

**INSTITUTE WORKS DEPARTMENT
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. IWD/IA/EOI/17

Dated: 25th Feb. 2025

Notice Inviting Tender/ Expression of Interest (EOI)- NIT

1. General :

On behalf of the BOG, the Indian Institute of Technology Roorkee (IITR) intends to invite Expressions of Interest (EOI) in **Two-Bid System** (online mode through CPP Portal) from reputed and competent Architectural Consultants (registered with the Council of Architecture) having sufficient experience in providing Architectural & Engineering Consultancy Services for building design.

<i>Name of Work</i>	<i>Estimated Cost of construction</i>	<i>Completion Period (Months)</i>
Providing Architectural and Engineering Consultancy Services for “Comprehensive planning and designing of the New Administrative Building near BEG Centre Gate at IIT Roorkee”	Rs. 81.95 Crores	30 Months (06 Months- for planning & 24 Months- for construction)

2. Critical Data sheet :

Tender Type (Open / Limited / EOI / Auction / Single)	EOI
Tender Category (Services/Goods/Works)	Services
Type/Form of Contract (Work/Supply/ Auction/Service/ Buy/ Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works / Fleet Management/ Computer Systems)	NA
Tender/EOI document publish date	25.02.2025 (17:30 Hrs.)
Tender Document available for sale on website	From 25.02.2025 (17:30 Hrs.) onwards on the Institute's website and CPP portal: http://mm.iitr.ac.in/mmweb/tenders https://eprocure.gov.in/eprocure/app
Start Date of Seeking Clarification	25.02.2025 (17:30 Hrs.)
Last Date of Seeking Clarification	04.03.2025 (15:00 Hrs.)
Pre Bid Meeting Date	07.03.2025 (11:30 Hrs.) Venue: Office of Dean Infrastructure, James Thomason Building, Indian Institute of Technology Roorkee, Roorkee District- Haridwar, Uttarakhand

Bid Submission End Date (online)	19.03.2025 (15:00 Hrs.)
Date & time of opening of Tender (Technical Bid only) (online)	20.03.2025 (15:30 Hrs.)
Date & time of Concept Design Presentation	Tentatively 15 days after the shortlisting of bidders for Presentation Evaluation 'OR' shall be informed later on after the evaluation of Technical Bids.
Date & Time of opening of Financial Bid (online)	Shall be informed later on after the Technical Evaluation (only to those bidders who qualify in the Technical Evaluation)
Tender Fee (Non-refundable)	<p>Rs.1,180.00/- (Rs. 1000 + 18% GST) non-refundable, The payment of Tender Fee can be made by RTGS/ NEFT in below mentioned Account No. and copy of the deposit receipt shall be submitted with the tender (Technical Bid) failing which the tender will be rejected.</p> <ol style="list-style-type: none"> 1. Account Name: NON-MHRD GOVERNMENT FUND IIT ROORKEE 2. Address: IIT Roorkee, Haridwar 3. Account No.: 00000032685865515 4. Account Description: Regular SB Chq-Entities 5. Branch: IIT Roorkee 6. CIF No: 86531323246 7. IFS Code: SBIN0001069 8. MICR Code: 247002094 <p>However, the registered MSEs are Exempted from payment of Tender fee.</p>
EMD/ Bid Security	<p>EMD of Rs. 2,45,000/- (Rs. Two Lacs Forty-Five Thousand only) in the form of Account Payee Demand Draft (DD), Fixed Deposit Receipt (FDR), Banker's Cheque or Bank Guarantee from any of the Commercial Banks duly pledged in the name of Institute Architect, IIT Roorkee should be submitted/ uploaded with the tender (Technical Bid).</p> <p>Bidder needs to submit the original EMD document (physical form) to the office the of the undersigned within the period of bid submission, failing which the tender will be rejected.</p> <p>However, the registered MSEs are Exempted from payment of Tender fee, they have to submit the Bid Security Declaration as per prescribed format.</p> <p>The EMD shall remain valid for a minimum of 180 days from the last date for submission of bid/ tender.</p>
Performance Security/ Guarantee	5% of the awarded value shall be submitted in the form of Bankers Cheque/ DD/ FDR/ Bank Guarantee in the name of Institute Architect, IIT Roorkee after issue of Letter of Acceptance (LOA).
No. of Covers	02 (Cover-1 for Technical Bid + Cover-2 for Financial Bid)
Bid Validity Days	120 days (from last date of opening of Financial Bid)

Price Bid	To be uploaded only on CPP Portal (https://eprocure.gov.in/eprocure/app) in prescribed format
Stipulated date of Commencement of work	As per "Letter of Award" or as per the instructions of the Engineer-in-charge.
Completion period of the Work	As per Clause- 3 'Time Schedule and Mode of Payment' of the Part-I of the EOI/ Bid Document.
Obtaining Green Building Certification	GRIHA 5-Star Rating 'OR' LEED-Platinum Certification required
Authority and place for submission of tender fee & Bid Security/ EMD, required documents (if any) and address for communication	Institute Architect Institute Works Department, James Thomason Building, Indian Institute of Technology Roorkee, Roorkee District- Haridwar, Uttarakhand - 247667 (India) Tel. No.: 01332-285197 E-mail ID: ia@iitr.ac.in

3. **Eligibility Criteria, Technical Evaluation, Financial Evaluation and Final Selection Process:**
As per EOI/ Bid Document.
4. **Information & Instructions for Bidders and prescribed Formats/ Documents for Submission of Bids:** As per EOI/ Bid Document.
5. Institute reserves the right to cancel any or all EOI (part/ whole) without assigning any reason.

-Sd-
Institute Architect
IIT Roorkee

**Institute Works Department
Indian Institute of Technology Roorkee
Roorkee - 247 667**



EXPRESSION OF INTEREST

**ARCHITECTURAL AND ENGINEERING
CONSULTANCY SERVICES FOR
NEW ADMINISTRATIVE BUILDING
(NEAR B.E.G. CENTRE GATE)
I.I.T. ROORKEE**

BID / TENDER DOCUMENT



For any queries, please contact:
Institute Architect
IWD, IIT Roorkee

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INSTITUTE WORKS DEPARTMENT
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Expression of Interest

Name of Work: Providing Architectural and Engineering Consultancy Services for
“**Comprehensive planning and designing of the New
Administrative Building near BEG Centre Gate at IIT Roorkee.**”

- Total Estimated Cost of Construction - Rs. 81.95 Cr. (approx.)

On behalf of the BOG, the Indian Institute of Technology Roorkee (IITR) intends to invite Expressions of Interest (EOI) in **Two-Bid System** (online mode through CPP Portal) from reputed and competent Architectural Consultants (registered with the Council of Architecture) having sufficient experience in providing Architectural & Engineering Consultancy Services for building design.

About the Project:

Construction of ‘New Administrative Building’

The existing administrative building, James Thomason Building, at IIT Roorkee is a heritage structure that has been in existence for approximately 177 years. Over time, the building has developed structural distress due to aging. To address this issue, the Institute has planned a major renovation and rehabilitation of the structure.

To alleviate space constraints and accommodate the current and growing administrative staff, IIT Roorkee has decided to construct a new administrative building that will house all administrative offices and allied services.

The New Administrative Building will be constructed on a site adjoining Govind Bhawan (near the BEG Centre Gate) within the IIT Roorkee campus, having a plot area of 6,000 sq.m. approximately. It would be a high-rise building, having a total built-up area of about 11,800 sq.m. at a preliminary estimated cost of Rs. 81.95 Cr.

1. Scope of Consultancy:

IIT Roorkee would furnish the requirements and area schedule for various activities/ functions of the proposed buildings. The Consultant shall render the following services, which are deemed included in their quoted price unless mentioned otherwise.

The role of the Consultant is to provide “Architectural & Engineering Consultancy Services for comprehensive planning and designing of the **New Administrative Building at IIT Roorkee.**” It shall be involved for the entire duration of the project till its final commissioning & handing over.

The Consultant’s role & responsibilities will include:

1.1. Preliminary Stage

(a) Preliminary Concept Report

- i) To furnish a site evaluation and analysis report with a fundamental approach to Circulation, activity, distribution, interaction, and external linkage.
- ii) The Consultant shall be responsible for conducting Soil Investigation and the Topographical survey at their own cost to ascertain the existing features at the proposed site w.r.t. roads, water bodies, services, trees & landscape, etc. The Consultant is also responsible for collecting any data/ information that may be needed for the design from any relevant source, including (but not limited to) statutory bodies, power distribution authorities, Electricity Boards/ Corporations, etc.

However, the basic survey drawing shall be provided to the Consultant for the initial concept planning for mere rough guidance only.

- iii) To prepare a Site Plan (showing contours, features, services, and facilities available), general Layout Plans/ Space Plans of the building and services, preliminary sketches/designs with drawings, giving details of usable areas, services areas, circulation areas and total plinth area/ built-up area and preliminary estimate to provide information in respect of magnitude of work, its components & services and cost of all such items involved. The Consultant should submit and modify the design if IIT Roorkee considers it necessary. Site inspections shall be conducted by the Consultant to finalize the above details.
- iv) To prepare a Preliminary Estimate (PE) based on Plinth Area Rates (PAR) as per CPWD norms. The estimate shall also include the non-PAR items at the prevailing market rate, justification/ specification, etc.
- v) To obtain the approval of IIT Roorkee of the above and supply 06 hard copies of approved plans/ drawings.

