

**Government of Odisha  
Department of Tourism**



**Expression of Interest**

**For**

**Empanelment of Professional Architecture/ Design/  
Consultancy firms for development of Tourism  
projects in Odisha**

**Department of Tourism**

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

<https://dot.odishatourism.gov.in>

# Table of Contents

<b>1. Introduction.....</b>	<b>3</b>
<b>2. Objective .....</b>	<b>3</b>
<b>3. Scope of Work.....</b>	<b>3</b>
<b>4. Empanelment Categories.....</b>	<b>4</b>
<b>5. Eligibility Criteria .....</b>	<b>5</b>
<b>5.1. Category A (Area bases Development)– Eligibility criteria</b>	<b>5</b>
<b>5.2. Category B (Specialized projects) – Eligibility criteria</b>	<b>6</b>
<b>5.3. Category C (Small Scale projects) – Eligibility criteria</b>	<b>7</b>
<b>5.4. Category D (Landscaping) – Eligibility criteria</b>	<b>7</b>
<b>5.5. Category E (Individual projects and Interior Designing) – Eligibility criteria</b>	<b>8</b>
<b>5.6. Category F (Environment and Social Impact Assessment Agency) – Eligibility criteria</b>	<b>9</b>
<b>6. Empanelment Terms .....</b>	<b>9</b>
<b>7. Selection Criteria .....</b>	<b>10</b>
<b>8. EOI Notice and Schedule .....</b>	<b>10</b>
<b>9. Important Information for Applicants</b>	<b>11</b>

## 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 EoI document is for short listing suitable qualified Architecture/ Design/ Consultancy firms and empanel them for 2 (Two) Years to avail the services of Architecture/ Design/ Consultancy firms for 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 be assisting DoT in the following phases;
  - Concept Development and Design Phase
  - Detail Design and Engineering Phase
  - Tender Preparation and Procurement Support phase
  - Project Monitoring and Supervision phase

- The Empaneled Architecture/ Design/ Consultancy firms shall have to provide the following services (but not limited to) conceptualization, planning, architectural designing, structural designing, preparation of estimate, tender document preparation, development and periodic supervision 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
- Preparation of bid documents and offer assistance in procurement

The empaneled Architecture/ Design /Consultancy firms should understand the significance of the project, 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**

There will be **6 categories** of empanelment of Architecture/ Design/ Consultancy firms namely;

- **Category A – Area Based development**
  - Destination Master planning
  - Tourism location with multiple buildings and structures with unique tourist appeal/theme/purpose/heritage significance
  - Utilities and services including landscape, conservation architecture, use of innovative technology and sustainability principles
- **Category B – Specialized Projects**
  - Conservation of Heritage, hard and soft landscaping components, facilities and amenities Eg- Public spaces, Signage, Lighting, Toilets, Seating spaces, permanent and Non-permanent structures-Theme parks, Film City, Light and Sound Show Projects, Oceanarium, Digital Museum, Niche Tourism Projects.
- **Category C – Small Scale Projects**
  - Unique tourist experiences

- Accommodation, luxury resorts, mobile tourism components/non-permanent structures
- Utilities and services, landscaping, buildings and structures with traditional and modern architecture
- **Category D – Landscaping**
  - hard and soft landscaping components
  - facilities and amenities Eg- Public spaces, Signage, Lighting, Toilets, Seating spaces, permanent and Non-permanent structures
- **Category E – Individual Projects and Interior Design**
  - Standalone tourist infrastructure facilities and amenities
  - Example: Tourist Plaza/Facilitation Centre, Landscaping of Public space, Wayside Amenities, Signage, Lighting etc.
- **Category F – Environment and Social Impact Assessment of projects**
  - Enabling the preservation of natural resources and the defense of the environment, CRZ clearances, Eco sensitive zones EIA assessment, Environmental clearance for small as well as large projects

## **5. Eligibility Criteria**

Department of Tourism, Odisha aims to select an Architecture/ Design/ Consultancy firms with a proven track record in providing high quality professional services to Government Organizations and institutions. The Architecture/ Design/ Consultancy firms may opt for submitting EOI for meet the pre-qualification criteria specified for the specified categories and they submit the necessary supporting with bid documents.

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

#### **Technical**

- Bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 5 years of experience. Certificate of incorporation to be furnished.
- Must have minimum 20 full time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.
- Must have successfully completed minimum 3 similar projects (as specified in Category A) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished.

- Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority. Documentary evidence to be furnished.
- Must have carried out projects with project cost of at least INR 20 Cr. ( CA certificate for the same to be furnished)

#### **Financial**

- Average Annual Turnover of INR 5 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on February 28, 2019. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

### **5.2. Category B (Specialized projects) – Eligibility criteria**

#### **Technical**

- 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 10 full time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.
- Must have successfully completed minimum 3 similar projects (as specified in Category B) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished.
- Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority. Documentary evidence to be furnished.
- Must have carried out projects with project cost of at least INR 10 Cr. ( CA certificate for the same to be furnished)

#### **Financial**

- Average Annual Turnover of INR 2 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on February 28, 2019. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

### **5.3. Category C (Small Scale projects) – Eligibility criteria**

#### **Technical**

- 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 employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.
- Must have successfully completed minimum 2 similar projects (as specified in Category C) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished.
- Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority. Documentary evidence to be furnished.
- Must have carried out projects with project cost of at least INR 10 Cr. (CA certificate for the same to be furnished)

#### **Financial**

- Average Annual Turnover of INR 1 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on February 28, 2019. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

### **5.4. Category D (Landscaping) – Eligibility criteria**

#### **Technical**

- Must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 3 years of experience and Should have minimum 5 years' experience in the areas of design supervision and maintenance of Landscaping projects especially in the Tourism / hotels/ Hospitality industry. Certificate of incorporation to be furnished. Documentary evidence in the form of work orders of projects in the last 5 years to be furnished.
- Must have minimum 5 full time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.
- Must have successfully completed minimum 2 similar projects (as specified in Category D) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished.

- Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority. Documentary evidence to be furnished.
- Should have supervised and successfully executed a minimum of 3 landscaping projects costing not less than INR 50 lakhs each within the last 3 years. Documentary evidence in the form of client certificate (with project cost clearly mentioned) to be furnished

#### **Financial**

- Average Annual Turnover of INR 0.5 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on February 28, 2019. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

### **5.5. Category E (Individual projects and Interior Designing) – Eligibility criteria**

#### **Technical**

- Bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 10 years of experience. Certificate of incorporation to be furnished.
- Must have minimum 5 full time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.
- Must have successfully completed minimum 3 similar projects (as specified in Category E) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished.
- Should have executed projects with minimum 3 classified hotels of 3 star or above category.
- Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority. Documentary evidence to be furnished.
- Should have executed interior works of 3 project in the last three years costing not less than 1 Crore value each for the interior works
- Must have carried out projects with project cost of at least INR 5 Cr. (CA certificate for the same to be furnished)



## Financial

- Average Annual Turnover of INR 0.5 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on February 28, 2019. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

### 5.6. Category F (Environment and Social Impact Assessment Agency) – Eligibility criteria

#### Technical

- 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 employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.
- Must have successfully completed minimum 3 similar projects (as specified in Category F) with State/ Central Government or Government Agencies/ Authorities/ Corporations. Work order and completion certificate to be furnished.
- Partner/Director of the firm with majority stake must be an Architect registered with the Council of Architecture/ Relevant authority. Documentary evidence to be furnished.

#### Financial

- Average Annual Turnover of INR 0.1 Cr. in last 3 financial years. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on February 28, 2019. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

## 6. Empanelment Terms

Empanelment is valid for **two years**; Department may call for empanelment of additional firms on a need basis at later dates, if required.

- 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 man power 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.

The scoring will be done based on:

- Pre-Qualification Criteria ( Technical & Financial)
- Technical presentations on design concept and project appreciation

## 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.

Any subsequent corrigenda / clarifications will be made available on <https://dot.odishatourism.gov.in/>.

## Schedule

Sl.	Information	Details
1	Date of Issue of EOI Document	08/03/2019
3	Last date for submission of written / online queries for clarification	13/03/2019, up to 17.00 Hrs.
4	Pre-Bid Meeting	14/03/2019, 12.00 Noon
5	Last date of bid submission	23/03/2019, 15.00 hrs.
6	Technical Bid Opening	23/03/2019, 16.00 hrs.

### 9. 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 requirement of documents shall be at the Architecture/ Design/ Consultancy firms' own risk. Applications which are not substantially responsive to the requirement of the EOI documents shall be rejected.
- b) Interested Architecture/ Design/ Consultancy firms seeking clarifications on the EOI documents may come with Queries in pre- bid meeting. The queries must be in the following format only.

S.no.	Page No.	Clause No.	Clause as per EOI	Queries
1				
2				

- c) DoT shall endeavor to respond to the questions raised or clarifications sought by the Architecture/ Design/ Consultancy firms. However, 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.

- d) 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.
- e) Any addendum thus issued will be uploaded on DOT 's website
- f) By participating in the selection process all participating Architecture/ Design/ Consultancy firms shall agree in full to these Terms and Conditions
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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
- m) 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.

- n) Joint venture will not be allowed.
- o) 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 loose document is not acceptable.
- p) 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.
- q) 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.
- r) Information furnished in the EOI Document will be kept confidential.
- s) All information must be typed and submitted in the prescribed formats only. Architecture/ Design/ Consultancy firms should ensure that hard copy is without errors.
- t) 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.

## COVERING LETTER

To

Director Tourism,

Paryatan Bhawan, Lewis Road

Bhubaneswar- 751014

Odisha (India)

Sir

I / We..... are / are desirous to be empaneled as Architecture/ Design/ Consultancy firm for developing Tourism projects: Category A / B / C /D/E/F and here by apply for the same. The Technical Proposals in sealed cover is submitted herewith. We undertake to make power point presentation during the validity of our proposals. It is understood that the proposal is binding upon the proponent and that the same is subject to modifications arising out of contract negotiations. It is also understood that you are not bound to accept any proposal that you receive.

Yours Sincerely

Authorized Signatory

Name &Title of the Signatory

Name of the Architecture/ Design/ Consultancy firm

Address

## 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 data 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:

## **EMPANELMENT OF ARCHITECTURE/ DESIGN/ CONSULTANCY FIRMS**

### **PROFORMA FOR DETAILS OF THE ORGANISATION**

#### **A. General Information**

- 1) Name and Address of individual / firm / consortium
- 2) Telephone No / Fax / E-mail
- 3) PAN Number
- 4) Service Tax Registration No.
- 5) Activity Areas
- 6) Total experience in the relevant field
- 7) Experience in Government Works

#### **B. Organizational Setup**

- 1) Status (Individual / company / firm)
- 2) Year of Registration (if applicable)
- 3) Name & Address of individuals / Directors / Proprietors
- 4) Name, Qualification and Experience and Years of association with firm of key personnel (in brief) (use additional sheets)

#### **C. Details of Architectural / Design Wing**

- 1) Name, qualification and Experience and years of association with firm of key personnel (in brief) (Use additional sheets)

#### **D. Details of Planning / Execution Wing**

- 1) Name, qualification and Experience and years of association with firm of key personnel (in brief) (Use additional sheets)

#### **E. Project Management and Engineering wing**

1. Whether in House or Separate Agency
2. If in House give details of engineering wing with All staff particulars
3. If by separate agency give Name and address of agency with particulars of the agency along with details of Staff (use additional sheets)



- F. Details of Associates for**
- a. Structural
  - b. Electrical
  - c. Air condition
  - d. Plumbing
  - e. Fire Fighting
  - f. BMS
  - g. Other services if any

**G. Experience**

**Summary of Major Completed Projects (Architectural / Planning)**

Sl No	Name of Project & Location	Name of Client	Cost of Project	Date	
				Commencement	Completion
1					
2					
3					

Use additional sheets if required

**CERTIFICATION**

1/ We the undersigned have completely read and understood the enclosed scope of work. I / we the undersigned hereby certify that to the best of my/ our knowledge and belief, the details provided above correctly describe me / us, my / our qualification and my / our experience.

Signature of Authorized Person