



ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉନ୍ନୟନ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Housing & Urban Development Department, Govt. of Odisha

ଜଟଣୀ ପୌର ପରିଷଦ, ଜଟଣୀ

OFFICE OF THE MUNICIPAL COUNCIL: JATANI

ପ୍ଲଟ- ଜଟଣୀ, ଜିଲ୍ଲା- ଖୋର୍ଦ୍ଧା, ୭୫୨୦୫୦

At/Ps- Jatani, Dist- Khordha (Odisha), Pin-752050

E-mail – municipalityjatni@gmail.com, Phone. No. 0674-2490826

No.: ୪୭୫୬ /Jatni, Date: 12.08.2025

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Subject: Selection of Technical Expert/Consultant for Preparation of DPR under Young Gamechangers Initiative (YGI) Project for Two Public Spaces in Jatni

The Executive Officer, Jatni Municipality invites sealed Expression of Interest (EOI) from registered and reputed Technical Experts/Consultants/Firms having valid Income Tax Return, GST Registration, and Company Registration Certificates to submit technical and financial proposals for Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayanee Youth Club Ground in Ward 11.

The proposals are to be submitted in two cover bids respectively - Cover 1 will contain the technical bids; and Cover 2 will contain the financial bids. The quoted rates are to be provided in percentage format, inclusive of any applicable components. Following the evaluation of the technical bids, the financial bids of only the technically qualified bidders will be opened and evaluated. Both the bids will carry equal weightage for evaluation. The details of EOI will be available at office of the undersigned or can be downloaded from www.khordha.nic.in / www.jatnimunicipality.in. The bidder should download the EOI notice and submit the filled documents in the requisite formats to reach the undersigned at the scheduled date and time.

The quotation paper will be available in the Jatni Municipality Office on payment of Rs.1000/- (Rupees One Thousand) only and EMD of Rs. 5000/- (Rupees Five Thousand) only (non-refundable) towards cost of EOI documents in shape of Bank Draft/Cheque/Card transaction drawn on any Nationalized Bank payable in the favour of Executive Officer, Jatni Municipality, Jatni.

The last date and time for receipt of EOI is dt. 25/08/2025 at 03:00 PM and the bids will be opened on the same day at 04:00 PM in the chamber of the Executive Officer, Jatni Municipality, Jatni, in the presence of bidders or their authorized representatives who choose to attend. The bidders shall bear any cost they may incur for site visits, transport, postage, telephones, etc. in the process of submission of proposals.

The Jatni Municipality, Jatni, reserves all rights at its absolute discretion to accept or reject any of the EOI submissions without assigning any reason(s) thereof. Should bidders require any further information, they may contact the undersigned.


Executive Officer
Jatni Municipality


Memo No. 4757 / Dt. 12.08.2025

Copy submitted to the Collector & District Magistrate, Khordha / Superintendent Engineer, P.H., Bhubaneswar / Executive Engineer (Road & Building) Division, Khordha / Executive Engineer, P.H. Division, Khordha / Executive Engineer (Rural Works) Division Khordha / Block Development Officer, Jatni / Tahasildar, Jatni / Asst. Engineer, P.H. Sub-Division Khordha / Junior Engineer P.H. Section P.H. Jatni for information with a request to display the Tender Notice in their respective Notice Boards/Jatni Municipality Office notice Board for wide publication.


Executive Officer
Jatni Municipality

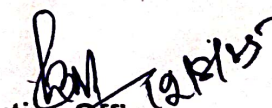
Memo No. 4758 / Dt. 12.08.2025

Copy to the DeGM, Khordha with a request to publish in www.khordha.nic.in for wide publicity.


Executive Officer
Jatni Municipality

Memo No. 4759 / Dt. 12.08.2025

Copy submitted to Principal Secretary, H & UD Deptt., Bhubaneswar, and Country Programme Manager, UN-Habitat India, for information and necessary action.


Executive Officer
Jatni Municipality

Requisites for Submission of Proposals

QUOTATION PAPER

(Technical Bid) – Cover 1

Sl. No.	Description of the Items	Yes / No
01	Paper Cost	
02	EMD	
03	IT Return	
04	GST Registration	
05	Company Registration	

(Financial Bid) – Cover 2

Sl. No.	Description of the Items	Unit	Rate quoted in percentage of estimated cost of DPR (Excluding all taxes)
01	Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayanee Youth Club Ground in Ward 11	1	

N.B: GST will be paid as per actual as per prevailing taxation.

Sold to Sri / Smt. _____ who has deposited Rs. _____
(Rupees _____) only vide M.R. / D.D. No. _____, dt. _____
_____ towards cost of quotation paper.

Signature of Quotationer


Executive Officer
Jatni Municipality

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2. A
3. 2

FORM 1: PROPOSAL SUBMISSION FORM
(On the letterhead of the Lead Expert/Consultant/Firm)

Date: _____

To,
The Executive Officer
Jatni Municipality
Khordha District, Pin - 752050

Subject: Submission of Proposal for Selection of **Technical Expert/Consultant/Firm** for Preparation of DPR under the Young Gamechangers Initiative (YGI) project for Identified Two Public Spaces in Jatni

Ref: EOI Notice No. _____ / Dated _____

Dear Sir / Ma'am,

Having reviewed the complete EOI documents and studied the terms and conditions stipulated therein, we, the undersigned, hereby submit our proposal for undertaking the assignment of **"Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayanee Youth Club Ground in Ward 11"**.

We undertake, if our proposal is accepted, to:

- Enter into an agreement and commence services within 7 (seven) days of letter received from Jatni Municipality informing about selection.

Unless and until a formal contract is executed, this proposal along with your written acceptance shall constitute a binding contract between us.

We hereby submit our Proposal comprising the following:

Envelope 1 – Technical Proposal:

- Covering Letter for Proposal Submission as per Form 1
- Cost of EOI document (non-refundable), in the shape of Demand Draft No. _____ dated _____ drawn on _____ of Rs. 5,000/- from any Nationalized Bank addressed to "Executive Officer, Jatni Municipality" payable at Jatni
- Original technical proposal document detailing workplan and proposed timeline of deliverables
- Details of organization set-up – state whether Proprietorship, Partnership, Private Limited or Public Limited viz-a-viz. Company Registration Certificate
- List of documents fulfilling eligibility criteria and organizational qualifications
- Details of similar past work or at present along with approximate value of Works
- Staff strength of organization and proof of technical expertise of key personnel
- GSTN, PAN, IT Return, and audited balance sheet documents of the previous three consecutive financial years
- Average turnover of the bidder must be above Rs. 50 lakhs over the previous three consecutive financial years
- The bidder must have successfully executed at least 5 (five) DPR preparation projects, each valued at more than Rs. 1 crore, for any government agency
- The experts should own original licensed CAD software

Envelope 2 – Financial Proposal:

- Bid or financial quote in percentage terms of DPR cost (excluding taxes).
- Financial Proposal (in one hard copy)

We hereby confirm that:

1. Our proposal complies with the requirements of the EOI and contains no deviations or conditions.
2. The information provided in this proposal is complete and correct to the best of our knowledge. We accept full responsibility for the accuracy of the information submitted.
3. We meet all the eligibility requirements outlined in the EOI document and declare that our firm has not been blacklisted or debarred by any government agency.
4. We designate Mr./Ms. _____, Designation: _____, Contact No.: _____, Email ID: _____ as our authorized representative for all communications related to this proposal.
5. We undertake to strictly observe the applicable laws against fraud and corruption in the preparation and execution of this assignment, including but not limited to the provisions of the **Prevention of Corruption Act, 1988**.
6. We agree to permit Jatni Municipality to inspect and audit all records, accounts, and documents related to our proposal and subsequent contract performance.
7. We understand that Jatni Municipality reserves the right to accept or reject any or all proposals without assigning any reason thereof.
8. This bid is valid for a period of 180 days from the date of opening of the proposal.

Thanking you,

Yours faithfully,

For and on behalf of:

(Name and Signature of Authorized Signatory)
(Name of the Firm)

Stamp/Seal of the Firm

Enclosures: As stated above

FINANCIAL PROPOSAL FORMAT
(On the letterhead of the Consultant/Lead Firm)
(To be enclosed in Envelope 2) *

To,
The Executive Officer
Jatni Municipality
Khordha District, Pin - 752050

Subject: **Financial Proposal for Preparation** of Detailed Project Reports (DPRs) under the Young Gamechangers Initiative (YGI) project for identified two public spaces in Jatni.

Ref: EOI Notice No. _____ / Dated _____

Dear Sir,

We, M/s _____, hereby submit our Financial Proposal for the assignment titled "**Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayanee Youth Club Ground in Ward 11**".

Sl. No.	Description of the Item(s)	Unit(s)	Rate quoted in percentage of estimated cost of DPR (Excluding all taxes)
01	Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayanee Youth Club Ground in Ward 11	01	

Note: *Including all taxes

We confirm that the above fee is inclusive of all charges including conveyance, documentation, manpower, and any other incidental costs associated with the successful completion of the assignment.

Thanking you,

Yours faithfully,

For and on behalf of:

(Name and Signature of Authorized Signatory)
(Name of the Firm)

Stamp/Seal of the Firm

Terms of Reference (ToR)

For

**Selection of Technical Expert/Consultant for Preparation of
DPRs under Young Gamechangers Initiative (YGI) Project for
Two Identified Public Spaces in Jatni**

July-2025

SECTION 1: PROJECT BRIEF

The Young Gamechangers Initiative (YGI) is a 3-year project focusing on improving the health and wellbeing of youth and communities in intermediary cities of India, Senegal, and Colombia. In Jatni, India, it is being jointly implemented by Housing & Urban Development Department (H&UD) and Jatni Municipality (JMC), Government of Odisha, with UN-Habitat. Funded by Fondation Botnar, the delivery of project activities and co-working studios are supported by partners Block-by-Block Foundation, World Health Organization (WHO), Emergent Vernacular Architecture (EVA) Studio, and several local entities. More information available here: <https://www.unhabitatyouth.org/en/young-gamechangers-in-india/>

The key objectives of the YGI project are to: 1) strengthen governance frameworks to advance the health and well-being of young people; 2) empower young people with voice and agency and have the right digital skills to engage in governance; and 3) support local authorities in delivering public spaces that are safe, accessible, inclusive, and promote the health and well-being of the community.

Through extensive youth-led data collection and community consultations, two sites have been identified in Jatni for implementation and transformation into inclusive public spaces - (1) Mundia Sahi Park & Ground in Ward 7 (Total Area: 1.12 acres approximately); and (2) Maa Uttarayanee Youth Club Ground in Ward 11 (Total Area: 2.45 acres approximately). Through co-designing processes via Minecraft tool and voting conducted on YGI's online participatory budgeting platform, detailed 3D designs have further been pitched and prioritized by the youth and community members of Jatni.

Towards city-wide assessment of public spaces in Jatni, extensive topographical surveys have been conducted by JMC and UN-Habitat to prepare GIS spatial datasets and maps, including Digital Elevation Model (DEM) Map, Orthomosaic Map, Digital Surface Model Map, Digital Slope Parameter Map, Digital Aspect Parameter Map, Hillshade Map, and Contour Map. Data has also been collected from 20 public spaces by Young Gamechangers via Kobo Toolbox application across 5 spatial dimensions and health & wellbeing indicators, including accessibility, environmental & green cover, physical elements, safety, and comfort.

Additionally, Digital Terrain Model (DTM) surveys with drone imagery have been conducted specifically of the two sites to capture requisite data, covering overhead and underground infrastructure, such as elevation level; contour lines; vegetation mapping; boundary walls; utility management and placement (water, electricity, sewage, solid waste collection); connectivity options, such as access routes and road network; urban plans and land tenure documentation; and risk and hazard assessment, including winds direction and urban flooding data.

Working collaboratively with Jatni Municipality, UN-Habitat and EVA Studio have consequently prepared comprehensive Masterplans with supporting architectural drawings for implementation of the identified project interventions across the two sites. The Masterplans include conceptual designs and layouts for demolition, grading and drainage, soft landscaping, furniture & amenities, lighting, and utility services. These Masterplans have been approved for implementation by Jatni Municipality and endorsed by members of the Jatni Municipal Council and respective ward committees. The YGI is therefore in the implementation and tactical placemaking phase of developing the two public spaces as envisioned by the communities.

SECTION 2: SCOPE OF WORK

The objective of this Terms of Reference (ToR) is to engage a qualified Technical Expert for the Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces. The engagement pertains to implementation-ready DPRs for two strategically identified public spaces:

1. **Mundia Sahi Park & Ground in Ward 7** (Total Area: 1.12 acres approximately)
2. **Maa Uttarayanee Youth Club Ground in Ward 11** (Total Area: 2.45 acres approximately)

I. Scope of Work:

The selected Technical Expert shall be responsible for the end-to-end preparation, submission, and technical coordination of Detailed Project Reports (DPRs) for two designated public spaces in Jatni under the Young Gamechangers Initiative. The DPRs must be site-specific, implementation-ready, and compliant with technical, financial, institutional and regulatory standards. Project team has already developed masterplans and base layout drawings in partnership with EVA Studio and UN-Habitat and the selected expert is expected to incorporate these into the DPRs and undertake all remaining technical documentation, drawings, cost estimates, and compliance requirements needed to make the DPRs fully executable. The detailed scope includes the following components:

1. **Incorporation of Existing Masterplans** - The expert shall integrate the pre-developed masterplans and layouts by EVA Studio and UN-Habitat into the final DPR. These masterplans include:
 - Demolition Plans for clearing unsafe or redundant structures
 - Grading and Drainage Layouts for site slope and runoff
 - Soft Landscaping Schemes with plant types, green zones, and layout
 - Furniture and Amenities Layouts with benches, bins, signage, and shade structures
 - Lighting and Utility Infrastructure Plans such as cabling routes, poles, and water connections

The expert shall incorporate these existing design components in their entirety, ensuring coherence with the overall DPR. No modifications to the core design vision are expected unless directed by the Municipality or UN-Habitat. The task primarily involves converting conceptual layouts into detailed engineering and architectural outputs as described below.

2. **Site-Responsive DPR Preparation** - The expert shall prepare two site-specific DPRs, one for each identified public space. Each DPR must be tailored to local context and user needs, and include:
 - Narrative Justification outlining the design intent, community benefits, and alignment with YGI goals
 - Implementation Strategy outlining phase-wise execution with indicative timelines
 - Social and Environmental Design Provisions including universal access, gender and age-friendly elements, safety, and sustainability features
 - Cost Estimations and BoQs itemizing materials, labour, and service components as per applicable rates
 - Photographic and Contextual Documentation including baseline photos, annotated maps, and reference sketches

The DPRs should be formatted to meet public procurement and tendering requirements of the Municipality.

3. Technical Drawings and Design Documentation - The expert shall prepare a comprehensive set of technical drawings, building on the technical designs and drawings that are already approved by JMC and project team, including:

- Architectural Drawings (plans, elevations, sections) for built components such as pavilions, compound walls, etc., at scales 1:50 or 1:20
- Structural Drawings (foundation details, slab layouts, RCC elements) with design parameters suited to site conditions and soil profile
- Landscape Drawings, review and detail the existing planting patterns, edge treatments, material palettes, and surface textures as needed.

These drawings must be implementation-ready, following relevant government regulation and standard operating procedures, and aligned with the project team design vision.

(Note: Site-specific geotechnical investigations or soil testing may not be required, as uniform soil conditions across Jatni.)

4. Detailed Estimates, BoQs, and Specifications - The expert will be responsible for proof-checking, refining, and detailing the preliminary component-wise estimates and BoQs already developed by the project team aligning with applicable Schedule of Rates (SoR). The task includes ensuring technical accuracy, adding any missing items, and integrating standard specifications. The estimate must cover:

- Civil Works (earthworks, masonry, paving, structures)
- Electrical Works (lighting systems, underground ducts, fixtures)
- Public Utilities and irrigation for landscaping
- Urban Amenities (play equipment, fitness stations, signage, benches)
- Demolition and Clearance Activities, as applicable

For items not covered under Odisha PWD or CPWD SoR, prevailing market rates may be used with documented justification. Specifications must accompany all listed items.

5. Structural Vetting and Certification - The expert must coordinate with a certified civil engineer from a government-recognized institute to validate and certify all structural drawings. This certification is mandatory before final DPR submission and must be submitted as part of the final deliverables.

6. Support During Execution Phase - For a period of up to 12 months from the date of offer acceptance, the expert will:

- Respond to queries from contractors or engineers on-site
- Make design adjustments or clarifications as needed without any additional charges
- Participate in virtual or in-person review meetings as required by Jatni Municipality or UN-Habitat
- The expert may be requested to provide limited support in coordinating with local departments such as water supply, PWD, or electricity board for obtaining service connection drawings or final alignment approvals, if needed.

7. **Compliance and Documentation Standards** - All civil works shall conform to the Odisha PWD Code and Specifications. In the event of any specification gaps, relevant CPWD Specifications or Bureau of Indian Standards (BIS) Codes shall be adopted to ensure compliance and quality assurance.

- For items not listed under Odisha PWD or CPWD Schedule of Rates (SOR), rate analysis shall be conducted using prevailing market rates, supported by standard justification. The expert may be required to provide additional justification for all rate analyses undertaken for non-SoR items.
- Preparation of Detailed Notice Inviting Tender (DNIT) documents for contractor engagement shall form part of the DPR submission. Jatni Municipality may request the use of its existing DNIT template, which may vary depending on the nature or category of implementing agency.
- All design and documentation deliverables must comply with applicable building codes, statutory norms, and regulatory guidelines as prescribed by:
 - Jatni Municipality
 - Housing and Urban Development Department (H&UD), Government of Odisha
 - Ministry of Housing and Urban Affairs (MoHUA), Government of India
 - Any other relevant national or state-level authorities

8. **Final submission** - Final DPR submission shall include:

- Hard Copies (signed and bound) of DPRs and all technical drawings
- Soft Copies in editable formats (.dwg, .docx, .xls) and final PDFs
- Structural Certification Documents
- DNIT and procurement strategy recommendations

The final deliverables and submissions must be ready for tendering and implementation, enabling swift administrative processing and rollout of public space interventions under the YGI.

II. **Timeline:**

- Draft DPR submission: Within 15 (fifteen) days from commencement of services.
- Final DPR submission (post feedback integration): Within 30 (thirty) days from commencement of services.

(These timelines are indicative and may be adjusted in mutual consultation, accounting for site conditions and other contingencies.)

III. **Time Schedule and Delays:**

- The Technical Expert/Consultant/Firm shall commence work within 7 (seven) days from receipt of selection letter from JMC.
- Delays beyond 5 days of agreed schedule shall attract penalties and may result in cancellation of award.
- Penalty for delay: 0.5% of total consultancy fee per week of delay, subject to a maximum of 10%.

IV. **Validity:**

The proposals shall be kept valid for a period of 180 days from the stipulated last date for receipt of proposals as mentioned in this notice. Conditional Bids will not be accepted. Moreover, Jatni Municipality reserves the rights to accept or reject any or all the proposals at its sole discretion.

V. Termination Clause:

- Either party may terminate the agreement by giving a written notice of 15 (fifteen) days.
- Payment will be made for services rendered and deliverables accepted till termination date.

VI. Payment Terms:

The payment structure for this engagement shall be as follows:

- 40% upon submission and acceptance of the first draft DPR
- 50% upon submission and approval of the final DPR, including all required sanctions
- 10% upon completion of the project implementation or completion of 1 (one) year from the final DPR submission, whichever is earlier.

The quoted rate should be expressed as a percentage of the total estimated project cost, inclusive of all professional fees, site visits, conveyance, and any other overheads. The expert shall uphold the highest standards of design integrity, quality assurance, and professionalism throughout the assignment period.

SECTION 3: General Conditions & Instructions to Bidders

PART I: INTERPRETATIONS AND DEFINITIONS

1. Definitions:

- The **'Municipality'** shall mean Jatni Municipality, Jatni.
- The **'Executive Officer'** shall mean the Executive Officer of the Jatni Municipality, Jatni, for the time being holding that office as well as his/her successor and shall include any officer authorized by him/her.
- The **'Engineer'** shall mean the Municipal Engineer of the Jatni Municipality or any other officer or officers of the Municipality who is notified by the Jatni Municipality, Jatni, to carry out the functions of the Engineer.
- The **'Engineer's Representative/Engineer-In-Charge'** shall mean Engineer/Sectional Engineer/Junior Engineer, or any other Municipality Employee or Employees appointed from time-to-time by the Engineer to perform the duties here of and generally to assist the Engineer for the purpose or the contract and whose Municipality shall be notified in writing to the Technical Expert by the Engineer.
- The **'Contract'** shall mean the tender and acceptance thereof and the formal agreement if any executed between the Technical Expert and appendices and any special conditions, specifications, designs, drawings, price schedules, bills of quantities, and schedule of rates, etc. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.
- The **'Consultant'** shall mean the individual entity incorporated or not, proprietorship, partnership, private limited or public limited entities undertaking the Works and shall include legal representatives of such individual or persons composing such entities or unincorporated companies or successors of such entities or companies or their associate entities or as the case may be and permitted assigns of such individual or firm or company.
- The **'Contract charges'** means the amount named in the letter of acceptance calculated as per the rates approved in terms of percentage of the total project cost approved by board of Jatni Municipality, Jatni, from time-to-time.
- The **'Excepted risks'** are risks due to riots (otherwise than among Technical Expert's employees) and civil commotion (in so far as both these are uninsurable), war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any act of government, damage from aircraft, acts of god, such as earth quake, lightning and unprecedented floods and other causes over which the Technical Expert has no control and accepted as such by The Executive Officer, Jatni Municipality, Jatni.
- The **'Total Project Cost'** implies Total Cost of project as sanctioned by Jatni Municipality including escalation, contingencies applicable, and revised time-to-time.
- The **'Site'** means the land and other places, on which the Works or temporary Works are to be executed, and any other lands and places provided by the Municipality for working space or any other purpose as may be specifically designated in the contract as forming part of the site.
- The **'Urgent Works'** shall mean any measures which in the opinion of the Engineer become necessary during the progress or the Works to obviate any risk of accident or failure or which become necessary for security.
- The **'Works'** shall mean the tasks to be executed in accordance with the contract or part(s) thereof as the case may be and shall include all extra or additional, altered or substituted Works as required for performance of the contract.

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- The **'Temporary Works'** shall mean all temporary tasks of every kind required in or about execution completion or maintenance of the work.
- The **'Drawing'** shall mean the drawings referred to in the specification and any modification of such drawings approved in writing by the Engineer and such drawings as may from time-to-time be furnished or approved in writing by the Engineer.
- The **'Approved'** shall mean approved in writing including subsequent confirmation of previous verbal approval and **'Approval'** shall mean approval in writing including as aforesaid.
- The **'Specification'** means the specification referred to in the tender and any modification there of or addition or deduction there to as may be the case, from time-to-time be furnished or approved in Writing by the Engineer.
- The **'Letter of Acceptance'** means the formal acceptance by the Jatni Municipality, Jatni.
- The **'Commencement Date'** means the date upon which the Technical Expert receives the notice to commence the work issued by the Engineer.
- The **'Time for Completion'** means the time for completing the execution of and passing the Tests on Completion of the Works or any Section or part there of as stated in the Contract.

PART II: INSTRUCTIONS TO BIDDERS

The objective of this Terms of Reference (ToR) is to specify information and instructions regarding Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayane Youth Club Ground in Ward 11.

I. Eligibility Criteria of Technical Expert/Consultant for Bidding:

The 'Technical Expert' shall mean the individual expert/consultant/firm incorporated or not, proprietorship, partnership, private limited or public limited entities. The expert should have the following thresholds to be eligible for bidding and issuance of the Bid Documents:

- a. The proposals should be submitted by an individual expert/consultant/firm and not in a consortium or joint venture. The firm should have at least one member who has experience and licenses for planning, execution, and supervision for similar or other civil engineering projects.
- b. The Technical Expert should have existence for last three years as expert/consultant/executants to the State/Central Government/PSUs/ULBs/Private Companies incorporated under Companies Act.
- c. The Technical Expert must have previous experience in preparation of DPRs and execution of at least three Projects under the State/Central Government Funded Scheme/PSUs/ULBs/Limited or Companies.
- d. Details of Organization setup—Proprietorship, Partnership, Private Limited or Public Limited viz-a-viz. Registration Certificate.
- e. Details of similar or other civil engineering works at hand at present and value of Works.

II. Delivery Time:

The commencement of services shall be reckoned from the 7th (seventh) day after the date of selection letter sent by the Jatni Municipality.

the entire service and scope of work shall have to be completed within **30 (thirty) days'** time. The Technical Expert is required to submit a detailed workplan, programmed activity-wise and proposed timeline of deliverables.

III. Language of Proposals:

All information in the Proposals shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may disqualify the proposals. In the event of any discrepancy in meaning, the English Language copy of all documents shall prevail.

IV. Local Conditions:

It will be imperative on each bidder to fully acquaint themselves with all local conditions and factors, which may have any effect on the execution of services covered under this document. It must be understood and agreed that all the factors/issues have been inquired into and considered while submitting the proposals. No claim for reimbursement will be entertained by Jatni Municipality, Jatni. Please note that the cost of preparing the proposal, presentation and of negotiating the contract including site visits, etc. will not be reimbursable by the Jatni Municipality, Jatni.

V. Price of Proposals:

The Bidders are required to quote their fees as per the prescribed format provided in the above sections.

VI. Deliverables:

The Technical Expert shall provide all deliverables (possible drawings, estimates, reports) in both soft and hard copy formats and coordinate closely with the Jatni Municipality and UN-Habitat for timely review and feedback. The Consultant shall also remain available for necessary clarifications or design support during the tendering and implementation phase, as required by the Municipality.

VII. Duties and Taxes:

All duties, taxes and other levies as applicable on date of submission of EOI shall be payable by the Bidders as per applicability.

VIII. Award of Contract:

Notification on selection of the Technical Expert will be made in writing to the qualified bidder(s) by Jatni Municipality. Three entities quoting the least three rates will be shortlisted for final selection. On selection of eligible entities in the case of less than three bidder applications, the entities will be selected appropriately.

IX. Advisory Services: Post-DPR Support Until Project Completion

The selected Technical Expert shall provide advisory support and clarifications related to the DPR during the execution phase, for a period of up to 12 (twelve) months from the date of final DPR acceptance. This shall include incorporating site-based modifications, if required, without any additional cost.

X. Monitoring Committee:

XVII. The C
A Monitoring Committee may be constituted comprising of YGI project implementing partners, including UN-Habitat representatives and members from architecture firm EVA Studio to monitor/guide the entire services. The Technical Expert shall report to the monitoring committee as constituted every 7 (seven) days with brief progress reports and shall give the necessary directions as required. The Monitoring Committee shall submit detailed updates to the Executive Officer in every 15 (fifteen) days interval from the commencement of services. Appropriate modes of communication between expert and monitoring committee members will be determined after the onboarding of the Technical Expert.

XI. Abandonment of Work by the Client:

Jatni Municipality, the Client, shall have the liberty to postpone or not to execute any work and the Technical Expert shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the expert up to the stage of services efficiently completed by them.

XII. Drawings Submission Protocol:

All submitted drawings and documents must be cross-verified and signed by:

- The preparer
- The person responsible for quality check
- The Expert's authorized signatory

XIII. Corrupt or Fraudulent Practices:

The Jatni Municipality requires that all Technical Experts participating in this EOI maintain the highest standards of integrity and ethics throughout the procurement and execution process. The Municipality defines corrupt and fraudulent practices as follows:

- **Corrupt practice:** Offering, giving, receiving, or soliciting anything of value to improperly influence the action of a public official.
- **Fraudulent practice:** Misrepresentation of facts to influence a procurement process or contract execution detrimentally, including collusive practices intended to establish non-competitive prices.

Proposals found in violation of these standards will be rejected, and the Technical Expert may be blacklisted.

XIV. Confidentiality:

All information and documents related to the Contract must be treated as confidential. Any publication or disclosure without prior written approval from the Municipality will be considered a breach of contract.

XV. Official Secrecy:

All individuals involved in the execution of this Contract must adhere to the Indian Official Secrets Act, 1923. This obligation shall continue even after the termination of the contract.

XVI. Tie-Breaking in Case of Identical Bids:

If multiple Consultants submit identical lowest bids, they shall be invited to submit revised offers (not exceeding the original quote). If still tied, selection will be done through a draw of lots in the presence of Jatni Municipality authorities.

PART III: TIME SCHEDULE AND DELAYS

XVII. Commencement:

The Consultant shall begin work within 7 (seven) days from the date of issuance of the selection letter. Any delay may lead to forfeiture of EMD and cancellation of the award.

XVIII. Suspension of Work:

Work may be suspended under written instructions by the Municipality for:

- Continued non-compliance by consultant
- Administrative or technical reasons not attributable to consultant
- Safety or quality concerns

The Expert must ensure protection of Works during the suspension period.

XIX. Validity:

The proposal shall remain valid for 180 days from the last date of submission of the EOI.

XX. Termination of Contract:

The Municipality may terminate the contract with a 15 (fifteen) day written notice. Payment will be made for accepted deliverables until the date of termination. EMD will be forfeited in case of termination due to delay, substandard work, or non-compliance.

XXI. Dispute Resolution:

Disputes will be settled amicably within 60 (sixty) days of the initial written Notice of Dispute. Failing this, standard legal remedies shall apply.



ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉନ୍ନୟନ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Housing & Urban Development Department, Govt. of Odisha

ଜଟଣୀ ପୌର ପରିଷଦ, ଜଟଣୀ

OFFICE OF THE MUNICIPAL COUNCIL: JATANI

ସ୍ଥାନ- ଜଟଣୀ, ଜିଲ୍ଲା- ଖୋର୍ଦ୍ଧା, ୭୫୨୦୫୦

At/Ps- Jatani, Dist-Khordha (Odisha), Pin-752050

E-mail – municipalityjatni@gmail.com, Phone. No. 0674- 2490826

No. ୪୭୬୦ /Jatani, Date- 12/08/2025

To,

The Deputy Secretary to Govt,
I & PR Department (Advertisement),
Govt. of Odisha, Bhubaneswar.


Sub- Publication of Notice Inviting Expression of Interest in respect of Jatni Municipality.

Sir,

With reference to subject cited above, it is hereby requested to publish the Notice Inviting Expression of Interest for one day edition in one odia daily news paper & in one English daily news paper at I & PR rate with minimum space and size for wide publicity. In this connection, you are hereby requested to submit the bill (in duplicate) along with the advertisement proof copy to the undersigned for early payment.

This is for favour of your kind information & necessary action.

Yours faithfully


Executive Officer
Jatni Municipality

EXPRESSION OF INTEREST (EOI)

No. ୪୭୫୬ /Jatani, Date- 12/08/2025

The Executive Officer, Jatni Municipality invites sealed Expression of Interest (EOI) from registered and reputed Technical Experts/Consultants/Firms having valid Income Tax Return, GST Registration, and Company Registration Certificates to submit technical and financial proposals for **Preparation of Detailed Project Reports (DPRs) under Young Gamechangers Initiative (YGI) in Jatni for implementation of design and beautification plans for two identified public spaces of (1) Mundia Sahi Park & Ground in Ward 7; (2) Maa Uttarayanee Youth Club Ground in Ward 11.** The last date and time for receipt of EOI is dt. **25/08/2025 at 03:00 PM** and the bids will be opened on the same day at **04:00 PM** in the chamber of the Executive Officer, Jatni Municipality, Jatni, in the presence of bidders or their authorized representatives who choose to attend. The details of EOI will be available at office of the undersigned or can be downloaded from www.khordha.nic.in / www.jatnimunicipality.in.


Executive Officer
Jatni Municipality