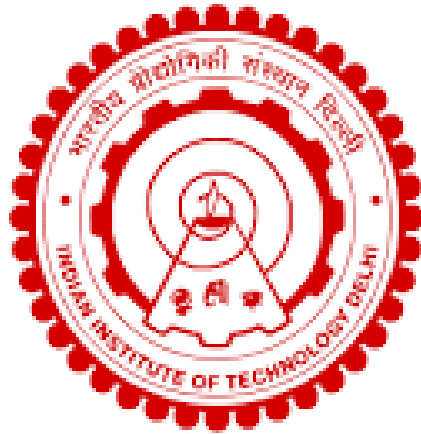


REQUEST FOR PROPOSALS



**Indian Institute of Technology Delhi invites RFP for Appointment of
Third-Party Quality Control Assurance Agency**

FOR

**New Construction Projects at IIT Delhi Campus in Hauz Khas, New
Delhi.**

**WORKS DEPARTMENT
INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI**

DISCLAIMER

The information contained in this Request for Proposals document (RFP) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the employer or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the employer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the employer, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion of the law expressed herein.

The Employer, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

The Employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP.

The Employer may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Employer is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the Employer reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the employer, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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Name of work: - Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects at IIT Delhi Campus in Hauz Khas, New Delhi.

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It is certified that this document contains five parts i.e. SECTION – I, II, III, IV and V containing page no. **1 to 41**.

Executive Engineer (CD-I)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016
Notice Inviting e - Request for Proposal

The Executive Engineer (CD-I), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-2659.....) on behalf of Board of Governors invite online Request for Proposal from eligible and experienced organizations of Central Govt. / State Govt./ Central Public Sector Undertaking / State Public Sector Undertaking / Central Autonomous bodies/ State Autonomous bodies for Providing Third Party Quality Assurance (TPQA) Services of the following work:

RFP No.	:IITD/EE(CD-I)/2023-24
Name of Work	: Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects at IIT Delhi Campus in Hauz Khas, New Delhi.
Earnest Money	: Rs. 5,27,800/-
Performance Guarantee	: 5% of the contract amount in the form of Bank Guarantee
Security Deposit	: 2.5% of the contract amount.
Period for completion	: 33 months
Late date & time for submission of bids	: 11/09/2023 upto 15.00 Hrs.
Date & Time for opening of technical Bids	: 12/09/2023 at 15.00 Hrs.

The bid forms and other details can be obtained from the website www.iitd.ac.in or e-Procure.gov.in free of cost. For more clarification you may visit on website.

RFP Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Bidders can access RFP documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed RFP document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotes (both Technical and Financial should be submitted in the E-procurement portal).

**Executive Engineer (CD-I),
For & on Behalf of BOG, IIT Delhi**

Budget Head: 35.01.04(IOE)

Copy to :

1. Dean (Infra) for information.
2. Institute Engineer
3. Executive Engineer (CD-I)
4. D.A. (Works Accounts)
5. D.R. (A/Cs) – for opening of uploaded documents **at 03:00 PM on 12/09/2023** in the office of D.R. Store
6. Notice Boards.
7. Office Copy
8. Web site Administrator, I.I.T.D.
9. E-tendering Web. <http://eprocure.gov.in/eprocure/app> or www.iitd.ac.in

SECTION – I

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS: NEW DELHI – 110016
IITD/WORKS (SP-4306)/2023**

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e- Request for Proposal (RFP Notice)

The Executive Engineer (CD-I), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-2659.....) on behalf of Board of Governors invite online Request for Proposal from eligible and experienced organizations of Central Govt./ State Govt./ Central Public Sector Undertaking / State Public Sector Undertaking / Central Autonomous bodies/ State Autonomous bodies for Providing Third Party Quality Assurance (TPQA) Services of the following work:

SL. No.	RFP No.	Name of Work	Earnest Money (in Rs.)	RFP Fees (in Rs.)	Time for Completion
1	/IITD/EE(CD-I)/20223-24.	Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects at IIT Delhi Campus in Hauz Khas, New Delhi.	Rs. 5,27,800/-	Rs. 1500/-	33 months

Last date and time of submission of financial & Technical bid

: 11/09/2023 up to 3:00 pm (on line)

Date and time of opening of Technical bid : 12/09/2023 at 3.00 pm (office of D.R Store)
Price bids of eligible bidders as per RFP shall be opened at a later date after scrutiny of technical bids.

1. The successful bidders shall be required to submit a performance guarantee of **5%** of the contract amount in the form of Bank Guarantee or F.D.R. from a Nationalized/Scheduled Bank within **15** days of issue of letter of intent before award of work. In case of failure by the Bidder/Agency to supply the performance guarantee within the specified period, full earnest money will be forfeited, and the RFP shall be treated as void. The performance guarantee shall be initially valid up to the date of completion plus 60 (Sixty) days beyond that.
2. Bidder/Agency who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - i) The Bidder/Agency must have successfully rendered services in the role of Project Management consultant/Project Management Agency/Third Party Quality Assurance Agency or equivalent for the works/Project of magnitude as follows during the last 7 years ending previous day of last date of submission of RFP.

One similar completed work costing not less than Rs. 211 lakhs.

Or

Two similar completed works costing not less than Rs. 158 lakhs

Or

Three similar completed works costing not less than Rs. 105 lakhs

- ii) Bidder should provide documentary evidence for their services in the construction of Residential building and Institutional/ Research/ Building of National Importance of area at least 50,000 sqm in single work or 40,000 sqm in each of two works, or 30,000 sqm in each of three works.
- iii) **Earnest money of Rs. 5,27,800/-** in the form of Banker's cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favour of **Registrar, I.I.T. Delhi**. No relaxation in EMD will be allowed for MSMEs and MSEs as per CPWD Manual.
3. "Similar work" in these criteria means Agency must have executed Projects in the role of Project Management Consultant/Project Management Agency/Third Party Quality Assurance Agency or equivalent for Construction of Residential building and Institutional/ Research Building/ Building of National Importance including Institutional campus development Works."
 4. "Satisfactorily Completed Consultancy work" shall mean completion of construction of project for which consultancy assignment has been executed.
 5. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
 6. Information and Instructions for bidders posted on the website shall form part of bid document.
 7. The bid document consisting of plans, specifications, the schedule of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://eprocure.gov.in/eprocure/app> in free of cost.
 8. Completion certificates issued by an officer not below the rank of Executive Engineer of similar works completed by the Agency.
 9. Work means only work under Government/ Central Public Sector Undertaking / State Public Sector under Central Autonomous bodies/ State Autonomous bodies/ City Development Authority/ Municipal Cooperation of City formed under any act by Central/ State Government and published in Central/ State Gazette.
 10. Those firms/bidders not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website
 11. The intending bidder must have valid class-III digital signature to submit the bid.
 12. On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
 13. Bidder can upload documents in the form of JPG format and PDF format.
 14. Bidder must ensure to quote rate of each item, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
 15. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
 16. In e-RFP intending bidder can quote his rates in figures only. The rates in words against amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures will be taken as final.
 17. The bid can only be submitted after uploading the mandatory scanned documents such as

Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and towards cost of EMD in favor of Registrar IIT Delhi to be deposited with <http://eprocure.gov.in/eprocure/app> / NEFT facility.

18. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest bidder within a week after opening of financial bid failing which the bid shall be rejected.
19. The following undertaking with respect to EMD shall be up-loaded by the intending bidders: "the physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi".
20. Copy of certificate of work experience and other documents as specified in the RPF shall be scanned and up-loaded to the e-Tendering website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents as specified in RFP shall have to be submitted by the lowest bidder only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of e-tendering authority and it shall be sole responsibility of lowest bidder.
21. **The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible if he fails to upload documents.
 - b. The bidder does not upload all the documents (including GST registration) as stipulated in the bid document including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded etc.
 - c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of tender opening authority.
 - d. The lowest bidder does not deposit physical EMD within a week of opening of tender.
22. Bid validity shall be **120 days** from the last date of submission of proposal. IITD reserves the right to reject any proposal which does not meet this requirement. The proposal validity period may further be extended on mutual consent.

**Executive Engineer (CD-I),
For & on Behalf of BOG, IIT Delhi
Hauz Khas, New Delhi-110016**

Budget Head: Research Facility and housing/35.01.02

Copy to: -

1. **Dean (Infra) for information.**
2. **Institute Engineer**
3. **Executive Engineer (CD-I)**
4. **D.A. (Works Accounts)**
5. **D.R. (A/Cs) – for opening of uploaded documents at 3:00 PM on 12/09/2023 in the office of D.R. Store**
6. **Notice Boards.**
7. **Office Copy**
8. **Web site Administrator, I.I.T.D**
9. **E-tendering Web. <http://eprocure.gov.in/eprocure/app> or www.iitd.ac.in**

Schedule

Name of Organization		Indian Institute of Technology, Delhi
Tender Type (Open/Limited/RFP/Auction/Single)		Request for Proposal
Tender Category (Services/Goods/Works)		Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)		Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)		Others
Source of Fund (Institute/Project)		35.01.04 (IOE)
Is Multi Currency Allowed		No
Date of Issue/Publishing		18/08/2023 (17.00 Hrs)
Document Download/Sale Start Date		18/08/2023 (17.00 Hrs)
Document Download/Sale End Date		11/09/2023 (15.00 Hrs)
Date for Pre-Bid Conference		24/08/2023 at 3:30 PM, for clarifications relating to RFP document, if any
Venue of Pre-Bid Conference		Meeting room in the office of Dean(Infra)
Last Date and Time for Uploading of Bids		11/09/2023 (15.00 Hrs)
Date and Time of Opening of Technical Bids		12/09/2023 (15.00 Hrs)
RFP Fee	Rs.1500/-	(To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : Registrar IIT Delhi SBI A/C No. 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code :110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)or as per RFP notice
EMD	Rs. 5,55,680/-	
No. of Covers (1/2/3/4)		02
Bid Validity days (180/120/90/75/60/30)		120 days (From last date of Submission of RFP)
Address for Communication		Office of the Executive Engineer (Civil Division-I), Room No- AD117, Main Building, IIT Delhi, Hauz Khas, New Delhi-110016
Contact No.		011-26596851
Fax No.		Nil
Email Address		a26840@admin.iitd.ac.in

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this RFP/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>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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.
- 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.
- 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.

SEARCHING FOR TENDER DOCUMENTS

- 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) 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.
- 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.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the RFP/tender document before submitting their bids.
- 2) Please go through the tender/RFP advertisement and the tender/RFP 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) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender/RFP 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.

- 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.

SUBMISSION OF BIDS

- 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / RFP fees is sought, bidders need to pay the RFP fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.8).
- 4) A standard BoQ format has been provided with the bid 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.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 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.
- 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.
- 7) The uploaded RFP documents become readable only after the RFP opening by the authorized bid openers.
- 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.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority or the relevant contact person indicated in the RFP.
- 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 1800 233 7315.

General Instructions to the Bidders

- 1) The RFP will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token 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".
- 3) Bidder are advised to follow the instructions provided in the 'Instructions to the Bidders for the e- submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

ONLINE BID SUBMISSION DETAILS

The Online bids (complete in all respect) must be uploaded online in **two parts** as explained below: -

Part – 1 (Technical Bid)			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Scan Copy Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.	.PDF
2.		Self-attested certificate of work experience and area details of projects executed.	.PDF
3.		Certificate of Registration of GST and acknowledgment of filled return of GST.	.PDF
4.		Copy of PAN	.PDF
5.		Undertaking as per on firm`s letter head. “ The physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi ”	.PDF
6.		Scan Copy of RFP Fee.	PDF
7.		Annexures and Forms (duly filled & signed by the bidders)	PDF
8.		Any other documents specified in RFP	PDF
Part – 2 (Financial Bid)			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in BOQ format.	.Xls

All above documents shall be as per RFP Notice.

SECTION – II

TERMS AND CONDITIONS

1. Aim of the Institute

IIT Delhi aims to

- i Impart quality education at undergraduate, postgraduate, doctoral, and postdoctoral levels in engineering, basic sciences and other disciplines.
- ii Fulfil the academic mission in a manner that is socially, economically, and environmentally sustainable.
- iii Provide solutions to the problems of depletion of the finite and largely non-renewable energy resources of Earth by deploying the role of renewable energy in sustainable infrastructure development.
- iv Harness the potential of technological advances and state-of-the-art technology alongside traditional wisdom in developmental and design practices to meet environmental and other challenges.
- v Promote a culture of entrepreneurship to foster technologies and solutions to local, national, and international problems.
- vi Promote a collaborative research environment with stakeholders such as industry, research labs, both national and international.

To realize these aims, and to provide a compelling model for future communities, the Institute wishes to develop its campus as a “Smart Eco-Campus”.

2. Aim and Objectives of TPQA

The main aim of the TPQA firm will be to act as an onsite representative of IIT Delhi during construction in achieving the highest quality standard of materials, workmanship and finish.

The Objectives are:

- a) To monitor that construction is carried out as per the processes, sequencing, and quality control measures mentioned in the agreement between CPWD/RITES/NBCC and the construction agency, and method statements submitted by the contractor to CPWD/RITES/NBCC.
- b) To inspect the site, generate reports and highlight areas of concern on quality of materials, workmanship and finishing at all stages of construction.
- c) To check that construction is carried out as per drawings and specifications as per contract between CPWD/RITES/NBCC and Construction agency.
- d) To monitor dimensional and geometrical integrity, material and system integrity, performance and constructional integrity and visual and textural integrity.
- e) To help achieve the best quality and execution of work within the prescribed time schedule.

3. Site

Primarily, development and construction work of Academic building and Residential building, will take place in IIT Delhi Campus, Hauz Khas, New Delhi. CPWD/RITES/NBCC has been engaged as PMC/ PMA for the construction work of IIT Delhi. The construction work will be executed by a construction agency to be engaged by CPWD/RITES/NBCC. Total built-up area will be constructed approximately 75,000 m² for Academic Buildings, Hostel buildings, Residential buildings, External Engineering Services and internal and external MEP works. The execution of work is estimated to be stretched over a period of 33 months. The institute shall reserve its rights to change the built-up area of proposed construction based on various concerns.

4. Information and Guidelines for Bidders

4.1 General:

4.1.1. 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/query is not applicable in case of the bidder, it should be stated as 'Not applicable'. The bidders 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 bid being summarily disqualified. Bid made by telegram or telex and those received late will not be entertained.

4.1.2. The bid should be type-written/computer printed. The bidder (s) should sign each page of the application.

4.1.3. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating, and rewriting. Pages of the Eligibility criteria documents 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.

4.1.4. References, information, and certificate from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

4.1.5. The bidder may provide any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He 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.

4.2 Definitions: In this document the following words and expression have their meaning here by assigned to them.

4.2.1 **EMPLOYER/ Engineer-in-Charge** means IIT Delhi represented by its authorized Representative.

4.2.2 **Bidder/Agency/Applicant** means organizations of Central Govt./State Govt./ Central Public Sector Undertaking / State Public Sector Undertaking / Central Autonomous bodies/ State Autonomous bodies or corporation who is participating in this bid.

4.2.3. **CPWD/RITES/NBCC** : Govt. Works Department/PSU acting through Executive Engineer / Senior Manager (under SE cum PD) of CPWD/RITES/NBCC Delhi

4.2.4. **Construction Agency:** The Construction Agency engaged by CPWD/RITES/NBCC.

4.2.5. **"YEAR"** means "Financial year" unless stated otherwise.

4.3 Method of Application:

4.3.1. If the bidder is an individual, the application shall be signed by him above his/her full type of written name and current address.

4.3.2. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full type of written name and the full name of his firm with its current address.

4.3.3. If the bidder is a firm in consortium, the application shall be signed by the head of consortium firm above their full type of written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both the cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

4.3.4. If the bidder is a limited company or a corporation, the bid shall be signed by a duly authorized person holding power of attorney for signing the application and certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of Memorandum of Articles of Association duly attested by a Public Notary.

The tender which is not duly signed as mentioned above or by an authorized signatory shall be treated as non-responsive and shall be summarily rejected.

If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred

from tendering/taking up of works in IIT Delhi. The department reserves the right to verify the particulars furnished by the applicant independently.

4.4 Final Decision-Making Authority:

The IIT Delhi reserves the right to accept or reject any bid and to annul the process and reject all bids at any time without assigning any reason or incurring any liability to the bidders.

4.5 Particulars Provisional:

The particulars of the work given in provisional. They are liable to change and must be considered only as advance information to assist the bidder(s).

4.6 Site Visit:

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

5. Eligibility Criteria:

The bidder who fulfils the following requirements shall be eligible to apply. Joint ventures are not accepted.

5.1. Should have successfully rendered services in the role of Project Management consultant/Project Management Agency/Third Party Quality Assurance Agency or equivalent for the works/Project of magnitude as follows during the last 7 years ending previous day of last date of submission of RFP.

5.1.1 One similar completed work costing not less than Rs. 211 lakhs.

Or

Two similar completed works costing not less than Rs. 158 lakhs

Or

Three similar completed works costing not less than Rs. 105 lakhs

5.1.2 Bidder should provide documentary evidence for their services in the construction of academic and residential building of area at least 50,000 sqm in single work or 40,000 sqm in each of two works, or 30,000 sqm in each of three works.

5.1.3 "Similar work" in these criteria means "Agency must have executed Projects in the role of Project Management Consultant/Project Management Agency/Third Party Quality Assurance Agency or equivalent for Construction of Academic building and Residential building including Institutional campus development Works"

5.1.4 "Satisfactorily Completed Consultancy work" shall mean completion of construction of project for which consultancy assignment has been executed.

5.1.5 The executed works should be in the sole name of firm/bidder and the works executed in joint ventures shall not be accepted.

5.1.6 The value of executed works shall be brought to current costing level by enhancing the actual value of work done at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission for bids.

5.1.7 The bidder's performance for each work completed in the last seven years ending previous day of last date of submission of bid, should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

5.2 Should have had **average Annual Financial Turn Over of Rs 132 lakhs** on consultancy works during the immediate last three consecutive financial years ending 31st March 2023, duly certified by Chartered Accountants. The year in which no turnover is shown would also be considered for working out the average.

5.3 Should have a minimum solvency of **Rs. 106 lakhs** certified by his Bankers.

5.4 Blacklist undertaking

The agency must not be blacklisted /debarred by any Government department / Organization / Institution during the last three years on grounds of dissatisfaction.

5.5 Financial Information:

Bidder should furnish the following financial information:

5.5.1 Annual financial statement for the last Five years in Form 'A' and

5.5.2 Solvency certificate in Form 'B'

5.6 Experiences of Similar Works:

5.6.1 Bidder should furnish the following:

5.6.2 List of eligible similar nature successfully completed during last seven years in Form 'C' and ongoing works (Form C-1)

5.6.3 Particulars of completed works and performance of the bidder duly authenticated/certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent, should be furnished separately for each work completed in FORM-D

5.7 Organization Information:

5.7.1 Bidder is required to submit the information in respect of his/her/their organization in Form- 'E'. Brief CV and length of experience of key personnel are required to be submitted for evaluation in Form- 'E1'.

5.7.2 The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how they would be involved in this work within 15 days of award of work.

5.8 Price Bid:

5.8.1 The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy same BOQ in . xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.

5.8.2 If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

5.8.3 TPQA Consultancy fee should be quoted in % (Percentage) of Tendered Project Cost which is Rs. 2,63,87,71,876/-.

5.8.4 The percentage fee quoted by the bidder is inclusive of all other taxes and charges etc. excluding GST. GST shall be reimbursed extra on submission of proof of payment.

5.8.5 This agreement may be extended by IIT Delhi maximum until the completion of works. In case the works are not completed by the executing agency within the stipulated 33 months. for the duration of this extension extra payment shall be made after lapse of initial completion period i.e. 33 Months from actual date of start as per minimum of following:-

a). Monthly proportionate payment calculated based on contract amount (i.e. contract amount divided by stipulated completion period 33 Months).

Or

b). Reimbursement of actual payment of manpower deployed during extended completion period.

(Note:- Further Institute reserved the right to reduce number of manpower during extended completion period and payment shall be reimbursed for reduced manpower.) or lesser of above 5.8.5(a) or 5.8.5(b).

5.8.6 The services of a Third-Party Quality Assurance agency shall be required up to the actual completion execution of work and finalization of the final bill and quoted fee shall be payable on the payments of first three months as per the proportionate payment made by CPWD/RITES/NBCC to the Construction agency based on least of Estimate cost put to tender/ tendered Amount/Gross value of work done for payment excluding GST, escalation due to change in labours rate /material, etc. shall not be part of work done.

5.8.7 The price bid should include the cost of all the works as detailed in the Terms of reference and other additional activities as felt necessary by the TPQA for completing the job.

5.8.8 The price bid shall also include the cost of all visits to be made by TPQA to the site of work. The cost of office expenses, stationery, travelling, attending meetings and related expenses shall also be deemed to be included in the price bid. The quoted fee will be for providing TPQA service of all works, relating to project of quality through inspection services till actual date of completion of whole project.

5.8 Letter of Transmittal: The Bidder should submit the letter of transmittal (Annexure-2) attached with the document.

5.9 Opening of Price Bid:

The financial bids of all eligible bidders shall be opened at the notified time, date and place as per RFP.

5.10 Award criteria:

5.10.1 The work will be awarded to the bidder at his quoted price/fees as per eligibility criteria mentioned.

5.10.2 The employer reserves the right, without being liable for any damages or obligation to inform the bidder to:

5.10.3 Amend the scope of work and value of contract.

5.10.4 Reject any or all the applications without assigning any reason.

5.10.5 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

5.12 Signing of Agreement:

The Agency selected, will be required to sign the Contract agreement on stamp paper within 15 days of the issue of such letter. The RFP documents along with price bid shall be deemed to form parts of the Contract.

6. Earnest Money Deposit:

6.1 The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and towards cost of EMD in favor of Registrar IIT Delhi to be deposited with <http://eprocure.gov.in/eprocure/app> / NEFT facility.

6.2 The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest bidder within a

week after opening of financial bid failing which the bid shall be rejected.

6.3 The following undertaking in this regard shall be up-loaded by the intending bidders: “the physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi”.

6.4 Copy of certificate of work experience and other documents as specified in the RFP shall be scanned and up-loaded to the e-Tendering website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents as specified in RFP shall have to be submitted by the lowest bidder only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of e-tendering authority and it shall be sole responsibility of lowest bidder.

6.5 EMD shall be released after the award of work and performance guarantee submitted by the lowest bidder @ 5% of the contract amount in the form of Bank Guarantee or F.D.R from a Nationalized/Schedule Bank.

7. Performance Bank Guarantee:

7.1 Before signing the Agreement, the Agency should submit a “**Performance Bank Guarantee**” (on standard format provided by IIT Delhi) from a Scheduled Bank amounting to **5%** of the contract Amount.

7.2 Performance bank guarantee shall be released after getting project works completion certificate from PMC/ Executing agencies i.e CPWD/ RITES/NBCC.

8. Validity of Agreement:

The validity period of the agreement shall be in line with the progress of the projects i.e. 33 Months and shall be terminated with after completion of projects.

8.1 Extension of Time

Any period during which a party shall, pursuant to this contract complete any action or task shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure or for reasons not attributable to such Party.

Also, extension of time will be given to TPQA, if the execution of the work continues beyond the stipulated date(s) of completion.

9. Termination of Agreement

The Agreement may be terminated at any time by either party by giving a written notice of one month. In the event of the termination of the agreement by IIT Delhi, the Agency shall **not** be entitled to **any compensation** or **damages** by reason of such termination but **only to the fees for the milestones of services actually achieved** (Based on actual submissions) up to the date of notice. In case of termination by IIT Delhi for non-performance by the Agency or the Agency terminating on his own, the Performance Guarantee will be encashed and forfeited.

The agency will be evaluated by an internal committee of IIT Delhi Part or full work may be withdrawn if performance of TPQA agency found unsatisfactory by giving one-month notice and shall be awarded to other empaneled TPQA agency.

10. Transfer of Interest:

So long as the Agreement subsists, the Agency shall not assign, sublet, or transfer their interest in this Agreement, without the written consent of the Institute.

11. Ownership of Material:

The ownership of all submitted materials of all bidders at whichever stage shall lie with the Institute.

12. Dispute Resolution:

The Institute will designate an **Engineer-in-charge** for the campus construction. In case a dispute arises between the Agency and Engineer In-charge, it will be referred for resolution to **DRC nominated by Director**. If the **dispute persists**, Director will refer the matter to a Sole Arbitrator and proceedings will be as per Arbitration and Conciliation Act 1996 (with latest amendments). For any appeal to legal authorities, the jurisdiction will be that of the Court at Delhi.

13. Schedule of Payment

Payment for TPQA will be made commensurate to the payments made to the executing agency by CPWD/RITES/NBCC. The selected agency shall not be eligible to receive any payment for the first three months from the date of award of contract. At the end of three months from the date of award of contract, agency shall be eligible to receive the payments of first three months as per the proportionate payment made by CPWD/RITES/NBCC to the Construction agency based on least of tendered Amount/Gross value of work done for payment excluding GST.

Value of work for calculation of fee payable to TPQA shall exclude the following.

- (i) Escalation due to change in labours rate /material, etc. shall not be part of work done.
- (ii) Statutory charges to obtain various approvals.
- (iii) Contributions of ESI/EPF payable to workers.
- (iv) Contingencies, etc.

Security deposit @ 2.5% shall be retained from each running bill and will be released after one year from completion of work recorded by executing agency/ PMC and shall be released after verification of As- built drawing or other documents related to projects.

The payment shall be made to the TPQA agency based on fulfillment of obligations as per the contract. The rates are inclusive of all charges but exclusive of GST and GST shall be reimbursed extra only after submission of actual proof of payment. However, income tax shall be deducted at source on the amount paid at the prevailing rates. IIT Delhi shall issue a certificate of tax deducted at source (TDS) in due course of time if required by agency.

Security deposit shall be released after fulfilling the following conditions.

- a. After one year from the actual date of completion of project.
- b. Checking as build drawings/ warranty certificates.
- c. Submission of all relevant documents related to TPQA.

14. Penalty/ Compensation for deficiency in services

In the event of total default/failure by the consultant in providing the services, IIT Delhi reserves the right to get the services executed by any other consultant at the risk and cost of the consultant. The following activities shall attract compensation which shall be deducted from the scheduled bill for consultancy services:

S.N.	Activities	Compensation
1	Report Submission	If there is any delay in submission of reports, IIT Delhi may impose a penalty by deducting upto 0.1% of Contract Value per report per week of delay. (Maximum 0.25% of the Contract Value per report)

2	Absent from duties	For any reason whatsoever, if any team member remains absent from duty for a cumulative period of more than 15 working days in a year on more than 5 working days at one time (exclusive of Govt. holidays) , the consultant shall deploy personnel of equal or higher qualification and experience under the intimation to IIT Delhi In event of the failure of the Agency to do so, a pro rata deduction of twice the amount of salary per working day as specified in RFP for the member remaining absent.
3	Conduct quality control measures and QA	The IIT Delhi may conduct independent quality monitoring and checking of works carried out by construction agency and quality assured by TPQA agency. If such checks disclose that works do not meet the specified requirement, IIT Delhi will not pay TPQA Agency for the affected portion. In addition to that IIT Delhi will impose a penalty up to 100% of Contract Value and without entitlement to payment of further fees in this scope of work.
4	Performance of the team members	If the service of a team member provided by the TPQA agency is not acceptable to the IIT Delhi, then the agency shall replace the team member within 30 days of given such notice. If consultant fails to promptly deploy/ replace a team member as instructed by the IIT Delhi, IIT Delhi may make temporary arrangement. The temporary deployment/replacement of person shall be paid by IIT Delhi with commensurate reduction of 1.5 times the salary specified in RFP till Agency provides an acceptable replacement/ team member.
5	Checking of As built drawings	If not done than 2% of contract value shall be deducted from fee payable to agency.

SECTION – III

SCOPE OF SERVICES

1. General Services

(a) A brief of the construction work to be awarded by RITES to construction agency is provided as:

S. No.	Name of Projects under Phase – I (2023-25)	Floor	Tentative Plinth Area (in Sqm)
A	New Construction		
1	Academic Block 103	2B+G+6	41300
2	Type 'C' Residential Quarter Blocks (02 Blocks)	S+6	02 Blocks of 2450 Sqm each total = 4900
3	Faculty Houses (05 Blocks)	S+6	05 Blocks of 5210 Sqm each total = 26050
4	01 Substation Building for Academic Block 103	G	420.00
Total Tentative Plinth Area (in Sqm)			72670

- (b) The scope of present RFP is to monitor that above construction is carried out as per the processes, sequencing, and quality control measures mentioned in the agreement between CPWD/RITES/NBCC and the construction agency, and Quality Assurance Plan submitted by Construction agency which includes Method of Statements, Checklists for execution of various items etc. TPQA agency will review the Quality Assurance plan and offer suggestions/ comments, if any, for corrective measures.
- (c) During construction, undertake inspection of site on regular basis and submit periodic (Monthly) Quality Assurance reports as per **Annexure-3**. These reports should highlight any non-conformity, deviation and shortfalls in the processes, sequencing, method of statements and decisions taken during meetings with respect to quality of material, workmanship, and progress of work.
- (d) Intimating IIT Delhi and CPWD/RITES/NBCC if any instances of deviations from accepted quality of construction materials, workmanship, and general quality of works at appropriate stages of construction. Matters of serious concern which may have perpetuating effect shall be intimated on the same date of observation as per format at **Annexure-4**.
- (e) The TPQA agency shall be responsible to inform about the progress of the work to IIT Delhi at every stage of construction. The selected TPQA agency shall attend monthly meetings with IIT Delhi, CPWD/RITES/NBCC, contractors and highlight concerns raised in the inspection reports or frequency decided by the Institute.
- (f) Apart from the specific activities as described above the Agency shall also advise the IIT Delhi on the implementation and compliance of the of accepted environment friendly sound practices on control of dust, noise, water, air and soil pollution due to construction activities, and general safety and security at the construction sites etc.
- (g) TPQA will check the Quality of material, quality of workmanship and finishing at all stages of construction. This includes but not limited to the inspection of the following:
- i **Dimensional and geometrical integrity:** Works that are dimensionally inaccurate or out of line and level.
 - ii **Material and system integrity:** Inspecting performance standards as applicable for materials, components (such as window-systems/door systems, tiling, fixing protocol for fittings etc.)
 - iii **Performance and constructional integrity at junctions where two different materials meet:** Junctions between two elements (for example, expansion joints, joints where false ceiling meets civil edge or frame meets wall etc.

- iv **Visual and textural integrity of each material and surface:** Any foreign materials deposit, defacement of surfaces, blemishes on any surface/component/material (Cement on tile/paint on window frame/ scratches on window/blemish on stone etc.).
- v **Materials and its specification:** Any material being used at the sites shall be as per specification of the contract as well as functionally useful for the purpose.
- (h) Materials for which field-testing equipment is established at site, for those material 90% of the total test shall be done at the laboratory established at site by the construction agency and remaining 10% in outside laboratories. All samples of materials including cement concrete cubes shall be taken jointly by contractor in presence of CPWD/RITES/NBCC of which samples frequency as per CPWD TPQA manual shall be taken and tested in presence of TPQA at field laboratory and related entries in test registers to be checked also, in case of doubtful results from field equipment's, TPQA agency may recommend for independent Lab testing of any specific lot of materials to IIT Delhi /CPWD/RITES/NBCC. The Manufacturer's Testing Certificates for all the items shall also be reviewed by TPQA.
- (i) Sampling for the outside lab testing shall be sealed jointly by the Representative of Contractor, CPWD/RITES/NBCC and TPQA and forwarding letter shall be given to the contractor by CPWD/RITES/NBCC who will carry the sample and submit it to the laboratory. TPQA will review test reports coming from outside approved laboratory and offers comments, if any.
- (j) TPQA to ensure that execution of work with sound engineering practice and laid down procedures as per CPWD/RITES/NBCC Specifications with up-to-date correction slips. TPQA will also randomly check the workmanship & methods adopted for completing the activities of work by construction agency and any shortcoming will be informed by the TPQA for rectification. For Assurance of workmanship, individual items as per Quality Assurance plan are to be witnessed and checked by the TPQA also.
- (k) In case of any practical difficulty in achieving desired specifications then remedial action will be suggested by the TPQA. While rejecting any work because of sub-standard quality of material or workmanship and finishing, remedial action will also be suggested by TPQA which is not limited to dismantling and redoing the work but also includes structural strengthening or other methods.
- (l) In addition to the above specific quality testing required by IIT Delhi for any of the work or material shall be carried out the next working day of requisition and report shall be furnished as soon as possible preferably the next working day of completion of the requisitioned test.
- (m) Post construction completion: Undertake final inspection and declare the construction of the building / services fit for use with the intended level of workmanship and finishes.
- (n) Agency will submit a Time-lapse video/photography of the construction activity for the whole duration (time from start of construction to the completion of construction) of the construction for each of the buildings and services of IIT Delhi Permanent Campus. Agency should make sure that the frame interval should be of 24 hours or less.
- (o) TPQA team will comprise of the following:

S. No.	Designation	Min. Qualification	Min. Experience	No.	Minimum Inspection Schedule and Min Salary

1	Team Leader	B.E. / B. Tech., Civil / Electrical	10 years of Experience	1	To visit the site once a month salary : N.A. to be charge as per Rs 75000 Per Month
2	Sr. Engineer (Civil)	B.E. / B. Tech., Civil	5 years of experience	1	To be posted at site Rs 60000 Per Month
3	Sr. Engineer (Electrical)	B.E. / B. Tech., Electrical	5 years of experience	1	To be posted at site. Rs 60000 Per Month
4	Engineer (Civil) – To be posted at site.	Diploma (Civil)/BE (Civil)	5*/2* years of experience	2	To be posted at site. Rs 40000 Per Month
5	Engineer (Electrical/Mechanical) – To be posted at site.	Diploma (Electrical/Mechanical) / BE (Electrical/Mechanical)	5*/2* years of experience	1	To be posted at site. Rs 40000 Per Month

Note: -

(i) Attendance register for TPQA team to be deployed at site to be maintained in the office of Engineer in charge.

(ii) * For S. No. 4 & 5

2 years' experience in case Degree.

5 years' experience in case diploma.

(p) The TPQA shall be responsible for accuracy of service provided by them. For the work the advice and/or opinion, if any, provided shall be with documentary proof of standards/laws/codes etc. However, the role of TPQA is advisory in nature and final decision for execution of work will be of the Engineer-in-charge, CPWD/RITES/NBCC.

(q) TPQA shall submit non-compliance report to IIT Delhi on regular basis and advance copy of same may also given directly to executing agency.

2. Submittals:

The selected TPQA agency shall submit a monthly report as per **Annexure 3** after the award of work. The report shall contain information about the inspections done by TPQA in relation to the construction work. However, if TPQA find any anomaly/ discrepancy which need immediate attention, it should be reported to IIT Delhi on the same day as per **Annexure 4**. In addition to this, TPQA agency will deliver presentation in

every 30 days to summarize the activities and inspection done. TPQA agency shall also be responsible to provide the solution/suggestion of the anomaly/discrepancies observed during the inspection. In order to make sure the timely schedule of the construction, TPQA agency shall provide the solution/suggestions for the discrepancies within three days of the observation.

- (a) All reports, presentations, and other documents to be submitted in fulfillment of the scope of services, shall be as follows:
 - (i) Three sets of printed copies, soft copies in the formats and scales as directed from time to time by the Institute or its authorized representative.
- (b) All documents, reports and any other documents submitted in fulfillment of the scope of services shall be prepared strictly as per provisions and guidelines issued by the IIT Delhi, and also in accordance with the best practices and codes as applicable to such development.
- (c) The Team Leader shall inspect the site monthly and submit its report as per Format in **Annexure-3**. If required, he may need to visit more frequently in certain cases. Any kind of inspection should be done in a timely manner in order to avoid the delay in execution.

3. Power Point Presentation:

The presentation shall include all the salient features as listed below:

- i). Understanding of project and Overall plan for the proposed consultancy services as indicated in the scope of work.
- ii). Methodology proposed to be adopted for the Quality assurance (QA) and Quality control (QC) for the building construction including services like MEP, Firefighting and HVAC, Lift, Solar heating systems etc.
- iii). Proposed methodology and software application be used to track various project components delivery time and action items of various stakeholders and sending alerts (email), escalation to appropriate authority using customized Software applications.
- iv). Innovative methods for quality control measures.

A signed hardcopy of the presentation should be submitted at the time of the presentation and will be binding.

4. TERMS OF REFERENCE:

Project Description

The subject work(s) consist of construction and commissioning of a fully functional educational campus, Services Building, with civil, interiors, Mechanical, Electrical and Plumbing (MEP) works, firefighting, lifts, dumbwaiters, external façade, and external development works etc. Buildings are mainly of R.C.C. Monolithic construction and framed structure work with brick Masonry walls, water proofing of terraces and other wet areas, external façade, flooring of stone/marble, wood/steel/aluminum works, false ceiling, roofing, finishing, Water Supply & sanitary installation including fixtures, rainwater harvesting, tube wells, sewage treatment plant, ETP, internal electrical works, HVAC works, lifts & dumbwaiters, LV system, street lighting and all such similar allied works as per approved designs/drawings and tenders.

Broadly, the E&M work to be covered in this are:

- Internal & external electrical installations, sub-station, transformers, electrical panels, solar panels etc.
- All high and low side HVAC including equipment.
- Elevator/Escalators/dumbwaiters and other such installations,
- Diesel Generators sets with HSD yard, UPS system,
- Fire detection & suppression system including Fire Alarm as specified.
- The above description of works as mentioned is only indicative and the actual details of items shall be as per agreements of Individual Works being executed.

Purpose

The agency has to ensure that the executing and implementing agencies have taken adequate and proper steps to ensure control of quality and have evolved a proper quality assurance plan considering wind speed, corrosion and liquefaction of soil during earthquake and the work is being executed accordingly. It has to be further ensured by the agency that the work is being carried out as per Contract specification and relevant BIS specifications by deputing skilled and experienced Engineers who are experts in individual fields. The Technical Specifications applicable to the project provide for Quality Assurance and Quality Control and Audit of the work executed by use of a Quality Management System (QMS). The basic concept of this process is that the existing executing Agency performs inspection & testing as per specifications to ensure a quality product and the TPQA performs testing and Inspection as per the Guidelines on Quality System for Building (IRC: SP-47 and IRC: SP: 57) to ensure that the Contractor's Quality Control test results are in order. The system requires that both the existing executing Agency and the TPQA have technical personnel who are competent in testing and inspection of all technical works. The general idea is that the existing executing Agency has to perform the necessary tests and inspection to ensure the likelihood that all works in his scope meet the specifications instead of "after the fact" testing to see if all works meets the specifications. This approach enables the contractor much more control over his operations. He is responsible for his product from the beginning to the end till the final acceptance of all the works. The TPQA monitors and audits his process of testing to make sure that what he is doing is adequate and accurate. Assuring production of a quality work of durability and uniform performance by executing Agency is the most important aspect of the quality supervision assignment of a TPQA.

Terminology

Quality is defined as "The totality of characteristics of an entity that bears on its ability to satisfy the stated and implied need". Quality Control is defined as the procedure adopted and controls exercised to ensure that the materials proposed to be used in production, process adopted for production and workmanships of production conform to the prescribed standards and laid down acceptance criteria. The quality control is exercised by construction agency that ensures that the defined objective is achieved through appropriate tests, checks, and inspections by suitable qualified personnel and by following correct processes, methodologies to produce the right outcome. Furthermore, the objective evidence of all tests, checks and inspections carried out from time to time are documented in prescribed formats for reference and record.

Quality Assurance of a work

Defined as a process which exercises various checks at different stages of a work right from its inception till its acceptance, to put it in service to ensure that the work has been properly designed and constructed as per approved designs, drawings and specifications.

Confirmatory Testing

Defined as the sampling and testing which is carried out independent of quality control sampling and testing to confirm that the executing agency results which have been reported are correct and representative, with statistical parameters of the material being produced/ processed.

Acceptance

Defined as those operations, inspections, sampling and accepting the tests that are conducted to determine whether the product or service will be accepted for use and payment. Acceptance is determined using a statistically based acceptance plan in construction with assurance that the executing agency has fulfilled the quality control obligations. Acceptance is the responsibility of the client.

Documents To Be Referred Is In Order Of Preference

- Tender specifications and relevant IS Codes.

- Quality Assurance and Quality Control procedures, formats to be developed by the construction agency.
- Specifications as per contract between work executing agency CPWD/RITES/NBCC and contractor.
- Up to date Quality Assurance circulars issued by executing agency i.e. CPWD from time to time.
- Any other document as deemed fit by TPQA/ CPWD Quality Assurance Manuals for Building Works-2022.

Brief Methodology of TPQA Services

- a) All TPQA inspections shall be carried out at site as per the agreed Guidelines on Quality System for Building, IS Codes, CPWD Manuals, Relevant IS/ISO standards, contract specifications, CPWD Quality Assurance Manuals for Building Works-2022.
- b) Inspections at work site locations, as provided shall be carried out for inspection and testing of materials at Executing Agency laboratory and testing of materials from external Labs.
- c) For testing of construction materials at field laboratory & outside laboratory, the sampling of materials shall be done jointly by TPQA & executing agency's authorized Representative.
- d) Samples for outside testing shall be sealed by TPQA and the forwarding letter shall be given to the executing agency that will carry the sample and send it to the laboratory as approved by TPQA.
- e) Site inspection of all construction activities of structures shall be done as per Quality Assurance Plan (QAP) as approved by IIT Delhi.
- f) After review of test report and analysis of inspections, observations about materials, work etc., observations will be communicated to IIT Delhi. and executing agency through its authorized representative for necessary action for rectification/ modification (if required).
- g) IIT Delhi will nominate a Coordinating officer for interaction with TPQA and the executing agency.
- h) The Executing Agency will hand over documents, Specifications/ Manufacturer's instructions to TPQA.
- i) Based on the above, the successful bidder shall submit "General Approach and Methodology of TPQA" to IIT Delhi for approval.

SECTION – IV FORMS AND ANNEXURES

FORM 'A' FINANCIAL INFORMATION

Name of the firm / Bidder.....:

1 Financial Analysis-Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last five financial years duly certified and audited by the Chartered Accountants, as submitted by the applicant to the Income Tax Department (Copies to be attached).

(Fig in Lakhs Rs.)SN	Particulars	Financial Years				
		2018-19	2019-20	2020-21	2021-22	2022-23
	Gross Turnover on consultancy works .					

2 Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

SEAL & SIGNATURE OF BIDDER(S)

FORM 'B'**FORM OF SOLVENCY**
BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./Shri.....
..... having marginally noted address, a customer of our bank are / is respectable
and can be treated as good for any engagement up to a limit of
Rs.....(Rupees.....only).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Seal & Signature for the Bank

NOTE:

- (1) Bankers certificate should be on letter head of the Bank, addressed to Registrar, Indian Institute of Technology Delhi.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM 'C'**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF BID**

S N .	Name of work /project and location	Owner or sponsoring organizatio n	Cost of Project in Crores of rupees	Cost of consultancy work in crores of rupees	Date of commence ment as per Consultanc y Work	Stipulated date of completion of consultanc y work	Actual date of completion of consultancy work	Name and address/telepho ne No. of officer to whom reference may be made
1	2	3	4	5	6	7	8	9

Seal & Signature of Bidder(s)

FORM 'C-1'**PROJECTS UNDER EXECUTION**

S. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work / Project in Crores of Rupees	Cost of consultancy work	Date of commencement of consultancy work as per contract	Stipulated date of completion of consultancy work	Percentage of fees received	Name and Address (Postal Address & E-mail) / telephone number/Mobile number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

SIGNATURE OF BIDDER(S)**WITH STAMP & SEAL**

FORM 'D'**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM- 'C'**

1. Name of work/project & location :
2. Project Cost. :
3. Name of Executive Agency for Consultancy work :
4. Total fees for Consultancy work as per agreement. :
5. Date of start of Consultancy work :
6. Stipulated Date of completion of Consultancy work :
7. Actual Date of completion of Consultancy work (For completed work) :
8. Total Consultancy fees paid as on date. :
9. Performance Report considering Technical proficiency, Quality of inspection and General Behavior : Outstanding/Very Good/ Good/Satisfactory/poor
10. Contact details of officials to confirm the executed work details. :

Dated:**Stamp with Signature of Executive Engineer
Or
Equivalent officer**

FORM 'E'
STRUCTURE & ORGANIZATION

1.	Name & Address of the bidder	
2.	Telephone No. / Email id /Mobile No./Fax No.	
3.	Legal status of the bidder (Attach copies of original document defining the legal status).	
a)	An Individual	
b)	A proprietary firm	
c)	A firm in partnership	
d)	A limited company or Corporation	
4.	Particulars of registration with various Government bodies (attach attested photo - copy).	
	ORGANIZATION/PLACE OF REGISTRATION	REGISTRATION No.
	1.	
	2.	
5.	Names and Titles of Directors & Officers with designation to be concerned with this work.	
6.	Designation of individuals authorized to act for the organization.	
7.	Has the bidder or any constituent partner in the case of partnership firm limited company or Corporation ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
8.	Has the bidder, or any? (i) blacklisted/debarred in last 3 years. (ii) convicted by the court of law. If so, give details.	
9.	In which field of Civil Engineering Construction, the bidder has specialization and interest?	
10.	Any other information considered necessary but not included above.	

Signature of bidder(s) with seal & stamp

Form E-1

Format for furnishing CV of Key personnel proposed to be engaged in the Consultancy

S.No	Name of Personnel	Position Held (at Present)	Field Specialization	Educational Qualification			Professional experience in years *	Remarks
				Post Graduate	Graduate	Diploma		

* Attested copy of degree/Diploma certificate of each personal is to be uploaded by the bidder for evaluation.

(Authorized Signatory)

<< Organization Letter Head >>

DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this RFP document are true and complete to the best of my/ our knowledge. I / we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

1	Name & Address of the bidder	
2	Phone	
3	E-mail	
4	Contact person name	
5	Mobile number	
6	GST number	
7	PAN number	
8	UTR no. with date [for payment of RFP fee] if applicable	
9	UTR no. with date [for payment of EMD] or DD No. with date	
	BANK DETAILS	
10	Bank name	
11	Branch address	
12	Branch telephone no.	
13	MICR Code of the bank	
14	IFSC code	
15	Bank Account no.	
16	Type of account	

We further declare that our organization has not been blacklisted / delisted or put to holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years and all the information furnished in this proposal are true.

[Signature of the bidder]

LETTER OF TRANSMITTAL

From:-

To,
Executive Engineer (CD-I)
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Subject : Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects at IIT Delhi Campus in Hauz Khas, New Delhi.

Sir,

Having examined details given in bid document for the above work, I/we hereby submit the relevant information.

- i. I/We hereby certify that all the statements made and information supplied in the enclosed Forms FORM-A, B, C, C1, D, E and E1 accompanying statement are true and correct.
- ii. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
- iii. I/we submit the requisite certified solvency and authorize Registrar Indian Institute of Technology Delhi to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Registrar Indian Institute of Technology Delhi to approach individuals, employers, firms, and corporation to verify our competence, work experience, and general reputation.
- iv. I/we also declare that our firm is not subjected to any disciplinary action by any central government agency/institute or Hon'ble court or debarred from practice during the last 5 years.
- v. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work	Certificate from
--------------	------------------

Certificate

It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us found to be incorrect.

Enclosures:**Date of submission****Seal of bidder & Signature(s) of bidder(s)**

Proforma For Monthly inspections Report by Third party quality assurance

S. No.	Particulars	
1.1	(a) Name of work:	
	(b) Description/scope of work:	
1.2	(a) Sub-Division and name of Assistant Engineer:	
	(b) Division and name of Executive Engineer:	
	(c) Circle and name of Superintending Engineer:	
1.3	Name of Construction Agency	
	(a) Name of site in charge	
	(b) Name of Quality in charge	
1.4	Agreement no:	
1.5	Stipulated Time and date of start:	
1.6	Stipulated time and date of completion:	
1.7	Estimated cost put to tender:	
1.8	Accepted tendered cost:	
1.9	Percentage progress at the time of inspection vis-a-vis expected as per contract and reasons for delay, if any:	
1.10	Name of Third-Party Quality assurance Agency	
1.11	Inspecting Person: (Name & Designation)	
1.12	Officers and contractor present during inspection: (Name & Designation)	
1.13	Date/ Period of inspection and number:	
2.0	Quality Control aids:	
2.1	Is site equipped with:	
	(a) Copy of agreement:	
	(b) CPWD/RITES/NBCC Specifications/along with (up to date) correction slips:	
	(c) List of ISI marked/approved materials to be used:	
	(d) Testing facilities to check conformance to acceptance criteria:	
2.2	Is field laboratory existing and well equipped?	
3.0	Process control aspects:	
3.1	Is soil investigation done? (give brief details)	
3.2	Suitability of water for construction:	

	(a) What is the source of water?	
	(b) Has water been tested and approved by Engineer-in-charge before construction?	
	(c) Has water been tested subsequently (i.e. after every 3 months) and found fit for use in works?	
3.3	Are all mandatory tests carried out at stipulated frequency?	
3.4	Are sample units/items completed and approved by EE before start of mass finishing work?	
3.5	Specific control on RCC work like functioning of batching plant, centering/shuttering, proportioning with boxes: mixing by full bag capacity hopper fed mixer: control of slump: placing/compaction with vibrator:	
3.6	Any other particular comments on adequacy of process control:	
4.0	Site inspection for observations and comments on Quality Control system include but not limited to the following items:	
4.1	<p><u>CIVIL</u> (a) Earth work (b) Concrete work(c) RCC work (d) Brick work (e) AAC Block work (f) Stone work (g) Granite/Marble work (h) Wood work (i) Steel work (j) Flooring (k) Roofing (l) Finishing (m) Internal Services-Civil – Plumbing, Drainage, Sanitary Installations, (n) External Services-Civil- Water supply, Storm water drainage, Sewerage, UG Tanks, sewerline STP, landscaping, Road/pavement etc.</p> <p><u>E&M</u> (a) Internal Electrical Installations, Fire Fighting system including Pumps and Motors, Fire alarm system, HVAC, Solar heating system, Lift, External electrification, Street Lights, Substation equipment's etc.</p>	
4.2	Observation on floor slope (especially in Bath, WC, Kitchen, Terrace, Balcony etc.)	
4.3	Observation on QC for dampness/leakages prevention. If dampness /leakages noticed, then state locations and probable reasons.	
4.4	Samples collected by TPQA	
5.0	Observations on site material QC aspects. (Keeping in view the requirements of contract specifications: BIS marked/CPWD/RITES/NBCC approved products etc.) (Attached separate sheet, if required)	
6.0	Observations on workmanship QC aspects. (attached separate sheet, if required)	

Proforma for intimating matter of immediate concern by Third Party Quality Assurance

S. No.	Particulars	
1.1	(a) Name of work:	
	(b) Description/scope of work:	
1.2	(a) Sub-Division and name of Assistant Engineer:	
	(b) Division and name of Executive Engineer:	
	(c) Circle and name of Superintending Engineer:	
1.3	Construction Agency	
	(a) Name of site in charge	
	(b) Name of Quality in charge	
1.4	Third Party Quality assurance Agency	
1.5	Inspecting Person: (Name & Designation)	
1.6	Officers and contractor present during inspection: (Name & Designation)	
1.7	Date of inspection and number:	
2.0	Concern Related to Quality of Material	
	Details of Location and material, Description of concern	
3.0	Concern Related to workmanship	
	Details of Location and item, Description of workmanship concern	

List of documents in support of eligibility criteria

Sl. No	Technical Parameters	Figure duly filled by the bidders	Page No. of submitted documents.	Status of Submission (Indicated Yes/No).
A	Experience of Completed Similar works.			
A.1	One similar completed work of Consultancy costing not less than Rs. 211 lakhs. Or			
	Two similar completed works of Consultancy costing not less than Rs. 158 lakhs Or			
	Three similar completed works of Consultancy costing not less than Rs. 105 lakhs			
A.2	Area of project works completed.			
	50,000 sqm in single work Or			
	40,000 sqm in each of two work, Or			
	30,000 sqm in each of three works.			
B	Financial Information			
B.1	Average Annual Financial turnover of Rs. 132 Lakh for which Consultancy works in last 3 (three) consecutive financial years. Note 1: Supporting Documents include a Certificate from the Chartered Accountant.			
	2020-2021			
	2021-2022			
	2022-2023			
B.2	Profit & loss account for the last five financial years in Form- 'A' duly certified and audited by the Chartered Accountants,			
	2018-2019			
	2019-2020			
	2020-2021			
	2021-2022			

Sl. No	Technical Parameters	Figure duly filled by the bidders	Page No. of submitted documents.	Status of Submission (Indicated Yes/No).
	2022-2023			
B.3	Minimum solvency of Rs. 106 lakhs certified by his Bankers in Form-'B'			
C.	Documents as specified in RFP.			
C.1	Scan Copy of Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.			
C.2	Undertaking as per on firm`s letter head. “The physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi”			
D.	GST Registration Certificate			
E.	PAN Card			
F.	Black listing undertaking			

SECTION – V FINANCIAL BID

Name Work : Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects at IIT Delhi Campus in Hauz Khas, New Delhi.

SCHEDULE OF LUMP SUM PRICE PROPOSAL

S No.	Description	Consultancy fee to be quoted in percentage		
		Qty.	(In figures) AMOUNT Without GST in Rs. P	(In words)
1.	Percentage fee of providing Third-Party Quality Control Assurance Services for New Construction Projects at IIT Delhi Campus. Fee to be quoted in terms of percentage on estimated cost of TPQA work, which is 1% of Rs. 2,63,87,71,870/- = Rs. 2,63,87,719/-	One set of work%	

Signature of Authorized Representative of the TPQA with the seal