

REQUEST FOR PROPOSALS



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

FOR

**New Construction Projects (Package-II, RITES) at IIT Delhi
Campus in Hauz Khas, New Delhi.**

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

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DISCLAIMER

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

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

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

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

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

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

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

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

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

The Executive Engineer (CD-I), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-26596851) on behalf of Board of Governors invite online Request for Proposal from eligible and experienced organizations of Central Govt. / State Govt. / Central Public Sector Undertaking / State Public Sector Undertaking / Central Autonomous bodies / State Autonomous bodies / Private firms who have experience for government works, for Providing Third Party Quality Assurance (TPQA) Services of the following work:

RFP No.	IITD/EE(CD-I)/2026-27
Name of Work	Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects (Package-II, RITES) at IIT Delhi Campus in Hauz Khas, New Delhi.
Estimated Cost	Rs.2,05,04,478/-
Earnest Money	Rs. 4,11,000/-
Performance Guarantee	5% of the contract amount.
Security Deposit	2.5% of the contract amount.
Period for completion	25 months
Late date & time for submission of bids	29/06/2026 upto 15.00 Hrs.
Date & Time for opening of technical Bids	30/06/2026 at 15.00 Hrs.

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

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

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

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

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

Budget Head: 35.01.04(IOE)**Copy to:**

1. Dean (Infra) for information.
2. Institute Engineer
3. Executive Engineer (CD-I)
4. D.A. (Works Accounts)
5. D.R. (A/Cs) – for opening of uploaded documents at **03:00 PM on 30/06/2026** in the office of D.R. Store
6. Notice Boards.
7. Office Copy
8. Web site Administrator, I.I.T.D.
9. **E-tendering Web.** <http://eprocure.gov.in/eprocure/app> or www.iitd.ac.in

SECTION – I
INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS NEW DELHI – 110016
IITD/WORKS (SP-5318)/2026

1 Information And Instructions for Bidders

1.1 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 invite online Request for Proposal from eligible and experienced organizations of Central Govt./ State Govt./ Central Public Sector Undertaking / State Public Sector Undertaking / Central Autonomous bodies/ State Autonomous bodies/ Private firms who have experience for government works for Providing Third Party Quality Assurance (TPQA) Services of the following work:

S.No.	Name of Work	Estimated Cost	Earnest Money (in Rs.)	Tenure of Empanelment
1.	Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects (Package-II, RITES) at IIT Delhi Campus in Hauz Khas, New Delhi.	Rs.2,05,04,478/-	Rs.4,11,000/-	25 months

Last date and time of submission of financial & Technical bid

: 29/06/2026 up to 3:00 pm (online)

Date and time of opening of technical bid

: 30/06/2026 at 3.00 pm (online)

Price bids of the Eligible bidders as per RFP shall be opened at a later date after scrutiny of technical bids.

- The successful bidders shall be required to submit a performance guarantee of **5%** of the contract amount in the form of Bank Guarantee or F.D.R. from a Commercial Bank within **15** days of issue of letter of intent before award of work. In case of failure by the Bidder/Agency to supply the performance guarantee within the specified period, full earnest money will be forfeited, and the RFP shall be treated as void. The performance guarantee shall be initially valid up to the date of completion plus 180 (One Eighty) days beyond that.

2. Eligibility Criteria:

Bidder/Agency who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

- The Bidder/Agency must have successfully completed services in the role of Project Management Consultant / Project Management Agency / Third Party Quality Assurance Agency and must have received a consultancy fee during the last 7 years ending last day of the month previous to the one in which RFP is invited.

One similar completed work costing not less than Rs.164 lakhs.

Or

Two similar completed works each costing not less than Rs.123 lakhs.

Or

Three similar completed works each costing not less than Rs.82 lakhs.

- ii) "Completed Work Costing" in this criterion shall mean that the agency must have received a consultancy fee for the completed work as stated in the above criteria.
- iii) Bidders should provide documentary evidence for their services in the Construction of RCC Framed Residential Building / Hostel Building / Institutional Building / Research Building / Building of National Importance of area at least 65,000 sqm in single work or 49,000 sqm in each of two works, or 32,500 sqm in each of three works.
- iv) **Earnest money of Rs.4,11,000/-** in the form of NEFT / RTGS (as per the bank details mentioned in the NIT) / Banker's cheque / Demand draft / Fixed Deposit Receipt of a Commercial Bank drawn in favour of **Registrar, I.I.T. Delhi**. No relaxation in EMD will be allowed for MSMEs and MSEs as per CPWD Manual.
- v) **The bidder should have had an Average Annual Financial Turnover of Rs.61 Lakhs from Consultancy Works during the last three years ending 31st March 2025 (Scanned copy of the certificate from CA with UDIN to be uploaded).** The value of annual turnover figures shall be brought to the current value by enhancing the actual turnover figures at a simple rate of 7% per annum. At the time of submission of bid contractor may upload Certificate from CA mentioning Financial Turnover and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet. **(FORM – A)**.
- vi) The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheets (standalone financial statement), duly certified and audited by the Chartered Accountant to be uploaded **(FORM – A)**.
- vii) The bidder should have a **Bankers Certificate for a minimum of Rs.82 Lakhs** from a commercial bank **(Form - B)**. The certificate should be issued in the current financial year.
- viii) The agency must not be blacklisted /debarred by any Government department / Organization / Institution during the last three years ending on last date of bid submission on grounds of dissatisfaction. An undertaking has to be furnished by the bidder on the company's letterhead.
- ix) The Bidder should submit the letter of transmittal **(Annexure-2)** attached with the document.
- x) An undertaking shall be provided by the firm/consultancy on a Rs.100/- 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. **(Stamp Paper shall be purchased/ notarized between date of publishing and last date of submission of bids beside this NIT/Tender ID and name of work must be mentioned on the affidavit).**
- xi) In case of EMD made in form of FDR / Demand Draft / Banker's Cheque an undertaking on firm's letter head is required: "The physical EMD shall be deposited by me / us with the authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi."

