

## OFFICE OF THE NOTIFIED AREA COUNCIL : KHANDAPADA

E-Mail Id-nackpg89@gmail.com

Letter No - 2063

Date. 30.11.2022

### EXPRESSION OF INTEREST

Sealed Quotations / Bids of Expression of Interest (EOI) are invited from intending reputed experienced and eligible persons/groups/Architect Organizations / establishments for preparation of DPR (Plan Drawing, Structural Design and Estimated for proposed "New NAC Office Building" of Khandapada NAC.

On basis. The scope of work and other relevant information are mentioned in the **Annexure-'A', Annexure-'B'**.

The sealed Quotations should super scribed on the cover as preparation of DPR with Plan Drawing, detail Structural Design and Estimated for proposed "New NAC Office Building" of Khandapada NAC and it should reach the undersigned through Speed Post or Register Post only. On or before Dt. 15-12-2022 up to 5.00 P.M. and the same will be opened on Dt. 16-12-2022 at 11.00 A.M.

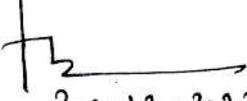
Name of the work	Cost of each bid document	GST @ 18% over the cost of bid document	Time of completion
New NAC Office Building, Khandapada	Rs.10,000/-	Rs.1800/-	15 continuous days from the date of issue of work order

1. The bidders are essentially required to enclose photo copies of the valid Registration Certificates, valid GST and PAN Card along with their bids tendered offers failing which their offers will not be taken into consideration. The bidders will be required to produce the original documents before the undersigned at the time of opening of the bids or at any stage as desired by this office.
2. Bid documents can be purchased from this office on payment of the cost with GST (18%) as mentioned above. The cost of bid documents and GST are non-refundable. Payment for the bid documents will be received in shape of cash the

deposited in the NAC office from 11.00 A.M. to 2.00 P.M. during working days only from Dt. 1-12-2022 to 15-12-2022 5 P.M.

3. The bids will be opened on Dt. 16-12-2022 at 11.00 A.M. in the office of the undersigned in presence of the respective bidders or their authorized representatives who intend to attend . If the office happens to be closed on the last date(s) of receipt and opening of the bids as specified, the bid will be received and opened on the next working days respectively at the same time and venue. The rates to be quoted shall be inclusive of all taxes, royalties, handling and deliver charges. No extra cost on any account whatsoever will be admissible conditional bids will be rejected immediately. The rates should be written clearly and legibly without any errors or over writings and both in figures and words. In case of difference of rates written in words and figures or due to other reasons, the rates quoted in words will be taken into consideration. Non-quoting of rates for any item will be treated as incomplete quotation. All incomplete bids will be rejected immediately during opening.
4. The bid will remain valid for a period of 120 days and will be extended on basis of the performances.
5. The bidder has to quote the fees/charges in percentage basis on the cost of the work assignment. Any tax levied by law such as service by the architect shall be payable by the client over and above the gross fees charged by the architect relation to the services provided.
6. Mode of payment
  - Stage – 1 On submission of DPR with the competent authority, 30% .of total fee payable.
  2. After Technical sanction from the competent authority, 30% of total fee payable.
  - Stage – 2 On giving of Layout of building at site 30% of total fee payable.
  - Stage – 3 On completion of the project 10% of the total fee payable.
8. He should pay minimum four visit after layout of the building i.e. during construction period.
9. The soil test charge will be released immediately after submitting the bills.

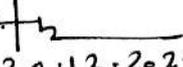
10. The Structural Design should be vetted by any Govt. Farm / Institution / College / School not below the rank of Asst. Professor (Civil).
11. Other details can be seen in the bid documents. The authority reserves the right to reject any or all the quotations or approve any quotations without assigning any reason thereof.

  
30.12.2022

**Executive Officer,  
Khandapada NAC**

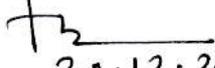
**Memo No. 2064 / Dt. 30.11.22**

Copy submitted to the Director Municipal Administration & Ex-Officio Additional Secretary to Govt. in Housing & Urban Development Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
30.12.2022  
**Executive Officer,  
Khandapada NAC**

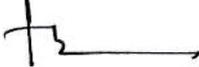
**Memo No. 2065 / Dt. 30.11.22**

Copy submitted to the Collector & District Magistrate, Nayagarh for favour of kind information .

  
30.12.2022  
**Executive Officer,  
Khandapada NAC**

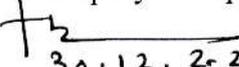
**Memo No. 2066 / Dt. 30.11.22**

Copy submitted to the Project Director, DUDA, Nayagarh for favour of kind information .

  
30.12.2022  
**Executive Officer,  
Khandapada NAC**

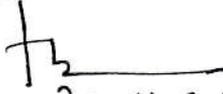
**Memo No. 2067 / Dt. 30.11.22**

Copy to Asst. Engineer, M.I. Khandapada/Asst. Engineer (R&B) Khandapada /Asst. Engineer R.D.Khandapada / Tahasildar, Khandapada/ B.D.O, Khandapada for favour of kind information with a request to display a copy of this Notice on your notice board for wide publication.

  
30.12.2022  
**Executive Officer,  
Khandapada NAC**

**Memo No. 2068 / Dt. 30.11.22**

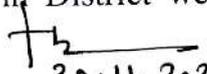
Copy to the office notice board for wide circulation and information of all concerned.

  
30.11.2022

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Khandapada NAC**

**Memo No. 2069 / Dt. 30.11.22**

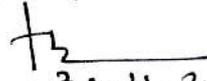
Copy submitted to the D.I.O., NIC, Nayagarh for favour of kind information with a request to upload the advertisement in District website at the earliest.

  
30.11.2022

**Executive Officer,  
Khandapada NAC**

**Memo No. 2070 / Dt. 30.11.22**

Copy submitted to the I & PR Department, Odisha, Bhubaneswar for kind information and request to publish the notice in two Odia daily & one English daily news paper within minimum space for wide publication & submit the bill for payment.

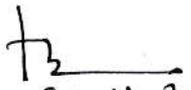
  
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Khandapada NAC**

Annexure – ‘A’

**SCOPE OF THE WORK**

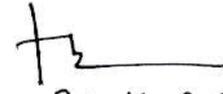
1. Taking client’s instruction and preparation of for proposed “New Office Building of Khandapada NAC”.
2. Preparation of detailed project report (DPR as per the requirement of funding agency).
3. Preparation of architectural drawing / design (plan, sectional elevation, front elevation and elevation)
4. Detailed estimates as per the current C.S.R. (Civil & Electrical, P.H.)
5. Designing and guidance in implementation of the project as contemplated in the funding agency norms and guidelines.
6. Assisting in tendering process if required, preparation of BOQ, DTCN.
7. Structural Design to be prepared basing S.B.C test report.
8. Sanitary plumbing drainage water supply and sewerage design.
9. Required consultancy services in allied field like landscape architecture interior architecture.

  
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**ANNEXURE – 'B'**

1. Schedule of Quantities

Name of the work	Rate [ in (%) percentage of the Total Project Cost]	
	In Figure	In Words
New NAC Office Building, Khandapada		

  
30.11.2022

**Executive Officer,  
Khandapada NAC**

No. of corrections :  
No. of over-writings :  
No. of interpolations :

Signature of the Bidder