- vi) To prepare & submit the physical Models/ prototypes (in the desired scale) and 3D views for the exterior & interior, along with the walk-throughs of the entire scheme for detailed visualization as per the requirement of the IIT Roorkee.
- vii) To prepare and give presentations on the schemes as and when required by IIT Roorkee and shall incorporate the observations/ comments/ revisions as desired by IIT Roorkee 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 herein above; however, IIT Roorkee reserves the right to exclude any of the above items/ services from the scope of the Consultancy services. The Consultant shall also survey the number and type of existing trees at the proposed site.

- ii) To prepare the DPR covering the following:
 - Detailed Architectural, structural, and SLD/ flowchart drawings.
 - The structural design/ details should be proof-checked by the consultant from any of the IITs or other reputed structural organizations as approved by IIT Roorkee. The Consultant has the obligation to make as many required modifications in the design as possible, incorporating the observation of the above authority, and re-submit the design and drawings. Fees of proof checking agency shall be reimbursed to the Consultant or paid directly on the actual basis by IIT Roorkee.
 - Detailed specifications for each & every item/ work.
 - Bills of Quantities (BOQ) duly priced along with take-off sheets. All estimates shall be prepared based on the 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 preliminary drawings to IIT Roorkee.

- iii) To submit market rate analysis for Non-Scheduled 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 Roorkee by the Consultant.
- vi) The Consultant shall ensure that the proposed building is designed as a 'Green Building' with all the features getting the certified GRIHA 5-Star 'OR' IGBC/ LEED-USGBC Platinum Rating. The Consultant shall be responsible for obtaining "a 5-star" rating of GRIHA certification 'OR' Platinum rating of IGBC/ LEED-USGBC certification. However, the GRIHA council/ IGBC/ LEED-USGBC fees shall be reimbursed to the Consultant or paid directly on the actual basis by the IIT Roorkee.
- vii) The Consultant shall have to incorporate eco-friendly building materials like fly ash bricks, low VOC paints, water/ energy efficient appliances, equipment & fixtures, etc., per prevailing government rules/ regulations.
- viii) To prepare and submit the required set of Tender documents, including Tender drawings, BOQ, Estimates, Specifications, etc.
- ix) Detailed Structural Drawings/ Design calculations for all the scheme components, including getting approvals from the concerned authorities.
- x) Detailed electrical/mechanical/firefighting drawings/ design calculations for all the components of the schemes, including getting approval from the concerned authorities.
- xi) Detailed Technical specifications for all the non-scheduled items proposed in the scheme.
- xii) Any other drawings/ information/ details required for execution and completion of work that are not mentioned above.
- xiii) The Consultant shall discuss all the points/ shortcomings/ new requirements, if any, with the IIT Roorkee/ Local bodies/ Authorities/ State or Central Govt. and shall take their concurrence on all the observations.
- xiv) 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 components, 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 Roorkee/ local bodies and obtaining requirements of the project and attending meetings with officials of IIT Roorkee/ local bodies/ Govt. authorities/ State/ Central Govt. or any other agency, as and when required.

1.2. Working Drawing Stage

The preparation of Detailed Working Drawings with details incorporating services and Schedule of Quantities (SOQ) shall include:

- i) Preparation of working and detailed Architectural and Structural drawings and Detailed Estimates as per the latest Delhi Schedule of Rates (DSR) of CPWD or any other Standard Schedule of Rates (SOR) for civil works, 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 risers and sprinkler 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 for tender by IIT Roorkee/ Executing agency/ PMC. For items not covered in the Schedule of Rates, the Consultant would provide detailed specifications, descriptions of the items, market rates, etc., complete in all respects.
- ii) To prepare & submit Good for Construction (GFC) drawings & visit the site of work regularly as per requirement of IIT Roorkee/ Local bodies/ Authorities/ State or Central Govt. to resolve the problems/ bottlenecks of site & issue necessary clarifications/ details of the Project.
- iii) To provide Analysis of Rates (AoR) for scheduled and non-scheduled items on current market rates.
- iv) Obtaining approval from local authorities, if any, and making changes required by them.
- v) Preparation & submission of adequate no. of the Tender Documents/ Tender Drawings comprising BOQ/ Estimates, particular specifications etc. as required by IIT Roorkee/ 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 Roorkee/ 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.

1.3. Construction Stage

- i) To supply 06 hard-copies of the detailed working drawings, specifications, BOQ and Detailed Estimates (DE) etc. to IIT Roorkee 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 Roorkee.
- 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 Roorkee 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 Roorkee/ 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 along with 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 Consultant should confirm that the work is being executed as per drawings & specifications and deviations if any shall be brought to the notice of IIT Roorkee.
- 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 stakeholders till the completion of the project.

1.4. Completion Stage

- i) To obtain completion and occupation certificates, wherever necessary from the local bodies/ authorities/ statutory bodies after completion of work and inspection by Municipal/ Fire/ Electrical dept./ officials and supply the same to IIT Roorkee. For this purpose, any assistance required from IIT Roorkee will be extended to the consultant. Any statutory fee payable to local bodies for issue of completion certificate shall be borne by IIT Roorkee.

- 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 Roorkee and also hand over the originals of the completion drawings to IIT Roorkee.
- 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/ STAAD-Pro formats or as required and acceptable to IIT Roorkee/ local bodies/ authorities including getting "Completion Certificate" from concerned authorities, if required.
- iv) To assist IIT Roorkee 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.

2. Payment of Remuneration:

2.1 Remuneration

The fee includes planning, designing and periodical supervision during the construction of the project, travel expenses towards periodical supervision, attending meetings with IIT Roorkee/ local authorities etc. by the Consultant and or by their technical personnel. The fees should also include the cost of deploying 01 no. of Architect/ Engineer (having min. 02 years' experience) on site for day-to-day coordination during construction 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 Roorkee agrees to pay the Consultant fees for their professional services as described in 1.1, 1.2, 1.3 & 1.4 in Clause – 1 "Scope of Work" of the EOI/ Bid Document.

The payment of fees to the Consultant shall be restricted to the project cost. For the purpose of payment of fees, the project cost shall be the lowest of the following:

- a) The actual cost of the project on completion; or
- b) DPR/ preliminary cost approved by IIT Roorkee or
- c) The estimated cost of the project put to tender

The actual completion cost of the project or DPR/ preliminary cost approved by IIT Roorkee or the Estimated cost of the project put to tender shall not include the following:

- Cost of land, if any.
- Cost of Furniture.
- Payment to statutory bodies/ local authorities/ vetting agencies/ 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 2.1 (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 Roorkee for this purpose.

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

3. Time Schedule and Mode of Payment

The construction operations shall be carried out, by the construction contractors after the 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. ***The time period shall be considered approximately 06 months for planning and 24 months for execution.***

Time and Milestone Payment Schedule based on various activities is given below:

3.1 Payment Schedule

The Consultant shall be paid a consultancy fee as a percentage of the Total fee payable in the following manner:

Sr. No.	Activity/ Deliverable	Elapsed time	Fees Payable
A	Milestones for Architectural and Allied Services (06 months approx.)		
1	After ascertaining requirements, preparation and submission of the conceptual scheme of the building, master Plan and all drawings required for approvals to the satisfaction of the Engineer-In-Charge.	30 Days from the date of signing of the Agreement	10% of the Fee
2	On submitting the final approved preliminary drawings along with preliminary cost estimates of the project and its approval by the Institute.	15 days from the date of approval of Milestone-1	15% of the Fee (Less payment already made)
3	Preparation & Submission of Detailed design, calculations, tender drawings, specifications, detailed estimates, BOQ, prototype model Tender Documents etc. External and internal systems and services and for approval by the institute.	45 days from the Date of approval of Milestone-2	30% 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.	45 days from the Date of approval of Milestone-3	40% of the Fee (Less payment already made)

B	Time schedule for Construction & Execution (24 months approx.)		
5	Time Schedule for Periodic Supervision and issue of working drawings as per site requirements. Deputing 1 no. Architect/ Engineer at the 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 the work	50% of the Fee (Less payment already made)
	(b) On execution of work worth 40% of its estimated cost		60% of the Fee (Less payment already made)
	(c) On execution of work worth 60% of its estimated cost		70% 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)
6	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 the construction	100% of the Fee (Less payment already made)
			Total 100 %

4. Eligibility Criteria, Technical Evaluation, Financial Evaluation and Final Selection Process

4.1. General:

The evaluation will be based on the **Combined Quality-cum-Cost Based System (QCBS)**. The Technical bid will have a weightage of 80% and the Financial bid will have a weightage of 20% to arrive at composite scores. The bidder with the highest composite score shall be declared a Successful Bidder.

4.2. Minimum Eligibility criteria:

4.2.1. Work experience

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

- 1) The individual applicant/ bidder should be an Architect/ Architectural Consultant and should have been registered with the Council of Architecture (COA) of India.
- 2) The individual applicant/ bidder should have at least Fifteen (15) years of experience in the field of architectural planning & detailed design and providing Consultancy Services.
- 3) Joint Ventures/ Consortium are not eligible to apply.
- 4) Applicants should not be under liquidation, court receivership or similar proceedings.
- 5) Applicant is ineligible to submit a proposal, if it or any of its constituents has been barred or blacklisted by any Central and/or State Government / autonomous institutions / university / public sector organization in India.
- 6) Applicant should have, during the preceding five years from the date of the submission of the EOI offer, neither failed to perform on any agreement, nor been expelled from any project or agreement nor have any agreement terminated for breach by the Applicant.
- 7) Applicants shall explicitly mention all contracts with the state/ central government that are in arbitration/ dispute if any and shall provide details of all such cases as a separate annexure.
- 8) Experience of having successfully completed Similar Work/ Projects individually costing not less than as stated below during the last 07 years ending the 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. 32.78 crores.**

OR

Two similar works/ projects, each of value not less than **Rs. 40.98 crores.**

OR

One similar work/ project of value not less than **Rs. 65.56 crores.**

- i) For arriving at cost of similar work, the value of work executed shall be brought to current costing level by enhancing the actual value of work at simple rate of seven percent (7%) per annum, calculated from the date of completion to the date of Technical Bid opening.
- ii) 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.
- iii) 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/ Projects:

Providing architectural and engineering Consultancy services for comprehensive planning and designing of high-rise 'Business Building' having office spaces such as Administrative buildings, Office Buildings, IT/ Corporate Parks, including (but not limited to) all the services (internal/ external), utilities and other development works; all composite executed under one agreement.

"Successfully completed Similar Works/ Projects" shall mean Completion of construction of the project for which Consultancy service has been rendered/ executed.

4.3. Annual Turnover:

The bidder should have a minimum average turnover of **Rs. 61.50 Lacs** during the immediate last **three** (03) audited financial years i.e. from **FY 2021-22, 2022-23 and 2023-24**. 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'**.

4.4. 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'**.

4.5. Technical capability:

The applicant should have in-house capability of a 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, the minimum requirement of the personnel listed below has to be fulfilled, otherwise, the bid will summarily be rejected. The bidder is required to submit the information in **Forms- E1, E2, E3, E4.**

No.	Personnel/ Expert	Min. Experience	Qualification
1.	Principal Architect/ Lead Architect (Act as a Team Leader)- 01 no.	15 years, mandatory requirement (Refer to Note (i) below for details)	B. Arch. From recognized Universities and registered with COA
2.	Sr. Architect- 01 no.	10 years	B. Arch. From recognized Universities and registered with COA
3.	Architect- 01 no.	5 years	B. Arch. From recognized Universities and registered with COA
4.	Landscape Architect - 01 no.	10 years	M. Arch. in Landscape Architecture
5.	Civil Engineer- 01 no.	10 years	B.E./ B. Tech (Civil Engg.)
6.	Structural Engineer - 01 no.	15 years	M.E./ M.Tech. (Structure)
7.	Electrical Engineer -01 no.	10 years	B.E./ B. Tech. in relevant stream
8.	Mechanical/ HVAC Engineer- 01 no.	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 design and development of

the project. This Principal/ Lead Architect will have a 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 the Team Leader as well as the team which would assist him/ her for which marks shall be given as per Clause No. 4.6.4.

- ii) The bidder shall have to submit the CVs of each of the above Technical/ Key Personnel. Each CV shall contain proof of age and qualifications and shall be signed in blue ink by the key personnel and countersigned by the bidder/ authorized officials of the Firm. Photocopy or unsigned CVs shall be rejected.
- iii) In the case of the in-house Technical/ Key Personnel, the bidders shall certify that the professional is a regular employee on their rolls 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 for each of such employees).

In case of non-submission of these details, no marks shall be awarded for each such employee/ personnel.

- 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 representations or deliberately suppressed the information in the forms, statements and enclosures submitted as per the requirements.
 - b) Record of poor performance such as abandoning the project, not properly completing the assigned project 'OR' financial failures/ weaknesses etc.
- v) The Technical bids of those bidders who meet the Eligibility Criteria will only be evaluated.

4.6. Technical evaluation:

4.6.1. In addition to the documents mentioned in eligibility criteria under para 4.0. additional documents as given in para 4.6.2 and 4.6.3 shall be submitted by the bidder for evaluation of the technical bid.

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

4.6.3. **Personnel & Establishment:** The bidder is required to submit the complete list as per **Forms- E1, E2, E3, E4**. Only the name of personnel who are to be deployed for this work should be included along with their CVs.

4.6.4. 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 Principal Architect/ Lead Architect as of the last date of the bid submission	<i>i)</i> More than 15 years and up to 20 years: 1/4 mark for each completed year or part thereof above 5 years. <i>ii)</i> More than 20 years and up to 25 years: 1/2 mark for each completed year or part thereof above 9 years. <i>iii)</i> More than 25 years: 01 mark for each completed year or part thereof above 12 years.	24 marks
2.	Experience of Similar Works/ Projects completed during the last 07 years	<i>i)</i> Minimum technical eligibility criteria – 10 marks <i>ii)</i> Twice the minimum technical eligibility criteria- 15 marks <i>iii)</i> Thrice the minimum technical eligibility criteria- 25 marks <i>iv)</i> In between (i) to (iii)- on a pro-rata basis	25 marks
3.	In-house Professionally Qualified Staff in following indicative categories	<i>i)</i> Sr. Architect <i>ii)</i> Architect <i>iii)</i> Landscape Architect <i>iv)</i> Civil Engineer <i>v)</i> Structural Engineer <i>vi)</i> Electrical Engineer <i>vii)</i> Mechanical/HVAC Engineer <i>Note:</i> <i>(a)</i> Minimum 02 marks for each in-house professional/ specialist fulfilling minimum requirements, and maximum 03 marks for each specialization category. <i>(b)</i> 01 marks for each outsourced partner/ professional/ specialist fulfilling minimum requirements, and maximum 02 marks for each specialization category. <i>(c)</i> Maximum 03 marks shall be awarded for each specialization category.	21 marks

		<i>*Minimum experience shall be drawn from Clause no. 4.5 of the Bid/ EOI Document.</i>	
4.	Experience in planning & designing of Green buildings	<p>Achievement of having designed at least one (01) certified multi-storey building/ group of certified buildings:</p> <p>i) LEED- Platinum 'OR' GRIHA-V Star Rating (as per Indian Standards) in Green Building Design: 10 marks</p> <p>ii) LEED- Gold 'OR' GRIHA-IV Star Rating (as per Indian Standards) in Green Building Design: 7.5 marks</p> <p>iii) LEED- Silver 'OR' GRIHA-III Star Rating (as per Indian Standards) in Green Building Design: 05 marks</p> <p><i>*Final Certification document shall be entertained for this purpose. No provisional certification shall be allowed.</i></p>	10 marks
5.	Financial Capability	<p>Gross Average Financial turnover in last three years:</p> <p>i) Minimum technical eligibility criteria – 10 marks</p> <p>(ii) Twice the minimum technical eligibility criteria- 15 marks</p> <p>(iii) Thrice the minimum technical eligibility criteria- 20 marks</p> <p>(iv) In between (i) to (iii)- on a pro-rata basis</p>	20 marks
Total Marks			100 Marks

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 'D'** is graded at least as "Good" for all the criteria in the performance report. The **Form "** if not signed by the client will not be considered.

The applicant found eligible as per the criteria of evaluation mentioned in para 4.6 above must secure at least **75% marks in aggregate** to get qualified for the presentation.

4.7. Presentation and its Evaluation:

4.7.1. The bidders qualifying in technical evaluation as per para 4.6, shall be invited for presentation. The date of presentation shall be intimated by IIT Roorkee separately. **No request for extension of date of presentation shall be entertained.**

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

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

4.7.3. The bidder/ bidders securing at least **75% marks in presentation evaluation** will qualify for opening of financial bid.

4.8. Financial Evaluation:

4.8.1. The financial bid of the qualified bidders shall be opened after the evaluation of presentation as per para 4.7.

4.8.2. The evaluation will be based on **Combined Quality-cum-Cost Base System (QCBS)**. The technical bid will have a weightage of 80% and commercial bid will have a weightage of 20% to arrive at composite scores. The bidder with the highest composite score shall be declared as successful bidder.

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

For Technical Scores (Ts) =

$$\frac{0.80 \times (\text{Marks obtained in Technical Evaluation} + \text{Presentation evaluation})}{\text{Highest Mark obtained in (Technical Evaluation} + \text{Presentation evaluation)}} \times 100$$

Financial Scores (Fs) =

$$\frac{0.20 \times \% \text{age quoted by the Lowest Bidder}}{\% \text{age quoted by the Bidder}} \times 100$$

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

4.8.4. 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 (80% of Technical score)	Financial quote of the bidder (in %age)	Financial score	Weighted Financial score (20% of Financial score)	Composite score
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (4)+(7)
A	90	$90/90 \times 100 = 100$	$0.80 \times 100 = 80.00$	1.25	$1.0/1.25 \times 100 = 80.00$	$0.20 \times 80 = 16.00$	96.00
B	80	$80/90 \times 100 = 88.88$	$0.80 \times 88.88 = 71.11$	1.50	$1.0/1.50 \times 100 = 66.66$	$0.20 \times 66.66 = 13.33$	84.44
C	60	$60/90 \times 100 = 66.66$	$0.80 \times 66.66 = 53.33$	1.0	$1.0/1.0 \times 100 = 100.00$	$0.20 \times 100 = 20.00$	73.33

4.9. Approval Criteria:

The bidder with the highest Composite Score shall be declared as '**Successful Bidder**'.

4.9.1. 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.
- (c) The applicant has been declared ineligible by the Government of India/State/UT Government / public sector organization / autonomous institution / university for corrupt and fraudulent practices or blacklisted.

4.9.2. 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.

4.9.3. 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.

4.9.4. 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. ***Applications made by any mode other than online (through CPP portal) will not be entertained.***

4.9.5. The application should be typewritten. The applicant should sign each page of the application.

4.9.6. 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.

4.9.7. 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.

- 4.9.8. 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.
- 4.9.9. 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 Roorkee.

IIT Roorkee 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.

5. Additions, Alterations and Variation:

- i)* IIT Roorkee 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 Roorkee 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 Roorkee.
- 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.

5.1. If the work in full or part is withdrawn from the scope of the Consultant by IIT Roorkee, 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 Roorkee.

5.2. If any additional works are to be undertaken, and if IIT Roorkee 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 Roorkee.

6. Taxes and duties:

6.1. 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 Roorkee would have right to seek necessary evidence that the Consultant is registered under the law and duly discharging its obligations under the tax law.

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

7. Earnest Money Deposit (EMD)/ Bid Security:

Earnest Money Deposit (EMD)/ Bid Security of amount as mentioned in the “Notice Inviting Tender (NIT)” required to be submitted along with the tender (Technical bid).

The EMD/ Bid Security shall remain valid for a minimum period of 180 (One Hundred eighty) days from the original last day of submission of bid as per NIT.

- 7.1. The EMD shall be payable to IIT Roorkee without any condition(s), recourse or reservations.
 - i) The Bid will be rejected by IIT Roorkee as non-responsive and shall not be considered in case EMD is not received in physical form.
 - ii) The Bid securities/ EMD of the unsuccessful bidders shall be returned to them within 30 days, after the award of the Contract.
 - iii) The EMD of the **Successful Bidder** will be discharged after the Consultant furnishes the required acceptable Performance Guarantee.
 - iv) No interest shall be paid by IIT Roorkee on the EMD.
 - v) The EMD may be forfeited:
 - a) If, a bidder withdraws the bid after bid opening during the period of validity.
 - b) If, any unilateral revision in the offer is made by the tenderer during the validity of the offer.

- c) Upon non acceptance of LOI/LOA, if and when placed in the case of a Successful bidder; if the Consultant fails to; Sign the Agreement with in the time period mentioned in the LOI/LOA or furnish the required performance security or to commence the work within the stipulated time period prescribed in the contract.
- d) If the bidder furnishes any incorrect or false statement/ information/ document.
- f) If the Consultant commits any breach of Integrity Pact.

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 work plus 60 days. The Bid security/ EMD paid (if any) by the bidder/ Consultant shall be returned to the Consultant after receipt of Performance Guarantee.
- 8.2. The Bank Guarantee shall be pledged in favour of the **Institute Architect, IIT Roorkee**, payable at Roorkee. 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 Roorkee and returned to the Consultant after successful physical completion of the project at site and submission of completion drawings and documents to IIT Roorkee and statutory bodies.
- 8.5. IIT Roorkee 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 Roorkee 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 Roorkee/ 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 10th day of issuance of LOA. The Consultant has to submit a detailed program of the work as per the guidelines below within 10 days from the commencement date of the work. The time schedule submitted by the Consultant shall include time for obtaining required approvals, completion certificates etc. from local bodies. However, if the delay is caused by the local bodies beyond the 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 8.0 (a) shall be strictly observed by the Consultant and shall be deemed to be the essence of the contract on the part of the Consultant. 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 Roorkee. 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 Roorkee 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 Roorkee 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 Roorkee.
- 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 Roorkee 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 Roorkee 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 Roorkee may make full use of all or any of the drawings prepared by the Consultant(s).

In case due to any circumstances, IIT Roorkee decides to curtail the scope of work or totally abandon the work, the payment to the Consultant would be made based on Clause 2.0 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:

The Consultant shall supply free of charge to IIT Roorkee, 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.
- ii)* 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).

- iii) Detailed Estimates and Analysis of Rates of all the works.
- vi) Completion drawings and detailed documents.
- iv) Tender documents/ tender drawings as per IIT Roorkee 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 Roorkee 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 Roorkee shall be supplied at mutually agreed cost. All these drawings will become the property of IIT Roorkee. 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 Roorkee and authorized representative of IIT Roorkee.

15. Determination or Rescission of Agreement:

IIT Roorkee 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 Roorkee 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 Roorkee 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 Roorkee 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 Roorkee.

- b) The Consultant shall fully indemnify IIT Roorkee 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 Roorkee 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 Roorkee.

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 Roorkee 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 Roorkee alone will have jurisdiction to deal with matter arising there from.

20. Foreclosure of contract by IIT Roorkee:

If at any time after the commencement of the work, IIT Roorkee 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:

- i) 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:
- ii) 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 Roorkee 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.

- iv) If the suspension is ordered for reasons (ii) and (iii) in sub-para (a) above:
- v) 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 Roorkee, 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.

Institute Architect
Institute Works Department
Indian Institute of Technology Roorkee
Roorkee, District - Haridwar
Uttarakhand - 247667
Phone: 01332-285197
Email: ia@iitr.ac.in

-Sd-
Institute Architect
IIT Roorkee

INFORMATION AND INSTRUCTIONS FOR BIDDERS

A. Terms of Reference (TOR)

1. Background:

Indian Institute of Technology - Roorkee is among the foremost of Institutes of national importance in higher technological education and in engineering, basic and applied research. Since its establishment, the Institute has played a vital role in providing the technical manpower and know-how to the country and in pursuit of research. The Institute ranks amongst the best technological institutions in the world and has contributed to all sectors of technological development.

The Institute had celebrated its Sesquicentennial in October 1996 and now completed 175 years of its existence. It was converted to IIT on September 21, 2001 by an Ordinance issued by the Government of India declared it as the nation's seventh Indian Institute of Technology, an 'Institution of National Importance'.

2. Project Brief:

2.1. Project Title

Construction of 'New Administrative Building'.

2.2. Project Overview

The existing administrative building, James Thomason Building, at IIT Roorkee is a heritage structure that has been in existence for approximately 175 years. Over time, the building has developed structural distress due to aging. To address this issue, the Institute has planned a major renovation and rehabilitation of the structure.

Additionally, to alleviate space constraints and accommodate the current and growing administrative staff, IIT Roorkee has decided to construct a new administrative building that will house all administrative offices and allied services.

2.3. Project Objectives

- To construct a state-of-the-art administrative building that meets modern requirements.
- To provide adequate space for the existing and expanding administrative staff.
- To enhance operational efficiency by consolidating administrative functions under one roof.
- To complement the architectural integrity of the IIT Roorkee campus while incorporating sustainable building practices.

2.4. Project Location

The New Administrative Building will be constructed on a site adjoining Govind Bhawan, near the BEG Centre Gate, within the IIT Roorkee campus. The total plot area allocated for this project is approximately 6,000 sq.m.

Site Plan showing the proposed Site for the project is placed at ***Annexure-I***.

2.5. Project Specifications

- *Building Configuration:* High-rise, minimizing the foot-print
- *Total Built-Up Area:* Approximately 11,800 sq.m.
- *Facilities & Infrastructure (Requirements):*
The building will house all administrative offices and allied services as per the **Detailed Requirements** outlined in **Annexure-II**.
- *Design Considerations:*
The building will incorporate energy-efficient features, sustainable construction practices, and modern infrastructure to support administrative operations.

2.6. Project Cost

2.6.1. Project cost shall mean actual project cost after the bill/ bills of all packages/ works awarded and executed by IIT Roorkee/ PMC/ executing agency, planned and designed by the Consultant under this agreement (Service tax shall not be included in the final project cost).

2.6.2. **Preliminary Estimated Cost of the Proposed Project is Rs. 81.95 Cr.**

2.7. Conclusion

The construction of the New Administrative Building is a crucial step towards ensuring seamless administrative operations at IIT Roorkee. It will not only address the current space constraints but also support the institution's growth and efficiency. This project is expected to significantly enhance the working environment for the administrative staff while preserving the heritage legacy of the campus.

B. General Instructions

1. 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.

2. Proposal/ Bid Validity:

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

3. Mode of Submission:

3.1. The bidders are invited to submit the offers in the **Two-Bid System** (1. Technical, 2. Financial) as per the Two-Stage Bidding process through CPP Portal. The tender will be the basis for technical discussions/ negotiations if required and ultimately for a signed Contract with the Successful Bidder.

3.2. Sealing and marking of bids (In Case of Hard Copy Submission If Required)

The entire document to be put in cover-1 should be scanned and uploaded under cover-1 on the e-tendering website. **No hard copy** of any document (financial or technical) should be submitted. In case any hardcopy is submitted then the same will not be accepted by the department.

3.3. Financial/ price bid is to be uploaded online only & **No hard copy** to be submitted.

4. General:

4.1. 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.

Institute Architect

Institute Works Department

Indian Institute of Technology Roorkee,

Roorkee, District - Haridwar (Uttarakhand) - 247667

Phone: 01332-285197 Email: ia@iitr.ac.in

4.2. (a) IIT Roorkee will provide the inputs to the bidders, if available. However, IIT Roorkee 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.

4.3. Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation, site visits etc. IIT Roorkee 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.

5. 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.

6. Clarifications and Amendment of Bid Documents:

6.1. Bidders may request for a clarification on any clause(s) of the Bid documents within seven (07) days from the date of uploading of Tender on websites i.e. <http://mm.iitr.ac.in/mmweb/tenders> and <https://eprocure.gov.in/eprocure/app>. Any request for clarification must be sent in writing, or by standard electronic means to IIT Roorkee's address. IIT Roorkee 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 Roorkee 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 10.2 below.

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

6.2. At any time before the submission of tender, IIT Roorkee 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 <http://mm.iitr.ac.in/mmweb/tenders> and <https://eprocure.gov.in/eprocure/app> 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 Roorkee may at its discretion, extend the deadline for the submission/ opening of the bids.

Institute Architect

Institute Works Department

James Thomason Building (Main Building),

Indian Institute of Technology Roorkee,

Roorkee, District - Haridwar (Uttarakhand) - 247667

Phone : 01332-285197

Email : ia@iitr.ac.in

7. Conflict of Interest:

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

7.2. i) 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 IITR'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 Roorkee throughout the selection process and the execution of the Contract.

7.3. 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 Roorkee, 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.

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

8. Fraud and Corruption:

8.1. IIT Roorkee 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 Roorkee:

(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 Roorkee, 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.

9. 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.

C. Instructions For Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

1.0 Registration

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.6 Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

2.0 Searching for Tender Documents

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal

to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

3.0 Preparation of Bids

- 3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4.0 Submission of Bids

- 4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 4.3 Bidder has to select the payment option as “on-line” to pay the tender fee as applicable and enter details of the instrument. Whenever, an EMD is sought, bidders need to submit the scanned copy with Technical Bid and the original EMD should be deposited in the office the undersigned within the period of bid submission.

- 4.4 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily

submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 4.5 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 4.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 4.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.9 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

5.0 Assistance to Bidders

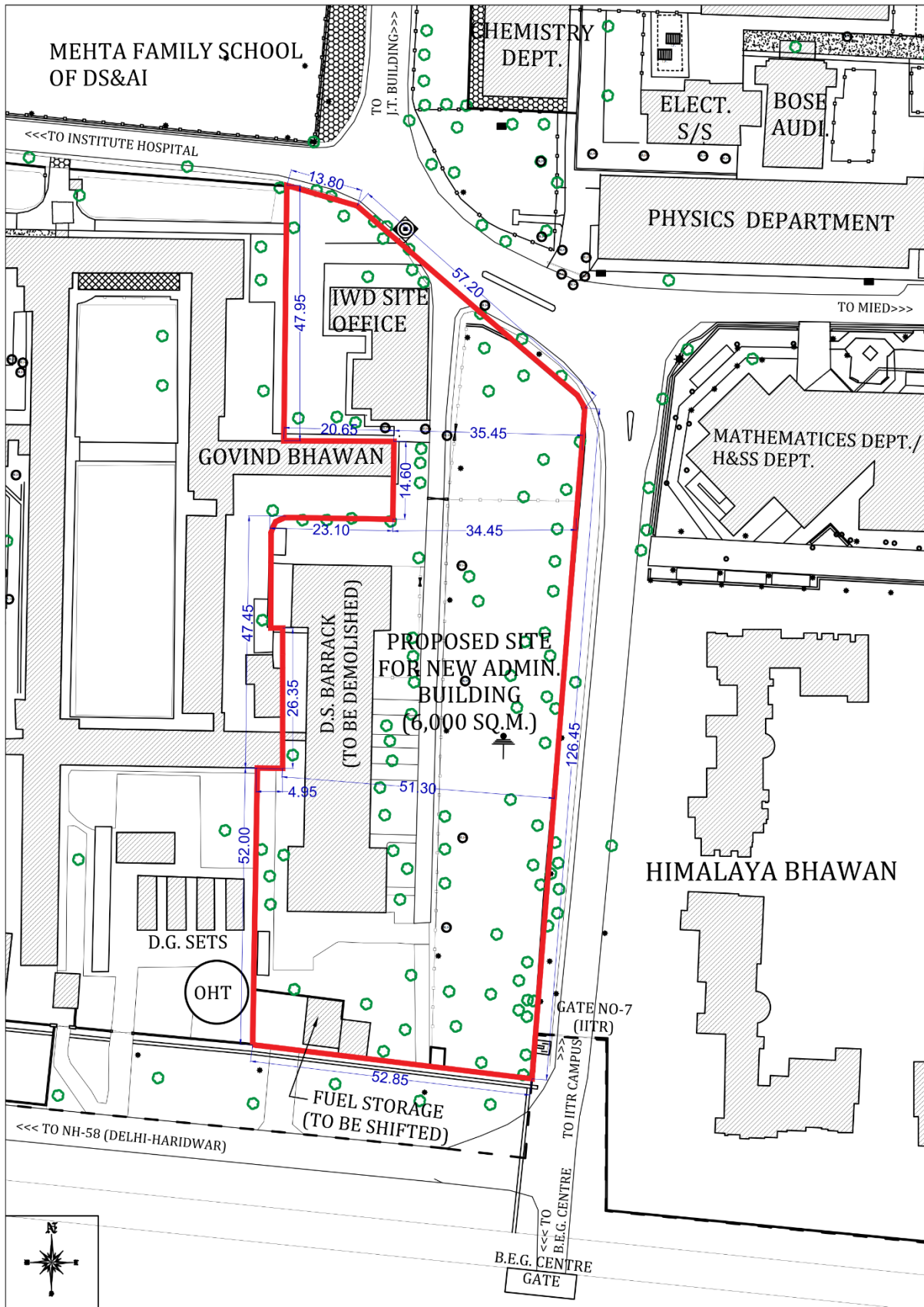
- 5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority to the address provided in Critical Data Sheet for a tender or the relevant contact person indicated in the tender.
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4001062 / 0120-4001002 / 0120-4001005 / 0120-6277787

6.0 General Instructions

- 6.1 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the eligibility criteria documents in .pdf format.

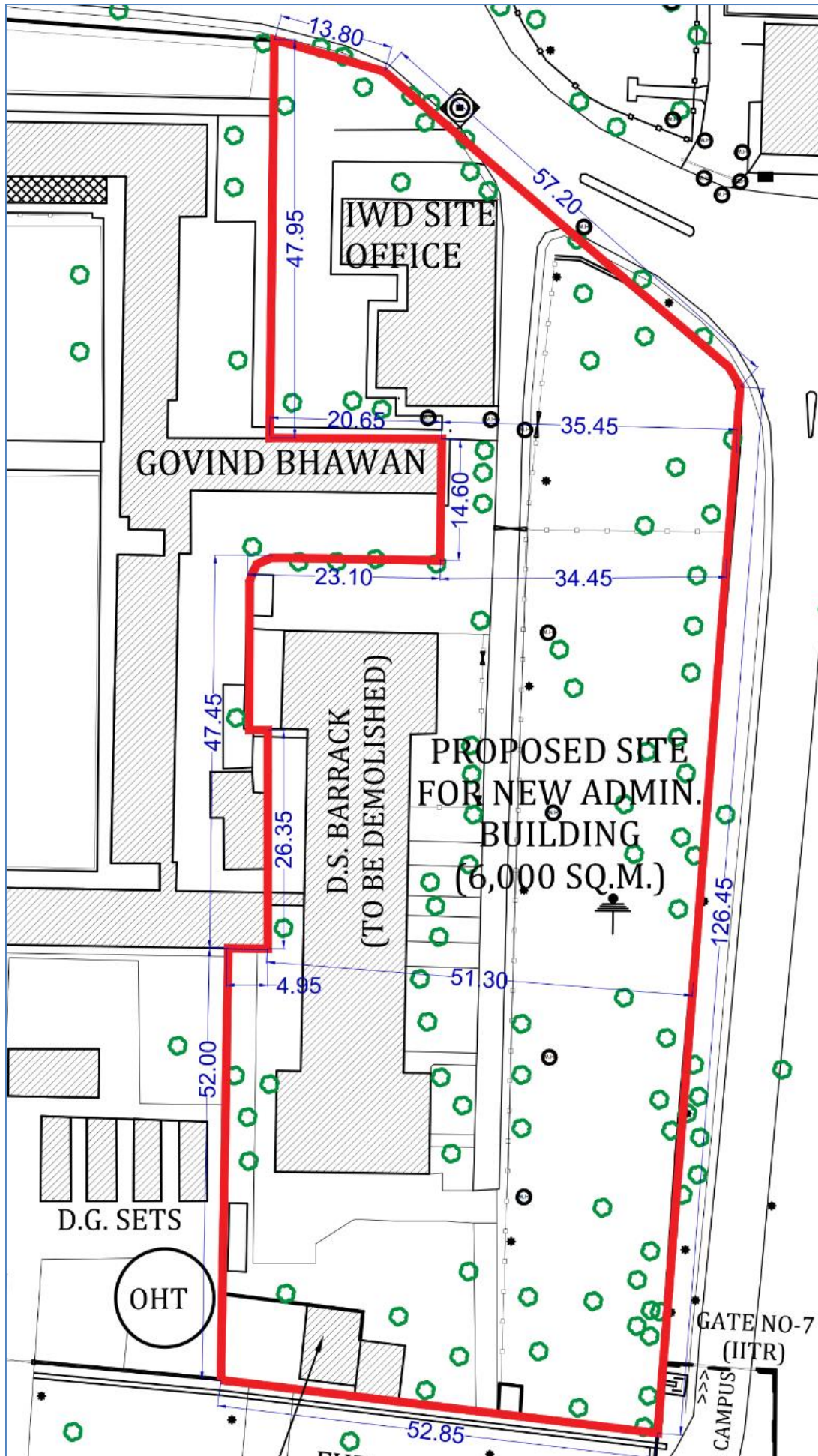
- 6.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/etoken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 6.3 Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

-Sd-
Institute Architect
IIT Roorkee



SITE PLAN

PROPOSED SITE FOR 'NEW ADMINISTRATIVE BUILDING' (6,000 SQ.M. AREA)



Detailed Requirements:

User/ Section	Space Utilization	Number	Capacity	Notes	Remarks
Director Office	Cabin (Large)	1		Director	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	1		Office-In-Charge	
	Cabins	1		Asst. Registrar	
	Open Type Workstation	2		Support Staff	
	Seating Space	3		MTS	
	Boardroom -	1	25-30		-To be connected to the Director's office - Board Room Preferrably U-shaped
	Committee Room	1	50		
	Visitors' Lounge	1	10-15		
	Toilet	1			Attached to Director Cabin
	Record Room	1			
Pantry	1				
Dy. Director Office	Cabin (Large)	1		For Dy. Director	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	1		Office-In-Charge	
	Open Type Workstations	2		Support staff	
	Seating space	2		MTS	
	Visitors' Lounge	1	5 - 10		
	Toilet	1			Attached to Dy. Director Cabin
	Record Room	1			
	Pantry	1			
Registrar Office	Cabin (Large)	1		Registrar	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	1		Office-In-Charge	Waiting area also be provide
	Open Type Workstations	1		Support Staff	

Registrar Office	Meeting Section				
	Cabin	1		Asst. Registrar	
	Executive Workstation	1		Office-In-Charge	
	Open Type Workstations	2		Support staff	
	Seating space	2		MTS	
	Record room (big)	1			To house the Compactors
	Space for Flat-bed scanner	1			
Resources and Alumni Affairs Office)	Cabin (Large)	1		For DORA	
	Executive Workstation	1		Office-In-Charge	Waiting area also be provide
	Open Type Workstations	8		Support Staff	
	Seating space	1			
	Record Room	1			Small Size
Audit Cell	Cabin	1		Dy. Registrar/ Asst. Registrar	
	Executive Workstation	1		Office-In-Charge	
	Internal Audit Wing-1 and Wing -2				Public Dealing
	Executive Workstation	2		Office-In-Charge	
	Open Type Workstations	16		Support staff	
	Meeting Room (common)	1	15-16		
	Record Room	1			1000 Sq.ft. Approx.
	Pantry/ Kitchen	1			
Finance & Planning Office	Dean				
	Cabin (Large)	1		Dean F&P	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	2		Office-In-Charge & Support Staff	Public Dealing (waiting area shall also be provide)
	Seating space	1		MTS	
	Waiting space				
	Finance Officer				
	Cabin (Large)	1		Finance Officer	
	Open Type Workstations	1		Support Staff	
Cabin	1		Dy. Registrar		
	2		Asst. Registrar		

Finance & Planning Office	Bill Section				Public Dealing
	Open Type Workstations	7		Section-in-Charge/ Support Staff	
	Advance Adjustment Section				Public Dealing
	Open Type Workstations	2		Section-in-Charge/ Support Staff	
	Fund Section				Public Dealing
	Open Type Workstations	4		Section-in-Charge/ Support Staff	
	Endowment Section				Public Dealing
	Open Type Workstations	4		Section-in-Charge/ Support Staff	
	Payroll & Pension Section				Public Dealing
	Open Type Workstations	7		Section-in-Charge/ Support Staff	
	Taxation Section				
	Open Type Workstations	4		Section-in-Charge/ Support Staff	
	Students Affairs Section				
	Open Type Workstations	4		Section-in-Charge/ Support Staff	
	GST Section				
	Open Type Workstations	4		Support Staff	
	Budget & Balance sheet Section				
	Open Type Workstations	12		Section-in-Charge/ Support Staff	
	Planning Section				
	Open Type Workstations	5		Section-in-Charge/ Support Staff	
Fee Section				Public Dealing	
Open Type Workstations	4		Section-in-Charge/ Support Staff		
Server Room					
Open Type Workstations	7		Section-in-Charge/ Support Staff		

	Diary Dispatch Section and Cash & Token Counter				Public Dealing
	Open Type Workstations	4		Support Staff	
	Record Room				
	Meeting Room		15-20		
	Record Room (big)				2500 sq.ft. area required Approx. to house the Compactors
Administration Office	Dean				
	Cabin (Large)	1		Dean Admin.	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	1		Office-In-Charge	Public Dealing (waiting area also be provide)
	Open Type Workstations	3		Support Staff	Public Dealing
	Deputy Registrar				
	Cabin	1		Dy. Registrar	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	5		Support Staff	Public Dealing
	Establishment Services (Wing-A)				
	Cabin	1		Assistant Registrar (AR)	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	16		Support Staff	Public Dealing
	Establishment Services (Wing-B)				
	Cabin	2		Assistant Registrar (AR)	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	16		Support Staff	Public Dealing
	IT Cell				
	Cabin	2			
Record Room	2				
Storage Room	2				

Administration Office	General Administration				
	Cabin	1		Joint Registrar	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	10		Support Staff	Public Dealing
	PIO				
	Cabin	1		Joint Registrar	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	5		Support Staff	Public Dealing
	Training & Pension				
	Cabin	1		Assistant Registrar	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	5		Support Staff	Public Dealing
	Recruitment- II				
	Cabin	1		Assistant Registrar	
	Executive Workstation	1		Office-In-Charge/ Assistant	
	Open Type Workstations	5		Support Staff	Public Dealing
Meeting Room		15-20		At a Common Location	
Pantry					
Faculty Affairs office	Dean				
	Cabin (Large)	1		Dean	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	1		Office-In-Charge	Public Dealing (waiting area also be provide)
	Open Type Workstations	3		Support Staff	
	ADoFA				
	Cabin	1			May be accommodated in a shared space with Sofa Set, Visitor Chair
	Open Type Workstations	4		Support Staff	
Record room (small)	1				

Students' Welfare office	Dean				
	Cabin (Large)	1			To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	2		Office-In-Charge / Sr. Suptt.	Public Dealing (waiting area also be provide)
	Asso. Deans				
	Cabin	3		Asso. Deans	May be accommodated in a shared space with Sofa Set, Visitor Chair
	Assistant Registrar				
	Cabin	1			
	Counter for students' related works (Open Type Workstation)	2			
	Open Type Workstations	7		Support Staff	Public Dealing
	Seating Space	4		MTS	
	Small Server room	1			
	Lobby for waiting of students	1	25-30		
	Conference Room	1	40-45		with Audio & Video Conferencing, Live streaming, LED Screen Facility (Common Space Shared facility)
	Record room	1			
Pantry	1				
International Relations Office	Dean				
	Cabin (Large)	1			
	Cabin	1		Asst. Registrar	
		2		Consultant	
	Executive Workstation	1		Research Associate	
Open Type Workstations	6		Project Assistant	Public Dealing	
Official Language Cell/ Hindi Cell	Cabin (Large)	1		Chairman	
	Cabin	1		Hindi Officer	
	Executive Workstation	2		Office-In-Charge / Sr. Suptt.	
	Open Type Workstations	2		Junior Assistant/ Support Staff	Public Dealing
	Seating Space	1		MTS	

Academic Affairs Office	Dean				
	Cabin (large)	1		Dean	To house Executive table set, Visitors Chairs 4/6, Sofa with centre table + Conference Table (6-8 Seater)
	Executive Workstation	1		Office-In-Charge	Attached to DoAA Cabin Public Dealing (waiting area also be provide)
	Conference Room	1	15-20		
	Open Type Workstations	8		Support Staff	
	Asso. Dean				
	Cabins	3			May be accommodated in a shared space with Sofa Set, Visitor Chair
	DR & AR				
	Cabins	4			All these offices should be located nearby for coordination and communication
	Admission Section				
	Executive Workstation	1		JS (Admission)	
	Open Type Workstations	6		Support Staff	Public Dealing
	UG Section				
	Executive Workstation	1		For JS (UG)	
	Open Type Workstations	12		Support Staff	Public Dealing
	PG Section				Public Dealing
	Executive Workstation	1		For JS (PG)	
	Open Type Workstations	12		Support Staff	
	Ph.D. Section				Public Dealing
	Executive Workstation	1		For JS (Ph.D.)	
	Open Type Workstations	12		Support Staff	
	Reception Area	1			
Common Work Area (Workstation)	6				
IT Cell	12				

	Meeting Room	1	60-80		Equipped with a large table, chairs, a projector, and a whiteboard.
	Pantry	1			
MM Section	Cabin	3		Dy. Registrar/ Asst. Registrar	
	Open Type Workstations	43		Support Staff	
	Record Room (big)	1			To house Compactors
SRIC Office	Cabin	3		Dy. Registrar/ Asst. Registrar	
	Executive Workstation	4		4 Nos. Jr. Suptd.	Public Dealing
	Open Type Workstations	32		Support Staff	Public Dealing
	Seating Space	7		MTS	
	Record room	1			
IWMC/ IDC/ RAC	Executive Workstation	3		Project officer	
	Open Type Workstations	3		Support Staff	
Institute Works Department	Dean				
	Cabin (Large)	1		Dean infra	
	Asso. Deans				
	Cabins	3			May be accommodated in a shared space with Sofa Set, Visitor Chair
	Executive Workstation	1		Office-In-Charge	Public Dealing
	Open Type Workstations	1		Support Staff	Public Dealing
	Seating Space	2		MTS	
	Pantry	1			
	Institute Engineer				
	Cabin (large)	1		Institute Engineer	
	Executive Workstation	1		Office-In-Charge	
	Open Type Workstations	2		Support Staff	
	Seating Space	3		MTS	
	Record room (large)	1			
Pantry	1				
Institute Architect					
Cabin	1		For Institute Architect		

	Executive Workstation	1		Junior Technical Architect	
	Open Type Workstations	4		Support Staff	
	Seating Space	1		MTS	
	Record/Storage Room				Storage Space for Old Drawings records/ Models / samples etc.
Institute Works Department	Pantry	1			
	Civil				
	Executive Engineer (Civil)				
	Cabins	2		Executive Engineer	
	Cabin (small)	4		AEE	
	Co-working type space	8		AE/ JE	Corporate office type Set-up
	Open type workstation	6		Support Staff	Attached to each Associated EE/AEE
	Seating Space	6		MTS	
	Pantry	1			
	Executive Engineer (Electrical/Mech.)				
	Cabins	2		Executive Engineer	
	Cabins (small)	4		AEE	
	Co-working type space	7		AE/ JE	Corporate office type Set-up
	Open type workstation	6		Support Staff	Attached to each Associated EE/AEE
	Seating Space	2		MTS	
	Pantry	1			
	Department Accounts & Admin Office				
	Cabin	1		Asst. Registrar	
	Executive Workstation	2		Office-In-Charge	
	Open type workstation	6		Support Staff	Public Dealing
Seating Space	2		MTS		
Estate Office	Cabin	1		Asst. Registrar	
	Executive Workstation	1		Office-In-Charge	
	Open type workstation	2		Support Staff	
	Seating Space	2		MTS	
	Record room (small)	1			

Common spaces/ amenities	Senate Hall	1	300-350	with Audio & Video Conferencing, Live streaming, LED Screen Facility (Common Space Shared facility)	-Preferably U-shaped (adjoining space for large gathering) -Sufficient space for pre-function -with Audio & Video Conferencing, Live streaming, LED Screen Facility -Separate Pantry space
	Committee and meeting rooms	2			different configuration at different levels
	Facilitation/ Information Centre	1			
	Visitors' Lounge at different levels				
	Canteen or Cafe	1			
	Ample Parking space				
	Public amenities				
	Common Pantry on each Floor				

Notes:

- * Executive Work Station- 1500X900 mm size
- * Open-Type Workstation- 1500X750 mm size
- * Cabin- Executive Table 1800X900 mm size, 3 Visitors Chair, 2 Almirahs
- * Separate Core/Entry/ Exit for Director, Dy. Director offices and Senate Hall etc.
- * Bidders are advised to visit and examine the area under planning before submitting the proposal.

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).

S.No.	Particulars	Financial years			Average Annual Turnover
		2021-22	2022-23	2023-24	
		a	b	c	(a+b+c)/3
i)	Gross Annual Turnover <i>figure in Rs. (in Lacs)</i>				
ii)	Profit/ Loss <i>figure in Rs. (in Lacs)</i>				-----

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

Note: Financial information shall be supported by Balance Sheets / Profit & Loss account duly certified by the Chartered Accountant.

DETAILS OF SIMILAR WORKS/ PROJECTS
COMPLETED DURING THE LAST SEVEN (07) 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

Note: (i) Details to be supported by LOA/ Work Orders and Completion/ Experience Certificates issued by the competent authorities.

(ii) Individual Cost of Similar Works executed shall be derived/ given duly supported by above mentioned documents, in case of projects of comprehensive master planning/ development of campus(es) etc.

DETAILS OF 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

Note: Details to be supported by LOA/ Work Orders etc. issued by the competent authorities.

**PERFORMANCE REPORT OF SIMILAR WORKS/ PROJECTS
TO BE CONSIDERED FOR ELIGIBILITY**

Name & address of the firm / Consultant :

1.	Name of Work/ Project & location	
2.	Agreement/ LOA No.	
3.	Total Project Cost (in Crores)	
3.1	Cost of Similar Work (in Crores)	
4.	Consultancy Fee (in Lacs)	
5.	Plot Area (in Acres)	
6.	Total Built-up area of Project (in Sq.m.)	
6.1	Built-up area of Similar Work (in Sq.m.)	
7.	Date of Start	
8.	Date of completion	
9.	Whether any litigation / arbitration case pending/ in progress in respect of this consultancy work.	
10.	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
11.	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 AND ORGANIZATIONAL STRUCTURE

1.	Name of Applicant/ Company	
2.	Address for correspondence	
3.	Official e-mail ID for communication	
4.	Name of Contact person	
	Telephone/ Mobile Nos.	
5.	Place and Year of Establishment	
6.	Date & Year of commencement of practice	
7.	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)	
8.	Name of Directors / partners in the organisation and their status along with their qualifications	
9.	Details of Registration of Proprietor/ partners/ Directors with various Institutions	
10.	Total No. of professional staff (In-house)	
11.	No. of Branch offices along with details of Branch Head and address	
	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	
12.	Name and designation of the person who is authorised to deal with IIT Roorkee (attach copy of power of Attorney)	
13.	Bank Details:	
	Name of the Bank	
	Account No.	
	Name & Address of the Branch	
	IFSC Code	
	MICR Code	

Signature of Bidder with Stamp

**DETAILS OF PROFESSIONAL / KEY PERSONNEL
(ON ROLL/ IN-HOUSE)**

S. No.	Manpower	Name of Employee	Designation	No. of Years with the Company	Total experience (in years)
1.	Sr. Architect : B. Arch. with minimum 10 years' Experience				
2.	Architect : B. Arch. with minimum 05 years' Experience				
3.	Landscape Architect : M. Arch. with minimum 10 years' Experience				
4.	Civil Engineer : B.E/ B. Tech. (Civil Engg.) with minimum 10 years' Experience				
5.	Structural Engineer : M.E/ M. Tech. (Structure) with minimum 15 years' Experience				
6.	Electrical Engineer : B.E/ B.Tech. in relevant stream with minimum 10 years' Experience				
7.	Mechanical / HVAC Engineer : B.E/ B.Tech. in relevant stream with minimum 10 years' Experience				

Certified that the above Personnel are the regular employees on my/ our rolls since 06 months.

Signature of Bidder with Stamp

Note: (i) Each key personnel to be supported by CVs (as per Form 'E4') in original signed in blue ink by the key personnel and counter-signed by the bidder.

(ii) TDS/ Form-16 for the previous month & 06 months earlier shall be submitted for each on roll manpower.

(iii) Relevant documents of qualification, experience and registration to be submitted, wherever applicable.

(iv) Zero marks will be given if CVs and 'or' documents of qualifications are not found enclosed.

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

S. No.	Manpower	Name of Key Personnel	Name of Firm and Designation	No. of Years of association with the bidder	Total experience (in years)
1.	Sr. Architect : B. Arch. with minimum 10 years' Experience	Not Applicable			
2.	Architect : B. Arch. with minimum 05 years' Experience	Not Applicable			
3.	Landscape Architect: M. Arch. with minimum 10 years' Experience				
4.	Civil Engineer: B.E/ B. Tech. (Civil Engg.) with minimum 10 years' Experience				
5.	Structural Engineer: M.E/ M. Tech. (Structure) with minimum 15 years' Experience				
6.	Electrical Engineer: B.E/ B.Tech. in relevant stream with minimum 10 years' Experience				
7.	Mechanical / HVAC Engineer: B.E/ B.Tech. in relevant stream with minimum 10 years' Experience				

I/We undertake full responsibilities for timely deliveries of services to be rendered by the above Personnel without deficiencies.

Signature of Bidder with Stamp

- Note:** (i) Each key personnel to be supported by CVs (as per Form 'E4') in original signed in blue ink by the key personnel and counter-signed by the bidder.
(ii) Relevant documents of qualification, experience and registration to be submitted, wherever applicable.
(iii) Zero marks will be given if CVs and 'or' documents of qualifications are not found enclosed.

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).

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,

Institute Architect
IIT Roorkee

Sub: NIT No.: IWD/IA/EOI/17 for the work of Hiring the Services for Providing Architectural and Engineering Consultancy Services for the “**Comprehensive planning and designing of the New Administrative Building near BEG Centre Gate at IIT Roorkee.**”

Sir,

1. This has reference to the 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 bids 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/ Bid Security Declaration and Tender fee as per the NIT and bid document.
4. I/ We authorise the Institute Architect, IIT Roorkee to approach individuals/ employers/organisations to verify our competence and general reputation.
5. I/ We hereby certify that all the statements and information supplied in the enclosed documents/ formats are true and correct.

Yours faithfully,

(authorized signatory of the Bidder)

Format for BID SECURITY DECLARATION

(To be submitted by the Micro and Small Enterprises-MSE claiming exemption from payment of Bid Security/ EMD duly supported by relevant documents)

Whereas, I/ We (name of bidder) have submitted bids for:

NIT No.:

Name of the work:

I/ We hereby submit the following declaration in lieu of submitting Bid Security/ Earnest Money Deposit (EMD).

(1) If after the opening of tender, I/ We withdraw or modify my/ our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

(2) If, after the award of work, I/ We fail to sign the contract, or to submit performance security/ guarantee before the deadline defined in the bid document.

I/ We shall be suspended for one year and shall not be eligible to bid for IIT Roorkee tenders from the date of issue of the suspension order.

Yours faithfully,

(authorized signatory of the Bidder)

Note:

- (i) Bid Security Declaration shall be submitted in ORIGINAL on the letter head of the Enterprise/ Company by the authorized Officer having Power of Attorney.
- (ii) Claim for exemption from payment of Bid Security/ EMD shall be supported by the relevant documents of registration.

Format of Undertaking
(On Non-Judicial stamp paper of Rs. 100/- duly Notarized)

UNDERTAKING

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 a 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 the 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 to its terms and conditions.

The tender fee as mentioned in NIT is hereby paid through RTGS/ NEFT. Bid Security/ EMD is hereby submitted as mentioned in the NIT 'OR' Bid Security Declaration is hereby submitted as per the prescribed format in lieu of submitting Bid Security/ Earnest Money Deposit (EMD). If I/ We fail to furnish the prescribed Performance Security/ Guarantee within the prescribed period, I/ We agree that IIT Roorkee has the right to suspend me/ us for one year and debar me/ us from participation in future tenders. Further, if I/ We fail to commence the work as specified, I/ We agree that the IIT Roorkee 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 have not been got executed through another bidder on a back-to-back basis. Further, if such a violation comes to the notice of the owner, I/ we shall be debarred for tendering in IIT Roorkee in future forever. Also, if such a violation comes to the notice of the owner before the 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 Roorkee.

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:

.....
.....

Format of Affidavit

(On Non-Judicial stamp paper of Rs. 10/- duly Notarized)

AFFIDAVIT

*I.....am the*Director/ Proprietor/ Partner of (mention name of firm/company and its complete address) do here by solemnly affirm and declare as under: -

1. That our Firm/ company i.e. (mention name of *firm/ company) is registered vide Registration No.....under the provisions of..... (mention the name of the Act).
2. That our Firm/company i.e. (mention name of *firm/ company) has applied in response to the EOI for Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur for Indian Institute of Technology Kanpur.
3. That..... (mention name of firm/ company) is eligible to submit the aforesaid proposal as it is not under liquidation, court receivership or similar proceedings.
4. That (mention name of firm/ company) has not been barred and/or blacklisted by the Central Government and/or any State Government of India at any time prior to the date of submitting this affidavit.
5. That (mention name of firm/ company) has, during the last three years, neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicant.
6. That (mention name of firm/ company) has no contracts with the state/ central government that are in arbitration. (In case some contract(s) are in arbitration give the details of such contract in a schedule to be attached with this affidavit)

DEPONENT

VERIFICATION

*I/ we..... the above-named deponent does hereby verify that the contents of the aforesaid paragraphs 1 to 6 are true and correct to the best of *my/ our knowledge and belief and nothing is concealed there from. Verified at.....(place) this..... Day of 202.....

(*Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Applicant.

PERFORMANCE GUARANTEE BOND

In consideration of the Indian Institute of Technology Roorkee (IIT Roorkee) 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 Roorkee an amount not exceeding Rupees (Rs.) on demand by the Indian Institute of Technology Roorkee.

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 Roorkee 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 Roorkee 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 Roorkee 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 Roorkee that the IIT Roorkee 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 Roorkee 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 Roorkee 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 Roorkee in writing.

8. This guarantee shall be valid up to unless extended on demand by Indian Institute of Technology Roorkee. 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: NIT No.: IWD/IA/EOI/17 for the work of Hiring the Services for Providing Architectural and Engineering Consultancy Services for the **“Comprehensive planning and designing of the New Administrative Building near BEG Centre Gate at IIT Roorkee.”**

Dear Sir/ Madam,

It is hereby declared that IIT Roorkee 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 Roorkee.

Yours faithfully

Institute Architect
IIT Roorkee

To,

Institute Architect
IIT Roorkee

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 New Administrative Building near BEG Centre Gate at IIT Roorkee.**”

Dear Sir,

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

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/ We will sign the enclosed integrity Agreement, which is an integral part of the 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 NIT & 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 Roorkee. 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 Roorkee 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 Roorkee.

INTEGRITY AGREEMENT

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

BETWEEN

Indian Institute of Technology Roorkee through Institute Architect, Institute Works Department, James Thomason Building, IIT Roorkee, Roorkee, District- Haridwar (Uttarakhand) 247667, (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 NIT 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 Roorkee.

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:

DOCUMENTS CHECKLIST

S. No.	Documents
I.	Cover – 1: Technical Bid
1.	Form- A : Financial Information
2.	Form- B : Details of Similar works executed during last 07 years
3.	Form- C : Details of Projects under Execution or Awarded
4.	Form- D : Performance Report of Similar Works executed
5.	Form- E1 : General Information and Organisational Structure
6.	Form- E2 : Details of Key Personnel (On roll/ In-House)
7.	Form- E3 : Details of Key Personnel (Tie-ups/ Associates/ Outsourced)
8.	Form- F4 : Format of Curriculum Vitae (CV) of Key Personnel
9.	Letter of Acceptance of Tender Conditions
10.	Bid Security Declaration (only for registered MSEs claiming exemption from EMD)
11.	Undertaking (on Non-Judicial stamp paper of Rs. 100/-)
12.	Affidavit Document certifying professional eligibility of the individual Applicant w.r.t. blacklisting/ bar or failure/ expulsion/ termination of agreement for breach
13.	Performance Security/ Guarantee Bond
14.	Integrity Pact
15.	CVs of all Key personnel/ Experts/ specialists including principal Architect/ Lead Architect
16.	PAN Card copy issued by Income Tax Department
17.	Copy of Registration of firm/ Individual with COA or other Institutions
18.	Copy of Registration / Membership of Key Personnel/ specialist
19.	Certificate of registration for GST and acknowledgement of up to date filled IITR
20.	Document/ confirming Green building certification of GRIHA/ LEED satisfying the eligibility criteria
21.	Signed copy of the EOI/ bid document as a token of acceptance.
22.	Tender Fee and Bid security/ EMD (if any)
II.	Cover – 2 : Financial Bid
1.	Financial Bid (As per the prescribed format)

Note:

1. The scanned copies of all the required documents/ details along with proof of transactions for Tender Fee and 'or' EMD/ Bid Security Declaration shall be uploaded along with the Technical Bid and Original EMD (if any) should be deposited to the tendered within the period of bid submission (**all the documents shall be numbered as per the Documents Checklist referred herein above**).

2. The financial quote shall be uploaded as per the prescribed format of BOQ/ Financial Bid.