



GOVERNMENT OF ODISHA

**H&UD DEPARTMENT**  
**KEONJHARGARH MUNICIPALITY, KEONJHAR**

"Preparation of Detailed Project Report and Providing  
Project Management Consulting Services for  
implementation of different Infrastructural  
Developmental Projects under Keonjhar  
Municipality"

# OFFICE OF THE MUNICIPAL COUNCIL, KEONJHARGARH

## EXPRESSION OF INTEREST

No. 2698 /Dt. 16.04.25

The Executive Officer, Keonjhar Municipality, Keonjhar on behalf of Keonjhar Municipality invites sealed proposal from interested consulting firms for "**Preparation of Detailed Project Report and Providing Consultancy Services for implementation of different Infrastructural Developmental Projects Under Keonjhar Municipality**". The EOI documents can be downloaded from the website <https://keonjhar.odisha.gov.in/> from Dt. **19.04.2025** on payment of Rs. 5,000/- (Rupees Five Thousand only) (Non-refundable) through Demand Draft issued in favour of "Executive Officer, Keonjhar Municipality" payable at Keonjhar.

The complete application as per the instructions in the EOI document, should reach to the Office of Executive officer, Keonjhar Municipality by hand/ Speed Post/ Registered Post etc. on or before **30.04.2025** up to 1:00 P.M. The EOI applications will be opened on Dt. **01.05.2025** at 11:00 P.M in the presence of the bidder or their authorised representative. The authority reserves right to accept or cancel any or all quotations without assigning any reasons thereof.

Memo. 2699 Dt. 16.04.25

Copy submitted to the Collector & District Magistrate, Keonjhar/ Project Director, DUDA, Keonjhar for favour of kind information with a request to display the same in the notice board for wide publication and one copy displayed in the Keonjhar Municipality Office Notice Board for wide publication

Executive Officer,  
Keonjhar Municipality  
16.04.25

Memo. 2700 Dt. 16.04.25

Copy submitted to the D.I.O, NIC, Keonjhar for kind information with a request to display the notice in the district website for wide publication.

Executive Officer,  
Keonjhar Municipality  
16.04.25

Memo. 2701 Dt. 16.04.25

Copy submitted to the Director, I&PR, Govt .of Odisha, Bhubaneswar for information with a request to publish the same in anyone English News Paper and one Odia News Paper

Executive Officer,  
Keonjhar Municipality  
16.04.25

Memo. 2702 Dt. 16.04.25

Copy submitted to the Chairperson/Vice-chairperson, Keonjhar Municipality for favour of kind information.

Executive Officer,  
Keonjhar Municipality  
16.04.25

Executive Officer,  
Keonjhar Municipality  
16.04.25

**EXPRESSION OF INTEREST (EOI)**  
**SCHEDULE AND OTHER IMPORTANT INFORMATION**

S.N	PARTICILARS	DETAILS
1	Availability of Bid Documents	The EOI can be downloaded from website <a href="https://Keonjhar.odisha.gov.in/">https://Keonjhar.odisha.gov.in/</a>
2	Date of Issue of EOI	17.04.2025 at 11:00 AM
3	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	30.04.2025 at 05:00 PM
4	Date of opening of Technical Proposal	01.05.2025 at 12:00 PM
5	Date of opening of Financial Proposal	To be intimated later to the technically qualified bidder
6	Mode of Tendering	Mode of tendering QCBS - 80:20 (JV) Joint venture is not allowed
7	Contact Person	Junior Engineer & Municipal Engineer Keonjhargarh Municipality Mob:
8	Bid Processing Fees (Non-Refundable)	DD of Rs. 5,000/- (Five Thousand) only from any Nationalized Bank pledge in favour of Executive Officer, Keonjhar Municipality payable at Keonjhar.
9	Earnest Money Deposit (EMD) (Refundable)	DD of Rs. 20,000/- (Rupees Twenty Thousand) only from any Nationalized Bank in favour Executive Officer, Keonjhar Municipality payable at Keonjhar.
10	Address for Submission of Proposal	Executive Officer, Keonjhargarh Municipality Keonjhar
11	Mode of submission of Proposal	Speed Post/ Registered Post only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be rejected.



# OFFICE OF THE MUNICIPAL COUNCIL, KEONJHARGARH

## EXPRESSION OF INTEREST FOR PREPARATION OF DETAILED PROJECT REPORT AND PROVIDING PROJECT MANAGEMENT CONSULTING SERVICES FOR IMPLEMENTATION OF DIFFERENT INFRASTRUCTURAL DEVELOPMENTAL PROJECTS UNDER KEONJHARGARH MUNICIPALITY.

### MUNICIPALITY.

The Executive Officer, Keonjhar Municipality, Keonjhar invites Expression of Interest (EOI) for the above-mentioned work from Registered / Experienced / Reputed Consulting firms involved in the work with Survey, Designs, preparation of DPR, Detailed Estimates, Rate Analysis and PMC services for construction supervision works with the State Government and Central Government etc.

### 1. OBJECTIVE OF THE ASSIGNMENT

The consulting firms will be assigned to provide services as per the scope of work to develop the different infrastructural development projects under Keonjhar Municipality. The projects are mentioned below;

- 1.1. Development of different infrastructural projects under Keonjhargarh Municipality
- 1.2. City beautification work under Keonjhargarh Municipality
- 1.3. Other developmental projects as and when required

### 2. SCOPE OF THE WORK

- 2.1. The consultants shall carry out all necessary engineering surveys and investigations such as topographical survey, hydrological survey, geotechnical surveys, soil testing's etc as per the requirement.
- 2.2. Preparation of detailed designs, structural designs, drawings, cost estimates as per prevailing rate of SoRs.
- 2.3. Preparations of Detailed Project Reports
- 2.4. Preparation of tender documents and assist in tender evaluations
- 2.5. Construction supervision and quality control by deploying qualified and experienced engineers.

### 3. ELIGIBILITY CRITERIA

- 3.1. The bidder/Consultant must be a company registered under the Indian Companies Act 2013/1956 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered, under The Limited Liability Partnership Act, 2008 or a Proprietorship Firm.
- 3.2. The bidder/ Consultant should have been in the consulting business for more than Five years from the date of Incorporation on the last date of submission of the proposal.

- 3.3. The average annual turnover of the agency should not be less than Rs 5.00 Crores in the last 3 years from consultancy service (A statement showing annual turnover certified by a Chartered Accountant must be furnished with bid documents)
- 3.4. The consultant should have previous experience of preparation of Detailed Project reports or providing Project management consulting services to any urban infrastructure projects like Water Supply/ Sewerage/ Drainage/ buildings etc in similar nature of work/ under any Development authority / Urban Local Bodies of the State or any Department of State Government and Central Government.
- 3.5. Joint Venture (JV) is not allowed
- 3.6. In case the bidder has provided services for similar work as sub-consultant, the same shall be supported by performance certificate issued by the employer (i.e. the prime consultant firm) which shall be further supported by the work order/ certificate issued to the prime consultant by the owner/ Principal Employer (Govt. Authorities/ Govt. Undertakings).
- 3.7. The Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any projects.

#### 4. DOCUMENTS/ FORMATS NEEDS TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL:

The bidder / consultants have to furnish the following documents duly signed in along with their Technical Proposal:

- 4.1. Covering letter (Annexure – I) on bidder's letter head requesting to participate in the selection process.
- 4.2. Bidder's Organization (General Details – Annexure - II)
- 4.3. List of completed/ ongoing assignments of similar nature (Past Experience Details,) along with copies of Completion certificates/ work orders from previous Clients. (Annexure – III)
- 4.4. Turnover Certificate along with Certified copies of audited Balance Sheets & Profit & Loss Statement/ Chartered Accountants Certificates are to be enclosed for each financial year. (Annexure – IV)
- 4.5. Self-Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.

#### 5. VALIDITY OF THE PROPOSAL

Proposals shall remain valid for a period of 90 (Ninety Days) from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

#### 6. MARKING AND SUBMISSION OF PROPOSALS

- Sealed proposals must be received at the specified address no later than the closing date and time.
- Proposals shall be submitted in English and sealed in outer and inner envelopes (Outer envelopes containing two envelopes)
  1. Technical Bid, DD for EMD, DD for purchase of EOI documents
  2. Financial Bid

All envelopes shall indicate the bidder's name and address. The outer envelope shall be addressed to The Executive Officer, Keonjhar Municipality (Odisha) with the full address of the applicant and super scribed as "Preparation of Detailed Project Report and Providing Project Management Consulting Services for implementation of different Infrastructural Developmental Projects Under Keonjhargarh Municipality "

**7. ANTI-CORRUPTION MEASURE:**

7.1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

7.2. A recommendation for award of Contract shall be rejected if it is determined that their commended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**8. LANGUAGE OF PROPOSALS:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**9. LEGAL JURISDICTION:**

All legal disputes are subject to the jurisdiction of civil court of Keonjhar, Odisha. The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the dept of Housing and Urban development dept govt of Odisha.

**10. FORCE MAJEURE:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earth quake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out



of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

## 11. EVALUATION PROCESS OF EOI (Quality and Cost Based Selection - QCBS)

11.1. **TECHNICAL EVALUATION:** Detailed evaluation process as per the following parameters will be adopted for evaluation of the technical proposals.

Sl No.	Bid Evaluation Parameters	Allocation of Marks
1.	The bidder should have been in the consulting business for more than FIVE YEARS from the date of Incorporation. More than 5 Years – 5 marks More than 8 years – 10 marks	Maximum 10
2.	Average Annual turnover of the agency should not be less than Rs 5.00 Crores with in the last 3 years from consultancy service. Av. Annual Turnover more than Rs. 5.00 crore – 5 Marks Av. Annual Turnover more than Rs. 10.00 crore – 8 Marks Av. Annual Turnover more than Rs. 15.00 crore – 10 Marks	Maximum 10
3.	The consultant should have previous experience of preparation of Detailed Project Reports or providing Project management consulting services to any urban infrastructure projects like Water Supply/ Sewerage/ Drainage/ buildings etc in similar nature of work/ under any Development authority / Urban Local Bodies of the State or any Department of State Government and Central Government.  Three Projects – 5 Marks Five Projects – 10 Marks Ten or more Projects – 20 Marks	Maximum 20
4.	Qualifications and competency of the Key Professional staff for the assignment Civil Engineers with master's degree having more than 10 years of experience in similar field (5 marks each*2 Nos=10 Marks) Bachelor in Architecture having more than 10 years of experience in similar field (5 marks * 1 Nos)	Maximum 15
5.	Work Plan and Approach & Methodology, available of appropriate technology system submitted along with Proposal. Understanding of TOR – 10 Marks For Work Plan - 10 marks For Approach & Methodology - 25 marks	Maximum 45
		<b>Total-100 Nos</b>

Note: The minimum technical scope (ST) required to pass is 70 marks. The bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.

## 12. PAYMENT SCHEDULE

The payment to the consulting agency to be released as per the schedule mentioned herein;



SI No.	Milestone to be Achieved	Installments of Payments
1	Upon completion of required survey, submission of Design, drawings, estimate and Draft DPR for the work	20% of the Consulting fees
2	Upon submission and approval of Final DPR, submission Tender documents along with vetting and Technical Sanction from competitive authority.	50% of the Consulting fees
3	Upon award of work to the construction agency and Supervision of construction works during construction period.	30% of the Consulting fees

Note: \*\* The payment during construction period shall be released to the agency in equal monthly installments, considering the overall duration of construction work.

### **13. SPECIAL CONDITIONS OF CONTRACT**

- 13.1. The payments will be made within 15 days on submission of invoice by the consultant. The construction is required to raise bills as per condition in SI No-12.
- 13.2. The ULB will extend all necessary coordination with different depts. for providing of all necessary information's during preparation of DPR. The ULB authority shall be extend all necessary cooperation to Scrutiny of the Technical Feasibility of the (DPR) detailed project Report with formed committee by ULB. Any delay of deliver the work attribute to consultant & decision of ULB is mandate for consultant.
- 13.3. The bidder should have to visit the proposed project area in the Keonjhar Muncipality with its own arrangement for study and analysis of geographical & topographical situation of area before submission of the EOI.
- 13.4. The consultant has to present the Draft and final report in front of formed committee by ULB and justify about the proposed technology as per guideline of statutory body of Govt of Odisha , India and briefs about estimation feasibility to the ULB for final approval.

**Format of Covering Letter  
(On the Applicant Letter Head)**

To,  
The Executive Officer,  
Keonjhargarh Municipality, Keonjhar

Sub: Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Keonjhargarh Municipality.

Dear Sir,

We the undersigned, offer to provide service as per the EOI floated by your good office, i.e., "Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Keonjhargarh Municipality".

In accordance with your EOI document Notice No. ....Dated:..... We have examined the details given in this EOI notice, Performa etc.

I/ We hereby certify that all the statements made, and information furnished in the enclosures is true and correct.

I/ We have furnished all information and details necessary for EOI and have no further pertinent information to supply.

I/ We also agree that the authorized representatives can approach individuals, employers firms to verify our competence and general reputation.

I/ We submit certificates in support of our suitability, technical knowhow, and capability for having successfully completed the projects, in prescribed format.

I/ We agreed that the discretion and decision of the Keonjhar Municipality in respect of selection of the agencies with accomplished expertise in final and binding.

We understand that you are not bound to accept any proposal you receive.

**Signature of the Applicant**  
**Name & Designation of Signatory:**  
**Date:**



**Bidder's Organization (General Details)**

Sl. No.	Description	Full Details
1	Name of the Bidder/ Consultant	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id:	
4	Registration/ Incorporation Details Registration No: Date &Year.:	Copy of certificate to be enclosed
5	Local office in Odisha Please furnish contact details	Address Proof of local office in Odisha & Professional tax receipt
6	Bid Processing Fee Details Amount: DD/No. : Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8	PAN Number	Copy of PAN to be enclosed
9	Goods and Services Tax Identification Number (GSTIN)	Copy of GSTN to be enclosed



**List of Completed Assignments of similar in nature**

Sl No.	Name of the Work/ Project with Address	Short Description of the Assignment	Name and Address of Owner/ Client	Cost of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project

Note: copies of Completion certificates/ work orders from previous Clients are to be enclosed.

**NOTE:**

Work/ Projects mean similar nature of works as per the objectives and broad scope of the assignment. The list of works / project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/ client.

Place:

Date:

Signature of the applicant

Name & Designation:

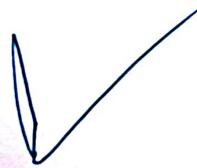


**Financial Status of Firm/ Organization**

<b>SI No.</b>	<b>Financial year</b>	<b>Annual Turnover (Rs.)</b>
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover		

Note: Certified copies of audited Balance Sheets & Profit& Loss Statement/ Chartered Accountants Certificates are enclosed for each financial year.

**(Seal and Signature of Statutory Auditor)**



**FINANCIAL PROPOSAL- II**  
**(COVERING LETTER ON BIDDERS LETTER HEAD)**

Ref No:

Date:

To

The Executive Officer,  
Keonjhargarh Municipality, Keonjhar  
Keonjhar

Sub: Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Keonjhargarh Municipality.

Sir,

I, the undersigned, offer to provide the consulting services for Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Keonjhargarh Municipality in accordance with your EOI No. \_\_\_\_\_  
Date. \_\_\_\_\_

Sl. No.	Name of the Work	Quote in Percentage of the DPR cost.	
		In Figure %	In Words %
1	Preparation of Detailed Project Report and Providing Project Management Consulting Services for implementation of different Infrastructural Developmental Projects Under Keonjhargarh Municipality		

GST will be paid extra as per the prevailing rate.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the EOI document.

Place:

Authorized signatory of the Bidder

Date:

Name & Designation with seal:

