

**OFFICE OF THE  
MUNICIPAL COUNCIL, DHENKANAL  
DHENKANAL (ODISHA), PIN-759001  
E-mail:- [dhenkanalm.hud@gmail.com](mailto:dhenkanalm.hud@gmail.com)**

No. 2654.....

Date 16.07.2025

**EXPRESSION OF INTEREST**

Executive Officer, on behalf of Municipal Council, Dhenkanal invites Expression of Interest in two envelope system from the Registered / Experienced / Reputed Consultants / Architects firms having valid Income Tax and GST Registration Certificates for **Preparation of Detailed Project Report (DPR) for "Construction of Market Complexes/ Goshala/Sabjimandi & for other Development Work as and when required by Dhenkanal Municipality" including soil testing if required.**

Preference shall be given to those consultants who have already rendered similar type of services to various urban local bodies of Odisha State Government. The EOI paper along with all documents shall be received in the office of the Executive Officer, Dhenkanal Municipality through Regd. Post/Speed post or by person from **Dt. 17.07.2025 from 10.00 A.M to 5.30 PM of dt. 29.07.2025 at 4.00 PM (only in office hour) and the same will be opened on dt. 30.07.2025 at 11.30 AM** in the presence of the quotationer or their authorized representative. The EOI received beyond the schedule date and time will not be considered at all. The interested firm should enclose copy of experience of doing similar nature of work, copy of GST Registration, copy of PAN card and firm Registration certificate.

The EOI must be accompanied with Bank Draft amount of Rs. 10,000/- (Rupees Ten Thousands) only + GST @ 18% charges only drawn in favour of the Executive Officer, Dhenkanal Municipality, Dhenkanal towards the cost of Tender paper (nonrefundable) and Rs. 20,000/- towards EMD value only in favour of the Executive Officer, Dhenkanal Municipality payable at any nationalized Bank.

The undersigned has reserves the rights to accept/cancel/reject any or all the EOI without assigning any reason thereof.

**Exemption in EMD for Micro & Small Enterprises registered with NSIC/MSME:** The micro and small enterprises registered with the NSIC/MSME are exempted from the submission of EMD/ Bid Security Deposit on production of requisite proof in the form of valid certification from NSIC/MSME for the tendered item/services. Micro and small enterprises having Udyog Aadhaar Memorandum are also entitled for the above exemption for which submission of valid memorandum certificate is must.

Further details can be seen from the Dhenkanal Municipality website [www.dhenkanalmunicipality.com](http://www.dhenkanalmunicipality.com)

Memo No. 2655 /Dt. 16.07.2025

Copy forwarded to Office notice board for wide publication/concern case records for reference.

ALC.  
16/7/25  
Executive Officer  
Dhenkanal Municipality

Memo No. 2656 /Dt. 16.07.2025

Copy forwarded to the DIO, NIC, Dhenkanal for Webhosting in District website.

ALC.  
16/7/25  
Executive Officer  
Dhenkanal Municipality

Memo No. 2657 /Dt. 16.07.2025

Copy submitted to the Nodal Officer, e-Procurement, H & UD Department, Govt., of Odisha, Bhubaneswar for favour of kind information and necessary action.

ALC.  
16/7/25  
Executive Officer  
Dhenkanal Municipality

Memo No. 2658 /Dt. 16.07.2025

Copy submitted to the Deputy Secretary to Govt. Information and Public Relation Deptt. Govt. of Odisha, Bhubaneswar for favour of kind information with a request of one-time publication in one Daily Odia News Paper within a minimum space at the I & P.R. rate on or before **dt. 17.07.2025** for the information of the general public.

ALC.  
16/7/25  
Executive Officer  
Dhenkanal Municipality

Memo No. 2659 /Dt. 16.07.2025

Copy forwarded to the Collector & District Magistrate, Dhenkanal/CDO-cum-EO, Zilla Parishad & PD, DUDA, Dhenkanal/Executive Engineer, PWD (R & B) Division, Dhenkanal/Executive Engineer, RD Division, Dhenkanal/ Executive Engineer, NH Division, Dhenkanal/Executive Engineer, MI Division, Dhenkanal/Executive Engineer, Rengali Right Canal Division, Dhenkanal/Superintending Engineer, PH Circle and ILW, Mahanadi Vihar, Cuttack/DIPRO, Dhenkanal for information and necessary action with a request to exhibit the notice in their office Notice Board for wide publication of the tender call notice.

