

OFFICE OF THE NOTIFIED AREA COUNCIL, DASHAPALLA

At/Po – Dashapalla, Dist – Nayagada,,Pin-752084

Expression of Interest (EOI)

No. 2382

Dt.24.08.2026

E-mail: nacdashapalla@gmail.com

The Executive Officer, Dashapalla NAC invites sealed Expression of Interest (EOI) from there expert consultants/ agencies/ Company to submit technical proposal for **“Preparation of DPR for Development of Narayan Ganja Hat, Construction of Market Complex integrated with a Gym Centre , Library . Development of smart Park & Completion of incomplete Gandhi Maidan Stage with Truss Roofing Structure.”** The details of EOI will be available at Nayagada District Website Portal <https://nayagada.odisha.gov.in> & Dashapalla NAC website <https://dashapallanac.in> . The bidder should download the EOI and submit the same along with the required documents through **Registered Post/Speed Post** to reach the undersigned in scheduled date and time.

- | | | |
|---|---|-----------------------------|
| 1. Nature of Work | : | As per EOI document |
| 2. No of Work | : | 1 Nos. |
| 3. Start Date of Bid submission | : | Dt.29.08.2026 11.00 AM |
| 4. Last Date of Bid Submission | : | Dt.10.09.2026 Up to 5.00 PM |
| 5. Paper Cost in shape of DD/T.D.R | : | Rs.10000/- Refundable |
| 6. Pre Bid Conference at Chamber of Executive Officer, NAC Dashapalla | : | Dt.03.09.2026 at 11.00 AM |
| 7. Date and time of opening of Bid | : | Dt.11.09.2026 at 11.00 AM |


Executive Officer,
NAC, Dashapalla

Memo No.2383 Date.24.08.2026

Copy Submitted to the Deputy Secretary to Govt. ,(ADV) Information and Public Relation (I & PR) Department, Odisha, Bhubaneswar for publication in two Daily Odia Newspaper for kind publication.

Executive Officer
NAC, Dashapalla

Memo No.2384 Date. 24.08.2026

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

Executive Officer
NAC, Dashapalla

Memo No.2385 Date. 24.08.2026

Copy submitted to the Additional Chief Engineer PH Circle, Bhubaneswar-cum-ILW for information and necessary action.

Executive Officer
NAC, Dashapalla

Memo No.2386 Date. 24.08.2026

Copy Submitted to the District Magistrate and Collector, Nayagada/ Additional District Magistrate, Nayagada /Project Director DUDA, Nayagada/ Tahasildar, Dashapalla / Block Development Officer, Dashapalla for information with a request to exhibit the same in their office notice board for wide publication.

Executive Officer
NAC, Dashapalla

Memo No.2387 Date. 24.08.2026

Copy forwarded to the District e-Governance Manager, Nayagada and requesting herewith for hosting in Nayagada District Website <https://Nayagada.odisha.gov.in>

Executive Officer,
NAC Dashapalla

Memo No.2388 Date. 24.08.2026

Copy to the Chairperson/Vice-Chairman/ all Councilors, Dashapalla NAC/ Office Notice Board/ Municipal Engineer/Asst. Engineer /D.A Development for information and necessary action.

Executive Officer,
NAC Dashapalla

Memo No.2389 Date. 24.08.2026

Copy submitted to Hon'ble, MP, Kandhamal Parliamentary Constituency for kind information.

Executive Officer,
NAC Dashapalla

Memo No.2390 Date. 24.08.2026

Copy submitted to Hon'ble, MLA, Dashapalla Assembly Constituency for kind information.

Executive Officer,
NAC Dashapalla

**Expression of Interest (EOI)
for
Selection of Consultants for Preparation of DPR for
Various Infrastructure development and
Beautification work.**

**Detailed EOI Notice, Instructions to Bidders &
Detailed Scope of Work**

1


DASHAPALLA NOTIFIED AREA COUNCIL, DASHAPALLA
Letter No.2382 Dt.24.08.2026

Subject: Selection of Consultants for Preparation of DPR for various Infrastructure development and Beautification work

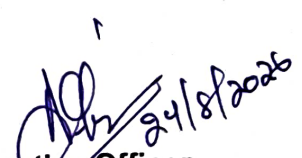
The Executive Officer, Dashapalla NAC invites sealed Expression of Interest (EOI) from there expert consultants/ agencies/ Company to submit technical proposal for **Preparation of DPR for Development of Narayan Ganja Hat, Construction of Market Complex integrated with a Gym Centre , Library . Development of smart Park & Completion of incomplete Gandhi Maidan Stage with Truss Roofing Structure.** The details of EOI will be available at Dashapalla NAC website www.Dashapallanac.in . The bidder should download the EOI and submit the same along with the required documents to reach the undersigned in scheduled date and time.