3. "Similar work" in these criteria means Agency must have executed Projects in the role of

Project Management Consultant/Project Management Agency/Third Party Quality Assurance Agency or equivalent for Construction of RCC Framed Residential Building / Hostel Building / Institutional Building / Research Building / Building of National Importance including Institutional campus development Works.”

4. “Satisfactorily Completed Consultancy work” shall mean completion of construction of project for which consultancy assignment has been executed.
5. The executed work should be in the sole name of the firm / bidder. Joint Ventures (JV) shall not be accepted.
6. Completion certificates issued by an officer not below the rank of Executive Engineer for similar works completed by the Agency.
7. **Work means only work under Government / Central Public Sector Undertaking / State Public Sector Undertaking / 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.**
8. 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.
9. 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.
10. The intending bidder must read the terms and conditions carefully. They should only submit the bid if they consider themselves eligible and are in possession of all the documents required.
11. Information and Instructions for bidders posted on the website shall form part of bid document.
12. The bid document consisting of plans, specifications, the schedule of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://eprocure.gov.in/eprocure/app> in free of cost.
13. 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.
14. The intending bidder must have valid class-III digital signature to submit the bid.
15. On the opening date, the bidder can login and see the bid opening process. After the opening of bids, they will receive the competitor bid sheets.
16. Bidder can upload documents in the form of PDF format.
17. 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). **However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.**
18. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
19. In e-RFP the intending bidder can quote his rates in figures only. The rates in words against amount of each item and total is generated automatically. Therefore, the rate

- quoted by the bidder in figures will be taken as final.
20. 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.
 21. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the selected bidder within a week after opening of financial bid failing which the bid shall be rejected.
 22. The following undertaking with respect to EMD shall be up-loaded by the intending bidders on the letter head of their company: **“the physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the selected 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”**.
 23. Copy of certificate of work experience and other documents as specified in the RFP shall be scanned and uploaded 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.
 24. The bidder should furnish the following:
 - a. List of eligible similar nature successfully completed during last seven years in **Form 'C'** and ongoing works in **Form C-1**.
 - b. 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**.
 - c. Bidder is required to submit the information in respect of his/her/their organization in **Form- E**. Brief CV and length of experience of key personnel are required to be submitted for evaluation in **Form- E1**.
 25. The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how they would be involved in this work within 15 days of award of work.
 26. **The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible.
 - 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 a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above / below on the total amount of the tender or any section / subhead in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
 - d. 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.
 - e. The selected bidder does not deposit physical EMD within a week of opening of tender.
 27. Bid validity shall be **120 days** from the last date of submission of proposal. IITD reserves the right to reject any proposal which does not meet this requirement. The proposal validity period may further be extended on mutual consent.
 28. **Bidders are requested to submit their queries, if any, prior to the pre-bid meeting at the email addresses mentioned on Page 13 of this NIT.**

**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 30/06/2026** 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

2 Schedule

Name of Organization		Indian Institute of Technology, Delhi
Tender (Open/Limited/RFP/Auction/Single)	Type	Request for Proposal
Tender Category (Services/Goods/Works)		Services
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)		Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)		Others
Source of Fund (Institute/Project)		35.01.04 (IOE)
Is Multi Currency Allowed		No
Date of Issue/Publishing		15/06/2026 (15.00 Hrs)
Document Download/Sale Start Date		15/06/2026 (15.00 Hrs)
Document Download/Sale End Date		29/06/2026 (15.00 Hrs)
Date for Pre-Bid Conference		19/06/2026 (15.00 Hrs)
Venue of Pre-Bid Conference		Committee Room, O/o Dean (Infra), Room No. AD – 215, Admin Block, IIT Delhi Campus, Hauz Khas, Delhi – 110016.
Last Date and Time for Uploading of Bids		29/06/2026 (15.00 Hrs)
Date and Time of Opening of Technical Bids		30/06/2026 (15.00 Hrs)
EMD	Rs.4,11,000/-	<p>(To be paid through RTGS/NEFT or OFFLINE MODE in favour of Registrar IIT Delhi.)</p> <p>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</p> <p>(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</p>

