th>
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<th>Project Area (in Sq.m)</th>
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<th>S.No</th>
<th>Name of Project</th>
<th>Project Area (in Sq.m)</th>
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**Note:**
- Please use separate rows for each project
- Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria
# Annexure V B
## PROJECT EXPERIENCE

### 2. Project Experience

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Location:</th>
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</thead>
</table>

| Name and address of Employer: | |
|-------------------------------| |

<table>
<thead>
<tr>
<th>Start Date (Month / Year):</th>
<th>Completion Date (Month / Year):</th>
<th>Approx. Value of Services (Rs.):</th>
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</table>

<table>
<thead>
<tr>
<th>Project Area (in Sq. meter)</th>
<th>Project Cost (in INR Crore):</th>
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</thead>
</table>

| Project Area (in Sq m) | |
|------------------------| |

| Name of Associated Consultant/ Firms, if any: | |
|-----------------------------------------------| |

| Description of Project and services provided by your staff | |
|------------------------------------------------------------| |

Signature of Authorized Person and seal
Annexure VI
FORMAT FOR CV

Name of Staff:

Position:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies: Education:

(Summarize College / University and other specialized education of staff Member)

Employment Record

(Starting with present position, list in reverse order every employment held)

List of Projects/Assignments on which the personnel have worked

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Client</th>
<th>Sector</th>
<th>Position Held</th>
<th>Key Role</th>
<th>Major Responsibility</th>
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Languages:

(Indicate proficiency in speaking, reading and writing of each language by (Excellent, Good, Fair, Poor)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.
# Annexure VII

**LIST OF CONSULTANCY / ARCHITECTURAL CONSULTANCY ASSIGNMENTS COMPLETED**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name and address of Owner / Client</th>
<th>Name of Work / Project with address</th>
<th>Short description of Architectural / Consultancy assignment</th>
<th>Value of Work / Project</th>
<th>Date of Start of Work / Project</th>
<th>Date of Completion of Work / Project</th>
<th>Liquidated Damages, if any, imposed on Consultant</th>
<th>Any other relevant information</th>
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**Note:**

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements and Completion Certificates.

2. Applications received without necessary documentary evidence are liable to be rejected.

**Signature of the Applicant**

Name & Designation

Place:

Date:
### Annexure VIII

**LIST OF MAJOR CONSULTANCY / ARCHITECTURAL CONSULTANCY ASSIGNMENTS IN PROGRESS**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Work/Project in Progress with Address</th>
<th>Short description of Architectural Consultancy</th>
<th>Name and address of Owner</th>
<th>Value of Work/Project</th>
<th>Date of Start of Work/Project</th>
<th>Stipulated time of Completion</th>
<th>Status of Work</th>
<th>Expected Date of Completion</th>
<th>Any other relevant information</th>
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<tbody>
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</table>

**Note:**

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.

2. Applications received without necessary documentary evidence are liable to be rejected.

**Signature of the Applicant**

**Name & Designation**

**Place:**

**Date:**
# Annexure IX

## FINANCIAL TURNOVER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Financial Year</th>
<th>Turnover</th>
<th>Profit/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2015-16</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>2016-17</td>
<td></td>
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<tr>
<td>3.</td>
<td>2017-18</td>
<td></td>
<td></td>
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</tbody>
</table>

**Note:**

1. Certified copies of audited Balance sheets/ chartered Accountants certificates to be enclosed.

Signature of the Applicant

Name and Designation

Place

Date