ALC.  
16/7/25  
Executive Officer  
Dhenkanal Municipality

ALC.  
16/7/25  
Executive Officer  
Dhenkanal Municipality

**Technical Bid:** Envelope –"A" (A1 & A2) wherein Envelope A1 shall contain receipt of tender fee documents and earnest money deposit and documents related to eligibility criteria duly signed by the authorized representative of the Bidder. The envelope A2 shall contain Financial Bid or Complete Bid Documents is to be submitted in offline mode only.

Entire Bid Documents related to eligibility criteria and Financial Bids are to be submitted.

However, documents related to eligibility criteria & other requirements as per bidding documents and complete set of bid documents duly signed by the bidder including original EMD, corrigendum & addendum if any (Envelope A) will also be submitted physically (hard copy) on or before the last date of submission of Tender.

- 4.0 Corrigendum, if any, published, would appear only on the Office Notice Board.
- 5.0 In case, any information / details mentioned at two or more places in Tender documents is unclear / does not match, interpretation / clarification given by Employer shall be final and binding to the Bidder.
- 6.0 In case the office of Executive Officer, Dhenkanal Municipality happens to be closed on the last date and time mentioned for any of the event such as opening of technical and Financial Bids etc., the said event will take place on the next working day at the same time and venue.
- 7.0 Incomplete quotations, conditional quotations, quotations received without EMD and quotation received after the stipulated time shall out rightly be rejected.
- 8.0 Any queries regarding the terms of reference can be obtained from the following office address on any working day Up to Dt. 29.07.2025 through e-mail : addressed to Executive Officer, Dhenkanal Municipality.
- 9.0 The Executive Officer, Dhenkanal Municipality reserves the right to reject any one or all of the quotations without assigning any reason thereof.
- 10.0 In case of any dispute in the award of work or terms & condition of award and execution of works, the decision of Executive Officer, Dhenkanal Municipality is final and binding on all the parties.

  
Executive Officer  
Dhenkanal Municipality



## **INSTRUCTIONS TO BIDDERS**

### **1.0. Availability of Bid Document and Bid Submission**

The Bid Documents can be obtained from the Office of the Dhenkanal Municipality with effect from **Dt. 17.07.2025 10 A.M to Dt. 29.07.2025 up to 4.00 P.M** in every working day and can be downloaded from the Dhenkanal Municipality website [www.dhenkanalmunicipality.com](http://www.dhenkanalmunicipality.com)

The entire bid submission should necessarily be, as per the following:

- Technical Bid (Envelope-I) shall contain the signed Tender Document and other relevant documents as sought in the detailed notice for EOI, including the Financial Instruments.
- Financial Bid (Envelope-II) shall contain the filled-in BOQ/Financial Bid).
- Envelope-III containing both technical bid and financial bid is to be submitted offline mode through Registered Post/Speed Post / by hand, on or before the specified due date.

### **1.1 Tender Fee**

The Tender Fee Deposit as mentioned in EOI shall be submitted in physical form in the office of Executive Officer, Dhenkanal Municipality payable at Dhenkanal

The Tender Fee is accepted only in the following forms:

- Banker's cheque of a Nationalized Bank /Scheduled Commercial Bank (i.e. Public and Private Sector Banks).
- Demand Draft of a Nationalized Bank /Scheduled Commercial Bank

### **1.2 BIDDING DOCUMENT**

1.21 The bidder is expected to examine all the documents, prior to the preparation and submission of bid.

1.22 The bidder is advised to visit the site, at his own expense to assess the accessibility, climate and other conditions of the area etc. before quoting the rates. No claim shall be entertained later, on any such account.

1.23 Failure to comply with the requirements of bid submission will be at bidders" risk and shall be considered as non-responsive.

1.24 Qualifying Criteria: Offline Technical Bid Submission

The intending bidders must read the terms & conditions of tender documents carefully. They should only submit the bid, if they consider themselves eligible and they are in possession of all the documents required.

1.3 Offline Submissions of Technical Documents

The Bidder shall submit the following Technical Document along with the Bid Documents.

1.31. All the documents in ORIGINAL, in a separate sealed envelope clearly labeled as "TECHNICAL BID" for the Work (Write Name of Work/Project as mentioned in EOI) along with Details of Bidders Address, Phone, E-mail on the Envelope.

- 1.32. **Originals EMD and Tender submission fee in the form of Demand Draft** in a separate sealed envelope clearly labeled as "EMD AND TENDER FEE" for the work (Write Name of Work/Project as mentioned in EOI) along with Details of Bidder's Address, Phone, Email on Envelope.

*The offline submissions as mentioned above shall be submitted to the Dhenkanal Municipality address mentioned in EOI as per the date and time mentioned in EOI otherwise bids are liable to be rejected.*

#### **1.4 Contents of Financial Bid**

The Financial Bid should be submitted separately, along with the Technical Bid, before last date and time of submission of the Bidding Document.

The estimated cost mentioned in EOI is based on the estimate based on the scope of work of the project and also based on DSR provisions and Non-scheduled items as per the standard practice. The bidder shall quote keeping in view all associated costs with the project including any out-of-pocket / mobilization expenses/ Custom duty (if any), Buildings and Other Construction Workers Welfare Cess, TDS, taxes (except GST) if any applicable as per Govt. terms shall be paid by the Agency. **The Goods and Services Tax (GST) shall be paid extra over the quoted cost to the Agency.**

It is mandatory for bidders to deposit GST within the time limit framed by Govt. of India, if applicable. The Goods and Services Tax (GST), shall be reimbursed to the Agency only after uploading of bills by the Agency on GST Portal "to avail Input benefit of GST".

The company shall be performing all its duties of deduction of TDS and other deductions on payment made to the Agency as per applicable legislation in force on the date of submission of bid or to be newly / amended introduced during the execution of the Contract.

The quoted amount by the bidder shall be firm and fixed for Three (03) months. The contract may be extended, according to the direction of the Project Authority, in this case, the rate quoted by the bidder remains firm and no escalation shall be applicable for extension. Therefore, it is advised to the Agency to quote the rate accordingly.

The financial proposal is to be filled by bidder in the excel file attached in **Annexure-A and Annexure-A1** and should be submitted along with the bid.

Note:- The Executive Officer, Dhenkanal Municipality reserves the right to waive minor deviations if they do not materially affect the capability of the Tenderer to perform the contract.

#### **1.5 Opening of Financial Bid**

The financial bids of the technically qualified bidders shall be opened at the notified date and time mentioned in EOI.

- The fee shall include all charges i.e all taxes (except GST), duties, levies out of pocket expenses, procurement costs & professional fees.
- The fee is inclusive of fees payable by the consultant to any other sub-consultant and associated consultant and nothing extra shall be payable by the authority.
- The consultant shall have to make all arrangements for the staff at their own cost.
- Consultant shall acquaint itself with all the legislation, court and standards prescribed from time to time.
- The cost of the project cost includes all rendered professional services.



## **2.0 BID PRICES**

**2.1** The bidder shall fill in rates and prices for all the items of the schedule of works. The rates should be **inclusive of all applicable taxes & duties, if any, and exclusive of GST which will be paid as applicable.**

**2.2** The quoted price shall include the following activities:

- ✓ Site visit travel Charges for preparation of DPR.
- ✓ Travel charges from the location of the agency to Bhubaneswar for clearance and till final approval of DPR from the Govt. in H & UD Deptt.
- ✓ Preparation of 03 sets of DPRs for each Project.
- ✓ Other un-seen expenses for preparation and finalization of DPR.

**2.3** The rate should include all taxes & duties, calibration, insurance, transportation etc. (excluding GST) and nothing extra will be paid over and above the contract price as specified in Annexure-A.

**2.4** Income tax and all other taxes, levies, impositions, deductions, charges, fees and similar assessments whatsoever imposed, assessed, levied or collected by the State Government and the Government of India or any subdivision thereof or any tax authority therein upon the Agency (Successful bidder to whom the work is awarded by Any stoppage of works due to any unforeseen reason) and his staff, shall be paid and/ or borne by the Bidder and Any stoppage of works due to any unforeseen reason. Municipality shall perform duty of deduction from payments whenever required by law.

**2.5** Any conditional bid shall be rejected.

## **3.0 BID VALIDITY**

The offer(s) submitted by the bidder shall be valid for a period of 90 days from the date of opening of the quotations.

## **4.0 BID OPENING**

Bid opening date & venue will be intimated later to all the bidders. The bidders can send their representatives, if they desire so as to attend the bid opening.

### **5.0. Scope of Work**

- To comprehend the basic requirements of the project after getting initial instructions from the authority.
- To prepare detailed specifications, estimates, rate analysis and work plan in tabulated form and in a bar chart to complete the project.
- To prepare and supply all drawings for execution.
- 5 Site visits are free as and when requested by Dhenkanal Municipality with GPS photograph documentation. If there are more site visits required other than free site visits, then Dhenkanal Municipality will pay Rs. 2500/- per site visit.
- Any other services in connection with the said works and normally rendered by the Architect and not referred to above.
- Detail requirements of jobs for each project will be provided in respective limited order.

**FORM- I**  
**STRUCTURE & ORGANISATION**

Sl. No.	Particulars	Details Submitted by Bidder
1.	Name & address of the bidder	
2.	Telephone no./Telex no./Fax no.	
3.	Legal status of the bidder (attach copies of original document defining the legal status) (a) A proprietary firm (b) A partnership firm (c) A limited company or Corporation (d) A Company registered under Act 1956 / 2013 (e) BeDA empanelment Certificate.	
4.	Particulars of registration with various Government Bodies (attach attested photocopy)	
	Organization/Place of Registration 1. 2. 3.	Registration No.
5.	Names and titles of Directors & Officers with designation to be concerned with this work.	
6.	Designation of individuals authorized to act for the organization	
7.	Has the bidder, or any constituent partner in case of partnership firm Limited Company/ Joint Venture, ever been convicted by the court of law? If so, give details.	
8.	Past Experience of similar kind of Projects with a financial gain not less than 05 lakhs (Attached the Certification copy)	
9.	Any other information considered necessary but not included above.	

**Signature of Bidder(s)**

FORM-II

**FORMAT FOR UNDERSTANDING THE PROJECT SITE**

**[To be submitted on Bidder's Original Letter Head]**

- A. I/We hereby solemnly declare that I/We have visited the site of work and have familiarized myself/ourselves of the working conditions there in all respects and in particular,
- B. I/We have kept myself/ourselves fully informed of the provisions of this tender document comprising EOI, General Information, Form of Bid, Instructions to the Tenderers & Appendices, General Conditions of the Contract, Special Conditions of Contract, and Specifications, Annexure and Statement of advertised Quantities apart from information conveyed to me/ us through various other provisions in this tender document.
- C. I/We have quoted my/ our rates as per financial bid format based on the prevailing rates.

I / We hereby submit our BID considering above all facts gathered during site visit and each & every aspect have been considered. Advertised Quantities taking into account all the factors given above and elsewhere in tender document.

Yours faithfully

Date:

(Signature, name and designation  
of the Authorized signatory)

Place:

Name and seal of Bidder



Form of EOI

***Preparation of Detailed Project Report (DPR) for "Construction of Market Complexes/ Goshala/Sabjimandi & for other Development Work as and when required by Dhenkanal Municipality" including soil testing if required" including soil testing if required.***

To,

The Executive officer,  
Dhenkanal Municipality  
e-mail : dhenkanalm.hud@gmail.com

I/We the undersigned, having carefully examined and understood the documents on which quotation to be based, hereby agree to carry out the works on item rate basis described in the Schedule of work, in conformity with the specifications and terms and condition as specified in the document. ***"Preparation of Detailed Project Report (DPR) for "Construction of Market Complexes/ Goshala/Sabjimandi & for other Development Work as and when required by Dhenkanal Municipality" including soil testing if required" including soil testing if required.***

The price will remain valid for 90 (Ninety) days from the date of submission of bid. Unless and until a formal contract is prepared and executed, this quotation, together with your acceptance thereof, shall constitute a binding contract between us.

I/We undersigned, that you are not bound to accept the lowest or any quotation you may receive.

Signed this \_\_\_\_\_ day \_\_\_\_\_ 2025

Signature and Seal of Bidder  
or Authorized Representative

Name of firm :  
Address of firm :  
Telephone No. :  
Fax No. :  
E-mail :

**BILL OF QUANTITIES (BoQ) AND SCHEDULE OF PRICE for the work "Construction of Market Complexes/ Goshala/Sabjimandi & for other Development Work as and when required by Dhenkanal Municipality" including soil testing if required**

SI No	Item of Works	Quantity	Unit	Quoted price per unit	Amount in Rs.
1	Preparation and submission of Conceptual Drawings.	1000	Nos.		
2	Preparation and submission of Final drawings	1000	Sq.Mtr		
3	Soil Testing and SBC report	1	No		
4	Preparation of Detailed structural Drawing, Design, Plan and Estimates	1000	Sq.Mtr		
5	Preparation of Tender Documents for invitation of Tenders	1000	Sq.Mtr		
6	Paid site visits beyond 5 free site visits	5	Nos.		

**Note:**

- A) Quoted price shall be inclusive of all levies and taxes and exclusive of GST which will be paid as applicable.
- B) Quantity mentioned may vary according to the site conditions.
- C) Payment will be made according to actual executed quantity and unit price.

Date:

Place:

**Signature of Bidder  
Name and Stamp**