



**DISTRICT ADMINISTRATION, KORAPUT**

**NOTICE INVITING TENDER (NIT)**

**FOR**

**EMPANELMENT OF ARCHITECTURAL AGENCY/FIRM**

**FOR**

**DISTRICT ADMINISTRATION, KORAPUT**

NIT No.: 869 /DMFT(ZP),

Dated: 17.2.2025

**NOTICE INVITING TENDER (NIT)**

Zilla Parishad, Koraput is a non- Profit body, with an objective to work for the betterment of the persons as prescribed by State/Central Government by implementing different developmental Schemes in the priority activity sectors like Health, Education, Drinking water etc. and in other priority activities like Physical infrastructure, Irrigation, Energy, Watershed Development, afforestation etc.

Creation of durable and tangible assets plays a major tool for reaching to the beneficiaries and communicating the benefits of the scheme to the grass-root level.

For this purpose, ZP, Koraput intends for **empanelment of architect** to explore such platform as per details furnished in bid paper.

Name of Work: "Tender for Empanelment of Architect, Zilla Parishad, Koraput"

Sl. No	Description	Dates
1	Mode of submission of tender	Registered Post, Speed Post & Courier
2	Date of Issue of Notice Inviting Bid	17.02.2025
3	Period of availability of Bidding Documents from Website	From: Date: 17.02.2025 To: Date: 28.02.2025
4	Deadline for Receiving Bids (Hard Copy)	Date: - 28.02.2025 up to 3.30 PM
5	Time, Date for opening Technical Bids	28.02.2025 at 5.00 PM
6	Bid Validity	90 days from the last date of Submission
7	Officer inviting Bids/Tender Inviting Authority	CDO-Cum- EO, ZP and CEO, DMFT, Koraput

  
CDO-cum- EO, ZP and  
CEO, DMFT, KORAPUT

## **Introduction:**

District Administration, Koraput intends to Empanelment of Architect for undertaking various jobs as defined at Scope of Work and other terms & conditions mentioned below, through 'Single Stage Two Bids System'. *The process involves submitting a price for assisting the customer in designing the building, together with a schedule of rates that will be used to form a fixed price for the complete works during stage two.*

## **2. Duration of Appointment:**

The term/duration of engagement shall be initially for a period of **1 year**, which may be further extended depending on the performance of the **Agency/Firm** and approval of competent authority. The decision of Collector, Koraput in this regard shall be final & binding on the Agency.

## **3. Objectives:**

The objectives of empanelment of architect in the **District Administration, Koraput** shall revolve around creating sustainable, inclusive, and resource-efficient infrastructure to improve the socio-economic and environmental conditions of the district. These objectives can align with the guidelines and mandates of the OPWD Code, PR & DW Norms, H & UD Norms, CSR Rules & DMF Rule & PMKKKY norms and reflect the needs of the local population. Potential objectives are:

### **1. Sustainable Infrastructure Development**

- Design resource-efficient and eco-friendly buildings and structures for healthcare, education, and community development.
- Promote the use of locally available materials to reduce environmental impact and create employment for local artisans.

### **2. Livelihood Enhancement**

- Develop skill-training centers focused on architecture, construction, and allied industries.
- Create hubs for tribal arts, crafts, and tourism, leveraging local culture and heritage.

### **3. Improved Living Standards**

- Design model villages with robust housing, sanitation, and public amenities.
- Plan for inclusive infrastructure addressing the needs of vulnerable populations like women, children, and tribal communities.

### **4. Healthcare and Education Facilities**

- Plan and construct healthcare centers, mobile medical units, and educational institutions to improve access to basic services.
- Incorporate innovative designs that cater to the district's geographic and climatic conditions.

### **5. Environmental Conservation**

- Undertake landscaping and afforestation projects to combat land degradation caused by mining.
- Design rainwater harvesting systems, green buildings, and renewable energy solutions for the district.

