



# **ODISHA STATE HOUSING BOARD**

Sachivalaya Marg, Unit - III, Bhubaneswar - 751001

**INVITING  
EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF PROJECT MANAGEMENT  
CONSULTANTS (PMC's) FOR  
ODISHA STATE HOUSING BOARD (OSHB)**

**ODISHA STATE HOUSING BOARD  
SACHIVALAYA MARG, UNIT – III,  
BHUBANESWAR-751001, ODISHA**



## ODISHA STATE HOUSING BOARD

Sachivalaya Marg, Unit – III, BHUBANESWAR – 751001

Phones EPABX: (0674) 2393524, 2390141, 2391542, 2393277, FAX: (0674) 2393952

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

### Expression of Interest (Eoi)

File - CE/18/2011

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Dt. 31/12/2022

### EMPANELMENT OF PROJECT MANAGEMENT CONSULTANTS FOR ODISHA STATE HOUSING BOARD

The Chief Engineer, Odisha State Housing Board, Bhubaneswar invites Expression of Interest (Eoi) for Empanelment of Eligible Public Sector Undertaking (PSU) and Private Sector Firms / Organizations for providing Project Management Consultant services to Odisha State Housing Board as detailed in this EOI.

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 Project Management Consultants for 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

1. 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>
2. 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.
3. An Applicant should submit only 1 (One) application
4. 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.
5. Last Date of submission of the application is 30/01/2023.
6. Other details can be seen in the EOI document.
7. The OSHB reserves the right to cancel any or all bids without assigning any reason thereof.
8. 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](mailto: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 of 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 Project Management Consultancy services for various Housing Construction projects, any 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 provide Project Management Consultant 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 Eligible Public Sector Undertaking (PSU) and Private sector Organizations / companies / firms (hereinafter referred as Firms) to participate in the Empanelment process so as to provide Project Management Consultant (PMC) 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 **three categories** of projects based on the capability of the participant firms:
    - i) **Category A:** for projects costing more than INR 100 Cr
    - ii) **Category B:** for projects costing more than INR 50 Cr and up to INR 100 Cr.
    - iii) **Category C:** for projects costing below INR more than INR 20 Cr and up to INR 50 Cr.
  - (b) The empanelment shall remain valid initially for a period of 3 (three) 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 for the empaneled firms.
  - (c) OSHB has adopted a two-stage bidding process for selection of firms for award of the works.
    - i) The first stage, i.e., EOI stage involves empanelment of qualified PMC 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.
  - (d) Applicants Empaneled for Higher Empanelment Category shall be Eligible to Participate in Projects of Lower Categories.
  - (e) 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 wants to empanel under any higher category shall have to submit its application in subsequent stages of empanelment advertisement issued by OSHB.
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- (f) 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 **pe1@oshb.org**
- (g) 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)

- (h) 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.
- (i) In this stage, applicants are required to furnish all the information as per this EOI to participate in the qualification process. Only those firms who are qualified with regard to 'Eligible Criteria' (Section 5 of this EOI) set out in this EOI and short-listed (empaneled) by the OSHB shall be invited to submit their financial offer / bids / proposals for selection of a PMC 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.
- (j) 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 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:pe1@oshb.org">pe1@oshb.org</a>	11/01/2023
4.	OSHB's response to queries – Shall be uploaded in OSHB website <b>or</b> communicated to respective applicants through email	By 18 / 01/2023
5.	Issue of Addendum / Corrigendum (to be uploaded in OSHB website), only incase	Up to 30 / 01/2023



S.no	Event Description	Date
	required	
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

The PMC shall be responsible for implementing the project from Pre-construction till commissioning and would be rendering all the services both for pre-constructional activities and post constructional activities.

##### A. Pre-Construction Phase

- The PMC shall review and provide inputs, suggestions regarding the technical specifications of building works, respective quantities, material, item of work, project execution schedule and payment schedules, other key aspects specified in the tender documents prepared by OSHB for selection of project execution agency.
- PMC shall acquaint themselves with the data, drawings, designs, material report and other documents of the DPR and point out any inconsistencies and inform the Client.
- PMC shall highlight issues, if found any during their pre-construction study and intimate client regarding the same.
- PMC shall track the drawing delivery and coordinate with concerned consultants, as and when required before commencement of construction.
- PMC shall review the drawings and conduct the clash detection of drawings, if required and desired by the client.
- PMC shall track the statutory approval whichever will be applicable to that specific project and report to the client in case of any delay, issues etc.

