

MUNICIPAL CORPORATION RAIGARH DIST.-RAIGARH

No-451 / PWD/NPN

Dated: 28-10-2025

Request for Proposal (RFP)
for
Empanelment of Consultants for
Architectural/Engineering/Structural & other related services for
Municipal Corporation Raigarh, (CG)

Tender processing cost Rs. – 5,000.00

(Five Thousand only)

EMD cost Rs. 25,000.00

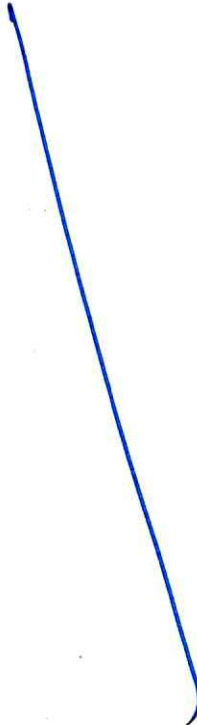
Office Of the MUNICIPAL CORPORATION RAIGARH District -Durg invites proposal in prescribed format from qualified firms for the captioned services. The selected firm shall provide the Consultancy services for complete architectural and engineering designing of the project – concept planning preliminary drawings, all working drawing, structural designing and other services. For tender documents visit to the below mentioned site. RFP should be submitted using three envelopes 'A' 'B' & 'C'. Envelope 'A' must contain tender processing fee in the form of demand draft and EMD as FDR both made to be in favour of Commissioner, Municipal Corporation, Raigarh Envelope 'B' must contain required technical documents. Envelope 'C' must contain Financial.

The eligibility criteria, terms and condition, tender form etc are set out in the RFP document which can be downloaded from the website <https://nagarnigamraigarh.com/> The tender should be submitted so as to reach the office latest by 4.00 PM of 30-10-2025 Amendment/modification to the Tender document, if any, shall be uploaded in the website only.


Executive Engineer
Municipal Corporation
Raigarh (C.G.)
Municipal Corporation
Raigarh

CONTENTS

1.	BROAD SCOPE OF WORK	02-03
2.	GENERAL CONDITION	04-08
3.	PAYMENT SCHEDULE	09
3.	FORMAT OF FINANCIAL OFFER	10




Executive Engineer
Municipal Corporation
Raigarh (C.G.)

BROAD SCOPE OF WORK

1. Architectural and Engineering Projects

The consultants shall provide Architectural and Engineering design services in respect of the following works:

- i) Preparation of layout and site development plans.
- ii) Architectural designs for the project.
- iii) Detailed working drawings of the project.
- iv) Structural Engineering design.
- v) Detailed drawings for sanitary, plumbing, drainage, water supply and sewerage services for the project.
- vi) Detailed electrical network designs.
- vii) Landscape design and development of the site as per requirement.
- viii) Graphic signage's.
- ix) Preparation of estimate, detail Project report, other documents on the basis of Schedule of Rates (SOR) & with justified non-Sor items applicable for identified area.
- x) Visit the site as and when necessary, during execution at least once in a month.
- Xi) Power point Presentation for the project.

SCHEDULE OF SERVICES

The consultant shall, after taking instructions from the in-charge officer of Raigarh Municipal Corporation, render the following services:

- Furnish preliminary scheme for site planning.
- Prepare conceptual landscape design with reference to requirements given and prepare rough estimate of cost on area basis.
- Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the approval of MUNICIPAL CORPORATION RAIGARH along with preliminary estimate of cost on area basis.
- Prepare drawings necessary for statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the MUNICIPAL CORPORATION RAIGARH in obtaining the statutory approvals thereof, if required.
- Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials and works and other conditions of contract.
- Prepare and issue working drawings and details for proper execution of work during construction.
- Approve samples of various elements and components.
- Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction works and where necessary clarify any decision,

offer interpretation of the drawings/ specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the MUNICIPAL CORPORATION RAIGARH informed and render advice on actions, if required.

2. Project /Scheme Detailing:-

- (i) Detailed Engineering surveys and Engineering studies of all nature as required for the project design.
- (ii) Soil and material investigation.
- (iii) Hydrology and drainage details of the project area.
- (iv) Land scaping and arboriculture details.

3. Preparation of Detailed Cost Estimates and Bid Documentation (if required under scope of work)

- (i.) Preparation of the detailed Estimate of all project components
- (ii.) Preparation of the bidding documents as per the project requirement including preparation of tender document/ working drawings of the project to execute at site.

4. Services to be provided during the execution of work (if required under scope of work) :-

- (i) Visit the site of work as and when necessary, subject to minimum one visit per month, to clarify and interpret the drawings and specification that may be necessary and attend conferences and meetings as and when required and to ensure that the scheme proceeds generally in accordance with conditions of contract and furnish a report on observations and recommendation.
- (ii) Maximum time for completion of project would be as per the requirement of the project.
- (iii) Soil investigations and Geotechnical Survey (Paid separately By Nigam)
- (iv) Structural Proof Check By NIT/Government College/IIT(Paid separately By Nigam)



GENERAL CONDITION

FOR EXECUTION OF THE ASSIGNMENT

1. All the stages of work shall be completed by the Consultants and the necessary approval given by the MUNICIPAL CORPORATION RAIGARH according to the time schedule mutually agreed upon. The work throughout the stipulated period of contract will be carried out with diligence, time being essence of the contract.
2. In the event of consultants firm closing its business the MUNICIPAL CORPORATION RAIGARH shall have the power to employ any other agency to complete the work after payment has been made to the consultant up to the stage of service completed.
3. The MUNICIPAL CORPORATION RAIGARH shall have the right and authority to terminate the agreement on giving 30 days notice, in the event of the failure on the part of consultants to complete their work or the consultants committing a breach of any one or more of the terms and conditions of the agreement to the satisfaction of the competent authority.
4. The consultants shall prepare drawings, designs, outline specifications and estimates of costs on cubic measurements or on areas basis on schedule of rates of the executing agency plus tender percentage and/or ISI specifications as per requirements. In the absence of rate in the aforesaid schedule rates, the same shall be arrived at by actual analysis.
5. The consultants shall assume full responsibility for the design and specifications for terms described in the scope of work, the MUNICIPAL CORPORATION RAIGARH will have full access to the details of the calculations and the structural designs for the purpose of scrutiny. The structural engineers of the consultants will render all possible help for the above scrutiny.
6. On completion of the work, the consultants will prepare and submit "As Built drawings" of the project indicating all the minor adjustments done on site, and submit to the MUNICIPAL CORPORATION RAIGARH with two sets of hard and soft copy. These are legal documents and hence the consultants shall be held responsible for any discrepancy in these drawings from site conditions.
7. The consultants shall advice the MUNICIPAL CORPORATION RAIGARH regarding the work under execution during their visits to the site and submit reports on their observations. The MUNICIPAL CORPORATION RAIGARH shall consider the necessity of such additional work/extra items with reference to the drawings and specifications and additional cost involved. The responsibility for implementation of this advice shall be of the competent authority.

8. Any deviation from the approved drawing or specification that may be observed by the Consultant shall be given in writing by them to the MUNICIPAL CORPORATION RAIGARH who shall issue necessary instructions to the executing agencies.
9. The Consultants shall make necessary revisions as may be required by the MUNICIPAL CORPORATION RAIGARH in the drawings and other documents submitted by them.
10. No change shall be made in the approved drawings and specification at site without the consent of the Municipal Corporation Raigarh.
11. The drawings, specifications, reports, documents and other instruments of service are the property of the MUNICIPAL CORPORATION RAIGARH whether the scheme for which they are made is to be executed or not. They are not to be used for any other scheme except with the written consent of the MUNICIPAL CORPORATION RAIGARH.
12. The MUNICIPAL CORPORATION RAIGARH shall have the liberty to postpone or not to execute the work and the consultants shall not be entitled to any compensation or damage for such postponement or non execution of the work except the fees which are payable to the consultants up to the stage of services then completed.
13. The consultant will not proceed with the work stipulated in any stage without the written consent of the Municipal Corporation Raigarh
14. The consultants shall ensure that the contractor is furnished with drawings and plans at the time appointed and specified in the contract to be made between the MUNICIPAL CORPORATION RAIGARH and the contractor. If the consultants fail to furnish drawings or plans to the contractor accordingly the consultants shall pay to MUNICIPAL CORPORATION RAIGARH compensation for any loss or damage arising from such neglect, failure or omission, particularly to meet with the claim or demand if any, presented by the contractor against the MUNICIPAL CORPORATION RAIGARH for loss or damage suffered in consequence of the delayed supply of drawings to the contractor.
15. The Consultants shall guarantee their designs, specifications, and other related technical information and these should be complete, accurate, adequate and workable. The burden of proof that the designs, specifications and other related technical information are complete, accurate, adequate and workable shall rest with the consultants.

16 AGREEMENT WITH THE CONSULTANT

At the time of issuance of the work order the MUNICIPAL CORPORATION RAIGARH shall execute an agreement with the consultant on Non judicial stamp paper of Rs 100/-, the terms and condition shall be as mentioned in this bid document and any other specific condition can also be laid down by the Municipal Corporation Raigarh as per the need and project specific requirements. The scope of work, general condition, financial offer etc. will be the part of agreement.

17 SETTLEMENTS OF DISPUTE

All difference and disputes arising out of the agreement between the MUNICIPAL CORPORATION RAIGARH and the Consultants regarding the execution, payment, interpretation or any such connected and related matter to the execution of the Scheme shall be settled by the Competent authority, whose decision shall be final and abided.

18 JURISDICTION

All the disputes arising with regard to the agreement between MUNICIPAL CORPORATION RAIGARH and the consultant will be subject to the jurisdiction of the courts situated at Durg only.

19 DENYING FURTHER ASSIGNMENT TO THE CONSULTANTS

If a Consultant who has been assigned work by the MUNICIPAL CORPORATION RAIGARH does not act in conformity with the practices and ethics of the profession, he may not be assigned any further work by the MUNICIPAL CORPORATION RAIGARH thereafter.

20. CONFIDENTIALITY

The Consultant their sub-Consultant and the personnel or either of them shall not, either during the term or after the expiration of the contract, disclose any proprietary or confidential information relating to the project, the Services, the Contract or the, MUNICIPAL CORPORATION RAIGARH business or operations without the prior written consent of the Competent authority.

21. INSURANCE AND INDEMNITY TO BE TAKEN BY THE CONSULTANT

- a) MUNICIPAL CORPORATION RAIGARH undertakes no responsibility in respect of life, accident, travel or any other insurance coverage for the Personnel or for the dependents of any such Personnel.
- b) The Consultant shall indemnify the MUNICIPAL CORPORATION RAIGARH against all claims, proceedings, demands, costs and expenses of whatsoever nature that may arise or accrue by any reasons or reason of infringement or alleged infringement by the Consultant of any patent or other protected right during or in connection with the Services.

Eligibility Criteria

Eligibility Criteria - 1. The Architectural firm should have minimum experience of 03 years. The firm should have designed and completed a single government project of Rs. 01.00 cr. or two project of 0.50 crore each, in the last 02 years. The firm should have a minimum annual turn over of Rs. 10 lacs (Average) in the last 03 years.

2. Newly registered architectural firms are eligible to participate irrespective of prior experience and turnover. However, such firms shall only be considered for projects with an estimated cost not exceeding ₹50.00 lakhs.

GENERAL CONDITIONS WHEREVER APPLICABLE.

The Empanelled Consultant shall be required to submit hard copies & soft drawing / estimates as per details below :-

1	For preliminary planning/ design seeking comments & Approval	06 nos Hard Copies (one colored and one B/W) & 01 Soft Copy.
2	Approved Drawings copy	06 nos Hard Copies colored & 1 soft copy
3	Preliminary estimate	06 nos Hard (B/W) & 01 Soft Copy
4	Detailed Estimate Copy	06 nos Hard Copies B/W & 01 Soft Copy
5	BOQ/ Specification of each work	06 nos Hard Copies B/W & 01 Soft Copy
6	Tender Documents	06 nos Hard Copies B/W & 01 Soft Copy

However, if additional copies are required, actual cost of printing of Payment shall be made, which in no case will be more than Rs. 1000/- per copy.

FACTORS AFFECTING PAYMENT TO THE CONSULTANTS

1. The payment made to the Consultants during various stages would be On account payment and will get adjusted in the final payment.
2. Progressive payment at all stages of mode of payments may be made to The consultants in any of the above stages based on the quantum of Work done in the stage as may be mutually agreed to by the parties.
3. The MUNICIPAL CORPORATION RAIGARH reserves the right to make deduction from the Professional fee of the consultants on account of penalty.

4. In case only part of the Scheme is continued (before actual Commencement of work at site) then the consultancy fee would be paid Up to the stage for which drawings have been received and approved by The MUNICIPAL CORPORATION RAIGARH and if the scheme is discontinued after the Commencement of work at site then the consultancy fee would be paid Up to 50% of the total fee payable as at this stage as all the preliminary Drawings, working drawings, structural and services drawings, Estimates and tender documents etc. have been prepared and received By the Competent authority. Further payment shall be released to the consultant in Consistent to the value of work done at site.
5. During execution of work the Consultant or his associate may be required to make at least one or two site visits in a month for which no fees will be paid separately. The frequency of such Visits, depending on the site requirement, may vary from project to Project.
6. The Consultant shall be obliged to notify any discrepancy noticed by it Or any modification if it finds appropriate to improve the functionality Of the building / scheme. The Consultant is also required to issue such Improvement / modification free of cost.
7. The Consultant may be required to make minor changes in the plan, and Other details, if needed during the execution of the works without any Additional fee. If any additional work is required during the validity of Contract, the consultant shall have to provide drawings for such work on mutually agreed rates.
8. Third party checking of the design shall be carried out by the MUNICIPAL CORPORATION RAIGARH if required.


Executive Engineer
Municipal Corporation
Raigarh (C.G.)

PAYMENT SCHEDULE

Stage	Description	Fees Payable
1	On submission of preliminary drawings/designs along with the estimates based on area basis and acceptance of the same by the Competent authority.	10% of the total fee payable
2	On submission of final architectural drawings.	20% of the total fee payable, less payment already made.
3	On preparation of basic Working drawing and details Sufficient for preparing item wise Estimate of cost	35% of the total fee payable, less payment already made.
4	On submission of all the drawing mentioned in stage 2 and 3 above and on acceptance of the same by the Competent authority.	50% of the total fees payable, less payment already made.
5	On submitting detailed specifications, schedule of quantities, detailed design of structure and services and estimate of costs and draft Tender documents sufficient to invite tender.	65% of the total fees payable, less payment already made.
6	On submission of complete set of Drawings and details working drawing etc. sufficient for the work to commence at site.	80% of the total fees payable, less payment already made.
7	During the course of construction of work at site.	90% of the total Fees payable, to paid in installments consistent with the value of work as certified by the MUNICIPAL CORPORATION RAIGARH from time to time
8	On completion of the work (to be paid within six months of completion of work).	100% of the total payable, less payment already made.

FORMAT

FINANCIAL OFFER

CONSULTANCY SERVICES FOR ARCHITECTURAL AND ENGINEERING PROJECTS.

Sl. NO.	ITEMS	In figures percentage rate for the project	In words percentage rate for the project
1	A - Complete assignment Consultancy services for complete architectural and engineering designing of the project – concept planning preliminary drawings. All working drawing, structural designing and other services tender documents visit to the site as and when required etc. as per broad scope of work.		
	Rated Excluding GST, GST Will be Payable As per Actual		

The rates quoted above do not guarantee any work order, and at the time of finalization of the rates, the rates quoted above could be rationalized by the MUNICIPAL CORPORATION RAIGARH which will be acceptable to me/us.

Signature of Consultant
(Authorized
representative)

&

Seal

Schedule – A

1. Full name of the firm. company/organization:
2. Whether Proprietary/Partnership/Public limited Company:
3. Year of establishment:
4. Registered office address of the firm:
5. Telephone/fax/mobile No/E-mail of the firm:
6. Office in Chhattisgarh (give full details): including year of establishment
7. full name and address of associate firm in India/Foreign country:
8. GST Registration Number of the Firm:
9. Permanent Account Number of the Firm:
10. Registration number with council of Architects India/Institute of town planner/Engineers
India:
11. Structure of Organization:
12. Total number of full-time employees
 - a. Engineers (Civil, Electrical, Mechanical, Air Conditioning) minimum 03 years
experience
 - b. Architects' minimum 03 years experience Government/Private
 - c. Other Technical Personnel
 - d. Non-Technical

Note – Copies of original documents defining the legal status, place of business, registration etc are to enclosed

1. RFP information sheet

Sn	Particulars	Details
1	Web Address to download the RFP	https://nagarnigamraigarh.com/
2	Last date of Receipt of Pre-Bid Query	-
3	Date of Pre-Bid-Meeting	-
4	Last date and time of submission of Bid by speed post & Registered post only (Bid due Date)	up to 16:00 hrs Date 30 -10-2025
5	Mode of Submission	Through speed post/registered post only
6	Opening of technical Bid	at 11:00 hrs Date 31 -10-2025
7	Date of Opening of Financial Bid	to be intimated later to the technically qualified bidders
8	Duration of Services	03 Years
9	Cost of RFP Document	DD for Rs. 5,000.00 in favour of Commissioner MUNICIPAL CORPORATION RAIGARH payable at Raigarh
10	Earnest money deposit	25,000.00 FDR in favour of Commissioner MUNICIPAL CORPORATION RAIGARH payable at Raigarh
11	Validity proposal	120 Days
12	Representative/contact person of RMC for further information	Executive Engineer, Project cell MUNICIPAL CORPORATION RAIGARH Tel- 70000-15655 email- nraigarh@ymail.com
13	Address here bidders must send proposal	Executive MUNICIPAL CORPORATION RAIGARH Dist- Raigarh


Executive Engineer
Municipal Corporation
Raigarh (C.G.)