### **6. Cultural and Heritage Preservation**

- Develop cultural centers and museums that document and celebrate the indigenous knowledge, traditions, and heritage of the local tribes.
- Revitalize historical and religious sites to promote tourism.

### **7. Disaster Resilience and Climate Adaptation**

- Plan and design resilient infrastructure to withstand natural calamities common in the region.
- Incorporate climate-smart designs for rural and urban development.

## **Mining-Affected Area Rehabilitation**

- Create master plans for the rehabilitation and development of mining-affected areas, emphasizing sustainable land use.
- Design and implement housing for displaced families, with a focus on dignity and quality of life.

### **9. Community Participation**

- Involve local communities in the planning and design process to ensure their needs and aspirations are met.
- Conduct workshops and participatory sessions to educate locals about sustainable practices.

### **10. Monitoring and Evaluation Frameworks**

- Develop spatial and architectural frameworks to monitor the impact of Government/District Administration initiatives.
- Integrate data collection mechanisms for informed decision-making and future planning.

## **4. Instructions to bidders**

- a) Bidders/agencies/Firms who meet the above criteria and intend to quote against this NIT may download the bidding document from our website <https://degm.koraput@odisha.gov.in> and submit the hard copy of the bid complete in all respects to Collector, Koraput, , PIN – 764020 on or before the bid closing date and time through Speed Post or Registered Post only.
- b) All bids must be accompanied by Tender Document fee of Rs.5,000/- (Rupees Five Thousand Only) (Non-refundable) and Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of bankers' cheque or demand draft in favor of "**CDO cum EO, ZP, Koraput**" payable at Koraput. Any bid not accompanied by the required Tender fee & Earnest Money Deposit (EMD) shall be out rightly rejected and no further clarification / query will be entertained in this regard from the bidders /agencies. EMD of successful bidder shall be retained as Performance Security Deposit.
- c) Financial Bids of Technically Qualified bidders/agencies, who meet the pre-qualification criteria, will be opened in the presence of the bidders or their authorized representatives.
- d) No further discussion/ interface will be granted to bidders whose bids have been disqualified. Chairperson/CDO, ZP, Koraput reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

### **e) DOCUMENTS COMPRISING THE BID:**

Interested bidders should submit their bids in 02 (two) envelopes as below:

- **Envelope-I Clearly superscribing "Technical Bid for Empanelment of Architect" for District Administration, Koraput**

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets the Qualification Requirements as detailed above in Technical evaluation Criteria at Annexure- B.

- **Envelope-II Clearly superscribing "Financial Bid for Empanelment of Architect" for District Administration, Koraput**

Financial Bid in Annexure-C

Both the envelopes shall be placed in single bigger envelop clearly superscribing "**Bid for Empanelment of Architect for District Administration, Koraput**"

## **5. General Terms & Conditions:**

- 1) **Refund of EMD:**

To the unsuccessful bidders after acceptance of order by the successful bidder(s).

To the successful bidder(s) the EMD will be deposited as performance security.

Note: No interest shall be payable on EMD.

- iii. Security deposit shall be refunded after 90 days of completion of Contract after due fulfillment of the contractual obligations and adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor/bidder.
- iv. If the successful Bidder fails to accept letter of award/purchase order, the EMD amount shall be forfeited. EMD amount may also be forfeited if a Bidder withdraws at any moment of time.

## 2) Period of validity of bids

Bids shall be kept valid for acceptance for a period of 3 (Three) calendar months from the date of submission of Bids.

## 3) Submission of bids to District Administration.

Any Bid received by the **District Administration**, Koraput after the deadline for submission of Bids prescribed in the Invitation to Bid shall be automatically rejected.

## 4) Withdrawal of bids

No Bid shall be withdrawn in the interval between the deadline for submission of Bids and expiry of the period of Bid validity. Withdrawal of a Bid during this interval shall result in the forfeiture of Bid Security of the Bidder.

## 5) Technical Evaluation of the bids

Bids shall be evaluated as per Technical Bid Eligibility Criteria at Annexure- B.