	<u>NIT/ Tender notice</u>
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/75/60/30)	120 days (From the last date of Submission of RFP)
Address for Communication	Office of the Executive Engineer (Civil Division-I), Room No- AD117, Main Building, IIT Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-26596851, 011-26597339
Email Address	eeplg@admin.iitd.ac.in a26926@admin.iitd.ac.in

SECTION – II

TERMS AND CONDITIONS

3 Terms And Conditions

3.1 Aim of the Institute

IIT Delhi aims to:

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

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

3.2 Aim and Objectives of TPQA

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

The Objectives are:

- i. To monitor that construction is carried out as per the processes, sequencing, and quality control measures mentioned in the agreement between RITES and the construction agency, and method statements submitted by the contractor to RITES.
- ii. To inspect the site, generate reports and highlight areas of concern on quality of materials, workmanship and finishing at all stages of construction.
- iii. To check that construction is carried out as per drawings and specifications as per contract between RITES and Construction agency.
- iv. To monitor dimensional and geometrical integrity, material and system integrity, performance and constructional integrity and visual and textural integrity.
- v. To help achieve the best quality and execution of work within the prescribed time schedule.
- vi. To monitor the construction timelines and bring any significant deviation to the notice of Institute early enough so that corrective actions may be taken.

3.3 Site

Primarily, development and construction work of Academic Buildings / Residential / Hostel buildings, will take place in IIT Delhi Campus, Hauz Khas, New Delhi. RITES has been engaged as PMC/ PMA for the construction work of IIT Delhi. The construction work will be executed by a construction agency engaged by RITES. Total built-up area to be constructed is approximately 81,163 sqm for 02 Hostel Buildings including External Engineering Services and internal and external MEP work. The execution of work is estimated to be stretched over a period of 25 months. The institute shall reserve its rights to change the built-up area of

proposed construction based on various concerns.

3.4 Definitions

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

1. **Institute** means the Indian Institute of Technology Delhi
2. **Employer / Engineer-in-Charge** means IIT Delhi represented by its authorized representative.
3. **Bidder / Agency / Applicant** means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation who is participating in this bid.
4. **ITES**: Government Works Department / PSU engaged by IIT Delhi as PMC / PMA acting through their representatives / Engineers.
5. **Construction Agency**: The Construction Agency engaged by ITES.
6. **“YEAR”** means “Financial year” unless stated otherwise.

3.5 Information and Guidelines for Bidders

3.5.1 General

1. This RFP shall be submitted online only and in two-bid system:
 - a. Cover-I: PQ cum Technical Bid.
 - b. Cover-II: Price Bid (BoQ).

A bid from a bidder that provides any financial bid details in Cover-1 shall be summarily rejected.

2. This RFP involves Rate quoted by the bidder. The applications shall be evaluated by an evaluation committee based on the criteria defined by IIT Delhi in this NIT. Letter of transmittal and forms for deciding eligibility are given in the annexures
3. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a ‘nil’ or ‘no such case’ entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as ‘Not applicable’. The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms (or) deliberately suppressing the information may result in the bid being summarily disqualified. Bid made by telegram or telex and those received late will not be entertained.
4. The bid should be type-written/computer printed. The bidder (s) should sign each page of the application, or the entire PDF file may be digitally signed.
5. 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 signed letter of transmittal.
6. 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/Project Manager or equivalent.
7. The bidder may provide any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of the eligibility criteria document unless it is called for by the Institute.

3.5.2 Method of Application

1. If the bidder is an individual, the application shall be signed by him above his/her full

- type of written name and current address.
2. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full type of written name and the full name of his firm with its current address.
 3. If the bidder is a firm in consortium, the bid proposals (on each page) shall be signed by the lead bidder of consortium above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the later case, a certified copy of the power of attorney should accompany the bid proposals. In both the cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
 4. If the bidder is a limited company or a corporation, the bid shall be signed by a duly authorized person holding power of attorney for signing the application and certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
 5. In place of the affixing the pen signatures on the bid proposals, the PDF files may be digitally signed with the DSC in the name of the signer (as specified above) as per the provisions of IT Act. The DSC must be provided by a recognized CA for this purpose and must be in the name of the signer. The bid proposal which is not duly signed as mentioned above or by authorized signatory shall be treated as non-responsive and shall be summarily rejected.
 6. 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.

3.5.3 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.

3.5.4 Particulars Provisional

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

3.5.5 Site Visit

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

3.6 Validity of Agreement

1. The validity period of the agreement shall be in line with the progress of the project and shall be co-terminus with the completion of project. The contract will commence from 7th day of issue of the award letter and will remain effective till the actual completion of the work or the time period given in the TPQA agreement, whichever is later.
2. The services of a TPQA Consultant shall be required up to the actual completion execution of work, taking over of the assets by the Institute and finalization of the final bill.
3. Extension of Time: Any period during which a party shall, pursuant to this contract complete any action or task shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure or for reasons not attributable to such Party. Also, extension of time will be given to TPQA Consultant, if the execution of the work continues beyond the stipulated date(s) of completion.

3.7 Additional Assignment.

TPQA Consultant selected through this RFP may be engaged for upcoming/ongoing projects on mutual agreement of both the parties on same term and conditions on pro-rata basis.

