

**NOTICE INVITING**

**REQUEST FOR PROPOSAL**

**for**

**“Appointment of an Architect / Consultant for obtaining Approval from local bodies for / Regularization of Various Buildings Constructed at IIT Delhi without Municipal Sanction”**



**WORKS & ESTATE DEPARTMENT**

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

## **DISCLAIMER**

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

This Request for proposal is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this Request for proposal is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Request of proposal. This Request for proposal includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This Request for proposal may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Request of proposal. The assumptions, assessments, statements and information contained in this Request of proposal, may not be complete, accurate, adequate or correct. Each Applicant 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 Request for proposal and obtain independent advice from appropriate sources.

The issue of this Request for proposal does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant 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 demonstration so re-presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant 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 an Architect / Consultant for obtaining Approval from local bodies for / Regularization of Various Buildings Constructed at IIT Delhi without Municipal Sanction”

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**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**NOTICE INVITING REQUEST FOR PROPOSAL**

IIT Delhi, Hauz Khas, New Delhi – 110016 on behalf of Director of IIT Delhi invite request for proposal to appoint an Architect/Consultant for the work of Approval / Regularization of Various Buildings Constructed without Municipal Sanction and obtaining required statutory approval for them at Hauz Khas, NewDelhi-110016”

1.	RFP No.	<b>IITD/WORK/(SP-4172)/2023</b>
2.	Name of the work	“Appointment of an Architect / Consultant for obtaining Approval from local bodies for / Regularization of Various Buildings Constructed at IIT Delhi without Municipal Sanction”
3.	Time for completion of work	One year from the date of award of work
4.	Earnest Money Deposit	<b>NIL</b>
5.	RFP Fee	<b>Rs. 1,000/-</b> (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBIA/CNo. 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 <b>No relaxation in RFP Fees will be allowed for MSMEs and MSEs.</b>
6.	Date for Pre-Bid meeting	<b>NIL</b>
7.	Date & Time of Uploading Tender	<b>17/03/2023 at 15:00 Hrs.</b>
8.	Date & Time of Start proposal Submission	<b>17/03/2023 at 15:00 Hrs.</b>
9.	Date & Time of Pre- proposal	<b>NIL</b>
10.	Last Date & time of submission of proposal	<b>31/03/2023 at 15:00 Hrs.</b>
11.	Date & Time of opening Technical proposal	<b>03/04/2023 at 15:00 Hrs.</b>
12.	No. of Covers	<b>02</b>
13.	Validity Offer	<b>120 days</b> after the last date fixed for submission of proposal including the extension(s) given, if any
14.	Address for Communication	<b>EE(CD-I),Room No. 10, Engineers Complex, near Main Gate Horticulture Nursery, IIT Campus. .</b>
15.	Contact No. Email Address	<b>011-26591458</b> <a href="mailto:a25228@admin.iitd.ac.in">a25228@admin.iitd.ac.in</a>

## 1. Tentative List of buildings of IIT Delhi.

S.No.	Index No.	Building Name	Nos. of Floors	Ground Floor area in sqm	Total Floor area in sqm	Max. Height (In Metre)	Approx. year of Construction
<b>Package-A</b>							
1	13B	Girls Hostel Extension( No. of Block-3)	G+3	357	1428	15	2002
2	38A	Lecturer's Flats(2 Blocks of 16 houses)- Vaishali	G+3	929	3717	15	1995
3	40	Extension of U.G Boys Hostels(8 Blocks)- 3,4,5 & 6	G+3	1950	7766	15	1996-98
4	116	Cafeteria Building	Ground Floor	465	465	5	1998
5	116A	Addition of 3 floors above cafeteria	G+3		1395	15	1998
6	116B	Cafeteria	G+3	52	357	15	1999
7	79	BERC Block Extension (Block-1A)	G+2	450	1350	13.5	2000
<b>Package-B</b>							
8	80	Block- 6 Extension( on 3rd floor)	G+3	350	1386	15	1999
9	81	BERC Service Block Extension(Block-1A)	G+1	474	949	9	2000
10	56B2	2 Bay Extension of Lab (Block-1)	G+3	133	530	15	1997
11	64A	4 Bay Extension of Lab (Block-5)	G+2	261	781	13.5	1997
12	82	6 Bay Extension of Lab (Block-6)	G+2	402	1207	13.5	1997
13	84B	Extension of Block-5 (3 <sup>rd</sup> floor)	(G+2)+1		1950	15	2001
14	83	Extension of Block-2 (3 <sup>rd</sup> floor)	G+2		3325	9	2001
15	108	House Type-A ( 1 Block) of 16 houses	G+3	198	793	15	1997
16	94	House Type-D ( 1 Block) of 16 houses	G+3	437	1748	15	1996
<b>TOTAL APPROX. AREA</b>					<b>29147 sqm</b>		

For any increase / decrease in area of 'un-authorized' construction, calculated during the process of regularization, the area of building so calculated shall be payable at proportionate rates.

## 2. SCOPE OF SERVICES

- a) Preparation of floor plan (Architectural drawings) of buildings mentioned in this document, Conduct tests at site and submit structural stability certificate on SDMC prescribed pro-forma and calculation sheet if required by SDMC. For this, the vendor may engage the services of MCD approved agencies for structural stability certification.
- b) Suggest mandatory improvement in existing fire fighting services in each building and develop design of Fire scheme required for applying and getting approval from Fire Department.
- c) To prepare and submit necessary design or data required for getting approvals from DUAC, ASI, CFO, AAI & other local bodies.
- d) Submit required number of drawing sets including preparation of as Built drawings & its soft copies to SDMC along with the application and to IIT Delhi after receiving all approvals.
- e) Prepare area calculation sheet, as per SDMC area verification norms, for the mentioned existing buildings.
- f) Updating approved Master plan of IIT Delhi in case of change in area, as calculated, relevant to the buildings under reference (IIT will provide soft copy of latest approved Master plan)
- g) Any other service /document required for obtaining sanction from SDMC.

### Note:

- i. Necessary statutory fee shall be borne by IIT Delhi.
- ii. The sanction or completion drawings of existing buildings are not available with the Institute. However, drawings and area details available with IIT Delhi will be shared with the short listed firm.
- iii. If any structural/Civil repair / retrofitting work is required on any of the buildings in the scope of work, to get the statutory approvals, the Institute shall invite separate tender for such work(s) as per details/Estimate provided by the consultant and work(s) will be executed by the Institute simultaneously with in the stipulated time frame assigned to the consultant architect.
- iv. In the event of such structural repairs / retrofitting requiring more time than in the scope of instant work or given to the consultant architect, the building would be taken out of the scope of work of the consultant and the consultant shall be made payment due upto the stage of work done by him on that building.
- v. Vendors may contact the Institute Engineer, IIT Delhi for any clarification required.

## 3. MINIMUM ELIGIBILITY CRITERIA

- a) Participating registered Firms should have been in existence for not less than 10 years as on 28/02/2023.
- b) The firm should have, in its own name, obtained approvals for at least 3 similar works of total built up area not less than 8,000 sqm. each, or 2 similar works of built up area not less than 10,000 sqm each or 1 similar work of built up area not less than 12,000 sqm. These approvals include obtaining Fire approvals and Local body approvals. The Client certificates/approval copy would be required to be submitted with the application as a proof for the same. Similar approvals taken through sub-consultants will not be considered and applicant shall submit a written undertaking in this regard.
- c) Firm should have an office in Delhi/NCR.
- d) Firm should have at least 10 Nos. full time Architects & Engineers on their roll to take up such work in a time bound manner. Necessary proof shall be provided for same
- e) Firm should have earned an Annual Consultancy Income of not less than Rs.100.00 Lacs per annum in at least 3 financial years in last 10 years.
- f) The submission of project team as mention in at S.No. 'D' (for this work) of Technical parameter is mandatory.**
- g) Minimum eligibility marks for each technical parameter will be 50% and overall 70% marks for technical evaluation to qualify for opening of its financial bid .

**4. LIST OF DOCUMENTS TO BE UP LOADED:**

- a) Scanned copy of payment of RFP fee. **(No relaxation in RFP Fee will be allowed for MSMEs and MSEs as per CPWD manual).**
- b) Memorandum & Articles of Association of the company/Certificate of Registration/ Partnership Deed
- c) Certificate of registration for GSTIN
- d) Copies of Work Orders and Completion Certificates from clients regarding satisfactory work done.
- e) Copy of PAN Card.
- f) Any other document as specified in this RFP

**5. G.S.T**

The quoted rate of participating agencies shall be inclusive of GST.

**6. SECURITY DEPOSIT**

The selected firm shall submit Bank Guarantee of 10% of the quoted fees valid for 6 months after completion of work.

7. **BID EVALUATION CRITERIA:** The successful Consultant will be selected based on Technical and Financial Evaluation method as mentioned below:

a. **Technical Evaluation:**

Sl. No	Technical Parameters	Evaluation Criteria	Supporting Documents
<b>A</b>	<b>Past Experience</b>	<b>Max. 30 Marks(A.1)</b>	
A.1	Bidder should have completed during the last 10 years ending previous day of last date of submission of bid, Architectural Consultancy Services for Institutional Campus/ R & D Centre/ High rise residential cum institutional buildings. <b>(Max Marks = 30)</b>	<ul style="list-style-type: none"> <li>• Every Project having Built up area of <b>8000 Sqm or above- 5marks each.</b></li> <li>• <b>1 mark for every 2000 sqm</b> additional area of the same project</li> <li>• <b>No mark shall be awarded for Project size less than 8000 Sqm.</b></li> </ul>	Work order/ Agreement & Completion Certificate/ Occupancy Certificate for projects for 2011-12 to 2021-22.
Sl. No	Technical Parameters	Evaluation Criteria	Supporting Documents
<b>B</b>	<b>Financial Strength</b>	<b>Max. 15 Marks</b>	
<b>B</b>	Average Annual Financial turnover (based on consultancy services) for which Service Charges has been received by the consultant architect in at least 3 financial years within the last Ten years <b>(Max Marks = 15)</b> <b>Note 1:</b> Supporting Documents include a Certificate from the Chartered Accountant.	<ul style="list-style-type: none"> <li>• <b>Rs. 100 Lacs and above - 05 Marks</b> plus 1 mark for every additional 25.0 Lacs.</li> <li>• <b>No Marks for Average Annual Financial Turnover of less than Rs 100.0 Lacs</b></li> </ul>	Audited balance sheets for the three financial years in last 10 years.



<b>C</b>	<b>Organization Strength</b>	<b>Max. 20 Marks</b>	
	In-house minimum 10 Architects	<p><b><u>Post Graduate Architects- Max. 10 Marks</u></b> (Five marks for every 1 no and maximum 10 marks)</p> <p><b><u>Graduate Architects – Max. 05 Marks</u></b> (One marks for every 1 no and maximum 05 marks)</p> <p><b><u>Graduate/AMIE Engineers – 03 Marks</u></b> (One marks for every 1 no and maximum 03 marks)</p> <p><b><u>Additional Architects or Engineers/ Diploma Draftmen/ – 02 Marks</u></b> (One mark for Graduate Arch/Engg or Half mark for every 1 no. and maximum 03 marks)</p> <p><b>Firm must be established and inexistence for atleast 10 years to be eligible</b></p>	Certificate by office and TDS Form 16/16A. Only highest qualification will be considered and Employees must have completed at least 06 months' service in the organisation shall be counted for this purpose.
<b>D</b>	<b>Project Team</b>	<b>Max. 05 Marks</b>	
	Bidder should propose and undertake to deploy well qualified and experienced Project team.	Project Team of the key professional for this project. Bidder shall submit CVs of all the key personnel proposed. <b>Marking –Max. 05 Marks (01 mark per Engineer / Architect)</b>	CVs of key personnel to be deployed be attached
<b>E</b>	<b>Technical Approach</b>	<b>Max. 30 Marks</b>	
<b>F</b>	<b>Presentation (Max Marks 30):</b> Presentation of similar past proposal.	<p><b>The Bidder shall make a 30 minutes PowerPoint presentation, on the date and time to be informed by the Institute, covering the following aspects:</b></p> <ul style="list-style-type: none"> <li>• Past projects with approvals taken for past projects and scale of same.</li> </ul> <p>Organisational strength and any other aspects the Firm may show.</p>	As evaluated by TEC of IITD

**b. FINANCIAL BID:**

<b>Sl. No</b>	<b>Description of Item</b>	<b>Fees payable</b>
<b>1.</b>	Obtaining Approval from local bodies for / Regularization of Various Buildings Constructed at IIT Delhi without Municipal Sanction as listed in this RFP document. <b>(Lumpsum fees in Rs)</b>	

**Note :**

1. Design component required for modified Architecture, Structure, Fire, MEP services as per written observations of Local body shall be paid 2.50% of the work separately from above.
2. **The submission of project team as mention in at S.No. 'D' (for this work) of Technical parameter is mandatory.**

### **3. BID EVALUATION PROCEDURE:**

#### **a. Technical Bid**

The duly constituted Tender Evaluation Committee shall evaluate the Technical Proposal on the basis of their responses to the Terms of Reference.

- 1. Bidder should secure mandatorily a minimum of 70 out of 100 marks** in Technical Evaluation to qualify for opening of its financial bid.
- 2.** The submission of project team as mention in at S.No. 'D' (for this work) of Technical parameter is mandatory.
- 3.** Minimum eligibility marks for each technical parameter will be 50% and overall 70% marks for technical evaluation to qualify for opening of its financial bid .

#### **b. Financial bids**

Financial bids of all those bidders will be opened who have qualified in Technical Evaluation. Department shall intimate the bidders, the scheduled date and time for opening of the financial Bids. The Successful Bidder shall be the one with least quoted Service Charge amount in Financial bid sheet.

- i. If there is a discrepancy between words and figures, the amount in words shall prevail.
- ii. In case of a tie after Financial Evaluation, the bidder with higher technical score shall be declared as the successful.

### **4. MODE OF SUBMISSION:**

The tenderer must submit the Technical & Financial proposal documents online system.

### **5. EVALUATION OF FINANCIAL PROPOSAL**

- a.** Financial proposal shall be opened in the presence of the Consultant / representatives of the participating firms.
- b.** Institute reserves the right to accept or reject all / any of the proposals without assigning any reasons.

### **6. COMPENSATION FOR DELAY**

The time allowed for carrying out the work shall be strictly observed by the consultant and shall be deemed to be the essence of the contract on the part of the consultant and in the event of failure of the Consultant to complete the work within time schedule, as specified in the document or within the validity of extended time period, the consultant shall be liable for a compensation at the rate of 0.5% of the quoted fee per month of delay to be computed on per day basis subject to maximum of five percent of the quoted fee which shall be levied on the fees paid to the consultant incase total time is exceeded.

The decision of Institute Engineer as to the period of delay on the part of the consultant and the quantum of compensation for such delay shall be final and binding on the consultant.

**12. PREPARATION OF DRAWINGS FOR SUBMISSION AND PAYMENT SCHEDULE & TIME FRAME**

S. No.	Activities	Cumulative period from date of Award	% of Total fee payable
	<b>Stage -1</b>		30%
1	Preparation & submission of site measurement of all 14 blocks where existing construction has taken place		
	Package A (Building from S. no. 1 to 7)	45 days	
	Package B (Building from S. no. 8 to 16)	45 days	
2	Submission & preparation of drawings : Prepare of all 14 blocks, drawings of plan, elevation & section and area are required by SDMC		
	Package A (Building from S. no. 1 to 7)	90 days	
	Package A (Building from S. no. 8 to 16)	90 days	
3	Preparation & submission of Structural Certificate: Visit by structural engineer examination and issue structural stability certificate for all such 14 buildings. Structural drawings of existing 14 building are required & may not be available fully to find way out for compliance		
	Package A (building from S. no. 1 to 7)	180 days	
	Package B (building from S. no. 8 to 16)	180 days	
4	Preparation and filing application with SDMC portal (inclusive of DUAC & Fire)		
	DUAC drawings as per requirement of package A	240 days	
	DUAC drawings as per requirement of package B	240 days	
	<b>Stage -2</b>		70%
1	Obtaining approval from SDMC.		
	Package A (Building from S. no. 1 to 7)	365 days	
	Package B (Building from S. no. 8 to 16)	365 days	