## 6) Financial evaluation criteria

Those bidders who fulfill all the conditions as per Technical Bid Eligibility Criteria will be called.

- i. Financial Evaluation of Bids shall be done considering the quoted prices by the bidder in the Financial Bid i.e. Annexure-C along with taxes.
- ii. Incomplete Financial Schedule will result in to rejection of bid.  
Total price quoted by the agency will be worked out based on rate quoted by them in Annexure-C (Financial bid).

## 7) Award of work

Bidder who has been evaluated overall lowest (L1) in Financial Bid will be the successful bidder and Notification of Award of Contract will be made in writing by registered post or email to the successful Bidder. The notification of award shall constitute the formation of Contract. Collector, Koraput reserves the right, to accept any Bid (not necessarily the Bid having lowest Bid prices) or to reject any or all Bids or to cancel/withdraw the Invitation to Bid or to annul the Bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by Collector, Koraput shall not be subject to question by any Bidder and **District Administration**, Koraput shall bear no liability whatsoever consequent upon such a decision have any obligation to inform the affected Bidder.

### **Tax deduction at source**

Income tax, as applicable as per Income Tax Act, shall be deducted at source from the bills and a certificate towards this deduction shall be issued to the Agency.

- ii. TDS under GST shall also be deducted (if applicable).

### **9) Goods & Services Tax (GST):**

- i. GST shall be paid EXTRA as applicable as per GST law against GST Registration Number Only. Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) in the price Bid. Bidders shall enclose copy of GST registration certificate in envelope-I.
- ii. Bidder has to submit the proof of payment of GST paid to him by the **District Administration**, otherwise the same shall be recovered from Bidders' EMD.

### **10) Payment Terms & Conditions**

The payment will be made on contract basis (Project wise) to the agency. The payment will be made only after Analyzing Satisfactory Work/Result at different stages of work.

The Client's In-charge (**DMF/ZP/R & B/ RWD/ ITDA/SS/BDOs/EOs/Watershed/Forest/RWSS/NMH/ ORMAS/OLM/Etc.**) would check the agency invoice and will release the payment within 15 working-days of receipt of invoice.

### **11) Termination of Contract**

The works may be terminated at any time by **District Administration**, Koraput upon five days' notice in writing being given to agency, if the agency work is not found to be satisfactory according to the terms of the agreement or fails to take action as per the directions of Collector, Koraput.

### **12) Escalation/Price Variation**

No claim on any account of any price variation/Escalation on whatsoever ground shall be entertained at any stage of works. All rates shall be firm and fixed for entire contract period.

### **13) Jurisdiction**

Contract shall be deemed to have been entered into at and all cases of action in relation to the contract shall, therefore, be deemed to have been assigned within its jurisdiction at only.

- 14) **District Administration**, Koraput takes no responsibility for delay, loss or non-receipt of the offer. **District Administration** reserves the right to reject any or all offers without assigning any reason whatsoever. **District Administration** also doesn't bind itself to accept the lowest rate.
- 15) Agency or its persons engaged for the services shall act as an independent operating agency, not as an agent. The Agency's personnel deployed at ZP premises shall be the employees of Agency for all legal purposes and consequences.
- 16) The contractor shall be liable for all costs, damages, expenses suffered or incurred by the ZP due to the contractor's negligence or its employees which shall be recovered from the agency bill / security deposited. The decision of the Zilla Parishad regarding such failure of the Agency / its staff and their liability for the losses, etc. suffered by the Zilla Parishad shall be final and binding on the contractor.

## Annexure- A

The eligibility criteria of a professional architect (agency/Firms):

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### 1. For Architectural Agencies

#### Registration and Legal Status

- **Legal Entity:** Must be a registered business entity (e.g., company, LLP, or sole proprietorship) in compliance with local laws.
- **Licensed Professionals:** Employ or contract licensed architects who meet the individual eligibility criteria.