Scope of Work: -

1. Preparation & submission of DPR.
2. Preparation of detailed architectural working drawings for preparation of DPR.
3. Preparation of detailed structural design and drawings for preparation of DPR.
4. Preparation of estimates (Including bill of quantities & specifications)
5. Preparation of layouts.
6. Vetting of structural designing and estimate from a design expert of a Govt organization.
7. Soil Testing of project sites.
8. Submission of Preliminary drawings and estimate for approval of the authority before submission of DPR

An amount of **Rs. 10,000/- (Rupees Ten Thousand) only (non- refundable)** towards cost of EOI documents shall have to be deposited in the shape of **"Demand Draft / T.D.R"** drawn on any Nationalized Bank Payable in favour of The Executive Officer, NAC Dashapalla. The sealed EOI must be submitted from Dt.29.08.2026 to Dt.10.09.2026 Up to 5.00 P.M.

A **Pre bid conference** will be held on **03.09.2026 at 11:00 A.M** in the chamber of The Executive Officer, Dashapalla NAC, Dashapalla. The same will be opened **11.09.2026 at 11. A.M** if possible, in the presence of those bidders who choose to attend. The financial bid open will be intimate later. The Consultant(s) shall bear for any cost they may incur for site visit, transport, faxes, postage and telephones etc. in the process of submission of proposal. The Dashapalla NAC, reserves the rights at its absolute discretion to accept or reject any of the EOI without assigning any reason /reasons. Should they require any further information they may contact the Executive Officer, Dashapalla NAC.


Executive Officer
Notified Area Council,
Dashapalla

Terms of Reference (TOR)
FOR

Selection of Consultants for Preparation of DPR for Infrastructure
development and Beautification work.

-2026



SECTION1: INSTRUCTION TO BIDDERS

Section1: Instructions to Bidders

The objective of this Terms of Reference is for Preparation of DPR for various infrastructure development and beautification work.

1. Eligibility criteria of Consultant for Bidding: -

The '**Consultant**' shall mean the individual firm incorporated or not, proprietorship, partnership, private limited or public limited firms. The company should have the following thresholds to be **eligible** for bidding and issuance of Bid Documents: -

- I. 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.
- II. 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.
- III. The consultant should have previous experience of preparation of Detailed Project reports in any urban infrastructure projects like Water Supply/ Sewerage/ Drainage/ buildings /market complex 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.
- IV. Details of Organization setup– Proprietorship, Partnership, Private Limited or Public Limited viz-a-viz. **Registration Certificate**.
- V. Details of similar or other civil engineering works at hand at present and value of works.
- VI. 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)
- VII. 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).
- VIII. The Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any projects.
- IX. The consultants should have owned original CADD software.
- X. Joint Venture (JV) is not allowed

2. Submission of Proposal

Proposal will be submitted in 3(three) separate envelopes, marked as Envelopes 1" and Envelopes 2". The Contents of these envelopes will be under:

Envelope1:

- (i) Rs.10,000/- (Rupees Ten thousand) only towards (the non-refundable cost of the

EOI documents) in the form of DD or TDR drawn on any Nationalized Bank only, payable in favour of The Executive Officer, Dashapalla NAC.

Envelop-2:

(i) Original Bid documents along with supported documents.

Envelop-3:

Financial Proposal

All the above 2 (two) envelopes of the proposal shall be placed in one **Sealed Packet**. The envelopes shall be clearly marked with project title.

In addition, all the envelopes including the outer sealed packet must be addressed as below: -

EOI NO. DUE ON: Envelope No.: (Do not open before Due Date) To, The Executive Officer, Dashapalla NAC, Dashapalla-752084 From:(Name & address of Consultant)

The Bid/E.O.I. can be submitted at following place:

To,
The Executive Officer,
Dashapalla NAC, Dashapalla-752084

- a) The consultant should have at least one member who has the experience of planning, execution and supervision for similar or other civil engineering projects.
- b) The proposal should be submitted by affirm individually/ Consortium/ Joint Venture.

3. EVALUATION PROCESS OF RFP (Quality and Cost Based Selection -QCBS)

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

SI 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 10 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 in any urban infrastructure projects like Water Supply/ Sewerage/ Drainage/ buildings/market complex 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.	The consultant should have previous experience of preparation of DPR for any infrastructural developmental work to any Municipalities or NAC.	Maximum 15

	Three Projects – 10 Marks Five Projects – 15 Marks	
5.	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
6.	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 - 10 marks	Maximum 30

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.