##### B. Construction Phase

The Consultant shall perform all works necessary to supervise the construction of the above-mentioned contract package under control and guidance of the Chief Engineer/ Executive Engineer of the respective division of Engineering Department and the Client ensuring accomplishment of construction works as per works contract in accordance with the specifications and implementation program.

The Consultant as “Project Management/Supervision Consultant” for the project shall issue

all necessary instructions to the contractor in consultation with concerned Superintending/ Executive Engineer of the respective division of Engineering Department of OSHB, who will be referred as Engineer subsequently in this document, and check and control the work to ensure that is carried out according to contract documents.

Authority of the Project Management Consultant to act as Supervision Consultant for the propose of the contract shall not prejudice the authority of the Superintending/ Executive Engineer or the Client to modify, alter or disapprove any or their instructions given to the contractor in writing in connection with the construction of the project.

The principal services to be rendered by the Project Management Consultant, but not limited to, are the following.

- Provide day to day supervision management on behalf of the client.
- Inspect the works in all shifts during the construction period ensuring execution of work items following drawings and specifications.
- PMC shall collect all MTC (Manufacturers Test Certificate) from concerned Contractor, especially for TMT Bars, conducting from a third party lab and shall submit it to client.
- Bar Bending Schedule for RCC Work shall be certified by PMC and PMC may make necessary changes, if required.
- PMC shall review the material procurement and collect reconciliation statement from the contractor as well as review the samples approved by OSHB Engineer.
- Program of works – to provide guidance for preparation and revision of program.
- Work Progress Report – to keep the Chief Engineer, Executive Engineer, and the Client updated with weekly and monthly Progress Reports depicting targets and achievement in approved formats.
- Communication with the contractor – to draw attention to the contractor on any matter 'Site Order Book' may be introduced.
- Daily site Diary and Progress Report – record of workmen and site staff, plant & equipment, materials, works done and any other relevant records.
- Supervise works of Inspectors and Surveyors and approve setting out, alignment, levels, work dimensions etc.
- Approve mix designs of bituminous mix, concrete mix, design for Kent ledge / supporting platform for pile load testing, design for staging structure and other work specifications.
- Update cost estimate at the end of every quarter of a year verifying quantities of works executed and further works necessary as per site condition and preparation of revised estimate at the end of works.
- To determine the period of time extension in accordance with relevant clauses of the Works Contract.
- The Project Management Consultant shall remain responsible to carry out measurements of works to be paid and record the same in the printed measurement sheets to be signed jointly by the contractor's representatives and

representatives of the consultant as delegated representatives of the “Engineer” and ensure that all measurements and calculations are carried out in a manner and at the frequencies specified in that works contract documents.

- The Project Management Consultant shall arrange to measure and record measurements of all permanent works executed by the contractor in the printed measurement sheets jointly signed by the representatives of the Project Management Consultant and the contractor on receipt of request for inspection from the contractor.
- PMC shall develop/ review project execution plan and master schedule.
- PMC shall develop or review design and tender event schedules based on master schedule
- PMC shall develop working schedules for tracking at micro level.
- PMC shall review budget provisions basis consultant recommendations with client.
- PMC shall prepare the cash flow chart of the project.
- PMC shall highlights changes in BOQ/ Drawings that affect project time or cost and ensure approvals by the client prior to execution.
- PMC shall review and track changes to project cost estimates and impact on approved budget.
- PMC shall maintain a daily cost analysis of executing works and on the basis of daily cost analysis they shall prepare a schedule variance and a cost variance report of the project on monthly basis and will submit it to client for a better vision of financial achievement.
- PMC shall develop mitigation schedules in the event of delays.
- Quality control and quality testing – To supervise and certify testing of works to be carried out by the contractor witnessed by Inspector/ Laboratory Technician in the field and in the Laboratory.
- Any other services which will be delegated by the Chief Engineer/ Executive Engineer as and when needed relating to execution of the project.

### **C. Overall Roles and Responsibilities**

#### **i) Quality Control and Management**

- a) The Project Management Consultant shall submit a Construction Supervision Manual identifying the quality requirements and /or standards for the project and documenting how the project will demonstrate compliance. The Construction Supervision Manual shall provide necessary processes and metrics for Quality Management and shall include but not limited to the following:
    - The quality standards that apply to the project, with reference to the technical specifications and codes.
    - Quality control, quality assurance and process improvement approaches for the project
    - Quality control tools and techniques
    - The responsibility chart/ matrix showing who will be involved in managing
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- quality, when and what their specific duties will be
  - The metrics that shall be used to measure quality
  - Specific mentions about the parts of the projects or deliverables that will be measured and their time and frequency
  - Checklists for inspection of material and processes
  - Certify the design mix of concrete.
  - Mandatory test for water, Cement, Fine and Coarse Aggregate, Bricks & Tiles should be conducted in every 3 months and report should be submitted within 7 days.
  - Compressive strength of concrete at 7 days should be conduct at site in presence of representative of Client.
  - PMC have the authority to reject cement bags which have cross more than three months from its manufacturing date.
  - PMC shall reject any material which is not as per quality or specifications.
  - PMC shall give clearance of casting after conducting a thorough checking of architectural and structural in presence of representative of concerned architect and structural designer and shall submit a clearance report to client.
  - Flow charting of processes to detect potential quality problems
  - Scope for periodic quality audit
  - Balance the needs of the of quality with scope, cost, time, resources and risk
- b) As part of Quality Management, all quality issues shall be identified and resolved quickly.
- c) The Project Management Consultant shall check the quantity or number of tests or as directed by the Engineer, prescribed for each category or type of test for quality control by the Contractor.
- d) The criteria for acceptance/rejection of their results shall be determined by the Project Management Consultant in accordance with the Contractor's Agreement. The tests shall be undertaken on a random sample basis and shall be in addition to, and independent of, the tests that may be carried out by the Contractor for its own quality assurance in accordance with Good Industry Practice.
- e) In the event that results of any such tests conducted, establish any Defects or deficiencies in the Works, the Project Management Consultant shall ensure that the Contractor carries out the required remedial measures.
- f) The Project Management Consultant shall obtain from the Contractor, on behalf of the Engineer, a copy of all the Contractor's quality control records and documents before the Completion Certificate is issued pursuant to relevant clauses of Contractor's Agreement.
- g) PMC shall arrange Quality Training Workshops at site on relevant topics involving supervisors & engineers of all contractors deployed at site.

## **ii) Safety measures and Assessment**

- i) Gaps identification after safety survey across the project to be done & a clear implementation road map to be developed. The firm shall assess the current strategy, how safety is fitting into the overall business strategy of the organization using diagnostic tools and build a guiding coalition by field observation, safety
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management system review, interview (one-to-one), focus group discussion, leadership boot camp workshop and alignment workshop with project level top management to bring consensus on safety. The firm shall strengthen the safety management system by safety specialist deployment for strengthening high risk activities. The firm shall conduct monthly HSE audit at site. Quarterly construction safety audit shall include evaluation of all elements of construction safety, contractor wise evaluation and rating, identification of gaps and suggestion for way forward. The firm shall facilitate closure of all non-compliances (NCs). Safety analysis of the top 3 issues is to be done and rolling out various programs to combat them is also within the scope of the firm.

- ii) If at any time during the Construction Period, the Project Management Consultant determines that the Contractor has not made adequate arrangements for the safety of workers and Users in the zone of construction or that any work is being carried out in a manner that threatens the safety of the workers and the Users, it shall make a recommendation to the Engineer forthwith, identifying the whole or part of the Construction Works that should be suspended for ensuring safety in respect thereof.
  - iii) The Project Management Consultant, when delegated by the Engineer, may instruct the Contractor to execute any work which is urgently required for the safety of the Project, whether because of an accident, unforeseeable event or otherwise; provided that in case of any work required on account of a Force Majeure Event, the provisions of relevant Clause of Contractor's Agreement shall apply.
  - iv) Project Management Consultant may recommend to the Engineer for suspension of the whole or part of the Works if the work threatens the safety of the Users, pedestrians or public in general. After the Contractor has carried out remedial measure, the Project Management Consultant shall inspect such remedial measures forthwith and make a report to the Engineer recommending whether or not the suspension hereunder may be revoked.
  - v) Project Management Consultant shall arrange a Tool Box Talk meeting once in a week with all engaging at site on slips, trips and falls, work health and safety responsibilities, working hours, drug and alcohol strategies.
  - vi) In the event that the Contractor carries out any remedial measures to secure the safety of suspended works and users, and requires the Engineer to inspect such works, the Project Management Consultant may inspect the suspended works, on behalf of the Engineer within 3 (three) days of receiving such notice, and make a report to the Engineer forthwith, recommending whether or not such suspension may be revoked by the Client.
  - vii) The Project Management Consultant shall be responsible for overall Risk Management of the project. This is a vital area of focus, as a part of overall project management. Risks affecting the project have to be identified and listed along with the analysis. The risk management shall include, but not limited to the following:
    - To identify and record the risks that shall affect the project and analyze the root cause of the risks;
    - To categorize the risks as external, internal, technical, legal or unforeseen;
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- To perform a qualitative analysis of the risks and rank them;
- To assess the likelihood of their occurrence, their urgency and potential impacts, give recommendations for overcoming the issues along with the time required for their solution in order to keep the project on schedule, cost and within scope.
- To plan responses for the risks, so as to avoid, transfer, mitigate or accept the risks.
- To get ready with contingency plans and fallback plans that would keep the project on track.
- To indicate the Client regarding the Reserves for Schedule and Cost.

viii) The Project Management Consultant shall have no authority to relieve the Contractor of any of their duties or obligations under the contract or to impose additional obligations not included in the contract without sanction by the Client. The Engineer may from time-to-time delegate to the Project Management Consultant any of the duties and authorities vested with the Engineer and he may at any time revoke such delegation. Any such delegation or revocation shall be in writing and shall not take effect until a copy thereof has been delivered to the Client and the Contractor.

#### **iii) Defect Liability Period**

- a) The Project Management Consultant shall inspect the handed over project once every month or as and when required during the defects warranty period and prepare an Inspection report setting forth an overview of the status, quality and safety requirements. In a separate section of the Inspection report, the Consultant shall describe in reasonable detail about the lapses, defects or deficiencies observed by it in the Project.
- b) The Project Management Consultant may inspect the Project more than once a month, if any lapses, defects or deficiencies require such inspections.
- c) The Project Management Consultant shall determine if any delay has occurred in completion of repair or remedial works in accordance with the Agreement and shall also determine the damages if any payable by the Developer to OSHB for such delay.
- d) The Project Management Consultant shall monitor and review the rectification of defects and deficiencies by the Developer.

#### **iv) Dispute Resolution**

- a) The Project Management Consultant shall serve as the nodal point of contact for any issues arising out of interpretation and implementation of any of the point(s) mentioned in the contract. It shall be responsible for answering any such queries raised by the contractor. It shall also be responsible to maintain in a standard manner all such clarifications received from the contractor.
  - b) In cases where the dispute arising out of contract interpretation and /or execution of work has a cost or time impact, the Project Management Consultant shall recommend the best resolution (as per the provisions of the contractor agreement)
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to the Engineer for further approval.

**v) Determination of Costs and Time**

- a) The Project Management Consultant shall determine the costs, and/or their reasonableness, that are required to be determined by Engineer under the Agreement in case of Change of scope or additional work.
- b) The Project Management Consultant shall recommend the period of Time Extension that is required to be determined by the Engineer under the Agreement.

**vi) Discharge of Payments against works**

- a) The Project Management Consultant shall recommend to the Engineer to withhold payments for the affected works for which the Contractor fails to revise and resubmit the report of the work done to the Project Management Consultant in accordance with the provisions of the Contractor's Agreement.
- b) The Project Management Consultant shall post receipt of the Stage Payment Statement from the contractor, determine the amount due to the Contractor and prepare on behalf of the Engineer, an Interim Payment Certificate, recommending the release of the amount as per the terms of the Contractor's Agreement.
- c) Project Management Consultant shall be expected to fully comply with all the provisions required for supervising the Designs, Construction and maintenance and operation of the facility takes place in accordance with the provisions of the Contractor's Agreement and other schedules. Any failure of the Project Management Consultant in notifying to the Engineer (Client) and the Contractor on non-compliance of the provisions of the Contractor's Agreement and other schedules by the Contractor, non-adherence to the project time schedule shall amount to non-performance.
- d) The Project Management Consultant shall appoint its authorized representative, who shall make recommendations on behalf of it, to the Engineer. The Project Management Consultant shall take prior approval from the Engineer before issuing any document to the Contractor. The proposal submitted shall also include the name of the authorized representative along with the authorization letter and power of attorney.

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 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 PMC 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 100 Cr.
  - 2) **Category B:** for projects costing more than INR 50 Cr and up to INR 100 Cr.
  - 3) **Category C:** for projects costing more than 20 Cr and up to INR 50 Cr.
-

### 5.1. General Eligibility

- (i) 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.
- (ii) The applicant must have a valid Permanent Account Number (PAN) of the Income Tax Department and GST Number.
- (iii) The applicant should have experience in the field of project management consultancy for construction projects for a period of minimum 7 (Seven) years as on the last day of submission date of this EOI.
- (iv) Any entity, which 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 firm should submit the undertaking to this effect in pro-forma as given in Annexure 5.
- (v) Joint ventures / consortium of firms is not allowed to apply for empanelment.

Applicants shall provide the information regarding Applicant Profile, Organizational detail and Details of Key Technical Staff 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 of works refers to Project Management Consultancy services (including but not limited to project supervision, planning, design etc.) for projects related to 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., under Central / State Govt. / Private Organization / Externally Aided Projects / Autonomous bodies operated under Govt. administrative control / International and National Organization during the last 7 (Seven) years as on last day of the EOI application submission.
    - (b) **\*\*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.
    - (c) **'Completed'** refers to the projects for which Construction was completed in the last 7 (Seven) years as on the last day of this EOI application submission. Such projects shall have been done within 4 (four) years from the start of project execution till construction completion. The completed project also means a 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
Category A: for projects costing more than INR 100 Cr	<p>i) Experience of having successfully <b>Completed</b> a 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>(Or)</p> <p>Two projects costing Rs.60.00 Cr or more in a single agreement.</p> <p>(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 Building Project of <b>Similar*</b> nature 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>
Category B: for projects costing more than INR 50 Cr and up to INR 100 Cr	<p>i) Experience of having successfully <b>Completed</b> a 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>(Or)</p> <p>Two projects costing Rs.30.00 Cr or more in a single agreement.</p> <p>(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 Building Project of <b>Similar*</b> nature 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 more than 20 Cr and up to 50 Cr.	<p>i) Experience of having successfully <b>Completed</b> a 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.16.00 Cr or more in a single agreement.</p> <p>(Or)</p> <p>Two projects costing Rs.12.00 Cr or more in a single agreement.</p> <p>(Or)</p> <p>Three projects costing Rs.8.00 Cr or more in a single agreement.</p> <p>ii) <b>Completed</b> at least One Building Project of <b>Similar*</b> nature having Built up area of 15,000 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>
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- 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 Govt. sector 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 100 Cr	The Applicant shall have an annual average turnover of at least Rs 3.00 Crore (Three Crore) only from consulting / advisory business / Professional services fee only during the last 3 (three) financial years ending 31 March 2022 certified by Chartered Accountant.
Category B: for projects costing more than INR 50 Cr and up to INR 100 Cr.	The Applicant shall have an annual average turnover of at least Rs 2.00 Crore (Two Crore) from consulting / advisory business / Professional services fee only during the last 3 (three) financial years ending 31 March 2022 certified by Chartered Accountant.

Category C: for projects costing more than INR 20 Cr and up to INR 50 Cr.	The Applicant shall have an annual average turnover of at least Rs 1.00 Crore (One Crore) from consulting / advisory business / Professional services fee only during the last 3 (three) financial years ending 31 March 2022 certified by Chartered Accountant.
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- ii) The Applicant shall submit the Auditors' certificate on Turnover from consulting / advisory business / Professional services 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 PROJECT MANAGEMENT CONSULTANTS FOR 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 (Annexure 1)
  - ii) Applicant Profile (Annexure 2A)
  - iii) Details of Applicant Firm's Directors / Partners / Proprietor (Annexure 2B) and Key Technical Staff (Annexure 2C)
  - iv) Technical capacity of Applicants for fulfillment of conditions in accordance with section 5.2 (Annexure 3A) and Ongoing Assignments (Annexure 3B)
  - v) Financial Capability of Applicants for fulfillment of conditions in accordance with section 5.3 (Annexure 4)
  - vi) Undertaking by Applicant (Annexure 5)
  - vii) 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) Certificate of incorporation
  - ii) Power of attorney in favor of Authorized Signatory
  - iii) Latest company brochures/ capabilities statement
  - iv) Audited Annual Accounts for the last 3 (Three) financial years i.e., 2019-20, 2020-21 and 2021-22
  - v) Certificates of completed work/ projects and experience details during last 7 (Seven) years.
  - vi) 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.
- 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

