



# **ODISHA STATE HOUSING BOARD**

Sachivalaya Marg, Kharvela Nagar, Bhubaneswar - 751001

**INVITING  
EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF ARCHITECTS FOR PROVIDING  
COMPREHENSIVE ARCHITECTURAL SERVICES TO  
ODISHA STATE HOUSING BOARD (OSHB)**

**ODISHA STATE HOUSING BOARD (OSHB)  
SACHIVALAYA MARG, UNIT - III  
BHUBANESWAR-751001, ODISHA**



## ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, UNIT-III, BHUBANESWAR – 751001

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Visit us at: <http://www.oshb.org>

### Expression of Interest (Eoi)

File - CE/18/2011

No.01/EMP/CE/OSHB/2022-23

Dt. 31/12/2022

#### EMPANELMENT OF ARCHITECTS FOR PROVIDING COMPREHENSIVE ARCHITECTURAL SERVICES TO ODISHA STATE HOUSING BOARD

The Chief Engineer, Odisha State Housing Board (OSHB), Bhubaneswar invites Expression of Interest (Eoi) for Empanelment of Architects for providing comprehensive Architectural Services as detailed in the table below.

S. No	Name of Work	Non-Refundable Bid Processing Fee	Period of Availability of EOI document	Eligibility Criteria	Period of Empanelment
1	2	3	4	5	6
1.	Empanelment of Architects for providing comprehensive Architectural Services to OSHB	RS.11, 800 (Rs.10,000 + GST 18%) (Eleven Thousand Eight Hundred) Only	05/01/2023 to 30/01/2023	As detailed in this EOI	THREE YEARS

- The EOI document consisting of set of terms and conditions for empanelment and other necessary documents can be seen and downloaded from OSHB website: <https://oshb.org/tender-advertisements/>
- The Applicants shall deposit Non-refundable Bid Processing fee of the amount **Rs.11,800** (Eleven Thousand Eight Hundred) only (including GST) in form of **Demand Draft or Pay Order or Banker's Cheque** in any Scheduled Bank drawn in favor of "**Orissa Housing Board Fund**" payable at **Bhubaneswar** to be submitted along with the EOI Application in the O/o- Chief Engineer, Odisha State Housing Board, Sachivalaya Marg, Unit – III, Bhubaneswar, Pin- 751001.
- An Applicant should submit only 1 (One) application specifying the Empanelment Category, i.e., the Category of Projects.
- The period of Empanelment shall be for a period of 3 (three) years from the publication of the final list of empaneled organizations /company / firms on the website of OSHB.
- Last Date of submission of the application is 30/01/2023.
- Other details can be seen in the EOI document.
- The OSHB reserves the right to cancel any or all bids without assigning any reason thereof.
- The addendum/ corrigendum if any will be hosted in the OSHB web site only i.e., <https://oshb.org>

SD/-Dt.28-12-2022

**CE, OSHB**

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## **DISCLAIMER**

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EOI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be addressed to the email id mentioned below. Such doubts shall be clarified over email. In case no such intimation is received, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

**Chief Engineer**

ODISHA STATE HOUSING BOARD

Sachivalaya Marg, Unit – III,

Bhubaneswar-751001, Odisha

Ph. No.: 0674- 2393524 / 2390141

E-mail: chiefengineer@oshb.org

2. Neither OSHB nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source(s) before submission of their EOI.
  3. Neither OSHB nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.
  4. OSHB reserves the right, without any obligation or liability, to accept or reject any or all of the Applications and at any stage of the process, to cancel or modify this empanelment process, or any part thereof, or to vary any of the terms and conditions, or to cancel this empanelment process to initiate a new process without assigning any reason whatsoever.
  5. Neither OSHB nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays or any other reasons.
  6. The applicable laws for the purpose are the laws of India. Appropriate Courts of Bhubaneswar will have jurisdiction concerning or arising out of this EOI document.
  7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning this project.
  8. This EOI is not an offer by OSHB, but an invitation to receive responses from eligible interested firms for empanelment under OSHB to provide Comprehensive Architectural services for various projects, other works of OSHB. The OSHB will empanel limited firms who fulfill the eligibility criteria successfully. No contractual obligation whatsoever shall arise from this process.
  9. The evaluation shall be strictly based on the information and supporting documents provided by the firms in the application submitted by them. It is the responsibility of the firms to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by OSHB is not provided by the firm, OSHB may choose to proceed with evaluation based on information provided and shall not request the firm for further information. Hence, responsibility for providing information as required in this form lies solely with the firm.
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## DEFINITIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:

<b>“Addendum or Addenda”</b>	Means an addendum or addenda to this EOI.
<b>“Annexure”</b>	Means an annexure to this Volume of this EOI.
<b>“Applicable Law”</b>	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
<b>“Applicant”</b>	Means a single legal entity, including a sole proprietor or a partnership firm or a limited liability partnership firm or a company, who submits an application for empanelment /eligibility and qualification submission along with EOI document fees under this EOI within the stipulated Due Date and Time of submission.
<b>“Authorized Signatory”</b>	Means the Person Authorized by the firm to sign the Application, correspond with the Authority, make representation to the OSHB as part of EOI / bidding process and sign the contract on behalf of the Applicant his/her favour.
<b>“OSHB”</b>	Means the Odisha State Housing Board (OSHB) or its authorized representatives who has invited Applications from competent and interested parties / firms for empanelment under OSHB & willing to providing comprehensive architectural services to OSHB.
<b>“EOI Process / Empanelment Process”</b>	Means the process adopted by OSHB for empanelment of the Selected Applicants on the terms and conditions set out in the EOI, which has commenced with the issuance of the EOI, and which will end on the date of final empanelment of selected applicants is over.

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## 1. INTRODUCTION

Odisha State Housing Board was constituted in 1968 under The Orissa State Housing Board Act, 1968 is the premier state level organization catering to the need of housing for all the sections of society, throughout the state. The prime objective of the OSHB is to provide affordable housing to all socio-economic sections in both Urban and semi-Urban areas of Odisha in order to alleviate an acute shortage of housing.

Odisha State Housing Board (hereinafter also referred to as 'OSHB') intends to invite Architectural Firms to participate in the Empanelment process so as to provide comprehensive architectural services as and when required. The empanelment shall be valid initially for a period of 3 (three) years from the publication of the final list on the OSHB website. The engagement term of empanelment may be extended by OSHB at its sole discretion.

## 2. BRIEF DESCRIPTION OF THE EMPANELMENT PROCESS:

- (a) Empanelment shall be made for the following 3 (three) **Categories of Projects** based on the capability of the participant firms:
    - i) **Category A:** for projects costing more than INR 50 Cr.
    - ii) **Category B:** for projects costing more than INR 30 Cr and Less than INR 50 Cr.
    - iii) **Category C:** for projects costing up to INR 30 Cr.
  - (b) An Applicant should submit only 1 (One) application specifying the Empanelment Category, i.e., the Category of Projects.
  - (c) The empanelment shall remain valid initially for a period of 3 (three) years from the date of publication of empaneled list in OSHB website. OSHB reserves the right to extend the empanelment duration by another 2 (two) years on the same or mutually agreed terms & conditions subject to satisfactory performance of the empaneled firms.
  - (d) OSHB has adopted a two-stage bidding process for selection of organizations for award of the works.
    - i) The first stage, i.e., EOI stage involves empanelment of qualified Architectural firms. OSHB will empanel the firms qualified through this EOI for participation in the second stage of the process comprising Request for Proposal(s).
    - ii) As and when required, OSHB shall issue Request for Proposal (RFP) among the empaneled firms. The RFP documents shall contain details about the project, scope of work, contractual terms & conditions, etc. The Applicants who get empaneled through this EOI shall be allowed to participate in the RFP stage.
  - (e) Applicants submitted the Application and qualified for an Empanelment Category shall only be Eligible to participate in Categories of Projects of that Category and the next lower Category only.
  - (f) Firms empaneled with OSHB through this EOI shall not have to submit application again for empanelment during subsequent stages in the next 3 (Three) years from the date of publication of Empaneled list in OSHB website. However, if the firm
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wants to empanel under any higher category shall have to submit its application in subsequent stages of empanelment advertisement issued by OSHB.

- (g) Any further information / clarification about this EOI could be availed by writing to the **Email id: [chiefengineer@oshb.org](mailto:chiefengineer@oshb.org)** with a Copy to **[dyca.oshb@gmail.com](mailto:dyca.oshb@gmail.com)**.
- (h) The Eoi Applications shall be sent to the address mentioned below:

**Chief Engineer**

ODISHA STATE HOUSING BOARD (OSHB),

Sachivalaya Marg, Unit – III,

Bhubaneswar-751 001, Odisha

Ph. No.: 0674- 2393524 / 2390141

E-mail: [chiefengineer@oshb.org](mailto:chiefengineer@oshb.org)

- (i) The OSHB shall be entitled to disqualify any applicant at any stage of the Empanelment process in accordance with the guidelines of the Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy themselves that they are qualified to participate in the empanelment process and should give an undertaking to this effect in the form of a Covering Letter provided in Annexure 1.
- (j) Applicants are required to furnish all the information as per this EOI to participate in the empanelment process. Only those firms who are qualified with regard to 'Eligibility Criteria' (Section 5 of this EOI) set out in this EOI would be short- listed (empaneled) by the OSHB. The empaneled firms in accordance with the Category of Projects they have empaneled shall be invited to submit their financial offer / bids / proposals for selection of a firm for providing Architectural services for a Project. However, the OSHB may for the benefit of any project qualify other firms outside the empaneled list or go for an open tender inviting greater number qualified firms and make structure of the RFP suitable for better participation during the RFP stage. The Applicants are advised to visit the OSHB website and familiarize themselves with the Project before bidding for the project.
- (k) The selection of the successful Applicants / Bidders for each project shall be as per the terms and conditions set out in the RFP document at the bidding stage.

### 3. SCHEDULE OF EMPANELMENT PROCESS

S.no	Event Description	Date
1.	Issue of Advertisement	By 04/01/2023
2.	Downloading of Eoi Document from OSHB Website	05-01-2023 to 30-01-2023
3.	Last date of receiving Queries from Applicants through email: <a href="mailto:chiefengineer@oshb.org">chiefengineer@oshb.org</a> with a copy to <a href="mailto:dyca.oshb@gmail.com">dyca.oshb@gmail.com</a>	11-01-2023
4.	OSHB's response to queries – Shall be uploaded in OSHB website <b>or</b> communicated to respective applicants	By 18 / 01/2023



<b>S.no</b>	<b>Event Description</b>	<b>Date</b>
	through email	
5.	Issue of Addendum / Corrigendum (to be uploaded in OSHB website), only incase required	30 / 01/2023
6.	Last Date of Application Submission	30/01/2023
7.	Opening of Applications	31/01/2023 at 12:30 Hrs in Conference Hall, OSHB, Bhubaneswar

In case the dates as mentioned above are declared as a holiday, then the same will be received and opened on the following working day at the same time.

In order to enable OSHB to meet the target dates, the Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. OSHB shall adhere to the above schedule to the extent possible. OSHB, however, reserves the right to modify the same. Intimation to this effect shall be given to all the Bidders in writing.

#### **4. SCOPE OF WORK**

Indicative scope of work of the selected Architectural firms shall include but not limited to the following:

##### **a) Concept Design**

- i) Carry out the total station survey of the land parcel, existing infrastructure, map information related to Revenue record etc.
- ii) Ascertain Client's requirements, examine site constraints & potential; and bring to notice of the client for any hindrance/obstruction found at site as well as prepare a design brief for Client's approval.
- iii) Prepare report on site evaluation, state of existing buildings & physical infrastructure, if any; and analysis and impact of existing and/ or proposed development on its immediate environs.
- iv) Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- v) Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- vi) Prepare conceptual designs with reference to requirements given and prepare indicative cost estimate as per OPWD.
- vii) Submit concept / block model.

**b) Preliminary Design and Drawings**

Modify the conceptual designs incorporating required changes considering the design suggestion of OSHB and prepare the preliminary Schematic drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost.

**c) Sub soil exploration** – Detailed sub soil exploration as per latest relevant BIS codes and NBC guidelines as well as OPWD detailed standard specifications for finding different soil parameters and determining SBC for structural design of the proposed multi-storied building with all supporting structures.

**d) Preparation of Detailed Project Report**

- i) Preparation of required working drawings and details.
- ii) Preparation of specifications, schedule of quantities and detailed cost estimates.
- iii) Assisting OSHB in finalizing / approving the various elements, components, materials & brand names.
- iv) Estimation of the proposed time limit to complete the project with CPM / PERT charts.

**e) Drawings for client's/ statutory approvals**

- i) Prepare drawings necessary for Client / statutory approvals such as BDA, BMC, ORERA, whatever applicable for the project.
- ii) Prepare required structural designs along with assisting in approval; along with assistance in vetting the designs from Engineering Colleges as per project requirement.
- iii) Obtain statutory approvals from various authorities, as and when required including environmental clearance, Fire NOC, Water & Electricity Dept NOC, whatever applicable for the project.
- iv) Carry out required due diligence for ensuring compliance of all codes, standards and legislation as applicable for the project.

**f) Working Drawings**

- i) Prepare working drawings as listed below for smooth execution of work during construction.
    - Architectural drawing/ Sub divisional Layout
    - Structural Design - Complete structural design and detailed drawings including reinforcement minute details and bar bending schedule as applicable to the best satisfaction of OSHB for each structural component proposed multi-storied building with all supporting structures.
    - Mechanical, Electrical and Plumbing (MEP) Designs - Detailed design on Sanitary & Plumbing, Water Supply, Waste disposal management system.
    - Design on Rainwater harvesting system, if suggested
    - Design on Electrical system considering requisite power load
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- \*Design on HVAC /Ventilation system/Mechanical System,
- \*Design on Electronics Communication System,
- \*Lift/Elevators/Escalator.
- Site Development
- Landscape Design
- External Infrastructure Development Plan (EIDP) drawings
- Any other drawing as desired by the OSHB such as EIDP, MEP etc.

**Note** - \* implies drawings which may be applicable as per project requirement

- ii) Prepare specifications and schedule of quantities to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

**g) Construction stage**

- i) Prepare and issue working drawings and details for proper execution of works during construction.
- ii) Approve samples of various elements and components.
- iii) Check and approve shop drawings and structural designs submitted by the contractor/ vendors.
- iv) Visit the site of work at periodical intervals mutually agreed upon, to inspect and evaluate the quality and progress of Construction Works and submit the visit report to OSHB within Seven days from the date of visit. Also, where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- v) In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision.
- vi) Submit Periodical progress report to OSHB on the project.
- vii) Issue certificate of completion of works / milestones.

**h) Completion / Post construction:**

- i) Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required / whatever applicable for the project.
  - ii) Issue two sets of As Built drawings including services and structures.
  - iii) Prepare and finalize Detailed Project Report along with final project cost.
  - iv) Assist OSHB to identify defects during defect liability period and assist in mitigation of those defects with proper methodology.
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- v) Provide any other ancillary services required for successful execution of the project.

The above scope of works is indicative only and will vary depending on the requirement of the specific project and its mode of procurement / development. The detailed scope of work will of each project / assignment shall be indicated in the limited tender / RFP to be floated for seeking proposals from empaneled firms.

## 5. ELIGIBILITY CRITERIA

Only the applicants satisfying the criteria below shall be considered applicable for applying for this EOI. The empanelment of Architectural firms shall be made in three categories, namely, Category A, Category B and Category C as per details below:

- 1) **Category A:** for projects costing more than INR 50 Cr.
- 2) **Category B:** for projects costing more than INR 30 Cr. and up to INR 50 Cr.
- 3) **Category C:** for projects costing up to INR 30 Cr.

### 5.1. General Eligibility

- a) The applicant should either be a single legal entity, including a sole proprietor or a partnership firm or a limited liability partnership firm or a company, registered / incorporated under relevant laws in India.
- b) The applicant must have a valid Permanent Account Number (PAN) of the Income Tax Department and GST Number.
- c) The applicant should have experience of providing Architectural services for **\*Similar** projects for a period of minimum 7 (Seven) years as on the last day of submission date of this EOI.
- d) The applicant who has been blacklisted / deregistered /barred by OSHB / Government of Odisha, central/state government department or public sector undertaking from participating in projects in any part of India in the last 3 years as on the Bid Due Date, would not be eligible to submit the Bid. The applicant should submit the undertaking to this effect in pro-forma as given in Annexure 5.
- e) Joint ventures / consortium of firms is not allowed to apply for empanelment.

Applicants shall provide the information regarding Applicant Profile, Organizational detail and In-house Architect Strength in formats provided in Annexure 2A, Annexure 2B and Annexure 2C)

### 5.2. Technical Eligibility

- i) The following definitions shall be considered for the conditions set out in Technical Eligibility Criteria.
  - (a) **\*Similar** nature means providing Architectural designs for residential / commercial / institutional buildings, group housing, townships projects, plotted housing schemes, etc., during the last 7(Seven) years as on last day of the EOI application submission.
  - (b) **Building works** referred here as multistoried composite building works, residential townships, economic zones (SEZs), industrial parks, schools,

colleges, universities, IT-ITeS campuses, hostel buildings, auditoriums, convention centers, hotels, resorts, and serviced apartments, etc., for Government / Private clients.

(c) **\*\*Cost** refers to the Project Construction cost and not the Consultancy fee. The project construction cost can contain costs of multiple project components executed under a single contract / agreement. The project cost excludes GST.

(d) **'Completed'** project refers to a project for which design approvals were obtained from respective Statutory departments / RERA registration / construction was completed in the last 7 (Seven) years on the last day of this EoI application submission. The completed project also means the project undertaken in a single consultant's contract / work order, not in consortium or joint venture or partnership.

ii) The Technical Eligibility conditions for the above three categories of empanelment are as provided below:

Empanelment Category	Technical Eligibility Criteria
<p>Category A: for projects costing more than INR 50 Cr.</p>	<p>i) Experience of having provided Architectural services for a <b>Completed</b> project of <b>*Similar</b> nature within the last 7 (Seven) years as on last day of the application submission. The <b>cost**</b> of such work shall be as follows:</p> <p>One project costing Rs.80.00 Cr or more in a single agreement.</p> <p style="text-align: center;">(Or)</p> <p>Two projects costing Rs.60.00 Cr or more in a single agreement.</p> <p style="text-align: center;">(Or)</p> <p>Three projects costing Rs.40.00 Cr or more in a single agreement.</p> <p>ii) <b>Completed</b> at least One Multistoried <b>Building works</b> project equal to or more than B+G+10 structure having Built up area equal to or more than 1 Lakh Sft in the last 7 (Seven) years as on last day of the application submission</p> <p>iii) Shall have completed 1 (one) Building Project in Odisha.</p>
<p>Category B: for projects costing more than INR 30.00 Cr. and up to INR 50 Cr.</p>	<p>i) Experience of having provided Architectural services for a <b>Completed</b> project of <b>*Similar</b> nature within the last 7 (Seven) years as on last day of the application submission. The <b>cost**</b> of such work shall be as follows:</p> <p>One project costing Rs.40.00 Cr or more in a single agreement.</p> <p style="text-align: center;">(Or)</p> <p>Two projects costing Rs.30.00 Cr or more in a single agreement.</p> <p style="text-align: center;">(Or)</p>