3.2. FINANCIAL PROPOSAL EVALUATION:

The financial proposal (F) is the total cost as indicated in the price bid (P). The financial score (SF) for each proposal shall be calculated using the following formula:

a) $SF = 100 \times FM / F$

Where:

SF = Financial Score of the proposal under consideration

FM = Lowest price among the financial proposals

F = Price of the proposal under consideration

b) Technical and Financial Weights:

- The technical proposal will be given a weight of **T = 0.80**
- The financial proposal will be given a weight of **P = 0.20**

c) Combined Score:

- The combined score (S) for each proposal shall be calculated as follows:

$$S = (ST \times T) + (SF \times P)$$

Where:

- ST = Technical score of the proposal under consideration
- T = Weight of the technical proposal (0.80)
- SF = Financial score of the proposal under consideration
- P = Weight of the financial proposal (0.20)

d) Final Ranking:

Proposals shall be ranked according to their combined scores (S). The proposal with the highest combined score shall be considered the best offer.

4. Language of Proposals:

All information in the Proposals shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may disqualify the Proposal. In the event of any discrepancy in meaning, the English Language copy of all documents shall prevail.

5. Local Conditions:

It will be imperative on each bidder to fully acquaint themselves with all local conditions and factors, which may have any effect on the execution of services covered under this document. It must be understood and agreed that all the factors/ issues have been inquired and considered while submitting the proposals. No claim for reimbursement will be entertained by "Dashapalla NAC ". Please note that the cost of preparing the proposal, presentation and of negotiating the contract including site visits etc. will not be reimbursable by the Dashapalla NAC.

6. Price Proposals:

The Bidders are required to quote their fees as per prescribed form.

7. Duties and Taxes

All duties, taxes and other levies as applicable on date of submission of Tender shall be payable by the Bidders as per applicability.

8. Validity:

The proposal shall be kept valid for a period of **one year** from the stipulated last date for receipt of proposals as mentioned hereafter.

9. Staff strength of organization and Key personnel.

Qualifications & Experience of Key Experts

9.1 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.

9.2 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)

10. EOI document:

Please note that the Terms of Reference (ToR) documents shall be sent by post or courier, etc. No offer will be accepted after the last date & time of submission.

11. E.O.I Document Price:

An amount of Rs 10,000/- towards cost of Tender documents, shall have to been closed in the form of Demand Draft or TDR if download from the official website of the NAC Dashapalla or the tender document can purchase from the office of the NAC Dashapalla. Check list for Submission:

Checklist for submission of offer is given for the guidance of the bidders the proposal should be checked with reference to this list be for its submission.

Envelope1. Letter of Proposal submission (FORM1) in on copy along with

1. Cost of E.O.I. document (non-refundable), in the shape of Demand Draft or TDR of Rs.10,000/- from any Nationalized Bank, Payable to "Executive Officer Dashapalla NAC" payable at Dashapalla.
2. Details of Organization set up – State whether Proprietorship, Partnership, Private Limited or Public Limited viz-a-viz. **Registration Certificate.**
3. List of documents fulfilling eligibility criteria.
4. Details of similar work on hand at present and value of works.
5. Staff strength of organization and key personnel.
6. GSTN, PAN and audited balance sheet of last three consecutive financial year.

Notes: Mo undertaking will be admissible.

Envelope2.

1. Original bid document
2. Financial Proposal (in one hard copy)

12.3 Envelope-3- Should contain sealed **Envelope-1& Envelop-2**

13. Conditional Bids will not be accepted and Dashapalla NAC, Dashapalla reserves the rights to modify/split the work to more than one applicant and accept or reject any or all the proposals at its sole discretion.

14. Periodic Inspection:-

It would be necessary for the consultants to make site visits during actual execution to monitor the works from time to time. As such, periodic inspection shall have to be made by the consultants as requisitioned by the Client. The consultants may, therefore, indicate the travel expenses, daily allowances including boarding & lodging etc. in original for carrying out such periodic inspections by the senior as well as by other professionals of the firm.

15. Advisory Services: -

The consultants shall be required to provide necessary clarification & elucidation of structural design/ drawing finishing by the during execution phase for 24 (twenty-four) months from the date of acceptance of offer. Any modification of structural design, if required during this period as per actual site condition, shall have to be carried out and nothing extra will be paid for such services.

16. Time:

The entire consultancy services shall have to be completed **within 45(forty-five) days'** time. The consultant is required to submit work programmed activity wise in the form of bar chart.

Commencement of Services: -

The commencement of services shall be reckoned from the 15th (fifteenth) day LOI to commence the work.

17. Monitoring Committee: -

Monitoring Committee may be constituted by the Client to monitor/control the entire consultancy services. The Consultant shall report to the monitoring committee as constituted every 15 (fifteen) days with the progress report & shall give necessary directions as required. The Monitoring Committee shall submit detailed report to the Executive Officer in every 15 (fifteen) days interval from the commencement of Services.

18. Abandonment of work by the Client:

The Client shall have the liberty to postpone or not to execute any work and the Consultant shall not be entitled to any compensation for non- execution of the work except the fees which are payable to the Consultant up to the stage of services completed by them.



