

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**भारतीय प्रौद्योगिकी संस्थान गुवाहाटी**  
Guwahati – 781 039, Assam  
Phone: (0361) 2582065, 2582074: : Fax : (0361) 2692771



## **EOI DOCUMENT**

EOI No. IITG/IPM/NIT/C/2021/19 dated: 10.02.2022

### **NAME OF WORK**

**Comprehensive planning and designing of the Academic building for the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati.**



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## EXPRESSION OF INTEREST

EOI No. IITG/IPM/NIT/C/2021/19 dated: 10.02.2022

Indian Institute of technology Guwahati invites Expression of Interest (EOI) in **Two Bid System in offline mode** from reputed, experienced and registered consulting firms/individuals for providing Architectural and Engineering Consultancy Services for the “**Comprehensive planning and designing of the academic building for the following work at IIT Guwahati.**”

Name of work	Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IITG campus
Tender downloading website	i) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> ii) <a href="http://www.iitg.ac.in">www.iitg.ac.in</a> iii) <a href="http://www.tenderwizard.com/IITG">www.tenderwizard.com/IITG (Optional)</a>
Cost of tender Document	Rs.2,000.00 (Demand Draft or Banker's Cheque Only in favor of "IIT Guwahati" payable at Guwahati')
Earnest Money	Rs, 1,00,000.00 (Demand Draft or Banker's Cheque Only in favor of "IIT Guwahati" payable at Guwahati')
Tender Processing Fees (optional)	If any bidder wishes to download tender document through <a href="http://www.tenderwizard.com/IITG">www.tenderwizard.com/IITG</a> , tender processing fees as applicable shall be paid online(Through e-Payment using Debit Card, Credit Card, Net Banking)
Critical dates	
EOI document download/ sale start date	EOI document may be downloaded from <b>21.02.2022 to 21.03.2022 Up to 17:00 Hrs.</b>
Last Date & time for <b>offline Submission</b>	Up to 2-30 pm on 22.03.2022 ( <b>Total EOI document along with credential &amp; all other documents should be submitted in hard copy only at IPM Section, Estate building IIT Guwahati</b> )
Date & Time of Pre-bid meeting	In the conference room at IPM Section, Estate building, on 01.03.2022 at 11-30 AM.
Date & time for Technical Opening	At 03-00 pm on 22.03.2022
Date & Time for Financial Opening	Will be Intimated later.

Applicants are advised to keep visiting the above mentioned web-sites from time to time (till the deadline for bid submission) for any updates in respect of the EOI documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the application complete in all respect including updates thereof, if any. An incomplete application/bid may be liable for rejection.

Prospective bidders should have the following minimum qualifying criteria:

**1.1. Minimum Eligibility criteria:**

**1.1.1. Work experience**

***Applicants/ bidders who fulfil the following requirements shall be eligible to apply.***

- 1) The individual applicant/ bidder should be an Architect/ Architectural Consultant and should have been registered with Council of Architecture (COA) of India.
- 2) The applicant/ bidder should have at least Fifteen (15) years' experience in the field of architectural planning & detailed design and providing Consultancy Services.
- 3) Joint Ventures/ Consortium are not eligible to apply.
- 4) Experience of having successfully completed Similar Work/ Project individually costing not less than as stated below during the last 07 years ending last day of the month previous to the month in which the bid is invited.

**Three** similar works/projects, each of value not less than **Rs. 8.00 crores.**

Or

**Two** similar works/projects, each of value not less than **Rs. 11.50 crores.**

Or

**One** similar work/project of value not less than **Rs. 15.00 crores.**

- i) The bidders are required to confirm that the Similar Works/ Projects completed during the last 07 years have been executed by them independently and not got executed through another Consultant on back-to-back basis.
- ii) The Completion Certificates for satisfactorily completed Similar Works/ Projects should be issued by an Officer/ Authority not below the rank of Executive Engineer or equivalent. The certificate should include the value of the project stating cost of overall project with details, year of completion and time over-run if any.

**About the Project:**

**'Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati'.**

IIT Guwahati has taken active steps to start the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) so that the same can become a vibrant centre of activities in these domains. The school aims to contribute for shaping a pool of highly qualified professionals in this emerging field by aligning its activities in the directions of national level initiatives through its undergraduate and post graduate

programs.

Indian Institute of Technology- Guwahati has collaborated with the Mehta Family Foundation (MFF) for the establishment of the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati with the objectives as mentioned further in the Background of the project at '**Information and Instructions for bidders**'.

## **2. Scope of Consultancy:**

IIT Guwahati would furnish the requirements and area schedule for various activities/ functions of the proposed building and the Consultant shall, there upon, render the following services and deemed to be included in their quoted price unless mentioned otherwise.

The role of the consultant is to provide "Consultancy Services for comprehensive planning and designing of the academic building for the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati" and shall be involved for the entire duration of the project till its final commissioning & handing over. The consultant's role & responsibilities will include:

### **2.1. Preliminary Stage**

#### **(a) Preliminary Concept Report**

- i) To furnish a site evaluation and analysis report with basic approach to Circulation, activity, distribution and interaction and external linkage.
- ii) It shall be the responsibility of the Consultant to carry out Soil Investigation and the Topographical survey at their own cost so as to ascertain the existing proposed area in respect to Roads, Services, Trees etc. The Consultant is also responsible for collection of any data/ information which may be needed for the design from any relevant source including (but not limited to) statutory bodies etc.

However, the basic survey drawing shall be provided to the Consultant for the initial concept presentation for mere rough guidance only. IIT Guwahati has no obligation to the correctness of the provided survey drawing.

- iii) To prepare Site Plan (showing contours, features and services and facilities available), general Layout Plans/ Space Plans of the building and services, preliminary sketches/ design with drawing, giving details of useful areas, services areas, circulation areas and total plinth area/ built-up area and preliminary estimate to provide information in respect of magnitude of work and its components and service and cost of all such items involved. The Consultant should submit the design and modify it if considered necessary by IIT Guwahati. Site inspections for finalization of above details shall be conducted by the Consultant.
- iv) To prepare Preliminary Estimate (PE) on the basis of Plinth Area Rates (PAR)

as per CPWD norms. The Estimate shall also include the non-PAR items on prevailing market rate along with justification/ specification etc.

- v) To obtain the approval of IIT Guwahati of above and supply 6 copies of approved Plans/ drawings.
- vi) To prepare & submit the physical Models/ prototypes (in the desired scale) and 3D views for exterior & interior along with the walk-throughs of the entire scheme for detailed visualization as per the requirement of the IIT Guwahati.
- vii) To prepare and give presentations on the schemes as and when required by IIT Guwahati and shall incorporate the observations/ comments/ revisions desired by IIT Guwahati without any extra cost.

**(b) Preliminary Planning**

- i) Preliminary planning of all internal and external utility services like Public Health Engineering (PHE services such as water supply, plumbing/ sewerage, storm water drainage, rain water harvesting etc.), Electrical (services including all the high side & low side such as power supply/ telephone/ networking points, UPS/ power back-up system, internal & external lighting, ESS, DG sets etc.), Mechanical/ HVAC (Heating, Ventilation and Air-conditioning system), Firefighting system (including internal & external Fire Alarm & Fire-fighting appliances), landscaping (Development Plans showing compound walls, roads, paths, parks, paved areas, drains, culverts, plantation/ greenery/ vegetation, water bodies and lighting etc.), vertical accessibility (Lifts/ elevators, escalators etc.), developing universal accessibility & barrier-free environment, acoustical design, interior design, graphic design (including internal & external signage, monograms etc.), security system, telecommunication system etc. indicating scope, specifications and costs separately of each sub-head.

The scope of work shall be as defined above, however, IIT Guwahati reserves the right to exclude any of the above services from the scope of the Consultancy services. The Consultant shall also conduct a survey regarding number and type of existing trees at proposed site.

- ii) To prepare the DPR covering the following:
  - Detailed Architectural, structural and SLD/ flowchart drawings.
  - The Structural design details shall be got proof checked by the Consultant from any of the IITs or any other Structural organizations of repute approved by IIT Guwahati. The consultant has the obligation to make as many required modification in the design incorporating the observation of above authority and re-submit the design and drawing. Fees of proof checking Institution/ Agency shall be borne by the consultant and included in the quoted rate.
  - Detailed specifications for each & every work.
  - Bills of quantities (BOQ) duly priced along with take-off sheets. All estimates shall be prepared on the basis of Central/ State Schedule of Rates (SOR), norms wherever applicable and on the basis of market rate analysis where

Central/ State SORs are not applicable. These estimates should be comprehensive and should include all the items. Detailed Analysis of Rates (AOR) shall have to be submitted for the items not included in Central/ State SORs. The consultant shall supply six copies of the same with the preliminary drawings to IIT Guwahati.

- iii) To submit market rate analysis for Non Schedule Items supported with Quotations.
- iv) Collection of all data regarding existing services in the area like Sewerage system, Power/ electrical lines, Water supply, transportation, OFC/ internet cables, telecommunication lines etc.
- v) To obtain the approval of Layout Plans & drawings from the competent authority/ statutory body, if necessary, according to the local development Acts, building bye laws/ regulations etc. and make any changes desired by such authorities. The approved/ modified Layout Plans and drawings are to be submitted to IIT Guwahati.
- vi) The Consultant shall ensure that the proposed building is to be designed as a 'Green Building' with all the features getting the certified GRIHA 3-Star Rating. The Consultant shall be responsible for obtaining minimum "3-Star" rating of GRIHA certification. However, fees of the GRIHA council/ society shall be reimbursed/ paid directly on actual basis by the IIT Guwahati.
- vii) The Consultant will incorporate eco-friendly building materials like fly ash bricks, low VOC paints, water/ energy efficient equipment's & fixtures etc. as per prevailing government rules.
- viii) To prepare & submit required set of Tender Documents, Tender Drawings, BOQ, Estimates, Specifications etc.
- ix) Design Calculations for all the components of the schemes including getting approvals from the concerned authorities.
- x) Detailed Structural Drawings/Design Calculations for all the components of the scheme.
- xi) Detailed Electrical/Mechanical Drawings/ Design Calculations for all the components of the schemes including getting approvals from the concerned authorities.
- xii) Detailed Technical specifications for all the non-scheduled items proposed in the schemes.
- xiii) Any other drawings/ information/ details required for completion and execution of work but not mentioned above.
- xiv) The Consultant shall discuss all the points/ shortcomings/ new requirements, if any with the IIT Guwahati/ Local bodies/ Authorities/ State or Central Govt. and shall take their concurrence on all the observations.
- xv) If any new component is to be added to the scheme, the Consultant shall collect

all the data and get done all the surveys/ investigations/ tests required for the planning/ designing of additional component and nothing extra shall be payable on this account.

- xvi) To undertake site visits or to attend meetings to collect details/data/information required for planning purposes, holding necessary discussions with IIT Guwahati/ local bodies and obtaining requirements of the Project and attending meetings with officials of IIT Guwahati/ Local bodies/ Govt. authorities/ State/ Central Govt. or any other agency, as and when required.

## **2.2. Working Drawing Stage**

The preparation of detailed working drawings with details incorporating services and Schedule of Quantities (SOQ) which will include:

- i) Preparation of working and detailed Architectural and Structural drawings and Detailed Estimate as per the latest Delhi Schedule of Rates (DSR) of CPWD or any other Standard Schedule of Rates (SOR) for civil work, electrical works, plumbing & water supply works and CPWD specifications for civil works, General specifications for electrical/ HVAC/ FF works such as Internal, External, Lifts and escalators, Substation (ESS), Wet riser and sprinklers system, HVAC works, DG sets and other CPWD specifications for services like substation, Air conditioning etc. for all items of the above work, including internal and external utility services, along with details of quantities (Bill of Quantities), supporting calculations and details of structural design for whole of the work or in part of to facilitate call of tender by IIT Guwahati/ Executing agency/ PMC. For items not covered in the Schedule of Rates the Consultant would provide detailed specifications, description of the item and market rates etc. complete in all respect.
- ii) To prepare & submit Good for Construction (GFC) drawings & visit the site of work regularly as per requirement of IIT Guwahati/ Local bodies/ Authorities/ State or Central Govt. to solve the problems of site & issue necessary clarifications/ details of the Project.
- iii) To provide Analysis of Rates (AoR) for Schedule and non-schedule items on current market rates.
- iv) Obtaining approval of local authorities, if any, and make changes required by them.
- v) Preparation & submission of adequate number of the Tender Documents/ Tender Drawings comprising BOQ/ Estimates, particular specifications etc. as required by IIT Guwahati/ Executing agency/ PMC.
- vi) Preparation & submission of adequate no. of Detailed Design calculations/ BOQ/ Good for Construction (GFC) drawings for all the components of the schemes as per requirement of IIT Guwahati/ Vetting authority/ Executing agency/ PMC. The Structural Design shall have to be done on STAAD-Pro software (latest version).

- vii) Preparation & submission of Detailed Engineering Drawings, Detailed specifications & list of makes.

### **2.3. Construction Stage**

- i) To supply eight copies of the detailed working drawings, specifications, BOQ and Detailed Estimates (DE) etc. to IIT Guwahati free of charge for use during execution of work.
- ii) To supply such further drawings, specifications or details which may be required for proper execution of work to IIT Guwahati.
- iii) To obtain approval from any statutory body/ local authority/ Govt. Body like Pollution Control Board, Environmental clearance etc. as applicable to the proposed project for execution of work or for designs/ drawings of the scheme.
- iv) To obtain the approval from IIT Guwahati for any material deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- v) To carry out all modifications/ deletions/ additions/ alterations/ in the designs/ drawings/ documents as required by IIT Guwahati/ Local Bodies/ Authorities / State or Central Govt. or any other authorities as applicable for proper execution of works at site till completion and handing over of the project to the client.
- vi) To provide BOQ, Specifications, detailed analysis for any extra / substituted items and its justification.
- vii) To undertake site visits or to attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site which shall have to be borne by the Consultant and shall be covered within his quoted/ negotiated fees and nothing extra shall be payable on this account. After each site visit the Architect should confirm that the work is being executed as per drawings & specifications and deviations if any shall be brought to the notice of IIT Guwahati.
- viii) The Consultant shall have to deploy 01 no. of Architect/ Engineer (having min. 02 years' experience) on site for day-to-day coordination/ liaisoning with all the stake holders till the completion of the project.

### **2.4. Completion Stage:**

- i) To obtain completion and occupation certificates, wherever necessary from the local bodies/ authorities/ statutory bodies after completion of work. For this purpose, any assistance required from IIT Guwahati will be extended to the consultant. Any statutory fee payable to local bodies for issue of completion certificate shall be borne by IIT Guwahati.
- ii) To prepare completion drawings; including Building Plans, Elevations and sections etc. (on 1:100 scale) indicating the details of the building and all internal and external services as completed and supply 4 sets of completion



drawings to IIT Guwahati and also hand over the originals of the completion drawings to IIT Guwahati.

- iii) Preparation & submission of completion reports, Operation & maintenance manual, As- built drawings and documents for the project including Architectural, Structural, Plumbing & water supply, Electrical, HVAC, Firefighting and Interior drawings in Auto-CAD/ Stad-Pro formats or as required and acceptable to IIT Guwahati/ local bodies/ authorities including getting "Completion Certificate" from concerned authorities, if required.
- iv) To assist IIT Guwahati in Arbitration/ Litigation case(s) that may arise out of the contract entered into, in respect of above work, regarding clarifications/ interpretations, supply of drawings/ designs/ specifications as and when required. The Consultant's role will be limited to these clarifications only and unless specifically required by Arbitrator/ Court, he shall not be required to participate in actual Arbitration/ Litigation proceedings.
- v) Consultancy for obtaining GRIHA / Green Building Certification, as mentioned in the 'Preliminary Stage' of the Scope of Consultancy.

### **3. Payment of Remuneration:**

#### **3.1 Remuneration**

The fee includes planning, designing and periodical supervision during construction of the project, travel expenses towards periodical supervision, for attending meetings with IIT Guwahati/ local authorities etc. by the Consultant and or by their technical personnel. The fees should also include cost of deploying 01 no. of Architect/ Engineer (having min. 02 years' experience) on site for day-to-day coordination/ liaisoning with all the stake holders till the completion of the project. In case of non-deployment, recovery @ Rs. 25000/- per month shall be made from the running bills of the Consultant. All payments shall be made in Indian currency (₹) only.

##### **(i) The Consultancy Fee:**

IIT Guwahati agrees to pay the Consultant fees for the professional services to be rendered by them as described at 2.1, 2.2, 2.3 & 2.4 in Clause - 2 "Scope of Work" of the EO/ Bid Document.

The payment of fee to the Consultant shall be restricted to the project cost. For the purpose of payment of fees, the project cost shall be the actual cost of the project on completion of the project.

The actual completion cost of the project shall not include the following:

- Cost of land, if any.
- Cost of Furniture.
- Payment to statutory bodies/ local authorities/ vetting agency/ Green Building Certification Authorities/ State or Central Government.
- Any fee, deposit and payment towards services rendered by local Authorities/ State or Central Govt.
- Executing agency/ PMC charges.

(ii) The above fee at 3.1 (i) is inclusive of all the fee payable by the consultant to any sub-Consultant/ Associate(s) and nothing extra shall be payable by IIT Guwahati for this purpose.

(iii) The Architect/ Consultant shall submit all running bills and final bill to IIT Guwahati. All the required/ prerequisite documents e.g. work completion reports for respective stages and Tax invoice etc. shall also be enclosed with the bills.

#### **4. Time Schedule and Mode of Payment**

The construction operations shall be carried out, by the construction contractors after award of contracts following planning, designing & preparation of drawings & details, Bills of Quantities (BOQ), Specifications, and Tender Documents by the Consultant keeping in view the Project Objectives, prioritized scheduled programmes of implementation which shall need special attention and careful planning by the Consultant engaged on this Contract fulfilling the Objectives as envisaged thus.

Time schedule and milestone Payment schedule for various activities is as under:

##### **4.1 Payment schedule**

The Consultant shall be paid consultancy fee as a percentage of the amount put to tender in the following manner:

Sr. No.	Activity/ Deliverable	Elapsed time	Fees Payable
<b>Milestones for Architectural and allied services</b>			
1	After ascertaining requirements, preparation and submission of conceptual scheme of the building, master Plan and all drawings required for approvals to the satisfaction of Engineer-In Charge and Institute.	30 Days from date of signing of the Agreement	10% of the Fee
2	On submitting the final approved preliminary drawings/ designs including all external and internal services drawings and model along with preliminary cost estimates of the project and its approval by the institute.	30 days from the date of approval of Milestone-1	20% of the Fee (Less payment already made)
3	Preparation & Submission of Detailed design, calculations, proof checking report, tender drawings, specification, detailed estimates, B.O.Q, Tender Document etc. External and internal systems and services and for approval by the institute.	30 days from the Date of approval of Milestone-2	35% of the Fee (Less payment already made)
4	On submission of complete sets of working drawings sufficient for commencement of work for the building, internal and external services with all the details required for execution of the works and their approval by the institute.	30 days from the Date of approval of Milestone-3	50% of the Fee (Less payment already made)

<b>B</b>	<b>Time schedule for Construction &amp; Execution</b>		
<b>5</b>	Time Schedule for Periodic Supervision and issue of working drawings as per site requirements. Deputing 1 no. Architect/ Engineer at site for inspection, certifying at each stage of progress of construction works (given below) that the work is being done as per approved drawings and specifications, checking and approval of shop drawings submitted by contractors for specialized works, providing clarifications on drawings and additional details required by the Institute during execution of works:		
	(a) On execution of work worth 20% of its estimated cost	During the execution of work	55% of the Fee (Less payment already made)
	(b) On execution of work worth 40% of its estimated cost		65% of the Fee (Less payment already made)
	(c) On execution of work worth 60% of its estimated cost		75% of the Fee (Less payment already made)
	(d) On execution of work worth 80% of its estimated cost		80% of the Fee (Less payment already made)
	(e) On virtual completion of Construction Work		90% of the Fee (Less payment already made)
<b>6</b>	On submitting Completion reports, drawings, Structural Safety Certificate and obtaining completion/ occupancy certificate from Statutory authorities wherever required and on approval of as built drawings along with all required documentation as per scope of services.	After the completion of construction	100% of the Fee (Less payment already made)
			<b>Total 100 %</b>

## 5. Technical Evaluation, Financial Evaluation and Final Selection Process

### 5.1. General:

The evaluation will be based on **Combined Quality-cum-Cost Base System (CQCBS)**. The Technical bid will have a weightage of **75%** and Financial bid will have a weightage of **25%** to arrive at composite scores. The bidder with highest composite score shall be declared as Successful Bidder.

### 5.2. Minimum Eligibility criteria:

#### 5.2.1. Work experience

***Applicants/ bidders who fulfil the following requirements shall be eligible to apply.***

- 1) The individual applicant/ bidder should be an Architect/ Architectural Consultant and should have been registered with Council of Architecture (COA) of India.
- 2) The applicant/ bidder should have at least Fifteen (15) years' experience in the field of architectural planning & detailed design and providing Consultancy Services.
- 3) Joint Ventures/ Consortium are not eligible to apply.
- 4) Experience of having successfully completed Similar Work/ Project individually costing not less than as stated below during the last 07 years ending last day of the month previous to the month in which the bid is invited.

**Three** similar works/projects, each of value not less than **Rs. 8.00 crores.**

Or

**Two** similar works/projects, each of value not less than **Rs. 11.50 crores.**

Or

**One** similar work/project of value not less than **Rs. 15.00 crores.**

- i) The bidders are required to confirm that the Similar Works/ Projects completed during the last 07 years have been executed by them independently and not got executed through another Consultant on back-to-back basis.
- ii) The Completion Certificates for satisfactorily completed Similar Works/ Projects should be issued by an Officer/ Authority not below the rank of Executive Engineer or equivalent. The certificate should include the value of the project stating cost of overall project with details, year of completion and time over-run if any.

**Definition of Similar Works/ Project:**

“Educational Building(s), having academic spaces such as Research Laboratories, Faculty rooms/ Offices, Seminar/ Committee halls; including (but not limited to) all the services (internal/ external), utilities and other development works; all composite executed under one agreement for the Institutions of National Importance (India) or State/ Central Universities or other Govt. Institutions.”

**5.3. Annual Turnover:**

The bidder should have a minimum average turnover of **Rs. 28.50 Lacs** during the immediate last **three (03)** audited financial years i.e. from **FY 2018-19, FY 2019-20 and FY 2020-21**. The Year in which no turnover is shown will also be considered for working out the average. Out of the total turnover of the sole bidder, in each of the last three years, at least 75% should be from the Consultancy services. The bidder is required to submit the information in **Form ‘A’**.

**5.4. Profit/Loss Statement:**

The applicant should not have incurred any loss in more than one (01) year during the immediate last three (03) consecutive financial years, duly certified by the Chartered Accountant. The bidder is required to submit the information in **Form ‘A’**.

**5.5. Technical capability:**

The applicant should have in-house capability of sufficient number of technical and administrative staff. The applicant should submit a list and details of these employees stating clearly how these employees would be involved in this work.

Further, the applicant should submit the list of Consultants, Specialists and experts of Civil, Structural, MEP services etc. either in-house or through tie-ups for proper planning, designing and execution of the contract work (each with a minimum of experience as indicated below), who shall be engaged for engineering and detailed design of the project by the bidder. The qualification of the Key Personnel is indicated below along with the minimum experience. The experience shall be duly supported by proper documents. Bidders will be solely responsible for the correctness and accuracy of such documents produced in support of qualification and experience. Needless to say that the minimum requirement of the personnel listed below has to be fulfilled, otherwise, bid will be summarily rejected. The bidder is required to submit the information in **Form ‘F’ (F1, F2, F3, F4, F5, F6) & ‘G’**.

No.	Personnel/ Expert	Min. Experience	Qualification
1.	Principal Architect/ Lead Architect (Act as a Team Leader)	15 years, mandatory requirement (Refer Note (i) below for details)	B. Arch. from recognized Universities and registered with COA
2.	Sr. Architect	10 years	B. Arch. from recognized Universities and registered with COA
3.	Architect	5 years	B. Arch. from recognized Universities
4.	Landscape Architect	15 years	M. Arch. in Landscape Architecture and registered with COA
5.	Civil Engineer	15 years	B.E. /B. Tech (Civil Engg.)
6.	Structural Engineer	15 years	M.E./ M. Tech. (Structure) Fellow membership of The Institution of Engineers (India) or equivalent
7.	Electrical Engineer	10 years	B.E./ B. Tech. in relevant stream
8.	Mechanical/ HVAC Engineer	10 years	B.E./ B. Tech. in relevant stream

Note:

- i) All the bidders are expected to have at least one Principal Architect/ Lead Architect who will be responsible for the overall designing and development of the project. This Principal/ Lead Architect will have minimum experience of 15 years and shall either be a Proprietor or a Partner or a Director of the Bidder/ Firm. The capability of the bidders will be judged by the availability of Team Leader as well as the team which would assist him/ her for which marks are given as per clause no. 5.6.4.
- ii) The bidder shall have to submit the CV's of each of the above Technical/ Key Personnel. Each CV shall be signed in blue ink by the key personnel and countersigned by the bidder/ authorized officials of the Firm. Photocopy or unsigned CV's shall be rejected. The bidders shall also certify that the professional is a regular employee on their rolls and submit **TDS/ Form-16** of each of such employees. In case of non-submission of these details no marks shall be awarded for each such employee/ personnel.
- iii) Each CV shall contain the proof of age and qualifications. The key personnel should have been in the regular employment for at least **06 months** before the last date of submission of bids (to be supported by **TDS/ Form-16**) for the previous month & 06 months earlier.

- iv) Even though a Bidder may satisfy the above requirements, he would be liable to disqualification if he/ she has:
  - a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures submitted as per requirement.
  - b) Record of poor performance such as abandoning project, not properly completing the assigned project or financial failures/ weaknesses etc.
- v) The Technical bids of only those bidders will be evaluated who meet the Eligibility Criteria.

**5.6. Technical evaluation:**

5.6.1. In addition to the documents mentioned in eligibility criteria under para 5.0. additional documents as given in para 5.6.2 and 5.6.3 shall be submitted by the bidder for evaluation of the technical bid.

5.6.2. **Work experience:** The bidder is required to submit the list of Similar Works/ Projects in **Form 'B' & 'C'** and Performance Certificate in **Form 'E'** completed in the last (07) Seven years (it should be certified by an Officer not below the rank of Executive Engineer or equivalent).

5.6.3. **Personnel & Establishment:** The bidder is required to submit the complete list as per **Form 'F' (F1, F2, F3, F4, F5, F6) & 'G'**. Only the name of personnel who are to be deployed for this work should be included along with their CVs.

5.6.4. The Technical Evaluation based on the details submitted by the bidders shall be carried out by the Committee as per Evaluation Criteria given below:

S.No.	Criterion	Evaluation	Maximum Marks
1.	Period of Architectural professional experience of the <b>Principal Architect/ Lead Architect</b> as on the last date of the bid submission	i) More than 15 years and up to 20 years: <b>1/4 mark</b> for each completed year or part thereof above 5 years. ii) More than 20 years and up to 25 years: <b>1/2 mark</b> for each completed year or part thereof above 9 years. iii) More than 25 years: <b>01 mark</b> for each completed year or part thereof above 12 years.	20 marks
2.	Experience of Similar Works/ Projects completed during the last 07 years	i) Experience of Similar works/ projects: <b>05 marks</b>	10 marks



		<p>ii) Additional marks for Similar works/ projects completed for the Institutions of National Importance: <b>05 marks</b></p> <p><i>Note:</i>  (a) <b>03 marks</b> for fulfilling minimum eligibility criteria in each case.  (b) <b>05 marks</b> for fulfilling twice or more the minimum eligibility criteria in each case.</p>	
3.	In-house Professionally Qualified Staff in following indicative categories	<p>i) Sr. Architect  ii) Architect  iii) Landscape Architect  iv) Civil Engineer  v) Structural Engineer  vi) Electrical Engineer  vii) Mechanical/ HVAC Engineer</p> <p><i>Note:</i>  (a) <b>03 marks</b> for each in-house professional/ specialist having minimum experience for each specialization category and maximum of <b>05 marks</b> for each specialization category.  (b) <b>02 marks</b> for each outsourced partner/ professional/ specialist for each specialization category and maximum of <b>03 marks</b> for each specialization category.</p> <p><i>Minimum experience shall be drawn from Clause no. 4.5 of the Bid/ EOI Document.</i></p>	35 marks
4.	Experience in planning & designing of Green buildings (Non-residential only)	<p>Achievement of having designed at least one (01) certified multi-storey building/ group of certified buildings:</p> <p>i) Platinum Rating (as per LEED) or GRIHA-V (as per</p>	10 marks

		<p>Indian Standards) in Green Building Design: <b>10 marks</b></p> <p><i>ii</i>) Gold Rating (as per LEED) or GRIHA-IV (as per Indian Standards) in Green Building Design: <b>7.5 marks</b></p> <p><i>iii</i>) Silver Rating (as per LEED) or GRIHA-III (as per Indian Standards) in Green Building: <b>05 marks</b></p> <p>*Final Certification document shall be entertained for this purpose. No provisional certification shall be allowed.</p>	
5.	Financial Capability	<p>Gross Average Financial turnover in last three years</p> <p><i>i</i>) Between Rs. 28.50 Lakhs to Rs 1.0 Crore : <b>10 Marks</b></p> <p><i>ii</i>) Between Rs. 1.0 Crore to Rs 2.0 Crore : <b>15 Marks</b></p> <p><i>iii</i>) Over and above Rs. 2.0 Crore: <b>02 marks</b> for every additional Rs. 1.0 Crore (or part thereof) subject to a maximum of 10 marks.</p>	25 marks
<b>Total Marks</b>			<b>100 Marks</b>

Note:

- 1) Sufficient information and valid proof for each parameter/ factor assigned for calculating the marks in the evaluation criteria shall be submitted. If sufficient information and valid proof is not available for any parameter/ factor/ criteria during evaluation, zero mark shall be assigned to those parameters/ factors/ criteria.
- 2) The completed works only will qualify for considering evaluation. Similar Works/ Projects in progress will not be considered for Evaluation.
- 3) The completed work will qualify for considering evaluation only if grading of performance in **Form 'E'** is graded at least as "Good" for all the criteria in the performance report. The **Form 'E'** if not signed by the client will not be considered.

The applicant found eligible as per the criteria of evaluation mentioned in para 5.6 above must secure at least **60% marks in aggregate** to get qualified for the presentation.

## 5.7. Presentation and its Evaluation:

5.7.1. The bidders qualifying in technical evaluation as per para 5.6, shall be invited for presentation. The date of presentation shall be notified by IIT Guwahati separately. The date of presentation shall be 15 days after intimation and or as given in the intimation letter. **No request for extension of date of presentation shall be entertained.**

5.7.2. The committee shall evaluate the presentation based on the following criteria:

S.no.	Parameters	Max. Marks
<b>1</b>	<b>Approach and methodology</b>	
a)	Understanding of the scope	20
b)	Detailed approach and methodology	20
c)	Proposed Concept Design and Interventions	20
d)	Detailed Implementation Plan	10
<b>2</b>	<b>Presentation of the technical Proposal</b>	30
<b>Total</b>		<b>100 Marks</b>

5.7.3. The bidder/bidders securing at least **60% marks in presentation evaluation** will qualify for opening of financial bid.

## 5.8. Financial Evaluation:

5.8.1. The financial bid of the qualified bidders shall be opened after the evaluation of presentation as per para 5.7.

5.8.2. The evaluation will be based on **combined quality-cum-cost base system (CQCBS)**. The technical bid will have a weightage of **75% and commercial bid will have a weightage of 25% to** arrive at composite scores. The bidder with the highest composite score shall be declared as successful bidder.

5.8.3. The overall grading of the bidder shall be calculated as under:

**For Technical Scores (Ts) =**

$$\frac{0.75 \times (\text{Marks obtained in Technical Evaluation} + \text{Presentation evaluation})}{\text{Highest Mark obtained in (Technical Evaluation} + \text{Presentation evaluation)}} \times 100$$

**Financial Scores (Fs) =**

$$\frac{0.25 \times \% \text{age quoted by the Lowest Bidder}}{\% \text{age quoted by the Bidder}} \times 100$$

**Composite Score = Technical Scores (Ts) + Financial Scores (Fs)**

#### 5.8.4. Worked Example

In this worked example, Bidder 'A' with highest Composite Score stands **Successful Bidder** and gets the project.

Bidder	Technical+ Presentation marks	Technical score	Weighted Technical score (75% of Technical score)	Financial quote of the bidder (in %age)	Financial score	Weighted Financial score (25% of Financial score)	Composite score
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (4)+(7)
A	90	$90/90 \times 100 = 100$	$0.75 \times 100 = 75$	3.75	$3/3.75 \times 100 = 80$	20	95.00
B	80	$80/90 \times 100 = 88.88$	$0.75 \times 88.88 = 66.66$	3.5	$3/3.5 \times 100 = 85.71$	21.43	80.08
C	60	$60/90 \times 100 = 66.66$	$0.75 \times 66.66 = 50.00$	3.0	$3/3 \times 100 = 100$	25	75.00

#### 5.9. Approval Criteria

The bidder with the highest composite score shall be declared as '**Successful Bidder**'.

5.9.1. Even though any applicant may satisfy the above requirements, he/she would be liable to disqualification if he/she has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

- 5.9.2. The employer reserves the right, without being liable for any damages or obligation to inform the applicant to:
- (a) Amend the scope and value of contract.
  - (b) Reject any or all the applications without assigning any reason.
  - (c) Negotiate the fees with any bidder as required in interest of the Institute.
- 5.9.3. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application to qualify. Canvassing of any kind is prohibited.
- 5.9.4. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column a “nil” or “no such case” entry should be made in that column. If any particulars / queries are not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the PQ application being summarily disqualified. Application made by telegram or telex and those received late will not be entertained.
- 5.9.5. The application should be typewritten. The applicant should sign each page of the application.
- 5.9.6. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional sheets, if any added by the bidder, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 5.9.7. References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 5.9.8. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He/ she is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the employer.
- 5.9.9. Any information furnished by the applicant & found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering / taking up of work in IIT Guwahati.

IIT Guwahati reserves the right to accept or reject any Offer or extend the date of submission of the Offers or cancel any or all the EOI(s) or this whole EOI process without assigning any reason whatsoever.

## **6. Additions, Alterations and Variation:**

- i) IIT Guwahati shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the Consultants shall comply with such requests without any extra cost. No extra payment shall be made to the Consultant by IIT Guwahati on account of such additions & alterations as enumerated above.
  - ii) The Consultant shall not make any material deviation, alteration, addition to or omission from the work except without first obtaining the written consent of IIT Guwahati.
  - iii) Variations: The overall variations in actual cost of project w.r.t the approved estimated cost by more than 5% (five percent), Consultant shall be levied penalty maximum up to 10% of the consultancy fees and shall be recovered from their final bill. The decision of the Engineer-in-charge in this regard shall be final and binding on the Consultant.
- 6.1. If the work in full or part is withdrawn from the scope of the Consultant by IIT Guwahati, the proportionate consultancy fee shall be paid only up to the stage for which the consultancy work has been completed and the Consultant shall have no further claim whatsoever on this account on IIT Guwahati.
- 6.2. If any additional works are to be undertaken, and if IIT Guwahati desires, the Consultant shall carry out additional work. However, this will be considered subject to the satisfactory performance of the Consultant and the consultancy fee shall be calculated as per budget and the consultant shall have no further claim whatsoever on this account of IIT Guwahati.

## **7. Taxes and duties:**

- 7.1. The Consultant shall ensure payment of appropriate tax on the supplies made under the contract. The Consultant shall take registration under the applicable enactment levying tax on supply of goods or services under the contract and issue invoice having all the particulars prescribed under the applicable provisions of the law, including description of goods/ services, rate and amount of tax paid or payable on the supplies made under the contract. The Consultant shall comply with all applicable provision of Goods and Service Tax (GST) levied by Union Government and State Governments (CGST, UTGST, SGST and IGST). The Consultant shall get himself registered and discharge his obligations for payment of taxes, filing of returns etc. under the appropriate provisions of law in respect of all the tax, duties, levies, cess, etc. IIT Guwahati would have right to seek necessary evidence that the Consultant is registered under the law and duly discharging its obligations under the tax law.

- 7.2. In case any law requires IIT Guwahati to pay tax on the contract price on reverse charge basis, the amount of tax deposited by IIT Guwahati would be considered as paid to the Consultant and, accordingly, the price payable to the Consultant would stand reduced to that extent.
- 7.3. Stamp duty and registration charges, if any, payable on the executed contract document, shall be borne by the Consultant.
- 7.4. Tax deduction at source, if any, shall be made by IIT Guwahati as per law applicable from time to time from the amount payable to the Consultant.
- 7.5. The consultant has to register himself in GST Act as per applicable law and submit the details.

## **8. Performance Security/ Guarantee:**

- 8.1. For the due performance of the contract in accordance with the terms and conditions specified, the Consultant shall on the day or before signing the contract which shall not be later than 45 (Forty-five) days of the issue of the Letter of Award/ Letter of Intent, furnish performance security / Guarantee from a Nationalized/ Scheduled Bank to the extent of **5.00 %** of the value of total consultancy fees of the Consultant (at this stage it shall be worked out considering the estimated project cost). The Bank Guarantee shall remain valid till stipulated time for completion of project plus 60 days. The Bid security/ EMD paid (if any) by the Consultant shall be returned to the Consultant after receipt of Performance Guarantee.
- 8.2. The Bank Guarantee shall be in favour of IIT Guwahati, payable at Guwahati. The Bank Guarantee should be issued from any Nationalized Bank/ Scheduled Bank (as per prescribed proforma).
- 8.3. It is expressly understood and agreed that the performance security is intended to secure the performance of entire contract. It is also expressly understood and agreed that the performance security is not to be construed to cover any damages detailed/ stipulated in various clauses in the Contract document.
- 8.4. The performance security will be discharged by IIT Guwahati and returned to the Consultant after successful physical completion of the project at site and submission of completion drawings and documents to IIT Guwahati and statutory bodies.
- 8.5. IIT Guwahati reserve the right of forfeiture of the performance guarantee in additions to other claims and penalties in the event of the Consultant's failure to fulfil any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract.
- 8.6. If the stipulated time for completion of work, for whatever reason gets extended, the Consultant, shall at his/ her own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him/ her extended and shall furnish the extended/ revised Bank Guarantee to IIT Guwahati before the expiry date of the Bank Guarantee originally furnished.

## **9. Completion period:**

- a.) The overall completion period for the execution of this project from the date of commencement of work shall be mentioned in NIT.
- b.) If at any stage, the Project has been delayed by the acts of IIT Guwahati/ funding authorities or by the deployed Contractor for the work, nothing extra shall be

payable to the Consultant. However suitable extension of time for completion of work shall be granted accordingly.

- c.) **Escalation/ Price Variation:** No claim / additional fees on account of any price variation/ Escalation on whatsoever ground shall be entertained at any stage of works. Quoted fees shall be firm and fixed for entire contract period as well as extended period for completion of the works.

#### **10. Commencement of Work:**

The commencement of work will be considered from 10<sup>th</sup> day of issuance of LOA. The Consultant has to submit detailed program of the work as per the below mentioned guidelines within 10 days from the date of commencement of the work. The time schedule submitted by the Consultant shall include time for obtaining required approvals, completion certificate etc. from local bodies. However, if delay is caused by reasons beyond reasonable control of the Consultant, the department may consider such delays favourably.

#### **11. Compensation for Delay:**

The time allowed for carrying out the work as specified in clause 9.0 (a) shall be strictly observed by the Consultant and shall be deemed to be the essence of the contract on the part of the Consultants. The work shall throughout, the stipulated period of the contract, be processed with all diligence.

The Consultant will be required to complete the entire job within stipulated time. No extension of time for completing the same shall be given owing to any variations made in the works by the orders of IIT Guwahati. In case the Consultant fails to complete the work within the Contract period or extended period as above owing to reasons attributable to Consultant, liquidated damages @ 1% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the Consultant. IIT Guwahati shall be entitled to deduct such damages from the dues of the Consultant. If the work is held-up at site due to non-availability of Drawings/ Specifications/ Other Details as per mutually agreed schedule penalty, proportionate to the value of the work which is held-up, shall be imposed on the Consultant.

#### **12. Abandonment of Work:**

- i) That if the Consultant abandon the work for any reason whatsoever or become incapacitated from acting as Consultant as aforesaid, IIT Guwahati may make full use of all or any of the drawings prepared by the Consultant(s) and that the Consultant shall be liable to refund any excess fees paid to them upto that date plus such damages as may be assessed by IIT Guwahati.



- ii) If at any time after start of work, the client decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, IIT Guwahati shall give notice in writing to this effect to the Consultant and the Consultant shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he/ she might have derived from the execution of works in full but which he/ she did not derive in consequences of the foreclosure of the whole or part of the work.

### **13. Termination:**

IIT Guwahati without any prejudice to its right against the Consultant in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract may terminate the contract by giving one month's notice in writing to the Consultants and in the event of such termination, the Consultant shall be liable to refund the excess payment, if any, made to him/ her over and above what is due in terms of this agreement on the date of termination. IIT Guwahati may make full use of all or any of the drawings prepared by the Consultant(s).

In case due to any circumstances, IIT Guwahati decides to curtail the scope of work or totally abandon the work, the payment to the Consultant would be made based on Clause 3.0 above and approved preliminary estimate or estimated cost or awarded cost whichever is less up to the stage of work executed by him immediately before taking such decision.

### **14. Number of Drawing Sets and Copyright etc. :**

The Consultant shall supply free of charge to IIT Guwahati, the adequate no. as specified elsewhere of following documents in soft as well as hard copies.

- i) Detail Project Reports (DPR) with coloured drawings.
- ii) All the Drawings and estimates to be submitted to clients.
- iii) Complete detailed design calculations (structural and other services) including supply of drawings incorporating subsequent modifications.
- iv) All working drawings for all the components (Good for Construction Drawings).
- v) Detailed Estimates and Analysis of Rates of all the works.
- vi) Completion drawings and detailed documents.
- vii) Tender documents/ tender drawings as per IIT Guwahati requirements.
- viii) Fabrication Drawings of all equipment, if any.
- ix) As built drawings after completion of project.

The Consultant shall supply free of charge to IIT Guwahati all the estimates, Bill of Quantities (BOQ), detailed designs, reports and any other details envisaged under this agreement, including drawings architectural, structural, electrical, HVAC or other services (internal and external) would be supplied by the Consultant as per the scope of work and as indicated above. Any extra sets of drawings, if required IIT Guwahati shall be supplied at mutually agreed cost. All these drawings will become the property of IIT Guwahati. The drawing cannot be issued to any other person, firm or authority or used by the Consultant for any other project. No copies of any drawing or document shall be issued to anyone except IIT Guwahati and authorized representative of IIT Guwahati.

#### **15. Determination or Rescission of Agreement:**

IIT Guwahati without any prejudice to its rights against the Consultant in respect of any delay by notice in writing absolutely may determine the contract in any of the following cases:

- i.) If the Consultant being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager which entitles the court to make up a winding order.
  
- ii.) If the Consultant commit breach of any of the terms of agreement. When the consultant has made himself/ herself liable for action under any of the clauses aforesaid, IIT Guwahati shall have powers;
  - a) to determine or rescind the agreement and (or),
  - b) to engage another consultant(s) to carry out the balance work at the risk and cost of the Consultant and debiting the consultant(s) the excess amount, if any, so spent.

In case contract of the Consultant is determined, the performance Guarantee and Security Deposit of the consultant shall stand forfeited. The decision of IIT Guwahati in this regard shall be final and binding on the Consultant.

#### **16. Responsibilities for Accuracy of Project Proposals:**

- a) The Consultant shall be responsible for the accuracy of the technical / financial data collected and the designs, drawings, quantities and estimates prepared by him/ her as a part of the project. He/ she shall indemnify IIT Guwahati against any inaccuracy in the work, which might surface out at the time of ground implementation of the project. In such an eventuality, the Consultant will be responsible to correct the drawings including re-investigations etc. as required without any extra cost implication on IIT Guwahati.
  
- b) The Consultant shall fully indemnify IIT Guwahati from and against all claims and proceedings for or on account of any infringement of any patent right, design, trade mark or name or other protected rights in respect of any construction

plant, machinery work or material used for or in connection with the work or temporary works.

**17. Force Majeure Clause:**

The Consultant shall be granted extension of the completion date without any financial repercussion to cover the delay caused by the circumstances viz. incidence of war, invasion, revolution, sabotage, work shutdown imposed by Govt. agencies or legislature or other authorities, act of God, epidemics, fires, earth quakes, floods explosions, accidents, sea navigation blockages or any other acts or events whatsoever which are beyond the control of IIT Guwahati and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This Force Majeure Clause shall be applicable only if extension of the completion date is granted to the Consultant by IIT Guwahati.

**18. Withholding and Lien of Payment:**

Whether any claim or claims for payment of money arises out of or under the contract against the Consultant, IIT Guwahati shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit, performance guarantee and or to withhold and have a lien to retain in part or in full the payments due to the Consultant, or any claims of the Consultant, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the competent court.

**19. Jurisdiction:**

The agreement shall be governed by the Indian Law for the time being in force and the Civil Court Guwahati alone will have jurisdiction to deal with matter arising there from.

**20. Foreclosure of contract by IIT Guwahati:**

If at any time after the commencement of the work, IIT Guwahati shall for any reason whatsoever if required to foreclose the work or is not require the whole work thereof as specified in the tender to be carried out, the Engineer-in-Charge shall give notice in writing of the fact to the Consultant, who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he/ she might have derived from the work in full, but which he did not derive in consequence of the foreclosure of the whole or part of the works.

**21. Suspension of Works:**

- a) The Consultant shall, on receipt of the order in writing of the Engineer-in- charge, suspend the progress of the works or any part thereof for such time and in such manner as the Engineer-in-charge may consider necessary for any of the following reasons:
  - i) On account of any default on part of the consultant, or
  - ii) For proper execution of the works or part thereof for reason other than the default of the Consultant, or
  - iii) If the work is partly or fully abandoned/ suspended by IIT Guwahati for any reasons.

The consultant shall, during such suspension, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by the Engineer-in-charge.

(b) If the suspension is ordered for reasons (ii) and (iii) in sub-para (a) above:

- i) The Consultant shall be entitled to an extension of the time equal to the period of every such suspension plus 25%. No adjustment of contract price will be allowed for reasons of such suspension.
- ii) In the event of the Consultant treating the suspension as an abandonment of the Contract by IIT Guwahati, he/ she shall have no claim to payment of any compensation on account of any profit or advantage which he/ she may have derived from the work in full or part.

For additional information/ clarification (if any), please contact the following.

**Head of Section**

IPM Section,  
Indian Institute of Technology  
Guwahati, Guwahati, District Kamrup-  
781039  
Phone – 0361-2582065  
Email: [hosipm@iitg.ac.in](mailto:hosipm@iitg.ac.in)

# **INFORMATION AND INSTRUCTIONS FOR BIDDERS**

## 1. Introduction:

Indian Institute of Technology Guwahati is a premier Educational Institute of National Importance established under the act of Parliament. The Institute is running all its Academic and Research activities from its 700 acre Campus on the North Bank of the river Brahmaputra.

The Institute is intending to start the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) so that the same can become a vibrant centre of activities in these domains. The school aims to contribute for shaping a pool of highly qualified professionals in this emerging field by aligning its activities in the directions of national level initiatives through its undergraduate and post graduate programs.

The Institute is looking for competent and experienced consulting firms/individuals who can provide comprehensive consultancy service to the Institute for this work in the campus.

### 1.1. Site Details

The project site is located inside the IIT Guwahati campus opposite to Library and Computer Centre building. The available plot area is about 4,000 Sq.m. The site is on the edge of a hillock and lying vacant without any built-up area.

**Existing Site Plan is placed at Annexure-I for reference.**

### 1.2. Brief Requirements

- (i) The building shall be separate, standalone building.
- (ii) The School shall be planned with state-of-the-art academic spaces as well as other interactive spaces conglomerating different activities.
- (iii) The building will be multi-storied.
- (iv) The building form, fit, and finish must meet international standards
- (v) Durable, cost-effective and maintenance-free finishes shall be introduced for building facades and also for the interiors.
- (vi) The building shall be unique of its kind, though well gelled with the existing Architecture of the campus.
- (vii) To this end, the components of the building should reflect a world-class operation. Items such as, the entrance designs and qualities of the doors, windows, floors, lavatories, and walls are just a few of the components we desire to project an image of the building's workmanship and appealing visual aesthetics.
- (viii) All quality and durability enhancements should be in the construction plans.
- (ix) The building will be a minimum of 4,784 sq. m. of functional space

The following facilities are to be included in the building:

Room Types	Number of Rooms	Unit Size (sq. m.)	Total Area (sq. m.)
Head's Chamber	1	40	40
Office space	1	80	80

<b>Seminar room</b>	1	150	150
<b>Meeting Rooms</b>	3	60	180
<b>Classrooms</b>	3	100	300
<b>Classrooms</b>	3	150	450
<b>Faculty Chambers</b>	30	20	600
<b>Staff sitting rooms</b>	8	15	120
<b>Research scholar Sitting space</b>	1	250	250
<b>Laboratories</b>	7	200	1400
<b>Server room</b>	2	30	60
<b>UPS room</b>	2	30	60
<b>Washroom/ lavatories /store / pantry rooms/reception-foyer/parking spaces as per standard practice</b>			

## 2. Project Cost:

- 2.1. Project cost shall mean actual project cost after the bill/ bills of all packages/ works awarded and executed by IIT Guwahati/ PMC/ executing agency, planned and designed by the Consultant under this agreement
- 2.2. **Preliminary Estimated Cost of the proposed Project is Rs. 19.00 Crores.**

## 3. General:

- 3.1. The bidders are invited to submit a Technical bid together with a Financial bid. The tender will be the basis for technical discussions/ negotiations if required and ultimately for a signed Contract with the Successful Bidder.
- 3.2. The bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, bidders are desired to visit the site before submitting a proposal. Bidders or their authorised representative should contact the following regarding site specific information and site visit enquiry.

### Head of Section

IPM Section,  
Indian Institute of Technology  
Guwahati, Guwahati, District  
Kamrup- 781039  
Phone – 0361-2582065  
Email: [hosipm@iitg.ac.in](mailto:hosipm@iitg.ac.in)

- 3.3. (a) IIT Guwahati will provide the inputs to the bidders, if available. However, IIT Guwahati does not assume any responsibility for any loss or financial damages on account of use of such information by the bidders & the bidders are advised to collect their own information for preparation, submission of bids & execution of services after award of work.  
  
(b) The bidders shall be responsible for obtaining licenses and permits to carry out the services.
- 3.4. Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation, site visits etc. IIT Guwahati is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to award of work, without thereby incurring any liability to the bidders.

## 4. Conflict of Interest:

- 4.1. IIT Guwahati's policy requires that the bidders provide professional, objective, and impartial advice and at all times hold IIT Guwahati's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.



4.2 j) Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

**Conflicting assignments-** (ii) The bidder or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Employer.

**Conflicting relationship-** (iii) The bidder that has a business or family relationship with a member of IITG's staff who is directly or indirectly involved in any part of (a) the preparation of the Terms of Reference of the assignment, (b) the selection process for such assignment, or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to IIT Guwahati throughout the selection process and the execution of the Contract.

4.2 The bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of IIT Guwahati, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Contract any time, throughout currency of the work.

4.3 No agency of current employees of IIT Guwahati shall work as Consultants. Recruiting former employees of IIT Guwahati to work is acceptable provided no conflict of interest exists.

## 5. Fraud and Corruption:

11. IIT Guwahati requires that the bidders participating in selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of Contract. In pursuance of this policy, IIT Guwahati:

(a) defines, for the purpose of this paragraph, the terms set forth below:

(i) "corrupt practice" means the offering, promising, giving, receiving, or soliciting, directly or indirectly, of anything of value which he/ she is not legally entitled to, to influence the action of a public official in the selection process or in contract execution;

(ii) "fraudulent practice" means a wilful misrepresentation or omission of facts or submission of fake/ forged Documents in order to influence a selection process or the execution of a contract;

(iii) "collusive practices" means a scheme or arrangement whether formal or informal, between two or more consultants with or without the knowledge of IIT Guwahati, designed to establish prices at artificial, non-competitive levels, submission or non-submission of Bids;

(iv) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

- (b) will reject a proposal for award if it determines that the Architect firm/consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
- (c) will sanction a Consultant, including declaring the bidder ineligible, either indefinitely or for a stated period of time, for award of a contract if at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a contract.

**6. Only One (01) Proposal:**

The bidder shall only submit one proposal. If a bidder submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

**7. Proposal Validity:**

The bidder tender must remain valid for 120 days after the last date fixed for submission of tender including the extension(s) given, if any.

**8. Association of Sub-Consultants (for specialised work):**

Bidder may associate with Sub-Consultant(s) for specialized works such as Interior design, Structure design, HVAC, Lift, Electrical, Fire-fighting and Landscape etc. The details of such sub consultants shall be mentioned by the bidder in the specified format at the time of submission of Bids.

**9. Clarifications and Amendment of Bid Documents:**

9.1. Bidders may request for a clarification on any clause(s) of the Bid documents within 7 days from the date of uploading of Tender on websites i.e. [www.tenderwizard.com/IITG](http://www.tenderwizard.com/IITG) or <https://eprocure.gov.in> or <http://www.iitg.ac.in>. Any request for clarification must be sent in writing, or by standard electronic means to IIT Guwahati's address as below:

**Head of Section**  
IPM Section,  
Indian Institute of Technology  
Guwahati, Guwahati, District  
Kamrup- 781039  
Phone – 0361-2582065  
Email: [hosipm@iitg.ac.in](mailto:hosipm@iitg.ac.in)

IIT Guwahati shall respond in writing, or by standard electronic means and shall send written copies of the response (including an explanation of the query but without disclosing the Source of query) to all the bidders. Should IIT Guwahati deem it necessary to amend the bid document as a result of a clarification or any other reasons it shall do so following the procedure under Para 9.2 below:

However, IIT Guwahati reserves the right to respond the queries after cut-off date as mentioned above.

- 9.2. At any time before the submission of tender, IIT Guwahati may modify/ amend the bid document and extend the last date of submission/ opening of the tender by issuing a corrigendum/ Addendum.

Any Corrigendum/ Addendum thus issued shall form part of tender document and shall be posted only on websites [www.tenderwizard.com/IITG](http://www.tenderwizard.com/IITG) or <https://eprocure.gov.in> or <http://www.iitg.ac.in>. and the bidders are thus advised to update their information by resubmitting the revised details/ documents etc. To give the Consultant reasonable time to take an amendment into account in their bids and on account of any other reasonable circumstances, IIT Guwahati may at its discretion, extend the deadline for the submission/ opening of the bids.

## **10. Preparation of Bid Proposal:**

10.1. In preparing their tender, bidders are expected to examine in detail the tender/ EOI/ Bid document. The tender shall contain technical & financial Bids.

10.2. The bid proposals, all related correspondence exchanged by the bidders & IIT Guwahati and the contract to be signed with the Successful Bidder shall be written in the English language.

### **10.3. *Technical Bid Proposal***

- a) The Technical bid shall not include any financial quote. A Technical bid containing financial quote shall be declared non responsive/ invalid and summarily rejected.
- b) The Technical bid may be declared non responsive/ invalid, if the bid is not accompanied by the requisite documents as stipulated in tender/ EOI/ Bid document.

### **10.4. *Financial Bid Proposal***

The Financial bid shall not include any technical or PQ condition/ information. Financial offer shall be submitted as per prescribed proforma (annexed with this document) in Percentage Rate.

## **11. Submission, Receipt and Opening of bids:**

11.1. The original bids (Technical bid and Financial bid) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed tender/ bid documents must initial such corrections.

11.2. All the Pages of this tender/ bid document (including Appendices attached by the bidder) should be numbered and signed by the bidder on account of acceptance of Terms & Conditions of the tender.

11.3. An authorized representative of the Bidder shall sign the Technical & Financial bids. The authorization shall be in the form of a legally enforceable

written power of attorney executed on non-judicial stamp paper of appropriate value duly notarized and shall be submitted along with bid.

11.4. IIT Guwahati shall open the Technical bid after the deadline for the submission of original in hard form as per NIT. The Financial bid shall remain securely stored with IIT Guwahati.

11.5. The evaluation of bids shall be done as described in the Clause-5 for tenders invited on Combined Quality-cum-Cost Based System (CQCBS).

The EOI/ Bids in the sealed envelopes (Envelop-1: Technical Bid & Envelop-2 : Financial Bid) super scribing “**Offer of EOI for appointment of Architectural Consultant**” accompanying all the required details in the prescribed formats (***all the documents shall be numbered as per the Documents Checklist enclosed herewith this bid document***) along with Tender Fee and Bid security/ EMD (if any) should reach the address given below before the last date & time of bid submission as per the NIT.

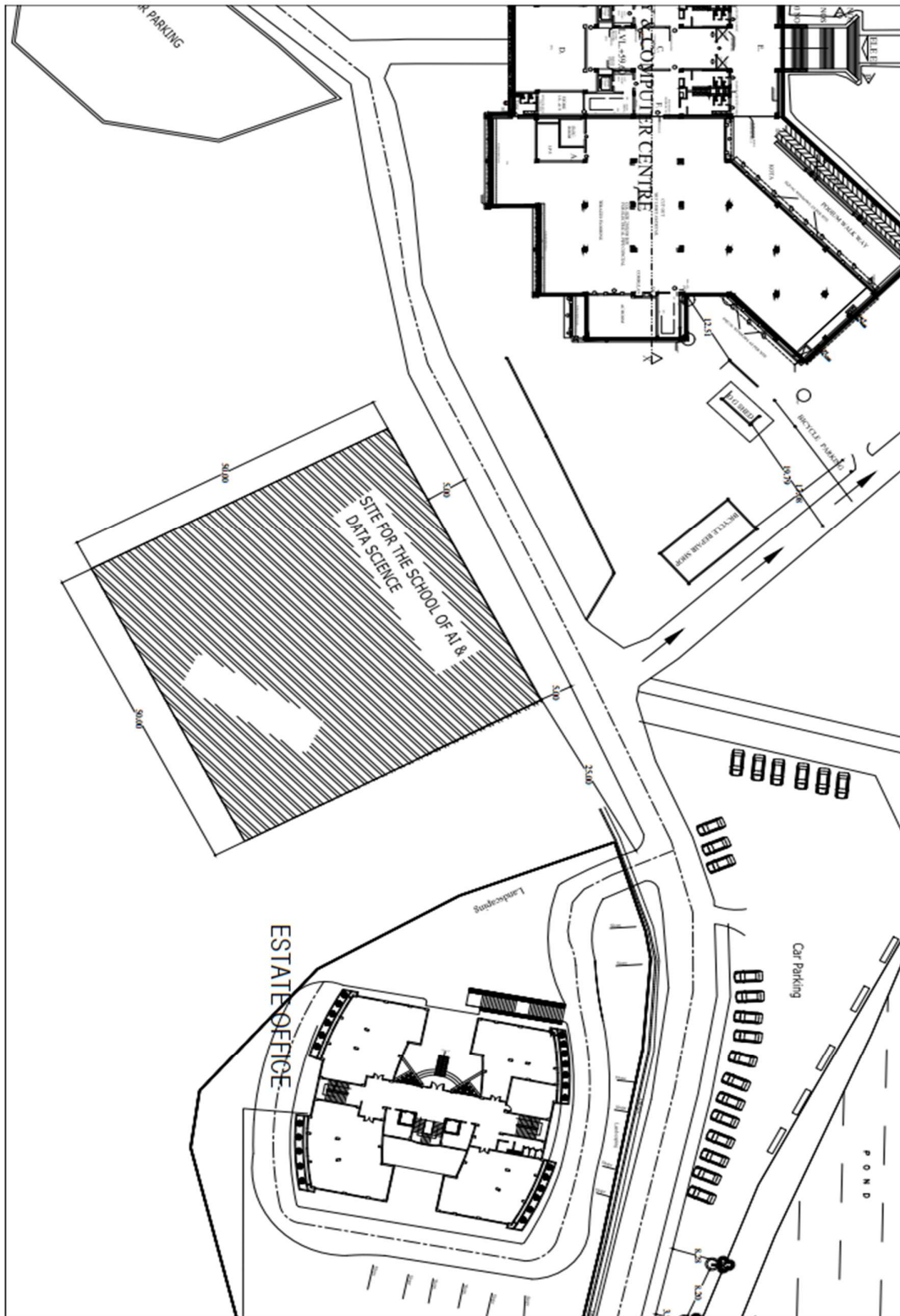
**Head of Section**  
IPM Section,  
Indian Institute of Technology  
Guwahati, Guwahati, District  
Kamrup- 781039  
Phone – 0361-2582065  
Email: [hosipm@iitg.ac.in](mailto:hosipm@iitg.ac.in)

## **12. Confidentiality:**

Information relating to evaluation of tenders and recommendations concerning awards shall not be disclosed to the Bidders who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its tender and may be debarred from participating in future tenders.

-Sd-

**Head of Section**  
IPM Section,  
**IIT Guwahati**



PROPOSED SITE PLAN

# **SUBMISSION FORMATS**

**FINANCIAL INFORMATION**

Name of the bidder/ firm / Consultant :

**Financial Analysis:** Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last three (03) years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

**Figures in Rupees (in lacs)**

S.No.	Particulars	Financial years			Average Annual Turnover
		2018-19	2019-20	2020-21	
		a	b	c	(a+b+c)/3
i)	Gross Annual Turnover				
ii)	Profit / Loss				-----

Certified that minimum 75% or more out of the total turnover of the firm (in each of the last three years) is from the Consultancy Services.

**Signature of Chartered Accountant with Seal**

Signature of Bidder



**SUMMARY OF SIMILAR WORK EXPERIENCE CERTIFICATES**  
(COMPLETED DURING THE LAST SEVEN YEARS)

Name of the bidder/ firm / Consultant :

S.No.	Name of work	Year of award	Year of Completion	Built-up area (in Sqm)	Cost of the project (in Cr.)	Certificate issued by
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8						
9.						

Certified that the above list of works is completed and no work has been left out and that the information given is correct to my/ our knowledge and belief.

**Signature of Bidder with Stamp**

**DETAILS OF ALL WORKS OF SIMILAR NATURE  
COMPLETED DURING THE LAST SEVEN YEARS**

Name of the firm / Consultant :

S. No.	Name of work / project & location	Owner or sponsoring organization	Total cost of the project (in Cr.)	Total Consultation fee (in Lacs)	Built-up area for which architectural planning and design work carried out (in Sqm)	Date of Completion	Name and Address (Postal & E-mail)/ telephone number of officer to whom reference may be made	Details of Disputes/ Litigation/ National/International Awards won/ GRIHA/ LEED Certificate with details
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Certified that the above list of works is completed and no work has been left out and that the information given is correct to my / our knowledge and belief.

**Signature of Bidder with Stamp**

**PROJECTS UNDER EXECUTION OR AWARDED**

Name of the firm / Consultant :

S. No.	Name of work / project & location	Owner or sponsoring organization	Total cost of the project (in Cr.)	Total Consultation fee (in Lacs)	Built-up area for which architectural planning and design work is being carried out (in Sqm)	Stipulated & Actual Date of Start	Stipulated Date of Completion	Name and Address (Postal & E-mail)/ telephone number of officer to whom reference may be made	%age progress/ Details of Disputes/ Litigation w.r.t. Consultancy
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Certified that the above list of works is completed and no work has been left out and that the information given is correct to my / our knowledge and belief.

**Signature of Bidder with Stamp**

## PERFORMANCE REPORT OF WORKS TO BE CONSIDERED FOR ELIGIBILITY

Name &amp; address of the firm / Consultant :

1.	Name of work / project & location	
2.	Agreement No.	
3.	Project Cost (in Crores)	
4.	Consultancy Fee (in Lacs)	
5.	Plot Area (in Acres)	
6.	Total Built-up area of buildings (in Sqm)	
7.	Date of Start	
8.	Date of completion	
9.	Amount of compensation, if any levied.	
10.	Whether any litigation / arbitration case pending/ in progress in respect of this consultancy work.	
11.	Performance Report	
	a) Quality of Services	Very Good/ Good/ Fair/ Poor
	b) Organizational strength & management of work and adherence to delivery in time	Very Good/ Good/ Fair/ Poor
	c) Technical Proficiency in detailing & compliance with standards, rules and bye- laws in planning	Very Good/ Good/ Fair/ Poor
	d) Resourcefulness	Very Good/ Good/ Fair/ Poor
	e) General Behaviour	Very Good/ Good/ Fair/ Poor
12.	Remarks (if any)	

Dated with stamp

**Signature of Head of the Organisation or authorised person**  
(not below the rank of Executive Engineer or Equivalent)

## GENERAL INFORMATION OF ORGANISATION

1.	Name of Applicant/ Company	
2.	Address for correspondence	
3.	Official e-mail ID for communication	
4.	Contact person	
	Telephone/ Mobile Nos.	
	Fax No.	
5.	Type of Organization: a) An Individual b) A proprietary firm c) A firm in partnership (attach copy of Partnership) d) A Limited Company (attach copy of article of Association) e) Any other (mention the type)	
6.	Place and year of Incorporation/ Registration	
7.	Details of Registration of Proprietor/ partners/ Directors with various Institutions	
8.	Name of Directors / partners in the organisation and their status along with their qualifications	
9.	Name(s) of the persons along with their qualifications and designations, who is authorised to deal with IIT Guwahati (attach copy of power of Attorney)	
10.	Bank Details:	
	Name of the Bank	
	Account No.	
	Name & Address of the Branch	
	IFSC Code	
	MICR Code	

Signature of Bidder with Stamp

## ORGANIZATIONAL STRUCTURE

1.	Name & Address of the Applicant/ bidder with Telephone No./ Fax No./ E-mail ID	
2.	a) Year of Establishment b) Date & Year of commencement of practice	
3.	No. of Branch Offices	
	a) Name & designation of Branch Head	
	b) Address of Branch Office	
	c) Area of jurisdiction	
	d) Area of specialisation	
4.	Total No. of professional staff (In houses):	
	a) Principal/ Lead Architect	
	b) Sr. Architect	
	c) Architect	
	d) Landscape Architect	
	e) Civil Engineer	
	f) Structural Engineer	
	g) Electrical Engineer	
	h) Mechanical / HVAC Engineer	
5.	a) No. of Subsidiaries/ Offices	
	b) Location & Area of jurisdiction & specialisation	
6.	Address of Main/ Branch office of applicant Organisation nearest to Guwahati and its distance.	

Signature of Bidder with Stamp

**DETAILS OF PROFESSIONAL / SPECIALIST / KEY PERSONNEL AVAILABLE  
(IN-HOUSE)**

S. No.	Discipline/ Services	Availability	No. of Specialist/ Expert		
			Experience More than 15 years and up to 20 years	Experience More than 20 years and up to 25 years	Experience More than 25 years
I.	Principal/ Lead Architect	Yes/No			
II.	Sr. Architect	Yes/No	Experience of 10 years or more		
III.	Architect	Yes/No	Experience of 05 years or more		
IV.	Landscape Architect	Yes/No	Experience of 15 years or more		
V.	Civil Engineer	Yes/No	Experience of 15 years or more		
VI.	Structural Engineer	Yes/No	Experience of 15 years or more		
VII.	Electrical Engineer	Yes/No	Experience of 10 years or more		
VIII.	Mechanical / HVAC Engineer	Yes/No	Experience of 10 years or more		

Certified that the above Personnel are the regular employees on my/ our rolls (give membership details of professional Institutions).

**Signature of Bidder with Stamp**

**Note:** The bidder shall have to submit the CV's (as per Form 'F6') of each of the above Technical/ Key Personnel. Each CV shall be signed in blue ink by the key personnel and countersigned by the bidder/ authorized officials of the Firm. The bidders shall also certify that the professional is a regular employee on their rolls and submit **TDS/ Form-16** of each of such employees.

**DETAILS OF PROFESSIONAL / SPECIALIST / KEY PERSONNEL AVAILABLE  
(TIE-UPS/ ASSOCIATES/ OUTSOURCED)**

S. No.	Discipline/ Services	Availability	No. of Specialist/ Expert
			Experience of 10 years or more
I.	Sr. Architect	Yes/No	
			Experience of 05 years or more
II.	Architect	Yes/No	
			Experience of 15 years or more
III.	Landscape Architect	Yes/No	
			Experience of 15 years or more
IV.	Civil Engineer	Yes/No	
			Experience of 15 years or more
V.	Structural Engineer	Yes/No	
			Experience of 10 years or more
VI.	Electrical Engineer	Yes/No	
			Experience of 10 years or more
VII.	Mechanical / HVAC Engineer	Yes/No	

I/We undertake full responsibilities for timely deliveries of services rendered by the above Personnel without deficiencies (give membership details of professional Institutions).

**Signature of Bidder with Stamp**

**Note:** The bidder shall have to submit the CV's (as per Form 'F6') of each of the above Technical/ Key Personnel. Each CV shall be signed in blue ink by the key personnel and countersigned by the bidder/ authorized officials of the Firm.



## DETAILS OF ON ROLL MANPOWER

S. No.	Manpower	Name of Employee	Designation	No. of Years with the Company	Total experience (in years)
1.	<b>Sr. Architect</b> : B. Arch. with minimum 10 years' Experience (On roll)				
	i)				
	ii)				
2.	<b>Architect</b> : B. Arch. with minimum 05 years' Experience (On roll)				
	i)				
	ii)				
3.	<b>Landscape Architect</b> : M. Arch. with minimum 15 years' Experience (On roll)				
4.	<b>Civil Engineer</b> : B.E/ B. Tech. (Civil Engg.) with minimum 15 years' Experience (On roll)				
5.	<b>Structural Engineer</b> : M.E/ M. Tech. (Structure) Fellow membership of the Institutions of Engineers (India) or equivalent) with minimum 15 years' Experience (On roll)				
6.	<b>Electrical Engineer</b> : B.E/ B.Tech. in relevant stream with minimum 10 years' Experience (On roll)				
7.	<b>Mechanical / HVAC Engineer:</b> B.E/ B.Tech. in relevant stream with minimum 10 years' Experience (On roll)				

- Attach CVs (as per Form 'F6') in original signed in blue ink by the key personnel and counter-signed by the bidder.
- TDS/ Form-16 for the previous month & 06 months earlier shall be submitted for each manpower.
- Attach documents of Qualification and experience.
- Zero marks will be given if CVs and Certificates of Qualifications are not found enclosed.

Signature of Bidder with Stamp

**Format of Curriculum Vitae (CV) of Key Personnel**

Name: .....

Date of Birth: ..... Nationality: .....

Years with Firm: .....

Membership of Professional Societies/ Institutions: .....

Task/ Role to be assigned in this project: .....

**Key qualifications:**

[Give an outline of staff member's experience and training relevant to responsibility in context of present assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location.]

**Education:**

[Summarize college/University and other specialized education of staff member, giving names of Institutions, dates attended and degree(s) obtained.]

**Employment record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of position held and location of assignments. For experience (as per Bid Document), also give type of activities performed and client reference, where appropriate.]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe the qualifications and experience of myself/ my staff or collaborators.

Date:

**Signature of the Key Personnel**

Counter sign /Signature of the bidder

**Note: The Detailed CV of each Personnel shall have up to 02 pages (maximum).**

**DETAILS OF KEY PERSONNEL/ SPECIALIST  
(PROPOSED TO BE DEPLOYED FOR THIS WORK)**

<b>S. No.</b>	<b>Designation</b>	<b>Number available for this work</b>	<b>Name</b>	<b>Qualifications</b>	<b>Professional/ experience and details of the work carried out</b>	<b>How these Personnel would be involved In this work</b>	<b>Remarks</b>

**Signature of Bidder with Stamp**

## LETTER OF ACCEPTANCE OF TENDER CONDITIONS

*(To be submitted in ORIGINAL on the letter head of the company by the authorized Officer having Power of Attorney)*

To,

Head of Section,  
IPM Section  
IIT Guwahati

**Sub: EOI No.....** for the work of Hiring the Services for Providing Architectural and Engineering Consultancy Services for the “**Comprehensive planning and designing of the academic building for the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati**”.

Sir,

1. This has reference to above referred tender. I/ We are pleased to submit our tender for the above work and I/ We hereby Unconditionally accept the tender conditions and tender documents in its entirety for the above work.
2. I/ We are eligible to submit the bid for the subject tender and have furnished all the information/ details required.
3. I/ We have submitted all the mandatory documents including Bid Security/ EMD of requisite amount and Tender fee as per NIT and bid document.
4. I/ We authorize the Head of Section, IPM Section, IIT Guwahati to approach individuals/ employers/ organizations to verify our competence and general reputation.
5. I/ We hereby certify that all the statement and information supplied in the enclosed documents / formats are true and correct.

Yours faithfully,

**(authorized signatory of the Bidder)**

**UNDERTAKING**

*(On Non-Judicial stamp paper of Rs. 100/-)*

**Name and address of the Bidder:** .....

**NIT No.:** .....

**Name of the work:** .....

**Due date for Bid Opening:** .....

I/ We have read and examined the bid document(s) for the work. I/ We hereby submit bid for the execution of the work specified for the Institute within the time specified in NIT in accordance with the scope of work in writing referred to the conditions of contract so far as applicable.

I/ We agree to keep the Bid open for one hundred twenty (120) days from the due date of its opening and not to make any modification in its terms and conditions.

Tender fee & Bid Security/ Earnest Money Deposit (EMD) is hereby forwarded in the form mentioned in the EOI. Further, if I/ We fail to furnish the prescribed Performance Security/ Guarantee within prescribed period, I/ We agree that the IIT Guwahati has the right to suspend me/ us for one year and debar me/ us from participation in future tenders and EMD forfeited. Further, if I/ We fail to commence the work as specified, I/ We agree that the IIT Guwahati has the right to forfeit the said performance guarantee absolutely. The said performance guarantee shall be a guarantee to execute all the works referred to in the Tender/ bid documents upon the terms and conditions contained therein. Further, I/ We agree that in case of forfeiture of the Performance Security/ Guarantee as aforesaid, I/ We shall be debarred for participation in the re-Tendering process of the work.

I/ We undertake and confirm that eligible Similar Works/ projects has/ have not been got executed through another bidder on back to back basis. Further, if such a violation comes to the notice of the owner, then I/ we shall be debarred for tendering in IIT Guwahati in future forever. Also, if such a violation comes to the notice of owner before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Security/ Guarantee.

I/ We hereby declare that I/ We shall treat the tender/ bid documents and other records connected with the work as secret/ confidential documents and shall not communicate information/ derived there from/ to any person, other than a person to whom I/ We am/ are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

I/ We hereby declare that I/ We have no near relative connection by marriage to any staff of the IIT Guwahati.

The information given in the bids/ forms/ documents is correct and to the best of my knowledge.

Dated:

**Signature of the Bidder with stamp**

Witness:

Postal Address: .....

Occupation:

.....  
.....  
.....

## PERFORMANCE GUARANTEE BOND

In consideration of the Indian Institute of Technology Guwahati (IIT Guwahati) having agreed under the terms and conditions of agreement No: ..... dated: ..... made between ..... and ..... (hereinafter called "the contractor") ..... for the work ..... (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rupees (Rs.) ..... as a security/ guarantee from the contractor for compliance of his obligations in accordance with the terms and conditions in the said agreement;

1. We (*Indicate the name of the bank*) ..... (hereinafter referred to as "the Bank") hereby undertake to pay to the IIT Guwahati an amount not exceeding Rupees (Rs.) ..... on demand by the Indian Institute of Technology Guwahati.

2. We ..... (*Indicate the name of the Bank*) do hereby undertake to pay the amounts due (Rs.) ..... and payable under this Guarantee without any demur, merely on a demand from the Indian Institute of Technology Guwahati stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rupees (Rs.) .....

3. We, the said bank further undertake to pay to the IIT Guwahati any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

4. We ..... shall (*Indicate the name of the Bank*) further agree that the guarantee herein contained remain in full force and effect during the period that would be taken for performance of the said agreement, and it shall continue to be enforceable till all the dues of the Indian Institute of Technology Guwahati under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the Institute certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

5. We ..... (*Indicate the name of bank*) further agree with the Indian Institute of Technology Guwahati that the IIT Guwahati shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Indian Institute of Technology Guwahati against the said contractor and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Institute or any indulgence by the Indian Institute of Technology Guwahati to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

7. We ..... (*Indicate the name of the Bank*) lastly undertake not to revoke this guarantee except with the previous consent of the IIT Guwahati in writing.

8. This guarantee shall be valid up to ..... unless extended on demand by Indian Institute of Technology Guwahati. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs ..... and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated the ..... day of ..... for ..... (*Indicate the name of the Bank*).

**INTEGRITY PACT**

To,

.....  
.....  
.....

**Sub: EOI no IITG/IPM/NIT/C/2021/19 dated: 10.02.2022 for the work of Hiring the Services for Providing Architectural and Engineering Consultancy Services for the “Comprehensive planning and designing of the academic building for the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati.”**

Dear Sir/ Madam,

It is hereby declared that IIT Guwahati is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IIT Guwahati.

Yours faithfully

**Head of Section,**  
**IPM Section**  
IIT Guwahati

To,

**Head of Section,  
IPM Section**  
IIT Guwahati

**Sub:** Submission of EOI/ Tender for the work of hiring the Services for Providing Architectural and Engineering Consultancy Services for the “**Comprehensive planning and designing of the academic building for the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati.**”

Dear Sir,

I/ We acknowledge that IIT Guwahati is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/ bid document.

I/We agree that the EOI is an invitation to offer made on the condition that I/ We will sign the enclosed integrity Agreement, which is an integral part of tender document, failing which I/ We will stand disqualified from the tendering process. I/ We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the EOI & Bid Document.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/ bid is finally accepted by IIT Guwahati. I/ We acknowledge and accept the duration of the Integrity Agreement, which shall be in-line with **Article-1** of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/ our failure to sign and accept the Integrity Agreement, while submitting the tender/ bid, IIT Guwahati shall have unqualified, absolute and unfettered right to disqualify the tenderer/ bidder and reject the tender/ bid in accordance with terms and conditions of the tender/ bid document.

Yours faithfully

**(duly authorized signatory of the Bidder)**



**To be signed by the bidder and same signatory competent / authorized to sign the Relevant contract on behalf of IIT Guwahati.**

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at ..... on this ..... day of ..... 20.....

BETWEEN

Indian Institute of Technology Guwahati through Registrar, IIT Guwahati, Guwahati, District-Kamrup-781039, (hereinafter referred as the 'Principal/ Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....  
(Name and Address of the Individual/firm/Company)

Through. .... (Hereinafter referred to as the  
(Details of duly authorized signatory)

"Bidder/ Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble:**

WHEREAS the Principal / Owner has floated the Tender EOI No: ..... (Hereinafter referred to as "Tender/ Bid") and intends to award, under laid down organizational procedure, contract for the work:..... (hereinafter referred to as the "Contract").

AND WHEREAS the Principal/ Owner values full compliance with all relevant laws of the land, rules, regulations, Economic use of resources and of fairness/ transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (Hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral Part and parcel of the Tender/ Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal/Owner**

- (1) The Principal/ Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal/ Owner, personally or through any of his/ her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- (2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: Commitment of the Bidder(s)/Contractor(s)**

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/ representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf

of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
  4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
  5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **Article 6- Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIT Guwahati.

#### **Article 7- Other Provisions**

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

**Article 8- Legal and Prior Rights**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/ Owner)

WITNESSES:

1. ....  
(Signature, name and address)

2. ....  
(Signature, name and address)

Place:

Dated:

## FINANCIAL BID

### PROFORMA FOR QUOTING THE RATES

I/We have read and examined the bid document relating to the Consultancy services for the “**Comprehensive planning and designing of the academic building for the Mehta Family School of Data Science and Artificial Intelligence (MF School of DS & AI) at IIT Guwahati.**”.

I/We hereby offer to provide consultancy services as per terms and condition in the bid documents in consideration of **PERCENTAGE OF PROJECT COST** \_\_\_\_\_( % Percentage) inclusive of all prevailing taxes and levies for the whole project.

S.No.	Item of Work	Quoted Price of the Bidder in Figures (in % age of total project cost)	Quoted Percentage of Building Cost in Words
1	Consultancy Charges as per the scope of work and terms & conditions of the bid document.	.....%	

I/We declare that we shall treat these documents and other documents connected with the work confidential and shall not communicate the information derived there from to any person other than a person to whom we have authorized to communicate.

Yours faithfully

**(authorized signatory of the Bidder)**

**Note:** *The consultancy charges quoted shall be in consideration with the scope of work and T&C of the bid document. Nothing extra shall be paid on any account. The quoted price shall be inclusive of all the taxes and excluding Goods & Service Tax (GST).*

## DOCUMENTS CHECKLIST

S. No.	Documents
<b>I.</b>	<b>Envelop – 1: Technical Bid</b>
1.	Form- A : Financial Information
2.	Form- B : Summary of Similar work Experience
3.	Form- C : Details of Similar works executed during last 07 years
4.	Form- D : Projects under Execution or Awarded
5.	Form- E : Performance Report of works to be considered for Eligibility
6.	Form- F1 : General Information of Organisation
7.	Form- F2 : Organizational Structure
8.	Form- F3 : Details of Key Personnel (In-House)
9.	Form- F4 : Details of Key Personnel (Tie-ups/ Associates/ Outsourced)
10.	Form- F5 : Details of On roll manpower
11.	Form- F6 : Format of Curriculum Vitae (CV) of Key Personnel
12.	Form- G : Details of Key personnel/ specialist to be deployed for this work
13.	Letter of Acceptance of Tender Conditions
14.	Earnest Money Deposit details
15.	Undertaking (on Non-Judicial stamp paper of Rs. 100/- )
16.	Performance Security/ Guarantee Bond
17.	Integrity Pact
18.	CVs of all Key personnel/ Expert/ specialist including principal Architect/ Lead Architect
19.	PAN Card copy issued by Income Tax Department
20.	Copy of Registration of firm/ Individual with COA or other Institutions
21.	Copy of Registration / Membership of Key Personnel/ specialist
22.	Certificate of registration for GST and acknowledgement of up to date filled IITG
23.	Document/ confirming Green building certification of GRIHA/ LEED satisfying the eligibility criteria
24.	Signed copy of the EOI/ bid document as a token of acceptance.
<b>II.</b>	<b>Envelop – 2 : Financial Bid</b>
1.	Financial Bid

**Note:**

*The EOI/ Bids in the sealed envelopes (Envelop-1: Technical Bid & Envelop-2 : Financial Bid) super scribing “Offer of EOI for appointment of Architectural Consultant” accompanying all the required details in the prescribed formats (all the documents shall be numbered as per the Documents Checklist referred herein above) along with Tender Fee and Bid security/ EMD (if any).*