#### Experience and Reputation

- **Portfolio of Work:** Demonstrable experience in architectural design and successful completion of projects under **District Administration** or Any Government/PSU.
- **References:** Positive feedback from previous clients or collaborators.

#### Compliance with Standards

- **Adherence to Local Codes:** Familiarity and compliance with local building codes, zoning laws, and environmental regulations.
- **Certifications:** If applicable, ISO or other certifications indicating quality standards.

#### Insurance

- **Professional Indemnity Insurance:** To cover liabilities arising from design or construction errors.

#### Team and Resources

- **Qualified Team:** The agency should have a team of certified professionals, including architects, engineers, and support staff.
- **Technology Use:** Use of modern design tools like CAD, BIM, or other software for project development.

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### 2. Ethical and Professional Standards

- **Code of Conduct:** Commitment to ethical practices and adherence to professional codes of conduct set by the governing body.
- **Transparency:** Clear contracts, fair pricing, and regular communication with clients.

These criteria ensure that the individual or agency has the necessary qualifications, expertise, and legal compliance to offer professional architectural services for **District Administration** Koraput.

#### Scope of Work:

The scope of an architect engaged with the **District Administration, Koraput** would involve a wide range of responsibilities, from planning and designing infrastructure to ensuring sustainable and culturally relevant development. Below are the key areas an architect would work on:

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#### 1. Infrastructure Design and Development

- **Public Buildings:** Design schools, hospitals, community centers, skill-development centers, and administrative offices.

- **Housing:** Develop affordable and durable housing solutions for displaced or underprivileged communities.
  - **Sanitation Facilities:** Plan toilets, sewage systems, and solid waste management structures for both rural and urban settings.
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## 2. Master Planning

- **Village and Urban Planning:** Design layouts for model villages, incorporating green spaces, connectivity, and sustainable features.
  - **Mining Rehabilitation Areas:** Plan for the redevelopment of areas affected by mining activities, ensuring proper land use and community-friendly layouts.
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## 3. Sustainable Design

- Incorporate energy-efficient systems like solar panels, passive cooling, and rainwater harvesting in building designs.
  - Use environmentally friendly materials and construction methods, emphasizing local resources and traditional craftsmanship.
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## 4. Cultural and Heritage Conservation

- **Preservation Projects:** Restore and conserve heritage sites, monuments, and tribal cultural landmarks.
  - **Community Hubs:** Design cultural centers to promote local traditions, arts, and crafts.
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## 5. Livelihood Enhancement

- Design infrastructure for small-scale industries, including workshops for local artisans and marketplaces for tribal products.
  - Create tourism-friendly designs, such as eco-resorts, nature trails, and handicraft villages, to promote local employment.
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## 6. Healthcare and Educational Facilities

- Plan and design hospitals, health sub-centers, and mobile health units with a focus on accessibility and functionality.
  - Design schools with provisions for smart classrooms, libraries, and activity spaces.
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## 7. Environmental Restoration

- **Landscape Design:** Plan afforestation projects, green belts, and parks in degraded mining areas.
  - **Watershed Management:** Design water bodies, rainwater harvesting systems, and irrigation structures for the community.
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## 8. Disaster-Resilient Structures

- Design infrastructure that can withstand local climatic challenges, including heavy rains, floods, and heatwaves.
  - Develop shelter homes for emergencies and disasters.
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## 9. Community Engagement

- Conduct workshops and awareness programs to educate locals about sustainable living and construction techniques.

