



OFFICE OF THE MUNICIPAL COUNCIL: KHORDHA

At/P.O. /Dist. - Khordha.

Phone No. 06755-220674

E-Mail- khurda_municipality@yahoo.co.in



No 2506

Date 18/08/26

Expression of Interest (EOI) for Empanelment of additional Consultants for Architectural Services

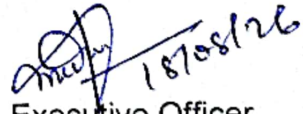
Khordha Municipality invites Expression of Interest (EOI) from eligible and experienced Architectural Agencies / Firms / Individuals for providing consultancy services in the areas of urban design, road and infrastructure planning, building architecture, interior design, landscape architecture, and related works.

Interested applicants may participate in the process and submit their proposals in accordance with the terms and conditions specified in the EOI document. The EOI document can be downloaded from the Khordha Municipality website <https://khordhamunicipality.in/> and Khordha District Website <https://khordha.odisha.gov.in/en/tender>

Complete proposals must be submitted through Speed Post / Registered Post / Courier or by hand to the undersigned on or before 07.09.26 by 1:00 PM. The opening of same will be held on the same day at 4:30 PM.

Khordha Municipality reserves the right to accept or reject any or all proposals without assigning any reason thereof.

Further amendments, corrigendum or other communication regarding this notice will be available only on Khordha Municipality website <https://khordhamunicipality.in/> and Khordha District Website <https://khordha.odisha.gov.in/en/tender> and will not be published in print media.


Executive Officer
Khordha Municipality

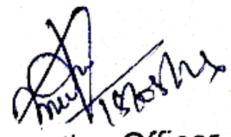
Memo No. 2507 /Date 18/08/26

Copy submitted to the Deputy Secretary to Govt. (Advertisement), I & PR Department, Govt. of Odisha, Bhubaneswar for publish one day on or before dt. 20.08.2026 in one local Odia daily and one local English daily Newspaper. Copy of above newspapers where in the advertised published may please be sent to this office for necessary action.


Executive Officer
Khordha Municipality

Memo No. 2508 /Date 18/08/26

Copy submitted to the Tender Committee Members for information & requested to attend in the chamber of Executive Officer on the date & time of opening of tenders.


Executive Officer
Khordha Municipality

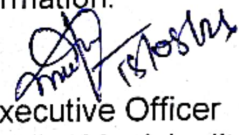
Memo No. 2509 /Date 18/08/26

Copy forwarded to the Sub - Collector, Khordha/ /Executive Engineer M.I. Division, Khordha/Executive Engineer (R&B) Division, Khordha, /Executive Engineer, Irrigation Division, Khordha/Block Development Officer, Khordha Block, Khordha with a request to kindly exhibit the above EOI Notice on their respective Notice Board for wide publication.


Executive Officer
Khordha Municipality

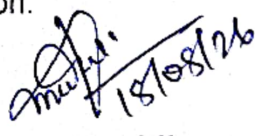
Memo No. 2510 /Date 18/08/26

Copy submitted to the Collector, Khordha /Project Director, DUDA, Khordha/ILW-cum-General Manager, WATCO, Project Division - 1, Bhubaneswar for favour of kind information.


Executive Officer
Khordha Municipality

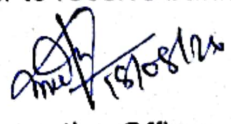
Memo No. 2511 /Date 18/08/26

Copy submitted to Director Municipal Administration & Ex Officio Additional Secretary to Govt., H & UD Department, Govt. of Odisha, Bhubaneswar for favour of kind information.


Executive Officer
Khordha Municipality

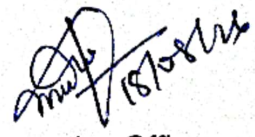
Memo No. 2512 /Date 18/08/26

Copy to office Notice Board for wide publication/copy to the Municipal Engineer/ Junior Engineers/ Accountant/MIS to upload the documents in the Khordha Municipality website / E-Governance Manager Khordha for upload the EOI in district portal /Cashier to receive bank Draft for information and necessary action.


Executive Officer
Khordha Municipality

Memo No. 2513 /Date 18/08/26

Copy to the Chairperson for information.


Executive Officer
Khordha Municipality

Disclaimer

- a) The information contained in this Expression of Interest (“Eol”) document and any information subsequently provided to the Applicants (Firms), whether verbally, in writing, or in any other form by or on behalf of **Khordha Municipality (hereinafter referred to as “Khordha Municipality” or “the Authority”)** or any of its employees, is provided to the Applicants on the terms and conditions set out in this Eol and any other terms and conditions subject to which such information is provided.
- b) This Eol is not an agreement or an offer by the Authority to the prospective Applicants or any other person. Its purpose is solely to provide interested parties with information that may assist them in preparing and submitting their applications pursuant to this Eol.
- c) This Eol contains statements that reflect various assumptions and assessments made by the Authority in relation to the **Empanelment of Architects**. Such assumptions, assessments, and statements may not contain all the information that each Applicant may require.
- d) This Eol may not be appropriate for all persons, and it is not possible for the Authority or its employees to consider the specific objectives, technical expertise, and needs of each Applicant who reads or uses this Eol. The assumptions, assessments, statements, and information contained herein may not be complete, accurate, adequate, or correct. Each Applicant is therefore advised to conduct its own investigations, analysis, and verification of the information contained in this Eol and to obtain independent advice from appropriate sources as necessary. Information provided in this Eol may include matters that depend upon the interpretation of law. The information given is not intended to be an exhaustive statement of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or interpretation of any legal provisions contained in this Eol.
- e) The Authority and its employees/advisors make no representation or warranty, express or implied, and shall have no liability to any person, including any Applicant, under any law, statute, rule, regulation, or tort, or under principles of restitution or unjust enrichment, for any loss, damage, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this Eol or otherwise. This includes any inaccuracies, omissions, or reliance on any part of this Eol or any document deemed to form part of it.
- f) The Authority accepts no liability of any nature, whether resulting from negligence or otherwise, arising from reliance by any Applicant on the statements contained in this Eol.
- g) The Authority reserves the right, at its sole discretion and without any obligation, to update, amend, modify, or supplement the information, assumptions, or assessments contained in this Eol, at any time, without assigning any reason.
- h) The issuance of this Eol does not imply that the Authority is bound to empanel any Applicant or to appoint any Selected Applicant for Architectural Consultancy. The Authority reserves the right to reject any or all applications, wholly or in part, without assigning any reason whatsoever.

Bidding Schedule

Sl. No	Particular	Details
1	Web Address to download the EOI	1. https://khordhamunicipality.in/ 2. https://khordha.odisha.gov.in/en/tender
2	Last Date of Receipt of Pre-bid Query through E-mail ID only (Email ID: khurda_municipality@yahoo.co.in)	25.08.2026
3	Date & Time of Pre-bid Meeting	12.30 PM on 28.08.2026 at Conference Hall, Khordha Municipality, Khordha
4	Last Date & Time of Submission of Bid by Speed Post/ Registered Post/ Courier or by Hand (Bid Due Date & Time)	07.09.2026 by 1.00 PM
5	Date & Time of Opening of Bid	07.09.2026 at 4.30 PM
6	Duration of Contract	24 Months (02 Years)
7	Bid Processing fee	DD of Rs.10000/- (Rupees Ten Thousand) only (Non-refundable) from any Nationalized / Scheduled Bank in favor of The Executive Officer, Khordha Municipality payable at Khordha
08	Validity of Proposal	180 days
09	Address where Bidders must send the proposal	Executive Officer, Khordha Municipality At/P.O. /Dist. - Khordha. Pin-752055 Phone No. 06755-220674 Mode of Submission: Speed Post / Registered Post / Courier/ or By Hand only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.

Note: For further details, please visit Khordha Municipality website <https://khordhamunicipality.in/> and Khordha District Website <https://khordha.odisha.gov.in/en/tender>. Any clarification, corrigendum, or addendum will be uploaded only on the above-mentioned website. For additional information, you may contact us at Phone No. 06755-220674.

Sd/-

Executive Officer
Khordha Municipality

1. Introduction

- 1.1 Khordha Municipality undertakes various planning, development, and infrastructure improvement projects within its jurisdiction. The Authority is committed to promoting sustainable urban growth, efficient land use, and improved urban infrastructure and amenities within the Khordha Municipality Area.
- 1.2 Khordha Municipality intends to empanel additional Architectural Firms with proven expertise in urban design, road and infrastructure planning, building architecture, interior design, and landscape architecture. The empanelled firms shall assist Khordha Municipality in the conceptualization, planning, design, and development of projects aimed at revitalizing, upgrading, and improving the urban environment within the Khordha Municipality jurisdiction, including support in master planning, architectural and landscape proposals, streetscape and public space improvement, planning and design of master drains and storm-water management systems, preparation of drawings and DPRs, sustainable and climate-responsive design interventions, 3D visualizations and presentation materials, and technical guidance during project execution and review.
- 1.3 Khordha Municipality will select Technical Consultants to provide the services outlined in the Terms of Reference (ToR) and in accordance with the method of selection specified in this document. These proposals shall form the basis for the contract to be signed with the selected firm.
- 1.4 Eligible Architectural Firms with demonstrated experience in urban design, interior design, and landscape architecture shall be empaneled based on their credentials and experience in providing relevant architectural consultancy services as specified in this EoI.
- 1.5 The application shall be filled in English, and all entries must be typed or written in blue/black ink. All erasures and alterations must be duly attested by the initials of the authorized signatory. Failure to comply with any of these conditions may render the application liable for rejection.
- 1.6 Khordha Municipality shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation, submission, or delivery of the application.
- 1.7 Khordha Municipality reserves the right to cancel, terminate, modify, or amend this EoI process and/or any of its requirements without assigning any reason or prior notice and without incurring any liability on its part.
- 1.8 Prospective applicants may seek clarifications, if any, before the scheduled pre-bid meeting by sending an email to khurda_municipality@yahoo.co.in only.
- 1.9 At any time prior to the deadline for submission of proposals, Khordha Municipality may, for any reason, issue an amendment or addendum to this EoI document. Such amendments shall be uploaded on the official website of Khordha Municipality, i.e., <https://khordhamunicipality.in/> and khordha District Website <https://khordha.odisha.gov.in/en/tender> only
- 1.10 The detailed EoI document can be downloaded from the Khordha Municipality website <https://khordhamunicipality.in/> and khordha District Website <https://khordha.odisha.gov.in/en/tender> only

2. Broad Scope of Work

- 2.1 The Scope of Services includes, but is not limited to, all activities incidental to and required for the preparation, design, and development of proposals at each stage. This shall include participation in collaborative meetings, presentations, and discussions with **Khordha Municipality** for conceptualization, review, and finalization of project designs.
- 2.2 The Consultant, working in close coordination with Khordha Municipality, shall undertake the following services or any other similar/relevant assignments as may be specified in this EoI:

A. Architectural and Urban Development Projects

- Housing, public buildings, slum upgradation and market development projects.
- Conservation, restoration, and adaptive reuse of heritage structures.
- Development of parking facilities/zones across the city.
- Development of sports and recreational facilities.
- Urban engineering projects, including:
 - Planning, design and construction of **urban roads, drains, culverts, sidewalks and street lighting systems.**
 - Redevelopment and upgrading of existing roads and drainage networks to improve urban mobility and storm water management.
- Solid Waste Management (SWM) infrastructure and disposal facilities.
- Development and beautification of public parks, playgrounds, open spaces and cycling infrastructure.
- Development of public squares, plazas and civic open spaces.

B. Landscape Architecture and Environmental Design

- Environmental restoration and eco-sensitive landscape design.
- Green infrastructure planning and provision of parks, gardens, and recreational spaces.
- Open space design including both hardscape and soft scape elements.
- Design of landscape structures, amenities, and public features.
- Illumination design, including light fixtures, poles, and control systems.
- Signage and graphic design, installation of artefacts/sculptures, and integration of local architectural or cultural elements.
- Beautification of approach roads, entry points, and parking areas.
- Planning of vehicular and pedestrian circulation networks.
- Plantation design and horticultural detailing.
- Design of irrigation systems, surface drainage, and integrated water management including rainwater harvesting.

C. Infrastructure and Public Realm Development

- Junction improvement and intersection redesign.
- Face lifting and redevelopment of markets.
- Development of city gateways and entry features.
- Design and construction of auditoriums, cultural centres and thematic parks (including facilities for children and persons with disabilities).

- Revamping, widening, and street scaping of major city roads, including provision of storm water drainage and utility corridors.
- Establishment of food streets, vending zones, and urban plazas.
- Development, rejuvenation, and beautification of water bodies with integrated **Rain water harvesting** and **drainage improvement** measures.

D. Technical and Supporting Services

- **DGPS and Total Station Survey** for accurate topographical mapping, contouring, and site demarcation.
- **Soil Investigation and Testing** to assess geotechnical parameters for structural and pavement design.
- Preparation of detailed architectural, structural, and service drawings, specifications, cost estimates, and tender documents.
- Coordination of **external and utility services**, including water supply, sewerage, drainage, power supply, and communication networks.
- Periodic inspection, supervision support, and evaluation of works during construction.
- Preparation of **methodology for execution, phasing, and maintenance** of completed projects.

3. Schedule of Services

Stage 1:

- A. To interact with the concerned Official of Khordha Municipality and collect all available work detail, database plans etc. for survey work.
- B. Detailed site survey and to prepare survey-based plans.
- C. To examine legislation, code and standards that applicable to the project.
- D. To prepare preliminary draft sketches and notes sufficient to explain the consultant's general understanding of the requirements and outline of the scheme for the best way of fulfilling them including a preliminary cost estimate.
- E. To prepare & submit the submission drawings, Preliminary Project Reports (PPR) or Detailed Project Reports (DPR) etc. from approved draft sketches and assist for obtaining of approval of the project wherever required like vetting of DPR and Technical sanction etc.
- F. To prepare & submit the working drawings, specifications and schedule of quantities and to prepare detailed estimates of cost on the Schedule of Rates (SOR).

Stage 2:

- A. To set out layout by site, and incorporate any changes necessitated by site parameters.
- B. To prepare, submit and obtain approval on architectural working drawings including full size details.
- C. To prepare, submit and obtain approval on design drawings and specifications of internal and external services e.g., roads, culverts, electrification, water supply, sanitary waste disposal including sewage etc.
- D. To prepare, submit and obtain approval on detail landscaping design scheme and solid waste disposal management.

Stage 3:

- A. To provide supervision and technical guidance during executions of the work whenever needed by Khordha Municipality.
- B. To prepare and submit detailed estimate of the works to Engineer-in-Charge after final approval of plans.

Special Conditions:

- All drawings shall be submitted in both hard copies (three sets) and soft copies (in CAD and PDF formats).
- All renderings shall be submitted in both hard and soft copies (in JPG and PSD formats).
- All final stage-wise presentations, meetings, and workshops shall be attended by the Chief Architect of the selected agency, who shall issue a certificate at the end of each stage confirming that the original design intent has been maintained.
- Any variations, additions, or alterations beyond the current scope and listed deliverables shall be undertaken only after obtaining written communication/approval from Khordha Municipality.
- Walkthroughs, if required for the project, shall be prepared and submitted by the Consultant/Agency.
- Coordination with all sub-consultants and concerned officials shall be the primary responsibility of the selected Consultant. Any points of conflict or disagreement arising during such coordination shall be promptly communicated to Khordha Municipality in writing for timely resolution.
- Any additional requirements beyond the current scope of work that may arise during the assignment shall be communicated to Khordha Municipality in writing well in advance to ensure adherence to the agreed project timelines.
- The Consultant shall maintain a project timeline/schedule of deliverables corresponding to the current scope using compatible scheduling/project management software. Any delays or deviations from the agreed timelines shall be communicated to Khordha Municipality in writing.

4. Eligibility

A. Eligibility criteria for project costs below 50Lac

- The Applicant must be a reputed consulting firm with multiple specializations, experience, and expertise in Urban Design, Housing, Building, Interior, or Landscape Architectural Consultancy Services for Government organizations or township projects, having a minimum of **5 years of experience** as on date.
- The Applicant should have successfully provided **Urban Design, road and infrastructure planning, building architecture Interior, and Landscape Architectural Services** for **at least three (03) projects**, each having a Project value of **more than ₹20 Lac**, of similar nature, during the **last five (five) years ending as on date**, for **State Government / Central Government / PSU** clients.
- **Joint Ventures (JVs)** are **not permitted** to participate in this empanelment process.
- The Applicant should be an **individual consultant** or a **registered firm** or a **consulting company** registered in India, and must submit valid proof of **registration with the Council of Architecture, India**.
- The Applicant should possess a valid **PAN** and **GST Registration Number**.
- **GST-3B returns** for the **last two quarters** shall be submitted along with the Bid.
- The Consultant should have an **average annual turnover of at least ₹50 Lac (Rupees Fifty Lac only)** from similar consultancy services during the **last three financial years ending 31.03.2026**.

Documents to be Submitted (Self-Attested Copies) along with the Bid

- ✓ Documents supporting the eligibility criteria mentioned above, including the Certificate of Incorporation and valid **Council of Architecture, India** Registration Proof.
- ✓ Copies of **PAN, GST Registration Certificate** and **GST-3B return copies of last two quarter**.
- ✓ **Copies of Work Orders, Appointment Letters, or Contract Agreements, accompanied by Completion Certificates issued by the respective clients.**
(Note: In the case of ongoing projects, a Satisfactory Performance Certificate from the client shall be submitted to support the experience claim.)
- ✓ **IT Return copies** for the last three financial years and **Turnover Certificate** issued by a registered Chartered Accountant (CA) of last three financial year.
- ✓ Copies of **Audited Balance Sheets** for the last three financial years (**2022–23, 2023–24, and 2024–25**).

B. Eligibility criteria for project costs above 50Lac

- The Applicant must be a reputed consulting firm with multiple specializations, experience, and expertise in Urban Design, Housing, Building, Interior, and Landscape Architectural Consultancy Services for Government organizations or township projects, having a minimum of **5 years of experience** as on date.
- The Applicant should have successfully provided **Urban Design, road and infrastructure planning, building architecture Interior, and Landscape**

Architectural Services for **at least three (03) projects**, each having a Project value of **more than ₹50 Lac**, of similar nature, during the **last three (three) years ending as on date**, for **State Government / Central Government / PSU** clients.

- **Joint Ventures (JVs)** are **not permitted** to participate in this empanelment process.
- The Applicant should be an **individual consultant** or a **registered firm** or a **consulting company** registered in India, and must submit valid proof of **registration with the Council of Architecture, India**.
- The Applicant should possess a valid **PAN** and **GST Registration Number**.
- **GST-3B returns** for the **last two quarters** shall be submitted along with the Bid.
- The Consultant should have an **average annual turnover of at least ₹1crore (Rupees one crore only)** from similar consultancy services during the **last three financial years ending 31.03.2026**.

Documents to be Submitted (Self-Attested Copies) along with the Bid

- ✓ Documents supporting the eligibility criteria mentioned above, including the Certificate of Incorporation and valid **Council of Architecture, India** Registration Proof.
- ✓ Copies of **PAN, GST Registration Certificate** and **GST-3B return copies of last two quarter**.
- ✓ **Copies of Work Orders, Appointment Letters, or Contract Agreements, accompanied by Completion Certificates issued by the respective clients.** *(Note: In the case of ongoing projects, a Satisfactory Performance Certificate from the client shall be submitted to support the experience claim.)*
- ✓ **IT Return copies** for the last three financial years and **Turnover Certificate** issued by a registered Chartered Accountant (CA) of last three financial year.
- ✓ Copies of **Audited Balance Sheets** for the last three financial years (**2022–23, 2023–24, and 2024–25**).

5. Pre-bid Query and Pre-bid Meeting

Pre-bid queries regarding this EOI shall be submitted **only through e-mail** (khurda_municipality@yahoo.co.in) within the date and time specified in the schedule. Queries received after the stipulated time shall not be entertained. All queries should be clearly stated with proper reference to the relevant sections or clauses of the EOI document.

The pre-bid meeting shall be conducted as per the scheduled date, time and venue indicated in the schedule. Applicants or their authorized representatives may attend the meeting to seek clarifications on the EOI document.

- 5.1 Any addendum or clarification issued pursuant to the pre-bid queries or meeting, or at the discretion of the Authority, shall be uploaded on the official website Khordha Municipality website <https://khordhamunicipality.in/> and khordha District Website <https://khordha.odisha.gov.in/en/tender> only and shall form an integral part of the EOI document. No separate communication shall be made to individual applicants.

The interested bidders are advised to visit the official website of Khordha Municipality and Khordha District Website prior to the submission date for the latest information, updates, or addendums related to this EOI.

6. Proposal Format, Content and Submission

- 6.1 Bidders are required to submit their Proposals, preferably in spiral-bound documents with proper pagination, as per the formats provided in Annexures I to V, along with the Demand Drafts towards the Bid Processing Fee).
- 6.2 Bidders shall submit their Proposals in the format prescribed in Annexure V, in a sealed cover, clearly superscribed as: **“EOI Document for Empanelment of additional Consultants for Architectural / Engineering/ Structural & Other Related Services of Khordha Municipality for the projects costs below 50Lac”**
OR
“EOI Document for Empanelment of additional Consultants for Architectural / Engineering/ Structural & Other Related Services of Khordha Municipality for the Projects costs above 50 Lac”,
and shall be addressed to:

The Executive Officer, Khordha Municipality At/P.O. /Dist. - Khordha.Pin-752055
to be submitted as per the mode and schedule specified in this EOI.

- 6.3 Submission of proposals in an incorrect format, may result in the proposal being **declared non-responsive**.
- 6.4 The Applicant shall furnish all required information strictly as per the prescribed formats, duly signed on each page of the application, along with the signed copy of this EOI document.
- 6.5 If any information furnished by the Applicant is found to be incorrect or misleading, either at the time of submission or at any subsequent stage, the Applicant shall be liable to be debarred from participating in consultancy services.
- 6.6 Bids submitted without the prescribed Bid Processing Fee shall be rejected outrightly.
- 6.7 Proposals received after the due date and time shall not be considered. Khordha Municipality shall not be responsible for the premature opening of any proposal that is improperly addressed or identified. Any modification to a submitted proposal by fax, email, or any other means shall not be accepted. Delay in submission by any means shall be the sole responsibility of the bidder, and Khordha Municipality shall not be liable for such delays.
- 6.8 Unnecessary documents shall not be attached with the bid.

Note:

- I. No bidder or its associate shall submit more than one application for the consultancy.*
- II. The broad scope of work has been provided in this document. The actual, project-specific scope of work and payment schedule may be modified and finalized on mutually agreed terms between the Consultant and Khordha Municipality.*

III. Any information that the bidder considers proprietary or confidential should be clearly marked as such. All information provided by the bidder shall be treated as confidential and shall be used solely for the purposes of Khordha Municipality.

7. Opening of Proposal

Applicants or their authorized representatives may attend the opening of the proposal documents at the date and time as scheduled. The presence of the applicants or their representatives is, however, not mandatory. Attendance shall be limited to two authorized representative per applicant, who shall be required to produce proper authorization to attend the opening.

8. Correction, Modifications and Withdrawals

Corrections, erasures, or overwriting in the proposal shall be duly explained and authenticated with the full signature of the bidder. All such corrections shall be made neatly and legibly; use of correction fluid or tape is strictly prohibited. Any proposal containing unauthenticated alterations or overwriting is liable to be rejected.

Negligence on the part of the bidder shall confer no right to make corrections, additions, deletions, or withdrawals of the proposal after it has been submitted. No claim or representation in this regard shall be entertained by Khordha Municipality under any circumstances. The bidder is, therefore, advised to ensure that the proposal is complete and accurate in all respects before submission.

9. Validity of Proposals

Proposals shall remain valid for a period of **180 (one hundred Eighty) days** from the date of opening of the proposal, unless otherwise specified in the specific terms and conditions. Khordha Municipality may, if necessary, request bidders to extend the validity period of their proposals under the same terms and conditions. Bidders agreeing to such extension shall not be permitted to modify their terms of the proposal.

10. EOI Terms & Conditions

This EOI document and any response thereto, shall be the property of Khordha Municipality. In submitting a proposal, the bidder acknowledges that Khordha Municipality reserves the right to:

- ✓ Visit and inspect the Applicant's premises;
- ✓ Contact any/ all references provided;
- ✓ Request additional supporting or supplementary information;
- ✓ Arrange interviews with the proposed project team/ consultants;
- ✓ Reject any or all of the proposals submitted;
- ✓ Accept any proposals in whole or in part.

- ✓ It may note that this is not a request for proposal/tender. After review and scrutiny of Expression of Interest, the suitable Architects will be empaneled for rendering architectural consultancy services indicated above (Scope of Service), as per due procedure.
- ✓ The selected architects may be dispensed with at any time giving one month notice in the event of non-performance, under performance or any other reason which would be specified.
- ✓ The empanelment will be valid for 24 months (02 Years) and can be extended further period by the authority of Khordha Municipality.
- ✓ The team should be available for taking up of assignment work as and when required by Khordha Municipality at a short notice.

Applicant shall bear all cost associated with the preparation and submission of proposals, and Khordha Municipality shall not be responsible for these costs, irrespective of the outcome of the process.

11. Empanelment of Consultants

Khordha Municipality intends to empanel reputed consultancy firms/consultants in the fields of Architecture, Engineering, Structural Engineering, and other related services, as described in this document, to provide consultancy services for various projects under different schemes of Khordha Municipality.

12. General Terms & Conditions

- 12.1 All offers and supporting documents shall be submitted in English.
- 12.2 The cost of preparation and submission of the offer shall be entirely the responsibility of the consultants, regardless of the conduct or outcome of the tendering process.
- 12.3 Khordha Municipality reserves the right to **accept or reject** any or all offers without assigning any reason thereof.

- 13. Khordha Municipality shall be free to **award work after empanelment** to any of the empanelled consultants it considers suitable, at its sole discretion.

14. Professional Fees & Payment Schedule

The professional fees and payment schedule shall be as per the guidelines/instructions issued by the Government of Odisha, Housing & Urban Development Department, vide Letter No. 16333 dated 11.06.2026, as amended, modified, revised or clarified by the Government from time to time. Any subsequent change in the applicable professional fee/rates or payment terms shall be binding on the consultant and shall apply accordingly.

(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%

15. Execution of the Assignment (For design and Engineering Projects)

- 15.1 All stages of work shall be completed by the Consultant, and the necessary approvals shall be obtained from Khordha Municipality as per the mutually agreed time schedule. The work shall be carried out diligently throughout the stipulated contract period, with time being the essence of the contract.
- 15.2 In the event of the Consultant's firm ceasing operations, Khordha Municipality shall have the authority to engage any other agency to complete the remaining work, after making payment to the Consultant up to the stage of services already completed.
- 15.3 Khordha Municipality shall have the right to terminate the agreement by giving 30 (thirty) days' notice in the event of failure on the part of the Consultant to complete the assigned work, or for breach of any of the terms and conditions of the agreement, to the satisfaction of Khordha Municipality.
- 15.4 The Consultant shall prepare drawings, designs, outline specifications, and cost estimates based on cubic measurements or area basis, using the schedule of rates of the executing agency plus the tender premium and/or other relevant specifications as required. In cases where rates are not available in the schedule, they shall be derived through actual rate analysis.

- 15.5 The Consultant shall advise on the time and progress chart prepared by the contractor and/or Construction Management Consultant for timely completion of the project, if required.
- 15.6 The Consultant shall assume full responsibility for the design and specifications as defined in the scope of work. The Authority shall have full access to all design details and structural calculations for scrutiny. The Consultant's structural engineers shall extend all possible assistance during such scrutiny.
- 15.7 Upon completion of the work, the Consultant shall prepare and submit "As-Built Drawings" of the project, incorporating all site modifications. Two (2) sets of hard copies and soft copies shall be submitted to the Local Body. These drawings are considered legal documents, and the Consultant shall be held responsible for any discrepancies between the drawings and actual site conditions.
- 15.8 During site visits, the Consultant shall advise the Authority regarding the progress of work and submit reports on observations. The Authority shall assess the necessity of additional or extra works with reference to drawings, specifications, and cost implications. The responsibility for implementing such advice shall rest with the Authority.
- 15.9 Any deviation from the approved drawings or specifications observed by the Consultant shall be reported in writing to the Authority, which shall issue necessary instructions to the executing agency.
- 15.10 The Consultant shall make necessary revisions to drawings and other documents as may be required by the Authority.
- 15.11 No changes shall be made to approved drawings or specifications at site without the prior written consent of the Authority.
- 15.12 All drawings, specifications, reports, documents, and other instruments of service shall remain the intellectual property of the Consultant, whether or not the project is executed. These shall not be used for any other scheme without the written consent of the Consultant.
- 15.13 The Authority shall have the right to postpone or cancel the execution of the work. In such cases, the Consultant shall not be entitled to any compensation or damages for postponement or non-execution, except for payment of fees due up to the stage of services already completed.
- 15.14 The Consultant shall not proceed with any stage of work without the written consent of the Authority.
- 15.15 The Consultant shall ensure that the contractor is furnished with all required drawings and plans as per the timelines specified in the contract between the Authority and the contractor. In the event of delay or failure in providing such drawings, the Consultant shall be liable to compensate Khordha Municipality for any loss or damage arising from such delay, including any claims made by the contractor against the Authority.

- 15.16 The Consultant shall guarantee that all designs, specifications, and related technical information are complete, accurate, adequate, and workable. The burden of proof for the adequacy and accuracy of these documents shall rest solely with the Consultant.
- 15.17 The Empanelled Consultant shall be required to submit hard copies & soft drawing / estimates as per details below –

1	For preliminary planning/ design	6 Hard Copies (one colored and seeking comments & Approval one B/W) s & 1 Soft Copy
2	Approved Drawings	6 Hard Copies colored & 1 soft copy
3	Preliminary estimate	6 Hard (B/W)/ 1 Soft Copy
4	Detailed Estimate	6 Hard Copies B/W & 1 Soft Copy
5	BOQ/ Specification of each work	6 Hard Copies B/W & 1 Soft Copy
6	Tender Documents	6 Hard Copies B/W

However, if additional copies are required, actual cost of printing of Payment shall be made by Khordha Municipality, which in no case will be more than Rs. 1000/- per copy.

16. Design Soundness and Penalty for Failure

The Consultant shall be solely responsible for the technical soundness, accuracy, and safety of all designs prepared under this contract. All designs shall strictly comply with the relevant Codes of Practice, standards, and the rules and regulations of the competent statutory authorities.

In the event of any design defect, failure, or violation of statutory provisions detected during execution or at any stage thereafter, the Client reserves the right to impose penalties, recover losses, or take any other appropriate action against the Consultant as deemed necessary.

17. Penalty & Termination of Contract

- 17.1 **Penalty:** A penalty may be imposed on the Empanelled Consultant by Khordha Municipality at the rate of 1% of the awarded contract value for each month of delay, subject to a maximum of 10% of the total value of the work allotted by Khordha Municipality.
- 17.2 The contract of the Empanelled Consultant with Khordha Municipality may be terminated under any of the following circumstances:
- I. Upon expiry of the contract term;;
 - II. Termination by Khordha Municipality due to non-performance during project execution;
 - III. Performance falling below the expected level;
 - IV. Non-adherence to the approved project timelines;
 - V. Unsatisfactory quality of work.

18. Agreement with the Consultant

After empanelment of Consultants, the selected Consultant shall execute an Agreement with Khordha Municipality on a non-judicial stamp paper of value ₹100/- within seven (7) days from the date of issuance of the LOI. The Agreement shall be based on the terms and conditions stipulated in this bid document, along with any additional or specific conditions that may be prescribed by Khordha Municipality as per its requirements or project-specific needs. A draft Model Agreement shall be provided to the Consultant at the time of empanelment.

19. Issuance of Work order

After empanelment of consultants, Khordha Municipality may invite limited tenders/financial offers from time to time among the empanelled consultants for execution of projects falling within the respective project-cost categories for which they have been empanelled. The financial offer for each project shall be evaluated and finalized in accordance with the terms and conditions prescribed in the tender/empanelment documents.

The award of any project and issuance of work order shall be at the sole discretion of the Authority. The Authority reserves the right to assign the work to any empanelled consultant or to any other consultant selected/approved by the State Government, as deemed appropriate.

Empanelment shall not confer any right, entitlement, or claim upon any consultant for award of work or issuance of a work order. The Authority shall have the right to accept or reject any offer and/or not to award any work without assigning any reason, subject to the applicable rules and procedures..

20. Settlement of Disputes

All differences and disputes arising out of the Agreement between Khordha Municipality and the Consultant, relating to execution, payment, interpretation, or any other matter connected with or incidental to the execution of the Scheme, shall be settled amicably through mutual consultation. In case the dispute remains unresolved, it shall be referred to the Chairman, Khordha Municipality/ PD, DUDA, Khordha, whose decision shall be final and binding on both parties.

21. Jurisdiction

All disputes arising out of or in connection with the agreement between Khordha Municipality and the Consultants shall be subject to the exclusive jurisdiction of the courts situated at Khordha (Odisha), to which both parties specifically, knowingly, and consciously agree.

22. Taxes & Duties

The bidder shall be solely and entirely responsible for the payment of all applicable

taxes, duties, levies, charges, and other statutory obligations incurred in connection with the execution of the work. Khordha Municipality shall not be liable for any tax liabilities arising out of the bidder's obligations under this contract.

23. Insurance and Indemnity to be taken by the Consultant

Khordha Municipality undertakes no responsibility whatsoever in respect of life, accident, travel, or any other insurance coverage for the personnel engaged by the Consultant or for the dependents of such personnel.

The Consultant shall indemnify and keep Khordha Municipality indemnified against all claims, proceedings, demands, costs, and expenses of whatsoever nature that may arise or accrue by reason of, or in connection with, any infringement or alleged infringement by the Consultant of any patent or other protected rights during the performance of the Services.

24. Force Majeure

A. Definition

For the purposes of this Agreement, "*Force Majeure*" shall mean any event or circumstance beyond the reasonable control of a Party, which makes the performance of its obligations under this Agreement impossible or so impracticable as to be reasonably considered impossible under the circumstances. Such events shall include, but not be limited to, war, riots, civil commotion, acts of public enemies, earthquake, fire, explosion, storm, flood, or other adverse weather conditions, strikes, lockouts, or other industrial actions (except where such events are within the reasonable control of the Party invoking Force Majeure), confiscation, or any other act of Government or Governmental authority.

B. Exclusions

Force Majeure shall not include:

- (i) Events arising due to the negligence or willful misconduct of a Party, its Sub-Consultants, agents, or employees; or
- (ii) Events which a diligent Party could reasonably have foreseen, avoided, or overcome at the time of entering into this Agreement or during the performance of its obligations hereunder.

C. Financial Non-Performance

Force Majeure shall not include insufficiency of funds, delay or failure in payment, or any financial incapacity of either Party.

D. Notification and Mitigation

The Party claiming the occurrence of a Force Majeure event shall notify the other Party in writing at the earliest possible time, but not later than **seven (7) days** from the occurrence of such event. Such notice shall specify the nature of the event, its likely duration, and the anticipated impact on the performance of obligations. The affected Party shall make all reasonable efforts to mitigate the effect of such event and resume performance as soon as practicable.

E. Consequences of Force Majeure

During the continuance of the Force Majeure event, the obligations of the affected

Party shall be suspended to the extent affected by such event. The period for performance of such obligations shall stand extended for a period equal to the duration of the Force Majeure event.

If the event of Force Majeure continues for a period exceeding **ninety (90) days**, either Party may terminate this Agreement by giving written notice to the other Party, without any liability except for payment for the services rendered up to the date of such termination.

**Format of Covering letter
(On the Applicant Letter Head)**

To

The Executive Officer
Khordha Municipality

Sub: Empanelment of Consultants for Architectural Services of Khordha Municipality.

Sir,

We, the undersigned, hereby offer to provide *Consultancy Services for Architectural and Allied Works* for the **Khordha Municipality**, in accordance with your EOI Document No.

_____ dated _____.

We have carefully examined the details given in the EOI notice, along with the prescribed formats and criteria for empanelment of consultant firms possessing the requisite experience and expertise in the relevant field.

1. I/We hereby certify that all the statements made and information furnished in the enclosures are true, complete, and correct to the best of our knowledge and belief.
2. I/We have furnished all information and details necessary as per the requirements of the EOI and have no further relevant information to submit.
3. I/We agree that the authorized representatives of Khordha Municipality may verify the particulars furnished herein and may contact individuals, employers or firms to confirm our competence, experience and general reputation.
4. I/We enclose all supporting documents and certificates evidencing our suitability, technical know-how and capability, as required, in the prescribed formats.
5. I/We agree that the decision of the Khordha Municipality regarding the empanelment of consultant firms for Architectural Services shall be final and binding upon us.
6. I/We understand that the Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.
7. I/We further undertake that all information provided shall be treated as confidential and shall be used solely for the purpose of this empanelment process.

Signature of Applicant

Name & Designation of Signatory

Date: _____

Organizational Details

Sl. No.	Parameter	Details
1	Full Name of the Firm/ Company/ Organization	
2	Year of Establishment	
3	Status of Firm (Proprietorship / Partnership/ Any other)	
4	Details of Enlistment as Consultancy Firm	
5	Name of Directors/ Partners/ Proprietors with Designations	
6	Academic Qualifications of Directors/Partners/Proprietors	
7	Registered Full Address of the Firm	
8	Mobile No. of Authorized Person of the Firm	
9	Email ID	
10	PAN Number	
11	GST Regn. Number	
12	Registration number with Council of Architects India	

Copies of original documents defining the legal status, registration etc. are to be enclosed.

Place:**Signature of the applicant****Date:****Name & Designation**

List of assignments completed in last 5 years as on date

Sl. No.	Name of Work/ Project with address	Short description of Consultancy assignment	Name and Address of Owner/ Client	Cost of Work/ Project	Date of Start of Work/ Project	Date of Completion of Work/ Project

NOTE:

"Work/Projects" shall mean **Architectural Consultancy Services** as defined in the Terms of Reference (TOR). The list of works/projects mentioned shall be duly substantiated with documentary evidence such as work orders or contract agreements along with Satisfactory Completion Certificate from the Client. In the absence of Completion Certificate, the experience claimed shall not be considered.

Place:

Signature of the applicant

Date:

Name & Designation

List of assignments in Progress

Sl. No.	Name of Work/ Project with address	Short description of Consultancy assignment	Name and Address of Owner/ Client	Cost of Work/ Project	Date of Start of Work/ Project	Date of End of the Work/ Project

NOTE:

"Work/Projects" shall mean **Architectural Consultancy Services** as defined in the Terms of Reference (TOR). The list of works/projects mentioned shall be duly substantiated with documentary evidence such as work orders or contract agreements along with a Satisfactory Performance Certificate from the Client. In the absence of Satisfactory Performance Certificate, the experience claimed shall not be considered.

Place:

Signature of the applicant

Date:

Name & Designation

Financial Status of Firm/ Organization

Name of the Firm:

Sl. No.	Financial year	Annual Turnover (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover		

Note: Certified copies of **Audited Balance Sheets** for the last three financial years (**2022–23, 2023–24, and 2024–25** must be submitted.

(Signature and Seal of CA)

Name of the CA/Firm:

Membership Number:

