

OFFICE OF THE
DIVISIONAL FOREST OFFICER-CUM-WILDLIFE WARDEN, CHANDAKA WILDLIFE DIVISION
GAJA VIHAR, BARMUNDA, BHUBANESWAR-751003
Email- dfo.chandakawl@odisha.gov.in

Letter No. **5811**

/1F, Dated, Chandaka, the 01st November, 2025

To

The Deputy Director,
Information & Public Relation Department,
Odisha

Sub:

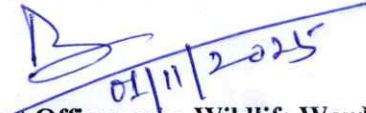
Notice Inviting Expression of Interest (EOI) for engagement of Eligible and Registered Architects/Architectural Firms to engage as Architects for providing "Conceptual and Detailed Design for Proposed Regional Chief Conservator of Forests, Bhubaneswar Circle office Building at the earmarked area at Nakka Gate, Bhubaneswar".

Sir,

In inviting a reference to above cited correspondence subject, the Expression of Interest (EOI) Notice for engagement of Eligible and Registered Architects/Architectural Firms to engage as Architects for providing "Conceptual and Detailed Design for Proposed Regional Chief Conservator of Forests, Bhubaneswar Circle office Building at the earmarked area at Nakka Gate, Bhubaneswar". is sent herewith for publishing in atleast two leading daily both in Odia and English Newspapers well in advance for wide circulation.

Enclosed: As above.

Yours faithfully


Divisional Forest Officer-cum-Wildlife Warden
Chandaka WL Division

Memo No. **5812** /Dated. 01.11.2025

Copy Expression of Interest (EOI) Notice submitted to Principal Chief Conservator of Forests (Wildlife) & CWLW, Odisha, Bhubaneswar and CF (IT & GIS) O/o PCCF & HoFF, Odisha, Bhubaneswar for information & necessary action. They are requested to kindly upload the above Notice in the website of <https://wildlife.odisha.gov.in> and <https://odishaforest.in> as early as possible.


Divisional Forest Officer-cum-Wildlife Warden
Chandaka WL Division

Memo No. **5813** /Dated. 01.11.2025

Copy along with Expression of Interest (EOI) Notice submitted to Regional Chief Conservator of Forests, Bhubaneswar Circle, Bhubaneswar for information & necessary action.


Divisional Forest Officer-cum-Wildlife Warden
Chandaka WL Division

**OFFICE OF THE
DIVISIONAL FOREST OFFICER-CUM-WILDLIFE WARDEN, CHANDAKA WILDLIFE DIVISION
GAJA VIHAR, BARMUNDA, BHUBANESWAR-751003
Email- dfo.chandakawl@odisha.gov.in**

Letter No. 5815 /1F, Dated-
EIO ID: DFO, CHD 01/2025-26
Dated, Gaja Viharthe 01th Nov' 2025

Expression of Interest (EOI) Notice

The Divisional Forest Officer, Chandaka (Wildlife) Division, invites EOIs from Eligible and Registered Architects/Architectural Firms to engage as Architects for providing “**Conceptual and Detailed Design for Proposed Regional Chief Conservator of Forests, Bhubaneswar Circle office Building at the earmarked area at Nakka Gate, Bhubaneswar**”.

EOI Document Availability:	From 11:00 AM of 04.11.2025 to 14.11.2025 (up to 5:00 PM) – can be collected in person from the office of the undersigned or downloaded from https://wildlife.odisha.gov.in/ or https://odishaforest.in/
Tentative Project Cost:	₹07.00 Crore (subject to revision at the discretion of the Authority)
Pre-Bid Meeting	10.11.2025 at 11:00 AM at the Conference Hall, Office of the DFO (WL), Chandaka
Last Date & Time for Submission of EOI	15.11.2025 up to 1:00 PM
Opening of Technical Proposal	15.11.2025 at 03:00 PM
Technical Presentation & Opening of Financial Proposal	15.11.2025 from 04:00 PM onwards
Address for Submission	Divisional Forest Officer, Chandaka Wildlife Division, Gaja Vihar, Baramunda, Bhubaneswar, Pin-751003
Contact Details	Email- dfo.chandakawl@odisha.gov.in
Contact Person	Sri Sangram Keshari Mohanty, ACF, O/o DFO Chandaka (WL) Division, Mob: 9437159444


Divisional Forest Officer-cum-Wildlife Warden
Chandaka WL Division

**OFFICE OF THE DIVISIONAL FOREST OFFICER & WILDLIFE WARDEN
CHANDAKA WILDLIFE DIVISION, GAJA VIHAR
BARAMUNDA, BHUBANESWAR-751003,
Email- dfo.chandakawl@odisha.gov.in
Bid Identification No.DFO, CHD 01/2025-26**

Letter No. 5814/1F, Dated- 01.11.25

TENDER CALL NOTICE

The Divisional Forest Officer, Chandaka Wildlife Division invites Sealed Tenders under the Double cover system, strictly in "OFFLINE" mode for the "Conceptual and Detailed Design for the proposed office building of the Regional Chief Conservator of Forests(RCCF),Bhubaneswar at Nakka Gate, Bhubaneswar".

Tenders are invited from eligible Architects/Architectural Firms who are registered with Council of Architecture (COA) for providing comprehensive architectural design consultancy services for the proposed office building of the Regional Chief Conservator of Forests (RCCF),Bhubaneswar at Nakka Gate, Bhubaneswar.

Interested bidders must meet the eligibility criteria and possess the required qualification for supplying the item as detailed below:-

PRE-REQUISITE FOR ARCHITECT/ARCHITECTURAL FIRMS

1. The Architect/Architectural Firms should have valid GST Registration with the competent authority.
2. The Bidders should have Permanent Account Number (PAN) Registered with the competent authority.
3. The Bidders must submit a proof of identity (Voter ID, Aadhaar Card, Driving License).
4. The Bidders must have a valid Bank Account number in any bank.
5. The Bidders must have operational area within the State of Odisha.
6. The Bidders must have Registration certificate with Council of Architecture (COA).


Divisional Forest Officer
Chandaka Wildlife Division
Bhubaneswar

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF ARCHITECT

Expression of interest is invited from Eligible and Registered Architects/Architectural Firms to engage as Architects for providing **"Conceptual and Detailed Design for Proposed Regional Chief Conservator of Forests, Bhubaneswar Circle office Building at the earmarked area at Nakka Gate, Bhubaneswar"**.

The scope of work for the Architect shall include preparation of Conceptual designs (Including all floor plans), Detailed Design supported by relevant drawings and Material specifications as required, site visits for interpretation of architectural drawings etc for **"Proposed Office Building"** as per client's requirements listed in **Part-II**.

The Individuals / Firms having Presence / Branch Office in **BHUBANESWAR, ODISHA** with **minimum 05 [Five] years** of Experience in relevant field and having completed

- i. at least Three Projects each of estimated cost not less than Rs 60 Lakhs, OR
- ii. Two Projects each of estimated cost not less than Rs 75 Lakhs, OR
- iii. One Project of estimated cost not less than Rs 150 Lakhs.

during last 3 years for Govt./ Semi Govt./ Corporate houses/Reputed national/ Multi-National Companies/Registered Societies should apply with their credential/ information/ testimonials in prescribed format which may be downloaded from <https://odishaforest.in/> or <https://wildlife.odisha.gov.in/> or obtained from the O/o Divisional Forest Officer-Cum-Wildlife Warden, Chandaka in any working day from 11:00 AM of date 04.11.2025 to 05:00 PM of date 14.11.2025 by payment of Rs 2000.00 (**Two Thousand Rupees Only**) towards cost of Tender Paper in shape of Demand Draft in favour of Divisional Forest Officer-Cum-Wildlife Warden, Bhubaneswar and Security Deposit amount of Rs. 20,000.00 (**Twenty Thousand Rupees only**) in favour of the Divisional Forest Officer-Cum-Wildlife Warden, Chandaka payable at Bhubaneswar in the shape of Bank Guarantee (BG) from any nationalized banks.

The duly filled up application in prescribed format for engagement of Architect/Architectural firm for **"Conceptual & Detail Design for Proposed Regional Chief Conservator of Forests, Bhubaneswar Circle office Building at the earmarked area at Nakka Gate, Bhubaneswar"** shall be submitted to the office of undersigned super-scribing on the top of the envelop **"Engagement of Architect / Architectural Firm"** so as to reach on or before **13:00 Hrs on 15/11/2025** and they shall be opened at 16:00 Hrs on 15/11/2025. The applications may be submitted by speed post/ courier or hand delivery. **Application received after due date and time shall not be entertained.**


Divisional Forest Officer-cum-Wildlife Warden
Chandaka WL Division

PREPARATION OF BIDS

Bidders must take into account any corrigenda or addenda published before submitting their bids. Carefully review the **tender advertisement and tender documents** to understand:

- The **required documents** to be submitted,
- The **number of covers** (technical, financial), and
- The **content and format** of each document.

Any deviation from the instructions or incomplete submissions may lead to **rejection of the bid**

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PART – I: CONDITIONS OF ENGAGEMENT AND INSTRUCTIONS TO APPLICANTS

1. General Information

The Divisional Forest Officer, Chandaka (Wildlife) Division, invites applications from eligible and experienced **Architects / Architectural Firms** for providing comprehensive architectural design consultancy services for the **proposed office building of the Regional Chief Conservator of Forests (RCCF), Bhubaneswar at Nakka Gate, Bhubaneswar.**

As **time is the essence** of the contract, the ability, competence, and professional experience of the applicant to provide the required services **within the stipulated timeframe** will be a crucial factor in the selection process.

2. Eligibility Criteria for Architects / Firms

To qualify for consideration, individual architects or firms must satisfy the following criteria:

1. **Location:**

The applicant must have a **registered office or operational presence in Bhubaneswar, Odisha.**

2. **Experience:**

The firm or individual must possess a **minimum of five (5) years** of experience in the relevant architectural field.

3. **Project Experience:**

The applicant must have successfully completed during the last **three (3) years:**

- At least **three (3)** architectural projects, each with an estimated cost of not less than **₹60 Lakhs, OR**
- **Two (2)** projects, each with an estimated cost of not less than **₹75 Lakhs, OR**
- **One (1)** project of estimated cost not less than **₹150 Lakhs.**

The projects should have been executed for **Government / Semi-Government organizations / Corporate Houses / Reputed National or Multinational Companies / Registered Societies.**

4. **Preference:**

Preference will be given to architects/firms with demonstrated **experience in interior design**, to enable integrated and comprehensive project planning.

5. **Proof of Experience:**

Self-Attested **completion certificates or work orders** satisfying the above criteria must be submitted along with the application.

Note: If, at any stage, the documents submitted are found to be false, misleading, or fraudulent, Divisional Forest Officer, Chandaka (Wildlife) Division reserves the right to take appropriate action, including cancellation of engagement and levy of penalty.

3. Signing and Submission of Application

- The application shall be **signed by the Architect or authorized representative** of the firm with valid Power of Attorney or Authorization Letter.
- Every page of the application must be **signed and sealed** for authentication.
- A **copy of the Power of Attorney / Registered Deed** of the firm must be enclosed. The original document shall be produced upon request for verification.

4. Documents to be submitted

Applications must be accompanied by self-attested copies of the following documents:

1. Registration certificate with **Council of Architecture (COA)**.
2. Copy of **PAN Card**.
3. **Audited Balance Sheet and Profit & Loss Statement** for the last **two (2) financial years**.
4. Copy of **GST Registration Certificate**.
5. List of relevant completed and ongoing projects (as per prescribed format).

5. Additional Instructions

- If the space in the prescribed form is insufficient, information may be provided on additional sheets clearly referencing the relevant section/serial number.
- Each additional sheet must be **signed and sealed** by the authorized signatory.
- The applicant must demonstrate **experience in conceptual design preparation** and preferably in **cost estimation** as per the **PWD Schedule of Rates** and **non-schedule items** using market rate analysis.
- The addendum/ Corrigendum shall be hosted in the websites and office notice board only.
- The authority reserves the right to cancel any or all bids without assigning the reason thereof.
- The bidder shall produce “ **Bid Security Declaration (Schedule K)**” towards Earnest Money Deposit or Security Deposit, **Certificate of No Relationship (Schedule A)**, Information regarding current litigation, debarring, expelling of tender of abandonment of work by the renderer (**Schedule E**) and **Affidavit** in Schedule F
- Any dispute arising shall be resolved exclusively through the process of mediation. Under no circumstances shall any party initiate or pursue a court case.

PART – II: PROJECT DETAILS

1. Scope of Work

The selected Architect/Architectural Firm shall undertake the following stages of work with Tentative cost of Project is Rs.07 crore (**Seven Crore Rupees**), subject to revision at the discretion of the Authority:

Stage 1 – Kick-off Meeting & Site Visit

- Attend an initial **kick-off meeting** with Divisional Forest Officer, Chandaka (Wildlife) Division to discuss requirements, design philosophy, and project specifications.
- Conduct a **site visit** to understand site conditions, context, and constraints.

Stage 2 – Site Analysis

- Visit and analyze the shortlisted sites within the jurisdiction of Divisional Forest Officer, Chandaka (Wildlife) Division. Submit a **Site Wise Analysis**, including recommendations on the most suitable site.

Stage 3 – Preliminary Design

- Prepare and present **conceptual sketch designs** or **presentation drawings** based on the discussions and functional requirements provided by DFO Chandaka (Wildlife) Division.

Stage 4 – Detailed Design Development

- Upon approval of sketch design, prepare detailed architectural drawings including **plans, elevations, sections, material specifications**, and other relevant details.
- Submit **3 hard copies** and **soft copies (AutoCAD / compatible format)** of all drawings.
- Prepare **Good-for-Construction (GFC)** drawings covering **civil, architectural, plumbing, electrical, structural, and mechanical** works.

Stage 5 – Final Approval & Cost Estimation

- Incorporate revisions as directed by DFO Chandaka (Wildlife) Division.
- Submit the **final design package** along with **preliminary cost estimate** as per approved norms and rates.

Stage 6 – Advisory and Site Consultancy

- Provide **advisory services** during execution, including site visits, design clarifications, and participation in review meetings, whenever required by DFO Chandaka (Wildlife) Division

2. Requirements

The proposed **Office Building of RCCF Bhubaneswar** shall be conceptualized at the earmarked site with adequate provisions for:

- Office spaces for officers and staff
- Conference hall / meeting rooms
- Record and document storage areas
- Reception, lobby, and waiting area
- Parking facility
- Common facilities (toilets, pantry, etc.)
- Sustainable features like natural lighting, energy efficiency, and rainwater harvesting

(Specific details and spatial requirements shall be provided at the time of assignment.)

PART – III: PROJECT TIMELINE

Sl. No.	Activity / Milestone	Time for Completion
1	Stage 1 – Kick-off meeting and site visit	7 days from date of commencement
2	Stage 2 – Site analysis report submission	15 days from approval of Stage 1
3	Stage 3 – Preliminary design submission	30 days from approval of Stage 2
4	Stage 4 – Detailed design and drawings	60 days from approval of Stage 3
5	Stage 5 – Final design & cost estimate	30 days from approval of Stage 4 (<i>Preliminary cost estimate within 25 days</i>)
6	Stage 6 – Advisory/site consultancy	7–10 days from request for clarification or meeting

PART – IV: EVALUATION OF EOI BIDS

1. General Process

All applications received will be scrutinized and evaluated based on eligibility and supporting documents. Applications not meeting the eligibility criteria or found incomplete will be rejected.

2. Submission Requirements

Applicants must submit the following:

1. **Technical Proposal** – Expression of Interest (EoI) along with all supporting documents.
2. **Financial Proposal** – Consultancy Fee and Payment Schedule (as per Annexure III).

Both technical and financial components will be evaluated with the following **weightage**:

- **Technical Evaluation:** 70 Marks
- **Financial Evaluation:** 30 Marks

3. Evaluation System

A. Technical Evaluation (70 Marks Total)

Sl. No.	Rated Category & Feature	Marks
1. Technical Skills		
a) Qualifications of key personnel		15
b) Past experience of key personnel (Enclosure–1)		10
c) Experience in interior design		5
2. Methodology & Work Plan		
a) Methodology (Enclosure–2)		10
b) Work Plan (Enclosure–3)		10
3. Local Presence	Within Bhubaneswar	10
4. Relevant Experience	Completed and Ongoing	10
Total Technical Marks		70

B. Financial Evaluation (30 Marks Total)

The bidder quoting the **lowest consultancy fee** will receive **30 marks**.

Other bidders will receive proportionate marks as per the formula:

$$\text{Marks} = 30 \times (\text{Lowest Fee} / \text{Quoted Fee})$$

The consultancy fee shall follow **Finance Department, Government of Odisha, Guidelines**.

4. Selection and Award

The final selection will be based on the **highest combined score (Technical + Financial)**. DFO Chandaka (Wildlife) Division reserves the right to accept or reject any or all proposals without assigning reasons.

5. Final Authority

The decision of the DFO Chandaka (Wildlife) Division shall be **final and binding** on all participants.

6. Corrigendum / Addendum

Any corrigendum, clarification, or amendment to this EOI shall be published only on the **Odisha Forest Department portal**. Bidders are advised to regularly check this websites for updates.

FORMAT FOR RESPONSE TO EOI

S.No.	Information Particulars/	Response
1	Company Name	
2	A proprietary firm/ A firm in partnership/ A limited company or Corporation/Joint-venture / Consortia	
3	Date of Incorporation.	
4	Company Head Office Address	
5	Registered office address	
6	Bank Account Detail:	
i.	Account Number,	
ii.	Account Name:	
iii.	Bank Name:	
iv.	IFSC Code:	
v.	Mobile No:	
vi.	E-Mail ID.(give at least 2 contact persons details)	
7	Name, Designation, Tel. No, E-Mail of the authorized signatory submitting the EOI (Please enclose the copy of board resolution/Power of attorney)	
8	Specimen Full signature and Initials of Authorized Signatory	
9	Details of Registration with Council of Architecture.	

10	Details of the Branch Office in Bhubaneswar	
11	Information of Key professional from Bhubaneswar office in-charge of project	
i.	Name	
ii.	Designation	
iii.	Educational qualifications	
iv.	Years with firm	
v.	Total years of experience	
vi.	Membership in professional societies	
13	Any pending or past litigation (within three years)? If yes please give details	Yes/No Comments(if option is 'Yes')
14	Is the Bidder Sole / Consortium?	
15	Details of works completed in last 3 years for as per eligibility criteria	
i.	Three Projects each of estimated cost not less than Rs 60 Lakhs, OR	
ii.	Two Projects each of estimated cost not less than Rs 75 Lakhs, OR	
iii.	One Project of estimated cost not less than Rs 150 Lakhs.	
16.	Details of works completed / in hand	ANNEXURE-I & ANNEXURE-II
17.	Design Methodology	Enclosure-2
18.	Work Plan for "Proposed Office Building"	Enclosure-3
19.	Cost of Tender paper (Rs.2000.000) and supporting Document.(DD/BG/T-Challan)	
20.	Security Deposit amount of Rs. 20,000.00 (Twenty Thousand Rupees only) in favour of Divisional Forest Officer-Cum-Wildlife Warden, Chandaka payable at Bhubaneswar in the shape of Bank Guarantee only.	

ANNEXURE-I

Details of the qualification: Works Executed (Please mention works which qualifies for the project for which you have applied)

S. No.	Name of work	Work executed for (name of the Organization with address, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								
4								
5								

ANNEXURE-II

Details of the qualification: Works in hand (please mention works which qualifies for the project for which you have applied)

S. No.	Name of work	Work executed for (name of the organization with address, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Remarks, if, Any
1							
2							
3							
4							

Furnish the names with address and telephone number of three imminent persons/responsible clients for whom the applicant has carried out major works/working in progress for obtaining information about the quality as well as performance of applicants.

S.No.	Name of the Official	Organization	Address	Contact numbers
1				
2				
3				

ANNEXURE-III

(FINANCIAL BID)

1) CONSULTANCY FEE

Description	Unit	In figures	In words
Architecture Consultancy Work	% of Approx Project Cost.		

2) SCHEDULE OF PAYMENT

S.No.	Stages	Percentage	Cumulative Percentage
1	Stage 1 – On attending Kick-off meeting cum site visit.		
2.	Stage 2 – On submission of Site Review & Selection Report		
3.	Stage 3 – On submission of Preliminary Scheme		
4.	Stage 4 – On submission of Detail Design		
5.	Stage 5 – On incorporating Client's suggestions and submitting drawings for approval from the Client		
6.	Stage 6	Per Day charges Per Day charges Per Day charges	Per Day/ Site Visit Per Day/Site review Per Day/Advisory consultancy

Note :

- i. Bill shall be raised together for stage 1 and stage 2 after completion of both the stages and for other stages after completion of respective stage.
- ii. GST shall be payable on the prevailing rates on the date of billing.
- iii. TDS shall be deducted as per the income tax law at source.
- iv. The Annexure IV (Consultancy Fee) shall be submitted on the architect's company letter head.

CERTIFICATE OF NO RELATIONSHIP

I/We here by certify that I/We/am/are **related/not related** to any officer of Forest Department and any officer of the rank of Assistant / Under Secretary and above of the Forest Department, Govt. of Odisha. I/We/am/are aware that, if the facts subsequently proved to be false, my/our contract will be rescinded with for feature of E.M.D and security deposit and I/We shall be liable to make good the loss or damage resulting from such cancellation.

I/We also note that, non-submission of this certificate will render my/our tender liable for rejection.

(*)-Strike out which is not applicable

Signature of Tenderer

Date: -

SCHEDULE-"E"

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING
OF TENDERED OR ABANDONMENT OF WORK BY THE TENDERER**

1. a) Is the tenderer currently involved in any litigation relating to the works. Yes/No
 b) If yes:give details:
2. a) Has the tenderer or any of its constituent partners been debarred/ expelled by any agency in India during the last 5 years. Yes/No
3. a) Has the tenderer or any of its constituent partners failed to perform any contract work in India during the last 5 years. Yes/No
 b) If yes, give details:

Note:

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

Signature of the tenderer

AFFIDAVIT

SCHEDULE-F

1. The undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ nor any of its constituent partners / I have abandoned any road / bridge / Irrigation / Buildings or other project work in India nor any contract awarded to us / me for such works have been rescinded during the last five years prior to the date of this bid.
3. The undersigned here by authorized and request(s) any bank, person, firm or Corporation to furnish pertinent information as deemed necessary and as requested by the Department to verify this statement or regarding my (our) competency and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the Department.

(Signed by an Authorized Officer of the firm or Bidder)

Title of Officer:

Name of Firm:

Date:

(Note: The affidavit should be in the above format. Any change in language / structure is not acceptable & liable for rejection)

Schedule-K

Form of Bid-Security Declaration

<Letter head of the bidder>

Date: _____

Bid No: _____

To _____

[Insert complete name and address of the Authority / Employer/Tender Inviting Authority]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.