- Involve communities in the design process to reflect their needs, culture, and aspirations.
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#### **10. Monitoring and Evaluation**

- Prepare detailed project reports, architectural drawings, and models for approval by DMF authorities.
  - Supervise construction projects to ensure quality, timelines, and adherence to sustainable practices.
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#### **11. Policy and Research Contribution**

- Provide inputs for framing policies related to infrastructure, mining-affected area development, and urban-rural planning.
  - Conduct research on local architectural styles and climatic needs to develop innovative solutions.
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#### **Tools and Methods, the Architect Will Use:**

- **Architectural Software:** Use tools like AutoCAD, Revit, and SketchUp for designs and 3D modeling.
  - **GIS Mapping:** For master planning and resource identification in mining-affected areas.
  - **Sustainable Techniques:** Incorporate green building certifications, passive design strategies, and renewable energy systems.
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#### **Outcome of the Architect's Role:**

- Improved infrastructure aligned with local needs.
- Sustainable and eco-friendly development in mining-affected areas.
- Enhanced quality of life for the local population through better living spaces, education, and healthcare facilities.

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**Technical Bid Eligibility Criteria**

The Bidders should meet the eligibility criteria defined hereunder:

Sl. No.	Criteria	Documentary Evidence to be Submitted in technical Bid
1	Bidders Agency/Firm/Company Name & Address/contact details	
2	Registration details: The Firm/Agency should be Registered entity	<ul style="list-style-type: none"> <li>• Certificate of Incorporation/Registration</li> <li>• PAN Card</li> <li>• GST Registration Certificate</li> <li>• Bank account details.</li> </ul>
3	Experience of 3 years required. ✓ In last 3 years, Firms/ Agency must have successfully completed/ in progress separate projects in Govt./Private/Public Sector.	Work Orders/ Completion Certificates/ Invoice issued by/to the Client
4	The Firm/ Agency must have experienced workman professionals on its payrolls as permanent employees	Self-certified list of all such professionals along with name, date of joining, designation, etc. to be enclosed as an attachment along with Technical Bid.
5	The Firm / Agency should have financial Annual turnover (gross) of Rs. 5, 00, 000/- For the last 3 years.	Filed IT return of last 3 years and other relevant document in support of turnover.
6	Brief write up of the relevant business Activities undertaken so far and An overview of the expertise/potential Available with the agency.	To be submitted
7	Details of desired equipment and project Management tools available.	To be submitted
8	Details of Quality work plan to deliver on the engagement as per the Scope of Work in terms of achieving Goals and objectives.	To be submitted
9	The Firm/ Agency should not have been blacklisted/banned by the Central /State Governments & PSU/CPSEs	Self-Certification on Letterhead to be furnished with stamp paper.
10	Submission of undertaking for Bid terms & conditions acceptance.	Submission on letter head
11	To submit: - Non-refundable Tender Document Fee of Rs.5000/- (Five Thousand) Along with Offer Document. On back side of DD, company name to be mentioned for identification purpose	To be submitted with the Offer Document in technical Bid.
12	To submit: - Earnest Money Deposit (EMD) Of Rupees 50,000/- (Fifty Thousand) only. On back side of DD, company name to be mentioned for identification purpose	To be submitted with the Offer Document in technical Bid.

**Authorized Signature  
with Seal**

**FINANCIAL BID**

Name of the Bidder/ Agency/ Company/ firm: \_\_\_\_\_

Address: \_\_\_\_\_

Sl. No.	Description of items	Price Quoted including all Taxes	
		Rs. in Figure	Rs. in Words
1.	Undertaking the entire scope of work as per the tender as per Annexure- A (for ZP user profile)		
2.	Rate of GST (as applicable) on Sl. No. 1 Rate @GST (on _____)		
Total (1+2)			

The quoted rates shall be inclusive of salary, wages, TA/DA, logistics etc to engineer/staff deployed for the job by the agency / bidder and training by the Agency / bidder imparted to Zilla Parishad employee.

**Undertaking:**

I/We have read & understood the terms & conditions of the Contract before quoting the above price. I/We confirm that the above quoted prices are inclusive of all except GST extra as applicable, Present GST Rate Extra @ \_\_\_% Sl. No. 1 (which shall be paid against GST Registration. No.....).

Name of the Contact Person: \_\_\_\_\_

Tel/Mobile No.: \_\_\_\_\_

Email-ID: \_\_\_\_\_

Date:

Authorized Signature with Seal /

Stamp of the Bidder

Place: