

Expression of Interest (EOI)
for
Providing Architectural Consultancy
Services

Doc. No. :
CIPET:SARP-LARPM /BBSR/Arch. Empanelment/2020-21/05
Dated: 26.02.2021



CIPET: SARP-LARPM
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)
B/25, CNI Complex, (P.O.) KIIT, Patia,
Bhubaneswar, Orissa 751024
Ph. No: 0674-2742852, 2740173, Fax No: 0674-2740463
E-mail: larpmcipet@larpm.in
Website: www.cipet.gov.in



CIPET:SARP- LARPM

B/25, CNI Complex, (P.O.) KIIT, Patia, Bhubaneswar, Orissa 751024

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EXPRESSION OF INTEREST (EOI)

1. Last date & time for submission of filled in EOI documents : **09.03.2021 upto 05.00 P.M.**

Sealed EOI are invited from the reputed Architect/Consultant for “**Providing Architectural Consultancy Services**” at **CIPET: SARP-LARPM**, B/25, CNI Complex, (P.O.) KIIT, Patia, Bhubaneswar, Odisha-751024.

CIPET:SARP-LARPM, Bhubaneswar reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

Asst. Admin Officer

CIPET, B/25, CNI Complex

(P.O.) KIIT, Patia, Bhubaneswar,

Orissa 751024

Ph. No: 0674-2742852 / 2740173

Fax No: 0674-2740463

Web: www.cipet.gov.in

Alternate e-mail: larpmadmin@larpm.in

General Instructions and Terms & Conditions :-

1. Any EOI received after the scheduled date & time or incomplete in any manner will not be accepted.
2. The bidder (Architect/Consultant) is expected to examine all instructions, Terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.

3. **Amendment of Bidding Documents:**

At any time, prior to the submission of the bids, the Service Receiver may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.

The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.

4. **Signing of Bid**

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.

5. **Submission of Bid**

(a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “**Technical Bid**” should contain an Introductory letter of contractor along with copies of documents as evidences for the past 03(three) years Income Tax Return, Balance Sheet, past experience and other document mentioned in **Annexure-A**. The Architect/Consultant has to fill up Annexure “A” with his signature along with all supporting documents.

Envelope No. II super/scribed as “**Financial Bid**” should contain the EOI as per **Annexure-B** duly signed by authorized signatory.

Both **Envelope I & II** should be placed in large envelope which should be super-scribed as “**EOI for Providing Architectural Consultancy Services at CIPET: SARP-LARPM, Bhubaneswar**” and addressed to **Asst. Admin Officer, B/25, CNI Complex, (P.O.) KIIT, Patia, Bhubaneswar, Odisha-751024**.

6. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of Bids**
Bids must be received by the Service Receiver at the address specified under commercial bid not later than **05.00 P.M. on 09.03.2021**.
8. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
9. **Contacting the Service Receiver**
No bidder shall contract the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
10. **Evaluation of Bid**
(i) The large Envelope (containing separate **Envelope-I & II**) will be opened first and thereafter the **Envelope-I** i.e. Technical Bid will be opened.

(ii) Those Participants who have not enclosed Technical Bid documents as prescribed, in such Cases, their **Envelope-II** containing the financial bid shall not be considered.

(iii) The **Envelope-II** i.e. Financial Bid will be opened for those parties who qualify in the Technical Bids.

(iv). The contract will be awarded to the L1 bidder in financial bid.

(v) If the price quoted by two or more Architect/Consultant are same then the bid will be finalized on the basis of past experience/Turnover of the organization. However the decision of **Director & Head, CIPET:SARP-LARPM, Bhubaneswar** will be final & binding on all the bidders.

11. The consultant shall enter into a detailed agreement with CIPET:SARP-LARPM, Bhubaneswar on Non Judicial Stamp paper of Rs.100.00 value within 07(seven) days of acceptance of letter/work order. The cost of stamp paper shall be borne by the consultant.
12. CIPET:SARP-LARPM, Bhubaneswar reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
13. The Director & Head, CIPET:SARP- LARPM, Bhubaneswar is the final authority and his/her decision will be final and binding on the supplier/party/agency for any disputes.
14. All legal disputes will have the jurisdiction of Bhubaneswar City only.
15. The Consultant/Architect should have established office in Odisha State.
16. **The Consultant/Architect should have 03 years' experience in Interior Designing project/ Laboratory setup /Construction, whereby the average annual turnover of all completed projects during the last 03 years should be not less than Rs. 20.00 lakhs for any Govt./Semi-Govt./Autonomous/ Public Sector Organization/ Similar organization (Copy to be enclosed).**

EXPRESSION OF INTEREST (EOI)**For****Providing Architectural Consultancy Services at CIPET:SARP-LARPM
Bhubaneswar****Consultant/Architect Details for Technical Evaluation:**

Sr No	Particulars			
1.	Name of the authorized Architects/Firms.			
2.	Full Postal Office address in Odisha State			
3.	Telephone No. with STD code			
4.	Name of Contact person			
5.	Mobile No			
6.	E-Mail ID			
7.	Firms Registration Certificate(copy enclosed)			
8.	PAN (Permanent Account Number) (copy enclosed)			
9.	GST Registration No. (copy enclosed)			
10.	Work Experience of last 03(three) Financial Years in Laboratory setup / Construction project completed successfully of the cost not less than Rs. 50.00 Lakh for any Govt./ Semi Govt./Autonomous Bodies / Public Sector Organizations(Copy Attached)			
11.	Registration Number of COA & Validity			
12.	Income Tax Return of the three assessment F.Y. 2017-18, 2018-2019, 2019-20 (copy enclosed)	2017-18	2018-19	2019-20
13.	Average Annual Turnover for last 03(three) F.Y. 2016-17, 2017-18, 2018-19 should not be less than Rs.20.00 lakhs (certified copy to be enclosed)	2016-17	2017-18	2018-19
14.	Balance Sheet of last 03(three) F.Y. 2016-17, 2017-18, 2018-19.	2016-17	2017-18	2018-19

Note: Attach extra sheet if required.

Place:**Signature of Architect/Consultant****Date:****Office Seal**

**Expression of Interest (EOI) for Providing Architectural
Consultancy Services
at
CIPET: SARP- LARPM, Bhubaneswar**

"FINANCIAL BID"

To,
M/s. CIPET: SARP- LARPM
CIPET, B/25, CNI Complex
(P.O.) KIIT, Patia, Bhubaneswar,
Odisha-751024

**Subject: Financial Bid for Providing Architectural Consultancy Services at
CIPET:SARP- LARPM, Bhubaneswar.**

Dear Sir,

In response to **EOI No: CIPET:SARP- LARPM/BBSR/Arch. Empanelment/2020-21/05**
Dt.26.02.2021, we are pleased to enclose the following as our financial bid for your kind
consideration:

Sl. No	Description of the Work	% of Total value of work cost.*
1.	Architectural Consultancy Services at CIPET:SARP- LARPM, Bhubaneswar.	

***The above rate/percentage is inclusive of all applicable taxes.**

Place:

Signature of Architect/Consultant

Date:

Office Seal