



OFFICE OF THE  
**MUNICIPAL COUNCIL, NABARANGPUR**  
NABARANGPUR (ODISHA), PIN- 764059  
G-mail ID- municipalityngpr@gmail.com



Letter No. 5235..... NM/2025

Date. 19.12.2025.....

**Invitation for Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for Construction of Town Hall (Shastri Bhawan), Indravati Model Crematorium and Other developmental projects when required of Nabarangpur Municipality**

Invitation for Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for Construction of Town Hall (Shastri Bhawan), Indravati Model Crematorium and Other developmental projects as & when required for Nabarangpur Municipality" Sealed Expression of interest (in two sealed covers envelop) are invited from the reputed Engineering consultant/registered Architects firms/Consultancy firms for preparation of Detailed project report and providing comprehensive consultancy service towards suitable architectural plan, Survey, elevation, estimate, structural design, structural vetting from IITs/NITs/Govt. Colleges with vetted drawings and certificates with quality control activities with proper assistance for preparation of Detail Project Report (DPR) of Nabarangpur Municipality. The consultant should have previous experience and must have completed similar nature of works under any department of the state Govt./PSU. The quotation paper will be downloaded from the website i.e [www.nabarangpur.nic.in&https://nabarangpurm.in/in](http://www.nabarangpur.nic.in&https://nabarangpurm.in/in) from dt. 20.12.2025 at 10.00 AM to 26.12.2025 at 5.00 P.M. The envelope containing the documents as per instruction should be superscripted with the letter "Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services for Preparation of Detail Project Report (DPR) of Construction of Town Hall (Shastri Bhawan), Indravati Model Crematorium and Other developmental projects as & when required for Nabarangpur Municipality" and should be submitted through Speed Post/Registered (Bid papers receipt other than Registered Post & Speed Post will not be acceptable) Post only on or before 30.12.2025 up to 5.00 PM at Nabarangpur Municipality Office, Po/Ps-Nabarangpur, Pin-764059, Dist-Nabarangpur. The EOI will be opened on dt 31.12.2025 at 11.00 A.M in the Conference Hall, Nabarangpur Municipality in presence of the bidders or authorized representative. The EOI must accompanied with Rs. 10,000/- (Rupees Ten Thousand) only in shape Demand Draft towards tender paper cost duly pledge in favour of the Executive officer, Nabarangpur Municipality, which is nonrefundable and Rs. 50,000/- (Rupees Fifty Thousand) only in shape Demand Draft towards EMD duly pledge in favour of the Executive officer, Nabarangpur Municipality, which is (Refundable) the bidders are requested to quoted their rates without any added tax (Taxes will be added/ Deducted at source as applicable by the Govt.). the bidders are requested to submit the EOI accompanied with attested photo copy of the registered certificate of the agency, GST registration, PAN Service tax registration& certificate of experience for compliant authority in support of their expertise with vetting certificates, Financial Statements & Turnover  $\geq$  Rs. 1 Cr (last 3 years), Declaration of Non-blacklisting. The unexperienced bidders are not allowed to participate in the bidding process.

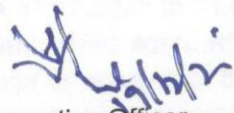
The authority reserves the right to accept or reject any or all EOI without assigning any reasons thereof.

  
Executive Officer,

Nabarangpur Municipality.

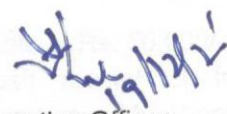
Memo.....5236...../NM-25 Dt. 19.12.2025

Copy submitted to the Director, I&PR, Govt. of Odisha, Bhubaneswar for publication of the notice once in One Odia newspaper & English daily news Paper for wider publication and submit complementary copies to the undersigned for filing and necessary payment.

  
Executive Officer,  
Nabarangpur Municipality

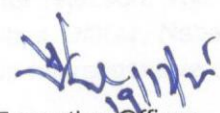
Memo.....5237...../NM-25 Dt. 19.12.2025

Copy submitted to the Collector & District Magistrate, Nabarangpur/ Project Director, DUDA, Nabarangpur for favour of kind information.

  
Executive Officer,  
Nabarangpur Municipality


Memo.....5238...../NM-25 Dt. 19.12.2025

Copy submitted to the D.I.O, NIC, Nabarangpur for kind information with a request to display the notice in the district website, Nabarangpur for wide publication.

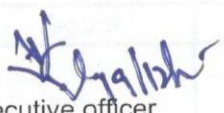
  
Executive Officer,  
Nabarangpur Municipality

## GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. The quotation paper and other information will be available in the mentioned website from dt. 20.12.2025 at 10.00 A.M to dt. 26.12.2025 at 5.00 P.M. website portal i.e. [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in) & <https://nawarangpurm.in/> .
2. Express of interest bid containing all relevant documents shall be received through Registered & Speed post only on or before 30.12.2025 up to 5.00 PM.
3. The Technical & financial part of the EOIs will be opened on date 31.12.2025 at 11.00 A.M. in the office of the undersigned in the presence of the bidders or authorized agent who wish to attend. If the office happens to be closed on the last date of receipt or opening of the bids as specified, then the bids will be received/opened on the next working day at the same time and venue unless otherwise notified.
4. The bidders have to submit non-refundable tender paper cost of Rs. 10,000/- (Rupees Ten Thousand) only in shape of demand draft from any nationalized/schedule bank payable at Nabarangpur only in favour of the Executive officer Nabarangpur Municipality.
5. The bidders have to submit Earnest Money Deposit (EMD) Refundable of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of demand draft/term deposit receipt of from any nationalized/schedule bank in favour of the Executive officer Nabarangpur Municipality along with Documents.
6. The bidder has to furnish attested true copy of the following documents along with the EOI, failing which, the EOI will be treated as non-responsive and liable for rejection. The Original certificates are to be produced as and when required by the executive Officer, Nabarangpur Municipality for verification, otherwise his/her EOI shall be declared as nonresponsive and thus liable for rejection.
7. All the documents in sealed cover super scribed with EOI No-----& date-----shall be received through Registered/speed post only within the prescribed time. Any delay whatsoever including postal delay in receipt of the EOI by Nabarangpur Municipality shall not be considered. The bidder should submit the EOI in three sealed covers.  
  
The two sealed covers within the main cover should contain: -  
  
A. The Technical Part of the EOI (Cover-1) clearly super scribed "TECHNICAL BID" should consist of qualification, credentials, Registration Certificates, EOI documents cost, the signed copy of EOI documents and any other documents as instructed.  
  
B. Financial part of the EOI documents (cover-II) clearly super scribed "FINANCIAL BID".
8. No Bidder will be permitted to furnish the Bid in their own manuscript papers. No letter should accompany the Bid.
9. All corrections made by the bidder including over writing, additions. Alternations, erasures, obligation and other discrepancies should be properly attested by the authorized signatory.
10. All EOIs received will remain valid for a period of 90(Ninety) days from the date of issue of acceptance order and can be extended on the same terms, conditions and approved rates or with some additions/deletions/modifications in the terms and conditions for a future specific period mutually agreed upon by the Nabarangpur Municipality and the consultant.
11. Every page of the EOI documents with required attachments should be signed by the bidder failing which the EOI will be rejected.
12. The EOI containing extraneous conditions not covered by the EOI documents/Notice are liable for rejection.

13. No part of the contract shall be sublet without written permission of the Executive Officer or transfer is made by power of attorney authorizing others to received payments on the bidder behalf.
14. The bidders should quote rates both in figures and in words. If there is a difference between the rate quoted in figures and in words the rates quoted in words shall be taken as correct.
15. The rates are to be filled in price bid (cover-II). The rates quoted shall be exclusive of all taxes, duties etc. No further claim on this regard will be acceptable to this office. Deduction of taxes as levied will be made as per financial rules of Government of Odisha.
16. In case of any disputes arises the decision of the Executive Officer, Nabarangpur Municipality is final and binding on the firm.
17. All disputes shall be under the jurisdiction of the court at Nabarangpur only.
18. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or on a later stage, the action as deem proper shall be taken against the bidder.
19. The detailed Notice inviting EOI along with the clauses, terms & conditions etc mentioned here in shall form a part of the contract and agreement.
20. The bidders should furnish a check list by mentioning the documents submit by indicating a tick mark against the items provided in the tender paper.
21. The bidders are requested to submit the experience certificate of the last 3 Three calendar years i.e., from 2022-23 to 2024-25. No bidders will be entertained without minimum 3 Nos. of experience certificate handling the project cost more than 1 Cr is required.
22. After the Technical and financial evaluation, the successfully bidders will be required to execute an agreement on a non-judicial stamp paper worth INR 100 to be supplied by him with the Municipality within 7 days from the date of receipt of the letter of acceptance.
23. The rates submitted by the bidders will be valid for 2 (Two) calendar years in case of the authority found non cooperative and non-attentive to the assign work it would be deemed to be breach of terms of Agreement, making it liable for legal action besides termination of the Agreement. 
24. The bidder should have sound knowledge on preparation of documents consisting of plan/estimate and design as per OPWD norms to facilitate the DPR for tender. The successful bidder will not only submit the DPR he also has to supervise the tender procedure an execution of the work at different stage to completion and handover. The payment in gross will be divided in to phase wise manner of different stages of the projects.
25. After award of the assign work, the successful bidder should have to appoint a technical person not below the rank of Diploma Engineer who will stay at Nabarangpur to facilitate the entire project till completion in this regard undertaking is to be submitted to the undersigned with the technical bid documentation.
26. The Executive Officer, Nabarangpur Municipality shall have the right to add/modify/delete/ any condition to/from the agreement as and when necessary for smooth management of the work.
27. Finance Department Memorandum No.27047, Dated 27.09.2021 providing that Administrative Department shall engage consultant for approved project involving high technical requirement within two percentage (2%) of the project cost for such services as architectural Designs, DPR Preparations, Construction, Supervision consultancy, 3rd party quality monitoring and other ancillary services.
28. Scope of Work.

- a. Conduct engineering surveys & investigations
  - b. Prepare architectural drawings, structural designs, and working drawings (Structural, Electrical, Sanitation and Plumbing)
  - c. Obtain structural vetting from IIT/NIT/Govt. Colleges with certificates included in DPR.
  - d. Prepare detailed cost estimates (State SoR)
  - e. Prepare DPR with vetted drawings & certificates.
  - f. Assist in tender preparation & evaluation
  - g. Provide construction supervision & PMC services.
  - h. Submit completion & quality assurance reports
29. The authority also, reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
30. The Executive Officer, Nabarangpur Municipality reserves the right of authority to accept any and reject any or all proposals received without assigning any reason thereof.

|  |   |
|--|---|
| Signature of the Bidder with Seal  | <br>Executive officer |
| Consultancy Services for prepare of Detail Project Report (DPR) for Construction of Town Hall (Bhadrak, Bhawan, Indravati, Model Crematorium and Other developmental projects which required of Nabarangpur Municipality |   |

WB: Finance Department Memorandum No.25131, Dated 20-9-21 providing that Administrative Department shall engage consultant for approved project involving high technical requirement within maximum 5% percentage (5% of the work cost) for such services as architectural Designs, DPR Preparation, Construction Supervision consultancy, and quality monitoring and other ancillary services.

I do hereby undertake that, in the event of acceptance of my bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

No. of Counter Signatures: \_\_\_\_\_  
No. of Counter Signatures: \_\_\_\_\_  
No. of Counter Signatures: \_\_\_\_\_

Signature of the Bidder with seal



OFFICE OF THE  
**MUNICIPAL COUNCIL, NABARANGPUR**

NABARANGPUR (ODISHA), PIN- 764059

G-mail ID- municipalityngpr@gmail.com



**FINANCIAL BID**

Quotation Inviting Authority- EXECUTIVE OFFICER, NABARANGPUR MUNICIPALITY

Quotation call notice No. ....../NM-25, Date: .....

Paper Sl. No.

Bidder Name:

| Sl. No | Description of items   | No. or Qty. | Unit | Rate to be Quoted on percentage basis of the total Project Cost. |          |
|--------|--|-------------|------|--|----------|
|        |  |             |      | Figure   | In Words |
| 1      | Engagement of Civil & Architectural Consultancy Services for prepare of Detail Project Report (DPR) for "Construction of Town Hall (Shastri Bhawan), Indravati Model Crematorium and Other developmental projects when required of Nabarangpur Municipality" | 01          | Nos. |  |          |

NB: Finance Department Memorandum No.20181, Dated 30-07-21 providing that Administrative Department shall engage consultant for approved project involving high technical requirement within maximum two percentage (2%) of the project cost for such services as architectural Designs, DPR Preparations, Construction, Supervision consultancy, 3rd party quality monitoring and other ancillary services.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

No. Of Over Writings- \_\_\_\_\_ ( )

No. Of Corrections- \_\_\_\_\_ ( )

No. Of Interpolations- \_\_\_\_\_ ( )

Signature of the Bidder with seal