3.8 Termination of Agreement

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

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

3.9 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.

3.10 Ownership of Material

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

3.11 Dispute Resolution

Any dispute, difference, or claim arising out of or in connection with this agreement shall be subject to the exclusive jurisdiction of the courts of Delhi, India. The parties agree not to refer any such dispute to arbitration.

SECTION – III
SCOPE OF WORKS AND SERVICES

4 Scope of work and services

4.1 General

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

S.No.	Name of Project	Floor	Tentative Built Area (in Sqm)
1.	Boys Hostel (89A)	B+G+12	49886
2.	Girls Hostel (50B)	B+G+12	30437
3.	02 Substation Buildings for Hostels	G	840
Total Tentative Plinth Area (in Sqm)			81163

- b) Currently the construction work is in progress. TPQA shall carry out the quality audit of the work done, till onboarding of TPQA agency, for which nothing extra shall be paid.
- c) The scope of present RFP is to monitor that the above construction is carried out as per the processes, sequencing, and quality control measures mentioned in the agreement between RITES and the construction agency, and Quality Assurance Plan submitted by Construction agency which includes Method of Statements, Checklists for execution of various items etc. TPQA agency will review the Quality Assurance plan and offer suggestions/ comments, if any, for corrective measures.
- d) During construction, undertake inspection of site on regular basis and submit periodic (Monthly) Quality Assurance reports as per **Annexure-3**. These reports should highlight any non-conformity, deviation and shortfalls in the processes, sequencing, method of statements and decisions taken during meetings with respect to quality of material, workmanship, and progress of work.
- e) Intimating IIT Delhi and RITES if any instances of deviations from accepted quality of construction materials, workmanship, and general quality of works at appropriate stages of construction. Matters of serious concern which may have perpetuating effect shall be intimated on the same date of observation as per format at **Annexure-4**.
- f) The TPQA agency shall be responsible to inform about the progress of the work to IIT Delhi at every stage of construction. The selected TPQA agency shall attend monthly meetings (and more frequently if needed) with IIT Delhi, RITES, Contractors and highlight concerns raised in the inspection reports.
- g) Apart from the specific activities as described above, the Agency shall also advise the IIT Delhi on the implementation and compliance of the accepted environment friendly sound practices on control of dust, noise, water, air and soil pollution due to construction activities, and general safety and security at the construction sites etc.
- h) TPQA will check the Quality of material, quality of workmanship and finishing at all stages of construction. This includes but not limited to the inspection of the following:
- i). **Dimensional and geometrical integrity:** Works that are dimensionally inaccurate or out of line and level.
 - ii). **Material and system integrity:** Inspecting performance standards as applicable for materials, components (such as window-systems/door systems, tiling, fixing protocol for fittings etc.)
 - iii). **Performance and constructional integrity at junctions where two different**

materials meet: Junctions between two elements (for example, expansion joints, joints where false ceiling meets civil edge or frame meets wall etc.

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

S. No.	Designation	Min. Qualification	Min. Relevant Experience	No	Minimum Inspection Schedule
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1	Team Leader	B.E. / B. Tech. in Civil / Electrical	10 years	1	To visit the site at least fortnightly.
2	Sr. Engineer (Civil)	B.E. / B. Tech. in Civil	5 years	1	To be posted at site
3	Sr. Engineer (Electrical)	B.E. / B. Tech. in Electrical	5 years	1	To be posted at site
4	Engineer (Civil)	Diploma in Civil or B.E. / B. Tech. in Civil	5*/2* years	2	To be posted at site
5	Engineer (Electrical / Mechanical)	Diploma in Electrical / Mechanical or B.E. / B. Tech. in Electrical / Mechanical	5*/2* years of experience	1	To be posted at site after 06 months of award of work to the TPQA agency

Note:-

- i. Attendance registers for TPQA team to be deployed at site to be maintained in the office of Engineer in charge.
- ii. * For S. No. 4 & 5 (2 years' experience in case of Degree or 5 years' experience in case of diploma).
- iii. In case, additional work is assigned as per Clause 3.7 of Section-II then additional manpower shall be deployed on pro rata basis.
- iv. Appointment of manpower by the TPQA will require assessment and approval of IIT Delhi.

4.2 Terms of Reference

4.2.1 Project Description

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

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

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

4.2.2 Purpose

The agency has to ensure that the executing and implementing agencies have taken adequate and proper steps to ensure control of quality and have evolved a proper quality assurance

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

4.2.3 Terminology

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

4.2.4 Quality Assurance of a work

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

4.2.5 Confirmatory Testing

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

4.2.6 Acceptance

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

4.2.7 Documents To Be Referred Is in Order of Preference

- Tender specifications and relevant IS Codes.
- Quality Assurance and Quality Control procedures, formats to be developed by the construction agency / CPWD.

- Specifications as per contract between work executing agency RITES and contractor.
- Up to date Quality Assurance circulars issued by executing agency / CPWD from time to time.
- Any other document as deemed fit by TPQA / CPWD Quality Assurance Manuals for Building Works- 2022.