	<p>Three projects costing Rs.20.00 Cr or more in a single agreement.</p> <p>ii) <b>Completed</b> at least One Multistoried <b>Building works</b> project equal to or more than G+4 structure having Built up area equal to or more than 50,000 Sft in the last 7 (Seven) years as on last day of the application submission.</p> <p>iii) Shall have completed 1 (one) Building Project in Odisha.</p>
Category C: for projects costing below INR 30 Cr.	<p>i) Experience of having provided Architectural services for a <b>Completed</b> project of <b>*Similar</b> nature within the last 7 (Seven) years as on last day of the application submission. The <b>cost**</b> of such work shall be as follows:</p> <p>One project costing Rs.24.00 Cr or more in a single agreement. (Or) Two projects costing Rs.18.00 Cr or more in a single agreement. (Or) Three projects costing Rs.12.00 Cr or more in a single agreement.</p> <p>ii) Shall have provided Architectural services for at least 1 (One) Completed project for development of Plotted Housing Scheme for at least 5 Acres of area OR a Residential Apartment of 10,000 Sft in the last 7 (Seven) years as on last day of the application submission.</p> <p>iii) Shall have completed 1 (one) Building Project in Odisha.</p>

iii) Applicant shall submit the technical eligibility criteria details as stipulated in section 5.2 (ii) along with supported and self-attested documentary proof as indicated in Annexure 3A and section 5.2 (iv).

iv) The applicant shall submit a certified copy of award letter/ agreement / completion certificate issued by the concerned client not less than Executive Engineer in Government and not less than General Manager in private Sector for consultancy assignments undertaken, in support of such submission.

### 5.3. Financial eligibility

i) The financial eligibility conditions for the three categories of empanelment are as provided below:

Empanelment Category	Financial Eligibility Criteria
Category A: for projects costing more than INR 50 Cr.	The firm should have an annual average turnover of INR 2 (Two) Crore certified by a chartered accountant during the last 3 (three) financial years ending 31 March 2022.
Category B: for projects costing more than INR	The firm should have an annual average turnover of INR 1 (One) Crore certified by chartered accountant during last 3

30 Cr. and up to INR 50 Cr	(three) financial years ending 31 March 2022.
Category C: for projects costing below INR 30 Cr	The firm should have an annual average turnover of INR 0.40 Crore (Forty Lakhs) certified by chartered accountant during last 3 (three) financial years ending 31 March 2022.

- ii) The Applicant shall submit the Auditors' certificate on Turnover and Profit for the last 3 (three) financial years in the format given in Annexure 4 along with Audited Annual Accounts for the last 3 (three) financial years.

## 6. SUBMISSION OF EOI

- a) The EOI application shall be submitted in hard copy in a sealed envelope with title as **“EMPANELMENT OF FIRMS FOR PROVIDING COMPREHENSIVE ARCHITECTURAL SERVICES TO OSHB FOR EMPANELMENT CATEGORY.....”** (*Mention the category of project*)
- b) The applicant shall send the documents by post / courier to the address mentioned in section 6 (c) before the submission due date as mentioned in this EOI document.
- c) The applications should be submitted in hard copy bound properly to the following address:
- Chief Engineer,**  
ODISHA STATE HOUSING BOARD (OSHB),  
Plot No. A/32, Unit – III, Kharvela Nagar,  
Bhubaneswar-751 001, Odisha  
Ph. No.: 0674- 2393524 / 2390141  
E-mail: chiefengineer@oshb.org
- d) The application shall include following documents (including but not limited to)
- i) Covering Letter (Annexure1)
  - ii) Applicant Profile, Organizational detail and In-house Architect Strength of Applicant (Annexure 2A, Annexure 2B and Annexure 2C)
  - iii) Financial Capability of Applicants for fulfillment of conditions in accordance with section 5.3 (Annexure 4)
  - iv) Technical capacity of Applicants for fulfillment of conditions in accordance with section 5.2 (Annexure 3A and Annexure 3B)
  - v) Furnished Checklist of Documents to be submitted along with this Application (Section 25 of this Eoi)

- e) Besides above documents, following supporting documents also need to be submitted along with the bid:
- i) Original documents certifying applicant's legal status
  - ii) Certificate of incorporation
  - iii) Power of attorney in favor of Authorized Signatory
  - iv) Latest company brochures/ capabilities statement
  - v) Audited Annual Accounts for the last 3 (Three) financial years i.e., 2019-20, 2020-21 and 2021-22
  - vi) Certificates of completed work/ projects and experience details during last 7 (Seven) years
  - vii) Certificates of Currently Ongoing Projects
- f) Applicants shall submit the EOI in the prescribed format in English language only and in case of documents and certificate in other language the same shall be supported with translation in English language.
- g) The EOI shall be submitted along with a covering letter (Annexure 1) together with the desired supporting documents and proof on the letter head of the Applicant and **each page of the Application duly signed by the head or Authorized signatory of the Applicant under a common seal.**

## **7. AMENDMENTS TO EOI**

- a) At any time prior to the Application Due Date, the OSHB may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EOI through issuance of corrigendum and addendum.
- b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the OSHB.
- c) In order to afford the applicants a reasonable time for taking an Addendum into account or for any other reason the OSHB may, in its sole discretion, extend the Application Due Date.

## **8. FRAUDULENT AND CORRUPT PRACTICES**

If an Applicant is found by the OSHB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EOI Process, such Applicant shall be removed from the empanelment list and shall not be eligible to participate in any tender or EOI issued by the Authority.

## **9. RIGHT TO ACCEPT OR REJECT**

- i) OSHB reserves the right, without any obligation or liability, to accept or reject any or all of the applications, and at any stage of the process, to cancel or modify this process, or any part thereof, or to vary any of the terms and conditions, or to cancel this process and/or to initiate a new process without assigning any reason whatsoever.
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- ii) OSHB reserves the right to drop any Applicant from the empaneled list, add more firms to the empaneled list and/or curtail the empaneled list without assigning any reason whatsoever. OSHB also reserves the right to modify the terms and conditions of empanelment.
- iii) OSHB also reserves the right to empanel / select any other firms or engage any firm outside the list of Empaneled Firms, if required after carrying out a competitive bid / selection process or through suitable mechanism as per discretion of OSHB.
- iv) All decisions taken by OSHB regarding empanelment / selection / award of work to empaneled firms shall be final and binding on all Empaneled Firms.
- v) OSHB also reserves the right to empanel / select any other firms or engage any firms outside the list of empaneled firms, if required after carrying out a competitive bid / selection process or through suitable mechanism as per the discretion of OSHB.

## **10. EOI PROCESSING FEE**

- i) The Applicants are required to submit a Non-Refundable amount of INR **11,800/-** (Rs.10,000 /- + GST 18%) **(Eleven Thousand Eight Hundred) Only** to be payable in the form of **Demand Draft or Pay Order or Banker's Cheque in favor of "Orissa Housing Board Fund" payable at Bhubaneswar** drawn on any scheduled bank, along with the Application as non- refundable cost of EOI Processing Fee.
- ii) The Processing Fee shall be submitted as part of the Application in a separate sealed cover. Any Application not accompanied with the Processing Fee in the specified amount and acceptable form will be summarily rejected by the OSHB as being non-responsive and Applications of such Applicant shall not be evaluated further.

## **11. SUBMISSION OF EOI - PACKING, SEALING AND MARKING**

- i) The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and super scribed in "EOI for Empanelment of Firms for providing Comprehensive Architectural Services to OSHB for Empanelment Category....." (Mention the category of project)
- ii) The EOI shall be sent to OSHB, Bhubaneswar at the following address:

**Chief Engineer,**  
ODISHA STATE HOUSING BOARD (OSHB)  
Sachivalaya Marg, Unit – III,  
Bhubaneswar-751001  
Ph. No.: 0674- 2393524 / 2390141  
E-mail: chiefengineer@oshb.org

*If the envelope is not sealed and marked as mentioned above, OSHB will not be responsible for any misplacement or premature opening. Applications received through Email, Telex, cable or facsimile will be rejected).*

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## **12. NUMBER OF EOI's**

An Applicant is eligible to submit only one Application for the respective category. The Applicant shall submit the Application in Two Copies making One 'Original' and another 'Duplicate'.

## **13. VALIDITY OF PROPOSAL**

EOI application shall remain valid for 180 days after the Due Date of submission of application. A proposal valid for a shorter period shall be rejected as 'non-Responsive'.

## **14. DISPUTES**

All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

## **15. ACKNOWLEDGEMENT BY APPLICANT**

It shall be deemed that by submitting the EOI, the applicant has:

- (a) Made a complete and careful examination of the EOI, terms, submission formalities and evaluation mechanism.
- (b) Received all relevant information requested from OSHB.
- (c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of OSHB.
- (d) Satisfied about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
  - i. Acknowledged that it does not have a conflict of interest with any other Firms; and
  - ii. Agreed to be bound by the undertaking provided by it under and in terms hereof.
- (e) OSHB shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the OSHB.

## **16. RIGHT TO REJECT ANY OR ALL PROPOSALS**

Notwithstanding anything contained in this invitation document, the OSHB reserves the right to accept or reject any Proposal and to annul this selection / empanelment Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. OSHB, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
  - b) the applicant does not submit sufficient information as being asked for
-

## 17. LANGUAGE

The EOI and all communications in relation to or concerning the Empanelment Process shall be in English language and strictly on the formats provided in this invitation document.

## 18. EOI SUBMISSION DUE DATE

Duly sealed EOI application from of the applicant filled in all respect must reach OSHB office at the address before or on the time and date specified in the invitation letter through Speed / Regd. Post or courier. Submission of Proposal in person will not be accepted. If the specified date for the submission of EOI proposal is declared as a holiday for OSHB, the EOI proposal will be received up to the appointed time on the next working day.

## 19. LATE SUBMISSION

No applications shall be entertained after the due date of submission of application.

## 20. MODIFICATIONS AND WITHDRAWAL OF EOI PROPOSALS

No modifications to the EOI Applications shall be allowed once it is received by OSHB.

## 21. EOI APPLICATION OPENING DATE

OSHB will open all EOI applications, in the presence of authorized representatives who choose to attend, at the date and time mentioned in Schedule of Empanelment Process. The representatives of applicants who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for OSHB, the proposal shall be opened at the appointed time and location on the next working day. Intimation will be done on the OSHB website and through email.

## 22. EMPANELMENT PROCEDURE

The broad procedure for empanelment of Architectural firms constitutes as below.

- a) **Invitation of Expression of Interest (Eoi):** OSHB invites the application from eligible consultants to submit their expression of interest to participate in the empanelment procedure.
  - b) **Submission of EOI:** The participants will submit the EOI to OSHB along with the details as required in the prescribed manner.
  - c) **Scrutiny by the OSHB:** OSHB will scrutinize all the Eoi applications received as per the eligibility criteria mentioned in this document.
  - d) **Empanelment:** The eligible applicants would be selected for the Empanelment on the basis of their credentials. **Applicants Empaneled for a 'Category' shall only be Eligible to Participate in Projects of that 'Category' and the next lower 'Category'** (Refer Section 2 (a) for 'Category' of Projects).
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### 23. AWARD OF EMPANELMENT

After selection, the list containing the name of Empaneled applicants shall be uploaded in OSHB website i.e., <https://oshb.org/>

### 24. TERMINATION OF EMPANELMENT

If in the view of OSHB, the performance of any firm is not satisfactory or the Consultant has failed to safeguard the interest of OSHB, the OSHB may at its sole discretion, terminate the engagement of the consultant, for particular project as well as terminate the consultant's empanelment with the OSHB. The OSHB, in doing so, shall intimate the consultant in a written termination letter. The decision of OSHB in this matter shall be final and binding.

### 25. CHECKLIST AND SEQUENCE OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE EOI APPLICATION

The Applicant shall include the below Checklist in the Application indicating the page number of the required forms, supporting documents mentioned below.

S.no	Reference in the Eoi Document	Page No. in the Application
1.	Annexure 1: Covering Letter	
2.	Copy of Power of attorney in favor of Authorized Signatory signing the Eoi Application	
3.	Application Processing Fee of Rs. 11,800 in the form of Demand Draft or Pay Order or Banker's Cheque in favor of "Orissa Housing Board Fund" payable at Bhubaneswar	
4.	Annexure 2A: Applicant Profile (Also Enclose Copies of Certificate of Registration, PAN, GST Number)	
5.	Annexure 2B: Details of Directors/Partners/Proprietors of The Applicant Firm	
6.	Annexure 2C: Details of Architect Staff of The Applicant	
7.	Annexure 3A: Summary of Technical Experience – Details of Architectural Consultancy Assignments Completed during the last 7 years as on last day of this Application along with supporting Work Orders and Completion Certificates.	
8.	Annexure 3B: Projects in Hand/ Ongoing of The Applicant along with supporting Work Orders / Ongoing Certificates.	

<b>S.no</b>	<b>Reference in the Eoi Document</b>	<b>Page No. in the Application</b>
9.	Annexure 4: Summary of Financial Capability in Format certified by Chartered Accountant Also Provide Audited annual statements (Balance Sheet and Profit & Loss account) for the three years to be submitted by the applicants.	
10.	Annexure 5: Undertaking by Applicant regarding any litigation related to works; blacklisted/ deregistration; failure of performance of works	
11.	Latest company brochures/ capabilities statement	
12.	Checklist indicating the page number of the required Forms/ supporting documents placed in the Application	

## **ANNEXURE 1: FORMAT FOR COVERING LETTER**

*(On the Letterhead of the Applicant)*

To,

**The Chief Engineer,**

Odisha State Housing Board (OSHB)

Sachivalaya Marg, Unit -III

Bhubaneswar-751001, Odisha

Sir,

**Ref: Submission of Eoi for Empanelment of firms for providing Comprehensive Architectural services to Odisha State Housing Board for Empanelment**

**Category\_\_\_\_\_** (mention the category of project)

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all of the information provided in the Empanelment document provided by the OSHB in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EOI for Empanelment.
  2. I/We have studied the EOI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the OSHB or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
  3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
  4. I/We shall make available to the OSHB any additional information it may find necessary or require supplementing or authenticate the qualification statement.
  5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial OSHB or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public OSHB nor have had any contract terminated by any public OSHB for breach on our part.
  6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to other Applicants.
  7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our application.
  8. I/We understand that any omission, commission or misstatement in facts provided by us will make our application invalid at any time during the Empanelment Process and also after the empanelment; the OSHB reserves the right to take appropriate action accordingly.
-

9. I/We understand that the OSHB reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the OSHB in connection with the empanelment of firms, or in connection with the Empanelment Process itself, in respect of the above-mentioned activities and the terms and implementation thereof.
11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, I/we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....  
Signature of the Authorized Person  
Name of the Authorized Person:  
Designation:  
Name of the Firm:  
Date .....

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**ANNEXURE 2A: FORMAT FOR APPLICANT PROFILE**

<b>Sr. No.</b>	<b>Description</b>	<b>Particulars</b>
1.	Name of the firm	
2.	Status (Legal entity)	
3.	Address with pin code	
4.	Contact person (Management)	
5.	Contact number	
6.	Fax No.	
7.	Mobile No.	
8.	Email Id.	
9.	Web address	
10.	Year of incorporation (Certificate of Registration to be furnished)	
11.	Council of Architecture Registration Number (Copy of COA Registration Certificate)	
12.	Details of PAN (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
14.	Contact person (Name & Address)	
15.	Contact person Mobile / telephone no.	
16.	Contact person email ID	
17.	Total years of Experience in providing Architectural Services	
18.	ESI Registration	
19.	EPF Registration/ Account No.	
20.	Empanelment with other Govt. Organizations in India, if any	
21.	Any other relevant information	

Note- copies of all documents indicated above should be enclosed.

.....  
Signature of the Authorized Person

Name of the Authorized Person:

Designation:

Name of the Firm:

Date .....



**ANNEXURE 2B: DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS OF THE APPLICANT FIRM**

<b>S.no</b>	<b>Name of the Director / Proprietor</b>	<b>Academic Qualification</b>	<b>Designation</b>	<b>Address / Phone No. / Fax / Email</b>	<b>Directors Identification Number (DIN)</b>

.....  
Signature of the Authorized Person  
Name of the Authorized Person:  
Designation:  
Name of the Firm:  
Date .....

**ANNEXURE 2C: DETAILS OF KEY ARCHITECT STAFF OF THE APPLICANT**

Please provide the details of Key Architect staff of the Applicant mentioning their name, qualifications, work experience and association with the Firm.

<b>Sr. No.</b>	<b>Name and Designation</b>	<b>Educational Qualification</b>	<b>Years of Experience</b>	<b>Key Projects handled</b>

.....

Signature of the Authorized Person

Name of the Authorized Person:

Designation:

Name of the Firm:

Date .....

**ANNEXURE 3A: SUMMARY OF TECHNICAL EXPERIENCE**

**Architectural Consultancy Services Projects Completed during the last 7 (Seven) years as on last day of this Application Submission**

**(USE ONE TABLE FOR EACH PROJECT)**

Name of the Work / Project	
Address where Project is executed	
Name and Address of Project Client	
Total Cost of Work / Project (Rs. In Crore)	
Type of Project / Work (Multistoried / Plotted Development /Others, Specify) and details	
Number of Floors / Area, as applicable along with applicable units	
Total Built up area (in Sft) of the project	
Period of Architectural Services provided by the Applicant (Start Date and End Date)	
Date of Completion of work / project – End Date	
Short description of Architectural Services provided	
Any other Information	

**Note:** The works/ projects mentioned should be supported with Work Orders and completion Certificates not less than Executive Engineer in Government sector and not less than General Manager in Private Sector. The support documents shall have relevant information provided in the table.

.....  
 Signature of the Authorized Person  
 Name of the Authorized Person:  
 Designation:  
 Name of the Firm:  
 Date .....

**ANNEXURE 3B: FORMAT FOR ARCHITECTURAL CONSULTANCY PROJECTS IN HAND/ ONGOING OF THE APPLICANT**

**(USE ONE TABLE FOR EACH PROJECT)**

Name of the Work / Project	
Address where Project is executed	
Name and Address of Project Client	
Total Cost of Work / Project (Rs. In Crore)	
Type of Project / Work (Multistoried / Plotted Development /Others, Specify) and details	
Number of Floors / Area, as applicable along with applicable units	
Total Built up area (in Sft) of the project	
Period of Architectural Services provided by the Applicant (Start Date and End Date, if applicable)	
Short description of Architectural Services being provided	
Any other Information	

**Note:** 1) The work/ project mentioned should be supported with Work Orders or Ongoing Certificates issued by the Project client not less than Executive Engineer in Government sector and not less than General Manager in Private Sector.

.....  
Signature of the Authorized Person  
Name of the Authorized Person:  
Designation:  
Name of the Firm:  
Date .....

## ANNEXURE 4: SUMMARY OF FINANCIAL STRENGTH

### Name of the Applicant Firm

S.no	Financial Year	Annual Turnover (in INR)	Profit / Loss (in INR)	Average Annual Turnover for Last 3 (three) FY (in INR)
1	2019-20			
2	2020-21			
3	2021-22			

Signature of the Chartered Accountant

CA Registration Number:

Seal/ Stamp

Date .....

**Note:** Audited annual statements (Balance Sheet and Profit & Loss account) for the three years to be submitted by the applicants.

**ANNEXURE 5: UNDERTAKING BY APPLICANT**

1. It is to certify that our Firm\_\_\_\_\_is not blacklisted/ deregistered /barred by any organization in India during the last 3 years as on the last day of this Eoi Application submission.
  
2. It is certified that our Firm\_\_\_\_\_ is having in-house capability of providing Comprehensive Architectural Consultancy services for building works as laid down in Notice inviting Expression of Interest (EOI) for 'Empanelment of Firms for Providing Comprehensive Architectural Services to Odisha State Housing Board'.
  
3. It is further certified that all information/data furnished in the "Empanelment of Firms for Providing Comprehensive Architectural Services to Odisha State Housing Board " are true to the best of our knowledge and belief and we understand and acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellation of Empanelment with OSHB for Providing Comprehensive Architectural Services.
  
4. I/We agree that our Eoi application shall remain valid for 180 days after the Due Date of submission of application.

Note: If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.

.....  
Signature of the Authorized Person  
Name of the Authorized Person:  
Designation:  
Name of the Firm:  
Date .....

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