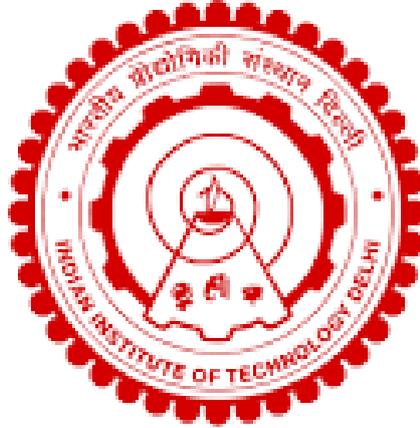


REQUEST FOR PROPOSALS



**Indian Institute of Technology Delhi invites RFP for
Empanelment of Architectural Consultants**

for

**Providing Comprehensive Architectural & Engineering
Consultancy Services at IIT Delhi**

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

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SECTION – I
INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS: NEW DELHI – 110016
IITD/WORKS (SP- 4943)/2025

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 011-26596851), on behalf of Board of Governors invites online Request for Proposal from eligible and experienced Consultants cum Architects at IIT Delhi for the following works.

SL. No.	RFP No.	Name of Work	Earnest Money (in Rs.)	RFP Fees (in Rs.)	Tenure of Empanelment
1	IITD/EE(CD-I)/2025-26	Empanelment of Architectural consultants for providing Comprehensive Architectural & Engineering Consultancy Services	Rs. 5,00,000/- (To be returned after deposition of P.G)	Nil	60 months

Last date and time of submission of financial

& Technical bid :19/03/2025 up to 3:00 pm (on line)

Date and time of opening of Technical bid : 20/03/2025 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 Invitation of RFP

1.1 Introduction

Indian Institute of Technology Delhi (IITD) set up by an Act of Parliament, was established in 1961, at Hauz Khas, New Delhi. The current main campus has an area of approximately 312 acres and extension campuses at Sonipat, Jhajjar and R K Puram. The Institute is recognized as one of the centers of academic excellence for India's training, research and development in science, engineering and technology. It is planned to make improvements to keep the Institute at par with the best institutions in the world.

The infrastructure includes the construction of new buildings in the academic area, hostels for students, Residential accommodation of various types, buildings for general facilities, roads, gardens, and playgrounds, along with related utilities such as water supply, and electricity supply for the whole campus. For developing its campus, IIT Delhi has been provided with land parcels as follows.

- IIT Delhi Main Campus at Hauz Khas New Delhi with an approximate area of 312 acres.
- I-Tec Technopark Extension Campus at Sonapat Haryana with approximate area of 50 acres (land parcels of 10 acres, 20 acres and 20 acres)
- Setting up of extension campus at village Badsha Disstt. Jhajjar in the State of Haryana with an approximate area of 50 acres.
- Setting up of extension campus at R.K. Puram, Sector-3, New Delhi with approximate area of 2.34 acres.

The Institute is desirous of creating a state-of-the-art smart campus, promoting a learning environment, which is functionally suitable, safe, convenient and pleasant to live and work in. The proposal is to create a student-centric learning environment where individuals will be encouraged and supported to achieve their educational, professional and personal goals as well as develop a spirit of intellectual curiosity, technology innovation and commitment to life-long learning.

The Institute is seeking proposals from qualified architectural and engineering consultancy firms for the appointment to provide comprehensive integrated services. This will include planning, design, and execution for a range of projects within the institute.

1.2 Purpose of the Request

The purpose of this request is to empanel renowned Architectural consultants to provide comprehensive design and consultancy services for the construction and development of infrastructure including redevelopment projects, at IIT Delhi. This initiative aims to align with IIT Delhi's vision of evolving into a pioneering Eco-smart and state-of-the-art campus. The selected firms will be instrumental in integrating cutting-edge research and learning environments with sustainable practices, while preserving the Institute's historic architectural heritage.

Objectives:

- Selection of Expertise: Empanel highly qualified and reputable Architectural consultancy firms with proven experience in architectural and engineering design for educational and research institutions.
- Design Excellence: Ensure the chosen firms deliver design excellence by integrating advanced technologies and sustainable practices into state-of-the-art infrastructure at IIT Delhi, while enhancing functionality, aesthetic appeal, and preserving the campus's historic architectural integrity.
- Alignment with Mission: Guarantee that the architectural and engineering designs align with the Institute's goals of sustainability, technological advancement, and environmental stewardship.

- Comprehensive Services: Secure firms capable of providing full-spectrum design and consultancy services, from conceptualization through to detailed design and project execution.
- Collaboration and Integration: Facilitate a collaborative approach between the firms, IIT Delhi, and other stakeholders to ensure seamless integration of the design with the Institute's strategic vision and objectives.

1.3 Eligibility

- Bidder/Agencies who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- The Bidder/Agencies must have successfully rendered services in the role of Project Consultant cum Architect 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.
 - Consultancy fee of not less than Rs. 400 Lakhs for one similar work.
 - Or
 - Consultancy fee of not less than Rs. 300 Lakhs for two similar works.
 - Or
 - Consultancy fee of not less than Rs. 200 Lakhs for three similar works.
- Bidders should provide documentary evidence for their services in the design of Residential building and Institutional/ Research/ Building of National Importance of built-up area at least 30,000 sqm in single work or 25,000 sqm in each of two works, or 20,000 sqm in each of three works.
- For further details, please refer to the detailed Eligibility criteria outlined in Point 4.1 of Part 4 in Section IV.

1.4 Submission Guidelines

1.4.1 Technical Submission

Below is the list of documents to be submitted along with the additional documents and Annexures, as specified in Section IV, Paragraph 4.1, under Eligibility criteria.

- Cover Letter: Introduce the firm and express interest in the project.
- Company Profile: Overview of the firm, including history, structure, and areas of expertise.
- Experience and Case Studies: Detailed account of relevant projects, including project descriptions and client references.
- Team Composition including details of Architects and other technical experts working with firm).
- Technical Proposal: Proposed approach and methodology for delivering the required services.
- Compliance Documents: CoA License, GST certification along with updated returns, ITR's of last 3 years, ESI/EPF details, ISO certification, and other necessary compliance-related documents

1.4.2 Financial Submission

The list of documents to be submitted along with the Annexures, are specified in Section IV, Paragraph 4.1, under Eligibility criteria. In addition to that, below is the additional further information required.

1. The successful bidders shall be required to submit a performance guarantee of Rs. 10,00,000/- 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 time for completion plus **06 (Six) Months** beyond that. Further the agency is required to renew the performance guarantee, in case of an extension of the work or delay in submission of statutory compliances.
2. Earnest money of Rs. 5,00,000/- in the form of Banker's cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favor of **Registrar, I.I.T. Delhi**. No relaxation in EMD will be allowed for MSMEs and MSEs.

1.5 Other details and Guidelines

1. The intending bidders must read the terms and conditions carefully. They should only submit a bid if they consider themselves eligible and are in possession of all the documents required.
2. Information and Instructions for bidders posted on the website shall form part of the bid document.
3. The bid document consisting 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>. free of cost.
4. 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.
5. 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
6. The intending bidder must have a valid class-III digital signature to submit the bid.
7. On the opening date, the bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
8. Bidders can upload documents in the form of JPG format and PDF format.
9. 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).
10. The Institute reserves the right to reject any or all prospective bidders without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it.

11. In e-RFP the intending bidders can quote 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.
12. 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.
13. 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.
14. The following undertaking with respect to EMD shall be up-loaded by the intended 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”.
15. A 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 selected bidders 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.
- 16. The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible if he fails to upload the required 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.
17. Bid validity shall be **120 days** from the last date of opening of financial bid. The Institute reserves the right to reject any or all proposals without assigning any reason. The 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**

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 20/03/2025** 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)		
Source of Fund (Institute/Project)	Institute	
Is Multi Currency Allowed	No	
Date of Issue/Publishing	24/02/2025 (16.00 Hrs)	
Document Download/Sale Start Date	24/02/2025 (16.00 Hrs)	
Document Download/Sale End Date	19/03/2025 (15.00 Hrs)	
Date for Pre-Bid Conference	03/03/2025 at 11:00 AM, 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	19/03/2025 (15.00 Hrs)	
Date and Time of Opening of Technical Bids	20/03/2025 (15.00 Hrs)	
RFP Fee	Nil	(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. 5,00,000/-	
No. of Covers (1/2/3/4)	02	
Bid Validity days (180/120/90/75/60/30)	120 days	
Address for Communication	Office of the Executive Engineer (Civil Division-I), Room No: AD-117A, Main Building, IIT Delhi, Hauz Khas, New Delhi-110016	

Contact No.	011-26596851
Fax No.	Nil
Email Address	eeplq@iitd.ac.in , sabriaali@iitd.ac.in

SECTION – II

TERMS AND CONDITIONS

2 Terms and Conditions

2.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this document have the following meaning:

1. 'IITD' means, Indian Institute of Technology Delhi.
2. 'Applicable Law' means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
3. 'Services' means the work that is intended to be performed by the Appointed Architects/ Consultants.
4. 'Employer' means Indian Institute of Technology Delhi acting through its Director / or his authorized Representative.
5. 'Applicant' means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.
6. 'Year' means 'Financial year' unless otherwise specified.

2.2 General features and components of the work

The upcoming projects at IIT Delhi and its extension campuses involve the planning and design of various facilities, including academic buildings, residential quarters, and student hostels. These projects will also cover essential service facilities such as water supply, sewerage systems, internal and external electrical installations, HVAC systems, firefighting systems, IT services, and landscaping.

Additionally, the scope includes modifications to the existing master plan, obtaining necessary statutory approvals, and addressing any other components required. Master planning for the campus premises, either in part or in full, may also be undertaken if deemed necessary by the Institute. The full scope of work can be referred from Section-III.

2.3 Information and Guidelines for Bidders

2.3.1 General

1. All information requested on 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 in 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 information may result in the bid being summarily rejected.
2. The bidder (s) must sign each page of the application including all the supporting documents submitted.
3. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating, and rewriting. The 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 a signed letter of transmittal.

4. References, information, and certificates 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 or equivalent.
5. The bidder may provide any additional information, which he/she thinks is necessary to establish his/her capabilities to successfully complete the envisaged work. He/she is, however, advised not to furnish superfluous information. No information shall be entertained after submission of the eligibility criteria document unless it is called for by the Institute.

2.3.2 Instructions for Submission and Authorization Requirements for Tender Applications

1. 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.
2. If the bidder is a limited company or a corporation or private limited, the bid shall be signed by a duly authorized person holding power of attorney for signing the application and a certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
3. If the bidder is a partnership firm and not all tender documents are signed by all partners, a Power of attorney authorizing the individual who has signed the tender must be uploaded with the tender documents.
4. Tender, not duly signed as mentioned above or by an unauthorized signatory shall be treated as non-responsive and shall be summarily rejected.
5. 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.

2.3.3 Final Decision-Making Authority

The Institute 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.

2.3.4 Provisional Particulars

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

2.3.5 Site Visit

Bidders are advised to visit the site of work at their own expense to examine the site and its surroundings. This will help them gather all necessary information for a thorough assessment of the assignment. Additionally, bidders may visit the Institute's Drawing Branch (Room No. MZ-131) on working days to check the information available with the Institute.

2.4 Eligibility and Award Criteria

Eligibility criteria, including the required undertakings, price bid details, and the awarding

process, are outlined in Section IV. Only bidders who fulfill these requirements are eligible to apply. Please note that joint ventures will not be considered.

2.5 Earnest Money and Security Deposit

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.
2. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the selected bidders within a week after opening of financial bid, failing which the bid shall be rejected.
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”.
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 selected bidders 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.
5. EMD shall be released after the award of work and performance guarantee submitted by the lowest bidder Rs. 10,00,000/- in the form of Bank Guarantee or F.D.R from a Nationalized/Schedule Bank.
6. Security deposit of 2.5% will be retained from each running bill and will be released after one year from the completion of work, as recorded by the executing agency/PMC or the Institute. The release of the deposit is contingent upon the satisfactory verification of the As-built drawings, Occupancy certificate, and submission of all necessary statutory approvals from relevant authorities, including but not limited to the Occupancy certificate, Fire clearance, CTO, and CTE, and other documents related to the project, whichever is later.

2.6 Performance Bank Guarantee

1. Before signing the Agreement, the Agency must submit a **“Performance Bank Guarantee”** (on standard format provided by IIT Delhi) from a Scheduled Bank amounting Rs. 10,00,000/-.
2. Performance bank guarantee shall be released after getting satisfactory project completion certificate and all the necessary statutory approvals from relevant authorities, including but not limited to the Occupancy certificate, Fire clearance, CTO, and CTE etc. as applicable from PMC/ Executing agencies i.e. CPWD/ RITES/NBCC etc as may be required, on completion of contract period of 60months.
3. It must be clearly noted that the work shall be considered completed only after all necessary statutory approvals have been obtained from relevant authorities including Occupancy certificate, Fire clearance, CTO, and CTE etc., as applicable.

2.7 Quality Assurance

1. **Quality Standards:** The empaneled Architectural Consultants shall provide comprehensive integrated architectural and engineering consultancy services in accordance with the highest industry standards and practices. The Consultants must adhere to all relevant national and international standards, guidelines, and codes of practice applicable to the scope of work.
2. **Project Deliverables:** The Consultant is responsible for ensuring that all project deliverables, including but not limited to designs, reports, specifications, and documentation, meet the agreed-upon requirements, quality standards, and deadlines as specified in the project scope and contract.
3. **Review and Approval:**
 - a. **Design Reviews:** The Consultant shall conduct regular design reviews and design quality checks throughout the project lifecycle. These reviews must include internal assessments and evaluations to ensure compliance with project requirements and quality standards.
 - b. **Client Approval:** All key deliverables and milestones must be submitted to the Institute for review and approval. The Consultant shall address any feedback or revisions required by the Institute promptly and comprehensively.
4. **Training and Competency:** The Consultancy shall ensure that all personnel assigned to the IIT Delhi project are adequately trained and possess the necessary skills, qualifications, and experience to perform their roles effectively. This includes professionals like Architects, Structural Engineers, MEP Engineers etc. The CVs of all assigned personnel must be shared with the Institute for review and approval. Additionally, the Institute reserves the right to ask for replacement of any expert in the event of unsatisfactory performance. In such cases, the Consultant must appoint or replace the expert within seven (7) days of receiving communication from the Institute.
5. **Continuous Improvement:** The Consultant is encouraged to continuously improve their quality management practices and processes. The Consultant shall regularly review and update their QMS to incorporate lessons learned and best practices.

2.8 Modification of RFP

1. **Right to Modify:** "IIT Delhi" reserves the right to modify, amend, or withdraw this Request for Proposal (RFP) at any time. Such modifications or amendments may include, but are not limited to, changes in the scope of work, requirements, deadlines, or other relevant terms and conditions.
2. **Notification of Changes:**
 - a. **Issuance of Amendments:** Any modifications, amendments, or clarifications to the RFP will be issued in writing as an addendum to the original RFP. These addendums will be posted on the official IIT Delhi procurement website or communicated directly to all bidders who participated in the tender/ pre-bid meeting.
 - b. **Acknowledgment:** Bidders are required to acknowledge receipt of all addenda by including the acknowledgment with their proposal submission.
3. **Impact on Submission Deadline:**
 - a. **Extended Deadlines:** If a modification or amendment significantly impacts on the RFP, IIT Delhi may extend the submission deadline to allow bidders adequate time to address the changes. The new deadline will be communicated to all bidders through an official addendum.

b. No Obligation: IIT Delhi is not obligated to provide individual notification to bidders regarding changes made after the initial RFP release. Bidders are responsible for regularly checking the official procurement website or their registered contact information for any updates or changes.

4. **Bidder's Responsibility:**

a. Review of Amendments: It is the responsibility of each bidder to review the RFP and any issued addenda carefully. Bidders must ensure that their proposals comply with the latest requirements as specified in the RFP and any modifications.

b. Impact on Proposal: Bidders may need to adjust their proposals in response to modifications or amendments. IIT Delhi will not be responsible for any costs incurred by bidders due to changes in the RFP.

2.9 Professional Code and Ethics

1. **Adherence to Professional Standards:**

a. Compliance: The Consultant (architect or architectural firm) shall adhere to all applicable professional standards, regulations, and ethical guidelines relevant to the provision of architectural and engineering consultancy services.

b. Industry Codes: The Consultant must comply with the codes of conduct established by recognized industry bodies such as the Council of Architecture (COA), the Indian Institute of Architects (IIA), and any other relevant professional association.

2. **Ethical Conduct:**

a. Integrity and Honesty: The Consultant shall conduct their services with the highest degree of integrity, honesty, and transparency. They must avoid conflicts of interest and disclose any potential conflicts to IIT Delhi immediately.

b. Fair Practices: The Consultant shall engage in fair and equitable practices, ensuring that their conduct does not involve bribery, corruption, or any form of unethical behavior.

3. **Professional Responsibility:**

a. Duty of Care: The Consultant shall perform their duties with due diligence, skill, and care, ensuring that their work is of the highest quality and meets the agreed-upon specifications and standards.

b. Confidentiality: The Consultant must maintain the confidentiality of all sensitive information received from IIT Delhi and ensure that such information is not used for any unauthorized purpose.

4. **Accountability:**

a. Responsibility: The Consultant shall be accountable for their actions and decisions and shall take responsibility for any errors, omissions, or deficiencies in their work.

b. Reporting: The Consultant is required to report any issues, discrepancies, or potential conflicts that could impact the project or violate the code of ethics to IIT Delhi promptly.

5. **Compliance with Laws:**

a. Legal Requirements: The Consultant must comply with all applicable laws, regulations, and legal requirements relevant to the performance of their services, including labor laws, environmental regulations, and safety standards.

b. Permits and Approvals: The Consultant is responsible for obtaining any necessary permits, licenses, or approvals required for the work.

6. Disciplinary Actions:

a. Breach of Ethics: Any breach of the professional code of ethics or failure to comply with the terms of this clause may result in disciplinary actions by IIT Delhi, including but not limited to, contract termination, penalties, or legal action.

b. Review and Resolution: IIT Delhi reserves the right to review and resolve ethical issues or disputes that arise during the course of the project, including engaging in discussions or investigations to determine appropriate actions.

7. Training and Awareness:

a. Ethics Training: The Consultant shall ensure that all personnel involved in the project are trained in and adhere to the ethical standards and codes of conduct specified in this clause.

b. Continuous Improvement: The Consultant is encouraged to engage in ongoing professional development and training to remain updated on best practices and ethical standards in the industry.

2.10 Bidder's Obligation and Integrity Pact

When bidding for a comprehensive integrated architectural and engineering consultancy service for designing the campuses of IIT Delhi, bidders must adhere to specific obligations and uphold an Integrity Pact to ensure fairness, transparency, and ethical conduct throughout the procurement process. Here's an outline of the key obligations and elements of an Integrity Pact.

Bidder's Obligation

- **Compliance with Requirements:**
 - **Submit Complete Documentation:** Ensure all required documents, including technical and financial proposals, are complete and submitted in the prescribed format.
 - **Adherence to Specifications:** Comply with the technical specifications, scope of work, and other requirements outlined in the bid documents.
- **Accuracy and Honesty:**
 - **Provide Accurate Information:** Ensure that all information provided is accurate, truthful, and up to date.
 - **Avoid Misrepresentation:** Refrain from making any false statements or misrepresentations about your capabilities or the project.
- **Integrity and Fair Play:**
 - **No Bribery or Corruption:** Abstain from offering, giving, or receiving bribes, kickbacks, or other forms of corruption.
 - **Avoid Conflicts of Interest:** Disclose any potential conflicts of interest and take steps to mitigate them.
- **Compliance with Laws and Regulations:**
 - **Follow Legal Requirements:** Adhere to all applicable laws, regulations, and standards related to the project, including environmental, labor, and safety regulations.
- **Ethical Conduct:**
 - **Maintain Professionalism:** Conduct all activities related to the bid and project with the highest level of professionalism and integrity.

- Address Issues Promptly: Report any unethical behavior or issues that arise during the bidding process or project execution.

Integrity Pact

An Integrity Pact is a binding agreement between the bidder and the client IIT Delhi to promote transparency and prevent corruption in the procurement process. Key elements of the Integrity Pact include:

- Commitment to Integrity:
 - No Corruption: Both parties agree to refrain from engaging in any corrupt practices, including bribery, kickbacks, or favoritism.
 - Fair Competition: Ensure that the bidding process is conducted fairly and transparently, with equal opportunities for all bidders.
- Declaration of Transparency:
 - Disclosure of Relationships: Bidders must declare any personal, financial, or professional relationships with individuals or entities involved in the procurement process.
 - Transparency in Transactions: Ensure that all transactions and communications are transparent and documented.
- Monitoring and Enforcement:
 - Independent Monitoring: An independent authority or committee may be appointed by the Institute to monitor the implementation of the Integrity Pact and ensure compliance.
 - Reporting Mechanism: Establish a mechanism for reporting violations or breaches of the Integrity Pact, with clear procedures for investigation and resolution.
- Sanctions for Violations:
 - Consequences for Breach: Define the consequences for violating the Integrity Pact, which may include disqualification from the bidding process, termination of contracts, or legal action.
 - Remedies for Losses: Specify remedies for any losses incurred as a result of violations, including compensation or restitution.
- Duration and Scope:
 - Duration of Pact: The Integrity Pact typically remains in effect throughout the bidding process and the duration of the contract.
 - Scope of Application: Apply the Integrity Pact to all aspects of the project, including contract negotiations, execution, and any amendments.

2.11 Maintenance of record

The architect is required to maintain all records, documentation, and data related to the project for a period of ten (10) years following the expiration or termination of the agreement. This obligation includes all project-related files, drawings, communications, and other relevant materials.

In the event that IIT Delhi requests access to these records within this ten-year period, the architect must provide the requested information promptly, regardless of whether the original agreement has expired. The responsibility to maintain and provide these records is critical for ensuring continuity, addressing potential future inquiries, and supporting any post-project evaluations or audits.

2.12 Milestones of Designed Works

The major milestones and deliverables for the project are outlined in this document and should be adhered to. These milestones will also determine the release of fee installments.

2.13 Duration of Agreement

1. The Duration of this agreement is intended to be initially for a period of **60 Months** or shall be in line with the progress of the projects and shall be concluded after completion of projects in all respects. It may be extended, if mutually agreed upon.
2. Extension of time during which a party shall, pursuant to this contract complete any action and/or tasks 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, an extension of time will be given if the execution of the work continues beyond the stipulated date(s) of completion.
3. The award of work to empaneled Architectural consultants will be subjected to receipt of sanction from the Government of India.

2.14 Termination of Agreement

The performance of all the empaneled Architectural consultants shall be reviewed by the Institute periodically and the consultants with unsatisfactory performance and also those who do not respond to three consecutive enquiries without any valid reason shall be removed from the panel without notice and no correspondence will be entertained in this regard.

This Agreement may be terminated at any time by either party by giving a written notice of one month. Even after the termination, the Architectural consultants shall remain liable and shall be responsible for the service provided by them in respect of the work executed before the termination of the Architects appointment.

In the event of the termination of the agreement by the Institute, the Architectural Consultant 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 the Institute for non-performance by the Architectural Consultant or the Agency terminating on his own, the Performance Guarantee along with the Security deposit 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 the performance of Architectural Consultants is found to be unsatisfactory by giving one-month notice.

2.15 Penalty

In the event of delay of submission or submission of non-standard designs, the following penalties will be imposed.

- A. **Penalty for Delay of submission:** A minimum penalty of 1% will be imposed for delays. For delays exceeding 30 days, an additional penalty in proportion to 1% per month will be charged on a weekly basis. However, in no case would the total penalty exceed 5% of the total consultancy fee payable for delay in submissions. Further the Institute reserves the right to terminate the agreement for delay of more than 5 months in addition to penalty.

- B. **Penalty for Non-Standard Design:** A penalty of 10% of the Rectification cost per fault will be imposed. However, in no case would the total penalty exceed 5% of the total consultancy fee payable. This penalty applies in cases where the designs fail to meet the standards required for approval by the MCD, local bodies, or other relevant authorities.

The Institute reserves the right to recover liquidated damages and compensation from the agency's gross valuation and may also take measures including debarment from future projects with the Institute.

Additionally, If construction delays occur and the contractors dispute liquidated damages due to not receiving detailed architectural or structural drawings, the architects will be responsible for covering the amount of the liquidated damages disputed by the contractors. Additionally, if work completed as per the architects' drawings needs alteration or demolition due to mistakes by the architects or their consultants, the architects must cover the associated costs, unless the contractors agree to forgo these costs.

If the consultants fails to perform their duties diligently, causing delays or non-cooperation, they will be liable for the damage incurred by the Institute. This is without prejudice to the Institute's right to terminate the agreement and pay any fees required at the time of termination, at the Institute's discretion.

2.16 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.

2.17 Ownership of Material

The ownership of all submitted materials of all bidders at whichever stage shall lie with the Institute. The Executing Agency shall not use any information or document without the written permission of the Institute.

2.18 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, IIT Delhi**. If the **dispute persists**, the Director will refer the matter to a Sole Arbitrator and proceedings will be as per the Arbitration and Conciliation Act 1996 (with latest amendments). For any appeal to legal authorities, the jurisdiction will be that of the Court at Delhi.

SECTION – III

SCOPE OF WORKS AND SERVICES

3 Scope of works and services

3.1 Salient features of the Scope of work

The Empanelment of consultants is for consultancy services required for various upcoming projects at IIT Delhi and their extension campuses.

3.2 Need for Architectural Consultancy at IIT Delhi

The Indian Institute of Technology Delhi (IIT Delhi), a premier autonomous research university established in 1961, has earned global recognition as an 'Institute of Eminence' by the Government of India and recently achieved a notable 150th position in the QS World University Rankings 2025, up from 197th the previous year. This reflects its steadfast commitment to academic and research excellence. The main campus, located in Hauz Khas, Delhi, along with its extension campuses in Sonipat, Jhajjar and R.K.Puram, is undergoing significant development to accommodate a growing student and faculty population while upholding its high standards of education and research.

The development initiatives at IIT Delhi are focused on two major areas: Academic and Residential infrastructure. In the academic realm, the projects encompass the construction of state-of-the-art classrooms, advanced laboratories, and multifunctional auditoriums, all designed to support IIT Delhi's pioneering role in technical education and research. These facilities aim to foster an innovative learning environment and accommodate the latest advancements in teaching methodologies and research practices. Concurrently, the residential development projects are critical for addressing the increased demand for living spaces due to the expanding academic programs and growing community at the Institute. This includes constructing new Hostels, faculty residences, Staff residence and related facilities to ensure that students and faculty have adequate, comfortable, and functional living accommodations that support their academic and professional activities. These efforts collectively aim to enhance the overall academic experience and ensure that IIT Delhi continues to thrive as a leading institution of higher learning.

The need for architectural consultancy at IIT Delhi can be categorized into several critical areas:

1. Campus Master Planning

Aim- Given the dynamic nature of campus and the evolving byelaws and guidelines, it is crucial to adopt a holistic and adaptive approach to campus planning. This category aims to create a strategic framework that supports ongoing development and ensures the campus remains responsive to future needs. By establishing a clear vision and perspective plan, we seek to implement flexible and adaptive strategies that will guide both current and future expansions. This proactive approach will help us build a resilient infrastructure that not only meets today's standards but is also prepared for tomorrow's challenges, fostering a sustainable and dynamic campus environment. The master plan should incorporate all existing and proposed building designs and utilize the maximum allowable Floor Area Ratio (FAR). The architectural consultant should plan a campus with

a vision of 2047.

A. New Master Plan Development:

- **Comprehensive Planning:** Creation of a new master plan to guide the Institute's future growth. This plan should address spatial organization, infrastructure, and aesthetics to support IIT Delhi's long-term strategic goals. Further to this, IIT Delhi aims prioritizing minimal ground coverage, preservation of trees, and vertical expansion to optimize development.

B. Master Plan Updates (Revision of Existing Master plan):

- **Building Footprints and Norms:** Modifications to existing plans to accommodate changes in building profiles, footprints, and regulatory norms. This includes updating the existing master plan to reflect the Institute's evolving needs and plans for the future up to year 2047.

2. Building Design and Development

Aim- There is a need to address the increasing demand for academic and residential spaces at our growing campuses. Currently, the Institute serves a community of 13,000 students and 1,500 faculty and staff members. However, with a projected increase to 15,000 students and corresponding faculty and staff, there is a pressing need to expand and enhance our facilities to accommodate this growth effectively. This category will focus on identifying the requirements and developing it to support the anticipated expansion of both academic and residential infrastructure.

A. New Construction Projects (under Non-EPC):

- **Academic Buildings:** Design and development of new academic blocks, including classrooms, laboratories, and auditoriums. These facilities need to reflect modern educational standards while being functional and sustainable.
- **Residential Buildings:** Planning and designing new residential areas to accommodate the growing number of students and faculty. This includes Hostels, faculty residences, and other support infrastructure.

B. Replication Projects:

- **Within Campus:** Design and replication of building blocks within the existing campus to streamline construction and maintain consistency.
- Redevelopment plans to provide multistorey buildings in place of existing low-rise buildings.
- **Across Sites:** Adaptation of existing designs for use in the Satellite campuses, ensuring that the architectural integrity and functional requirements are preserved.

3. EPC Mode Considerations

In projects undertaken under the Engineering, Procurement, and Construction (EPC) mode, the Architectural consultant is responsible solely for developing the conceptual design of the project. This design must be comprehensive and detailed, covering all aspects necessary for design and execution. Upon completion of the conceptual design, the Architectural consultant is required to provide all related concept design documents and specifications in editable formats. These editable files must be transferred to either the Institute or the firms authorized by the Institute, allowing for seamless integration,

modifications, and implementation during the construction phase. The payment to the Architectural consultant will be contingent upon the successful handing over of these designs, ensuring that they meet the required standards and facilitate further development by the PMA or contractor or the Institute. This arrangement ensures clarity in scope, responsibility, and financial transactions throughout the project lifecycle.

3.3 Role of the consultant

1. Comprehensive Consultancy Services: Provide end-to-end consultancy services from project conceptualization through to commissioning and handing over of the buildings/facilities.

- Services include but are not limited to, space utilization, functional requirements, master planning, project cost estimation, architectural and engineering design, detailed project reports, Tender document preparation, facilitation, design specifications assistance, computer-based energy analysis, and documentation for GRIHA rating.
- Collaborate to achieve at least a four-star GRIHA rating.

2. Statutory Approvals: Secure all necessary statutory approvals from relevant authorities such as DUAC, NDMC, Jal Board, Pollution Control Board, Delhi Fire Services, MCD/DDA, MOEFCC, CGWA, and the Airport Authority, as applicable. This includes preparing and submitting all required documentation, including drawings, materials, and models, and obtaining completion certificates. In cases where the project is located in another state, ensure compliance with the respective state authority or local body as necessary. The responsibility for obtaining these approvals rests with the consultant. This clause applies exclusively to the scope of work under building design and development as outlined in Section III, Part 3, Item 3.2, Point 1.

3. Legal and Statutory Compliance: Adhere to all applicable laws, bylaws, and statutory provisions throughout the consultancy and project execution.

4. Environmental Impact Assessment: Conduct and submit all required Environmental Impact Assessments (EIAs) in accordance with applicable regulations. The consultant is responsible for securing the Terms of Reference (ToR), Environmental Clearance (EC), CTO (Consent to Operate), CTE (Consent to Establish) etc., and for preparing and submitting half-yearly compliance reports. The Architectural Consultant must appoint an environmental consultant with prior approval from the Institute. The environmental consultant is responsible for conducting all necessary studies related to the Environmental Clearance (EC) for the entire campus. Data available with the Institute will be provided for reference, if available. This clause is applicable exclusively to the scope of work under building design and development as outlined in Section III, Part 3, Item 3.2, Point 1.

5. Design Collaboration: Work with structural and services proof consultants to establish design philosophy, parameters, and prepare preliminary designs, drawings, and specifications. assuring full responsibility of correctness of structural design and design for all services and installations, according to the said designs and specifications.

6. Inception Plan: Submit an Inception Plan within 10 days of the award, outlining the scope of work, milestones, and implementation strategy for the project.

7. Team Structure: Provide a Team Leader supported by experienced professionals. Detail the roles, responsibilities, and inter-relationships of each team member.

8. Structural Analysis: Obtain proof consultant approval for structural analysis and design. Submit detailed design notes and philosophy to the Engineer-in-Charge. Proof checking of the structural design must be conducted only by an Institute of national importance, such as IITs. Fees for the proof checking will be reimbursed by the Institute, and the Consultant shall obtain prior approval for the same from the Institute.

9. Regular Interaction and Coordination: Maintain continuous and regular communication with the Engineer-in-Charge and other stakeholders throughout the project lifecycle. During the project development phase, conduct weekly visits to IIT Delhi for in-person meetings and updates. Following project finalization, schedule monthly visits to IIT Delhi, or adjust frequency as directed by the Engineer-in-Charge.

10. Presentation Support: Assist the Engineer-in-Charge in preparing presentations and presentation materials as required.

11. Tender Documentation: Prepare bid documents for tendering, including detailed estimates, measurement sheets, BOQs, draft tender documents, and rate analyses where required.

Address corrections or observations as per departmental feedback until final approval.

12. Site Survey: Perform a topographical survey and assess existing services and constraints at the site for design and service augmentation. Reference drawings available with the Institute shall be shared for preliminary insights, but all information must be verified through on-site evaluation.

13. Professional Performance: Execute services in an efficient, orderly, and professional manner, deploying qualified and skilled personnel as needed.

14. Design Philosophy and Methodology: Develop and submit the design philosophy and methodology, including relevant codes, references, and sound engineering practices.

15. Site Visits and Modifications: Conduct site visits for designer supervision during construction to ensure adherence to approved designs and provide advice on site-related modifications, where required.

16. IT Connectivity: Ensure IT connectivity between the consultant's office and the Engineer-in-Charge's office in New Delhi throughout the consultancy period.

17. Approval Process: Present design concepts through physical models, computer walkthroughs, and other methods as required. Incorporate client feedback until concept design is finalized. For details, refer to item no. 3.4 of Section III.

18. Concept Drawings: Develop and submit concept design and drawings for each building to statutory authorities, incorporating any required changes and obtaining necessary approvals.

19. Service Integration: Ensure that building and engineering services are integrated and economically designed, avoiding discrepancies between structure, finishes, and service installations. Prepare coordinated drawings to depict all services in the building and external services.

3.4 Deliverables by the Institute

- a. To provide detailed requirements of the project.
- b. To provide property lease/ownership documents, if required.
- c. To provide the approved Master plan and the location of site. However, the data has to be verified by the Architectural consultant on the site before

designing.

- d. To furnish reports on soil conditions and test reports as required by the Architect or pay for preparation of the same.
- e. To pay all the fees, levies, security deposits and such other expenses in respect of statutory sanction.

3.5 General Services

1. All reports, drawings, 3D visual renderings, presentations and other documents to be submitted in fulfillment of the scope of services, shall be as follows:
 - a. **Four sets of printed copies of each design stage, except for the Good for Construction (GFC) stage, for which six printed copies are required.** All submissions must be in the formats and scales as directed by the Institute or its authorized representative from time to time. In case the Institute requires additional hard copies, payment shall be made at the rate of Rs. 50 for each A1 size copy and Rs. 100 for each A0 size copy. Deductions shall also be made in case of failure of the required quantities at the same rate. No extra payment shall be made for below A1 size drawings or documents.
 - b. One set of drawings shall be provided with each running bill submitted by the Consultant as supporting documentation for the work completed.
 - c. **Soft Copies of Drawings in Editable Format:** Provide soft copies of all drawings at every stage of the project in CAD format or any other software format in which the drawings were prepared. Ensure that all drawings are editable to facilitate future modifications and updates.
 - d. **Soft Copies of Drawings in Digitally Signed PDF Format:** Submit soft copies of all drawings at every stage of the project in digitally signed PDF format. Avoid using scanned copies; ensure that the PDF files are clear and legible, accurately representing the original drawings.
 - e. **Soft Copies of Walkthroughs:** Provide soft copies of walkthroughs for the complete master plan, including key buildings in the Academic zone, boundary walls, and associated buildings.
 - f. **Physical 3-D models-** submit 3-D models of the finalized master plan after receiving clearance from the Institute. The 3-D models must distinctly showcase the buildings and other elements with distinct phasing. The scales of 3-D model will be directed by the Institute or its authorized representative. In the case of physical model an additional payment shall be done based on decision at that time of finalization.
2. All documents, drawings, reports, and any other documents submitted in fulfillment of the scope of services shall be prepared strictly as per statutory provisions and guidelines issued by the Central/State Government/local authorities, and also in accordance with the best international practices and codes as applicable to such development.
3. The Consultant shall obtain all statutory approvals from the concerned competent authorities/agencies/offices. For obtaining statutory approvals, the Consultant shall prepare and submit all the necessary documents and drawings; undertake associated liaison; and incorporate necessary changes or make modifications in the designs based on inputs received from the statutory authorities.
4. All fees/charges relating to statutory approvals (including accreditations/green rating), payable to local bodies and other authorities and agencies, shall be paid initially by the Consultant and subsequently the same shall be reimbursed by the Institute upon production of original official receipts of payment as issued by the concerned

authorities/agencies. In case the said bodies demand payment directly from the Institute, it shall be the duty of the Consultant to bring it to the notice of the Institute well in time, for doing the needful.

5. The Consultant shall comply with at least 4-star GRIHA LD (Large Development)/ or its equivalent rating in the Educational and Institutional category for the site to be developed and for all buildings covered in the scope of work. This factor shall be used in the evaluation of the applicants. The scope of the Consultant shall include but not be limited to integrating the green features; associated liaison; preparation and submission of all reports, drawings, and all other documents as may be required at various stages of construction; and incorporating necessary changes or making modifications in the designs based on inputs received from the regulatory/ratings authorities/agencies concerned, including requisite audit one year after completion.
6. The Institute shall provide necessary authority/power of attorney, etc., if and when required, to the Consultant for obtaining statutory approvals or green rating. If required, the Institute shall provide/authenticate necessary documents to be submitted by the Consultant to the statutory authorities and other regulatory/ratings authorities/agencies.
7. The Consultant shall be responsible for getting the detailed structural analysis and designs of all buildings/structures and getting them vetted by structural engineers from reputed Institutes/agencies as decided by the Institute. The charges for such vetting shall be borne by the Institute.
8. The Consultant shall provide, without question or failure, all information within the purview of the scope of services as sought by all committees and other agencies appointed by the Institute for the purpose. Support and assistance, if any, to the extent required by such committees and other agencies, shall also be provided by the Consultant as and when desired by the Institute.
9. The Consultant shall, without question or failure, provide knowledge transfer and handover of all aspects of the scope of services to the Institute and/or implementing and management agencies appointed by the Institute, as and when required.
10. The Consultant may, at the discretion of the Institute, aid and advise in matters relating to all aspects covered under the scope of services, as and when required.
11. The Consultant shall provide a complete Project Management Plan in the desired format, for all the initiatives and milestones identified for the fulfillment of their respective scope of services.
12. The Consultant shall hire suitable office space in Delhi for carrying out their activities after the award of contract if they don't have space in Delhi NCR. The office shall not be more than 30km away from the campus of IIT Delhi.
13. The Consultant shall depute to this office, at least one (1) full-time competent, qualified Architect and one Engineer for the entire duration of the project, to ensure that clarifications on the design and performance intent are efficiently met. The Architect and Engineer posted should have a minimum of 5-years relevant experience. Periodic design supervision shall be required by qualified and experienced (minimum ten years' experience) professionals from different disciplines to monitor the progress / quality of design work.
14. The Consultant shall maintain an organizational/governance structure including in-house and outsourced personnel to the satisfaction of the Institute to ensure effective rendering of the scope of services.
15. The Consultant shall be required to participate in all meetings as and when sought by the Institute. During work stages as listed in the scope of services, the Institute expects to hold periodic meetings as and when required at IIT Delhi for the Consultant to

demonstrate the work progress and take inputs from the Institute. Senior representatives of the consultant shall attend these meetings.

16. The decision of the Institute shall be final in all matters relating to the interpretation of Architectural design and related Architectural details. The Consultant shall be bound to execute such decisions to the satisfaction of the Institute.
17. The Institute, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit to render the whole or part of services covered in this RFP in the interest of timely and qualitative completion of campus development works.
18. The Consultant shall carry out this assignment with diligence and adopt the best Professional Practices, so as to achieve a landmark campus while avoiding ostentation in material and finishes.
19. Regardless of the Institutes and other authorities' approvals, the safety and serviceability of the buildings and utilities in this assignment, are the sole responsibility of the Consultant.
20. All Intellectual Property Rights of the schemes and proposals submitted in fulfillment of the scope of services shall rest with IIT Delhi and no claim whatsoever shall be admissible on the Institute in respect of any proprietary rights or copyrights of the same on the part of the Consultant. The Consultant shall indemnify IIT Delhi from any claims including but not limited to third party claims relating to violation of any copyright or Intellectual Property Rights, in the discharge of this design agreement. But the Consultant shall reserve the right to be acknowledged as an Author of the schemes and proposals.
21. The Consultant should unconditionally and fully indemnify the Institute against any legal action/s by any national or international company or body regarding software and system used by the consultant in carrying out this Design Assignment.

3.6 Integrated Approach Requirements

To provide comprehensive integrated architectural consultancy services for designing the campuses of IIT Delhi, the Architectural consultant needs to address several key requirements. These requirements span across various aspects of the project to ensure a cohesive, functional, and sustainable campus design. Here's a structured approach:

1. Understanding the Client's Vision and Requirements

- Client Consultation: Engage with IIT Delhi to understand their vision, goals, and specific requirements for the campus, including academic, research, administrative, and residential needs.
- Program Development: Define the scope of the project, including the number of buildings, types of facilities, and any special requirements.

2. Site Analysis and Planning

- Site Assessment: Conduct a thorough analysis of the site, including topography, climate, soil conditions, and existing infrastructure.
- Zoning and Master Planning: Develop a master plan that considers zoning regulations, land use, and spatial organization to optimize functionality and integration.

3. Integrated Design Approach

- Architectural Design: Create innovative and sustainable architectural solutions that reflect IIT Delhi's identity and meet functional requirements.

- Engineering Services: Provide comprehensive engineering services including structural, mechanical, electrical, plumbing, civil engineering etc.
- Sustainability: Incorporate green building practices, energy-efficient systems, and sustainable materials.

4. Regulatory Compliance

- Local Regulations: Ensure the design complies with local building codes, regulations, and standards.
- Safety Standards: Integrate safety features into the design, including fire safety, accessibility, and emergency response systems.

5. Coordination and Integration

- Cross-Disciplinary Coordination: Facilitate effective communication and coordination between architects, engineers, contractors and other consultants.
- Integrated Systems: Ensure that architectural and engineering systems are seamlessly integrated to avoid conflicts and inefficiencies.

6. Project Management

- Scheduling: Develop a detailed project timeline with milestones for design, approvals, and construction.
- Budget Management: Prepare a comprehensive budget, including design, engineering, and construction costs, and monitor expenditures.

7. Sustainability and Environmental Impact

- Energy Efficiency: Design buildings to minimize energy consumption, use renewable energy sources, and implement energy-efficient systems, fittings & fixtures.
- Water Management: Plan for efficient water usage, including rainwater harvesting and wastewater recycling.
- Materials and Construction: Use sustainable materials and construction practices to reduce the adverse environmental impact.

8. Stakeholder Engagement

- Community Involvement: Engage with stakeholders, including faculty, students, and staff, to gather input and ensure the design meets their requirements.
- Public Presentations

3.7 Stages of Work and Deliverables

The Comprehensive Architectural, Structural, MEP and allied services etc. will be provided by the Consultant in the following stages.

1. Conceptual design for approval
2. Approval of preliminary design, drawings and Design Basis Report (DBR).
3. Pre-construction Statutory approvals
4. Final design
5. Detailed drawings and documents for tender including specifications and BoQs
6. Good for Constructions (GFC) drawings
7. Construction stage
8. Post-construction stage, submitting as-built Drawings along with post construction statutory approvals like Occupancy certificate, CTO, fire clearances, DUAC etc.

3.7.1 Conceptual Design for Approval

- a. Ascertain the detailed requirements, examine Campus Master Plan, site constraints and potential; Study the topographical report and soil report (when available) and prepare Architectural brief for approval from IIT Delhi.
- b. Furnish report on measures required to be taken to mitigate adverse impact, if any, of existing and/or proposed (announced) development on its immediate environment.
- c. Prepare conceptual, general arrangement drawings and alternate conceptual designs.
- d. As per inputs from IIT Delhi, modify the design alternatives as many times as may be required.

3.7.2 Approval of Preliminary Design, Drawings and DBR.

- a. Subsequent to the incorporation of all the comments as received from the Institute, Preliminary Design Drawing is to be submitted for approval along with DBR for various components.

3.7.3 Pre-construction Statutory Approvals

- a. Prepare and submit reports, drawings and submissions necessary for statutory approvals and ensure compliance with codes, standards, local requirements and legislation, as applicable.
- b. Obtain all statutory approvals from the concerned competent authorities/agencies/offices including associated liaison, CTE, EC, Fire clearance, building layout plan, DUAC, MCD, Tree cutting permission along with tree survey as/Forest norms etc.
- c. Incorporate necessary changes or make modifications in the designs based on inputs received from the statutory authorities.
- d. Obtain clearance certificates from the proof checking agencies, if any, appointed by IIT Delhi. CTO (Consent to Operate) /CTE (Consent to Establish) /OC (Occupancy Certificate).

3.7.4 Final Design Stage

- a. Prepare and submit designs for final approvals.
- b. Prepare preliminary cost estimates.
- c. Prepare detailed structural design calculations sufficient for vetting
- d. Final Design Stage and Statutory Approvals must be carried out in parallel as much as possible.

3.7.5 Detailed Drawings and Documents for Tender Stage Including Specifications and BoQs etc.

- a. Prepare detailed drawings, specifications and bills of quantities to develop detailed estimation of cost and tender documents.
- b. The Consultant should complete all "Good for Construction" drawings for each building/item to be included as part of tender documents.
- c. GFC Structural drawings, Structural arrangements etc.

3.7.6 Good for Construction Drawings Stage

- a. Prepare and submit complete sets of "Good for Construction" drawings including but not limited to detailed structural drawings with all details and specifications for

each building/construction item as per work schedule for approval of IIT Delhi.

3.7.7 Construction Stage

- a. Make revisions and issue drawings if required, based on site conditions for proper execution of works during construction.
- b. Assist the Institute/executing agency to approve samples of various materials, items and components.
- c. Check and approve shop drawings submitted by the contractor/vendors.
- d. Provide periodic supervision by competent Consultant/Engineer for project supervision/quality control.
- e. Evaluate the Construction Works whenever sought by the Institute, and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend meetings to ensure that the project proceeds in accordance with the conditions of contract and keep the Institute informed and render advice on actions, to the extent desired by the Institute/executing agency.

3.7.8 Post-Construction Stage

- a. Prepare and submit completion reports and as-built Architectural drawings and structural designs and drawings for the project as required and obtain "Completion/Occupancy Certificate" from statutory authorities, as applicable including Occupancy certificate, CTO, Fire certified compliance report etc.
- b. Share soft copies of as-built drawings and documents to facilitate contractor(s) and executing agency to furnish as-built drawings of entire project to the Institute.
- c. Conduct audit after one year of completion, for green building certification.

3.7.9 Schedule of services

Category A: Master plan

The consultant shall, after taking instructions from the Institute, render the following services.

S. No.	Stages	Details of Services
1.	Programming and Site Evaluation [Stage 1]	<p>Ascertain the Authority's requirements, examine site constraints & potential; and prepare a design brief for the Institute's approval.</p> <p>Study existing land use in and around the project area.</p> <p>Study of contextual issues, socio-cultural aspects, landscape features and built form etc.</p> <p>Study existing infrastructure, accessibility, circulation pattern, parking and external services</p> <p>Prepare report on site evaluation, state of existing buildings, if any; and analysis with basic approach to circulation, activity distribution, interconnectivity and external linkages including rough estimate of project cost based on allowable FAR/re development objectives.</p> <p>Assessment of impact of development/re-development plan on the project area and its immediate environment.</p>

		Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/or proposed facilities.
2.	Concept Design [Stage 2]	<p>Preparation of concept design of the area showing circulation pattern, zoning of various land uses and relevant details, development/re-development strategy.</p> <p>Assessment of utility services and their interconnectivity.</p> <p>Furnish revised rough estimate of project cost based on FAR used in concept design/re-development objectives.</p> <p>Preparation of three-dimensional form in relation to open spaces, model showing the proposal and surrounding areas.</p> <p>Submission of model and Conceptual design to the Authority/statutory authorities for approval & ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required.</p>
3.	Detailed Design and Approvals [Stage 3]	<p>Preparation of drawings showing the common facilities for circulation, parking, open spaces and external Architectural form.</p> <p>Preparation of drawings showing Architectural controls/ guidelines features and specifications.</p> <p>Preparation of drawings showing schematic network of services.</p> <p>Preparation of drawings showing landscape, street furniture graphic signage etc.</p> <p>Furnish modified project cost.</p> <p>Furnish urban design report including implementation strategy.</p> <p>Prepare detail designs of various external elements and components.</p> <p>Presentation of the urban design study to the statutory authorities for approval and ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required</p>

Category B: Comprehensive Architectural Services

The Architect shall, after taking instructions from the Authority, render the following services as mentioned in the table below.

S. No.	Stages	Details of Services
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1	Concept design (Stage 1)	<p>Carry out site analysis and furnish a site appraisal report about the potential of the site vis-à-vis activities required.</p> <p>Prepare drawings and documents to enable the Institute to do detailed survey including soil investigation at the site of the project.</p> <p>Furnish preliminary scheme for site planning.</p> <p>Prepare conceptual design with reference to requirements given and prepare rough estimate of cost on plinth area basis as/ CPWD specifications.</p> <p>Submit concept/block model</p>
2	Preliminary Design, Drawings and Design Basis Report (DBR). (Stage 2)	<p>Modify the conceptual design, incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Institute's approval along with preliminary estimate of cost on plinth area basis as/CPWD specification and DBR for various components.</p>
3	Drawings for Authority's/Statutory Approvals (Stage 3)	<p>Prepare drawings necessary for Authority's/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Authority in obtaining the statutory approvals thereof, if required.</p> <p>Submit preliminary model, virtual and/or physical as may be required.</p>
4	Working drawings, Tender drawings and documents (Stage 4)	<p>Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.</p>
5	On Award of work and start of work (Stage 5)	<p>Provide necessary support for the award of work and the start of work.</p>
6	Construction Stage Activities [Stage 6]	<p>Construction & Commissioning</p> <p>The Architectural consultant shall help the Institute in executing and commissioning the work and for getting the project facility constructed as per approved designs.</p> <p>Construction Supervision</p> <p>The Architectural consultant shall be responsible to visit the site of work and provide periodic visits fortnightly for first three months and monthly thereafter to clarify any decision or interpretation of the drawings and specifications that may be necessary and to ensure that the project proceeds generally in</p>

		accordance with condition of contract.
7	Completion (Stage 7)	<p>Prepare and submit completion reports and drawings for the project as required and assist the Authority in obtaining Completion/Occupancy Certificate, CTO, Fire certified compliance report etc. from statutory authorities, wherever required</p> <p>Issue Two sets of "As built drawings" including services, structures and landscaping.</p>

Note- Architectural consultant to ensure that the design aligns with the approved master plan of the institute. Any updates or changes to the master plan must be incorporated accordingly.

Category C: EPC Mode

S. No.	Stages	Details of Services
1	Concept design (Stage 1)	<p>Carry out site analysis and furnish a site appraisal report about the potential of the site vis-à-vis activities.</p> <p>Prepare drawings and documents to enable the Institute to do detailed survey including soil investigation at the site of the project.</p> <p>Furnish preliminary scheme for site planning.</p> <p>Prepare conceptual design with reference to requirements given and prepare rough estimate of cost on plinth area basis as/ CPWD specifications.</p> <p>Submit concept/block model, design and specifications.</p>
2	Preliminary Design, Drawings and Design Basis Report (DBR). (Stage 2)	<p>Modify the conceptual design, incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Institute's approval along with preliminary estimate of cost on plinth area basis as/CPWD specification and DBR for various components.</p>
3	Tender drawings and documents (Stage 3)	<p>Prepare Tender drawings, tender documents and specifications.</p>
4	Completion stage (Stage 4)	<p>The consultant shall be responsible for practical solutions till the completion of design and detailing by EPC contractor</p>

3.8 Financial terms

3.8.1 Fee for the Project

The fee for consultants appointed to undertake projects for IIT Delhi will be based on a percentage of the project cost. **The project fee will be determined based on the lowest of the following three factors: the Estimated Cost, the Tendered Cost, or the Actual Completion Cost**

Additional terms & conditions are as follows:

- The fee shall include all charges i.e. all taxes including duties, levies, out of pocket expenses, professional fee, vetting charges except structural vetting and GST @ 18% etc. In the event of a future increase in GST, an additional payment will be made and conversely, if the GST rate decreases, a proportional amount will be deducted.
- The fee is inclusive of fees payable by the consultant to any other sub-consultant and associated consultant, nothing extra shall be payable by the Institute.
- The Consultant will have to make all arrangements for the staff at their own cost.
- The consultant shall acquaint itself with all the legislation, courts and standards prescribed from time to time.
- The cost of the project shall be calculated on the actual cost of structural/civil, landscaping, sanitary and electrical fittings and fixtures including Lifts and DG sets, mechanical equipments etc. On all the items on which consultants rendered professional services.

3.8.2 Cost of the Project to be excluded for payment to the Consultant

The cost of the following items shall not be included in the cost for the purpose of working out of the Consultant's fee.

- Land including its existing developed and its development charges, lease charges etc.
- Incurred on plan approval and services connection deposits and fees payable to local and or statutory body by the Institute.
- Incurred on any other services, fittings and fixtures which are not planned and designed by the Architect except lift, DG Sets etc. as design of these items are to be provided by consultant only along with applicable norms.
- Any infructuous expenditure as a result of demolition etc. suggested by the Architect and cost of such work.
- Incurred on supervisory and other establishment employed on work by the Institute.
- Other contingent expenditures like press advertisement, publicity, cost of foundation stone, inauguration ceremonies of building, stationary etc.
- Escalation in the cost of work due to increase in rates of labour and materials paid to the contractors.
- Incurred-on fee and travelling expenses paid to the Architect for this work.
- Incurred on demolition of existing buildings or its portion and development services, if any.
- Incurred on arbitration proceedings and cost of award given by the arbitrator, if any.
- Fee paid for vetting of designs.

- Survey cost (for example, soil testing, geo technical survey, contour survey, survey related to utilities if required) in consultation/in principle approval with the Institute and will be reimbursed by the Institute.

3.9 Payment Terms

In continuation of paragraph 3.7, the payment terms for the work are further categorized based on the schedule of services outlined in that paragraph. This section offers a detailed breakdown of the payment against the deliverables to provide a clearer understanding of the project's requirements and payment structure.

Category A: Master plan

S. No.	Key Activities/Milestones	Payment %
1	<p>Stage 1- Programming and Site Evaluation</p> <p>On submitting preliminary report containing site evaluation, development/re-development impact assessment, feasibility study, volumetric study and urban form recommendation along with rough estimate of project cost.</p> <p>The master plan should incorporate all existing and proposed building designs and utilize the maximum allowable Floor Area Ratio (FAR).</p>	20% of the total fee payable.
2	<p>Stage 2- Concept Design</p> <p>a. On submitting concept design and revised rough estimate</p> <p>b. On incorporating the Institute's suggestions and submitting model and final design and approval thereof from the Authority /Statutory authorities, if required.</p>	<p>30% of the total fees payable less payment already made at Stage 1.</p> <p>40% of the total fees payable less payment already made at Stages 1 and 2a, to be released in two equal instalments on submission and approval.</p>
3	<p>Stages 3- Detailed Design and Approvals</p> <p>3a. On submitting drawings showing the common facilities for circulation, parking, open spaces and external Architectural form.</p> <p>3b. On submitting drawings showing Architectural controls, features and specifications.</p> <p>3c. On submitting drawings showing network of services, landscape, street furniture, graphic signage and modified estimate of project cost and approval thereof from the Authority/ statutory</p>	<p>45% of the total fees payable less payment already made at Stage 1 to 2b.</p> <p>55% of the total fees payable less payment already made at Stages 1 to 3a.</p> <p>60% of the total fees payable less payment already made at Stages 1 to 3b, to be released in</p>

	authorities.	two equal instalments on submission and approval.
	3d. On submitting the design report/vision document for future usage.	75% of the total fees payable less payment already made at Stages 1 to 3c.
	3e. On completion of review and getting statutory approvals	100% of the fees payable

Category B: Building Design and Development

S. No.	Key Activities/Milestones	Payment %
1	Stage 1- Conceptual design On submitting conceptual designs and rough Estimate of cost.	10% of total fee payable.
2	Stage 2- Preliminary Design, Drawings and Design Basis Report (DBR). On submitting the required preliminary design for the Institute's approval along with the preliminary estimate of cost and DBR	20% of total fee payable less payment already made at Stage 1
3	Stage 3- Drawings for authority's/ statutory approvals 3a. Construction Approvals Incorporate the Institute's suggestions, submit the revised drawings for approval, and obtain the necessary clearances to commence construction from the MCD, DUAC, Fire Department, AAI, and other relevant statutory authorities.	30% of the total fees payable less payment already made at Stages 1 and 2.
	3b. Environmental Approvals Incorporate the Institute's suggestions, submit the updated drawings for approval, and obtain the required clearances, including environmental clearance, tree cutting permission, CTE, ToR, and other necessary approvals from the relevant statutory authorities.	35% of the total fees payable less payment already made at stages 1 to 3a
4	Stages 4- Working drawings, Tender drawings and Tender documents	45% of the total fees payable

	Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents	less payment already made at stages 1-3a
5	Stages 5- Appointment of contractors On the award of work to the contractor and start of work	50% of the total fees payable and less payment already made at Stages 1-4.
6	Stage 6- Construction a. On submitting the working drawings and details required for commencement of work at site.	60% of the total fees payable less payment already made at Stages 1-5.
	b.(i) On completion of 20% of the work	65% of the total fees payable less payment already made at Stages 1-6a.
	b. (ii) On completion of 40% of the work	70% of the total fees payable less payment already made at Stages 1-6b(i).
	b.(iii) On completion of 60% of the work	75% of the total fees payable less payment already made at Stages 1-b(ii).
	b.(iv) On completion of 80% of the work	80% of the total fees payable less payment already made at Stages 1-6b(iii).
	b.(v) On Virtual Completion	85% of the total fees payable less payment already made at Stages 1-6b(iv).
7	Stage 7- Completion 7a. On submitting completion report and drawings for issuance of completion/ occupancy certificate by statutory authorities including clearances from MCD, DUAC, Fire Department, AAI, and other relevant statutory authorities, wherever required.	90% of the fees payable less payment already made at various stages
	7b. On submitting completion report and drawings for issuance of CTO by statutory authorities, wherever required.	95% of the fees payable less payment already made at various stages

	7c. On issue of “As-built drawings” and completion of Defect liability period of 12 months.	100% of the fees payable less payment already made at various stages
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Category C: EPC mode considerations

S. No.	Key Activities/Milestones	Payment %
1	Stage 1- Conceptual design On submitting conceptual designs, specifications and rough Estimate of cost.	30% of the total fee payable.
2	Stage 2- Preliminary Design, Drawings and Design Basis Report (DBR). On submitting the required Preliminary design for the Institute’s approval along with the preliminary estimate of cost and DBR	60% of the total fee payable, less payment already made at Stage 1
3	Stages 3- Tender drawings and documents Prepare Tender drawings, tender documents and specifications.	80% of the fees payable less payment already made at Stage 2
4	Stage 4 -Completion stage On completion of design and detailing by EPC contractor	100% of the fees payable less payment already made at various stages

SECTION – IV EVALUATION PROCESS

4 Evaluation/Selection process

4.1 Eligibility Criteria

Bidders who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted. Further details can be referred from Section 4.2.2- Technical Bid Evaluation.

4.1.1 Should have successfully rendered services in the role of Architectural Consultant for works/ Project of magnitude as follows during the last 7 years ending previous day of last date of submission of bids.

4.1.1a Consultancy fee of not less than Rs. 400 Lakhs for one similar work.

Or

Consultancy fee of not less than Rs. 300 Lakhs for two similar works.

Or

Consultancy fee of not less than Rs. 200 Lakhs for three similar works.

The Architectural Consultants should have a minimum of 10 years of existence in the desired field.

Any firm (whether titled as an Architectural firm which fulfills the laid down eligibility criteria defined herein shall be permitted to take part in the bidding process.

Architectural firms shall be permitted to engage Engineers of appropriate qualification and experience to fulfill eligibility criteria and to take part in the bidding process.

Architectural Consultants shall be allowed to engage / associate sub consultant, whose credentials, manpower, experience details shall be given along with the bid. the Sub-consultant shall be entitled to get experience certificate for the work rendered by them in their own capacity through the main consultant.

Architectural Consultants must be registered with the Council of Architecture (COA)/Members of the Indian Institute of Architecture and should have experience in architectural planning, designing & drawings, structural design & drawings and MEP design & drawings, in organization of Central Govt./State Govt./Central Public Sector Undertaking/ State public Sector Undertaking /Central Autonomous bodies/reputed private organization/firm for providing Comprehensive integrated Architectural & Engineering Consultancy Services.

The proprietor, partner, or director of a firm must be registered with the COA, and their registration must be active and not in default on the last day of bid submission.

4.1.1b Bidder should provide documentary evidence for their services in the construction of academic and residential building of **area at least 30,000 sqm in single work or 25,000 sqm in each of two works, or 20,000 sqm in each of three works.**

4.1.1c "Similar work" means Agency must have executed Projects in the role of Project Consultant cum Architect or equivalent for Construction of Residential/ Hostel building and Academic building/Building of National Importance including Institutional campus development Works.". Component of one Academic/Research building must have been executed in any one certificate submitted by them for at least 20000 Sqm building area. The Completion certificates issued by an officer not below the rank of Executive Engineer of similar works completed by the Agency.

4.1.1d "Satisfactorily Completed Consultancy work" shall mean completion of construction of project for which consultancy assignment has been executed.

4.1.1e The executed works should be in the sole name of firm/bidder and the works executed in joint ventures shall not be accepted.

4.1.1f 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.

4.1.1g 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.

4.1.1h Institute may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.

4.1.2 Should have had **average Annual Financial Turn Over of Rs 250 lakhs** on consultancy works during the immediate last three consecutive financial years ending 31st March 2024, duly certified by Chartered Accountants. The year in which no turnover is shown would also be considered for working out the average. Further details can be referred from Section 4.2.2- Technical Bid Evaluation.

4.1.3 Should have a minimum solvency of **Rs. 200 lakhs** given by his Bankers, as per Annexure Form-B. Further details can be referred from Section 4.2.2- Technical Bid Evaluation.

4.1.4 Blacklist undertaking

The agency must not be blacklisted /debarred by any Government department / Organization / Institution during the last three years on grounds of dissatisfaction as on dated 31st December 2024.

4.1.5 Financial Information: Bidder should furnish the following financial information:

- Annual financial statement for the last Five years in Form 'A' and
- Solvency certificate in Form 'B'

4.1.6 Experience on Similar Works: Bidder should furnish the following:

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

- 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.

4.1.7 Organization Information: Bidders must submit their organizational details using Form 'E', along with a brief CV and a summary of the key personnel's experience using Form 'E1' for evaluation. The bidder should also demonstrate having sufficient Technical and Administrative staff for the effective execution of the contract. Within 15 days of receiving the work award, the bidder must provide a detailed list of these employees, specifying their roles and involvement in the project.

4.1.8 Undertaking: An undertaking shall be provided by the firm/consultancy on a Rs. 10 stamp paper, written as follows:

I/We, [Name(s)], hereby certify that the information provided is accurate and true to the best of my/our knowledge. I/We acknowledge that if any information is found to be incorrect at any stage, I/We shall be subject to a three-year suspension from the institute, disqualification, and forfeiture of the Earnest Money Deposit (EMD) and/or Performance Guarantee (PG). Additionally, such findings may lead to further disciplinary action.

4.1.9 Price Bid:

- a) 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/e-procure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
- b) If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet and only numerical values will be used for calculations.
- c) The percentage fee quoted by the bidder is inclusive of all other charges etc. excluding GST. GST shall be reimbursed extra on submission of proof of payment.
- d) This agreement may be extended by IIT Delhi maximum until the completion of works. In case the work is not completed by the executing agency within the stipulated period.
- e) 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 Consultants / Architects for completing the job.
- f) The price bid shall also include the cost of all visits to be made by Consultants / Architects to the Institute and 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 service of all works, relating to project till actual completion of whole project including statutory approvals and defect liability period of 12 months.

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

4.2 Bid Opening and Evaluation

- a. The Institute shall follow the QCBS (Quality Cum Cost-based Selection) Method for selecting the successful bidders.
- b. The system is based on a two-bid system where the technical bid and financial bid shall be submitted and evaluated separately.
- c. Technical bids will be opened first as per schedule and will be examined by a technical committee. Technical evaluation shall be done only for eligible bidders who have submitted bids as per eligibility criteria and technically qualified bidder shall be called for presentation for further evaluation as per RFP.
- d. The Financial bids will be opened only for maximum of top three technically qualified bidders, provided they have an overall score of 75% or higher. These top three bidders will be empaneled and must agree to the fee determined from the quotations submitted, as outlined in Section 4.2.2.
- e. The details given in the power point presentation of the successful bidders will form part of the agreement.

4.2.1 Technical Bid Evaluation

Technical bids received complete in all respects will only be opened as per schedule.

Each bidder shall be assigned marks out of 100, as per the criteria specified below:

	Works of similar nature		Maximum Marks (15)
a)	a) Consultancy fee of not less than Rs. 800 Lakhs for one similar work. Or b) Consultancy fee of not less than Rs. 600 Lakhs for two similar works. Or c) Consultancy fee of not less than Rs. 400 Lakhs for three similar works.	15 marks	"Similar work" means Agency must have executed Projects in the role of Projects Consultant cum Architect or equivalent for Construction of Residential building & Institutional/ Research Building/ Building of National Importance including Institutional campus development Works."
	a) Consultancy fee of not less than Rs. 600 Lakhs for one similar work. Or b) Consultancy fee of not less than Rs. 450 Lakhs for two similar works. Or c) Consultancy fee of not less than Rs. 300 Lakhs for three similar works	10 marks	Self-attested photocopies of documentary evidence towards above, supported by relevant satisfactory job completion certificates, should be submitted.

	<p>a) Consultancy fee of not less than Rs. 400 Lakhs for one similar work. Or</p> <p>b) Consultancy fee of not less than Rs. 300 Lakhs for two similar works. Or</p> <p>c) Consultancy fee of not less than Rs. 200 Lakhs for three similar works.</p>	5 marks	
b)	Experience in Planning and designing of project works completed.		Maximum Marks (15)
	<p>a) 60,000 sqm in single work or</p> <p>b) 50,000 sqm in each of two works or</p> <p>c) 40,000 sqm in each of three works</p>	15 marks	Definition of works of similar nature is same as above. Work should have been completed. Self-attested copy of experience certificates for completed work issued by the awarding organization should be submitted.
	<p>a) 45,000 sqm in single work or</p> <p>b) 38,000 sqm in each of two works or</p> <p>c) 30,000 sqm in each of three works</p>	10 marks	
	<p>a) 30,000 sqm in single work or</p> <p>b) 25,000 sqm in each of two works or</p> <p>c) 20,000 sqm in each of three works</p>	5 marks	
c)	Experience in Planning and designing of project works completed.		Maximum Marks (5)
	Experience of doing master plan of campus having area not less than 100 acres	2 marks	Self-attested photocopies of documentary evidence towards above, supported by relevant

	Experience of doing master plan of campus having area more than 100 acres	5 marks	satisfactory certificates, submitted.	job should be	completion be
d)	Annual Financial Turnover		Maximum Marks (10)		
	Average Annual Financial turnover of Rs. 250 Lakhs for Consultancy works in last 3 (three) consecutive financial years.		Supporting Documents include a Certificate from the Chartered Accountant.		
	2021-2022, 2022-2023, 2023-2024 (For more than Rs.500 Lakhs)	10 Marks			
2021-2022, 2022-2023, 2023-2024 (For Rs.250 Lakhs to Rs. 500Lakhs)	5 Marks				
e)	Profit & loss account for the last five financial years.		Maximum Marks (5)		
	2019-2020 to 2023-2024 (If agency is in profit for all last 5 financial year).	5 Marks	Supporting Documents include a Certificate from the Chartered Accountant. (Form- 'A' duly certified and audited by the Chartered Accountants)		
	2019-2020 to 2023-2024 (If the agency is in profit at least 3 financial years out of 5 financial years).	2 Marks			
f)	Solvency Certificate		Maximum Marks (5)		
	Solvency of Rs. 200 lakhs to Rs. 500Lakhs.	3 Marks	Solvency certified by his Bankers in Form- B'		
	Solvency more than Rs. 500 lakhs.	5 Marks			
g)	Organization Strength & Manpower		Maximum Marks (20)		
	Designation	Min. Qualification		No.	Marks
1	Team Leader and Architect	B. Arch with more than 15 years of Experience and must have handled large projects. Should be registered with the Council of Architects. The minimum association with the firm		1	2

		should be 10 years.	2	5
2	Architect	B. Arch with more than 10 years of Experience and must have handled large projects. Should be registered with the Council of Architects. Minimum association with the firm should be 5 years.	2	2
			More than 2	5
3	Junior Architect	B. Arch with 3-8 years of Experience and must have handled large projects. Should be registered with the Council of Architects. Minimum association with the firm should be 2 years.	2 to 5	2
			More than 2	5
4	Civil Engineer	Degree (Civil) having 10-15 years of experience in the same field.	1	3
5	AutoCAD /Revit certified Draftsmen	Relevant qualification with experience of 05-10 Years of experience	2	2

Please note the Proof of salary credited to the employees, in support of the above shall be submitted along with Bid for the month of March of last 5 financial years. In addition, an undertaking shall be furnished by the employer that the person has been a regular employee of the firm since last ---- Years.

g)	Presentation by the bidders		Maximum Marks
			(20)
	Marks to be allotted by Institute's evaluation committee /team based on presentation made by the Consultant. (Note- A hard copy of the presentation should be submitted)		The presentation will be evaluated by a committee constituted by IIT Delhi. Agency should show in their presentation, details of manpower, available technical resources and the projects with GRIHA/equivalent rating. (To be indicated by the agency in their PPT) Bidder should visit the campus and study the scope and requirements.
h)	Feedback		Maximum Marks
			(5)
	All satisfactory feedback	5 marks	Agency should provide names and contact details of support by relevant experience certificates. Institute
Partly satisfactory feedback	2 marks		

	Negative feedback	0 marks	authorities will contact them for feedback/ references.
CALCULATING THE TECHNICAL SCORE			
A Bidder must secure a minimum of 75% marks (i.e. 75 out of total 100 marks) in Technical Evaluation in order to be shortlisted for opening of financial bids.			

4.2.2 Opening of Price Bid

The Financial bids will be opened only for the top three technically qualified bidders (maximum three numbers), who score a minimum of 75% or higher marks in technical evaluation. The bids shall be opened at the notified time, date and place as per RFP.

The lowest bid submitted for each of the specified project categories, namely, new construction, campus master plans, and EPC mode—will be set as the final rate for the work to be completed and will then be applied uniformly to all empaneled Consultants. All the empaneled Consultants will be assigned work at the final rate arrived.

4.3 Award criteria

4.3.1 The successful bidders will be informed of the acceptance of their bids and shall be required to furnish a “Performance Guarantee”. Necessary instruction with regard to amount, time of depositing performance guarantee will be specified in the letter of offer.

4.3.2 The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

4.3.3 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.

4.4 Signing of Agreement:

The Architectural consultants empaneled, will be required to sign the Contract agreement on stamp paper within 15 days of the issue of award letter and award letter shall be issued only after submission of P.G. as per format of the Institute. The RFP documents along with price bid shall be deemed to form parts of the Contract.

4.5 Earnest Money and Security Deposit

- 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.
- The physical EMD of the scanned copy of EMD uploaded shall be deposited by the successful bidders within a week after opening of financial bid, failing which the bid shall be rejected.
- 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

- 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.
- EMD shall be released after the award of work and performance guarantee submitted by the lowest bidder Rs. 10,00,000/- in the form of Bank Guarantee or F.D.R from a Nationalized/Schedule Bank.
- Security deposit of 2.5% will be retained from each running bill and will be released after one year from the completion of work, as recorded by the executing agency/PMC or the Institute. The release of the deposit is contingent upon the satisfactory verification of the As-built drawings, Occupancy certificate, and submission of all necessary statutory approvals from relevant authorities, including but not limited to the Occupancy certificate, Fire clearance, CTO, and CTE, and other documents related to the project, whichever is later.

4.6 Performance Bank Guarantee

- Before signing the Agreement, the Agency should submit a “Performance Bank Guarantee” (on standard format provided by IIT Delhi) from a Scheduled Bank amounting Rs. 10,00,000/-.
- Performance bank guarantee shall be released after getting satisfactory project completion certificate and all the necessary statutory approvals from relevant authorities, including but not limited to the Occupancy certificate, Fire clearance, CTO, and CTE etc. as applicable from PMC/ Executing agencies i.e. CPWD/ RITES/NBCC etc as may be required, on completion of contract period of 60months.
- It must be clearly noted that the work shall be considered completed only after all necessary statutory approvals have been obtained from relevant authorities including Occupancy certificate, Fire clearance, CTO, and CTE etc., as applicable.

SECTION – V

ADDITIONAL DETAILS

5 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>

5.1 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](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.

5.2 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.

5.3 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 the bid submission process.

5.4 Submission of Bids

- 1) Bidder should log into the site well in advance for bid submission so that he/she uploads 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.

5.5 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.

5.5.1 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 respects) 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 Type
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, GST, ITR of last 3 years	.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		Annexures and Forms (duly filled & signed by the bidders)	PDF
7		Any other documents specified in RFP required for Eligibility Criteria / Technical evaluation	PDF
8		ESI/ EPF if applicable	PDF
9		Undertaking of debarring	PDF
Part – 2 (Financial Bid)			
Sl.No	Document	Content	File Type
1.	Financial Bid	Price bid should be submitted in BOQ format.	.Xls

All above documents shall be as per RFP Notice

SECTION – VI

FORMS AND ANNEXURES

FORM 'A' FINANCIAL INFORMATION

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

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).

S.No.(Fig in Lakhs Rs.)	Particulars	Financial Years				
		2019-20	2020-21	2021-22	2022-23	2023-24
	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:

- a. Bankers certificate should be on letter head of the Bank, addressed to Registrar's Indian Institute of Technology Delhi.
- b. 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. No.	Name of work /project and location	Owner or sponsoring organization	Cost of Project in Crores of rupees	Cost of consultancy work in crores of rupees	Date of commencement as per Consultancy Work	Built up area of project including Type/ Category of project (Residential/ Academic/ Hostel)	Stipulated date of completion of consultancy work	Actual date of completion of consultancy work	Name and address/telephone No. of officer to whom reference may be made
1	2	3	4	5	6	7	8	9	10

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	Built up area of project including Type/ Category of project (Residential/ Academic/ Hostel)	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	11

SIGNATURE OF BIDDER(S) WITH STAMP & SEAL

FORM 'D'

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

S.no.	Description	
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	
11	Built up area	
12	Type of building	
13	Mode of execution by executing Agency	EPC/ Item rate/ Percentage rate/ Lumpsum

Dated:

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

Note: Completion certificate having above information shall be considered for evaluation process otherwise bidder has to submit performance report as per the above format duly signed and stamped by Client.

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? blacklisted/debarred in last 3 years. convicted by the court of law. If so, give details.	

9.	In which field of building 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 detail 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 EMD] or DD No. with date	
	BANK DETAILS	
9	Bank name	
10	Branch address	
11	Branch telephone no.	
12	MICR Code of the bank	
13	IFSC code	
14	Bank Account no.	
15	Type of account	

We further declare that our organization has not been blacklisted / delisted or put on holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years and all the information furnished in this proposal is 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: Empanelment of Architectural consultant / Architectural firms for Providing Comprehensive Architectural & Engineering Consultancy Services at IIT Delhi.

Sir,

Having examined the 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 is 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 & Signature(s) of bidder(s)

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	Consultancy fee of not less than Rs. 400 Lakhs for one similar work. Or			
	Consultancy fee of not less than Rs. 300 Lakhs for two similar works. Or			
	Consultancy fee of not less than Rs. 200 Lakhs for three similar works.			
A.2	Area of project works completed.			
	30,000 sqm in single work Or			
	25,000 sqm in each of two works, Or			
	20,000 sqm in each of three works.			
B	Financial Information			
B.1	Average Annual Financial turnover of Rs. 250 Lakh for Consultancy works in last 3 (three) consecutive financial years. Note 1: Supporting Documents include a Certificate from the			

	Chartered Accountant.			
	2021-2022			
	2022-2023			
	2023-2024			
B.2	Profit & loss account for the last five financial years in Form- 'A' duly certified and audited by the Chartered Accountants,			
	2019-2020			
	2020-2021			
	2021-2022			
	2022-2023			
	2023-2024			
B.3	Minimum solvency of Rs. 200 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.	Blacklisting undertaking			

FINANCIAL BID

Name Work: Empanelment of Architectural consultant/ Architectural firms for Providing Comprehensive Architectural & Engineering Consultancy Services at IIT Delhi.

SCHEDULE OF PRICE PROPOSAL

S	Description	Consultancy fee to be quoted in
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No.		percentage		
		Qty/unit.	(In figures) AMOUNT Without GST	(In words)
1.	New /Original works (under non-EPC)			
	Academic and non- residential buildings	%	
	Residential buildings and Hostels	%	
2	Repetitive works			
	2.1.1) Academic and non-residential buildings	%	
	2.1.2) Residential buildings and Hostels	%	
3	EPC mode			
	4.1.1) Academic and non-residential buildings	%	
	4.1.2) Residential buildings and Hostels	%	
4	Revision of Master Plan of the Institute Campus requiring approval from concerned authorities	Lump-sum cost		

Signature of Authorized Representative with seal

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