

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR CONSULTANTS IN REJUVENATION OF WATER BODIES AND URBAN PUBLIC SPACES.

Tinsukia Municipal Board, invites Expression of Interest (EOI) from reputed consultants / firms for Empanelment to provide consultancy Services for the rejuvenation of a water body and the development of an urban public space. The project involves transforming the area into a green park with walking facilities and ensuring its self-sustainable through the use of renewable energy sources.

Section-1 Scope of Work/ Experience Required and Eligibility Criteria for various fields/ areas.

1.0 Scope of Work mention here indicates only broad scope of works / experience required related to the respective fields/areas. The project specific details / exact scope of work will be indicated in the bid document at the time of inviting tenders for award of work for a particular project.

2.0 Deliverables

Based on the requirements of actual work, consultants may be required to provide one or more of the following consultancy services / deliverables in the respective areas in which they intend to apply for empanelment with TMB.

- a) Preparation of Techno-Economic Feasibility Report,
- b) Preparation of Detailed Project Report,
- c) Project Management Services,
- d) Third Party, Monitoring, and Inspection
- and e) Any other deliverable /report such as TS, vetting etc.

3.0 Eligibility Criteria

The applicants who fulfill the following eligibility criteria will qualify for empanelment with TMB.

3.1 The applicant firm/company should be incorporated in India for a minimum of 07 years and registered under relevant law/regulation etc. as may be applicable to them.

3.2 The applicant should be a single legal entity on standalone basis. Joint ventures/ Consortiums shall not be considered for empanelment.

3.3 The applicant should have experience in the field, for a period of minimum 05 (five) years ending last day of preceding month of the date of this Eoi.

3.4 The applicant should have completed successfully 3 projects in the field/area for which he is seeking empanelment, in the last 07 years out of which at least one work/project should be for Govt. Dept/ PSUs/ Financial Institutions/ Nationalised Banks/ State Govt./ Govt. of India .

3.5 The key personnel of the applicant/ consultant should have Masters degree in relevant field/area /Engineering and experience of more than 10 years having undertaken consultancy assignments in the field for which the applicant has applied. CV of key personnel needs to be submitted along with work experience details.

3.6 Firms/Consultants applying for Landscape work i.e., Comprehensive Architecture, Urban Design/Urban Renewal, Landscape Design, Interior designing works, Urban 7 Heritage Conservation and Planning should have Lead Architects registered with the Council of Architecture and Masters degree with a minimum of 3 years of experience. The firm should submit CV of Key personnel/s.

Section-II General Terms and Conditions

1.0 Documents to be submitted:

1.1 Copy of Registration and Incorporation Certificate of the applicant /firm, to whomsoever applicable.

1.2 In case of partnership firm, the applicant should submit partnership deed.

1.3 Applicant shall submit self-attested documentary proof supporting the details as indicated in all Annexures (refer Annexures- I to VI). Also, in support of details mentioned in Annexure IV .The applicant shall submit copies of award letters/ agreement and satisfactory completion certificate/ proof of completion issued by the concerned client for consultancy assignments undertaken/ completed.

1.4 The Annual turnover of the Firm and Profit and Loss Account statement by way of Professional Fees/consultancy operations for the last three years, duly certified by a Chartered Accountant shall be submitted. The above should be supported by copies of Audited Balance Sheet and Chartered accountant certificate and in case of applicant being sole proprietor / member, the Income Tax Return (ITR) of last three years shall be furnished.

1.5 Applicant should submit copy of Permanent Account Number (PAN) in the name of the Firm and in the name of all the Directors of the Firm or atleast three Directors of the Firm if the Directors are more than three.

1.6 Applicant should submit Aadhaar No. of all the Directors of the Firm or atleast three Directors of the Firm if the Directors are more than three.

1.7 Applicant should have valid GST Registration No. and submit copy of the same.

1.8 Applicant should have ESI Registration and EPF Registration/ Account No. and the copy of the same shall be submitted with the EoI document. In case the applicant is exempted from registration of EPF and ESI they may submit copy of the document in support thereof issued by the concerned Govt. Dept./

Agencies etc. with such provisions or submit an undertaking indicating the provision /rule/guidelines under which the exemption is claimed alongwith copy thereof.

2.0 Instructions & Guidelines for Submission of Application Form for Empanelment.

2.1 The “Application form for empanelment” can be downloaded from www.tinsukiamb.org.in

2.2 The applicant shall submit hard copy of the “Application form for Empanelment of Consultants” duly filled, alongwith supporting documents in a sealed envelope addressed to the Executive Officer(T.M.B)/ Chairman.

2.3 The applicant should study the EoI document carefully and understand the conditions and specifications etc. The applicant or their authorized representative should sign & stamp every page of the EOI document.

2.4 The applicant or his official representative are invited to attend a clarification meeting which will take place at Tinsukia Municipal Board Conference hall on 03:00 pm. at 10.06.2025. The purpose of the meeting is to clarify the issues raised and to answer supplementary questions on such issues. Any modification of the EOI document which may become necessary as a result of the clarification(s) meeting shall be made exclusively through the issue of an Addendum/Corrigendum and not through the Minutes of the Meeting.

2.5 The consultant shall be empanelment for a period as found suitable from the date of issue of letter of empanelment. The panel may be extended further at the sole discretion of TMB.

2.6 The present exercise is only for screening of qualified consultants for empanelment in various fields/areas and mere empanelment of a consultant will not guarantee him award of any work by TMB. Further, the empanelment is based upon a broad understanding of the typical scope of work required under the field. The exact scope of work, fee details and other relevant terms and conditions will be shared with the consultant at the time of invitation of bids for project as per requirement.

2.7 TMB will be at liberty to call `open tenders`, if desired for any specific project/works in the fields/areas specified herein and consultants shall have no objection to this even if they have been empaneled.

2.8 TMB reserves the right to accept or reject any or all applications without assigning any reason whatsoever. TMB reserves the right to call off the process of short listing of empanelment of consultants at any stage without assigning any reason thereof.

2.9 All future communication/changes/additional information shall be notified through websites only by way of Addendum/Corrigendum to this EoI.

3.0 IMPORTANT DATES

EoI Publication date 27/05/2025 (12:00P.M.)

Eol Collection date from TMB Office 28/05/2024 (2:00P.M.)

Clarification Date 10/06/2024 (3:00 PM)

Eol submission Last date : 17/06/2025

Eol opening date : 18/06/2025

Annexure -I**APPLICATION FORM FOR EMPANELMENT**

Empanelment for the _____

Sr no.	Particulars	Details
1	Name of the organization	
2	Address of Registered Office Mobile No: Fax No. E-Mail ID	
3	Address of Branch Office (s) Mobile No: Fax No. E-Mail ID	
4	Organization Details	Provided in Annexure- II
5	Details of Directors/ Partners/ Proprietors	Provided in Annexure- III
6	List of consultancy Assignments as per the respective field/area completed during the last 7 years ending last day of preceding month in which Eol is invited.	Provided in Annexure- IV
7	List of regular/ permanent professional employees and key personnel mentioning their specialization, qualifications, experience and association with the Firm	Provided in Annexure- V
8	Undertaking	Provided in Annexure- VI

Place:

Signature of the applicant

Date:

Name & Designation

ORGANIZATION DETAILS

SL no.	Parameters	Details
1	Organization Name	
2	Year of establishment/ incorporation	
3	Status of Firm Proprietorship/ Pvt. Ltd./ Public Ltd./ Partnership Company/Any other	
4	PAN No in the name of Firm/ Applicant	
5	GST Registration No.	
6	ESI Registration	
7	EPF Registration/Account No.	
8	Empanelment with other Govt. Organizations, if any	

*Note – copies of all documents indicated above shall be enclosed

Place:

Signature of the applicant

Date:

Name & Designation

Annexure -III

DETAILS OF DIRECTORS/ PARTNERS/ PROPRIETORS

S. No.	Name of the Director/ Proprietor	Academic Qualification	Designation	Address/ Phone No/ FAX/Email	Directors Identification No. (DIN)

Place:

Signature of the applicant

Date:

Name & Designation

Annexure - IV

**CONSULTANCY ASSIGNMENTS COMPLETED DURING THE LAST 07 YEARS
ENDING LAST DAY OF PRECEDING MONTH OF PUBLISHING OF THIS EOI**

Sr. No.	Financial Year	Annual Financial Turnover from Consultancy Operations/ Professional fees.	Profit/ Loss
1	2021-22		
2	2022-23		
3	2023-24		
4	2024-25		
	Average		

Note:

- 1) The above should be supported by copies of Audited Balance sheet and Chartered accountant Certificate..
- 2) In Case of applicant being sole proprietor/ member the Income Tax Return (ITR) of last three years ending March 2025 shall be furnished

Signature of the Chartered Accountant

CA Registration Number:

Seal/Stamp

Place:

Date:

IN-HOUSE TECHNICAL STAFF STRENGTH

S. No.	Name and Designation	Qualifications	Experience (in years)	Important Projects Handled

* CVs of Key Personnel (mentioning work experience details) should be attached along with qualification/ degree certificates.

Place:

Signature of the applicant

Date:

Name & Designation

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our Firm _____ is not black- listed by any Govt. Dept/ PSUs/ Financial Institutions/ Nationalised Banks/ State Govt./ Govt. Of India during the last **05 years**.

2. It is certified that our Firm _____ is having in –house capability of carrying out the said Consultancy services as laid down in Notice Inviting Expression of Interest (EOI) for Empanelment.

3. It is further certified that all information/ data furnished in Application Form are true to the best of our knowledge and belief and we understand and acknowledge that if any of these information/ data is found to be incorrect, it will lead to cancellation of agreement with TMB.

Place:

Signature of the applicant

Date:

Name & Designation