

OFFICE OF THE HOWRAH ZILLA PARISHAD

10, Biplabi Haren Ghosh Sarani, Howrah-1

Memo No. 102/009/E

Date:- 09-07-21

NOTICE INVITING EXPRESSION OF INTEREST

Expression of interest in letterhead pad are invited from the qualified and competent firms for Preparation of Detailed Project Report (DPR) for "The Interior Works (Civil, Electrical, Network, Plumbing, Light and Sound, Fire fighting etc.) for the proposed relocated office building of Howrah Zilla Parishad at 58(P) Kantapukur 3rd by Lane, P.S.- Bantra, Howrah- 711101." Consultants having integrated multi disciplinary team of key personnel for preparing such project report on developing Office interiors including work place management with optimum space utilisation for comfortable and productive work environment are requested to incorporate the following particulars within the schedule date and time hereunder. Rate should be quoted as percentage on the total project cost. **Choosing of eco-friendly and cost-effective materials should be considered in designing.**

A) Particulars to be submitted.

- i) General profile of the firm.
- ii) **Experience of working in similar project and latest document for the works.**
- iii) Annual turnover for last three year.
- iv) Details of work in hand.
- v) List of key employees.
- vi) Income tax clearance certificate.

B) Important Informations.

- i) **Date and time for submission: 17/07/21 upto 15:00 hrs.**
- ii) **Opening of E.O.I.: 19/07/21 at 12:00 noon.**
- iii) Place of submission: Sealed envelope in the drop box kept at the office chamber of the District Engineer, Howrah Zilla Parishad.

C) Scope of work.

a) Volume-I (Reports) Size A-4

- i) Preliminary details: Name of work, plan, provision, connectivity, scope and necessity of the project.
- ii) Detail estimate as well as B.O.Q. to be prepared.
(Rates of current P.W.D. Building Schedule and all latest corrigenda should be adopted)

b) Volume-II (Drawings) Size A-3

- i) Master plan.
- ii) Architectural Floor plans.
- iii) Electrical Networking & plumbing drawings.
- iv) Detail drawings (wherever required)
- v) Working drawings (wherever required)

D) Special terms and conditions.

- i) Successful Person/Firm shall have to execute an agreement with the District Engineer, Howrah Zilla Parishad on a non judicial stamp paper of Rs.100/- before effecting payment.
- ii) Agency should arrange his / their own machinery & transportation for site visit(s).
- iii) D.P.R. shall be prepared on advice of the Engineering team of Howrah Zilla Parishad being District Engineer the in-charge of the work.
- iv) D.P.R. shall be submitted in three hard copies as well as soft copies.
- v) Final payment will be made after D.P.R. getting approved from the authority of Howrah Zilla Parishad.
- vi) Authority reserves the right to accept or cancel any or all applications without assigning any reasons thereof.
- vii) This E.O.I. shall remain valid until further order.

Memo No. 102/009/14/E Date:- 09-07-21

Smt. Tanusree Haldar
09/07/21
for District Engineer
Howrah Zilla Parishad
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9/7/21

Copy forwarded for kind information to:-

- 1) Sabhadhipati, Howrah Zilla Parishad.
- 2) Sahakari Sabhadhipati, Howrah Zilla Parishad.
- 3) KDK (Purto), Howrah Zilla Parishad.
- 4) KDK (JSS), Howrah Zilla Parishad.
- 5) Executive Officer, Howrah Zilla Parishad.
- 6) Additional Executive Officer, Howrah Zilla Parishad.
- 7) Secretary, Howrah Zilla Parishad.
- 8) F.C. & C.A.O., Howrah Zilla Parishad.
- 9) Smt. Tanusree Haldar, Assistant Engineer, Howrah Zilla Parishad.
- 10) Sri Hare Ram Ray, Sub-Assistant Engineer, Howrah Zilla Parishad.
- 11) O.S., Howrah Zilla Parishad.
- 12) Sri S.S. Das, U.D.A., Howrah Zilla Parishad.
- 13) D.I.A., Howrah Zilla Parishad-with the request to upload this E.O.I. in the Zilla Parishad website.
- 14) Notice Board.

Smt. Tanusree Haldar
09/07/21
for District Engineer
Howrah Zilla Parishad
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9/7/21