- (a) 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.
- (b) The Processing Fee shall be submitted as Part of 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

- (a) 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 Project Management Consultant Services to OSHB for Empanelment Category....." (*Mention the category of project*)
- (b) 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 responsibility for any misplacement or premature opening. Applications received through Email, Telex, cable or facsimile will be rejected).*

## 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

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another 'Duplicate'.

### **13. VALIDITY OF PROPOSAL**

EOI application shall remain valid for 180 days after the date of 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 itself 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 Firm; 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

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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 consultants constitutes as under.

- 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 Higher Empanelment Category shall be Eligible to Participate in Projects of Lower Categories as well.**

## **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/>.

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## 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 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: Key Technical Staff of The Applicant	
7.	Annexure 3A: Summary of Technical Experience – Details of PMC Assignments Completed during the last 7 years as on last day of this Application submission along with supporting Work Orders and Completion Certificates.	
8.	Annexure 3B: PMC Assignments in Hand/ Ongoing of The Applicant along with supporting Work Orders / Ongoing Certificates.	
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.	



<b>S.no</b>	<b>Reference in the Eoi Document</b>	<b>Page No. in the Application</b>
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, Kharavela Nagar  
Bhubaneswar-751001, Odisha

Sir,

**Ref: Submission of Application for Empanelment of Project Management Consultants for 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 to supplement 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
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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.	Details of PAN (Copy of PAN Card to be furnished)	
12.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
13.	Contact person (Name & Address)	
14.	Contact person Mobile / telephone no.	
15.	Contact person email ID	
16.	Total years of Experience in providing PMC Services	
17.	ESI Registration	
18.	EPF Registration/ Account No.	
19.	Empanelment with other Govt. Organizations in India, if any	
20.	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: KEY TECHNICAL STAFF OF THE APPLICANT**

Please provide the details of Key Personnel of the applicant mentioning their specialization, 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>Important Projects handled</b>

List of regular/permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the Firm.

.....

Signature of the Authorized Person

Name of the Authorized Person:

Designation:

Name of the Firm:

Date .....

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

**Project Management Consultancy Assignments 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 Owner / Client	
Total Cost of Work (Rs. In Crore)	
Number of Floors and Category (Multistoried / Core Housing / Others, Specify) of the project	
Total Built up area (in Sft) of the project	
Date of start of work – Stipulated and Actual	
Date of Completion of work / project – Stipulated and Actual	
Short description of PMC services provided in the assignment	
Any other Information	

**Note:** The works/ projects mentioned should be supported with Work Orders and completion Certificates issued by the Project Client not less than Executive Engineer in Government Sector and not less than General Manager in Private Sector. The support documents shall have the 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 PROJECT MANAGEMENT CONSULTANCY ASSIGNMENTS 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 Owner / Client	
Total Cost of Work (Rs. In Crore)	
Number of Floors and Category (Multistoried / Core Housing / Others, Specify) of the project	
Total Built up area (in Sft) of the project	
Date of start of work – Stipulated and Actual	
Estimated date of completion of work / project	
Short description of PMC services being provided in the assignment	
Any other Information	

**Note:** 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 CAPABILITY**

### **Name of the Applicant Firm**

S.no	Financial Year	Annual Turnover from Consultancy advisory business / Professional services (in INR)	Profit / Loss (in INR)	Average Annual Turnover for Last 3 (three) FY from Consultancy advisory business / Professional services (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 carrying out Project Management Consultancy services for building construction works as laid down in Notice inviting Expression of Interest (EOI) for 'Empanelment of Project Management Consultants for Odisha State Housing Board'.
3. It is further certified that all information/data furnished in the "Application for Empanelment of Project Management Consultants for 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 Project Management Consultancy.
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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