

**ODISHA ELECTRICITY REGULATORY COMMISSION, BHUBANESWAR
REQUIRES SERVICES OF ARCHITECTURAL FIRM**

OERC is the first Electricity Regulatory Commission in the country committed to creating an efficient and economically viable electricity industry in the State. It balances the interests of all stakeholders to ensure safe and reliable power supply at reasonable rate. OERC requires services of architectural firm for construction of its office building complex in Bhubaneswar.

Details of the scope and prequalification criteria etc. for the Architect may be viewed in the website www.orierc.org.

Interested firms may send their offer along with a draft for Rs.5000/- (Rupees Five Thousand) only favouring “OERC FUND” payable at Bhubaneswar towards non-refundable processing fees, in the following address so as to reach latest by 30.03.2012. OERC reserves the right to reject any or all offers without assigning any reason.

**Secretary,
Odisha Electricity Regulatory Commission
Bidyut Niyamak Bhavan, Unit-VIII, Bhubaneswar – 751 012
TEL. No. 2396117, 2393097, FAX : 2393306/2395781
E-mail : orierc@rediffmail.com
Website : www.orierc.org**

**NOTICE INVITING BIDS FOR SELECTION OF
ARCHITECTURAL FIRM**

The Secretary, OERC, Bhubaneswar invites Bids from reputed Architects/Firms for planning, designing, drawing & supervision for construction of a Energy Efficient Multi Storied Office Complex having roof-top solar panel of capacity 20 KW of OERC in one Acre of Land in Revenue Plot No. 4 (Part) (GA Department), Khata No. 619, Unit No.41 in Village Chandrasekharpur under Chandrasekharpur Mauza, Bhubaneswar.

The Architect/Firm shall be responsible for planning, designing, drawing and supervision during construction of the Energy Efficient Four Storied (G+3) Office Complex including planning for development of site, storm water drain, boundary wall with main entrance gate, security guard room, etc. having total plinth area of 40,000 sq.ft.

SCHEDULE OF TIME TABLE :

Description	Date	Time
Last date for submission of bids	Up to 30.03.2012	4.00 PM
Opening of the technical bid	31.03.2012	4.00 PM

The Bid document duly filled along with supporting documents should be submitted to the Secretary, OERC, Unit-VIII, Bhubaneswar – 751012 by the schedule date. The technical bid shall be opened on 31.03.2012 at 4.00 PM in the presence of representative of the interested firms, if they so desire. The financial bid will be opened after finalization of the technical bid and accordingly will be intimated to the participating firms.

1. The documents should be double sealed and super scribed on the cover as Bid for planning, drawing, designing and supervision during **Construction of a Multi Storied Office Complex of OERC**". The technical bid (Annexure-1) along with the application (Annexure-II) and the time schedule (Annexure-III) must be sealed in one envelope and the financial bid in the firm's letter head should be sealed in another envelope. Both the envelopes should be put in a bigger envelope.
2. (a) Documents of Bid should be submitted in person or by Registered post/Speed post
(b) Fax or telegraphic submission will not be accepted.

- (c) Conditional submission will not be accepted.
- (d) OERC takes no responsibility for any loss/delay/non-receipt of documents, sent by post or by any other arrangement.
3. **Processing Fee:** The Architects/ Firms are to deposit Rs.5000/- in shape of Bank Draft payable in favour of OERC Fund as processing fees which is non-refundable.
4. **Earnest Money Deposit (EMD):**
The Architects/Firms are to deposit an amount of Rs.5,000/- (Rupees five thousand) only in shape of Bank Draft drawn in favour of “Orissa Electricity Regulatory Commission FUND” payable at Bhubaneswar, towards the EMD along with the documents. The EMD of the unsuccessful Architects/Firms will be returned after finalization of the bid. The EMD of the successful Architect/Firm will be forfeited if the Architect/Firm fails to execute the work order. The EMD with OERC will not carry any interest.
5. **Submission of financial Bid:** The financial Bids should be quoted as percentage of the awarded cost of construction along with percentage of vat and other applicable taxes if any.
6. **Validity:** Validity will be 2 years from the date of signing of Agreement.
7. **Execution of the Work:** The Architect/Firm should have to maintain the time schedule given by them for execution of each of the works as indicated in the Annexure-III.
8. **Penalty for late execution/incompletion:** In the event of delay in completion of the work as per the time line penalty at the rate of ½% (half percent) of the order for each week of delay, subject to maximum 5% of the total value of the work order, will be levied & recovered. Further any financial loss attributable to the Architect, will be recovered from the EMD and fees payable to them. The decision of the Commission in this matter will be final and binding.
9. The Architects/Firms are required to examine the scope of work thoroughly before submitting their offers.
10. Each page of the documents should be signed by the partner/owner or his authorized person with the seal of the firm.

11. **Payment of Bills:** Payment will be made after execution of the work as per the time line. Bills in triplicate have to be submitted to the Secretary for pass & payment. The Accounts Officer OERC is the paying officer. He will ensure deduction of Vat, Service Tax & Income Tax, if any from the Architect/Firms bill while making payment.
12. **Arbitration & Jurisdiction of Court:** In the event of any dispute/confusion/clarification arising out of this bid, the same shall be referred to the Secretary, OERC, Bhubaneswar or any arbitrator appointed by him after due notice and the award of the arbitrator shall be final & binding.
Suits, if any, arising out of the contract shall be filed by either party in a Court of Law at Bhubaneswar.
13. For details about scope of work, eligibility criteria & list of documents to be submitted along with application please see the Annexure – I, II, III, IV, V. The land detail is given in Annexure-VI.

OERC reserves the right not to proceed with the finalization of Bid. It also reserves the right to decline to discuss the matter with any party submitting a bid or to reject any application without assigning any reason thereof.

SECRETARY

TECHNICAL BID

A. Tentative Scope of Work:

The Firm shall have the responsibility for planning, designing, drawing & supervision during construction of the Energy Efficient Multi Storied Office Complex along with other amenities. The scope of work may include.

1. Planning for developing the site including landscaping, survey and soil investigation.
2. Planning for building of Office Complex including boundary wall, main entrance gate and side gate, roads, plantations, water harvesting, sewage treatment plant, location of solar panels, Heat Ventilation Air Conditioning and Accoustics, etc. in addition to the floor wise details of the building as per required details given in Annexures-IV, V. The land detail is given in Annexure-VI.
3. Preparing the drawing & estimate of the building and external services.
4. Designing the office building as per the Govt. of Odisha Energy saving building Code – notification dated 11th July, 2011.
5. Approving the plan by BDA
6. Preparing the tender document for construction of Multi Storied Office Complex, external services & landscaping, etc.
7. Assisting the Commission in selecting the firm on the basis of tender for construction of Multi Storied Energy Efficient Building Complex with external services.
8. Site visit at least once every week for supervision during construction.
9. Certification of RA bills and final bill and assist in obtaining completion/ occupancy certificate from statutory authority.
10. Issue two sets of ‘As built’ drawings including services and structures after completion of construction.
11. Approval of samples of various materials, elements and components to be used.

B. Eligibility Criteria:

1. The Architect/firm should be a Registered Firm.
2. It should have been empanelled with BDA.
3. The turn over of the Firm should not be less than 50 lakhs during the last financial year.
4. The Firm should have executed building works of 3 nos. in the last 5 financial years costing around 30 Crore.
5. The firm should have professionals like structural designer, electrical designer, PH and external services designer, heat ventilation and air conditioning designer.

Note: Interested Firms satisfying the eligibility criteria may visit the work site before submitting the Bid. The Commission would facilitate site visit to the interested parties on the following dates:

19.03.2012 - 4.00 PM

20.03.2012 - 4.00 PM

C. Documents to be submitted

1. Proof of Registration with appropriate Govt. Authorities.
2. Photo copy of PAN Card.
3. CV of Professionals of the Firm
4. Financial turn over
5. Service Tax Registration Certificate.
6. Proof of experience of similar works i.e. list of similar works executed by the firm. (The firm should furnish the copies of the work orders executed by them)
7. Proof of empanelment with BDA.
8. A short concept note outlining the approach to designing the campus along with a conceptual design of the campus and an isometric view of the office complex.
9. Non-refundable processing fee of Rs.5000/- in shape of Bank Draft
10. EMD of Rs.5000/- in shape of Bank Draft
11. Time schedule for execution of work as per Annexure-III.

Note: Firms short listed from the Technical Bid will be required to make presentation of two or more conceptual designs of the proposed campus having building location,

compound wall, main entrance gate, side gate, roads, plantations, landscaping, water harvesting, sewage treatment plant, location of solar panels, Heat Ventilation Air Conditioning and Accoustics, etc. in addition to the floor wise details.

Time and date of the opening of the Financial Bids of the firms short listed after presentation will be conveyed to them three days in advance. The Bids will be opened in their presence.

In case of equal financial bid, negotiations will be made and preference may be given to the firm having more experience in designing buildings complying to the Energy Conserving Building Code, having better technical expertise and higher number of experienced professionals.

APPLICATION FORM

1. Name of the Firm :
2. Address, Phone (Office & Mobile), Fax No. & E-mail addresses of the Firm :
3. Name of the Owner/Partner of the Firm:
4. Registration No. of the Firm:
5. List of works executed along with their Name & Addresses of the Organization:
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
6. Net worth of the Firm:
7. Name, Address & credentials of the planner & designers working for the Firm:

Payment Terms against Timeline of completion of work

Timeline	Description of work	% of total fees	Time schedule (to be filled in by the Architect)
1 st	<ul style="list-style-type: none">• Planning for the Site & Building Complex including survey and soil investigation• Preparing drawing for the Site & Building Complex including boundary wall and entrance gates• Preparing Scope of Work & Estimate• Designing of the Building Complex• Approval of Plan & Structure from BDA• Permission from statutory authorities	10%	
2 nd	<ul style="list-style-type: none">• Preparing the bid document for tender for campus construction• Selection of Contractor/Executor and award of contract• Agreement with the contractor	15%	
3 rd	<ul style="list-style-type: none">• Structural drawing and designing and supervision of work upto plinth level and superstructure	15%	
4 th	<ul style="list-style-type: none">• Structural drawing and designing and supervision of ground and first floor	15%	
5 th	<ul style="list-style-type: none">• Structural drawing and designing and supervision of second and third floor	15%	
6 th	<ul style="list-style-type: none">• Heat Ventilation Air Conditioning, Accoustics, interior works, electrical, PH and external works	15%	
7 th	<ul style="list-style-type: none">• Completion in all respect	15%	

Note: The Architect is required to submit the time schedule considering the date of agreement as the starting (0th) day.

Details of Rooms/Space required for OERC

1. Chairman with connecting room for PA & with one small conference room for 15 persons.
26'x20'+(PA)13'x10'+(Conference) 20'x15'
2. Member with connecting room for PA 26'x15'+(PA)13'x10'
3. Member with connecting room for PA 26'x15'+(PA)13'x10'
4. Secretary with connecting room for PA 22'x15'+(PA)13'x10'
5. Director (Engg.) with connecting room for PA
22'x15'+(PA)13'x10'
6. Director (Tariff) with connecting room for PA
22'x15'+(PA)13'x10'
7. Director (Law) with connecting room for PA
22'x15'+(PA)13'x10' }
8. Jt. Director - 7 nos. } 12'x10'
9. Dy. Director - 5nos. } In cubicles in common space
10. Consultants – 4 nos. }
11. Administration Section 30'x20'
12. Accounts Section 23'x20'
13. Computer Room 20'x16'
14. Conference Hall } with partition system
15. Mini Conference Hall } for sitting of 250 persons 40'x100'
(200+50)
16. Hearing Hall for 150 persons 40'x35'
17. Library 30'x15'
18. Room for Advocates/Visitors/Guests 30'x15'
19. Old record Room 20'x15'
20. Material Stock Room 20'x15'
21. Basement to be used for garage and security room
22. Canteen 20'x15'
23. Ombudsman (2 nos.) – 20'x15'
24. Ombudsman Hearing Hall (2 nos.) 20'x15'
25. Ombudsman staff room (2 nos.) 13'x10'

Details of Rooms/Space required for OERC

1.	Chairman with connecting room for PA & One small conference room for 15 persons	-	950 Sft.
2.	Member with connecting room for PA	-	520 Sft.
3.	Member with connecting room for PA	-	520 Sft.
4.	Secretary with connecting room for PA	-	460 Sft.
5.	Director (Tariff) with connecting room for PA	-	460 Sft.
6.	Director (Engg.) with connecting room for PA	-	460 Sft.
7.	Director (Law) with connecting room for PA	-	460 Sft.
8.	Jt. Director (7 Nos.)	-	840 Sft.
9.	Dy. Director (5 Nos.)	-	600 Sft.
10.	Consultants (5 Nos.)	-	480 Sft.
11.	Administrative Section	-	600 Sft.
12.	Accounts Section	-	460 Sft.
13.	Computer Room	-	320 Sft.
14.	Conference Hall with partition system for sitting of 250 persons including Mini conference hall(200+50)		4000 Sft.
15.	Hearing Hall for 150 persons	-	1400 Sft.
16.	Library	-	450 Sft.
17.	Room for Advocates/Visitors/Guests	-	450 Sft.
18.	Old Record Room	-	300 Sft.
19.	Materials Stock Room	-	300 Sft.
20.	Canteen	-	300 Sft.
21.	Ombudsman (2 nos.)	-	600 Sft.
22.	Hearing Hall for Ombudsman (2 nos.)	-	600 Sft.
23.	Ombudsman's Staff office (2 nos.)	-	260 Sft.
			----- 15,790 Sft.
24.	Others like Lift space, Reception, Fire escape Common space + Toilets etc.		24,410 Sft.
			----- Total: 40,200 Sft. -----

