

Limited tender

Limited tender in Sealed bids for the work mentioned below hereby invited by the undersigned for and on behalf of the Director, BRIC-Institute of Life Sciences, Bhubaneswar from the agencies for work “**Hiring of an architect to obtain statutory and BMC approvals for various buildings of BRIC-ILS (BRIC-Institute of Life Sciences (ILS), Campus-I, Nalco Square, Bhubaneswar 751023**” so as to reach in the office of the undersigned on before 25/08/2026 at 11.00 AM and will be opened on the same day at 11.30 AM. The agencies or their authorized representative is requested to be present on the said schedule date and time of opening of the bid

Terms & Conditions:

1. Mandatory Technical Qualifications & Pre-requisites

- a. **Active Empanelment:** The bidder must be an active, empanelled architect or architectural firm registered with BMC or the Bhubaneswar Development Authority (BDA)
- b. **COA Registration:** The principal architect or firm partners must hold a valid, active registration with the Council of Architecture (COA), India
- c. **Class-A Registration:** The principal architect must hold an active Class-A/Grade-I Empanelment with the Bhubaneswar Municipal Corporation (BMC) / Bhubaneswar Development Authority (BDA).
- d. **Prior High-Rise Experience:** The firm must have successfully secured approval or regularisation for at least one institutional/commercial building exceeding 5,000 sq. m. within Odisha in the last 5 years.
- e. **Earnest Money Deposit (EMD):** Invited limited bidders are often required to submit Rs 7000.00 as bid security/EMD via Demand Draft in favor of **INSTITUTE OF LIFE SCIENCES - DBT, payable at BHUBANESWAR**
- f. **Performance Guarantee:** The winning bidder must furnish a performance security (typically 5% of the contract value) upon receiving the Letter of Award (LoA).
- g. **Local Office Footprint:** Preference or mandatory conditions usually dictate that the bidder must have a functional registered office in Odisha (ideally in Bhubaneswar).
- h. **Site Survey & Assessment:** Digital verification of plot coordinates, setbacks, and alignments conforming to the master plan layout as per the requirement of BRIC-Institute of Life Sciences, Bhubaneswar.
- i. **Plan Preparation:** Draft layout plans, elevations, service lines, and section drawings meeting the ODA Rules (including green building rules, parking ratios, and plantation rules) as per requirement of BRIC-Institute of Life Sciences, Bhubaneswar.
- j. **Prior Compounding Experience:** The limited tender criteria should mandate that the architect has successfully closed at least 2/3 regularisation/compounding cases with BMC or BDA in the last 3 years.
- k. **Joint Legal Liability:** The architect must explicitly agree to sign as the supervising technical person on Form-A (Application for Regularisation).
- l. **Online Submission & Liaison:** Compiling, uploading, and managing the application through the ABPAS portal, resolving any objections raised by the BMC scrutiny cell, and securing the final approved building permit as per the requirement of BRIC-Institute of Life Sciences, Bhubaneswar.
- m. **Time-Bound Execution:** The tender must stipulate a timeline (typically 60 to 90 working days) for the architect to clear department queries. Delays attributed solely to the architect's processing negligence should attract a penalty of 0.5% of the fee per week of delay.

2. Specific Scope of Work for Existing Buildings

- "As-Built" Survey Drawings:** The architect must conduct an exact physical measurement survey of the existing structure. They will prepare the final As-Built Drawings (showing actual setbacks, floor-wise built-up area, total height, and parking utilization) required for plan approval. BRIC-ILS may provide drawings, as per availability.
- Deviation Analysis Statement:** The architect must plot the "As-Built" structure against the current ODA rules to generate a comprehensive Deviation Matrix. This dictates exactly how much area falls under permissible limits and how much requires a compounding fee.
- Online Portal Processing:** Final handling and processing of the compounding application through BMC's Automated Building Plan Approval System (ABPAS) portal.

3. Responsibility for Procuring Statutory NOCs

- Structural Stability Certificate:** Issued by a BMC-registered Structural Engineer, certifying the existing foundations, pillars, and roofs can safely support the layout.
- Fire Safety NOC / Recommendation:** Compulsory from the Odisha Fire Service Department if the existing structure is commercial, institutional, or falls under multi-storied residential classifications.
- Public Health Engineering Organization (PHEO) NOC:** Document certifying that existing sewerage networks and water supply lines conform to city environmental benchmarks.

4. Financial payment Terms & Conditions:

- (0-40%) :** Upon completion of the "As-Built" physical site survey, structural verification, and delivery of draft layout prints , **compiling all external agency documents (Fire, Structural, PHEO) and successfully uploading the packet to the BMC ABPAS platform and the official calculation and issuance of the Demand Note for the Compounding Fees by the BMC scrutiny cell.**
- (Remaining 60 % Balance):** Upon generation and handover of the final BMC Building Plan Regularisation Order and Approved Plan & FIRE NOC.

5. SCOPE OF WORK:

- The selected consultant/contractor shall be responsible for carrying out all necessary coordination, documentation, submissions, and follow-up actions required for obtaining the statutory approvals from all relevant local bodies for the existing Campus-1 of BRIC-ILS, Bhubaneswar and to obtain statutory approvals from all relevant local bodies for the existing and proposed infrastructures for BRIC-ILS as per applicable Bhubaneswar Municipal Corporation Building Rule (BMC) and National Building Code (NBC).
- To check, verify and modify (if required) the drawings provided by BRIC-ILS to suit the BMC or any other statutory body requirement.
- Preparation of necessary drawings and application checklists for the NOCs as per scope of work and to be submitted for authorized signature of the competent authority of BRIC-ILS, Bhubaneswar through the Director, BRIC-ILS or his authorized representative. After obtaining client's signature, the same should be submitted to the concerned departments.
- To prepare all other drawings which may/may not be provided by the O/o ILS, Bhubaneswar required to get clearance for statutory approval.
- To obtain all the necessary clearances and NOC from various statutory bodies in order to make the building functional and handover the original documents to ILS, Bhubaneswar. **However, the statutory fees deposited will be paid extra on production of original voucher.**

- Consultant is liable to coordinate all services e.g. Electrical, sanitary and sewerage drawing, HVAC checking as per drawing and utility drawing w.r.t norms of the Statutory Bodies for the purpose of issuing the necessary clearances at various stages.
- To liaison with BMC/or any other statutory body for various statutory requirements and obtaining necessary Building plan clearance/completion certificate or other such certificates/NOCs from them as per requirement and for successfully getting the final local body approval.
- Approval/Consent/No Objection Certificate from the FIRE, PHED, and Electrical departments of the Govt. of Odisha/India, as applicable.
- Local body Approval - The scope of work includes the preparation of online drawings as per OBPAS (Sujog) requirements and collecting the necessary documents, i.e. lease deed, Revenue Map/ROR occupancy certificate, municipal area statement, final master plan, master plan with area-specific usage and site plan as per the ground clearance at the site. Preparation of online drawings compatible with the municipal rules and guidelines and liaison with the concerned Municipality/ Electrical Authority/ Tata Power, Fire Authority, Sewerage Authority and submission of drawings, documents, and plans to the local body by the standard procedures of the authority, making necessary follow-ups and formalities with the local body.



Annexure-I

FORM OF AGREEMENT

(To be executed on non-judicial stamp paper of Rs.100/-)

Agreement No. _____ Dated _____

THIS AGREEMENT is made on _____ day of _____ (month), _____ (year) between ILS., An Autonomous Institute under BRIC, DBT, Govt. of India hereinafter called BRIC-ILS, (which expression shall, wherever the context so demands or requires, includes their successors in office and assigns) on the one part and M/s. _____ hereinafter called the Contractor (which expression shall wherever the context so demands or requires, include his/their successors and assigns) on the other part. WHEREAS the BRIC-ILS is desirous that certain works should be executed viz. (brief description of the work)..... and has by Letter of Acceptance dated _____ accepted the tender submitted by the contractor for the execution, maintenance and completion of such works at a total contract price of Rs.----- (Rupees-----only).

Now THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents in conjunction with Addendum/ Corrigendum to Bid Documents shall be deemed to form and be read and construed as part of the agreement viz:
 - a. This Form of Agreement
 - b. The Letter of Award dated _____
 - c. Priced Schedule (Bill) of Quantities
 - d. Notice Inviting Tender and Instructions to bidders-
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies, shall take precedence in the order set out above.
4. The ILS hereby covenants to pay to the contractor in consideration of the execution, completion of work at contract price at the time and in the manner prescribed by the contract.

In WITNESS whereof the parties hereto have caused their respective common seals to be here into affixed (or have herewith set their respective hands and seals) the day and year first above written.

SIGNED, SEALED AND DELIVERED BY

M/S. _____ (for contractor) _____ (for BRIC-ILS)

In the capacity of _____

in the capacity of _____

On behalf of Contractor

On behalf of BRIC-ILS

In the presence of in the presence of

1. _____
2. _____

1. _____
2. _____



UNDERTAKING

(To be submitted on Bidder Letter Head)

"I/We hereby certify that; the above firm has not been ever blacklisted by any Central/ State Government/ Public Undertaking/ Institute on any account."

"I/We also certify that; Firm will supply the item(s) as per the specification given by Institution and also abide all the Terms & Conditions stipulated in the tender."

"I/We also certify that, the information given in Bid is true and correct in all aspects and in any case at a later date, it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any state, the firm will be blacklisted and Institute may impose any action as per NIT Rules."

"I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee".

Name: -

Business Address: -

.....

.....

Place :

Dated:

(Signature of Bidder with Firm's Seal)

Checklist of Documents to be submitted with the Bid

1. **Active Empanelment:** The bidder must be an active, empanelled architect or architectural firm registered with BMC or the Bhubaneswar Development Authority (BDA)

2. **COA Registration:** The principal architect or firm partners must hold a valid, active registration with the Council of Architecture (COA), India
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4. **Prior High-Rise Experience:** The firm must have successfully secured approval or regularisation for at least one institutional/commercial building exceeding 5,000 sq. m. within Odisha in the last 5 years.
5. **Local Office Footprint:** Preference or mandatory conditions usually dictate that the bidder must have a functional registered office in Odisha (ideally in Bhubaneswar).
6. **Prior Compounding Experience:** The limited tender criteria should mandate that the architect has successfully closed at least 2/3 regularisation/compounding cases with BMC or BDA in the last 3 years.

Financial Bid

Sl No	Description	Quantity	Unit	Quoted Price	Amount
1	Services to be rendered for an architect to obtain statutory and BMC approvals for various buildings of BRIC-ILS campus-I, Bhubaneswar as per terms and conditions mentioned above.	8390	Sqm		
			Total		
			GST (18%)		
			Grand Total		