2. Declaration Regarding Breach of Obligations

We accept that the **Authority / Employer / Tender Inviting Authority** shall have the right to cancel our empanelment and/or suspend, prohibit, debar, or blacklist us from participating in any bidding process for contracts of the State for a minimum period of **180 days**, if we are found to be in breach of our obligations under the bid conditions, for any of the following reasons:

- a. We have withdrawn our Bid prior to the expiry date of the bid validity specified in the *Letter of Bid* or any extended date as may have been provided by us; or
- b. Having been notified of the acceptance of our Bid by the Employer prior to the expiry of the bid validity period specified in the *Letter of Bid* or any extended date as may have been provided by us:
 - i. We failed to furnish the required **Performance Security** and/or **Additional Performance Security**, if required, in accordance with the ITB / Terms of the Bid Document / RFP; or
 - ii. We failed to agree to the decisions taken during the **Contract Negotiation Meeting**; or
 - iii. We failed or refused to execute the **Contract**.

3. Expiry of Bid Security Declaration

We understand that this **Bid Security Declaration** shall expire if we are not the successful Bidder, upon the earlier occurrence of either:

- (i) your notification of the name of the successful Bidder through award of contract; or
- (ii) the expiry date of the Bid validity period.

Name of the Bidder: _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder: _____

Title of the person signing the Bid: _____

Signature: _____

Date: _____ day of _____, _____

* In case of a Bid submitted by a **Joint Venture**, specify the name of the Joint Venture as the Bidder.

** The person signing the Bid shall have the **Power of Attorney** issued by the Bidder, attached to the Bid.

Note: In case of a Joint Venture, the **Bid Security Declaration** must be executed in the name of *all members* of the Joint Venture submitting the Bid.

CHECKLIST

Sl. NO.	REQUIREMENTS	DOCUMENTR EQUIRED	DOCUMENT ENCLOSED
1.	Legal Entity: The firm should be a registered company or a registered partnership firm or a registered proprietorship firm.	1. Copy of certificate of incorporation. 2. Copy of registration certificate(s)	Yes/No
2.	Turnover Annual: Turnover of the firm for the last two financial years (2024-25, 2023-24) as per the last published audited balance sheets.	CA Certificate with CA's Registration Number and Seal	Yes/No
3.	Technical Capability: The applicant must have successfully completed consultancy assignment with Estimated project value not less than the amount as specified in EOI.	Self-attested Work Completion Certificates from the client.	Yes/No
4.	Tax Registration: The applicant should have a registered number of: 1. Income Tax Number / PAN 2. GST No.	Copies of relevant certificates of registration	Yes/No
5	Technical Capability of Key personnel: Enclosure 1	Information to be submitted .	Yes/No
6.	Design Methodology: Enclosure 2	Document in PDF format to be submitted	Yes/No
7.	Work Plan: Enclosure 3	Document in PDF format to be submitted	Yes/No
8.	Annexure I,II,III	As per prescribed format.	Yes/No

LETTER OF TRANSMITTAL

FROM:

To:

The Divisional Forest Officer- Cum- Wildlife Warden
Chandaka Wildlife Division.

Subject: Submission of EOI from Architects / Architectural firms for providing "Conceptual and Detailed Design" for Proposed RCCF Bhubaneswar Office Building at the earmarked area at Nakka Gate.

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we, hereby submit the relevant information.

1. I/We, hereby certify that all the statements made and information supplied in the Application for EoI, Annexure I to IV and accompanying statements are true and correct to best of our knowledge.
2. I / We, have furnished all information and details necessary for EOI and confirm that no further pertinent information is required to be furnished by us.
3. I / We, also agree that DFO Chandaka (Wildlife) Division or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I/we, understand that DFO Chandaka (Wildlife) Division reserves the right to reject any or all Bids without assigning any reason.

The application is made by me / us on behalf of _____
in the capacity of _____.

I am /we are duly authorized to submit the bid.

Enclosures :

Date of submission: