

**NOTICE INVITING EXPRESSION OF INTEREST FOR SELECTION OF ARCHITECT**

No. 776

Date. 16-09-2015

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize **The 10th Toshali National Crafts Mela-2015** scheduled to be held from **15th - 27th December, 2015** at **Janata Maidan, Bhubaneswar**. Expression of Interest (EoI) in sealed cover are invited from interested architect/ architectural firms having required eligibility, past experience and expertise in relevant field to provide end to end service for organizing such type of mega events. The interested Architects/ Architectural Firms are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The EoI should be submitted in the prescribed format in two separate bids "**Technical Bid**" with requisite documents, Power Point Presentation of concept drawings with layouts and other related structures & "**Financial Bid**" towards the fees for the services to be rendered. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The **EMD of Rs.5000/- is to be deposited in shape of DD in favour of Member Secretary, State Institute for Development of Arts & Crafts, payable at Bhubaneswar**. The Bid Document is available on deposit of Rs.200/- (non-refundable) from the fair office at **State Institute for Development of Arts & Crafts, Handicrafts Complex, Gandamunda, Bhubaneswar, Tele-Fax-0674-2351389** during office hours (10.00 A.M. to 5.00 P.M.) on official working days upto dt **06.10.2015** or can be downloaded from the website: **www.sidacodisha.org.in** and **www.odisha.gov.in/textiles**. In case of downloading the bid document, the bidder has to submit the cost of document i.e. Rs.200/- in shape of DD favouring Member Secretary, SIDAC along with the technical bids. The last date of submission of the sealed offers in the fair office SIDAC is **up to 1.00 P.M. on dt.07.10.2015**. The "**Technical Bid**" will be opened at **3.00 P.M. on dt.07.10.2015** in presence of the tenderers or their authorized representatives and the "**Financial Bid**" of the selected architects/architectural firms will be opened on suitable date and time with intimation to the selected bidders.

The Architects/Architectural Firms have to submit valid Licence/Registration Certificate registered with the Council of Architecture, Service Tax Registration Certificate, upto-date Service Tax return copy, Copy of PAN Card, copy of Income Tax clearance certificate upto 2014-15, audited balance sheet of last three years and past experience certificate in support of execution of similar type of event etc along with technical bid in conformity with the details in bid documents.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

Sd/

Joint Secretary to Govt., HT&H Deptt. &
Chief Coordinating Officer, Toshali National Crafts Mela-2015

EXPRESSION OF INTEREST FOR SELECTION OF ARCHITECT

For

10th TOSHALI NATIONAL CRAFTS MELA-2015

Organized By:

**Handlooms, Textiles & Handicrafts Department
Govt. of Odisha**

Implemented By:

**State Institute for Development of Arts & Crafts (SIDAC),
Handicrafts Complex, Gandamunda,
Bhubaneswar-30 Tele Fax: (0674) 2351389
E-mail: toshalifair@gmail.com**

Name of the Event: 10th Toshali National Crafts Mela-2015
From 15th -27th December, 2015
At: Janata Maidan, Bhubaneswar

Last Date of Receipt of EOI: Up to 01.00 PM on Date 07.10.2015

Issued to:

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC)
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

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The Architects/Architectural Firms have to submit valid Licence/Registration Certificate registered with the Council of Architecture, Service Tax Registration Certificate, upto-date Service Tax return copy, Copy of PAN Card, copy of Income Tax clearance certificate upto 2014-15, audited balance sheet of last three years and past experience certificate in support of execution of similar type of event etc along with technical bid in conformity with the details in bid documents.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

Sd/-

Joint Secretary to Govt., HT&H Deptt. &
Chief Coordinating Officer, Toshali National Crafts Mela-2015

GENERAL TERMS AND CONDITIONS

1. This Bid document issued to
will be received in sealed cover superscribed "EOI for Selection of Architect for 10th Toshali National Crafts Mela-2015" (containing sealed technical bid and financial bid in separate sealed covers) by the fair office i.e State Institute for Development of Arts & Crafts, (SIDAC), Gandmaunda, Khandagiri, Bhubaneswar up to 1.00 PM on dt 07.10.2015.
2. The Architects/ Architectural Firms shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement and non submission of required designs and drawings etc in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the the earnest money will be refunded without any interest.
3. The above deposit of the Architects/ Architectural Firms shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement.

4. **Components of the event:**

The tentative components of the event "10th Toshali National Crafts Mela-2015" to be held at Janata Maidan, Bhubaneswar from 15th to 27th December 2015 are as follows. All the components shall be carefully taken into consideration for preparation of **concept design in the form of site layout plan, design of required items of the event and indicative cost estimate.**

SN	Items of the event	Quantity
1	Control Room (15' x 20')	1 Nos
2	Fair Office (15' x 20')	1 Nos
3	VIP Lounge (15' x 30') With Toilet Facility	1 Nos
4	Press Lounge (15' x 30') With toilet facility	1 Nos
5	Educational Institute stalls (10' x 10')	7 Nos
6	Handicraft Stall (10'x 10')	200 nos.
7	Handloom Stall (15' x 10')	120 nos.
8	Boyanika Stall (20' x.60')	1 No
9	Sambalpuri Bastralaya Stall (20' x 40')	1 No
10	Amlan Stall (20' x 40')	1 No
11	Utkalika Stall (20'x 30')	1 No
12	Demonstration stall-15' x 15' a. Handicraft- 1 no b. Handloom- 1 no	2 Nos
13	Stall for Trade Promotion Cell/ Departmental stall (20' x 20')	1 No
14	Special Pavilion for display of new designs having tagline "Crafts on Commercial Highway" (20' x 15')	1 No
15	Exclusive stall for Men's wear- (20' x 20')	1 No.
16	Stall for GOI organization(Textile committee / NHDC etc) (10'x10')	2 Nos
17	Food stall (10'x10') with Kitchen (10'x15')	30 Nos.
18	Logistic stall(15' x 10')	5 nos.
19	Tourism Stall (20' x10') (ITDC & OTDC)	2 Nos
20	Theme Pavilion* 2,000 sqft	1 no.

21	Vending Zone(to be earmarked separately with separate passage, serially numbered) Apprx 4000 Sqft	1 no
22	Gates:	
	i. Main entrance gate: 1 No	3 Nos
	ii. Road side gates : 2 Nos	
23	Main stage (60' x 40' x 4') with raiser for the musicians on both side of the stage, seating capacity of 2000 audiences.	1 nos.
24	Green room (20'x 15') with drawing room(15'x10') Approx. with attached Toilets (ladies-1 no., gents-1 no).	2 nos.
25	Stall for Registration Counter (Outside the mela ground) (15'x10')	1 No
26	Dining hall with Kitchen (800 Sqft) to accommodate 50 persons at a time	1 No
27	Toilet block for participants separately for gents and ladies with signage to accommodate 70 persons at a time.	2 Nos. of blocks
28	Toilet block for visitors separately for gents and ladies with signage	10 nos. for gents, 10 nos. for ladies, 1 no. of toilet for disabled.
29	Open Cooking space for 100 participants (Approx. 1000 sqft with signage)	1 no.
30	Design of parking area for two/four wheelers	
31	Proper sound system and sufficient light Arrangement for proper illumination of the Mela area, parking area, services area etc. with position of Sound Systems, Light posts and etc.	
32	General Ambience creation decoration of Mela ground	
29	Designs of the fascia, banners, posters, hoardings, publicity materials	
30	Sanitary, Water Supply and waste management system	
31	Designs of children play Zone.	
32	Parking and traffic regulatory management.	

*** The Theme Pavilion is to be specially designed to showcase the IKAT weaving design of the State with a tagline “Odisha Handwovens: Heritage Ethnic Wear”.**

5. SCOPE OF SERVICES:

The selected architect/ architectural firm would be required to provide end to end services for successful organization of the event. The detailed scope of services, which inter alia includes but not limited to are as follows.

- i. Submission of detail working layout plans as per ground measurement accommodating all components of the event.
- ii. The specification of items of works shall fulfill statutory requirement of Fire, Police & Structural stability certification from Competent Authorities.
- iii. Submission of detailed design, specification of each component of event, detail schedule of quantity, working drawing, detailed estimate and tender document to carry out tender for tent work.
- iv. Carry out modification in conceptual design considering the design suggestions of the Mela Authority/Statutory Authorities.
- v. Carry out required due diligence for ensuring compliances of all statutory standards and legislations as applicable for infrastructural components/ tent works.

- vi. Submission of soft copy and hard copy of the drawing and designs as per requirement during execution of the work.
 - vii. Ensure proper layout and execution of stalls, stages; theme pavilion, sanitary and plumbing, water supply and waste disposal management system conforming to approved drawing.
 - viii. Close supervision of work to ensure quality and timely completion.
 - ix. Submission of required design for leaflets, standees, hoarding, signatory boards, posters etc. required for the event.
6. The Architects/ Architectural Firms must obtain for himself on his own responsibility and at his own expense all the information after visiting the site and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
7. The date and time of opening of the Financial Bid shall be intimated to the Architects/ Architectural Firms after evaluation of the Technical Bid which shall be based on project specific concept presentation and a point scoring methodology i.e. **Quality cum Cost Based Selection (QCBS) mode in the weightage ratio of 80:20.**

8. Eligibility Criteria

The architect/architectural firm should have the following minimum requisite qualifications and experience and will have to submit the following documents in the Technical Bid along with the firm profile.

A. Technical Criteria

For Architects:

- i. He/she must be an architect registered with the Council of Architecture.
- ii. He/she should have minimum five years of Experience in the relevant field.

For Architectural Firms:

- i. It should be a Company/ Partnership/ Proprietorship firm registered under relevant Acts.
- ii. At least one of the Partners/ Directors of the Firm must be an Architect registered with Council of Architecture.
- iii. The Firm should have minimum five years of Experience in the relevant field.

B. Documents Required

- i. EMD of Rs 5000/- in shape of DD in favour of Member Secretary, State Institute for Development of Arts & Crafts.
- ii. Money Receipt towards cost of Bid Documents.
- iii. Copy of the valid Service Tax Registration Certificate and upto date return copy.
- iv. Copy of PAN Card and up to date return copy of Income Tax 2014-15.
- v. Audited balance sheet of the firm for last three consecutive years.
- vi. Copy of Work orders in support of execution of similar kind of projects i.e experience in designing of Tourism/ Handicrafts/ Handlooms related exhibitions in last five years, individual event cost not less than 20.00 Lakhs.

9. Technical Bid

In the "Technical bid" the Architects/ Architect of the Architectural Firms have to submit the concept design related to the different component of the event (2D & 3D format) in hard copy on A3 Size sheets and one soft copy in PDF format along with required documents fulfilling the eligibility Criteria.

All the Architects/ Architectural Firms shall be required to make presentations of twenty minutes to demonstrate their credentials and **concept design for the event**. The Presentations shall broadly cover the following aspects.

- ❖ **Concept Design with layout drawing**
- ❖ **Creative Approach and Methodology**
- ❖ **Deliverable and time schedule**
- ❖ **Description of each component of the event.**

10. No modification to the bid documents shall be allowed once it is received by the authority.

11. Selection of the Architects/Architectural Firms for the event

The Architects/ Architectural Firms for the event will be selected on the basis of Quality cum Cost Based Selection (QCBS) mode with **weightage ratio 80:20** assessed by the tender committee.

12. Evaluation of Technical Bids

In the first stage, the technical Bid will be evaluated on the basis of Technical Bid submitted by the Architect/ Architectural Firms and presentation of the concept design before the **Committee** for showing capability to handle the similar type of projects considering all aspects of eligibility criteria and experience.

The **Technical Bid scoring (TBs)** of Architects/ Architectural Firms shall be as per the mark scoring methodology. The Committee members/ Technical Team shall access the technical presentation of the concept designs and assign marks.

i. Scoring Method :

Description of components for marking	Scoring mode	Maximum Marks
Nos of Similar Projects ** undertaken of the value not less than 20.00 Lakhs	10 Marks of each similar projects undertaken subject to maximum marks of 30	30
Presentation of the proposed design, Project concept, and indicative layout, design of components	To be assessed by the Committee Members	20
Innovation in planning, design and concepts	To be assessed by the Committee Members	50
Total		100 Marks

** Similar projects means experience in designing Tourism/ Handicrafts/ Handloom related expositions in last 5 years.

ii. Bench Mark Score

The Architects/ Architectural Firm is required to achieve a **minimum score of 50 marks (Bench Mark Score)**. The Architects/ Architectural Firms securing less than the Bench Mark score will

be rejected outright. The Architects/ Architectural Firms that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will be qualified for opening of their Financial Bid.

13. **The Financial Bid** shall be the lump-sum quote inclusive of Service Tax and any other applicable taxes for the scope of services mentioned in the EOI Bid Documents to be submitted in the prescribed format (Annexure-1).
14. **Evaluation of Financial Bids**
The Financial Bids in respect of the selected architect in achieving the bench mark score of 50 mark in "Technical Bid" would be opened on the scheduled date and time. The lowest financial bid will be given a **Financial Bid score (FBs)** of 100 Marks. The final score of other FBs will be computed as follows

$$\text{FBsl} = \frac{100 \times \text{FBs}}{\text{F1}}$$

(F1 = amount of financial bid of corresponding participant)

15. **Combined and final Evaluation**

The offers of the Architect/ Architectural firms will be finally ranked according to their combined Technical Bid Scores and financial Bid Score as follows:

$$\text{CS} = \text{TBs} \times \text{Tw} + \text{FBs} \times \text{Fw}$$

Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.80 & 0.20 respectively i.e in the weightage ratio of 80:20.

Selection of Architect/ Architectural firms will be made by the committee basing on the highest combined score (CS).

16. The selected architects/ Architectural firms is to submit the detail lay out plan, design specification etc related to the event as per the scope of services within 7 (Seven) days from the date of issue of work order.
17. **The authority reserves the right to reject any or all the offers without assigning any reason thereof.**
18. **Any dispute arising out of the EOI will be subject to Jurisdiction of Bhubaneswar only.**
19. **The Mela Authority will mean and include the "Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela-2015."**

Annexure- I

Format for Financial Bid

Name of the Project	Financial Quote (Amount in figures/Word)
Fees for the entire services to be rendered for the 10 th Toshali National Crafts Mela- 2015 from 15 th to 27 th December 2015 at Janata Maidan Bhubaneswar, Odisha.	

**Signature of the Architect With full
address**