

**Office of the Executive Officer**  
**DighaSankarpur Development Authority (DSDA)**  
**Digha :: PurbaMedinipur**

**Email:**[eodsda@gmail.com](mailto:eodsda@gmail.com)

**EOI No:** 015/DSDA/2019-20

**Website:** [www.dsda.org.in](http://www.dsda.org.in)

**Date:** 10.06.2019

**Notice inviting Expression of Interest (EOI) for DPR(Drawing & Design) of  
“Interior decoration of Digha Guest House under DSDA”**

An Expression of Interest (EOI) is hereby invited by DSDA from the registered, bonafide, reliable and resourceful Architectural Agencies / Firms having sufficient experience in Planning and Designing of **Interior decoration of Digha Guest House under DSDA** for Architectural Design, Interior Design, Drawing , Land scaping, etc. for Digha Sankarpur Development Authority (DSDA).

**1. Scope of Work:**

The work would include preparation of details of Architectural Drawings, Structural Designs including preparation of details of estimate of **Interior decoration of Digha Guest House under DSDA** with bill of quantities etc. The detailed estimate is to be prepared on the basis of PWD schedules. In case of non-scheduled items, analysis of rates may also be provided. In addition to above, the work would include supervision of execution on the field. The selected bidder will have the following major responsibilities: -

- a) Architectural Designs including preparation of Plans, Elevations, Sections, Perspective Drawings, Architectural Details (3D elevation) etc.
- b) Structural Design of **Interior decoration of Digha Guest House under DSDA** including vetting of the Structural Design by any Competent Authority to be decided by DSDA.
- c) Detail design & drawings of Water Supply, Sewerage, Drainage, Electricals and other related ancillaries.
- d) Any change in Architectural and other Design of **Interior decoration of Digha Guest House under DSDA** as may be suggested by an Expert Panel must be done by the selected bidder free of cost. Also, any other unavoidable change is to be done by the selected bidder free of cost.
- e) Preparation of detailed estimate, bill of quantities for the said works like electrical, sanitary etc.
- f) Supervision of construction work including ancillary works.
- g) To prepare a good model of **Interior decoration of Digha Guest House under DSDA** by a reputed Modeler without any additional cost.

**The Consultant is required to provide complete architectural and other related services as specified under:**

Preparation of Architectural designs (various options) as per by laws and getting it approved from client – the process will involve the following detailed steps :

- a. Taking client instructions and preparation of design brief, ascertain client's Requirements, examine site constraints / potential and prepare the design brief for Client's approval.
- b. Prepare a report on site evaluation including site survey and testing of Soil Bearing Capacity as per norms.
- c. Prepare conceptual site plan (various options) with reference to requirements given and prepare estimate based on prevailing SOR & Market rate analysis.
- d. Modify the conceptual design incorporating changes suggested by client and prepare the preliminary drawings, sketches, study model etc. for client's approval along with estimate.
- e. Preparation of Architectural schematic drawing and details based on the approved concept plan.
- f. Preparation and issue of all working drawings and details as listed below for inviting tenders and for proper execution of work during construction. Any report, drawings / details must be issued in 10 hard and 1 soft copies.
  - 1) Architectural design
  - 2) Interior Design
  - 3) Sanitary & Plumbing, water supply, waste disposal system design
  - 4) Electrical system design
  - 5) Site development
  - 6) Landscape design
  - 7) Land development
  - 9) Environment Clearance if required
  - 10) Any other drawings as required by the contracting authority.
- g. Architect / consultant shall submit item wise estimate of work showing quantities of each item, item description, rate of item as per prevailing SOR of PWD rate analysis of each item, detailed measurement of each item etc. in Duplicate for obtaining financial approvals of Competent Authority. Estimate for Civil construction, Electrical work should be submitted separately.
- h. To prepare draft tender specification for **Interior decoration of Digha Guest House under DSDA** giving details such as schedule of quantities. Detailed item wise specifications of the work, Bid drawing, instructions to the tenderers, etc.
- i. Architect / Architectural firm shall submit the working drawings of Architectural, structural, electrical, plumbing, landscape, etc., Architect/Architectural firm shall have to submit reproducible prints of designs, calculations, and construction drawings to DSDA.
- j. To visit the site periodically during execution of Project and give technical guidance to the officers of DSDA. The visit fees shall be included in the quoted amount for this work.
- k. Participating in Technical discussion with bidder prior to/after opening of technical/price bids and carrying out technical evaluation / assist DSDA in evaluation of tender of the offers received and recommending technically suitable vendor(s) for awarding contract to building & electrical contractor.

1. Obtaining all necessary clearance from Statutory or any other authorities for the commencement of work, at different stages during execution of work etc.

## **2. Eligibility Criteria - Selection Procedure:**

Registered, bonafide, reliable and resourceful Architectural Agencies/Firms having not less than 3(three) years of experience in designing similar type of construction may participate in this Expression of Interest (EOI).

The bidding Architect /Architectural firm is required to submit a complete list of consultants, specialists, and experts who shall be engaged for engineering and detailed design of the project by the bidder. The experience shall be duly supported by proper document. Bidders will be solely responsible for the correctness and accuracy of such documents produced in support of qualification and experience.

<b>Sl. No.</b>	<b>CONSULTANT</b>	<b>EXPERIENCE</b>	<b>QUALIFICATION</b>
1	Architect		
2	Interior Designer		
3	Electrical Engineer		
4	Plumbing and Sanitary Engineer		
5	Landscape Designer		

## **3. SELECTION /ACCEPTANCE OF THE SUCCESSFUL BID/ OFFER**

- a) **The selection/acceptance of the bid/offer shall be made by a panel of experts to be constituted by DSDA.**
- b) **The accepting authority reserves the right to reject any or all of the bid(s)/offer(s) received without assigning any reason whatsoever to the intending participants including the lowest bid/offer received.**
- c) For selection/finalization of the offer/bid, all the interested participants will have to make presentation of their architectural design before the expert of DSDA. During presentation, the participant bidder will have to present their concept to visualize the **Interior decoration of Digha Guest House under DSDA** along with three dimensional drawings preferably from different angles. The participants will have to arrange for laptop computer etc. DSDA will arrange for venue of the presentation. Final selection will be made on the basis of marks given by the panel (70% weightage for Technical Bid and 30% weightage for Financial Bid).

## **4. BID DOCUMENTS.**

The participant bidders must submit their bid/offer in 2(two) separate sealed covers.

- a) One sealed cover should contain Architectural design of **Interior decoration of Digha Guest House under DSDA** and must be marked with **“Interior decoration of Digha Guest House under DSDA”**.
- b) Second sealed cover should contain financial bid for the **Interior decoration of Digha Guest House under DSDA** and must be marked with **“Financial Bid of Interior decoration of Digha Guest House under DSDA”** Both the above stated sealed covers must be superscripted with **Name of the work, Name of**

**the firm with address of the firm/bidder and to be duly addressed to the undersigned.**

- c) The 02(two) sealed covers must be sealed in another bigger cover and the outer cover also must be sealed. The outer cover also must be superscripted with **Name of the work, Name of firm with address of the firm / bidder and to be duly addressed to the undersigned.** **and, any participant bidder not following the steps in submitting their bid/offer as described in this para shall be disqualified.**

Note:-

- Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer maybe informal.
- Language of Proposal and all reports – English.
- The payment shall be based on progress of work as shown under Description of items in the table above.
- No conditional bid/offer shall be accepted

**5. Other Conditions:**

- (i) DSDA shall not be responsible for any expense incurred by bidders in Connection with the preparation & delivery of their bids, site visit and other Expenses incurred during qualification process.
- (ii) DSDA reserves the right to reject any or all bids at their sole discretion without assigning any reason thereof.
- (iii) DSDA takes no responsibility for delay, loss or non-receipt of bid Document sent by post/courier. This mode of communication is prohibited.
- (iv) Tele fax / Email bids shall not be accepted.
- (v) In view of tight project schedule, Bidders are requested not to seek any extension in due date of submission of bids.
- (vi) Participating firms must have ST and PT clearance certificate and IT & PAN valid at least up to the date of submitting their bid. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
- (vii) Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects including actual size and availability of land, communication facilities, climate conditions, availability of local labourers and market rate prevailing in the locality etc. As no claim whatsoever will be entertained on these accounts, afterwards.
- (viii) The selected bidder will have to enter into an agreement of contract within 02(Two) days from the date of communicating the acceptance of offer/bid.

- (ix) **The Interior decoration of Digha Guest House under DSDA** design must conform to the prevailing rules of the Sanctioning Authority.
- (x) The total offer/cost of the participant bidder should be given under the following heads. Intending quotationers must quote rates against each item of works both in figures and in words in a tabular format as stated below, failing which their bid/offer shall be informal.

**Separate tender/ bid will be invited by DSDA for Interior decoration of Digha Guest House under DSDA. Construction supervision shall have to be taken up by the selected bidder after actual construction begins (to be communicated separately) and shall continue till completion of the project in the field.**

Sl. No.	Description	Time Allowed for submission	Offer price Including all taxes	Offer price in percentage in grand cost
1	Architectural Detail Design and Drawings including site plan showing landscaping (conceptual site plan).	Within Last date of submission of EOI		10%
2	Interior Design	05(Five) days from the date of acceptance of Bid		15%
3	Preparing Details of Interior Design for all Interior decoration work, Civil works, Electrical works, Plumbing and Sanitary work, landscape with horticulture works etc. from appropriate Authority.	10(Ten)days from the finalization of Structural Design, incorporating all modification from Sanction, if any.		30%
4	Architectural & Interior decoration Supervision at Construction Stage	Since beginning till the end of the Project on Field.		45%
<b>Grand Total</b>				

- (xi) Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal. The payment shall be based on progress of work as shown under Description of items in the table above. Maximum of 80% (eight percent) payment shall be made on achieving 100% (hundred percent) of each stage of work. Balance 20% (twenty percent) payment shall be made on completion of the whole project and on carrying out modifications, if any, successfully. If no component of the work as shown in the table is executed by the selected bidder, for whatsoever reason, no payment shall be made.

- (xii) Intending participant may attend the pre-bid meeting on 14.06.2019 at 2.00 P.M. in Office of the Executive Officer, DSDA, New Digha, Purba Medinipur.
- (xiii) Last date and time for submission of bid/offer by the intending participant is 24.06.2019 up to 3.00 P.M.
- (xiv) Application complete in all respect have to be submitted to: The Executive Officer, Digha Sankarpur Development Authority, New Digha, Purba Medinipur, West Bengal, PIN- 721463.
- (xv) Any conditional bid/offer shall not be accepted.

**6. Selection /acceptance of the successful bid/ offer:**

- The selection/acceptance of the bid/offer shall be made by expert of DSDA
- The accepting authority reserves the right to reject any or all of the bid(s)/offer(s) received without assigning any reason whatsoever to the intending participants including the lowest bid/offer received.
- For selection/finalization of the offer/bid, all the interested participants will have to make presentation of their architectural design before the panel of experts to be constituted by DSDA. During presentation, the participant bidder will have to present their concept to visualize the **Interior decoration of Digha Guest House under DSDA** with three dimensional drawings preferably from different angles. The participants will have to arrange for laptop computer etc. DSDA will arrange for venue of the presentation. Final selection will be made on the basis of marks given by the panel [70%weightage for Technical Bid and 30% weightage for Financial Bid].

**7. Schedule of Dates:**

Sl. No	Particulars	Details
1	Venue of Pre-bid Conference	Office of the Executive Officer, DSDA, New Digha, PurbaMedinipur.
2	Date/Time of Pre-bid Conference	14.06.2019 at 2.00 P.M.
3	Submission of EOI Date of submitting technical and financial proposal	24.06.2019 upto 3.00 P.M.
4	Expected date of Evaluation of technical proposal Expected date of opening of Financial proposal	24.06.2019 at 3.30 P.M. 24.06.2019 at 5.00 P.M.
5	Venue of Evaluation of technical proposal	Office of the Executive Officer, DSDA.
6	Declaration of result	24.06.2019 at 5.30 P.M.



**Executive Officer**  
**Digha Sankarpur Development Authority**  
**& Spl. Officer, Urban Dev.(T&CP) Deptt.**

**Appendix-1**  
**Company / Firm Related Information**

All individual firms are requested to complete the information in this form.

<b>1.</b>	<b>Name of the Firm</b>	:	
<b>2.</b>	<b>Nationality</b>	:	
<b>3.</b>	<b>Address</b>	:	
	<b>Registered Office</b>	:	
	<b>Head Office</b>	:	
	<b>Mobile</b>	:	
	<b>Land line</b>	:	
	<b>Fax</b>	:	
	<b>E-Mail</b>	:	
	<b>Website</b>	:	
<b>4.</b>	<b>Year of Incorporation/Registration</b>	:	
<b>5.</b>	<b>Main lines of Business &amp; since</b>	:	
	a)		
	b)		
	c)		
	d)		
<b>6.</b>	<b>Constitution</b>	:	
	a) Individual	:	
	b) Sole proprietorship concern	:	
	c) Partnership firm	:	
	d) Public Ltd. Co.	:	
	e) Private Ltd. Co.	:	
		:	
<b>7.</b>	<b>If partnership firm, names of the partners/If Company name of the Director</b>	:	
	a)	:	
	b)	:	
	c)		
	d)		
<b>8.</b>	<b>Name of Authorised signatory for this assignment</b>	:	
<b>9.</b>	<b>Nationality</b>	:	
<b>10.</b>	<b>Place of Business</b>	:	
<b>11.</b>	<b>Full time technical staff in Applicant's employment</b>	:	
	<b>a) 1 senior Architect (with more than 10 yrs. Experience)</b>	:	
	<b>b) 2 Graduate or Post Graduate Architects with more than 2yrs. Experience)</b>		
	<b>1)</b>		

	2)	
12	<b>Certificates</b> 1) I/We(including all partners) certify that I/we have read the terms of condition of EOI for selection of Consultant for <b>Interior decoration of Digha Guest House under DSDA.</b> 2) I/we certify that the information given above is true to the best of our knowledge. I/we also understand that if any of the information is found wrong, I am/we are liable to debarred.	
13	<b>Signature(s) of applicant(s) : Name &amp; Signature</b>	
	1.	
	2.	
	3.	

**Seal of Bidder**

**Signature of bidder  
Authorised Representative**

**Date & Place**



**APPENDIX-2**  
**Bidder's Experience**

A List of Similar jobs executed by the Bidder year wise with Name & address of person whom reference can be made, by the DSDA, if required necessary.[Bidder shall submit the information in the Format detailed here under] Supporting Documents must be attached.

<b>Sl. No.</b>	<b>Name of the Project &amp; Client name/firm</b>	<b>Value of Project Completed* (Rs.)</b>	<b>Period as per Contract</b>	<b>Actual Period for the Completion of the supply</b>	<b>Date of Completion</b>	<b>Persons to whom reference may be made</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>	<b>7.</b>
1)						

**Seal of Bidder**

**Date & Place**

**Signature of bidder**  
**Authorized Representative**

**APPENDIX-3**  
**Brief Details of Similar Projects executed in last 3 years**

• NOTE:

- a) Maximum 6 projects shall be specified in the following format starting from the highest value.

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
<b>1.</b>	Name of Project	
<b>2.</b>	Type of Project	
<b>3.</b>	tail description of work with associated facilities awarded to the Consultant	
<b>4.</b>	Total built up Area as per the approved drawings)	
<b>5.</b>	Project Cost (Actual)	
<b>6.</b>	Name of Client	
<b>7.</b>	Postal address of Client	
<b>8.</b>	Whether any sub Consultant was involved (if yes, than specify their area of participation in the project)	
<b>9.</b>	Project Start Date	
<b>10.</b>	Completion Date	
<b>11.</b>	Special feature designed in the project	

**Seal of Bidder**

**Date & Place**

**Signature of bidder**  
**Authorized Representative**

**APPENDIX-4**  
**Staff Employed by the Consultant**

(Brief details for staff employed by the Consultant or sub consultants / Associates with whom they have working relationship for more than 10 years)

<b>Sl. No</b>	<b>Name</b>	<b>Qualification</b>	<b>Working experience with Consultant (since date &amp; total no. of year.)</b>
<b>A</b>	<b>Senior Architect</b>	<b>Having Experience more than 5 years</b>	
1			
2			
3			
<b>B</b>	<b>Architect</b>	<b>Having Experience more than 2 years</b>	
1			
2			
3			
<b>C</b>	<b>Interior Designer</b>	<b>Having Experience more than 5 years</b>	
1			
2			
3			
<b>D</b>	<b>Other Engineers</b>	<b>Having Experience more than 2 years</b>	
1			
2			

Note: Each Consultant shall note that for the Pre Screening Criteria, grading evaluation and availability for this assignment, the persons mentioned in chronological order will be considered.

**Seal of Bidder**

**Date & Place**

**Signature of bidder**  
**Authorized Representative**

## FINANCIAL BID

**Name of Work:** Providing Consultancy service for Architectural, Structural for Interior decoration of Digha Guest House under DSDA.

### **SCHEDULE OF LUMP-SUM PROFESSIONAL FEE**

The bidder shall quote his fee both in figures and words. The quoted fee shall cover for all the services to be rendered by the Architect in terms of these documents and any amendments thereto right from the date of intimation of acceptance of offer and to the actual date of completion of the work in all respects as stated in the Technical bid and amendment issued if any. The quoted fee shall cover for all the activities (i.e. out of pocket expenses including conveyance charges towards site/office visits of DSDA and offices of all concerned authorities and other offices /Departments of Govt.) related with the work.

In case, there is any discrepancy in the quoted fee in the figures & words, the fee quoted in the words shall be considered as final.

The currency of contract shall remain FIRM throughout the period of contract and deemed to be inclusive of all taxes (Including corporate tax, Income tax, service taxes etc. The statutory variation on taxes by the Government shall also be to the Architect's account.

<b>Sl. No.</b>	<b>Description</b>	<b>Time Allowed for submission</b>	<b>Offer price Including all taxes</b>	<b>Offer price in percentage in grand cost</b>
1	Architectural Detail Design and Drawings including site plan showing landscaping (conceptual site plan).	Within Last date of submission of EOI		10%
2	Interior Design	05(Five) days from the date of acceptance of Bid		15%
3	Preparing Details of Interior Design for all Interior decoration work, Civil works, Electrical works, Plumbing and Sanitary work, landscape with horticulture works etc. from appropriate Authority.	10(Ten)days from the finalization of Structural Design, incorporating all modification from Sanction, if any.		30%
4	Architectural & Interior decoration Supervision at Construction Stage	Since beginning till the end of the Project on Field.		45%
<b>Grand Total</b>				

Note:

- In case the project is taken up partially for any reason then the fees will be paid proportionately for the work executed.
- In case due to change in planning as per our requirements or change in the Bye-laws of the local authorities etc., will be done within quoted rate.
- Payment will be done on actual progress of work.
- Interim payment will be released based on the progress of Project approved by DSDA.

**Seal of Bidder**

**Date & Place**

**Signature of bidder  
Authorized Representative**