4.2.8 Brief Methodology of TPQA Services

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

5 Payment Schedule

1. Payment for TPQA will be made commensurate to the payments made to the executing agency by RITES.
2. The selected agency shall not be eligible to receive any payment for the first three months from the date of award of the contract.
3. **At the end of three months from the date of award of contract, agency shall be eligible to receive the payments of first three months as per the proportionate payment made by RITES to the Construction agency".**
4. Value of work for calculation of fee payable to TPQA shall exclude the following.
 - a. Escalation due to change in labours rate /material, etc. shall not be part of work done.
 - b. Statutory charges to obtain various approvals.
 - c. Contributions of ESI/EPF payable to the workers.
 - d. Contingencies, etc.
 - e. GST
5. Security deposit @ 2.5% shall be retained from each running and final bill. Security deposits shall be released after fulfilling the following conditions
 - a. After one year from the actual date of completion of project.
 - b. Checking of as-built drawings or other documents related to the project.
 - c. Submission of all relevant documents related to TPQA.
2. The payment shall be made to the TPQA agency based on fulfillment of obligations as

per the contract.

3. **The rates quoted by the bidder are inclusive of all charges and inclusive of GST.**
4. Income tax shall be deducted at source on the amount paid at the prevailing rates. IIT Delhi shall issue a certificate of tax deducted at source (TDS) in due course of time if required by agency.

6 Price Bid.

1. The bidder should download the BoQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BoQ template or replace it with any other copy same BoQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BoQ template only and hence the rate should not be quoted in any other place except BoQ template.
2. If any column is not applicable, keep the sheet as it is or quote '0'. The BoQ is in excel sheet, as such only number will be taken calculable.
3. **The Bidder should quote the fee in terms of percentage (above or below) the estimated cost of TPQA work, which is Rs. 205,04,47,849/-**
4. The percentage fee quoted by the bidder is inclusive of all other taxes and charges etc. including GST.
5. The price bid should include the cost of all the works as detailed in the Terms of reference and other additional activities as felt necessary by the TPQA for completing the job.
6. The price bid shall also include the cost of all visits to be made by TPQA to the site of work. The cost of office expenses, stationery, travelling, attending meetings and related expenses shall also be deemed to be included in the price bid. The quoted fee will be for providing TPQA service of all works, relating to project of quality through inspection services till actual date of completion of whole project.

7 Penalty / Compensation for deficiency in services.

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

S.No.	Activities	Compensation
1.	Report Submission	If there is any delay in submission of reports, IIT Delhi may impose a penalty by deducting upto 0.1% of Contract Value per report per week of delay. (Maximum 0.25% of the Contract Value per report)
2.	Absent from duties	For any reason whatsoever, if any team member remains absent from duty for a cumulative period of more than 15 working days in a year or more than 5 working days at one time (exclusive of Govt. holidays), the TPQA consultant shall deploy personnel of equal or higher qualification and experience under the intimation to IIT Delhi. In event of the failure of the agency to do so, deduction of per day penalty as specified below shall be made for the duration and the member being based from the running and final bill. <ul style="list-style-type: none"> • Sr. Engineer (Civil / Electrical) @ Rs.3000/- per person per day. • Engineer (Civil / Electrical / Mechanical) @ Rs.2000/- per person pr day.

3.	Conduct quality control measures and QA	The IIT Delhi may conduct independent quality monitoring and checking of works carried out by construction agency and quality assured by TPQA agency. If such checks disclose that works do not meet the specified requirement, IIT Delhi will not pay TPQA agency for the affected portion. In addition to that IIT Delhi will impose a penalty up to 10% of Contract Value and without entitlement to payment of further fees in this scope of work. The institute may at its own discretion discontinue with the TPQA consultant and forfeit the PG in such cases.
4.	Performance of the team members	If the service of a team member provided by the TPQA agency is not acceptable to the IIT Delhi, then the agency shall replace the team member within 30 days of given such notice. If consultant fails to promptly deploy / replace a team member as instructed by the IIT Delhi, IIT Delhi may make temporary arrangement. The temporary deployment/replacement of person shall be paid by IIT Delhi with commensurate reduction of 1.5 times payments made by IIT from the fee payable till the TPQA consultant provides an acceptable replacement / team member.
5.	Checking of As- built drawings	If not done then 2% of contract value shall be deducted from fee payable to agency.

8 Evaluation Process

8.1 Bid Opening and Evaluation.

- The Institute shall follow the QCBS (Quality Cum Cost-Based Selection) Method for selecting the successful bidders.
- The system is based on a two-bid system where the technical bid and financial bid shall be submitted and evaluated separately.
- 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 mentioned in the NIT and the technically qualified bidder shall be called for presentation for further evaluation as per RFP.
- Financial bids of only the technically qualified bidders will be opened as per schedule.
- The details given in the power-point presentation of the successful bidder will form part of the agreement.

8.1.1 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)
1.	a) Consultancy fee of not less than Rs.328 Lakhs for one similar work. Or b) Consultancy fee of not less than Rs.246 Lakhs for two similar works. Or c) Consultancy fee of not less than Rs.164 Lakhs for three similar works.	15 marks
	a) Consultancy fee of not less than Rs.246 Lakhs for one similar work. Or b) Consultancy fee of not less than Rs.184.50 Lakhs for two similar works. Or c) Consultancy fee of not less than Rs.123 Lakhs for three similar works	10 marks
	a) Consultancy fee of not less than Rs.164 Lakhs for one similar work. Or b) Consultancy fee of not less than Rs.123 Lakhs for two similar works Or c) Consultancy fee of not less than	5 marks

“Similar work” in these criteria means Agency must have executed Projects in the role of Project Management Consultant/Project Management Agency/Third Party Quality Assurance Agency or equivalent for Construction of RCC Framed Residential Building / Hostel Building / Institutional Building / Research Building / Building of National Importance including Institutional campus development Works.”

Self-attested photocopies of documentary evidence regarding the above, supported by relevant satisfactory job completion certificates, should be submitted.

	Rs.82 Lakhs for three similar works.		
2.	Experience in providing consultancy services as PMC / PMA / TPQA for construction of similar works.		Maximum Marks (15)
	a) 130,000 sqm in single work or b) 98,000 sqm in each of two works or c) 65,000 sqm in each of three works	15 marks	Definition of works of similar works is same as stated in point no. 1 above. The work should have been completed. Self-attested copy of experience certificates for completed work issued by the awarding organization should be submitted.
	a) 97,500 sqm in single work or b) 73,500 sqm in each of two works or c) 48,900 sqm in each of three works	10 marks	
	a) 65,000 sqm in single work or b) 49,000 sqm in each of two works or c) 32,500 sqm in each of three works	5 marks	
3.	Average Annual Financial Turnover from Consultancy Works in last 3 (three) financial years.		Maximum Marks (10)
	> 183 lakhs	10 Marks	Supporting document (Form-A)
	Between 61 to 183 lakhs	5 Marks	
4.	Profit & loss account for the last five financial years.		Maximum Marks (5)
	2020-2021 to 2024-2025 (If agency is in profit for all last 5 financial years).	5 Marks	Supporting document (Form-A)
	2020-2021 to 2024-2025 (If the agency is in profit in at least 3 financial years out of 5 financial years).	3 Marks	
5.	Solvency Certificate		Maximum Marks (5)
	> 165 lakhs	5 Marks	Supporting document (Form-B)
	Between 82 to 165 lakhs	3 Marks	
6.	Organization Strength & Manpower		Maximum Marks (20)

	Designation	Min. Qualification	No.	Marks
i.	Team Leader	B.E. / B. Tech. in Civil / Electrical Engg. with more than 10 years of Experience and must have handled large projects. The minimum association with the firm should be 3 years.	1	2
			2	4
			More than 2	6
ii.	Sr. Engineer (Civil)	B.E. / B. Tech., in Civil Engg. with more than 5 years of Experience and must have handled large projects. Minimum association with the firm should be 3 years.	2	2
			More than 2	4
iii.	Sr. Engineer (Electrical)	B.E. / B. Tech. in Electrical Engg. with more than 5 years of Experience and must have handled large projects. Minimum association with the firm should be 3 years.	2	2
			More than 2	4
iv.	Engineer (Civil)	B.E. / B. Tech. in Civil Engg. with 2 years of Experience with Minimum association with the firm should be 1 year or Diploma (Civil) with 5 years of Experience. Minimum association with the firm should be 3 years.	1	1
			2	2
			More than 2	3
v.	Engineer (Electrical / Mechanical)	B.E. / B. Tech. in Electrical / Mechanical Engg. with 2 years of Experience with Minimum association with the firm should be 1 year or Diploma (Electrical / Mechanical) with 5 years of Experience. Minimum association with the firm should be 3 years.	1	1
			2	2
			More than 2	3

The bidder is required to submit the undertaking that the person has been a regular employee of the firm since last 03 Years. If required, IITD may ask for the additional documents in support of association of the employee with the bidder.

	Presentation by the bidder	Maximum Marks (25)
7.	<p>The presentation will be evaluated by a committee constituted by IIT Delhi.</p> <p>The team leader shall deliver the presentation who will be heading the project.</p> <p>(Note- A hard copy of the presentation should be submitted)</p>	<p>The presentation shall include all the salient features as listed below:</p> <p>i) Understanding of project and Overall plan for the proposed consultancy services as indicated in the scope of work defined in the RFP.</p> <p>ii) Methodology proposed to be adopted for the Quality assurance (QA) and Quality control (QC) for the building construction including services like MEP, Firefighting and HVAC, Lift, Solar heating systems etc.</p>

		<p>iii) Proposed methodology and software applications be used to track various project components delivery time and action items of various stakeholders and sending alerts (email), escalation to appropriate authority using customized Software applications.</p> <p>iv) Innovative methods for quality control measures.</p> <p>A signed hardcopy of the presentation should be submitted at the time of the presentation and will be binding.</p>
	Feedback	Maximum Marks (5) Minimum Marks (0)
8.	<p>2 marks for each positive feedback and maximum up to 5 marks.</p> <p>-1 mark for each negative feedback and minimum up to 0.</p> <p>The total cumulative feedback shall be considered in this criteria.</p>	<p>The agency must provide the names and contact details of its clients in Form-C and Form C-1. The Institute will contact the clients for feedback. Only written feedback received from the clients listed in Form-C and Form C-1 shall be considered for evaluation/markings.</p>
I.	CALCULATING THE TECHNICAL SCORE	
<p>A Bidder must secure a minimum of 70% marks (i.e. 70 out of total 100 marks) in Technical Evaluation in order to be shortlisted for opening of financial bids.</p>		
<p>Weightage of Technical bid shall be 70% illustration 1</p>		
<p>For a Bidder securing 70 out of 100 marks in technical evaluation, the technical score shall be calculated as follows: Technical Score = $70 \times 70\% = 49$</p>		
II.	CALCULATING THE FINANCIAL SCORE	
<p>The date & time for the opening of financial bids shall be communicated to the technically qualified bidders through CPPP.</p>		
<p>Weightage of Financial bids shall be 30%</p>		
<p>While calculating weightage for financial bids, the percentage quoted in the financial bid (BoQ) will be considered.</p>		
<p>Bidder with the lowest total bid price will be designated as (L1).</p>		
<p>The L1 bidder shall be assigned a financial score of 30.</p>		
III.	CALCULATING THE TOTAL SCORE	
<p>The total score of a bidder shall be calculated as per illustration 2.</p>		
<p>Illustration 2</p> <p>If the Bidder at illustration 1 is (L1) then their total score shall be 79 i.e., (49 Technical core + 30</p>		

Financial score).

If (L1) had quoted Rs.100/-, the financial scores of the other bidders (i.e. L2, L3 and so on) shall be computed as explained in illustration 3 below:

illustration 3

$30 \times (\text{L1 Price}) / \text{Quoted Value (L2, L3....)}$.

If the Bidder at illustration 1 quoted Rs.125 and is designated as L2, the financial score for L2 shall be computed as under:

$$30 \times 100 (\text{L1}) / 125 = 24$$

Therefore L-2 Bidder shall have a total score of 73 (49 Technical score + 24 Financial score).

Technical and Financial marks of each bidder will be added as per the scheme discussed above. All bidders shall be ranked based on the total score obtained by them.

The bidder with the highest total score (i.e., the total of technical and financial score) shall be deemed as the successful bidder.

8.1.2 Opening of Price Bid

The financial bids of eligible bidders who score minimum of 70% marks in technical evaluation shall be opened at the notified time, date and place as per RFP.

8.2 Award criteria

1. The work will be awarded to the bidder with highest total score (i.e. the total technical and financial score) shall be deemed as the successful bidder.
2. 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.
3. 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. 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.

8.3 Signing of Agreement

The Agency selected, 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 Institute. The RFP documents along with price bid shall be deemed to form parts of the Contract.

8.4 Earnest Money 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 lowest bidder 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 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.
5. EMD shall be released after the award of work and performance guarantee submitted by the successful bidder @ 5% of the contract amount in the form of Bank Guarantee or F.D.R from a Commercial Bank.
6. Security deposit @ 2.5% shall be retained from each running bill and will be released after one year from completion of work recorded by executing agency/ PMC and shall be released after verification documents related to projects.

8.5 Performance Bank Guarantee

1. Before signing the Agreement, the Agency should submit a “Performance Bank Guarantee” (on standard format provided by IIT Delhi) from a National / Scheduled Bank amounting to 5% of the contract Amount.
2. Performance bank guarantee shall be released after getting project works completion certificate from PMC/ Executing agencies i.e., RITES.

SECTION – V

ADDITIONAL DETAILS

9 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>

9.1 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>) 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.

9.2 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.

9.3 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 bid submission process.

9.4 Submission Of Bids

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "on-line" to pay the EMD as applicable and enter details of the instrument.
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 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.

9.5 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.

9.6 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>.

10 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)			
S.No.	Documents	Content	File Types
1.	Technical Bid	Scan Copy Demand Draft / Pay order / Banker's Cheque / Deposit at Call Receipt / FDR, of any Commercial Bank against EMD or NEFT / RTGS details in support of EMD.	.PDF
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"	.PDF
3.		Self-attested certificate of work experience and area details of projects executed.	.PDF
4		Certificate of Registration of GST and acknowledgment of filled return of GST.	.PDF
6		Copy of PAN	.PDF
7		Blacklisting Undertaking	.PDF
8		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.	.PDF
9		Annexures and Forms as specified in the RFP (duly filled & signed by the bidders)	PDF
10		Any other documents specified in RFP	
Part – 2 (Financial Bid)			
S.No	Documents	Content	File Types
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.	Particulars	Financial Years				
		2020-21	2021-22	2022-23	2023-24	2024-25
1	Gross Turnover on consultancy works					
2	Profit / Loss (Standalone Financial Statement)					

2 Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

SEAL & SIGNATURE OF BIDDER(S)

FORM 'B'**BANKERS' CERTIFICATE FROM A NATIONAL / 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 last day of the month previous to the one in which RFP is invited.

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/ Hostel / Academic	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 / Hostel / Academic)	Stipulated date of completion of consultancy work	Percentage of fees received	Name and Address (Postal Address & E-mail) / telephone number/Mobile number of officers 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

C—NIL I----NIL O----NIL

EE (CD-I)

AE (CIVIL)

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./ Telex 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
 - e. Any Other (Please specify)

4. Particulars of registration with various Government Bodies (Scan & upload attested photocopy)

Organization / Pace of registration	Registration No.

5. Name 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 case of partnership firm / limited company, ever been convicted by court of law? If so, give details.
8. Has the bidder or any constituent partner in case of partnership firm / limited company, ever been debarred / blacklisted for tendering in any organization at any time? If so, give details.
9. In which field of building construction, does 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: Appointment of Third-Party Quality Control Assurance Agency for New Construction Projects at IIT Delhi Campus in Hauz Khas, New 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)

Proforma For Monthly Inspections Report by Third party quality assurance

S. No.	Particulars	
1.1	(a) Name of work:	
	(b) Description/scope of work:	
1.2	(a) Sub-Division and name of Assistant Engineer:	
	(b) Division and name of Executive Engineer:	
	(c) Circle and name of Superintending Engineer:	
1.3	Name of Construction Agency	
	(a) Name of site in charge	
	(b) Name of Quality in charge	
1.4	Agreement no:	
1.5	Stipulated Time and date of start:	
1.6	Stipulated time and date of completion:	
1.7	Estimated cost put to tender:	
1.8	Accepted tendered cost:	
1.9	Percentage progress at the time of inspection vis-a-vis expected as per contract and reasons for delay, if any:	
1.10	Name of Third-Party Quality assurance Agency	
1.11	Inspecting Person: (Name & Designation)	
1.12	Officers and contractors present during inspection: (Name & Designation)	
1.13	Date/ Period of inspection and number:	
2.0	Quality Control aids:	
2.1	Is site equipped with:	
	(a) Copy of agreement:	
	(b) RITES Specifications/along with (up to date) correction slips:	
	(c) List of ISI marked/approved materials to be used:	
	(d) Testing facilities to check conformance to acceptance criteria:	
2.2	Is field laboratory existing and well equipped?	
3.0	Process control aspects:	
3.1	Is soil investigation done? (give brief details)	
3.2	Suitability of water for construction:	
	(a) What is the source of water?	
	(b) Has water been tested and approved by Engineer-in charge before construction?	
	(c) Has water been tested subsequently (i.e. after every 3 months) and found fit for use in works?	

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

Annexure-4**Proforma for intimating matter of immediate concern by Third Party Quality Assurance**

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

Annexure - 5

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.164 Lakhs for one similar work. Or			
	Consultancy fee of not less than Rs.123 Lakhs for two similar works. Or			
	Consultancy fee of not less than Rs.82 Lakhs for three similar works.			
A.2	Area of project works completed.			
	65,000 sqm in single work Or			
	49,000 sqm in each of two works, Or			
	32,500 sqm in each of three works.			
B	Financial Information			
B.1	Average Annual Financial turnover of Rs.61 Lakh on Consultancy works in last 3 (three) consecutive financial years. (Form-A)			
	2022-2023			
	2023-2024			
	2024-2025			
B.2	Profit & loss account for the last five financial years in Form- 'A' duly certified and audited by the Chartered Accountant.			
	2020-2021			
	2021-2022			
	2022-2023			
	2023-2024			
	2024-2025			

Sl. No	Technical Parameters	Figure duly filled by the bidders	Page No. of submitted documents.	Status of Submission (Indicated Yes/No).
B.3	Bankers Certificate for a minimum of Rs.82 lakhs 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 Commercial Bank against EMD or Proof of EMD submission through NEFT / RTGS.			
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 with up to date filled return.			
E.	PAN Card			
F.	Blacklisting undertaking			
G.	An undertaking shall be provided by the firm/consultancy on a Rs.100/- 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			

Sl. No	Technical Parameters	Figure duly filled by the bidders	Page No. of submitted documents.	Status of Submission (Indicated Yes/No).
	institute, disqualification, and forfeiture of the Earnest Money Deposit (EMD) and/or Performance Guarantee (PG). Additionally, such findings may lead to further disciplinary action.			

SECTION – VII**FINANCIAL BID**

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

SCHEDULE OF LUMP SUM PRICE PROPOSAL

S No.	Description	Consultancy fee to be quoted in percentage		
		Qty.	(In figures)	(In words)
1.	Percentage fee of providing Third-Party Quality Control Assurance Services for New Construction Projects (Package-II) at IIT Delhi Campus. Fee to be quoted in terms of percentage above or below on estimated cost of TPQA Services, which is 1% of Rs. 205,04,47,849/- = Rs.2,05,04,478/-	One set of work%	

Note: The agency shall strictly submit the financial bid (percentage above/below) only in the separate BoQ file provided in .xls format. Submission of any financial/price information in the technical bid or along with the technical documents is strictly prohibited. If any agency fails to comply with this requirement or submits the price bid in any form with the technical bid, their bid shall be summarily rejected without any further consideration.

Signature of Authorized Representative of the TPQA with the seal