SECTION 2

SCOPE OF WORK

The objective of this EOI is for selection of consultants for preparation of DPR for various infrastructure development and beautification work.

Scope of Work:-

1. Preparation & submission of DPR
2. Preparation of detailed architectural working drawing preparation of DPR.
3. Preparation of detailed structural design and drawing for preparation of DPR.
4. Preparation of estimate (Including bill of quantities & specifications)
5. Preparation of Layouts.
6. Vetting of structural designing and estimate from a design expert of a Govt organization.
7. Soil Testing of project sites.

Submission of Preliminary drawings and estimate for approval of the authority before submission of DPR. All the submission should be conformed as per relevant code /codes and norms to approved guidelines of State / MOUD/ GOI.

The consultant shall prepared detailed estimates separately for all works such as Civil work, electrification, air conditioning and fire control, including dismantling with site disposal etc. The detailed estimates shall be supported by the details of measurements, bill of quantities and specifications.

- i) Odisha PWD specification shall generally be followed for civil works. Where Odisha specification is silent, CPWD specification may be followed. For items not covered either by Odisha PWD specification or CPWD specifications, detailed specification shall have to be formulated in conformity with the BIS code. The detailed estimate shall be prepared based on current TSR. For items not covered under PWD-SOR and CPWD-SOR, such items are to be analyzed as per current market rates.
- ii) Sufficient copies of complete DNIT (Detail Notice Inviting Tender) shall have to be made available for issuance to intending contractors.
 - i. **Preparation of detailed architectural working drawing for execution:-**

The consultant shall be required to prepare detailed architectural drawing indicating plans at each floor level, adequate cross sections and elevations on all sides, detailed specification, etc. on getting approval of the preliminary estimate from the Dashapalla NAC authority. The detailed architectural drawing shall provide all necessary architectural details for actual executions of the work at site. Any modifications of detailed architectural drawing considered necessary by the client shall be carried by the consultant without any extra claim of any kind during final design.



SECTION-3: GENERAL CONDITIONS OF CONTRACT

A handwritten signature in blue ink, appearing to be 'A. H.' with a stylized flourish.

GENERAL CONDITINS OF CONTRACT

PART-I

INTERPRETATIONS AD DEFINITIONS

1. Singular and Plural where the context's or enquires, words importing the singular shall al some the plural and vice versa.
2. Gender words imparting the masculine gender shall also include the feminine gender.

The **'Executive Officer'** shall mean the Executive Officer of the Dashapalla NAC, Dashapalla, for the time being holding that office and also his successor and shall include any officer authorized by him.

The **'Engineer'** shall mean the Municipal Engineer of the Dashapalla NAC to carry out the functions of the Engineer.

The **'Contract'** shall mean the tender and acceptance thereof and the form agreement if any ,executed between the Consultant, and the NAC together with the documents referred to there in including these conditions and appendices and any special conditions, specifications, designs, drawings, price schedules, bills of quantities and schedule of rates etc. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.

The **'Consultant'** shall mean the individual firm incorporated or not, proprietorship, partnership, private limited or public limited firms under taking the Works and shall include legal representatives of such individual or persons composing such firms or unincorporated companies or successors of such firms or companies or their associate firms or as the case may be and permitted assigns of such individual or firm or company.

'Contract charges' means the amount named in the letter of acceptance calculated as per the rates approved in terms of percentage of the total project cost approved by Tender Committee of Dasplla NAC, Dashapalla from time to time.

'Excepted risks' are risks due to riots (otherwise than among Consultants' employees) and civil commotion (in so far as both these are Uninsurable), war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any act of government, damage from aircraft, acts of god, such as earth quake, lightning and unprecedented floods and other causes over which the Consultant has no control and accepted as such by The Executive Officer, Dashapalla NAC, Dashapalla.

The **'Site'** means the land and other places in which the works or temporary works are to be executed and any other land and places provided by the NAC for working space or any other purpose as my be specifically designated in the contract as forming part of the site.



'Urgent Works' shall mean any measures which in the opinion of the Engineer become necessary during the progress or the work to obviate any risk of accident or failure or which become necessary for security.

The **'Works'** shall mean the tasks to be executed in accordance with the contract or part(s) thereof as the case may be and shall include all extra or additional, altered or substituted Works as required for performance of the contract.

'Temporary Works' shall mean all temporary task safe very kind required in or about execution, completion or maintenance of the Work.

'Drawing' shall mean the drawings referred to in the specification and any modification of such drawings approved in writing by the Engineer and such drawings as may from time to time be furnished or approved in writing by the Engineer

'Approved' shall mean approved in writing including subsequent confirmation of previous verbal approval and "Approval" shall mean approval in writing including as aforesaid.

'Specification' means the specification referred to in the tender and any modification thereof or addition or deduction thereof to as may be the case, from time to time be furnished or approved in Writing by the Engineer.

'Letter of Acceptance' means the formal acceptance by the Dashapalla NAC, Dashapalla.

'Commencement Date' means the date upon which the Consultant receives the notice to commence the work issued by the Engineer.

'Time for Completion' means the time for completing the execution of and passing the Tests on Completion of the Works or any Section or part thereof as stated in the Contract.

PART- II

INSTRUCTION TO CONSULTANTS

3. Scope of Work:-

The Work to be carried out under the Contract shall, except as otherwise provided in these conditions. Detailed scope of work would be enumerated in detail along with letter of award of work.

4. Corrupt of Fraudulent Practices :-

The Dashapalla NAC, Dashapalla requires that the bidders/ Consultants under this EOI observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Dashapalla NAC, Dashapalla defines for the purpose of this provision, the terms set forth as follows:

- a) **Corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution
- b) **"Fraudulent practice"** means a misrepresentation or act in order to influence a procurement process or an execution of a contract to the detriment of the Dashapalla NAC, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid price at artificial noncompetitive levels and to deprive the NAC of the benefits of the free and open competition.

The Dashapalla NAC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5. Intimation to Successful Bidders:-

The acceptance of E.O.I. may be communicated to the Successful Bidder in writing or otherwise either by the bid opening authority or any authorized person in the Dashapalla NAC, Dashapalla.

6. Contract Documents:-

The Consultant shall be furnished, free of charge, 1(one) certified true copy of the Contract documents.

7. Details to be Confidential:-

The Consultant shall treat the details of the Contract as private and confidential; save in so far as may be necessary for the purposes thereof and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the Engineer. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the contract the same shall be referred to the NAC whose decision shall be final.

8. Official Secrecy: -

The Consultant shall, whenever required, take necessary steps to ensure that all persons employed on any Work in connection with this Contract have noticed that the India official Secrets Act 1923 (XIX of 1923) applies to them and shall continue to apply even after execution of such Work under the Contract.

9. Assignment: -

The Consultant shall not assign transfer or attempt to assign. Transfer the Contractor any part thereof or any benefit or interest therein or there under otherwise than by a charge in favour of the Consultant's bankers of any Money due or to become due under this contract, without the prior written Approval of the Executive Officer, Dashapalla NAC.

10. Sub-Letting: -

The Consultant shall not sub-let or attempt to sub-let the whole of the Works. Except where otherwise provided by the Contract, the Consultant can sub-let some part of the Works to specialized sub consultants with the prior written approval of the Engineer, which shall not be unreasonably withheld and such approval, if given, shall not relieve the Consultant from any liability or obligation under defaults and neglects of any sub- Consultant, his agents, servants or Workman fully as if they were the acts, default **so neglects** of the Consultant, his agents, servants or Workmen Provided always that the engagement of labour. The Consultant shall be responsible for observance by his sub-Consultants of the foregoing provisions.

11. Consultants Staff: -

The Consultant shall employ in and about the execution of Works only such persons as are skilled and are experienced in their respective skills and the Engineer shall be at liberty to object to and require the Consultant to remove from the Works any person, employed by the Consultant in or about the execution of the Works, who in the opinion of the Engineer misconducts **himself origin competent or negligent** in the proper performance of his duties and such person shall not be again employed upon the Works without permission of the Engineer. Such persons shall be penalized and further procedures shall be followed as per the instructions of the ULB.

12. Personnel:-

The Consultant shall employ the key personnel named in the schedule of key personnel or other personnel approved by the Engineer to carry out the functions. The Engineer will approve any proposed replacement of key personnel only if their qualifications, abilities and relevant experience are substantially equal to or better than those of the personnel listed in the schedule.

13. Use of B.I.S Specifications:-

In case where no particular specification is given for any article to be used under the contract, the relevant specification, where one B.I.S. exists, of the Bureau of Indian Standards shall apply.

14. Rate/Rates :-

The rate/rates must be quoted in decimal coinage. Amount must be quoted in full rupees ignoring fifty paise & considering more than fifty paise as rupee one.

15. Clause to overcome the Tied E.O.I:-

In case the lowest EOI rate of two or more contractors is same, such lowest contractors will be asked to submit sealed revised offer quoting fresh rate in the form of the original submission, but the revised quoted percentage rate should not be higher than the percentage quoted at the time of submission of original EOI. If the revised offer quoted rate is more than their respective original rate quoted already at the time of submission of EOI, then such revised offer shall be treated invalid. The lowest EOI shall be decided on the basis of revised offers. In case any of such contractors refuses to submit revised offer, then it shall be treated as withdrawal of his EOI before acceptance and 50% of refundable money shall be forfeited. In case all the lowest contractors those have quoted same tendered amount, refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of Refundable Amount of each contractor. If the revised quoted rate of two more contractors is again found to be equal, the lowest tender, among such contractors, shall be decided by draw of lots in presence of Chairman, Dashapalla NAC, Executive Officer, Dashapalla NAC, Municipal Engineer, Dashapalla NAC, & the lowest contractors those have Quoted equal Rate of their E.O.I..

Contractor(s), whose Refundable Amount is forfeited because of non-submission of revised offer, shall not be allowed to participate in there- tendering process of the work.

PART – III

TIME SCHEDULE AND DELAYS

16. Commencement Time:-

The time allowed for projects as specified in the contract documents shall be the essence of the contract. The execution of the Works shall commence from the date specified by the Engineer in writing. "If the Consultant fails or neglects to commence the execution of the Works as aforesaid, the Dashapalla NAC shall without prejudice to any other right or remedy be at liberty to forfeit the security deposit absolutely.

For Survey: Depending upon the project type and time frame shall be mutually decided. Any other deviation shall be mentioned in the work order.

17. Suspension of Work:-

- a. The Consultant shall, on receipt of the order in writing of the Engineer, suspend the progress of the Works or any part thereof for such time and in such manner as the Engineer may consider necessary for any of the following reasons:
 - (i) On account of continued non-compliance of the instructions of the Engineer or any other default on the part of the consultant, or
 - (ii) For proper execution of the work or part thereof or reasons other than the default of the consultant, or
 - (iii) For safety of the work or part thereof. The consultant shall during such suspension, properly protect and secure the work to the extent necessary and

carry out the instructions given in that behalf by the Engineer.

18. VALIDITY

The proposal shall be kept valid for a period of one year (01) from the stipulated last date of receipt of proposals as mentioned hereafter.

19. TERMINATION OF CONTRACT

If the client, for any reasons whatsoever decides to terminate the contract, a written notice of termination to the consultant shall be given with a notice period of 15 days. Fees for the work done approved till the time of termination shall be made as mutually decided between client and the consultant. If the contract is terminated due to non-submission of reports within prescribed time schedule, inferior quality of reports, non-observance to instructions, violation of any condition of EOI, then the EMD of consultant will be forfeited.

20. SETTLEMENT OF DISPUTES:

Amicable Settlement: Performance of the contracts governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party.

The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following their spouse of that party.

21. PENALTY CLAUSES:

- Failure on consultant part to submit various deliverable as per the time schedule will attract penalty **@0.5%per week** subjected to ceiling of 10% of the total fee. Amount would be deducted from running Bills
- If delayed beyond 10 weeks of the set timelines, the award of work may be rescinded

22. Additions & alterations:-

- i) The Client shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection therewith and the Consultant shall comply with such request.
- ii) The Consultant shall not make any deviation, alteration or omission from the approved drawings without prior consent of the Client.

23. Submission of Drawings:-

All drawings, designs & other documents prepared by the consultant shall be cross checked by themselves before issuing to the Client. All the drawings & designs etc. shall bear the Signature of: -

- i) The person responsible for preparation.
- ii) The person responsible for crosschecking; and
- iii) The authorized representative of the consultant

24. Mode of payment :

The payment shall be made as per the guidelines issued by Housing & Urban Development Department vide Letter No.16333 dt.11.06.2026 annexed below.



FORM 1: FORM FOR SUBMISSION OF PROPOSAL

**FORM 1
PROPOSAL SUBMISSION FORM
(on letter head of the Consultant Leader)**

Date _____

**To,
The Executive Officer
Dashapalla NAC
Pin-752084**

Sub: Proposal for selection of consultants for Preparation of DPR for various infrastructure development and beautification work.

Ref: Tender Notice No.

Sir,

1. Having examined the completeness of tender documents, studied the term and conditions of contract stipulated in the Tender documents, we the undersigned of effort to submit our proposal for Selection of Consultants for Preparation of DPR for various infrastructure development and beautification work.
2. We undertake, if our proposal is accepted, to :
 - i) Enter into the contract agreement within 15days (Fifteen) if issue if letter if award.
3. Unless and until a form agreement is prepared and executed, this proposal together with your written acceptance there of shall constitute a binding contract between us.
4. We, **(Name of Company)** submit here with our Proposal for selection of our firm as Owners Consultant for the above- mentioned Project. The submission comprises of;
 - i) Envelope-1: Covering letter as per Form-1 along with;
 - a) Demand Draft /TDR No. _____ Dated _____ drawn on _____ Rs.10,000/- as Bid document/Bid processing fee.
 - ii) Envelope – 2:
 - a) Financial proposal.
 - b) Tender Document
 - iii) Envelop – 3: Sealed Envelope -2
5. The proposal is being submitted by (Name of the consultant) in accordance with the conditions stipulated in the EOI.
6. We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by „ NAC Dashapalla“. We agree and undertake to abide by all the seterms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the EOI or any of the subsequent communications from „Dashapalla NAC, Dashapalla “. Our proposal contains no conditions.
7. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the EOI document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal.
8. The Consultancy Firm of satisfies the legal requirements and meets all the eligibility criteria laid down in the E.O.I.
9. We as the Consultant, designate Mr. *(mention name, designation, contact address, phone no. fax no .etc.,)* as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquires, entering into contractual commitments etc. on behalf of us in respect of the Assignment.
10. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely” PreventionofCorruptionAct1988”.
11. We certify that in preparation and submission of Technical and Financial information, we

have not taken any action which is or which constitutes a corrupt or fraudulent practice as defined in the TENDER documents.

12. We agree to allow,, Dashapalla NAC", at its option, to inspect and audit all accounts, documents, and records relating to the Consultant's Proposal and to the performance of the ensuing Consultant's Contract.
13. We understand that, the Dashapalla NAC is not bound to accept any proposal that they may receive.
14. This offer is valid for a period of 180 days from the date of opening of the bid.

Yours Faithfully
For and on behalf of:
Enclosures: As Above

A handwritten signature in blue ink, appearing to be 'Ash' followed by a long horizontal stroke.

APPENDIX-1: FORMATS OF FINANCIAL PROPOSAL

FINANCIAL PROPOSAL

(On letter head of the Consultant)

(To be put in Envelope 2)

**To,
The Executive Officer,
Dashapalla NAC**

Sub: Proposal for Empanelment of Consultants for Preparation of DPR for various infrastructure & beautification work

Ref:

Sir,

We M/s. _____ (Consultant/Bidder) here
with enclose Price Proposal for selection of my/ our form/ organization as Owner's Consultant
for Implementation of the above project.

(Authorized Representative of the Consultant)



Form 5

SCHEDULE OF SUMMARY PRICE PROPOSAL

SI No.	Description of Item	Fee (as Percentages of Project Cost)	
		In Words	In Figures
1	Preparation & Submission of draft DPR.		
2	Preparation & Submission of Final DPR, technical specifications and Tender documents.		





Government of Odisha
Housing & Urban Development Department
3rd floor, Kharavel Bhavan, Unit-V, Bhubaneswar, PIN:751001

File No.: HUD-FUND-SCH-0066-2026

Letter No.: 16333 Date 11.06.2026

From

Arindam Dakua, IAS,
Director, Municipal Administration &
Ex-officio Additional Secretary to Govt.

To

The Municipal Commissioners of all Municipal Corporations,
The Executive Officers of all Municipalities and NACs.

Sub: Rationalization of Consultancy Payment Structure for Preparation of Detailed Project Reports (DPRs).

Madam/Sir,

In order to streamline the payment of consultancy charges for preparation of Detailed Project Reports (DPRs) and to address issues arising out of open-ended and percentage-based consultancy engagements, the existing framework governing engagement of consultancy agencies for DPR preparation has been reviewed by the Department.

After careful consideration, a comprehensive framework has been formulated to manage consultancy payment modalities linked to defined deliverables and timelines, as detailed in Annexure-I enclosed herewith, for adoption by all Urban Local Bodies and concerned agencies.

The said guidelines are intended to ensure uniformity, transparency, accountability, and rational allocation of consultancy fees commensurate with the nature and requirements of projects, while also establishing a structured stage-wise payment mechanism linked to measurable deliverables and progress of work.

It is, therefore, requested that the above instructions along with the enclosed guidelines be adhered to scrupulously by all concerned.

Yours faithfully,

 11/6/2026

Director, Municipal Administration &
Ex-officio Addl. Secretary. to Govt.



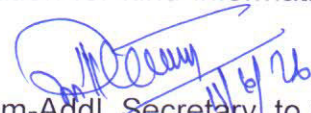
Memo No. 16334 /HUD, Date: 11.06.2026

Copy with copy of Annexure-I forwarded to the District Collector-cum-District Magistrate, all districts/ the Project Directors, all districts/ ILWs of all ULBs for information and necessary action.


C.E-cum-Addl. Secretary. to Govt.

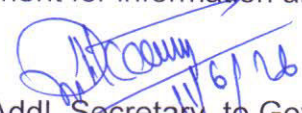
Memo No. 16335 /HUD, Date: 11.06.2026

Copy with copy of Annexure-I forwarded to the P.S to the Additional Chief Secretary to Govt. and the Director, Municipal Administration for kind information of ACS and DMA respectively.


C.E-cum-Addl. Secretary. to Govt.

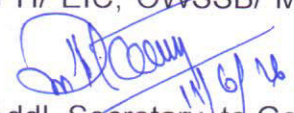
Memo No. 16336 /HUD, Date: 11.06.2026

Copy with copy of Annexure-I forwarded to all the Special Secretaries/ Additional Secretaries and Joint Secretaries of H&UD Department for information and necessary action.


C.E-cum-Addl. Secretary. to Govt.

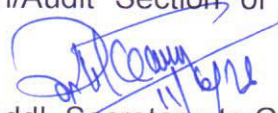
Memo No. 16337 /HUD, Date: 11.06.2026

Copy with copy of Annexure-I forwarded to the EIC, PH/ EIC, OWSSB/ MD, WATCO for information and necessary action.


C.E-cum-Addl. Secretary. to Govt.

Memo No. 16338 /HUD, Date: 11.06.2026

Copy with copy of Annexure-I forwarded to the Project/ Reform/ Urban Mobility/Directorate/Funds (Other than SFC/CFC)/Sanitation/Audit Section, of the Department for information and necessary action.


C.E-cum-Addl. Secretary. to Govt.



ANNEXTURE -I***(A) Storm Water Projects***

Sl. No	Activity / Deliverable	Payment breakup %
1	Detailed Survey, Investigation & Data Collection etc.	15%
2	Submission of Validated Digital Survey Drawings & Data	5%
3	Hydrological Analysis, Catchment Delineation & Hydraulic Design etc.	25%
4	Submission of Preliminary / Draft DPR including Cost Estimates & Drawings etc.	20%
5	Incorporation of Observations, Final DPR Submission & Technical Vetting Compliance etc.	15%
6	Approval / Acceptance of DPR by Competent Authority etc.	10%
7	Preparation of BOQ, Bid Documents, Good for Construction Drawings & Tender Assistance etc.	10%

(B) Beach Development Projects

Sl No	Activity / Deliverable	Payment breakup %
1	Detailed Survey, Investigation & Data Collection etc.	15%
2	Concept Planning, Master Plan	15%
3	Draft DPR Preparation	15%
4	Preparation & Submission of Statutory Clearance Proposals including CRZ/Environmental/SEZ Compliance Documents etc as required.	20%
5	Final DPR incorporating observations of Departments / Statutory Authorities	15%
6	Approval / Acceptance of DPR by Competent Authority	10%
7	Preparation of Detailed Estimates, BOQ, Tender Documents, Working Drawings & Tender Assistance	10%

(C) Market Complex / Multi-stored Building Projects

Sl.No	Activity / Deliverable	Payment breakup %
1	Detailed Survey, Soil Investigation, Site Analysis & Concept Planning	15%
2	Architectural Planning, Structural Design, MEP Services, Fire & Life Safety Planning & Detailed Engineering Drawings	40%
3	Draft DPR including Estimates, BOQ & Preliminary Drawings	15%
4	Structural Proof Checking / Vetting Compliance & Final DPR Submission	10%
5	Approval / Acceptance of DPR	10%
6	Tender Documents, Working Drawings & Tender Assistance	10%

(D) Other important Projects not mentioned above

Sl. No	Activity / Deliverable	Payment breakup %
1	Detailed Survey, Investigation, Soil Testing, Site Analysis, Concept Planning and Preliminary Studies etc. as required.	15%
2	Detailed Engineering Design including Structural Design, Architectural Planning, MEP Services, Proof Checking / Vetting and Detailed Drawings etc. as required.	40%
3	Submission of Draft DPR including Detailed Estimates, BOQ and Preliminary Drawings	15%
4	Incorporation of Observations, Compliance to Vetting Requirements and Final DPR Submission	10%
5	Approval / Acceptance of DPR by Competent Authority	10%
6	Preparation of Tender Documents, Working Drawings and Tender Assistance	10%

General Conditions

- Consultancy charges shall preferably be finalized on a Lump Sum (LS) basis and, as far as practicable, shall not be linked to the project cost so as to avoid open-ended financial implications.
- The eligibility criteria for selection of consultants shall be commensurate with the nature, scale, technical complexity and specific requirements of the project.
- All DPR submissions shall mandatorily include complete drawings, design calculations, estimates, technical specifications and all supporting documents required for proper technical appraisal.
- In projects having an estimated cost up to ₹10.00 Crore, the cost towards structural/hydraulic proof checking or vetting by competent agencies may be borne by the ULB separately. However, for projects exceeding ₹10.00 Crore, such proof checking/vetting shall form part of the scope of the DPR consultancy agency without additional financial implication.
- Release of payment against each milestone shall be subject to scrutiny, verification and acceptance of the respective deliverables by the competent authority.
- Any corrections, revisions, redesign, compliance submissions or modifications arising out of deficiencies, omissions, non-conformity with applicable codes, standards, departmental guidelines or observations during scrutiny shall be carried out by the consultant without additional cost.

[Handwritten signature]

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11/6/20