

# INDIAN INSTITUTE OF TECHNOLOGY JAMMU

## REQUEST FOR PROPOSAL

### [RFP]

(Tender Reference No. IITJammu/EST2(SP-1420) /2017)

NAME OF WORK	:	PROVIDING COMPREHENSIVE CONSULTANCY SERVICES FOR PLANNING, DESIGN & DEVELOPMENT OF THE PROPOSED INDIAN INSTITUTE OF TECHNOLOGY JAMMU AT JAGTI, NH 44, TEHSIL NAGROTA, JAMMU [J & K] 181221
RFP NO.	:	001/IITJ/RFP/IE/2017-18
EMD	:	Rs.10 Lakh
PERFORMANCE GUARANTEE	:	Rs.25 Lakh
CONTRACT PERIOD	:	36 months

THIS BID DOCUMENT CONTAINS PAGE 01 TO PAGE 132

RFP for the subject work is to be approved.

Member 1

Member 2

Member 3

Member 4

INSTITUTE ENGINEER

INDIAN INSTITUTE OF TECHNOLOGY JAMMU

## INDEX

SR. NO.	CHAPTER DETAILS	:	PAGE	
			FROM	TO
1	CHAPTER 1 Press Notice - Request for Proposal [RFP]	:	3	3
2	CHAPTER 2 RFP for Comprehensive Consultancy Services	:	4	5
3	CHAPTER 3 Information and instruction to bidders for e-tendering and submission of documents	:	6	19
4	CHAPTER 4 Campus of Indian institute of Technology Jammu - Vision and requirements	:	20	30
5	CHAPTER 5 The Site	:	31	31
6	CHAPTER 6 Terms of reference and scope of works	:	32	62
7	CHAPTER 7 Fee for comprehensive consultancy services	:	63	66
8	CHAPTER 8 Technical Bid [Stage 1] and Presentation [Technical Bid Stage 2] Process and Evaluation	:	67	79
9	CHAPTER 9 Conditions of contract	:	80	99
10	CHAPTER 10 Agreement	:	100	101
11	APPENDIX 1 Technical Proposal with Annexure A to O	:	102	126
12	APPENDIX 2 Format of Cover Letter for Technical Proposal	:	127	128
13	APPENDIX 3 Declaration Sheet	:	129	129
14	APPENDIX 4 Financial Proposal	:	130	131
15	Bid Submission Check List	:	132	132

# CHAPTER 1

## ===PRESS NOTICE===

### INDIAN INSTITUTE OF TECHNOLOGY JAMMU GOVERNMENT OF INDIA NOTICE INVITING 'REQUEST FOR PROPOSAL' (RFP)

Institute Engineer, IIT Jammu invites offers in two bids system (i.e. Financial Bid and Technical Bid) from eligible Architectural Firms for the Comprehensive Consultancy Services for Planning, Design & Development of the proposed Indian Institute of Technology Jammu at Jagti, NH 44, Tehsil Nagrota, Jammu (J&K). The Institute would be Master planned as a 12,000 student campus with Teaching cum Research Facilities, Housing and allied infrastructure/services.

The prospective bidders may download the RFP document from [www.eprocure.gov.in](http://www.eprocure.gov.in) or IITJ Portal <http://www.iitjammu.ac.in> from 12-12-2017 onward for further details regarding the eligibility criteria, Scope of Work, submission of bids, Conditions of Contract, etc. The last date of submission is 28-12-2017 upto 1500 hrs. The Bid Security is Rs.10 lakhs.

Prospective applicants are also advised to regularly scan through these websites for Corrigendum / amendments etc., if any, will be notified on these websites only and no separate advertisement will be made for this.

The pre-bid meeting is scheduled on 19-12-2017 at IIT Jammu, Jagti, NH 44, Jammu / at IIT Delhi.

#### Download Tender document from following sites:

1. [www.eprocure.gov.in](http://www.eprocure.gov.in)
2. [www.iitd.ac.in](http://www.iitd.ac.in)
3. [www.iitjammu.ac.in](http://www.iitjammu.ac.in)

## CHAPTER 2

### INDIAN INSTITUTE OF TECHNOLOGY JAMMU

#### RFP FOR CONSULTANCY SERVICES

Indian Institute of Technology Jammu. Jagti, NH44, Tehsil Nagrota, Jammu (J&K)181221 invites tenders in two bid system (i.e. Technical bid & Financial bid) from the eligible and reputed Architectural Consultancy firms for the following work:

RFP No.	01/IITJ/RFP/IE/2017-18
Name of work	Providing Comprehensive Consultancy Services for Planning, Design & Development of the proposed Indian Institute of Technology Jammu at Jagti, NH 44, Tehsil Nagrota, Jammu (J&K)181221
Time allowed for completion of work.	36 Months (12 months for planning, 24 months for construction)
Date of Publishing	12/12/2017 at (15:00 AM)
Last Date and time of bid submission as well as hard copies of all uploaded documents	Up to 15:00 hours on 28-12-2017
Date of opening of Technical Bid Stage-I	At 16:00 hours on 29-12-2017
Pre- Bid meeting Date	19-12-2017 at (15:00 Hrs) in IIT Delhi, Stores & Purchase Section, Hauz Khas, New Delhi- 110016
Date of Technical Bid Stage-II (Presentation)	Presentation to be made by qualified Bidders in Stage-I of Technical Bid as per laid down norms (Date and Venue to be intimated later)
EMD	Rs. 10, 00, 000/- (Rupees Ten Lac) To be paid through RTGS/NEFT. IIT Jammu Bank details are as under: Name of the Bank A/C : IIT Jammu ICICI Bank A/C No. : 026601003416 Name of the Bank : ICICI Bank, KC Plaza, Jammu IFSC Code : ICIC0000266 MICR Code : 180229001 Swift No. :

	(This is mandatory that UTR Number is provided in the on-line / offline quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Appendix - 3)
Validity of Bid	60 (Sixty) days from the date of opening of Financial bid
Bid documents	All relevant Bid documents to be uploaded on the website (NIC Portal).
Opening of Financial Bids of Technically qualified bidders	Shall be intimated later on (Financial Bids of only up to top 3 bidders will be opened as per laid down parameters in Technical Stage-I and technical Stage-II)
Address and Venue of submission of bids	O/o Institute Engineer, The Indian Institute of Technology Jammu, Jagti, NH 44, Tehsil Nagrota, Jammu (J&K) – 181221
Contact Person for Site Visit	Dr. Nitin Joshi, M- 9479446050

1.1.1 Bidders may obtain further information in respect of this RFP document from the office of the Indian Institute of Technology Jammu, Jagti, NH 44, Tehsil Nagrota, Jammu (J&K) 181221.

1.1.2 All Bidders are hereby cautioned that Bids containing any material deviation or reservation as described in Clause 18.1.2 of “Instructions to Bidders” shall be considered as non-responsive and shall be summarily rejected.

1.1.3 Institute reserves the right to accept or reject any or all Bids without assigning any reason. No Bidder shall have any cause of action or claim against the Institute for rejection of their Bid.

Institute Engineer,  
Indian Institute of Technology Jammu  
Email Id: [institute.engineer@iitjammu.ac.in](mailto:institute.engineer@iitjammu.ac.in)

## CHAPTER 3

### **INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING & SUBMISSION OF DOCUMENTS**

#### 1.0 INTRODUCTION:-

Online offers under two bids system in the prescribed forms are invited, from eligible Bidders having experience of providing Comprehensive Consultancy services for a similar project of Institute during the last 7 years ending previous day of last date of submission of tender.

2.0 Interested National entities having experience in similar nature of work and meeting the following eligibility criteria may submit their proposal:

#### A. Technical Experience Criteria

1. Having experience of satisfactorily completing comprehensive Design & Architectural work, in single Work Order, in the last seven years (ending previous day of submission of bids) for any of the following similar nature of work(s) in their own name as a sole consultant or lead firm:
  - a. One Institutional campus (Higher Education Offering Programs of Education and Research) costing 600 Crore with all internal and external services in Government / PSU / Autonomous Institution in India

Or

  - b. Two Institutional campuses costing 450 Crore each with all internal and external services at least one in Government / PSU / Autonomous Institution in India

Or

  - c. Three Institutional campuses costing 300 Crore each with all internal and external services at least two in Government / PSU / Autonomous Institution in India

A similar project here means “Comprehensive Consultancy Services for planning and designing of Integrated Campuses for Universities, Higher Education Institutions, Research and Development (R&D) institutions and other such institutional campuses having at least one facility under each of the following three categories:

1. Institutional Buildings
  - (i) Academic/Training/Resource Complex
  - (ii) Library building
  - (iii) Administrative Block/ Office Complex

(iv)Laboratory/Workshop/ Studios

2. Ancillary Buildings

(i) Auditorium/ convention Centre

(ii) Sports/Recreational Complex

(iii) Cafeteria/Student Activity/Utility Complex

3. Residential Facilities

(i) Residential Complex

(ii) Students' Hostels/Guest House Complex

- d. Master planning experience of at least 2 Institutional Campuses in not less than 250 Acres for not less than 2500 students, duly certified by Client.
- e. Institutional Campuses with Built up area not less than 150,000 sqm.
- f. In addition, GRIHA compliant similar projects with built up area not less than 15,000 sqm will be given weightage of 02 marks in Technical Bid Stage 2.

Note:

- The Qualifying Work(s) should be physically completed
- The completion certificate with certification of satisfaction of the work(s) issued by the client shall be submitted along with RFP documents by the bidder. (Form D)
- Bidders shall enclose copies of letters of Award for the works duly certified clearly mentioning the scope of work handled by the bidder. These shall be duly authenticated by the client.
- The Certifying authority of the Client Organization for these qualifying works shall not be below the rank of Institute Engineer for Government works and for Private Works a person holding Power of Attorney/Authorized signatory duly authorized to do so. In case of private projects, the TDS certificate for fees is to be enclosed as well.
- Scope of similar nature of works for comprehensive architecture and design in all the above works should necessarily include (1) Architecture (2) Structure (3) MEP (4) Quantity Surveying.
- For the purpose of above works, the Institutional Campus means – Education/Teaching facility with Undergraduate and/or Post Graduate level.
- The bidder must have past experience of executing similar nature of work in their own firm's name, as a single firm.
- Joint ventures & Consortiums are not allowed
- Firms should be eligible as per Council of Architecture [proof shall be enclosed]

The bidder is required to submit certificate of completion of assignment as above issued by the respective Client as a proof of meeting the above qualifying criteria. Self Certification of their works by the bidders shall not be considered for prequalification. It is desirable

that the certificate is submitted in the format in Form D. However, a Certificate issued by the client not conforming to Form -D may also be acceptable provided it has all the requisite data as sought in Form – D.

- B. Financial Criteria
- (i) Bidders should have average annual financial turnover, from consultancy assignments, of Rs.5.0 Crore (or equivalent US dollars as per exchange rate on the previous day to the last date of submission of bid) in immediate preceding consecutive three financial years, i.e., 2014-2015, 2015-2016, and 2016-2017.
- It may be noted here that only fee received by the bidder against Architectural Consultancy including services work will be considered to determine the financial capacity of the bidder and not for any other activity undertaken by the firm.
- Experience and financial turnover of sub-consultants/associates will not be considered for meeting the Qualifying financial/work experience requirements and criteria
- CQCCBS (Combined Quality Cum Cost Based Selection), with separate marking for Technical and Financial bids, would be done for the proposals received against the RFP. The details of CQCCBS selection parameters are provided in this RFP.
- Principal Architect/Director of the Consultant should be registered with Council of Architecture in India or shall be a person authorized under Section 37.1 (b) of the Architects Act, 1972.
- The experience and financial turnover should be in the name of the Bidder (sole firm). Experience / turnover in the name of Group Company / Subsidiary / Sister Concern / JV etc. will not be considered.
- 3.0 Disqualification
- Even if a Bidder meets the above criteria, Institute may disqualify the Bidder if:
  - a. The Bidder has:
    - i. made misleading or false representations in the forms, statements and attachments submitted; or
    - ii. The Bidder gets blacklisted or debarred or restrained in the last 10 years by any Government Agency or even after submission of this RFP and while the bids are under evaluation; or
    - iii. Submitted more than one Bid for the same work.
  - b. Bidder shall provide the undertaking on INR 100 stamp paper to the above effect
  - c. No bidder shall submit more than one proposal for the proposed work.
- 4.0 Broad Scope of Consultancy Services
- Consultancy services will consist of making Architectural & structural designs, formulating schemes/designs for internal and external services including Civil works, Interior Design, Mechanical works, Landscaping, Horticulture and Electrical works etc. including



preparation of drawings as per details given in the Chapter-5. The Consultant has to prepare a Master Plan, schemes, designs and drawings of proposed structures and services on a total plot area of around 409 acres as per guidelines of Master Plan.

- In addition to above, the scope of work includes obtaining all required approvals and clearances for commencing the construction works including NOC for the schemes and designs of fire- fighting, Water Supply, Drainage and all other services and all environmental clearances etc. from the local bodies including, Central Pollution Control Board/committee, Fire Services, MoE&F (GoI), Central Ground Water Authority, AirPort Authority of India, , etc. as applicable Consultant shall obtain completion certificate from local bodies/statutory bodies for the campus after completion of works.

The terms and conditions of the contract for providing consultancy services are given in detail in Chapter 6 in this document. The Bidders are required to go through all the Chapters of this document for acquainting themselves about the project and scope of Comprehensive Consultancy Services.

## 5.0 Local Conditions and Preliminary Costs

5.1.1 Each Bidder should fully acquaint himself of all local conditions, local bye laws and factors, details of ownership of the said plot of land which may have any effect on the execution of services covered under this document and specifications. It must be understood and agreed that all the factors have properly been investigated and considered by the Bidders before submitting the proposals. IIT Jammu will not entertain any claim or financial adjustment or modifications in time schedule which arise due to inadequate appreciation by the Bidder at the time of submission of bid. The bidders are strongly advised to inspect the site (IIT Jammu, Jagti, NH 44, Tehsil Nagrota, Jammu (J&K-181221) and assess all site conditions including geotechnical conditions.

5.1.2 All costs of preparing the proposals, presentations including site visits etc. shall be borne by the Bidders. No claim would be accepted at a later date arising out of inadequate assessment of site conditions/requirements.

## 6.0 Time schedule

Time for completion of project will be 36 months. If the main work at site does not complete within 24 months, this agreement will also extend without any cost to either of the party. The basic consideration and the essence of the contract shall be adherence to the time schedule for performing the Comprehensive Consultancy services for developing the Campus of IIT. The time schedule of stage wise activities of consultants is given in clause 43 of 'Chapter-6: Scope of Comprehensive Consultancy Services' contained in this document.

## 7.0 Earnest Money

The bidder shall also submit Earnest Money of Rs. 10, 00,000/- electronically

To be paid through RTGS/NEFT. IIT Jammu Bank details are as under:

Name of the Bank A/C : IIT Jammu  
ICICI A/C No. : 026601003416

Name of the Bank : ICICI Bank, KC Plaza, Jammu  
IFSC Code : ICIC0000266  
MICR Code : 180229001  
Swift No. :

(This is mandatory that UTR Number is provided in the on-line / offline quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Appendix - 3)

i. No bank guarantee will be accepted in lieu of the earnest money deposit.

ii. The EMD shall be forfeited by the Institute in the following events:

(a) If the proposal is withdrawn during the validity period or during the extension agreed by the consultant thereof.

(b) If the Proposal is varied or modified in a manner not acceptable to the Institute after opening of Proposal during the validity period or any extension thereof.

(c) If the bidders tries to influence the evaluation process.

(d) If the Performance Security for performance is not furnished as per Clause 6 of Chapter 9 and/or the Contract is not signed within the time limit specified in Clause 19.1.2 of this Chapter.

The **earnest money** of unsuccessful Bidders shall be discharged/ returned by the Institute as promptly as possible, after the expiration of the Bid Validity as defined in Clause 16. The **earnest money** deposited by the successful bidder will be refunded after submission of performance guarantee within 30 days of award of work.

## 8.0 Technical Bid

The Technical Bid submitted by the bidder should duly consider the requirements as per Chapter-4- Campus of IIT Jammu, Jagti, NH 44, Tehsil Nagrota, Jammu(J&K): Vision and Requirements and provisions of Chapter-6: Terms of Reference and Scope of Comprehensive Consultancy Services and Chapter-9: Conditions of Contract. If in the view of the bidder, any further activity/activities are needed, which are essential for accomplishment of the job, the same should be highlighted in the technical proposal and included separately by the Bidder in the Financial Bid. For submitting the conceptual scheme and basic design concept as per permissible design parameters, bye-laws, all government gazette notifications, statutory regulations and guidelines and sound engineering practice shall be followed.

The formats for submission are enclosed in this document as Annexure to help the Bidders in submission of offers.

## 8.1 List of Documents for Technical Bid submission in soft copy & to be uploaded

The following documents and affidavit (duly attested) shall be submitted to the office of Institute Engineer, IIT Jammu, Jagti, NH 44, Tehsil Nagrota Jammu 181221 latest by 1500 Hrs of 26-12-2017 as detailed below:

i. Appendix 3 duly filled in

ii. Details of the experience of the bidder (Annexure - A, B, C, D)

iii. Organizational description and details of the Bidder's firm (Annexure - E)

iv. Details of Key Personnel proposed to be deployed on this project (Annexure - F)

v. Financial capability of the bidder (Annexure - P)

vi. Integrity Pact (Annexure – H)

- vii. Integrity Agreement.
- viii. Affidavit for similar work experience (Annexure – I)
- ix. Curriculum Vitae for each staff member including the Lead Architect/ Team leader to be deployed on the work (Annexure – J)
- x. Cover Letter for Technical Proposal (Appendix - 2) & Annexure K, L duly filled in
- xi. Pan Card issued by Income Tax Department.
- xii. Details of Financial turnover for last three financial years supported by copies of balance sheet and Income & Expenses Account authenticated by auditor.
- xiii. Copy of registration of firm with Council of Architecture.
- xiv. Proof of gross receipt of annual fee of Rs. 5.00 Crore (Rs Five Crores) in each of the last three financial years ending 31.03.2017 authenticated by the auditor.
- xv. Copy of audited Profit and Loss statement for the last five years ending 31st March, 2017.
- xvi. Document confirming that the bidder has at least one of the team members as GRIHA / LEED Accredited Professional or the bidder is associating with GRIHA/LEED Accredited Professional.
- xvii. An affidavit declaring that the bidder has not been debarred/restrained/ black listed by any Central Govt. / State Govt. agency/Autonomous body of the Central or State Govt./PSU etc. in the last 10 years ending 31-03-2017 on INR 100 stamp paper
- xviii. Conceptual scheme including the methodology proposed for performing the assignment demonstrating the Bidder's knowledge of the project requirements and understanding of the requisite tasks as set forth in the scope of services.
- xix. Drawings\*/ Master Plan\*/ landscape Plan (This plan must include the knowledge of existing nature of the IIT Jammu campus contours with its flora and fauna).
- xx. A detailed report on bidder's visualization of the Project.

**Note-1 (\*): For Documents in Clause 8.1. XVIII, XIX, XX.**

Institute reserve the right to verify the credential submitted in respect of initial eligibility criteria.

Since only those Bidders who qualify in Technical Bid (Stage-I), as per laid down parameters, will be invited for making presentation before the committee, therefore, the Bidders shall submit the drawings and any other information, as mentioned as a clause 8.1 XVIII, XIX and XX above at the time of Presentation before the committee i.e. as a part of Technical Bid (Stage-II). Only those bidders who qualify in the Technical Bid (Stage-I) will be informed about the date and time of presentation before the committee.

## 8.2 Presentation of Project – Technical Bid (Stage-II)

All those Bidders, who qualify in Technical Bid Stage-I will make a presentation of Conceptual Scheme as per the laid down guidelines in Technical Bid (Stage-II) before the committee constituted by the Institute. The Bidders are strongly advised to visit the site at, Jagti, NH 44, Tehsil Nagrota, Jammu 181221 and ascertain all facts of the said plot of land. The bidders are required to prepare their conceptual scheme taking into account the details contained in Chapter 4-Campus of IIT, Jagti (J&K) - Vision and Requirements.

The presentation shall cover, in sufficient detail, the appreciation of the project, Proposed Conceptual Scheme, methodology of planning, and conceptual structural design along with the Proposed organizational structure for coordination, monitoring and reporting

of the project activities including responding to queries/question raised by Institute, work program, etc. The objective of presentation is to evaluate the Bidder regarding their understanding and preparedness for the assignment as well as evaluation of their concept scheme and get clarifications, if any, as required by the Institute.

#### 9.0 Financial Bid

The Consultancy Fee shall be for the total Scope of Comprehensive Consultancy Services as detailed in the Chapter-6 including any other additional activities as felt necessary by the Institute for completing the project in all respects. The Financial Bid shall also include the cost of all visits of the Consultant and their Associates/Employees to site of work for the preparation of the scheme and approval by all respective agencies/local bodies and also during the construction as and when required by the Institute Engineer, in addition to the cost of making presentation before the Institute and preparing physical scale model for any other body on behalf of the Institute at any time during the construction.

The Bidders are required to quote fee inclusive of all prevailing taxes and levies for the consultancy services in the prescribed format. The quoted fee of this consultancy agreement will not be increased either due to cost overrun of the main project, extension of time or due to any reason whatsoever. The detailed conditions may be seen in Chapter-7- Fee for Comprehensive Consultancy Services. Bidders should quote their % fees in the schedule attached with this document..

#### BIDS WITHOUT FINANCIAL QUOTES WILL BE SUMMARILY REJECTED.

The bid submitted shall become invalid if:

- i. The bidder is found ineligible.
- ii. The bidder does not deposit EMD with the office of Institute Engineer, IIT Jammu.
- iii. The bidder does not submit all the documents as stipulated in the bid document including the proof [UTR no.] of deposition of original EMD Appendix 3.
- iv. If any discrepancy is noticed in the documents.

#### 10.0 Pre-Bid Conference

Institute shall conduct a pre-bid conference at the time and venue is mentioned in the Notice inviting Bid to answer any queries that the Bidders may have in connection with the proposed work. Minutes of the Pre bid meeting will be considered as amendment to this RFP document.

#### 11.0 Clarifications

Bidders can seek clarifications to the RFP document by writing at the mailing address indicated in the Notice Inviting Bid or by Mail at least one day before the Pre-bid meeting or during pre-bid conference. The clarifications shall be uploaded on website [www.iitjammu.ac.in](http://www.iitjammu.ac.in) or and CPP Portal as corrigendum/amendments.

#### 12.0 Amendments to the RFP Document

- i. At any time prior to the deadline for the submission of Bids, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, Institute may modify the RFP by an amendment notice.
- ii. The addendum/ corrigendum will be available on website [www.eprocure.gov.in](http://www.eprocure.gov.in) or and CPP Portal /Separate notification/advertisement will not be made for this in the print media.
- iii. In order to allow Bidders reasonable time for preparing their Bids after taking into account such amendments, Institute may, at its discretion, extend the deadline for the Submission of Bids.

### 13.0 Preparation of Bid

#### 13.1.1 Bidders' responsibility

- i. The Bidder is solely responsible for the preparation of Bids and details therein.
- ii. The Bidder is expected to examine carefully all the contents of RFP as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, Client's requirements etc. and factor the same into his Bid. Failure to comply with the requirements as detailed in these documents shall be at the Bidders' own risk. Bids which are not responsive to the requirements of RFP will be rejected.
- iii. The Bidder shall be deemed to have inspected the Site and its surroundings and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Bid.
- iv. The Bidder shall bear all costs associated with the preparation and submission of his Bid and Institute will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

#### 13.1.2 Project Inspection and Site Visit

- i. The Site information given in this RFP is for guidance only. The Bidder is advised to visit and examine the Site and its surroundings at his/their cost and obtain all information that they may deem necessary for preparing the Bid. Any expenditure towards presentation and preparation of bids, shall be borne by the bidder at his / their own cost.
- ii. Institute shall not be liable for such costs, regardless of the outcome of the selection process and no reimbursement of whatsoever nature in this regard shall be made by Institute.

#### Note:

The list of documents has been prepared mainly for the convenience of the Bidders and any omission on the part of Institute shall not absolve the Bidder of his responsibility of reading and understanding the various clauses in the RFP including the specifications and to submit all the details specifically called for (or implied) in those clauses.

### 14.0 Currency of Bid

All payments for the project shall be made in Indian Rupees only.

### 15.0 Validity

The offer shall remain valid for a period of 60 (Sixty) days from the date of opening of financial bid. The overall offer including personnel proposed for the assignment as well as quoted fees shall remain unchanged during the period of validity.

### 16.0 Extension of Bid Validity

Prior to the expiry of the original Bid Validity Period, Institute may request Bidders to extend the Bid Validity Period for a specified additional period. In case the bidder extends the bid validity, the bidder shall also extend the validity of the Bid Security accordingly.

### 17.0 Format and Signing of Bid

- i. Bid documents shall be stamped and signed on all pages by a person duly authorized to sign Bid documents. The Bidder shall also submit a power of attorney authorizing the person signing the documents in accordance with Clause 21 of the Instruction to Bidders.
- ii. Entries to be filled in by the Bidder shall be typed.
- iii. The Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by Institute, or as necessary to correct errors made by the Bidder. All amendments/corrections shall be initialed by the person or persons signing the Bid.
- iv. All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.

### 18.0 Modifications/ Substitution/ Withdrawal of Bids

- i. The Bidder may modify, substitute, or withdraw his Bid submitted online after submission, provided that written notice of the modification, substitution, or withdrawal is received by Institute on or before the last date & time for submission of Bids. No Bid shall be allowed to be modified, substituted, or withdrawn by the Bidder in any manner whatsoever thereafter.
- ii. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered on or before the last date & time for submission of Bids in accordance with Notice Inviting Bid, with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION", or "WITHDRAWAL", as appropriate. In case of complete substitution or withdrawal, the earlier document shall be returned unopened at the time of opening of Bids.

### 19.0 Late Bids

Any Bid received in office of the Institute Engineer, IIT Jammu, NH 44, Jagti, Jammu after the deadline prescribed for submission of Bids in the Notice Inviting Bids herein will not be opened.

### 20.0 Power of Attorney

Bidders shall submit along with the technical Bid, Power of Attorney as per Form Q, on a non-judicial stamp paper of an appropriate value duly notarized, in favor of the authorized person signing the Bid documents. The said authority shall also include authority to make corrections/ modifications and interacting with Institute and for acting as the contact person

## 21.0 Technical Bid Opening and Evaluation

### 21.1 Bid Opening

- i. The Bids will be opened in the presence of the Bidders or their representatives who choose to attend on the date & time as mentioned as per Notice Inviting Bids in the office of the Institute engineer, IIT Jammu NH 44, Jagti, Jammu. If such nominated date for opening of the Bid is subsequently declared as a public holiday, the next official working day shall be deemed as the date of opening of the Bid.
- ii. Bids for which acceptable notices of withdrawal have been submitted in accordance with Clause 18 shall not be opened.
- iii. The bids which do not comply with one or more of the foregoing instructions may not be considered.
- iv. On opening of online technical bids and Bid envelope, the Bids will be examined to see if they are complete, and contain all documents as mentioned in clause 8.1. If the documents do not meet the requirements of the RFP, a note will be recorded accordingly by the INSTITUTE and the said Bidder's Proposal will not be considered for further processing/evaluation.
- v. Technical Package Part II of only those bidders shall be opened whose Bid Security is found in order and who also meet the qualification/eligibility Criteria as given at Clause 2.
- vi. The bid shall be typed and shall be signed by the bidders authorized representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposal. The authorized person or persons signing the proposal shall initial all pages of the proposal.

## 22.0 Determination of Responsiveness

- i. Prior to the detailed evaluation of the Bids, Institute will determine whether each Bid is responsive to the requirements of the RFP.
- ii. For the purpose of this Clause, a responsive Bid is one which:
  - a. is received by the Institute on / before due date & time as per Notice Inviting Bids including any extension thereof, if any.
  - b. is signed, sealed and marked as stipulated in relevant clause
  - c. is accompanied by the Power(s) of Attorney as specified in relevant clause
  - d. contains all the information as requested in the RFP and in the required formats same as those specified in this RFP.
  - e. is valid for the validity period as set out in Notice Inviting Bids
  - f. is accompanied by the Bid Security
  - g. conforms to all the terms, conditions and specifications of RFP without material deviation or reservation. "Deviation" may include exceptions and exclusions. A material deviation or reservation is one which affects in any substantial way the scope, quality,

performance or administration of the works to be undertaken by the Bidder under the Contract, or which limits in any substantial way, Institute's rights or the Bidders obligations under the Contract as provided for in the RFP and/or is of an essential condition, the rectification of which would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids at reasonable price.

iii. If a Bid is not substantially responsive to the requirement of the RFP, it will be rejected by Institute. The decision of Institute as to which Bids are not substantially responsive shall be final.

#### 23.0 Evaluation of Bids

i. Institute would subsequently examine and evaluate Bids in accordance with the criteria set out in Chapter -8

ii. Institute reserves the right to reject any Bid if:

a. At any time, a material misrepresentation is made or found out; or

b. The Bidder does not respond within the stipulated time to requests for supplemental information required for the evaluation of the Bid.

#### 24.0 Clarification of Bids

Evaluation of technical packages submitted by Bidders shall be undertaken based on the details submitted in the technical package only. Bidder shall not be allowed to submit, on their own, additional information or material subsequent to the date of submission and such material if submitted will be disregarded. It is therefore essential that all the details are submitted by the Bidder accurately and specifically in their technical proposal avoiding ambiguous answers. However, Institute reserves the right to seek any clarification from Bidders for details submitted with technical package.

#### 25.0 Confidentiality

i. Except the public opening of Bid, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of the Contract shall not be disclosed to Bidders or other persons.

ii. Any effort by a Bidder to influence the employees of Institute/ members of Evaluation Committee in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, shall result in the rejection of their Bid.

#### 26.0 Award of Contract

##### Notification of Award

i. Prior to the expiry of the period of Bid Validity, Institute will notify the successful Bidder by e-mail, to be confirmed in writing by registered/speed post. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Award') shall mention the sum which, Institute will pay to the Consultant in consideration of the work performed by the Consultant as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Assignment Fee') to the satisfaction of Institute. No correspondence will be entertained by Institute from the unsuccessful Bidders.

ii. The Letter of Award shall constitute a part of the contract.



### 26.1.1 Signing of Agreement

- i. Institute shall prepare the Agreement in the Performa (Chapter-10) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 30 days from the date of issue of the Letter of Award the successful Bidder will be required to execute the Contract Agreement. This document shall also form part of the agreement.
- ii. The Successful Bidder shall submit Performance Security within a period of 15 days from the date of issue of the Letter of Award
- iii. One copy of the Agreement duly signed by Institute and the Consultant through their authorized signatories will be supplied by Institute to the Consultant.
- iv. In case Successful Bidder does not sign the Contract with Institute, Institute reserves the right to retender the project.
- v. The agreement may be suitably amended with the mutual consent during currency of the contract.

### 27.0 Employment of Officers/ Retired Officers of CIIT / Institute

The Bidder(s), either at Proposal stage or during the execution stage shall not employ or attempt to employ any staff from current or past employees including retired employees of IIT Delhi in any capacity unless such employee has completed at least two years post retirement/ resignation or had obtained a 'No Objection Certificate' specific to this effect.

### 28.0 Standards of ethics

Institute desires that the Consultants shall observe the highest standard of ethics during the selection and execution of such contracts.

(a) In pursuance of the above objective, this policy defines, the terms set forth below as follows:

"corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

"Fraudulent practice" means a misrepresentation or omission of facts in order to influence a Selection process or the execution of a contract,

"Collusive practice" means a scheme, arrangement or understanding between two or more Consultants, with or without the knowledge of Institute, designed to establish prices at artificial noncompetitive levels.

"Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a selection process, or affect the execution of a contract.

(b) It is further provided that:-

(i) Institute will reject a proposal for award if it determines that the Consultant recommended for award has engaged in corrupt or fraudulent or collusive or coercive activities in competing for the contract in question;

(ii) Institute will declare a Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing this contract.

#### 29.0 Institute's right to accept any Bid and to reject any or all Bids

Notwithstanding anything above, Institute reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders about the grounds for Institute's action.

Institute reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract, in larger public interest, on account of the following:

- a. in case no Bid is received.
- b. occurrence of any event due to which it is not possible to proceed with the selection process
- c. an evidence of a possible collaboration/mischief on part of Bidders, impacting the competition, objectivity and transparency of the selection process,
- d. it is discovered that Bidders have breached standard of ethics as per clause 2.11
- e. any other reason, which in the opinion of Institute necessitates the cancellation of the selection process

On occurrence of any such event, Institute shall notify all the Bidders within 7 days of such decision. Institute shall also promptly return the Bid Security submitted by the Bidders within 15 days of issue of such notice. Institute is not obligated to provide any reason or clarification to any Bidder on this account. Institute's liability under this clause is restricted to returning the Bid Security and no other reimbursements of costs/ expenses of any type shall be made by Institute on this account.

Institute further reserves the right to abandon the project or to retender or get the work done by a Government agency or Quasi Government agency if the bids received are not acceptable due to reasons in sub clauses (a) to (e) above or for any other reason

#### 30.0 Language of Bids

All information in the bid shall be in English.

#### 31.0 Signature of Bidder

The bid must contain the name and place of business of the Bidder. If the Bidder is a partnership firm or a company, an authorized person must sign the bid with seal of the organization. Significant evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid. All the pages of this offer document must be initialed /signed and submitted to within the stipulated date of submission of bids.

#### 32.0 The bid submitted shall become invalid if:

- i. The Bidder is found ineligible.

- ii. The Bidder does not upload all the documents (including GST registration) as stipulated in the bid document.
- iii. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by all Bidders in the office of tender opening authority.

33.0 Institute 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.

34.0 In addition to the above, all Technical bid documents should be uploaded by the bidder and also submitted in original/ attested (as applicable) in the office of Institute Engineer, IIT Jammu, and Jammu- 181221 by prescribed date & time.

35.0 The Bidders should obtain Digital Signature for online bidding.

36.0 The last date and time of submission of bid, and other documents is up to 15:00 hours of 28-12-2017.

Institute Engineer  
IIT Jammu  
NH-44, Jagti, Tehsil-Nagrota, Jammu.  
Email Id:- [institute.engineer@iitjammu.ac.in](mailto:institute.engineer@iitjammu.ac.in)

## CHAPTER - 4

### CAMPUS OF IIT JAMMU, JAGTI, NH 44, Tehsil Nagrota, Jammu

#### VISION AND REQUIREMENTS

##### 1.0 BACKGROUND

The new Indian Institutes of Technology (IIT) are being established under IIT (Amendment) Act 2012 as a Central Government autonomous Institute of national importance. The mandate of the Institute is to develop –

- ▯ Academic facilities
- ▯ Research facilities
- ▯ Residential facilities including Halls of Residences and Faculty/Staff Housing
- ▯ Sports Complex and Central Facilities

Government of India has established an Indian Institute of Technology Jammu (IIT) at Jagti, NH 44, Tehsil Nagrota Jammu (J&K) 181221

The proposed Institutes shall have state-of-the-art Institute with Academic & Research facilities, Sports & Recreation, Hostels, Residential facilities and other ancillary requirements to make the campus self-sufficient.

The Institute aspires provide national and global leadership in education of the upcoming talent and in the application of sophisticated technology to daily lives. The activities of the Institutes will focus on providing the highest quality teaching, consulting services, and in cutting edge research.

It is envisaged that these facilities would be holistic in nature, economical to build, sensitive to the local environment and climatic conditions and create an environment which is functional and user friendly.

This Institute has been envisaged as Centre of Excellence for undergraduate and post- graduate Education, and are to be trend setter in Research and advancement of Education and Science in India. The Institute will implement new approaches in education and provide best facilities for postgraduate/doctoral studies and research.

All the buildings shall be sustainable, energy efficient and use space optimally. The entire campus should target to be designed as a near zero discharge campus and primarily walking campus for the students. Campus should be designed so as to leave enough space for future expansion and meeting the following objectives:

- a) Provide sustainability policies to promote sustainable design and operation of campus functions;
- b) Maximize the potential of the site;
- c) Minimize the energy and resource consumption;
- d) Protect and conserve water; Use environment-friendly products and local materials;
- e) Enhance indoor environmental quality;
- f) Optimize operational and maintenance practices;
- g) Preserve forest and landscape to the extent feasible and cater for Cat 5 seismic zone.
- h) Suggest a strategy wherein the performance of all of the above (and, perhaps, any others) can be continuously monitored and evaluated.

Land parcel measuring around 409 acres has been identified and selected for the establishment of the proposed IIT Jammu at Jagti, NH 44, Tehsil Nagrota, Jammu (J&K). The details of the site location and Topographical contour report will be made available to the Consultant by the Engineer-in- Charge.

## **2.0 BUILDING SUSTAINABLE CAMPUSES: AN ENVIRONMENTAL BRIEF**

### **i. Goals of Planning, Design and Construction**

- ii. Indian Institute of Technology Jammu, Jammu & Kashmir (IIT Jammu) is desirous of establishing its self-contained residential campus on ~ 409 acres of land allotted by Government of Jammu & Kashmir at Jagti, NH 44, Tehsil Nagrota Jammu (J&K). The campus is envisaged to be developed as “Sustainable- Intelligent-Environment Friendly and Smart Campus” having academic Institutes and research centers in various disciplines of engineering, natural sciences, humanities, management, social sciences and other fields along with residential zone for its students, faculty and staff.

Institute is committed to build and operate campus that combine the values of excellence in higher education with environmental sustainability and adopting green practices in physicality, pedagogy and management.

The IIT campus design should be able to clearly demonstrate how a congenial and comfortable working environment can be combined with sustainable use of energy, building material and other resources in a demonstrably optimal, efficient and sustainable manner. The campus design should be able to highlight the application of cutting edge and locally relevant environmental sustainability concepts and practices. Preference will be given to applicants who are able to show a track record of designing and constructing green buildings and are able to apply these concepts in their campus design for IIT Jammu.

The criteria for evaluating the campus design will pay particular attention to the following:-

1. Construction, maintenance and operation of buildings and open spaces using inputs, practices and processes that are resource efficient, sustainable and environmentally responsive.
2. Design and construction of campuses that enhance the research and learning environment in ways that minimize waste, pollution and environmental degradation.

(iii) Sustainability indicators

1. Adherence to existing global standards/ benchmarks for LEED green buildings and GRIHA compliance
2. Compliance with life-cycle assessment (LCA) frameworks to assess the long-run environmental impacts of the upcoming IIT campuses
3. Ability to adhere to accepted norms of (per capita) space and resource use while demonstrating the ability to adapt to the changing resource needs of the Institute in a sustainable manner
4. Ability to push the current standards and norms regarding the use of resources and attempting to set even higher standards in line with local resource availability and the local environmental context
5. Ability to demonstrate application of sustainability ideals and practices in the following areas:

a) Energy Use

*Energy conservation*

- Energy efficiency in purchasing standards
- Innovations in structure and materials for thermal comfort and cooling

*Energy efficiency*

- Energy efficient standards for construction and refurbishment
- Reducing the use of high-energy embodying materials in construction
- Lighting, ventilation and climate control design to minimize the energy use

*Renewable and alternative energy*

- Aiming to attain net-zero energy Campus.
- Aiming to maximize use of renewable energy and minimize grid dependence

b) Water Use

*Water conservation*

- Water efficiency standards for construction
- Minimize non-potable water consumption

*Water efficiency*

- Water saving technologies
- Water safety standards
- Ease of access to safe tap water sources to minimize use of bottled water

#### *Water reuse and recycling*

- Aiming to attain net-zero water Campus
- Rainwater harvesting
- Maximizing water recycling potential
- Waste water treatment systems

#### c) Land Use and Space Utilization

##### *Campus and building design*

- Integration of local weather patterns, topography, geology and hydrology
- Integration of sustainable land use with the memories of the pre-existing landscape
- Climate-appropriate location, orientation and design of buildings

##### *Open and built spaces*

- Maximize availability and functionality of open and green spaces
- Ecologically and locally appropriate systems of tree plantation and landscaping

#### d) Material Flows

##### *Sustainable procurement standards*

- Longevity, durability and repair-ability of material used in construction
- Expanding the potential for using sustainable building materials with significant local and artisanal benefits

#### *Solid waste management*

- Mechanisms for waste minimization, segregation at source and recycling
- Minimizing waste going to landfills

### 3.0 PROPOSED BUILDINGS AND SERVICES

a) The Campus will be designed as expandable & scalable, sustainable state of art campus with modern functional, efficient and economical buildings conforming to best international practices.

b) Generally the buildings shall take into account local Indian architectural features. The complex will have major buildings as described in this section

c) Research and teaching are equally important part of the proposed facility.

- d) Industry park of suitable size and roads all along inside the boundary wall/fence  
 e) All proposed services shall be scalable and future ready.

Campus shall broadly have following facilities:

Built up Areas Proposed for 2500 students

Following Table shows the summary of various campus zones and their approximate buildup areas.

S.No	Facility	Area (sq.mt)
1	Academic Areas	
1.1	Faculty	66890.3
1.2	Classrooms and UG labs	5574.2
2	Halls of residences	
2.1	For 2500 Students	51282.5
2.2	For 120 Faculty	17844
2.3	For 60 Staff	12263.2
2.4	Parking	16908.4
3	Common Areas	
3.1	Hospital	371.6
3.2	Library	1858.1
3.3	Data and Computer Centre	1858.1
3.4	Student lounges	1114.8
3.5	Stadium (sports outdoor)	16722.6
3.6	Guest house	3716.1
4	Auditoriums	
4.1	Closed Auditorium	5574.2
4.2	Open Amphitheatre	4645.2

Note: - Up to 2020 the academic areas and common facilities are to be designed for 2500 students whereas, the hall of residence is to be designed for 1300 students only.

#### ACADEMIC COMPLEX:

The Academic Complex shall broadly comprise of following facilities:

In the Academic zone major components will be:

- (a) 7 Engineering Departments
- (b) 2 Science Departments
- (c) Mathematics Department
- (d) Humanities & Social Science Department.
- (e) Common Class rooms
- (f) Teaching labs, (Core teaching facilities)
- (g) Central Workshop
- (h) Central Instrumentation Facility



- (i) Library
- (j) Computer / Data center
- (k) Admin building
- (l) Auditorium and Conference Centre etc.

Please note that the rooms / Lecture halls / Auditoriums in the above buildings shall have flexibility to suit for future requirements with slight alterations / modifications.

- ▣ RESIDENTIAL ZONE (Area of individual flats will be as per norms prescribed by MoUD, Government of India.)
- ▣ Housing of various types viz. Type II, III, IV, V & VI, (Types are as per norms laid down by Ministry of Urban Development, Government of India)
- ▣ Guest House having single rooms, suites & a VIP suite with related facilities
- ▣ Transit Accommodation
- ▣ Director's Bungalow
- ▣ PG/UG Hostels for boys and Girls
- ▣ SERVICE BLOCKS – Like Sub-station, AC Plant room, Pump Houses, Fire Station Perimeter defense system control center and system for perimeter surveillance and all other types of Utility Blocks etc. as required

Based on the user requirement more building(s) may be added or deleted in the above list.

Note: The above list is only indicative, and addition / deletion / modification may be made.

#### 4.0 SUGGESTED AREA/ NUMBER STATEMENT

##### 4.1 AREA

A land parcel of approximately 409 acres has been identified for establishment of the proposed IIT Jammu. Copy of topographic survey and soil investigation report will be made available to the prospective bidders. The proposed area details given below are for guidance only:

Total Indicative Area: 270,000 sqm (this area is for a student strength of 2500 students)

Above area is without stilt portion. Actual requirement may vary

##### 4.2 Indicative details of various facilities are indicated below

###### HOSTELS (Halls of Residence)

For 1300 students (in single rooms) Carpet area @10sq.mtrs.per student

Adding for wall thickness, corridors, lift lobbies, staircases, common rooms, wash rooms, toilets, and laundry - 160% Mess Block

Married Students Housing including common areas	100	6000m <sup>2</sup> 60m <sup>2</sup> each
-------------------------------------------------	-----	---------------------------------------------

<b>BUILDINGS TO BE CONSTRUCTED IN PHASE 1</b>				
<b>Design package 1 (Stage 1&amp;2 Academic Zone) Tentative built-up areas</b>				
<b>Nos.</b>			<b>Area (m<sup>2</sup>)</b>	<b>Total Area (m<sup>2</sup>)</b>
<b>1 Common Class rooms Complex - Lecture Halls &amp; Labs.</b>				
1.1	300 Seater Halls	1	360	360
1.2	150 Seater Halls	2	180	360
1.3	90 Seater Halls	6	135	810
1.4	60 Seater Halls	8	90	720
1.5	500 Seater Hall(This will have a full-fledged stage, green rooms, good sound system, acoustic treatment etc., to make this a multi-use hall and a mini auditorium)	1	600	600
1.6	100 Seater Drawing Hall:(suitable for use with Drawing Boards or Drafting Machines)	1	400	400
1.7	100 Seater Lab - Chemistry	1	400	400
1.8	100 Seater Lab - Physics	1	400	400
1.9	150 Seater Lab - Computer Lab	1	300	300
1.10	20 Seater Faculty Lounge:(with attached Pantry and toilets (M/F))	1	100	100
1.11	120 seater student lounge	1	240	240
1.12	Student utilities complex: Coffee Shop, Photocopy shop etc.	1	200	200
Total Area (A)			4890	
Add for wall thickness, circulation space lobbies, lifts, toilets, Facility Manager's Office etc.: 60% (B)			2934	
<b>TOTAL BUILT-UP AREA (A+B)</b>			<b>7824*</b>	
<b>2</b>			<b>Workshop facilities</b>	
2.1	Common Workshop Facilities (A)	8	600	4800
Add walls, circulation space, toilet etc.: 30% (B)			1440	
<b>TOTAL BUILT-UP AREA (A+B)</b>			<b>6240*</b>	
<b>3</b>			<b>Auditorium &amp; Conference Centre</b>	
3.1	1500 Seater auditorium:	1	2250	2250
3.2	500 Seater Hall	1	750	750
3.3	Conference Rooms (for 40 persons around a table)	2	60	120
3.4	100 Seater Theatre Style Hall	2	150	300
3.5	Office Cabin for visiting organizers	3	10	30
3.6	Dining Hall for 300 + Pantry	1	300	300
3.7	Exhibition/Poster Display Hall	1	200	200
Total Area (A)			3950	
Wall thickness, Reception, Registration counters, Facility Managers Office, Circulation area, Lobbies, toilets etc., add40% (B)			1580	
<b>TOTAL BUILT-UP AREA (A+B)</b>			<b>5530*</b>	

<b>Engineering Departments – 7 Nos.</b> (Civil Engg., Computer Science & Engg., Electrical Engg., Mechanical Engg., and 3 others)				
<b>For Each Engineering Department</b>				
		<b>Nos.</b>	<b>Area (m<sup>2</sup>)</b>	<b>Total Area (m<sup>2</sup>)</b>
4.1	HOD's Room + PA + 3 Supporting Staff	1	50	50
4.2	Faculty Offices	30	18	540
4.3	Supporting Staff - 4 rooms	4	18	72
4.4	Research Labs: (75 sq.m per faculty member)	30	75	2250
4.5	B.Tech/M.Tech Labs: Teaching	8	150	1200
4.6	40 Seater (M.Tech.) Classrooms	5	60	300
4.7	80 Seater Class rooms	1	120	120
4.8	60 Seater Computer Lab	1	120	120
4.9	20 Teaching Assistants sitting space (2nd year M.Tech) (open office with low enclosures)	20	5	100
4.1 0	Sitting space for Research Scholars	60	6	360
4.1 1	90 Seater Seminar Hall	1	150	150
4.1 2	Committee / Conference Room	1	35	35
4.1 3	Discussion Rooms	4	20	80
4.1 4	Students' Lounge / Dept. Library	1	40	40
4.1 5	Equipment & Misc. Store	1	150	150
Each Engg. Dept.				5567
For seven Engg. Dept. (A)				38969
Adding 60% towards wall thickness, circulation area, lobbies, toilets etc. (B)				23381
<b>TOTAL BUILT-UP AREA (A+B)</b>				<b>62350*</b>
<b>5</b>	<b>Library cum Knowledge center (Technology/Innovation center)</b>	1	4000	<b>4000*</b>
<b>6</b>	<b>Computer/ Data Centre:</b> (like NMRs, XRD, Single Crystal X-ray, Electron Microscope, Atomic Force Microscope, Confocal Microscope etc.) (Located near the Departments)	1	1500	<b>1500*</b>
<b>7</b>	<b>Central Instrumentation Facility:</b>			
		1	3000	<b>3000*</b>
<b>8</b>	<b>Administrative Building:</b>	1	6500	<b>6500*</b>
<b>9</b>	<b>Estate Management &amp; Engineering Maintenance Office:</b>	1	500	<b>500*</b>
<b>10</b>	<b>Placement Cell, Student Gymkhana, Hostel Mgmt., Alumni Affairs and Other Offices</b>	1	2000	<b>2000*</b>
<b>11</b>	<b>Sponsored Research, Consultancy, Continuing Education Offices</b>	1	3000	<b>3000*</b>
<b>12</b>	<b>Admissions office complex (Gate / JEE offices)</b>	1	500	<b>500*</b>

<b>Science Departments – 2 Nos.</b>					
<b>For Each Science Department</b>			<b>Nos.</b>	<b>Area (m2)</b>	<b>Total Area (m2)</b>
13.1	HoD's Room, Office (PA+3 other Supporting staff)		1	50	50
13.2	Faculty offices		15	18	270
13.3	Research Labs		15	75	1,125
13.4	Departmental Instrumentation Facility		1	200	200
13.5	40 seater class rooms		4	60	240
13.6	30 seater M.Sc. Labs		4	150	600
13.7	Research Scholars sitting space		30	6	180
13.8	M.Sc. students (2nd year) sitting space		20	5	100
13.9	60 seater Seminar Hall		1	100	100
13.10	Committee / Conference Room		1	30	30
13.11	Discussion Rooms		2	20	40
13.12	30 seater Computer Lab		1	60	60
13.13	Students' Lounge		1	20	20
13.14	Supporting Staff - 2 rooms		2	18	36
13.15	Equipment's & Misc. Store		1	100	100
Each Science Dept.					3151
For two Science Depts.					6302
Adding 60% for wall thickness, circulation space, lobbies, toilets etc.					3781
<b>TOTAL BUILT-UP AREA (A+B)</b>					<b>10083*</b>
<b>14 Mathematics &amp; Humanities and Social Sciences</b>					
14.1	HoD's Room, Office (PA+3 other supporting staff)		1	50	50
14.2	Faculty Offices		15	18	270
14.3	30 Seater M.Sc. Classrooms		2	45	90
14.4	40 seater computer labs		1	80	80
14.5	Research Scholars sitting space		30	6	180
14.6	60 seater Seminar Hall		1	100	100
14.7	Discussion rooms		2	18	36
14.8	Supporting Staff - 2 rooms		2	18	36
14.9	Committee / Conference room		1	45	45
14.10	Students' Lounge		1	20	20
14.11	Misc. Store		1	50	50
Each Dept.					957
Area for two Depts. (A)					1914
Adding 60% for wall thickness, circulation space, lobbies, toilets etc. (B)					1148
<b>TOTAL BUILT-UP AREA (A+B)</b>					<b>3062*</b>

**TOTAL BUILT-UP AREA: 1,16,089. SAY 1,16,000 Sq. Mtrs. (Approx.)**

NOTE: The areas of various buildings are only indicative. The actual buildings and Services to be designed and the areas for individual buildings will have to be finalized as per design by the Consultant(s) taking into consideration the requirements of the Institute authorities and funds release from MHRD, Govt. of India.

**Sports Facilities:-**

Indoor Games Facility 4 Badminton Courts (in a Hall with spectator gallery for 500)

This wall should be capable of accommodating 1 volley ball or 1 basketball court for special occasion. 2 Billiards tables, 8 TT tables (in 2 halls 4+4), 2 Squash courts, Caroms/chess hall, bridge room, Gym (for 100 persons at a time) (A.C) half court for practice Separate room for weights, yoga hall, meditation hall, coffee shop to seat 100 at a time, with additional outdoor entry and verandah seating  
1x6000 m<sup>2</sup>

Open Air Theatre to seat 10,000 with appropriate spectator galleries. Rooms to be built under the gallery for NSS, NCC, Hobby rooms, music rooms, cultural rooms etc.

Outdoor Games: Standard 400 meters track with Spectator gallery for 2000 seats,  
Games equipment stores,  
Toilets and change rooms for boys and girls (2 sets),  
Coaches Office etc.  
Cricket field with 3 pitches and 6 practice nets  
Football field with small gallery Hockey field with small gallery  
Basketball court 4 nos. with small gallery  
Volleyball courts 8 nos. with small gallery  
Tennis courts 6 nos.  
Swimming Pool: 50m x 25m x 1500 deep, Wading pool 20 x 25m x 1 m to 1.2 m depth

Outdoor Games: Standard 400 meters track with Spectator gallery for 2000 seats,  
Games equipment stores,  
Toilets and change rooms for boys and girls (2 sets),  
Coaches Office etc.  
Cricket field with 3 pitches and 6 practice nets  
Football field with small gallery Hockey field with small gallery  
Basketball court 4 nos. with small gallery  
Volleyball courts 8 nos. with small gallery  
Tennis courts 6 nos.  
Swimming Pool: 50m x 25m x 1500 deep, Wading pool 20 x 25m x 0.5 m to 1.2 m depth

(Residential Zone: Faculty & Staff) Tentative Built-up Areas			
		Nos.	Area m <sup>2</sup>
1	Housing		
1.1	Faculty (Asst. Professor)	150	120
1.2	Faculty (Assoc. Profs & Professors)	80	200
1.3	Non-Faculty (Jr. Staff)	80	70
1.4	Non-Faculty (middle level staff)	40	87
1.5	Non-Faculty (senior staff)	20	100
1.6	Visiting faculty	20	100
1.7	Director's Residence (including office & servant quarters)	1	320
Adding 40% for wall thickness, stairs, lifts, corridors, parking space			
2 Common Facilities			
2.1	Guest House-1	50	27
2.2	Guest House-2	20	40
Adding 75% for wall thickness, meeting rooms, Lobbies, dining halls, kitchen etc.			
			Area m <sup>2</sup>
2.3	Health Centre		1,000
2.4	Bank, Post Office and Shopping Centre		2,000
2.5	Convenience Shopping		240
2.6	Faculty & Staff Club		500
2.7	Community Centre		1,200

2.8	Campus School (KV) including staff (15) accommodation	2,700
2.9	Crèche + after school day care + Nursery school	400

	Other facilities required	Community hall, Crèche, Local shopping Centre(s), Transit Accommodation, International Scholar Accommodation, Student Centre, Faculty Club (with Lounge, Dining, Reading and Gymnasium facility preferably attached to Guest House), Swimming Pool, Sports & recreation facilities, Fire Station, Stores.
--	---------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### Academic Zone

Common Class Rooms/Labs  
 Workshop Computer/Data Center Central Instrumentation  
 Admin Building Engineering Departments  
 Science Departments  
 Main Gate Complex  
 External Services\*  
 (Enough to service stage-1 buildings etc.)

\*including incidental buildings like substation, pump houses, underground sumps etc. Site Development (as required)

STAGE 1: Buildings should be clearly shown distinct from the balance Construction (STAGE 2) which will complete phase-1 (stage 2 from 2019 to 2022)

Areas may vary on finalization of buildings.

## CHAPTER 5

### The Site

Land parcel measuring around 409 acres has been identified and selected for the establishment of the proposed IIT Jammu at Jagti, NH 44, Tehsil Nagrota, Jammu (J&K). The site is located on the national highway and is about 15 Km from the Airport. IIT Jammu site is located on the undulating topography.

The elevation at the site ranges from 100m-185m. National Highway runs along the eastern boundary of the campus and Two Nallah flow along the northern and southern boundary of the campus. The details of the site location with the terrain map is shown in Figure 4.1.

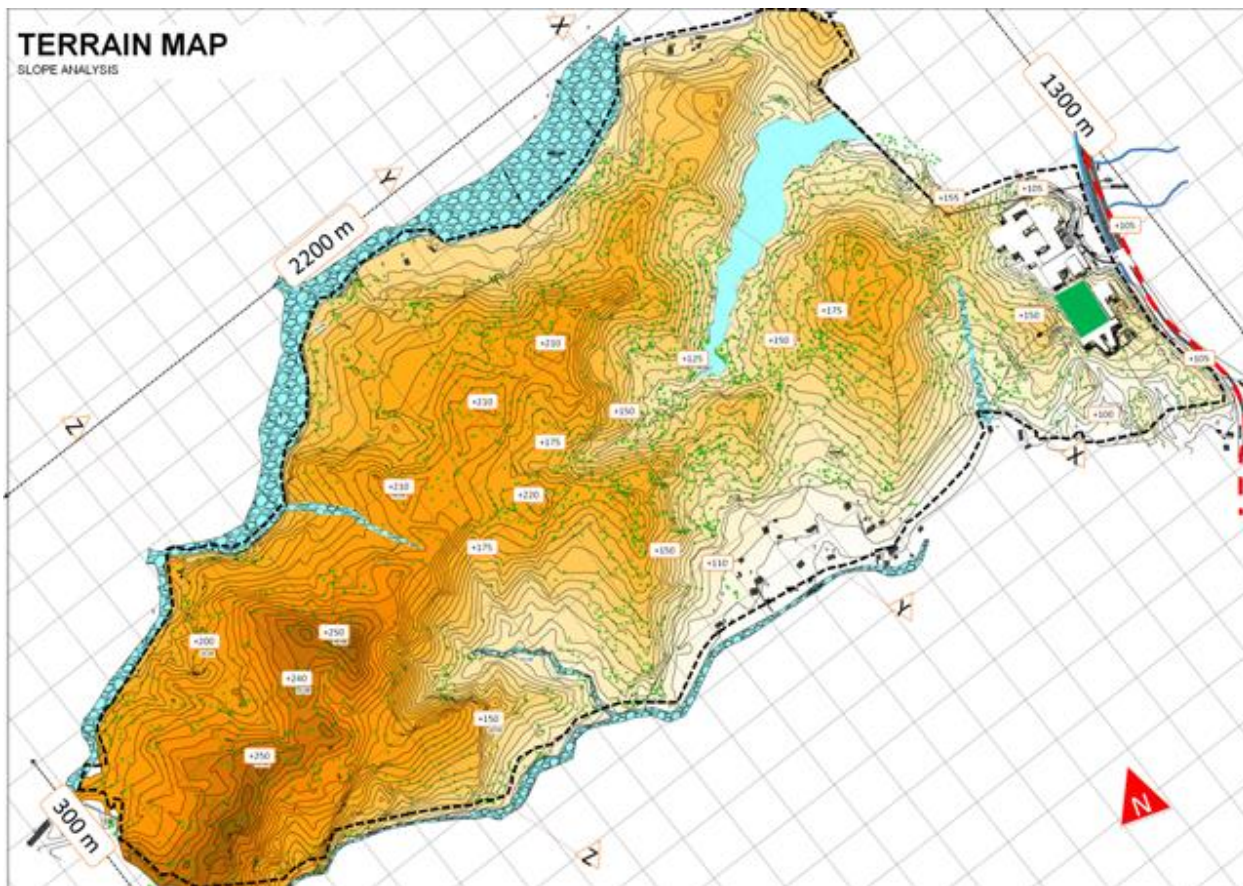


Figure 5.1 Terrain map of the proposed site of IIT Jammu.

# CHAPTER 6

## TERMS OF REFERENCE AND SCOPE OF WORK

### TERMS OF REFERENCE

#### 1.0 Purpose of the Assignment

IIT Jammu intends to select a Consultant for providing consultancy for Comprehensive Planning and Design of the Proposed campus at Jagti, J&K including but not limited to the Preparation and Development of Master plan, Concept Designs, Preliminary and Working Architectural, Interior & Structural Drawings for all the buildings, including preparation of Specifications and Detailed Estimates, Preliminary and Working Drawings for the services like HVAC, Electrical, Plumbing, drainage, sewage treatment/disposal, Fire Fighting, IT, landscaping, roads & paths, traffic movement, parking & Furniture along with cost estimates, tender documents drawings and specifications etc. including space planning, infrastructure planning and services planning for Kitchen, Laundry, other Equipment, as per detailed scope of work for the proposed campus.

#### 2.0 The detailed Terms of Reference are as given below

2.1 The selected consultant is expected to render comprehensive services for Architecture Design, Engineering Services as detailed out in the section "Scope of Comprehensive Consultancy Services".

Any or all services not specifically mentioned therein but required for proper and successful completion of the project in accordance with international standards shall be proposed by the Consultant considering the overall cost and time framework of the project.

The consultant may be asked to plan the project in such a way that facilities in run in sub-phases now and expand in phases of 2500 to 5000 students in future.

#### 2.2 General

2.2.1 The drawings and documents shall be submitted by the Consultant in the format / template, scale, multiple copies at the stage of project mentioned in this document or as found necessary for the project and / or required by Institute / Statutory Authority.

#### 2.3 Architecture and Engineering Design

##### a. Master Plan



i. Preparation of Master Plan for the entire Campus keeping in view topography, design needs and Institute requirements with potential to scale up to 1200 students in phases. Model of Master Plan & Individual blocks should be prepared.

ii. The Master Plan shall reflect the strategic planning of the proposed institute for the present and the emerging needs in view of advances in health care and the needs of the populations. Master plan shall delineate building and functional utilization of campus site in a creative efficient manner. The objectives of Master Plan shall be defined by the Consultant, which shall include:

- Segregation of various types of movements, including normal and emergency vehicular movement and movement of vehicles for utilities
- Efficient mobility of pedestrian's cycle tracks within the campus and strategically located parking lots.
- Accommodating growth.
- Creating synergies between built mass for research and teaching.
- Integrating academic and residential life.
- Creating holistic environment for overall development of the students and scholars.
- Creating an institution of excellence.
- Creative open spaces.
- Sustainable solution in-sync with the climate and site potential, maximizing natural and renewal resource potential

Sustainability shall be the intrinsic strategy of Master Planning, reflected through compact and efficient spatial planning approach. Landscape shall enhance human comfort, reduce heat island effect, create nature-rich spaces and contribute to human scale experience. Water and energy efficient design shall be demonstrated through Carbon foot print reduction. Consultant shall devise interface as means to involve Institute stakeholders in the sustainable efforts incorporated in the Master Plan.

3.0 Broad Objectives of Architecture Design shall include:

- i. Architecture Design solution shall respect the overall cost limit and propose value analyzed solutions maximizing functional utilities.
- ii. Solutions to take cognizance of the current materials and construction technologies, however, not bound to propose valid alternatives for the similar purpose.
- iii. The efficiency within the core areas of Research and Teaching as well as synergetic relationship amongst each of the core areas.

4.0 Overall Architecture Design Approach

i. A conceptual plan shall be developed based on analysis of academic and student pathways to establish inter-relationships between various functional areas. The structure plan shall define horizontal and vertical compatibility of functional **units** within each cluster that may form a built mass.

ii. Design shall respond to the needs, including the following:

- Comprehension of functional needs of the key stakeholders, such as faculty, students, staff and campus inhabitants.
- Student safety security, police call system and street lighting
- Signage and way-finding

- Operational and maintenance needs

Consultant shall develop understanding of requirements through examining/visiting to see & understand site constraints & potential, geographical location, climatic conditions, weather patterns, solar movement and important landmarks/facilities that may exist in near vicinity and local architectural design typologies, which can influence design.

Topographical surveys and soil investigation reports of the site will be provided and Consultant is required to correlate it with site conditions. Consultant will study and interpret soil investigation report and finalize input data for structural and foundation design for building(s), types of structures that will be most suitable, existing drainage systems & water flows which can be used to advantage of project to save cost or which need to be accounted for to prevent disruption during execution and in working after project has been made functional.

Study report of functional project requirements and control drawings, design controls that are prescribed by concerned local body and preparation of design philosophy for building structure, external and internal services. Detailed understanding of the functional needs will ensure that design meets the expectations. Consultant will also have to interact with Institute at this stage to help in firming up requirements and ensuring that essential features/requirements do not get left out.

Detailed drawings of all services including but not limited to electrical & mechanical services, HVAC, LV, Data/telecommunication, fire detection & suppression, plumbing & drainage, IBMS etc. Designing the structure and services shall be as per provisions made in relevant Codes & specifications, as applicable & be in complete compliance with the applicable provisions of the National Building Code of India.

The Consultant shall prepare Design Basis Report & schematic network (SLD) of all services and their interconnectivity including but not limited to HVAC, water supply, drainage, sewerage, electrical, data/communication, fire detection and firefighting, garbage disposal, disposal of wastes, rain water harvesting, recycling of waste water, use of solar energy, IBMS and other such services. The architect shall also prepare an integrated layout plan of campus showing location of all the external services. The architect shall obtain approval of plans & schemes of all services from the concerned local statutory authorities.

All the detailed architectural and working drawings, where required, should be supported with 3D Views, Blow-ups of typical & critical areas and walk through to facilitate understanding of designs by site engineers & compliance to designs. Preparation and submission of three-dimensional form, model showing the complete proposal. The size and scale of all the deliverables, drawings, models, models to be prepared will be as per the requirement of that particular item, best industry practices and as decided by the Authority. All building-wise Floor Plans for all blocks, Elevations, Sections, Furniture layout, Equipment layout and Finishing Schedule should be prepared, presented and submitted.

In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by Engineer-in-Charge, his authorized representative or any other person

assigned this duty by competent authority in the Govt. The Consultancy firm shall render complete support to the representatives and facilitate the execution of works. In case any difficulty is envisaged in execution at site then, if need be, the designs/drawings shall be amended by the Architect to remove bottle-neck.

#### 5.0 Sustainable Analysis and Design

Architecture design shall be analyzed for various sustainable considerations, including, day-light utilization and solar heat-gain reduction using appropriate IT tools to demonstrate the level of compliance. It shall refer to “NBC-2015: Approach to Sustainability” for specific guidance. It shall meet the requirements of GRIHA 4-Star (version 3) and ECBC/BEE norms.

Entire campus and the buildings shall comply with the requirements for “Barrier Free”, preferably, meeting the objectives of “Universal Design” best practices.

#### 6.0 Engineering Design

Engineering design shall be as detailed later in this document. The design has to be efficient, economical, robust, modular, scalable and future ready and be in compliance with all statutory conditions/codes and aligned to best engineering practices

#### 7.0 Landscape Design

Landscape design must demonstrate climate-centric mix of soft and hard scapes and should be maintainable and water efficient. It should have adequate shading for pedestrians, cyclists, and areas for relaxation of students and staff, and must analyze the self-shading of aspect all buildings to create an atmosphere conducive to over well-being of all users. The primary objective is to ensure native vegetation, shaded trees, and minimum water requirement for up-keep of landscaping. The campus should be inviting, replete with greenery, and contribute to reducing carbon footprint through the measures of landscaping. The consultant should keep in mind the climatic zone of the campus, local flora and fauna before landscape designing.

#### 8.0 Drawings and Documentation:

Drawings and documentation control plan shall be explicit to ensure proper information dissemination. This shall include design, quantities, specification and “method statement”. All documents and data supplied by the Consultant shall be adequate and appropriate.

#### 9.0 Statutory Approvals:

Consultant shall prepare drawings as necessary for statutory approvals from authorities like Municipal Authorities, Fire, Airport Authority, EIA, Pollution Control Board etc. and ensure compliance with codes, standards, and legislation, as applicable.

The Consultant shall be solely responsible to comply with all norms, as applicable under the jurisdiction of appropriate authorities. The compliance to statutory requirements shall be inherent to the design and solutions. For obligations related to the Institute, the Consultant shall provide such guidance well ahead of its requirement.

#### 10.0 Specifications for Building, Services and Equipment

Consultant shall prepare Data sheet showing Room wise and Building wise finishing items, flooring and door, window, and other high end Inventory schedule. Specifications prepared shall be broadly based on stipulated conditions of agreement /BIS specifications wherever not specify. However, wherever, there is need to refer to better specifications in the interest of the institute, international codes of practice and standards may be referred to.

## 11.0 CIVIL & STRUCTURAL ENGINEERING SERVICES

### 11.1 General

The Consultant shall perform all the Civil & Structural design work necessary by utilizing the most economical, effective and widely accepted engineering practices required for execution of all works as per latest relevant IS Codes & guidelines for specific functional structures/areas and shall at all times show a high degree of professionalism in his work.

11.2 The consultant should provide all changes required due to site conditions, Institute's time-to-time requirement.

11.3 The Topographical survey report and soil characteristic and geo physical investigation shall be provided to the Consultant by the Institute which need to be correlated with site conditions by the Consultant. In case required, the consultant may carryout additional investigations/tests.

11.4 Design basis report shall be submitted by the consultant for obtaining approval of the Institute.

11.5 The Consultant shall be fully responsible for structural design of all the civil structures and buildings. Vetting fees for vetting from an IIT, will be paid by the Institute.

11.6 Complete design will be carried out keeping in view that these buildings are lifeline buildings and are required to be stable and continue to remain functional in case of any natural disaster. Important factor, as specified for educational buildings will be adopted.

11.7 The structural systems shall be such as to ensure most efficient usage of available space and shall not obstruct or hinder passage of services nor shall they result in any additional cost incurred to carry such services.

11.8 Consultant shall take due care to ensure that the clear heights available in different areas do not get impacted due to any structural system that impedes laying of services

12.0 Traffic Management design - The Consultant shall do the overall Traffic Management design for the whole campus. Arrangements for adequate parking spaces in all zones is to be provided.

13.0 Interior drawings of all areas - The Consultant shall produce the Interior design and drawings for the Institutional buildings, Hostels and faculty and staff houses for the whole project.

#### 14.0 SERVICES DESIGN

14.1 The broad scope of designing of internal and external services shall include but not be limited to Complete Planning & Design of Electrical systems, HVAC, Fire Detection & Fighting, PHE, Roads & Paths etc.

14.2 This shall entail preparation of conceptualization plans based on conceptual design and specifications in compliance with State electricity board/other statutory authorities/MCI Norms (Internal & External Electrical Services)/Indian & International standards, NABH/JCI norms that may be applicable and obtaining all Statutory approvals.

14.3 All designs shall be efficient, economical, flexible and future ready and complying best international practices/standards

14.4 Preparation of Detailed bill of quantities, tender documents, specifications

14.5 Preparation of detailed drawings, site layout, Modification to the drawings during execution if required and also assist Institute during the execution

14.6 Advising on Sourcing of materials.

#### 15.0 ELECTRICAL

15.1 Electrical services design shall include assessing the power requirement of individual components and aggregate them for the entire campus and prepare and submit a DBR for obtaining approval. Suggest phased requirement of power agreement with local power provider.

15.2 Assessing the electrical requirements and finalizing the rating of all the apparatus/ equipment that will be installed in the buildings ensuring highest safety standards are inbuilt in the designs in accordance with the relevant Indian/international regulations and Standards.

15.3 Design the distribution systems and prepare single line diagrams with details of accessories and equipment's.

15.4 Carry out detailed designs prepare complete technical specifications and Bill of quantities for a comprehensive electrical power distribution scheme from receipt of power to distribution all across the campus and within each building.

15.5 Indoor and outdoor lighting including making recommendations for the type of luminaire that should be used and helping Institute make right selection.

15.6 Lightning protection and earthing systems of all the buildings and sensitive equipment & machinery.

15.7 Specify the details and capacities of HT panels, Transformers, LT panels, standby diesel generating sets, UPS and design of fuel storage facilities

15.8 Specify type of arrangement for incoming power supply, interlocking arrangement between HT panel, transformer, LT panel & DG sets to ensure uninterrupted power supply to all essential services, computers and lifesaving equipment.

15.9 Specify necessary switchgear and control/ changeover panels, capacitor banks, bus duct, essential and nonessential, power panels as necessary with appropriate load management system in case of power failure.

15.10 Designing of complete communication system including but not limited to telephones, Intercom & PA system, audio visual display, Queue management System etc. System has to be robust and capable of being future ready. It should also include FTTH based on fiber optic network.

15.11 Fire detection & Alarm System

15.12 Designing of complete fire detection and suppression system including its integration with IBMS, HVAC and smoke extraction arrangements.

15.13 Elevators & dumb waiters etc.

15.14 Specify capacity and type of elevators/escalators to be provided and prepare layout for necessary machine areas.

15.15 Carry out an analysis for the travel time of users to determine the capacity of lifts.

15.16 Ensure segregation of lifts for Users & Services.

15.17 Cable TV/Dish Antenna System

15.18 Prepare working drawings indicating the locations of TV points, Central panel/racks of dish antenna.

15.19 External & façade Lighting

15.20 Assess and design external lighting requirement for roads, parking areas, facades of buildings etc.

15.21 UPS back-up

15.22 plan a detailed power back-up program through centralized and/or localized system. System must distinguish between essential and no essential loads. 15.23 Access control systems Security system including IP based CCTV system

15.24.1 Requirement of GRIHA compliance like –

- Grid interactive solar photovoltaic power generation system

- Electrical light controls etc.

- ECBC requirements

15.24.2 Specialized services of auditorium etc. like –

- Stage lights

- Stage curtain

- Dimmable lights

- Sound system

- Foot lights

- Video projection system

15.24 Video conferencing system

15.24.1 Parking management system

## 16.0 IBMS

16.1 Integrated Building Management system shall be designed to achieve maximum benefits from efficient operation of all plants and machinery without compromising on the operational requirements.

16.2 IBMS shall include but not be limited to Parking Management System, CCTV, Audio System in class rooms, Specialized Electrical Services like Stage Lighting, Access Control System, Boom Barriers, Video Conferencing, Video Projection System, Smart fence on boundary wall and other zones etc. the complete system shall be finalised after discussion with Institute authorities.

16.3 Consultant shall prepare and obtain approval of the input output summary and assist Institute in ensuring that all essential issues are taken care. Recommendation on the best systems available in the market and their relative advantages/disadvantages shall be explained and assistance rendered in selection of right system.

## 17.0 PUBLIC HEALTH ENGINEERING

- The Consultant shall be responsible, amongst others, for Designing of complete Public Health Engineering services taking into account various existing topographical, meteorological, Hydrological features etc. and using these to the best advantage.
- The campus shall be designed as a zero discharge campus
- Preparation of reports, identify the source and quality of water, conduct survey of existing water supply system, Sewerage system, Drainage system, Fire-fighting system, other site development works etc. for planning of services and coordinating them with architecture and structural drawings/systems
- All The designs shall be as per latest Indian Standards, Local bye-laws and statutory norms.
- The services shall include but not be limited to following major components:
  - Water Supply System including separate system for recycled water
  - Sewerage System
  
  - Storm water drainage System including rain water harvesting system(s). campus should be designed as a zero discharge campus
  - Other site development works such as garden irrigation system etc.
  - Specialized water supply, drainage of various labs.
  - ETP/STP/WTP
  - Soft water supply system
  
- ✓ Specify the type / system for hot water supply to showers, kitchen and other areas (use of solar water heater shall be incorporated in the design)

- ✓ Designs & drawings for STP, Water Treatment Plant, ETP shall be based on latest accepted technology
- ✓ Service shall include Designing and preparing SLD/working drawings of internal and external water supply system including suitable location for Underground tanks, Overhead tank, Water treatment plants, water softening plant, Pumping stations, rising mains, distribution system and internal plumbing, recycling of treated wastewater, Design of hot water supply system consisting of centralized/ Localized hot water supply system (Solar/Boiler/Geysers etc.), Design of RO/ Soft water supply system
- ✓ Designing and preparing working drawings for internal and external Sewer/waste disposal systems including revision if any as per requirement of local authority, resubmission and approval.
- ✓ Designing and preparing working drawings for storm water drainage disposal and storage of rainwater, roof drainage system, service area drainage and surface drainage including revision if any as per requirement of local authority, resubmission and approval.
- ✓ Design and prepare working drawings for rain water harvesting system.

#### 18.0 LAB WASTE MANAGEMENT SYSTEM

- Understanding Institute's requirement for Labs & Animal House & preparing the scheme accordingly.
- The design will be such as to ensure that there is no threat of infection contamination due to failure of the waste management system.
- Sufficient safeguards shall be inbuilt in the design
- Obtaining clearances from the statutory bodies

#### 19.0 ROADS & PATHS AND OTHER SITE DEVELOPMENT WORKS

- Design and prepare working drawings (longitudinal sections/cross section) for roads/ footpaths/ parking areas etc. including making any revision, if any is required as per requirement of local authority, resubmission for approval as may be required.
- Designing of parking lots for different categories of vehicles
- Designing traffic flow in such a manner that there is little or no conflict and the teaching/research and other areas have segregated yet integrated access and egress facility
- Design and prepare working drawings of irrigation system for horticulture.
- Design and prepare working drawings for water bodies and other similar facilities.
- Design and prepare working drawings for recreational facilities like swimming pool etc., sports facilities for students, staff & families residing in the campus
- Prepare specifications and bill of quantities, tender documents for the above services



## 20.0 QUANTITY SURVEYING SERVICES

- The Consultant shall provide all the work and duties in relation to the field of Quantity Surveying and shall at all time show a high degree of professionalism in his work.
- Institute may ask for an initial Cost planning for the project based on Plinth Area Rates, as specified by the CPWD or any other method which can project an accurate assessment of likely project cost, including the cost of associated engineering services, site development, landscaping, furniture and equipment for design and construction cost.
- The services to be provided by the Consultant shall comprise of, but not be limited to the following:
  - Cost estimating including generating complete bill of quantities, take off sheets etc. Estimate shall be based on standard schedule of rates of CPWD for items available in same and on standard engineering nomenclature in sufficient detail so as to ensure that there is no ambiguity and bidders are able to assess the nature of work/deliverables and are able to quote without difficulty.
  - Cost planning, cost monitoring and cost reporting during the various stages of design to ensure that there is no cost over-run in project cost and to take appropriate measures to ensure that project gets completed within approved costs and within prescribed time.
  - Preparation of complete Technical specifications, detailed Bill of Quantities, etc. and submit the same to the Institute for Approval along with the detailed take-off sheets/calculations for the estimated quantities.
  - Advise on any aspect that can influence the project's cost and measures that can be taken in order to ensure that the budget for the project is not exceeded.

## 21.0 GENERAL:

- Notwithstanding anything mentioned above all the designs shall conform to the best practices and shall take into account likely future developments/additions.
- Design shall facilitate possible phased functional operationalization as decided by Institute.
- All architectural and engineering designs shall conform to best prevailing practices
- Institute may, at its discretion, get the designs proof checked from any reputed engineering institution/independent consultant and the designs shall have to be amended/modified as per recommendations of the proof consultant
- The designs shall not only be correct and safe but shall also be feasible, economical and shall represent the most efficient system befitting the stature of the project. Certificate of Technically sound & Economical design to be given.
- Attending site meeting, coordination meetings and any other meetings as and when required for smooth execution of the Project work.
- Consultant should assist Institute in replying queries from audit/internal control s and other technical committees/statutory authorities

- Consultant shall also provide assistance to Institute /its representative / contractors in the following –
- Getting the electrical load sanctioned and electrical connection to be done at the site
  - Obtain all statutory approval like explosive approval for HSD storage etc.
  - Assist in Approval from electrical inspector
  - Assist in Lift license

## 22.0 SCOPE OF COMPREHENSIVE CONSULTANCY SERVICES

### 22.1 SALIENT FEATURES OF THE WORK

Name of work: “Comprehensive Consultancy Services for Planning, Designing and Development of Campus of IIT at Jagti, (J&K)

#### THE SITE:

The IIT campus at Jagti, NH 44, Tehsil Nagrota, Jammu (J&K).

Has to be developed on 409 Acres of land. Infrastructure requirements as elaborated in Chapter-4 are proposed for the campus development.

#### SCOPE OF WORK:

Consultant has to prepare a scheme, design, and Master Plan for a total area of around 409 Acres based on the requirement of Institute. Consultancy services will include but not be limited to Architectural & structural designs, formulating schemes/designs for internal and external services including Civil works, Interior Design, Mechanical works, Electrical works etc. (Internal Electrification, Sub Station, DG Set, LT & HT Cabling and Networks, Lifts and Traffic analysis, street lighting etc.), Water Supply and Plumbing works, Drainage, Artwork (interior and exterior), Landscaping, Furniture Design, all systems for ICT in lecture theaters/ class rooms/ offices, Integrated Building Management System (IBMS), Data and Tele-Communication Service & Design, Acoustic designs for buildings wherever required, Special Lighting for Stages/Auditorium/Exhibition and other required spaces, Renewable Energy System with Networks, Solar Powered Electrification network including arrangements for feeding surplus power to grid, Zero Waste Discharge Designs, Water Treatment Plant, Rain water harvesting, other development works, etc. as well as issue of Good for construction drawings. Necessary schemes for making a barrier free campus are also included in the scope of Consultant.

The consultant shall provide comprehensive consultancy services broadly described above. However, it should be clearly understood that the description of services is only indicative and the Consultant shall be required to perform any other services which may be required whether or not expressly mentioned hereinafter for “Comprehensive Consultancy Services for Planning and Designing of Campus of IIT Jammu at Jagti (J&K)” for smooth execution and timely completion of the entire project to the entire satisfaction of Institute.

In addition to these, the scope of work includes obtaining all approvals and mandatory clearances for commencing the construction works including Fire, Airport Authority, Water Supply, Drainage, Sewage, and all environmental clearances etc. from the local bodies & Ministry of Environment. After the completion of works, Consultant shall have to obtain completion certificate from local bodies and fire clearance from Chief Fire Officer for the whole project.

The Consultant will be required to deploy one full-time Architect/Senior Architect at Jammu, having adequate qualifications and experience of at least 8 years of work, during the entire period of construction from the date of start of construction work, for day to day resolution of conflicts/ coordination and to ensure that work is being carried out as per approved drawings. The expenses for providing the Architect at site is included in the fee of the consultancy services of the Consultant and nothing extra shall be payable on this account. All office equipment such as computers, printers and plotters etc. shall be provided by the Consultant at site during the period of construction, and shall always be maintained in good working condition at his own cost. The office space to the Consultant's staff at the site will be provided by the institute.

A penalty of Rs. 1.0 lakh per month would be levied on the Consultant for non- deployment of the Architect/Engineer during the period of construction as stated above.

Within 21 days of award of work, the consultant shall submit a list of all sub-consultants having experience of executing at least 1 number similar project in the last 07 years (A minimum 3 nos. of sub-consultants for each discipline) as per Annexure-G, along with a letter of confirmation from these sub-consultants that they will associate with the Bidder for designing and planning the project including sub-consultants for the following disciplines:

1. Landscape Design (at least 2 consultants)
2. Structural Design
3. MEG
4. HVAC
5. I & T

The consultant will get the above sub-consultants approved from the Institute before assigning any job to them. A penalty of Rs. 5000/- per day shall be levied on the Consultant for each day's delay in submitting the list of sub-consultants for each discipline as per above.

### 23.0 ART WORK FOR THE CAMPUS

In the scope of work of the Consultant, the Art Work of the value up to 1% of the cost of the project is included as per Govt. guidelines. The Art Works should be of high aesthetic quality and enhance the ambience, experience, and characteristics of the locations/ spaces where such works are installed. Such works should be carried out with engagement of Sub-Consultants / Experts/ Designers/ Curators having imagination, experience, and capability to visualize the scale and context of the spaces as well as ethos of the Institute. Such expressions should consider highest levels of workmanship, skills including craft skills and art. The Consultant will be responsible for

developing alternative concepts, detailed visualization, specifications, detailed drawings and supervision of execution of such works at site.

The consultant will engage sub consultants / experts / designers/ curators having a sound background of Visual Arts, who can conceive overall concept for the entire campus, develop public/ urban arts required in the campus professionally as the location demands, in consultation and with the approval of the Institute and issue detailed drawings/ shop drawings for execution. They must have good knowledge of different art materials, different processes of execution with a minimum of 10 years' experience in developing public places such as institutional buildings, campuses, museums, exhibitions, public buildings, city squares, parks etc. through such works.

#### 24.0 DETAILED PROGRAMME OF EXECUTION OF CONSULTANCY WORK

Within 15 days of award of work, the consultant shall submit a detailed plan of execution of the consultancy work along with the PERT/BAR chart, listing out the complete items of work as per scope of contract, all target dates such as appointment of sub-consultants, target dates of submission of concept drawings/detailed drawings for each item of work in scope, target dates for various approvals from local bodies/statutory bodies, submission of BOQs/tender documents for various items of work etc.

A penalty of Rs. 5,000/- per days delay will be levied for non-submission of such a plan of work within 15 days of award of work.

#### 25.0 GREEN BUILDING DESIGN

The Consultant shall adhere to highest standards of environment and energy sustainability as stipulated in Clause 2 of Chapter 4 Building Sustainable Campuses: An Environmental Brief and as approved by Institute. Holistic integration of the environmental sustainability brief in design, materials, construction, services, processes and maintenance concerns should be strictly addressed in campus planning and design to achieve a Green Campus equivalent to GRIHA 4 Star/ LEED Platinum standards. All stage wise approvals from the concerned statutory authorities be coordinated and obtained by the Consultant. Nothing extra shall be paid on this account.

#### 26.0 ROLE OF THE CONSULTANT

The Role of the Consultant is to provide "Comprehensive Consultancy Services for Planning and Designing of Campus of IIT Jammu at Jagti (J&K)". Consultant shall be involved with the project for the entire duration of the project till its final commissioning and handing over. The Consultant shall provide Comprehensive Planning and Designing including but not limited to the Preparation and Development of Master plan, Concept Designs, Preliminary and Working Architectural, Interior & Structural Drawings for all buildings, including preparation of Specifications and Detailed Estimates, Preliminary and Working Drawings for the services like HVAC, Electrical, Plumbing, Fire Fighting, IT, landscaping, roads & paths, traffic movement, parking & Furniture along with cost estimates, drawings and specifications etc. including space planning, infrastructure planning and services planning for Kitchen, Laundry, other Equipment, as per detailed scope of work proposed.

The Consultant's role and responsibility will include:

26.1 The Consultant shall provide comprehensive consultancy services in project conceptualization covering space utilization, functional requirements, preparation of Lay out plan, Project cost estimation, Detailed Architecture drawings, structural drawings and various services design, detailed Project Report, Preparation of all contract Documents, and BOQ etc. The detailed project report shall cover all project components. The Consultant shall provide design philosophy and the design methodology, listing out relevant codes, related references, sound-engineering practices etc. for the entire design scheme of the campus.

26.2 The Consultant shall get the approval of the conceptual scheme from Institute through presentations, physical models, computer walk-through etc. Comments and suggestions or alternate proposal of the Institute shall be evaluated and suitably incorporated till the concept design is accepted and frozen.

26.3 The Consultant shall develop the concept drawings for each of the building for submission to all the statutory authorities/bodies, incorporate changes, if suggested by the statutory authorities/bodies and obtain approvals from all regulatory authorities.

26.4 The Consultant shall take all necessary statutory approvals from the concerned authorities including Municipal Corporation, Jal Board, Development Authority, Pollution Control Board, Dept. of Environment & Forest, Fire Services, M.O.E & F, C.G.W.A., Air-Port Authority of India, DPCC Govt. of India etc. Preparation and submission of drawings / materials as per norms of any statutory body or as per municipal norms and models for obtaining these approvals will be done by the Consultant at no additional cost. The statutory approvals shall include obtaining Fire Clearance from CFO, AAI, ASI or all other permission of any other body required as clearance for starting work at site and completion certificate for the completed building from the local bodies. The consultant shall prepare all study reports, drawings, physical models, simulations, and assessment reports etc. as are required for clearance by all above bodies/authorities.

26.5 All Environmental Impact and Social Impact Assessment, and their clearance from concerned statutory bodies as applicable, including union ministry of Environment, Forest and Climate Change will be obtained by the consultant.

26.6 The Consultant shall have constant and regular interaction with the Institute for formulating the design philosophy and parameters, preparation of detailed estimate, designs/ drawings and specifications.

26.7 The Consultant shall ensure that various building/engineering services are suitably and economically designed without any discrepancy between the structure and finishes, and the requirements of service installation.

26.8 The Consultant shall prepare preliminary estimate based on PAR 2012 of CPWD or the latest approved PAR of CPWD and submit to the Engineer-in-charge and shall make necessary corrections/modifications as required by Institute and finally get it approved from the Engineer-in-charge. The Consultant shall also prepare Revised P.E (if required) during the execution of the work and making necessary corrections/modifications as required and getting it approved from the Engineer-in-charge.

26.9 The Consultant shall prepare the documents for call of tenders for execution of work in suitable packages as required/approved by the Institute. The estimates showing details of measurement, BOQ, technical and special conditions, analysis of rates etc. shall be prepared and submitted by the Consultant to the Engineer-in-Charge. If any corrections / observations are made the same shall be complied by the Consultant till final approval by the competent authority. The approved tender documents shall also be submitted in hard copy as well as soft copy by the Consultant. Tenders may be invited by the Institute in different packages. Consultant shall prepare tender documents for each of the package as required.

26.10 The Consultant shall perform in an efficient, orderly and professional manner and shall deploy necessary qualified and skilled persons according to the requirement of services.

26.11 The Consultant and his staff will periodically inspect the works during execution stage to ensure that the works are being executed as per approved scheme and render appropriate advice and carry out all site related modifications in the designs and drawings. Such inspections shall be carried out on at least fortnightly basis or as and when required by the site Architect / Lead Architect and other domain specialists.

26.12 The Consultant shall assist Engineer-in-charge in preparing presentations and presentation materials during execution of work. Key Resource person of the consultant will be present during presentations.

26.13 The Consultant shall get the structural analysis, design and drawings vetted by a third party/proof consultant appointed in consultation with the Institute. Similarly, the detailed scheme and designs of all electrical, mechanical and HVAC Services (internal and external) will be got vetted by from any third party appointed by IIT Jammu. Fee payable to the third-party/ proof consultant for vetting shall be borne by the Institute. Detailed design notes shall be submitted along with design philosophy to the Institute after it is approved by proof consultant/ third party. The proof checking, if any, got done by a third party shall not absolve the Consultant of any of his responsibilities. All reports including design/drawings submitted by them shall bear the signature (with date) of the Team Leader/authorized representative of the Consultants and the Consultant shall be fully responsible for the soundness, correctness and feasibility of the design prepared by them.

26.14 All basic/ detailed drawings by Consultant wherever special services or equipment are required, and all the shop drawings for the structure will be checked and approved by Consultant before submitted for approval to the Institute.

26.15 The Consultant shall comply with all applicable laws, bye-laws, and statutory provisions etc. in the performance of the consultancy assignment and in the execution of the project.

26.16 The Consultant shall comply with all the applicable norms/codes/guidelines/regulations/bye- laws/statutes of local as well as Central Govt. Bodies.

26.17 The consultancy services shall be provided through a Team Leader supported by experienced professionals. The Consultancy firm will deploy adequate number of professionals and other staff to deliver the requisite services as per time schedule. The Consultant shall have to submit details of proposed team detailing the roles/work to be performed by each personnel, their tentative duration, inter-relationships of each personnel etc. Minimum requirement will be as under:-

26.18 The Consultant shall ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included. He shall also ensure that various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

26.19 The Consultant shall have to co-ordinate with the Institute and attend meetings as and when required by Institute including meetings with the contractors.

26.20 After completion of construction of buildings and all services the consultant shall prepare completion drawings and obtain completion certificate from all local bodies.

26.21 The Consultant shall have the required dedicated personnel for this Project so that they are available for interaction at all times. No such personnel shall be transferred / withdrawn without the consent of the Institute. Similarly, prior to induction of new personnel on the Project, approval of the Institute shall be obtained.

## 27.0 STAGewise SERVICES

The Consultant shall provide Comprehensive Consultancy Services in the following areas:-

- a) All Architectural Services including Master Plans, building drawings, Landscaping and Signage details etc.
- b) All Quantity Surveying Services
- c) All Civil & Structural Engineering Services including all proof checking work.
- d) All Electrical Engineering Services and Net Zero Solar Energy efficiency Services.
- e) All Mechanical Engineering Services
- f) All Public Health Engineering Services
- g) All Waste Water treatment and Management System
- h) Green Building Concept (Norms to be followed as per Platinum- LEED/4 Star- GRIHA)
- i) All furniture /equipment/fixtures/fittings for all buildings including rooms, labs, workshops, kitchens, lecture rooms, amphitheater, Auditorium etc.
- j) All interiors and all acoustical treatments.
- k) All art work and signage
- l) All water supply & drainage system
- m) All I.T. Service/ICT Services for lecture halls/Classrooms/Offices etc.
- n) All environmental clearances/ permissions, environmental impact & social impact assessment and their clearance from concerned statutory bodies/ministries of the Govt.
- o) Inspection of works during construction to ensure that execution is being done as per approved drawings and specifications.
- p) Any other services which are required but not specifically indicated.
- q) Preparation and checking of 'As Built' drawings (on the basis of actual construction at site) including services and structures.

The Consultant shall appoint specialized sub-consultants for which in-house expertise is not available with the consultant.

## 27.1 Preliminary Stage

### 27.1.1 Concept Design

- a) Ascertain requirements of the Institute and examination of site constraints and potential for individual buildings, external and internal systems/ services, and preparation of a brief for review/ recommendations for approval of various committees.
- b) Prepare and submit a report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and/ or proposed development on its immediate environs.
- c) Prepare & submit a Report of Requisite Compliances, identifying all applicable regulations, development guidelines such as FSI applicability, ground coverage, set-backs, building heights, development constraints, environment controls.
- d) Demonstrate approach to Master Planning and Architecture Design through 3-4 options of Conceptual Designs showing vision for the project, design philosophy and strategic approach, including phasing and movement of Residents & Visitors.
- e) Prepare & submit report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/or proposed development on its immediate environs, especially in respect of drainage, disasters and environmental issues.
- f) Prepare & submit Design Brief Document encapsulating the above for Institutes, approval.
- g) Submit Design Basis Reports in respect of structural systems and all services.
- h) Prepare and submit conceptual designs & master plan with reference to design brief given and prepare preliminary estimate on cost area basis, for all components, blocks/ buildings, services of the project.
- i) Volumetric study and Urban form recommendations including pedestrian/ vehicular movement and parking.
- j) Architectural controls/ guidelines for the master plan/concept plan.
- k) Submission of the concept design and presentation of the entire scheme as required.
- l) Modifications in the concept plan taking into account the comments, suggestions of Institute and submitting the same to the Institute for approval.

## 27.2 Preliminary Engineering Services Design (including MEP, Life and Fire Safety and other Services)

### 27.2.1 Determine the utility /load requirements and prepare & submit Design Basis Report for all the required services

#### 27.2.1.1 Prepare the concept design for the utilities.

#### 27.2.1.2 Preparation & submission of SLD and preliminary drawings for all the services

#### 27.2.1.3 Submission of special services and equipment details including space planning (Special services like- Kitchen, Laundry, treatment and disposal etc.

## 28.0 Master Plan/Lay out plan

28.1 Prepare requirements for Master Plan in consultation with stakeholders and analysis of site, topographic features, climatic conditions, geographical location and other relevant context



28.2 Development and Submission of the Master Plan and Modifications of the Master Plan taking into account the comments and suggestions of the Institute.

28.3 Submission of the Final Master Plan to local bodies and incorporating changes, if any, suggested by them and re-submitting the same as required.

28.4 Obtaining approval of the master Plan from local authorities.

28.5 Conduct volumetric study and make urban form recommendations including pedestrian/vehicular movement and parking for various functional needs, such as visitors, students, services, emergency vehicles, fire fighting vehicles etc. Develop form, 3-D massing proposal for approval.

28.6 Prepare Master plan with guidelines for volumetric and façade controls, drainage and traffic movement including proposed connectivity between both the plots incorporating form proposal.

## 29.0 Project Report

29.1 Preparation of Project Report and Project cost estimate covering all project components including all equipment required etc.

## 29.2 Approval Stage

29.2.1.1 Development of Submission Plans of buildings and all external services.

29.2.1.2 Submission of design, drawing and related document to concerned local authorities.

29.2.1.3 Modifications of the design, drawing etc. taking into account the comments, suggestions etc. of the local bodies.

29.2.1.4 Re-Submission and obtaining approval of the design, Drawing etc. from local bodies.

29.2.1.5 Carrying out Environment Impact Assessment, submission of the same and getting approval from concerned authorities.

29.2.1.6 Obtaining necessary approval of the project from State Pollution Control Committee and Ministry of Environment & forest Govt. of India/State Govt. as per the requirement.

## 30.0 DETAILED DESIGN STAGE-

30.1 Prepare final Master Plan including the site use plans for the approval of Institute. (Including preparation of concept plan, individual floor plan for all buildings like, Institution, Residential, services, their elevation, sections for approval along with Master plan)

30.2 Modify the conceptual designs and cost estimates after incorporating any changes, as may be suggested by the Institute.

30.3 Preparation of detailed Architectural designs of all buildings and related infrastructure, design of Public Health, Electrical & Mechanical services, landscaping design, graphic design and signage.

30.4 Submission of a Detailed Project Report including, phasing etc.

## 31.0 ARCHITECTURAL SERVICES

31.1 Modify the conceptual designs incorporating required changes and prepare the preliminary architectural drawings, sketches, study model, walkthrough, BIM models etc.

31.2 Interior Design of all spaces is an integral part of the service to be rendered. Consultant shall prepare interior design layouts / details, including furniture layouts detailed working drawings, specifications, make, materials, etc. for all fixed and loose furniture items such as works station interiors of rooms/faculty rooms, waiting areas, toilets- common and attached, offices, canteen/cafeteria, common spaces etc.

31.3 Prepare a detailed scheme for lighting design, including lighting for recovery, daylight utilization, color therapy, outdoor lighting and façade lighting, security lighting conforming to best practices.

31.4 Preparation of architectural and construction details such as fittings and fixture details, installation details, joinery, inserts, cut-outs, standard details and other construction details as required for successful completion of the project.

31.5 Based on the decision of the authority, ensure GRIHA 4-Star (version 3) Rating. A detailed report concerning the project data sheet.

31.6 Submission of special services equipment plan including space planning (Special services like - Kitchen, Laundry, waste handling-treatment and disposal), solid waste management).

31.7 Prepare tender drawings, schedules and specification of materials and workmanship, in sufficient detail to enable to prepare a tender. The tender drawings & documents shall include detailed site plan, detailed drawings for each buildings including floor plans, elevations, door & window schedules, finishing schedules, fitting schedules, colour schemes with coloured prints, flooring patterns, reflected ceiling plans, ironmongery, joinery, installation details, wall profiles, Staircases, ramp and lift details, details of important building parts /areas, landscape & horticulture details etc. As far as possible standards of quality performance requirement and descriptive names shall be used rather than specific products or brand names. The final call on products/specifications will be of Institute. Unless otherwise escapable Indian brands which are commonly available shall be specified by the consultant for use in the work.

31.8 Prepare and issue "Good for construction" drawings. Drawings shall be adequately detailed and shall contain enough information to enable construction, full measurement, pricing and production of bill for payment. The working drawing shall include:

a) Layout Plan showing:

- All proposed buildings, play fields, green area, Sewage Treatment Plant, Sump, Rain Water Harvesting, Electrical Sub-Station etc.
- Blow up of road junction / parking area and other such area as required.
- Coordinated External services

b) Detailed Drawings of:

- Floor plans, fully coordinated with all services/disciplines
- Elevations
- Sections
- Wall profiles
- Doors & Window details
- Stairs/Ramps/Lifts details
- Details of building parts, areas, and critical special treatments.

- Toilet details.
  - Flooring pattern and details
  - Dado details
  - Roof flow, draining including rain water harvesting system underground tank etc.
  - Detailed designed and drawing of all types of furniture, all lab equipment, all workshop machineries, all kitchen equipment etc.
  - Detailed drawing of art work.
  - Any other details drawings required by the Engineer-In-charge.
- c) Landscape & Horticulture
- Drawings of landscape including blow up of critical areas / landscapes / plantation schemes in detail coordination with all external services
  - Horticulture details
- d) Any other details required for completion of the buildings/services.

## 32.0 WORKING/DETAILED DRAWINGS AND TENDER DOCUMENTS

32.1 Prepare working drawings (coordinated across various disciplines), specifications and schedule of quantities, detailed estimate of cost and tender documents in packages as desired by the Institute including mentioning code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

32.2 Modification to the Architectural Design and Services Design incorporating required changes and prepare final working drawings and service plans for the approval of Institute.

32.3 Take-off-sheets, detailed specifications of the material/fittings to be used in the project shall also be made available.

32.4 Tender drawings and working drawings shall be prepared in respect of all disciplines, including, Architecture design, MEP, Structure, Fire and Life Safety.

32.5 Prepare tender drawings, items of work, specifications (indicating applicable codes and standards, Quality Assurance and Quality Control procedures related to materials and processes, execution processes, acceptance standards, tolerances, modes of measurement and other documentation necessary for tendering process.

32.6 Draw up a master list of working drawings (notwithstanding non-inclusion any drawing, the same to be included subsequently), prepare working drawings, coordinated across various disciplines, incorporating reference to specifications as per contract documentation.

## 33.0 APPOINTMENT OF CONTRACTORS

Assist in analyzing tenders by preparing the justification rates after collection of the same from the respective locations

## 34.0 GOOD FOR CONSTRUCTION DRAWINGS

To prepare and submit all Good for Construction (GFC) drawings within the time as specified in RFP

34.1 During the Execution Stage, the consultant is expected to Visit the site of work, at regular intervals as prescribed in this document, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the intent, drawings and specification and keep the Institute informed and render advice on actions, if required.

34.2 The designs and drawings should comply to GRIHA 4- Star (Version 3) rating or as per latest revision.

### 35.0 CIVIL & STRUCTURAL ENGINEERING SERVICES

The Consultant shall prepare all the Civil & Structural design work necessary by utilizing the most economical, effective and widely accepted engineering concepts/practices and shall at all times show a high degree of professionalism in his work.

The Consultant will be fully responsible for design of all the Civil & Structural engineering works. The services to be provided by the Consultant shall include but not be limited to the following:

#### 35.1.1 Design Basis

- i. Planning for the structural arrangements with the Architectural design.
- ii. Co-ordination & finalization of structural arrangement
  - Beam & Column location
  - Beam & Column size finalization
  - Slab profiles
  - All other detailing required for the finalization of design
- iii. Finalization of design basis & structural systems.

#### 35.1.2 Structural Design Development

- i. Design of all the structural and non-structural elements
- ii. Getting Proof checking of structural design /drawings, incorporating comments/ advice of proof consultant and preparing “Good for construction” drawings from the agency appointed by IIT Jammu. The Structural designs & drawings shall be got vetted from an Indian Institute of Technology (IIT)/National Institute of technology (RFP) or any other similar institute as may be approved by the Institute. The vetting may also include making a reference for seeking value engineering besides checking of adequacy of designs. Fee in this regard will be paid directly by the Institute so engaged.
- iii. Preparation of detailed structural analysis and structural design calculations (including seismic design as applicable) based on Design Input and preparation of detailed structural drawing.

### 35.1.3 Drawing Stage

- Foundation plans & details
- Column, walls and beam layout plans
- Floor Framing plans, fully coordinated with all disciplines
- Floor slab structural details
- Column & beam structural details
- Staircases, ramps, lifts shafts and machine room details, rain water harvesting chamber.
- Electrical, plumbing and drainage details
- Requirement of Green Building Concept
- All other details and sketches required for proper execution of the works.

### 35.0 Electrical & Mechanical Engineering Services.

#### I) ELECTRICAL ENGINEERING SERVICES

The electrical system shall be designed in accordance with “Net Zero energy “and GRIHA norms and it should conform to GRIHA 4 Star Rating/ Platinum-LEED Rating. The services to be provided by Consultant shall include Design Basis Report, Preliminary & Detailed Estimates, Load Calculation, Design and Drawings, Vetting of shop drawings. The consultant will provide specifications etc. and proof checking of designs and systems by third party proof consultant as per requirements of Institute.

#### II) MECHANICAL ENGINEERING SERVICES

A detailed assessment has to be made for planning the mechanical services of the building conforming to Platinum- LEED/ GRIHA 4 Star Rating. The system should be capable of handling future expansions in the campus. The services to be provided by Consultant shall include Preliminary & Detailed Estimates, Design Basis Report, Load Calculation, Design and Drawings, Vetting of shop drawings. Also Liaising, pre-construction approval and post construction approvals have to be made from government bodies.

##### (A) Internal and External Electrification

- Design of internal electrification network of building with adequate sizing of cables, wires, switchgears, distribution boards, panels, electrical fittings and fixtures etc.
- Earthing protection system to be planned in accordance to soil investigation report and conforming to latest IS standards.
- Lifts and escalators shall be designed to make barrier free campus including relevant norms and provisions for Persons with Disabilities.
- Calculation and Simulation required conforming to GRIHA 4 Star Rating/ Platinum-LEED Rating for complete electrical lightning system for the best illumination level (foot candles), uniformity, layout, and aesthetic considerations such as color rendition shall be taken into account.
- Measures for energy conservation –day light harvesting, occupancy sensor etc.
- Liaising and approval with other statutory bodies like PDD, Fire Services, Electrical Inspector and other necessary Institute for obtaining the pre-construction and post construction clearances.

- All the staff quarters and faculty housing shall have the provision of communicable electrical billing system.

(B) External Electrification- other works

- Design of Sub -Station at various voltage levels in a ring main system, with a suitable underground power cable distribution network considering the voltage drop as per distance and load calculation. System will have redundancy and should not depend on single power source.
- Design of power backups with Diesel Generator to be planned with Automatic mains failure panel, synchronization scheme and power failure management.
- Street lights and landscape lighting to be provided in accordance with GRIHA.
- Suitable Automatic Power Factor correction system to be provided.

(C) Renewable Energy Sources

- Design of alternative renewable energy sources along with solar power generation to minimize the energy requirement from conventional sources.
- Solar power system at desired voltage level shall be incorporated with an import/export power scheme. Automatic transfer scheme from raw power to renewable power shall be provided with a suitable provision in electrical panels.
- Solar Potential Study and recommendations for the whole complex along with Grid connectivity.
- Government may decide to assign the installation/running of solar energy tapping equipment to an outsourced agency. Therefore consultant is required to suggest/earmark required area/suitable place for installation of solar panels as per load requirement / area available.

(D) Integrated Building management system (IBMS)

- Building management system shall be the backbone of services it should be planned on open protocol. It shall integrate all the necessary services of the buildings for close operation and monitoring of the services from a single point of control.
- Schematic design of IBMS system with complete IO summary showing proper integration of all the services.

(E) Supervisory Control and Data Acquisition System (SCADA)

- Schematic design of SCADA system connecting all the sub stations. System should incorporate control and monitoring of electrical parameters and switch gear in co-operating other energy sources.

(F) Telephone, Intercom & Communication System

- Telephone layout and telephone equipment including conduit and accessories layout for the telephone system and any protective devices battery back-up required.
- Design the EPABX/EPBX room. Prepare conduit layout of cables and terminals inclusive of fiber optic or other special data transmission cables for system required.

- Intercom layout and intercom equipment including conduit and accessories layout for the intercom system and any protective devices required.
- Topology of networking, LAN (Structured Cabling), cables, conduits, raceways, sockets, layout drawings floor wise.
- Prepare the specifications and bills of quantities.
- Check and approve detailed drawings of the suppliers and manufacturers

(G) Cable TV/Dish Antenna System.

- Prepare working drawings indicating the locations of TV points, Central panel/racks of dish antenna.
- Prepare specifications and bills of quantities.
- Check and approve the suppliers'/ manufacturers drawings/ documents.

(H) Lightning Protection and Earthing System

Lightning protection system shall be an advanced integrated lightning protection system. The work shall include, but not limited to, the following:

- Prepare plans showing internal/external earth grid, earth electrodes and lightning protection with size of conductors and details of each electrical and lightning arrestors along-with details of earthing pits.
- Earth system shall be as per relevant Indian Standards and Indian Electricity rules.

(I) External Lighting

- Assess the external lighting requirement for parking, buildings etc.
- Prepare plans indicating the road lighting with circuit details, typical pole detail with type of fixture, cabling, earthing etc.
- Prepare the specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers and manufacturers

(J) UPS back-ups

- Prepare the plan indicating the locations of UPS rooms in the buildings, UPS room layout, Floor wise UPS power distribution drawings, Single line diagram/Power flow diagram.
- Prepare specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers/ manufacturers;

(K) Solar Heating and R.O. System

- Planning and installation of Solar Heating System and R.O. System for building.
- Prepare specification and bill of quantities.
- Check and approve detailed drawings of the suppliers/manufacturers.

(L) CCTV, Public Address system, Access Control system, Audio Visual System and Vehicle management System.

- Planning & Designing of CCTV, Public Address, Access Control system and Vehicle management System & equipment with high level integration.
- Audio-Visual system, sound re-enforcement system, conference room projection system, Amplifier speakers, mixers, acoustics, floor use layout control system, drawings and system layout drawings.

#### (M) IT and LAN Networking System

- Design and drawing of multi core optical fiber cable distribution network system for easy and stable accessibility of intranet and internet services of the building.
- The design should incorporate detailed planning of all active and passive components for high level and low level networking.
- Design of LAN network of the building for IT labs, Access points, WI-FI campus, etc.

#### (N) Heating Ventilation and Air Conditioning System

- All HVAC services will be Planned, designed and detailed complete in all respect, for Central and/or individual air-conditioning systems as may be required from functional and economical point of view (fully air-conditioned Institutional areas).
- The service shall include but not be limited to pressurization of lift wells/stair cases; mechanical ventilation system of toilets, basements and other areas etc. for the entire complex selection of chilling machines along with chiller management system, hot water generators, cooling towers, chilled/hot/condenser water pumps with VFDs, air handling units, FCUs, ventilation fans, pressurization and smoke extraction system, ducting, piping, insulation and required electrical works along with panels, cabling/earthing etc.
- System has to be in compliance with international standards and guidelines applicable to institute buildings higher education and the relevant standards for other buildings as applicable. In any case the system will comply with or be better than the applicable national standards/guidelines.
- HVAC system shall provide enough flexibility in operation such that selective areas can be operated and maintained at desired temperatures without compromising on requirements of other areas to economize on the operating costs.
- All the mandatory and prescriptive criteria for GRIHA 4 star (version 3) rating and requirements shall be included in planning and design of HVAC system.
- System and design proposed has to be robust, easy to operate and maintain, energy efficient, ensure that areas which have special requirements such as filtration, segregation of return air, need for maintaining pressure differentials should be well taken care of.
- Proper integration with the fire detection and smoke extraction system will be built into the design.
- Following standards shall be kept in mind while designing the system
  - ASHRAE standards and guidelines
  - ISHRAE
  - Labs shall be designed as per guidelines.
  - Local by-laws and factory Act.



- Indian Standard Specifications / codes.
- National Building Code.

(O) Fire Detection and fire alarm system.

- Design the FDA Control Room layout.
- Prepare working drawings (Floor wise) indicating the zones, location of the fire alarm sensors, Response Indicator, Manual call points, Hooters, their conduits and wiring and location/details of FDA control panels, evacuation plan.

(P) Lifts and Escalators

- Specify the capacity and type of lifts/escalators to be provided and prepare layout for the machine areas.
- Finalize the design for lifts and escalators installation as per the Statutory/local regulations.
- Prepare specifications and bills of quantities.
- Lift and escalators shall be designed in accordance with person with disability and old age person to make the campus barrier free.

(Q) Water Pumps

- Specify the type of pumps for water supply & dewatering purpose.
- Prepare specifications and bills of quantities.
- Check and approve the suppliers'/ manufacturers drawings/ documents.

(R) Fire Fighting & Fire Suppression System

- Design and prepare working drawings for internal and external fire protection and suppression system including hydrant, sprinkler system, CO2 flooding system, pressurization system, fire extinguisher system, Underground Tanks, fire pump rooms etc. in line with the statutory requirements.
- Size all equipment required and prepare detailed specifications and bill of quantities.
- Obtain necessary license/permissions from the statutory/local fire authority /bodies etc. as required.
- Check and approve detailed drawings and data sheet of suppliers/ manufacturer.

37.0 Plumbing and Integrated Water Management System

- Design and drawing of plumbing system for internal and external water supply. It shall include comprehensive design concepts and installation guidelines for energy conservation and water harvesting.
- Integrated and sustainable water management focusing on least anthropogenic water discharge from human activities.
- The use of water conservation fixtures, landscaping, rain water harvesting, aquifer recharging and waste-water recycling need to be given due consideration.

- Involve use of efficient building and plumbing services components and fixtures tailor- made to meet sustainability objectives and creating sufficient awareness among the users of building facility and its services.
- Ensure potable quality of water for drinking and washing as per the prescribed standards and to ensure that treated waste water is meeting the desired standards for reuse or disposal.
- Minimize the consumption of mains supply potable water and minimize the volumes of storm water run-off.
- Consider natural storm water filtration and absorption schemes which employ engineered, landscaping devices such as swales, rain gardens and infiltration ponds.

### 38.0 PUBLIC HEALTH ENGINEERING

(A) All the design and drawings should be well coordinated with Architecture, structure and other services drawings.

(B) All designs shall be as per the latest Indian Standards, Local bye-laws and statutory norms/regulation.

(C) Design of Public Health & Engineering services taking into account various topographical, meteorological, Hydrological etc. reports, identify the source and quality of water, conduct survey of existing water supply system, Sewerage system, Drainage system, Fire-fighting system, other site development works etc. for planning of services. These existing systems are to be augmented with proposed (Required) system.

(D) The services shall include following major components as discussed in detail:

(i) Water Supply System

(ii) Internal Sanitary Installations

(iii) Sewerage System

(i) Drainage System

(ii) Distribution of recycled water

(iv) Water Supply System

- If required by, Consultant will check and examine the ground water quality at site. In case, the ground water is found unsuitable for campus use, a suitable Water Treatment Plant may be designed after proper investigations/ Study Reports etc.
- Calculation of water requirement for domestic, non-domestic and other services.
- Design and prepare working drawings of internal and external water supply system including Underground tank, Overhead tank, Water treatment plant, Pumping stations, rising mains, distribution system and internal plumbing, recycling of treated waste water etc.
- Prepare specifications and bill of quantities.
- Check and approve detailed shop drawings and data sheets of suppliers/ manufacturers.

(ii) Internal Sanitary Installations

- Design and prepare working drawings of internal sanitary installations.
- Identify, design and prepare working drawings of handicap friendly toilets and sanitary installations

- Prepare specifications and bill of quantities.
- Check and approve detailed shop drawings and data sheets of suppliers / manufacturers.

(iii) Sewerage System and Sewage Treatment Plant

- Calculation for quantity of waste water generated from different sources and design waste water treatment plant and distribution system
- Design and prepare working drawings for internal and external soil/waste disposal systems including sewage treatment plant and treated water usages, etc.
- Obtain approval from statutory and local bodies for waste disposal
- Prepare specifications and bill of quantities
- Check and approve detailed shop drawings and data sheets of suppliers/ manufacturers

(iv) Drainage

- Design and prepare working drawings for storm water drainage including roof water drainage, service area drainage and surface drainage.
- Design and prepare working drawings for rain water harvesting system.
- Obtain approval from statutory and local bodies for drainage connections to municipal drain where available and rainwater harvesting scheme etc.
- Prepare specifications and bill of quantities.
- Check and approve detailed shop drawings and data sheets of suppliers/ manufacturers.

### 39.0 Site development Works

- (i) Design and prepare working drawings (longitudinal & cross section) for roads/ footpaths/ parking areas etc.
- (ii) Design and prepare working drawings of irrigation system for horticulture.
- (iii) Prepare specifications and bill of quantities.
- (iv) Check and approve detailed drawings of suppliers/ manufacturers.

### 40.0 ART WORK

In the scope of work of the Consultant, the Art Work of value up to 1% of the cost of the project is included as per Govt. guidelines. The Art Works should be of high aesthetic quality and enhance the ambience, experience and characteristics of the locations/ spaces where such works are installed. Such works should be carried out with the engagement of Sub-Consultants / Experts/ Designers/ Curators having imagination, experience and capability to visualize the scale and context of the spaces as well as ethos of the Institute. Such expressions should consider highest levels of workmanship, skills including craft skills and art. The Consultant will be responsible for developing alternative concepts, detailed visualization, specifications, detailed drawings and supervision of execution of such works at site.

The consultant will engage sub consultants / experts / designers/ curators having a sound background of Visual Arts, who can conceive the overall concept for the entire campus of IIT, develop public/ urban arts required in the campus professionally as the location demands, in consultation and with the approval of the Institute and issue detailed drawings/ shop drawings for execution of the same.

#### 43.0 Time Schedule for Stage Wise Activities of Consultant

Sl. No.	Activity	Period of Completion of Stage Wise activity (in weeks)	Cumulative Period from the date of commencement (in weeks)	Remarks
<b>A Preliminary Stage</b>				
A.1	Preparation and submission of Conceptual scheme, Master Plan project report, basic scheme of the overall project including preliminary design & drawings of individual buildings and internal/external services and approvals from /Institute	8	10	
<b>B Municipal and Statutory Approvals Stage</b>				
B.1	Preparation and Submission of all necessary municipal drawings, reports & Document of complete project for review and approval of Institute and approval thereafter by all the concerned Municipal and Statutory authorities for commencing the construction works. Submission of preliminary cost estimates of all project components and their Approval by Institute.	14	22	This activity can Start only after Master Plan and building drawings are approved by Institute at stage A.1
<b>C Detailed Design/ Drawings/ Estimates Stage</b>				
C.1	Preparation of complete Structural designs/	12	22	This activity can run in parallel after Master

	drawings, getting them checked from Proof Consultants and submitting for approval of the Institute			Plan and building drawings as approved by /Institute at stage A.1
C.2	Preparation and submission of detailed designs/calculations and detailed Architectural drawings of all buildings.	26		This activity will overlap and run parallel to Activities at stage A.1, B.1 and C.1
12				
C.3	Preparation and Submission of all internal and external services Drawings	12	26	-do-
C.4	Preparation and Submission of Detailed Estimates & Details of measurements, Analysis of rates, tender drawings, specifications and final tender documents to	08	28	This activity will overlap and run parallel with activities in C.1, C.2 and C.3

\*May be read with Clause-7 of Chapter-3.

The Consultant shall supply 10 (ten) sets of drawings and 1 (one) soft copy of each to Institute. 10 (ten) sets of drawings will be supplied in A0 size and 5(five) sets in A3 size. Drawings shall be prepared on CAD.

#### 44 Sub-contracting

The Consultant shall not subcontract either the Architectural work or whole of the work.

#### 45 Proof Checking

The Structural designs & drawings shall be got vetted from an Indian Institute of technology (IIT)/National Institute of technology (NIT) or any other similar Institute as may be approved by Institute. The vetting may also include making a reference for seeking value engineering besides checking of adequacy of designs. Fee in this regard will be paid directly by Institute to the Institute so engaged.

#### 46 Site inspection during the post tender phase

During the Execution Stage, the Consultant is expected to Visit the site of work, at required intervals and where necessary clarify any decision, offer interpretation of the drawings/ specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the designs and keep the Executing agency informed and render advice on actions where required.

#### 47 Available Information

The following indicative reports can be seen by the bidders, if required for preparation of the Bid.

- i. Site Survey/Topographical plan
- ii. Soil investigation report

Any other information available with Institute, which can help the Consultant during the Project, shall be shared by Institute with the Consultant at their discretion and at the request of the Consultant. However, Consultant may get done the survey/soil testing or any other investigation as they may require, at their own costs through their own agencies. Reports of such surveys/testing shall be shared with the Institute.

#### 48 Quality Assurance

The Consultant shall ensure quality in his work. The documents and design/ drawings prepared by the Consultant shall correspond to the international best practices and as a minimum conform to processes as defined in ISO 9001: 2015- "Quality Management System- Requirements".

#### 49 Ownership of the Designs and Drawings

All copyright and other proprietary rights in the Works under this contract shall vest and stand assigned to the Institute and Institute shall consequently own, absolutely and exclusively on a worldwide basis, the whole of property rights, title and interest including all copyright in the Works, present or future, vested or contingent, generally and without limitation, for the whole term of the copyright, including the right to modify and/or make any alterations to the Works and all the above rights shall not lapse even if such rights are not exercised by Institute during the terms of the copyright and the Consultant shall be required/obliged to execute any deeds/documents, as may be required or considered necessary, by Institute to give effect to and secure the abovementioned rights of Institute in the Works. For the purpose of this clause, the term "Works" shall include all "works" covered by the copyright Act 1957 including the design or documents prepared by the Consultant at the inception of, during the course of and until the completion of the Project and also includes any work created directly or indirectly in the performance of the obligations of the Consultant in connection with the Project.

The Consultant shall not use or allow anyone to use these drawings, designs, documents and software during and after the execution of this contract without the prior written permission of Institute and any such act without the permission of Institute shall constitute violation of Intellectual Property Rights.

Even in the event of stoppage / cancellation of the selection process, all documents /designs/ drawings submitted by the Bidders to Institute on or before the cancellation of the selection process shall become the property of the Institute and the Consultant shall have no claim on such documents/design.

## CHAPTER 7

### FEE FOR COMPREHENSIVE CONSULTANCY SERVICES

1.1 The Consultant will be paid an approved percentage fee as per his letter of appointment issued by the Institute. The Consultant's fee for the above project shall remain unchanged for the present scope of work even if the total cost of the project increases/decreases subsequently subject to provisions under clause 1.11 and 1.12 of this Chapter for Additions and Alterations.

1.2 The Institute shall pay the Consultant the fee for the professional services rendered by them for the entire project as per Scope of Comprehensive Consultancy Services detailed in Chapter-6 of this document. The quoted fee should be inclusive of all the costs towards the whole project and no hidden costs/ exclusions should be appended.

a) Fee payable by the Consultant to any of its sub-consultant/ Associate(s)

b) The cost of all visits of the Consultant, their Associates/Employees and sub-consultants to site of work for the preparation of the scheme and approval by all respective agencies/local bodies and also during the construction as and when required by the Engineer-in-Charge.

1.4 In case, the Consultant is instructed by the Institute to travel within the country (other than in Jammu) for inspection of any project, materials, manufacturers, or to attend a meeting/ conference, then the travel, boarding and lodging expenses will be reimbursed as per Govt. norms (As per entitlement of Dy. Secy Level Officers).

1.5 Any Statutory payments such as application fee, security fee, development charges, service connection deposit/ charges, premiums etc. for obtaining clearances and approvals by the Consultant from Municipal or any statutory authority shall be payable by the over and above the Consultant's fees as per the demand of the Municipal/Statutory authorities ( if any change in tax structure occurs after last date of submission of bid, difference of tax will be adjusted according to new tax structure).

1.6 No extra fee due to subsequent escalation in cost of services as a result of variations in cost of labor, materials, specifications etc. shall be paid to the consultant.

#### 1.7 STAGE WISE FEE PAYABLE TO CONSULTANT

For each of the services in the scope of Consultancy work the consultant shall be paid as per the stages given in Table-1 below. Stage-wise payments will be made to the Consultant "on account" to be adjusted against the final fee payable

TABLE-1 PAYMENT SCHEDULE

<p>Stage 1: CONCEPTUAL SCHEME, MASTER PLAN , PRELIMINARY DRWAINGS,</p> <p>After ascertaining requirements, preparation and submission of conceptual scheme of the Campus, master plan and all drawings required for local body approvals to the satisfaction of Engineer-In-Charge and Institute and submission of the same to Statutory/ Municipal Authorities.</p>	15% of fee.
<p>Stage 2: SUBMITTING DOCUMENTS AND DRAWING FOR MUNICIPAL/STATUTORY APPROVAL</p>	25 %of fee (Less payment already made)
<p>Stage 3: ALL MUNICIPAL/STATUTORY APPROVAL</p> <p>Obtaining all necessary Municipal/statutory Approvals.</p>	35 %of fee (Less payment already made)
<p>Stage 4: PRELIMINARY COST ESTIMATES</p>	
<p>On submitting the final approved preliminary drawings/ designs including all external and internal services drawings and model along with preliminary cost estimates of the project and its approval by the Institute</p>	45% of fee (Less payment already made)
<p>Stage 5: DETAILED ESTIMATES &amp; DRAWINGS</p> <p>Preparation &amp; Submission of Detailed design, calculations, tender drawings, specification, detailed estimates, BOQ, Tender Document etc. of all individual buildings, External and Internal systems and services and for approval by the Institute.</p>	
<p>Stage 6: GOOD FOR CONSTRUCTION DRAWINGS</p> <p>On submission of complete sets of working drawings sufficient for commencement of work for the buildings, internal and external services with all the details required for execution of the works and their approval by the Institute.</p>	60% of fee (Less payment already made)

<p>Stage 6: CONSTRUCTION STAGE</p> <p>Deputing a team of Architects/Engineers at site for inspection, certifying at each stage of progress of construction works (given below) that the work is being done as per approved drawings and specifications,</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



checking and approval of shop drawings submitted by contractors for specialized works, providing clarifications on drawings and additional details required by the Institute during execution of works:	
i. On completion of 20% of value of work	(i) 65% of fee (Less payment already made payable)
ii. On completion of 40% of value of work	(ii) 70% of fee (Less payment already made payable)
iii. On completion of 60% of value of work	(iii) 75% of fee (Less payment already made payable)
iv. On completion of 80% of value of work	(iv)80% of fee (Less payment already made payable)
v. On virtual completion of Construction Work	(v)85% of Fee (Less payment already made payable )
<b>Stage 7: COMPLETION OF WORKS</b>	
On submitting Completion Reports, drawings, Structural Safety Certificate and obtaining completion/ occupancy certificate from Statutory authorities wherever required and on approval of as built drawings along with all required documentation as per scope of services.	95% of fee.(Less payment already made payable)

### 1.8 Security Deposit

An amount equivalent to 2.5% (two point five percent) of bill amount shall be deducted from each bill of different work of the consultant till a total Security Deposit equivalent to 2.5% of agreed fee is reached for fulfilling the terms and condition of contract faithfully and honestly. Such deductions will be made and held by Government by way of Security Deposit unless he/ they has/ have deposited the amount of Security at the rate mentioned above in the form of Government securities or fixed deposit receipts. In case a fixed deposit receipt of any bank is furnish by the consultant to the Government as part of the security deposit and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the consultant and the consultant shall forth with on demand furnish additional security to the government to make good the deficit.

The security deposit shall be refunded on completion of this contract. Before refund of security deposit, it will be ensured that extension of time, if any, for agreement of consultant is decided by the competent authority.

1.9 Payment due to the Consultant against its fee at all stages shall be computed and made as per schedule of payment in Table-1 above. Progressive on account payments shall be made as per sequence of the stages based of work fully completed up to that stage and not for any part thereof.

1.10 TDS and statutory deduction, if any shall be deducted as per prevailing Government Rules and Regulations before releasing the payment at each stage. The Institute will provide a certificate of TDS deduction made.

1.11 No additional fee is payable for deviations in the quantities of any item during actual execution. No extra/substituted items, deviations (plus/minus) shall be considered. Fees will be paid as per design approved by statutory authorities and Institute.

1.12 Modifications, Additions and Alterations:

1.12.1 The /Institute shall have the right to request in writing for additions/alterations, modifications or deletions in the design and drawing of any part of the work. Nothing extra will be paid for the same.

1.12.2 The Consultant shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contract document except without first obtaining the written consent of the Institute.

## CHAPTER 8

### TECHNICAL BID (STAGE-I) AND PRESENTATION (TECHNICAL BID STAGE-II) - PROCESS AND EVALUATION

#### (A) OVERALL EVALUATION PROCESS & SELECTION OF CONSULTANT

The bids from the Bidders are invited for providing Comprehensive Consultancy Services for planning, designing and development of IIT campus at Jagti in a Two-bid system consisting of Technical Bid and Financial Bid. The weightage of Technical Bid and Financial Bid will be 70% and 30% respectively in the selection process of the Consultant. Further, the Technical Bid is divided into 2 components i.e. Technical Bid Stage-I (documents for eligibility, experience and organizational structure) & Technical Bid Stage-II (Conceptual Plan, design schemes and a presentation before the Committee. The Technical Bid will have a weightage of 70% in overall final score divided into 35% and 35% weightage for Technical Bid Stage-I and Technical Bid Stage-II respectively. The Financial Bid will have a weightage of 30% in the overall final score.

The eligibility criteria for Consultants participating in the selection process are laid down below in Section-B of this Chapter. The Bidders will be evaluated for Technical Bid as per the criteria contained in Section-B of this chapter. Financial bids of the participating firms will be evaluated based on the criteria and procedure contained in Section-C i.e. 'Financial Bid Evaluation'. Marks will be given during the evaluation of Technical and Financial Bid as detailed in the following sections of this chapter. A Bidder scoring the highest marks after the evaluation of Technical Bid Stage-I, Technical Bid Stage-II and Financial Bid will be qualified for providing Comprehensive Consultancy Services for the project.

#### (B) TECHNICAL BID EVALUATION

The Consultant eligible for participation will be evaluated based on their experience, organizational structure and capability in Technical Bid Stage-I. An eligible Bidder in Technical Bid-I must score a minimum of 60% (sixty percent) of marks in aggregate so that they could qualify to participate in Technical Bid Stage-II.

#### B.1 ELIGIBILITY CRITERION FOR TECHNICAL BID (STAGE-I)

All Bidders have to fulfill the following conditions of eligibility before they are considered for Evaluation under Technical Bid (Stage-I):

##### B.1.1 Experience of Similar Projects

The Bidder should have satisfactorily completed comprehensive Design & Architectural work, in single Work Order, in the last seven years (ending previous day of submission of bids) for any of the following similar nature of work(s) as a sole consultant.

One similar project costing Rs.600 crores with all internal and external services in India or at least two similar project costing Rs. 450 crore each with all internal and external services in India or at least three similar project costing Rs.300 crore each with all internal and external services in India.

Note:

(i) The bidder is required to confirm that similar completed works during the last 07 years have been executed by him independently and not got executed through another consultant on back to back basis as per Annexure - I.

- (ii) The value of similar completed projects during the last 07 years as mentioned above shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion up to previous day of submission of tender.
- (iii) The built up areas to be considered in similar works for prequalification will exclude sheds or godowns any temporary structure etc.
- (iv) The satisfactorily completed certificate of similar works shall be obtained from an authority not below the rank of Institute Engineer or equivalent. The certificate should include the value of the project stating cost of overall project with details, year of completion and time over-run if any.
- (v) The cost of the projects shall not include the cost of land, godowns and semi-permanent structures for the purpose of eligibility.
- (vi) Particulars of completed projects and performance of the Bidder duly authenticated/certified by an officer not below the rank of Institute Engineer or equivalent should be furnished separately for each project completed or in progress as per Annexure – D.

#### B.1.2 Minimum Overall Experience

The overall experience of the firm should not be less than 10 years on previous day of last date of submission of tender. This means that the firms should be in practice continuously and providing consultancy services for a minimum period of last 10 years. A list of the major and important works designed by the firm since its inception may be given in Form-C of Annexure.

Further, if the Bidder has been debarred/ restrained/ black listed by any Central Govt. / State Govt. agency/Autonomous body of the Central or State Govt./ PSU etc. in the past from providing consultancy services, he will not be eligible to participate in the bidding process.

#### B.1.3 Profit Loss Criteria

The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending 31st March 2017.

#### B.1.4 Annual Fees

The bidder's Gross receipt of annual fee from consultancy work of Architectural design consultancy in each of last three years should not be less than Rs. 5 Crore ending up to 31.03.2017.

#### B.1.5 Registration with Council of Architecture, LEED, TERI GRIHA

The architects (as partner or employee) should be registered with the Council of Architecture.

The bidder should have at least one of the team members as GRIHA/ LEED Accredited Professional or shall have to associate with GRIHA/LEED accredited professional.

#### B.2 SUBMISSION OF OTHER DETAILS/ DOCUMENTS ALONG WITH TECHNICAL BID (STAGE-I)

### Organizational Structure and Capability- Proposed Team for the Assignment

The Bidders are expected to have capability in all the disciplines of consultancy work required for developing the new IIT campuses. The bidder will be required to give a list of disciplines for which they have in-house capability available for planning and developing as per Annexure-F. In case the Bidder proposes to hire the services of any Expert as Sub- Consultant for a particular field of expertise then these details shall be given along with the bid document as per Annexure-G.

### B.3 EVALUATION CRITERIA FOR TECHNICAL BID (STAGE-I)

In the Technical Bid (Stage-I), Bidders will be evaluated by the Institute in the following manner:

B.3.1 The initial criteria prescribed in Section B.1 above in respect of experience of similar type of projects completed along with documents as per Section B.2 for organizational structure and overall experience will be scrutinized for determining the Bidders' eligibility.

B.3.2 The Bidders qualifying the criteria as set out in the Section B.1.1 above will be evaluated by scoring method on the basis of details furnished by them as below: TABLE-1

I	Financial Strength	<p>Average gross annual financial turn over during best 3 years in last five years ending 31.03.2017.</p> <p>(i) 60% marks for matching minimum eligibility criteria.</p> <p>(ii) 100% marks for twice the minimum eligibility criteria or more.</p> <p>In between (i) &amp; (ii) on pro rata basis.</p>	20 marks maximum
II	Experience on similar projects completed during the last 07 years(Refer Annexure A)	<p>Experience in similar type of works.</p> <p>(i) 60% marks for matching minimum eligibility criteria.</p> <p>(ii) 100% marks for twice the minimum eligibility criteria or more.</p>	30 marks maximum
III	Organizational Structure and Capability (Refer Annexure-F )	<p>The firms are expected to have in-house capability for designing all the major disciplines of consultancy work required for developing the new IIT Campus. In case the bidder proposes to hire the services of a sub-Consultant for a particular discipline then the name and details of the firm should be given.</p> <p>Competence and experience of key personnel of the Organization will be evaluated and marks will be awarded as per the laid down parameters in para B.3.5</p>	30 marks Maximum
IV	Design of certified Green Building/ Campus for any Institutional	<p>Achievement of having designed a certified multi-storey building/ group of certified buildings in a campus with built up area not less than 25,000 sqm.</p> <p>(i) Platinum Rating (as per LEED) or GRIHA-V (as per Indian Standard) in Green Building Design - for each</p>	10 marks maximum

	work	such work: 10 marks each (ii) Gold Rating (as per LEED) or GRIHA-IV (as per Indian Standard) in Green Building Design - for each such work: 7.5 marks each (iii) Silver Rating (as per LEED) or GRIHA-III (as per Indian Standard) in Green Building – for each such work: 5 marks each	
V	Overall Experience (refer Annexure A, C and D)	List of all the completed works of any nature and not confined only to similar works as defined in this document since inception of firm needs will be evaluated as under: - each additional work of Rs 600 crore or built up area of 214000 sqm-5 marks	10 marks maximum
<b>Total 100 Marks maximum</b>			

#### LIST OF SIMILAR PROJECTS WHEREIN REVIT BASED MODELLING HAS BEEN DONE

This is to be submitted and REVIT model of one of the projects of not less than 25,000 sqm built up area to be included in the submission for pre-qualification as mandatory requirement

B.3.3 To be considered for the next stage of Technical Bid i.e. Technical Bid Stage-II, a Bidder must secure at least sixty (60%) percent marks in aggregate in evaluation as per Table-1 given above, subject to the condition that the Bidder should score at least 50% marks in each of Sections– I, II, & IV of Table- 1 above. However, if the number of Bidders crossing the threshold of 60% marks in Technical Bid (Stage-I) is large, then Institute reserves the right to restrict the maximum number of qualified Bidders to top five.

B.3.4 The total marks obtained in Technical Bid Stage-I shall have 35% weightage in the overall score.

B.3.5 Marking Scheme for Organizational Structure and Capability of the Bidder (Section-III of Table 1 of Clause B.3.2

		Min. Nos	Years of Experience	Minimum Qualification	Marks
	<b>Lead/ Senior Architect/ Team Leader</b>	1	15	<b>P.G. Degree</b>	7
	<b>Master planner</b>	1	15	<b>P.G. Degree &amp; at least 2 eligible assignments</b>	4
	<b>Architect</b>	1	10	<b>B.Arch. &amp; at least 2 eligible assignments</b>	3

Landscape Designer	1	15	P.G. Degree & at least 2 similar assignments	5
Interior Designer	1	10	B.Arch. & at least 2 similar assignments	1.5
Civil Engineering Expert	1	15	B.Tech/B.E. & at least 2 similar assignments	2.5
Structural Engineer	1	15	P.G. Degree & at least 2 similar assignments	3
E&M Engineer	1	12	B.Tech/B.E. & at least 2 similar assignments	2
HVAC Engineer	1	10	B.Tech/B.E. & at least 2 similar assignments	2
<b>Total</b>				<b>30*</b>

Note: \*The bidder must have to secure at least 60% marks independently in this component

1. TDS certificates downloaded from TRACES (IT department website) to be submitted for in-house members.
2. Firm should have at least 10 Architects registered with CoA on its rolls and needs to submit their CoA & TDS certificates downloaded from TRACES [IT Dept. site]

N.B.:

(i) All the above specialists should possess degree in their respective fields. In case of diploma holders the experience should be 1.5 times of above.

(ii) All the bidders are expected to have at least one Lead/ Senior Architect/ Team Leader who will be responsible for the overall designing and development of the project. This Lead/Senior Architect/ Team Leader will have minimum experience of 15 years and he/she will be assisted by the team as given in the Table above. It may be noted that since this is a mandatory requirement, no separate marks are to be given for the same. The capability of the bidders will be judged by the availability of Team Leader as well as the Team which would assist him/her for which marks are given in Table 1 above.

(iii) The bidder will submit the CV of each of the above Technical Personnel. Each CV shall be signed in blue ink by the key personnel and countersigned by the authorized officials of the Firm. Photocopy or unsigned /non-countersigned CVs shall be rejected. Digitalized signatures/ scanned copy of the signatures on CVs of the key personnel duly countersigned by authorized signatory of the lead consultant shall also be acceptable.

(iv) Each CV shall contain the proof of age and qualification as well as an undertaking from the key personnel about his availability for the duration prescribed in Notice Inviting Bid. The key personnel proposed should not have attained the age of 70 years at the time of submitting the proposal.



(v) The personnel proposed should possess good working knowledge of English Language. All of the personnel proposed for the project should be under the permanent employment with the consultant firm on the date of submission of the proposal. Necessary proof in this connection shall be submitted.

B.3.6 Even though a Bidder may satisfy the above requirements, he would be liable to disqualification if he has:

- a) Made misleading or false representation or deliberately suppressed information in the forms, statements and enclosures submitted.
- b) Record of poor performance such as abandoning project, not properly completing the assigned project, or financial failures/weaknesses etc.

#### B.4 PRESENTATION AND ITS EVALUATION CRITERIA (TECHNICAL BID STAGE-II)

##### B.4.1 Participation in Presentation

All the Bidders who secure overall 60% (sixty percent) marks along with at least 50% (fifty percent) in Sections- I,II and IV and at least 60% in section III of evaluation of Technical Bid (Stage-I) as laid down in Section B.3 above will qualify for further evaluation in Technical Bid Stage-II. Five bidders who have scored maximum or one in the top five marks bracket will be considered for evaluation in Technical Bid (Stage-II) will be invited to make a presentation before the Committee constituted by the Institute.

Along with Design Proposal, a multi-media presentation is expected from the Bidders. The Bidders shall be required to make presentations of 30 minutes duration duly supported by computer generated 3D animations model etc. The Bidders will present their conceptual understanding of the project in the form of a design proposal/ design scheme along with their zoning vision on the planning and design of the proposed campus of IIT Jammu. Modern-State of the Art- Green Campus. The presentation will be made by the key resource person of the bidding form.

##### B.4.2 URBAN & ARCHITECTURE DESIGN

The Conceptual Design Scheme should aim to achieve a comprehensive urban design form along with detailed architectural designs for the Campus. Urban Design Proposal for the Campus should entail a comprehensive urban design strategy and Design Form, Structure and Services Plan for the entire campus integrating the following relevant systems:

- a. Functional Distribution and Activity Pattern  
(Highlighting the inter-disciplinary character of the Institute)
- b. Movement and Accessibility

(Universal access to all spaces with special focus on pedestrian network within the campus encouraging walking and cycling. However, the campus should have good connectivity with public transit system through a defined vehicular network and parking facilities)

c. Open-space system

(Integrated landscapes considering ecological processes within and adjoining the campus boundaries)

d. Built form system

(Clearly articulating the morphological structure through typological variations, overall massing and volumetric disposition of built form within the campus)

e. Services and Infrastructural system

(Efficiently dove-tailed with form and function considering sustainable practices throughout the campus)

In addition to the internal organization, the Urban Design scheme should clearly highlight the envisaged relationship of the proposed campus with its immediate surroundings as well as with the larger networks of the city. The proposal would articulate a comprehensive set of development controls and architectural guidelines for architectural projects, open spaces and services of any kind in the campus.

The bidder is expected to detail out the following three zones in the design concept:

1. Detailing of a part of the Central facilities with one iconic building
2. Any one of the Academic Clusters
3. A typical residential block along with student hostels

The detailed architectural schemes should be able to demonstrate aesthetic appeal, exceptional quality, building expression, use of innovative technology, structural design in terms of sensitivity to location, appropriate materials for construction, seismic factors and response to requirement of space. The final scheme (Urban Design and Architecture) should represent the nature of development envisaged for the proposed campus through relevant drawings, images, sketches etc.

#### B.4.3 Documents to be submitted for Presentation (Technical Bid Stage-II)

The bidder will submit the following documents at the time of presentation:

(i) A Detailed Report (bound in A-4 size pages, along with a soft copy) containing Consultants visualization of the project, design proposal including features relevant to design scheme with sketches/3-D rendering to explain concepts and innovations, diagram of designed general functional arrangements showing inter-linkage/ distribution of activities at different levels, summary schedule of usable and gross areas expressed in metric system.

(ii) Drawings as given below and all other drawings will be in minimum A0 size (1140 mm× 840 mm):

1. Concept Sheet/s
2. Master/Lay out Plan (1:2000): This shall indicate layout of buildings and necessary infrastructure as per Institute requirements along with corresponding sections.
3. System Plans (1:750)

Use and Activity- This shall indicate functional distribution within the campus.

Movement- This shall indicate details of vehicular and pedestrian movement, parking, and access to the buildings/blocks along with corresponding sections.

Open Space and Natural System- This shall indicate distribution and use of open spaces within the campus.

Built Form- This shall indicate formal and spatial distribution highlighting typological variations

Services and Infrastructure- This shall indicate infrastructure layouts as part of overall planning

Ecological and Environmental considerations of the Project- This shall indicate key aspects and details for a sustainable campus.

4. Landscape Plan 1:750 This shall indicate hard and soft areas, outdoor furniture, types of plantation, and other Landscaping element etc. along with corresponding sections.

5. Development Controls and Architectural character

6. Perspective / 3D views

7. Architectural guidelines as part of the overall Report (A3 x 60 pages max.)

(iii) Drawings and Documents for the following:

1. Detailing of a part of the Central facilities with one iconic building

2. Any one of the academic clusters

3. A typical residential block along with student hostels List of Drawings for each of the above areas:

- a. Concept Sheet/s
- b. All Floor Plans 1:200
- c. All Elevations 1:200
- d. Two Sectional Elevations 1:200
- e. 5. Sections (Min 2) 1:200 Perspective / 3D Views

4. Energy and Environmental Considerations

5. Any other details

Note: The entire Design Proposal shall be submitted in presentation format and sheets

B.4.5 Criteria for Evaluation by the Committee:

The Design Scheme/ Proposals and presentations by eligible Consultants will be evaluated by a Technical Committee constituted by the Institute. Each presentation by Bidders will be judged by the Committee based on laid down criteria and marks will be allotted accordingly as per Table- 2 below:

Sl. No.	Category TABLE-2	Description	Maximum Marks
I	Master Plan Scheme	i. Master plan Concept ii. Overall Landscape Plan with integration of open and built spaces iii. Site Planning: Optimum use and efficiency	20

		iv. Movement system articulation v. Development controls and Architectural guidelines	
II	Environment and energy strategy	Energy efficiency parameters in terms of: i. Range and level of sustainability processes and environmental design ii. Water conservation strategy iii. Waste management system	20
III	Architectural Design	Each detailed architectural scheme will be evaluated for: i. Functional efficiency (10) ii. Aesthetic Appeal & Exceptional Quality(10) iii. Building expression and Innovative Technology(10) iv. Structural Design in terms of sensitivity to location, appropriate materials for construction and seismic factors. (10) v. Response to requirement of space(10) vi. Utility and Service Plan(10) vii use of computer software.	60
<b>Total Marks</b>			<b>100</b>

B.4.6 Only up to top 5 Bidders, provided they score a minimum of 70% (seventy percent) marks in aggregate subject to the condition that the Bidder should score 60% marks in each section of Table-2 above, will be qualified in Technical Bid (Stage- II). Financial Bids of only those bidders will be opened who qualify in Technical Bid Stage-II.

B.4.7 The total marks obtained in Technical Bid Stage-II shall have 35% weightage in the overall score.

### (C) FINANCIAL BID EVALUATION

Along with the submission of Technical Bid, the Bidder will also submit his Financial Bid quoting a fee in the percentage in the proforma at Appendix - 4 based on the Scope of Comprehensive Consultancy Services (Chapter-6) detailed in this document.

#### C.1 Opening of Financial Bid

The Financial Bid of only those Bidders will be opened who qualify as per the above laid down evaluation criteria in both Technical Bid Stage-I and Technical Bid Stage-II. The Financial Bid will have 30% weightage in the overall evaluation. Bidders will be informed about the date and time of opening of Financial Bid.

#### C.2 Financial Scores

The lowest Financial Bid (FM) will be given a Financial Score (SF) of 100 points. The financial score (SF) of other financial bids given by Bidders will be computed as per the following formula:

$$SF = 100 \times FM / FO$$

Where, FM= Lowest Financial Bid,

FO= Financial Bids of other Bidders, SF= Financial Score

The following example is included for clarification. Suppose 3 proposals are opened for Financial Bid which gave Rs. 120 (Bidder A), Rs. 100 (Bidder B) and Rs. 110 (Bidder C) as Financial Bid amounts. The proposals will thus be scored as under:

Proposal Evaluated cost

A Rs.120

B Rs.100

C Rs.110

Financial Scores of all the qualified Bidders eligible will be calculated in the following manner: A:  $100 \times 100 / 120 = 83$

B:  $100 \times 100 / 100 = 100$

C:  $100 \times 100 / 110 = 91$

### (D) OVER ALL EVALUATION FOR SELECTION OF CONSULTANT

D.1 The final evaluation will consist of summation from the 3 components, i.e. (A) Technical Bid Stage-I, (B) Technical Bid Stage-II and the (C) Financial Bid of up to top 3, combining to a total of Marks i.e. A+B+C.

D.2 In the final score, 35% weightage will be given for marks achieved in Technical Bid Stage-I (component A), 35% weightage will be given for marks achieved in Technical Bid Stage-II (component B) and 30% weightage will be given for marks achieved in Financial Bid (component C).

D.3 On the basis of the combined weighted score for Technical Bid Stage-I & II and Financial Bid, the qualified Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of Technical Bid Stage-I & II and Financial Bid will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

D.4 Following is an example of the procedure to be followed. As per the example *discussed* above in clause C.2, suppose, 3 proposals, A, B & C were received. The qualified Bidders were awarded (75 and 70), (80 and 85) and (70 and 90) marks respectively for Technical Bid Stage-I and Technical Bid Stage-II. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening the qualified Bidders. The financial bids were evaluated thereafter as per Clause (C) and financial score are given. The combined evaluation, thereafter, will be as under:

Bidders	Marks (Technical Bid Stage-I)	Marks (Technical Bid Stage-II)	Score(Financial Bid)	Total Marks	Rank
A	$75 \times 0.35 = 26.25$	$70 \times 0.35 = 24.5$	$83 \times 0.30 = 24.9$	75.65	H 3
B	$80 \times 0.35 = 28$	$85 \times 0.35 = 29.75$	$100 \times 0.30 = 30.0$	87.75	H 1
C	$70 \times 0.35 = 24.5$	$90 \times 0.35 = 31.5$	$91 \times 0.30 = 27.3$	83.3	H 2

The above three proposals in the combined technical and financial evaluation are ranked as under: Proposal A:

	75.65 points.	H3
Proposal B:	87.75 points	H1
Proposal C:	83.3 points.	H2

Proposal B, therefore, will be declared as winner of the selection procedure and recommended for negotiations/approval, to the competent authority.

D.6 The IIT Jammu is not bound to accept any or all the proposals submitted and reserve the right to reject any or all the proposals without assigning any reason and without any liability to the bidder(s).

#### (E) AWARD OF CONTRACT

The Contract will be awarded to the Bidder who obtains highest marks as informed by the Institute through a letter of acceptance of his offer.

After issue of letter of acceptance, the successful Bidder shall have to furnish a performance guarantee for an amount to the extent of 5% (Five percent) of the contract amount within 15 Days of issue of Letter of acceptance. This period may be further extended by the Engineer-in-Charge up to a maximum period of 7 (seven) days on written request of the bidder stating reason for delay in procuring the Bank Guarantee, to the satisfaction of the Engineer-in-Charge. The work shall be awarded after receipt of performance guarantee. In case the successful Bidder does not submit Performance guarantee within the stipulated time, Tenders and the award of work will be cancelled.

The time period allowed for completion of the project will be 36 months for planning, designing and execution period and will be reckoned from the 10th day of the issue of letter of acceptance of the offer.

Payment received as per this contract will be subject to tax deductions at source at the rate as applicable at that time.

Formal agreement will be prepared by the Institute Engineer, Indian Institute of Technology Jammu and will signed by both the parties within 30 days of issue of LOI.

4.2 Institute reserves the right to accept any Bid or reject any or all the Bids without assigning any reasons and any liability whatsoever including financial liability. Institute also reserves the right to close or cancel the entire process of appointment at any point without assigning any reasons whatsoever and without any liability whatsoever.

# CHAPTER-9

## **General Condition of Contract**

1 Definitions: For the purpose of this Agreement, unless otherwise specified or repugnant to the subject or context, the following terms shall be deemed to have the following meanings:

- i. "Applicable law" means the law and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- ii. APPLICANT / BIDDER: Means the individual, proprietary firm, limited company etc. submitting their bid for participation in the process of selection of the Consultant through this RFP.
- iii. "Personnel" means persons hired by the Consultant or by any sub Consultant as employee and assigned to the performance the services or any part thereof;
- iv. "Party" means the or the Consultant, as the case may be and parties mean both of them.
- v. "Comprehensive Services" means the work to be performed by the Consultant pursuant to this contract for the purpose of the project, as described in Chapter-6.
- vi. "Sub Consultant" means any entity to which the Consultant sub-contracts any part of the service in accordance with the provisions of the Contract.
- vii. "Parties" means Institute and Consultant, each one individually referred to as Party.
- viii. "Third Party" means any person or entity other than the Government, the Consultant or sub Consultant;
- ix. "IIT" means " Indian Institute of Technology Jammu, Jagti, District Nagrota (J&K)
- x. "Director" means the Director IIT Jammu.
- xi. "Engineer-in-charge" means Institute Engineer, IIT Jammu or his successor.
- xii. "Client" means Indian Institute of Technology Jammu.
- xiii. "Project" shall mean the buildings, other facilities and allied works within the plot of IIT Jammu, Jagti, (J&K).
- xiv. "Project Cost" means the assessed cost of the Project excluding the cost of land, Comprehensive Services Consultant's fee.
- xv. "YEAR" Means "Financial Year" unless stated otherwise.
- xvi. "Approved" shall mean approval granted by the Engineer-in-Charge in writing or accepted by him for incorporation in the works.
- xvii. "Employer" means IIT Jammu acting through the Engineer-in-Charge of the Indian Institute of Technology Jammu.
- xviii. "Institute" means Indian Institute of Technology Jammu,.



- xix. "Authorized Representative" shall mean the representatives of "Institute" and/or Consultant" as the case may be who are duly empowered and authorized by their respective organizations to act for and on their behalf.
- xx. "Contract" means the Contract signed by the Parties and all the attached documents including Notice Inviting Bid, Instruction to Bidders, Terms of Reference, Client's Requirements, Consultant's Bid Proposal, General Conditions of Contract and the Appendices, amendments to tender documents if any, and schedules etc.
- xxi. "Day" means calendar day.
- xxii. "Consultant/Consultancy firm " shall have the same meaning as Successful Bidder and with whom the Contract Agreement has been signed.
- xxiii. "Government" means the Government of India.
- xxiv. "NIB" or "Notice Inviting Bid" means the Notice Inviting Bids issued by Institute which provides bidders with information needed to prepare their bids.
- xxv. "Bids" means the Technical and Financial Proposal submitted by the Bidder with the RFP
- xxvi. "Project Monitoring Committee" means the Committee set up by the Institute for the purpose of Monitoring of progress of the Project
- xxvii. "RFP" means the Request for Proposal prepared by the Institute for the Selection of Consultants.
- xxviii. "Services" shall mean the services to be provided by the Consultant as per the scope of work of the Project
- xxix. "Start of Work" shall mean the date of commencement of works by the Consultant.
- xxx. For the purpose of Form H (integrity Pact/Agreement), the words "Contractor"/ "Contractors" is synonymous with "Consultant" /" Consultants/Consultancy Firm"

Note: All times in this Document refer to Indian Standard Time (IST) [UTC + 05:30]

## 2.0 Interpretation

This contract, its meaning, interpretation, and the relation between the Parties shall be governed by the Applicable Laws of India and J&K State.

The titles and headings of the sections in this Agreement are inserted for convenient reference only and shall not be construed and limiting or extending the meaning of any provisions of this Agreement.

### 3.0 Services to be performed

Consultant shall perform the Services as per the Scope of Work mentioned in the tender documents (RFP) as per the terms and conditions and within time frame specified in the Agreement.

### 4.0 Drawings and Documents

All copyright and other proprietary rights in the Works shall vest and stand assigned to the Institute and Institute shall consequently own, the whole of property, rights, title and interest including all copyright in the Works, present or future, vested or contingent, generally and without limitation.

Even in the event of stoppage / cancellation of the selection process, all documents / designs/ drawings submitted by the Bidders to the Institute on or before the cancellation of the selection process shall become the property of the Institute and the Bidders shall have no claim on such documents/design.

### 5.0 Standards of Performance

#### 5.1 General

The Consultant shall render the services in accordance with the Standards for Fitness Purpose.

Consultant covenants that the Services as specified/described under the scope of work in this Agreement, and technical documents to be developed by Consultant shall be in accordance with sound and established engineering practices, using Indian Codes and Regulations and, wherever applicable, International Standards, for the purpose(s) specified, free from Design and Architectural defects and suitable for respective uses intended.

#### 5.2 Liability of the Consultant

The Consultant shall be liable to the Institute for the performance of design services in accordance with the provision of this Agreement and for loss suffered by the Institute as a result of default of the Consultant in such performance due to his negligence.

### 6 PERFORMANCE GUARANTEE

i) The Consultant shall submit an irrevocable Performance Guarantee of Rupees Twenty Five Lacs only as per proforma at Annexure-M in the form of Bank Guarantee in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and /or without prejudice to any other provisions in the contract) within 15 days from the date of issue of letter of acceptance. This period can be further extended by the Engineer-in-Charge at the written request of the consultant,

stating the reason for delays in procuring the Performance Guarantee to the satisfaction of Engineer-in-charge, for a maximum period of 7 days. This guarantee shall be in the form of Deposit at Call receipt of any scheduled bank/ Banker's cheque of any scheduled bank/Demand Draft of any scheduled/Pay order of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the consultant to the Government as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the consultant and the consultant shall forthwith furnish additional security to the Government to make good the deficit.

ii) The Performance Guarantee shall be initially valid up to stipulated date of completion plus 60 days beyond the contract period. In case the time for completion of work gets enlarged, the consultant shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of completion certificate for the consultancy work by the competent authority, the performance guarantees shall be returned to the consultant, without any interest.

iii) The Engineer-in-charge/ shall not make a claim under the performance guarantee except for amounts to which IIT is entitled under the contract (notwithstanding and /or without prejudice to any other provisions in the contractor's agreement) in the event of:

1. Failure by the consultant to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-charge may claim full amount of the performance Guarantee.
2. Failure by the consultant to pay any amount due, either as agreed by the consultant or determined under any of the Clauses/conditions of the agreement, within 30 days of the servicing of notice to this effect by Engineer-in-Charge

iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Conditions of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Institute Engineer.

### 6.1 Forfeiture of Performance Guarantee

If the agency withdraws his offer 100 % of the performance guarantee will be forfeited by the.

Further, if the consultant does not start the work within 15 days of award of work, the performance guarantee submitted by him/her will be forfeited by the IIT. In the above eventuality, the consultant will be debarred from participating in retendering process of this work. (Refer to Annexure-N for an undertaking to be submitted in this regard).

### 6.2 SECURITY DEPOSIT

An amount equivalent to 2.5% (two point five percent) of bill amount shall be deducted from each bill of different work of the consultant till a total Security Deposit equivalent to 2.5% of agreed fee is reached for fulfilling the terms and condition of contract faithfully and honestly. Such deductions will be made and held by Government by way of Security Deposit unless he/ they has/ have deposited the amount of Security at the rate mentioned above in cash or in the form of Government securities or fixed deposit receipts. In case a fixed deposit receipt of any bank is furnished by the consultant to the Government as part of the security deposit and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the consultant and the consultant shall forth with on demand furnished additional security to the government to make good the deficit.

The security deposit as deducted above can be released against bank guarantee issued by a scheduled bank, on its accumulation to a minimum of Rs. 5 Lakh subject to the condition that amount of such bank guarantee except last one, shall not be less than Rs. 5 Lakh.

The security deposit shall be refunded on completion of this contract after completion of defect liability period of the construction agreement. Before refund of security deposit, it will be ensured that extension of time, if any, for agreement of consultant is decided by the competent authority.

### 7.0 ABANDONMENT OF WORK

7.1 If the Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as Consultant as aforesaid, Institute may make full use of all or any of the drawings prepared by the Consultant and that the Consultant shall be liable to pay such damages as may be assessed by the Institute subject to a maximum of 10% (Ten percent) of the total fee payable to the Consultant under this agreement. In addition to this, Bank Guarantee for Performance Security/ Security deposit already recovered shall be forfeited. Institute may make full use of all or any of the drawings prepared by the Consultant and proceed from the stage from where the Consultant left the work.

7.2 If at any time after acceptance of offer of consultancy, Institute decides to abandon or reduce the scope of work for any reason whatsoever, the Institute shall give notice to the Consultant in writing to that effect and he shall act accordingly. The Consultant shall have no claim to any payment of compensation or otherwise whatsoever. The Consultant shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of this contract agreement.

## 8.0 Assignment Fees

The Institute shall pay to the Consultant, an Assignment fee of a sum of the quoted prices for providing the services as required under the scope of work mentioned in the Contract Agreement. Payment shall be made as per terms described in Chapter-7

The Consultant shall submit his bill to the Institute for payment within 7 days. Upon receiving the bill, Institute shall further process the bill and make payment within 15 days of such submission. If any error/discrepancy is discovered by the Institute in the bill submitted by the Consultant, the same shall be reported to the Consultant within 7 days of such discovery. In such cases, the Consultant shall resubmit his bill within 7 days.

## 9.0 Extension of Time

Any period 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.

If the Consultant is hindered due to unavoidable circumstances carrying out the designs/ drawings on account of delayed decision or the approval by Institute which are necessary to carry out further work, he shall be allowed suitable extension of time by Institute, whose decision shall be final and binding on the Consultant. No claim by the Consultant shall be made against Institute for such delayed approvals/ decisions by Institute, except for grant of suitable extension of time.

## 10.0 Variation Clause

The Institute shall have the right to request Consultant, in writing, to make any changes, modifications, and/or additions to Consultant's Scope of Work as defined in the RFP. Consultant shall on such written requests carry out the consequential work on account of such changes/modifications or addendums etc. without any additional payment from Institute. However change in scope of work will be compensated in accordance with the prevailing rules.

However, in case any additional facilities are required to be created beyond the Fitness of Purpose of the facilities and scope of the work as defined in this document, then additional fee shall be paid to the Consultant on a pro-rata basis for the area in excess of the allowable 10% variation over and above the total indicative area.

The work shall be awarded on percentages basis. Total tentative area for the facilities required to be set up is as listed in Chapter-4 of the RFP. The tentative area for the facilities required to be set up is as listed in Chapter-4 of the RFP i.e., 190000 sqm. This area is indicative. A variation of +10% on the Total Indicative area is permissible. In case the area is beyond the permissible variation limit then the Consultant will have to revise the designs to bring the same within the permissible variation while ensuring that all the facilities mentioned in the RFP are created and that they meet the required statutory and functional requirements.

Any variation to attain fitness for purpose within the scope of works shall be met by the Consultant without any extra cost. In case Institute asks for additional facilities to be created then payment for same will be made on pro-rata basis for the area in excess of the allowable 10% variation over and above the total indicative area.

The Institute reserves the right to reduce the facilities required to be created and in such a situation, the fee will be adjusted downward on pro-rata basis of the area reduced in excess of 5% of the area mentioned above.

## 11 Insurance

### 11.1 Insurance by Consultant

During the performance of Services hereunder, Consultant, at his own cost, shall take out, carry and maintain insurance as applicable for those listed below:

11.2 Workman's compensation insurance, covering all employees of Consultant for statutory benefits as set out and required by local law in the area of operation or area in which Consultant may become legally obliged to pay benefits for bodily injury in committee or death.

11.3 Any other insurance cover which may be required to be taken under the law or on any other account

## 12.0 Indemnify

12.1 Without prejudice to any other remedy in the Contract, Consultant shall hold harmless and indemnify the Institute and its agents, against any claims or liability because of personal injury or death of any employee of Consultant and arising out of or in consequence of the performance of this Agreement. 12.2 The Institute shall not be responsible for any loss or damage to property of any kind belonging to Consultant or its employees, servants or agents.

12.2 The Institute shall not be responsible for any loss or damage to property of any kind belonging to Consultant or its employees, servants or agents.

12.3 The Consultant shall hold harmless and indemnify the Institute against any claim or liability arising in respect of:

12.3.1 In committee to or death of Consultant's employees, agents and Project Implementation Agency or any other persons howsoever caused; and

12.4 The Consultant shall take out and maintain adequate insurance to cover its employees / contract workers etc. under Workman Compensation Act.

12.5 The Institute undertakes no responsibility in respect of any life, health, accident, travel and other insurance which may be necessary or desirable for the personnel of Consultant, Contractors, Sub-contractors, vendors and specialist/Contract employees associated with them for the Project.

## 13.0 Indemnity for Claim against Patents

Consultant shall indemnify and hold the Institute harmless from all costs, damages, and expenses arising out of any claim, action or suit brought against Institute by third parties in respect of any infringement of any patent or registered design or any similar rights resulting from the use of any technical information, data or process or design belonging to Consultant and furnished to the Institute.

#### 14.0 Confidentiality

The Consultant shall not disclose to any third party, any information, data, design, drawings, plans, specifications, etc. at any time either in whole or in part, shall take all reasonable steps to preserve the confidentiality of the above information and shall not use the same for any other purpose.

#### 15.0 Force Majeure

##### 15.1 Definition

For the purposes of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party and which makes parties performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or such party's sub Consultant or agents or employees, nor (ii) any event which a diligent party could reasonably have been expected to both [A] take into account at the time of the conclusion of this contract and [B] avoid or overcome in the carrying out its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

The consultant within 15 days of occurred of such event report the same to the Engineer in charge.

##### 15.2 No Breach of Contract

The failure of a party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precaution, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this contract.

##### 15.3 Measures to be taken

A party affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with minimum of delay.

A party affected by an event of Force Majeure shall notify the other party of such event as soon as possible and in any event not later than fourteen (14) days following the occurrence of such event providing evidence of the nature and cause of such event and shall similarly give notice of the restoration of normal conditions as soon possible.

The parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

#### 15.4 Consultation

Not later than thirty (30) days after the award of work, as the result of an event of Force Majeure, have become unable to perform a material portion of the services, the parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

#### 16.0 Statutory Requirements

During the tenure of this Agreement nothing shall be done by the Consultant in contravention of any law, Act and/or Rules/Regulations, there under or any amendment thereof governing interiliac customs, taxes, foreign exchange etc.

#### 17.0 Contract Period

On signing by the Institute and Consultant, this Agreement shall be deemed to have come into force from the date of Commencement of works as mentioned in Request for Proposal and shall remain in force, up to the end of the project as mentioned in NIB.

#### 18.0 Conflict of Interest

18.1 Institute requires that Consultant provides professional, objective, and impartial advice and at all times hold Institute's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

18.2 Without limitation on the generality of the foregoing, Consultant, and any of his affiliates, shall be considered to have a conflict of interest and shall not be hired, under any of the circumstances set forth below:

18.3 Conflicting activities; A firm that has been engaged by Institute to provide goods, works or Assignment/job other than consulting assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting assignment/job related to those goods, works or assignment/job. Conversely, a firm hired to provide consulting assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment/job other than consulting assignment/job resulting from or directly related to the firm's consulting assignment/job. Other than consulting assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

18.4 Conflicting assignment/job; A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any Assignment / job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Institute. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting an Institute in the



privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an Assignment/Job should not be hired for the assignment/job in question.

18.5 Conflicting relationships; A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of Institute's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job, (ii) the selection process for such assignment./job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to Institute throughout the selection process and the execution of the Contract.

## 19 Publication

Unless otherwise specified in the Agreement, Consultant either alone or jointly with others can publish material relating to the Design & services rendered under this agreement. Publication, however, shall be subject to approval of Institute if it is within 2 years of completion of the services.

## 20 Suspension & Termination

### (i) Suspension

The Engineer-in-Charge may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of their obligations under this contract, including the carrying out of the services provided that such notice of suspension (i) shall specify the nature of the failure and (ii) request the Consultant to remedy such failure within the period not exceeding thirty (30) days after the issue of such notice of suspension.

### (ii) Termination of Contract

The Engineer-in-Charge may, in not less than thirty (30) days of written notice of termination to the Consultant (except in the event listed in paragraph (g) below, for which there shall be a written notice of not less than forty five (45) days, such notice to be given after the occurrence of the events specified in the paragraph (a) through (i) of this condition, terminate this contract:

- a. If the Consultant fails to remedy in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to condition herein above, within thirty (30) day of issue of such notice of suspension or within such further period as the Engineer-in-Charge may have subsequently approved in writing;
- b. If Institute considers that the performance of the Consultant is unsatisfactory or, not up to the expected standard, Institute shall notify the Consultant in writing and specify in detail the cause of such dissatisfaction. Institute shall have the option to terminate this Agreement by giving 30 day notice in writing to the Consultant, if Consultant fails to comply with the requisitions contained in the said written notice issued by Institute.

- c. Time is the essence of the Contract. Consultant shall be required for the commencement of Services under this agreement immediately after date of Letter of Award. If the Consultant fails to mobilize as above, the Agreement shall automatically stand terminated unless Institute has extended the period for commencement of Services in writing.
- d. If the Consultant become (or, if the Consultant consist of more than one entity, if any of their members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- e. If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to condition no. 8 hereof;
- f. if the consultant submits to the Engineer-in-Charge a statement which has a material effect on the right, obligations or interests of the Institute and which the consultant know to be false;
- g. If the Consultant being a firm/company shall pass a resolution or the court shall make any order that the firm/company shall be wound up or a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitles the court to make up a winding order.
- h. If the Consultant is in breach of any terms of agreement.
- i. If as the result of force majeure, the Consultant is unable to perform a material portion of the services for a period of not less than thirty (30) days or
- j. If the Engineer-in-Charge, in its sole discretion and for any reason whatsoever, decides to terminate this contract
- k. If the owner decides to curtail or totally abandon the work, then payment to the consultant will be made up to stage of work completed.

When the Consultant has made himself liable for action under any of the cases aforesaid the Employer shall have power:

- a. To determine or rescind the agreement.
- b. To engage another Consultant to carry out the balance work debiting the Consultant the excess amount if any so spent.

On such determination/rescission of the agreement, the agreement, the security deposit already recovered and performance guarantee under this agreement shall be liable to be forfeited and shall be absolutely at the disposal of the Government.

### (iii) Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Contract Conditions No. 2.8 hereof, or upon expiration of this Contract to Contract Condition no. 2.3 hereof, all rights and obligations of the Parties hereunder shall cease, except:

- a. Such rights and obligations as may have accrued on the date of termination or expiration;
- b. The obligation of confidentiality set forth in Contract Condition no. 3.3 hereof;
- c. Any right which a Party may have under the Applicable Law.

(iv) Cessation of Services

Upon termination of this Contract by notice pursuant to Contract Conditions No. 20(ii) hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Engineer-in-Charge, the Consultant shall proceed as provided, respectively, by Contract Conditions hereof.

(v) Payment upon Termination

Upon termination of this Contract pursuant to Contract Condition no. 20(ii) hereof, the Engineer- in-Charge shall make the following payments to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to the Institute).

- a. Remuneration for Services satisfactorily performed prior to the effective date of termination

(vi) Forfeiture of Performance Guarantee & Security deposit upon termination of contract

In case, the agreement of consultant is terminated due to the default of the consultant, his Performance Guarantee and Security Deposit recovered so far shall be forfeited which shall be absolutely at the disposal of the institute.

(vii) Consequences of termination

In all cases of termination herein set forth, the obligation of Institute to pay for Consultant's performance shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Agreement that reasonably require some action or forbearance after such termination.

In the event of Termination of the Agreement, the Consultant shall be obliged to withdraw from the site(s) along with his personnel, equipment etc. within 15 days of such termination; failing which losses or damages which may be suffered by the Institute on account of non-withdrawal from the site(s), shall be to the account of the Consultant.

(viii) Assignability

The Contract and benefits and obligations thereof shall be strictly personal to the Parties and shall not on any account be assignable or transferable by the Parties under any circumstances.

## 21. COMPENSATION /LIQUIDATED DAMAGES AND PENALTIES

The time allowed for carrying out the work shall be strictly observed by the consultant and shall be the essence of the contract on the part of the consultant. The work shall, throughout the stipulated period of the contract be proceeded with all diligence and in the event of failure of the Consultant to complete the work within time schedule, as specified in the document or within the validity of extended time period, the consultant shall be liable for a compensation at the rate of 1% of agreed fee per month of delay to be computed on per

day basis subject to maximum of ten percent of agreed fee shall be levied on the consultant. The decision of the Engineer-in-Charge as to the period of delay on the part of the consultant and the quantum of compensation for such delay shall be final and binding on the consultant.

### 21.1 Liquidated Damages

The detailed estimate for the work prepared by the consultant should be accurate. It is a term of the agreement that on completion of work, the final cost of work should not deviate by more than 10% of the estimate prepared by the consultant. It is also a term of the agreement that quantity of individual item on completion of work should not exceed by more than 30% of the quantity worked out by the consultant in the detailed estimate. If the overall deviation, due to default / wrong estimation of the consultant is more than 10% or deviation of any individual item is more than 30% in superstructure, then the consultant is liable to pay a compensation @ 1% of such deviation (beyond agreement quantity). The maximum compensation payable on this account will be upto 5% of the total fee paid to the consultant. The decision whether the deviation are due to default of the consultant or due to genuine reason on account of authorized deviation by Engineer-in-Charge shall be final and binding on the consultant.

## 22.0 FAIRNESS AND GOOD FAITH

### a. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

### b. Operation of the Agreement

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to clauses of this document.

## 23.0 SETTLEMENT OF DISPUTES & ARBITRATION

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings and instructions here-in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- (i) If the consultant considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Institute Engineer, in writing for written instruction or decision. Thereupon, the Institute Engineer, shall give his written instructions or decision within a period of one month from the receipt of the Consultant's letter.
- (ii) If the Institute Engineer, fails to give his instructions or decision in writing within the aforesaid period or if the consultant is dissatisfied with the instructions or decision of the Institute Engineer, the consultant may, within 15 days of the receipt of Institute Engineer's decision, appeal to the Director, who shall afford an opportunity to the Consultant to be heard, if the latter so desires, and to offer evidence in support of his appeal. Director shall give his decision within 30 days of receipt of consultant's appeal.

If the consultant is dissatisfied with the decision of the Director, the consultant may, within 30 days from receipt of the Director's decision, appeal before the Dispute Redressal Committee (DRC) along with a list of disputes with amounts claimed in respect of each such dispute and giving reference to the rejection of his disputes by the Director. The Dispute Redressal Committee (DRC) shall give its decision within a period of 90 days from the receipt of Consultant's appeal.

The constitution of the Dispute Redressal Committee (DRC) will be as per CPWD Works Manual

If the Dispute Redressal Committee (DRC) fails to give its decision within the aforesaid period or any party is dissatisfied with the decision of the Dispute Redressal Committee (DRC), then either party may within a period of 30 days from receipt of the decision of the Dispute Redressal Committee (DRC) give notice to the Director, for appointment of arbitrator on prescribed Performa as per Annexure-P, failing which the said decision shall be final binding and conclusive and not referable to adjudication by the arbitrator.

It is a term of contract that each party invoking arbitration must exhaust the aforesaid mechanism of settlement of claims/disputes prior to invoking arbitration.

(ii) Except where the decision has become final, binding and conclusive in terms of Sub Para above, disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by the Director, , in charge of the work

(iii) The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) /Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds Rs. 1, 00,000/-, the arbitrator shall give reasons for the award. It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on.

(iv) The reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if

any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

#### 24.0 Foreclosure/ Part Foreclosure

If at any time after acceptance of the tender, Engineer-in-Charge shall decide to abandon or reduce the scope of the consultancy works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Engineer-in-Charge shall give notice in writing to that effect to the consultant by not less than thirty (30) days and the consultant shall act accordingly in the matter. The consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the consultancy works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

Upon termination of this contract, the Consultant shall take necessary steps to bring the work to a close in a prompt orderly manner and shall handover all the documents/ reports prepared by the Consultant up to and including the date of termination to the Engineer-in-Charge.

The Consultant shall be duly paid for the works carried out and services rendered till the date of termination.

#### 25.0 Carrying out Part Work at Risk and Cost of Consultant.

If the consultant:

- (i) At any time makes default during currency of the contract or does not execute any part of the scope of work with due diligence and continues to do so even after a notice in writing of 15 days in this respect from the Engineer-in-Charge; or
- (ii) Commits default in complying with any of the terms and condition of the contract and does not remedy it or takes effective steps to remedy it within 15 days even after a notice in writing is given in that behalf by the Engineer-in-Charge; or
- (iii) Fails to complete the scope of work(s) or items of scope of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing by the Engineer-in-Charge.

The Engineer-in-Charge without invoking action under any other clause of the contract may, without prejudice to any other right or remedy against the consultant which have either accrued or accrue thereafter to , by a notice in writing to take the part work / part incomplete work of any item(s) in the scope of work out of the consultant's hands and shall have powers to:

- (a) Take possession of all the drawings, documents etc., thereon; and/or
- (b) Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the consultant.

The Engineer-in-Charge shall determine the amount, if any, that is recoverable from the consultant for completion of the part work/ part incomplete work of any item(s) taken out of his hands and execute at the risk and cost of the consultant. The liability of consultant on account of loss or damage suffered by the Institute because of action under this clause shall not exceed 10% of the tendered value of the work.

The certificate of the Engineer-in-Charge as to the value of work done shall be final and conclusive against the consultant provided always that action under this clause shall only be taken after giving notice in writing to the consultant. Provided also that if the expenses incurred by the Institute are less than the amount payable to the consultant as determined by the Engineer- in-Charge for the work in question, the difference shall not be payable to the consultant.

Any excess expenditure incurred or to be incurred by the Institute in completing the part work/ part incomplete work of any item(s) or the excess loss of damages suffered or may be suffered by the Institute as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to the Institute in law or per as agreement be recovered from any money due to the consultant on any account, and if such money is insufficient, the consultant shall be called upon in writing and shall be liable to pay the same within 30 days.

In the event of above course being adopted by the Engineer-in-Charge, the consultant shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the consultant

Penalty for non-compliance of different clauses of contract.

Sl. No.	Chapter and Para	Particular
1	Chapter-6 Para-22.1	<p>The Consultant will be required to deploy one full-time Architects/Engineer site at Jammu, having adequate qualifications and experience of at least 5 years for Architect / 10 years for Engineer of work, during the entire period of construction from the date of start of construction work, for day to day resolution of conflicts/ coordination and to ensure that work is being carried out as Per approved drawings. The expenses for providing the Architect at site is included in the fee of the consultancy services of The Consultant and nothing extra shall be payable on this account.</p> <p>All tools and plants such as suitable computers, printers and plotters etc shall be provided by the consultant for his personnel at site office accommodation. The site office accommodation shall be provided by the Institute.</p> <p>A penalty of Rs.100000/- per month would be levied on non-deployment of Architect/Engineer.</p>

2	Chapter-6 Para-22.1	The consultant shall submit a list of all sub-consultants (3 each for each item in the scope of work) they intend to appoint within 21 days of date of start of consultancy work and submit the same for the approval of Engineer-in-Charge. A penalty of Rs. 5,000/- per day would be levied for each day's delay in submitting such a list for each item of work after 21 days of date of start of consultancy work.
---	---------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: The compensation to be levied as per above clauses on the Consultant are leviable independently of each other. The above penalties do not preclude any action by the Engineer-in-Charge under any other clause(s) of this agreement and are levied without prejudice to any such action under any other clause/ clauses of the agreement.

The Services under this Agreement shall be continued during the arbitration proceedings, unless otherwise agreed in writing by Parties or unless it is proved that the Services cannot possibly be continued during the arbitration proceedings.

#### 26.0 Jurisdiction & Applicable Law

Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming the subject matter of the reference, any/all actions and proceedings arising out of or relative to the Agreement (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil Jurisdiction in this behalf at Jammu and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

This Agreement shall be governed by the laws of India for the time being in force.

#### 27.0 Notices

27.1.1 Subject to any provisions in the Contract Documents to the contrary, any notice, or communication sought to be served by the Consultant on the Institute with reference to the Agreement shall be deemed to have been sufficiently served upon Institute (notwithstanding any enabling provisions under any law to the contrary) only if delivered by hand or by Registered Post to the Authorized Representative of the Institute as defined in the Conditions of Agreement.

27.1.2 Without prejudice to any other mode of service provided for in the Contract Documents or otherwise available to Institute, any notice, order or other communication sought to be served by Institute on the Consultant with reference to the Agreement, shall be deemed to have been sufficiently served if delivered by hand or through Registered Post to the Authorised Representative of Consultant as defined in the Conditions of Agreement.

27.1.3 Date of notice of instruction shall be the day on which said notice or instruction is received.

27.1.4 Any Party may change its notice address at any time by so advising the other Party thereof in writing

#### 28.0 Languages and law



This Agreement and the Services performed herein-under shall be in English language. This Agreement shall be subject to Indian Laws as in force from time to time.

29.0 Consultant's action requiring Institute's prior approval.

Consultant shall obtain the Institute's prior approval for the work not covered under the agreement.

30.0 Consultants' Personnel

30.1 General

The Consultant shall employ and provide such qualified and experienced personnel as are required to carry out the services.

30.2 Description of Personnel

30.2.1 The titles, job descriptions, minimum qualification, and estimated periods of engagement in carrying out of the services of each of the consultant's Key personnel shall be as described in Technical proposal. If any of the key personnel shall be has already been approved by the Engineer- in-Charge, his/her name shall also be listed as well.

30.2.2 If required to comply with the provisions of this contract, adjustments with respect to the estimated periods of engagement of key personnel set forth in Technical proposal may be made by the Consultant by written notice to the Engineer-in-Charge provided; (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week whichever is larger. Any other such adjustments shall only be made with the written approval of the Engineer-in-Charge.

30.2.3 If the additional work is required beyond the scope of the services specified in Terms of reference, the estimated periods of engagement of key personnel set forth in Technical proposal may be increased by agreement in writing between the Engineer-in-Charge and the consultant.

30.3 Approval of personnel

The key personnel and sub Consultant listed by title as well as by name in Technical Proposal and accepted by the Engineer-in-Charge shall deem to be approved by the Engineer-in-Charge. In respect of other Key Personnel that the Consultant propose to use in carrying out of the service, the Consultant shall submit to the Engineer-in-Charge for review and approval a copy of their biographical data. If the Engineer-in-Charge does not object in writing (stating the reasons for the objection) within twenty one (21) calendar days from the date of receipt of such biographical data and (if applicable) such certificate, such key personnel shall be deemed to have been approved by the Engineer-in-Charge.

30.4 Removal and/or Replacement of Personnel

30.4.1 Except as Institute may otherwise agree, no changes shall be made in the Key Resource Personnel as mentioned in Chapter-8 of RFP. If, for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Resource Personnel as mentioned in Chapter-8 of RFP, the Consultant shall provide as a replacement a person of equivalent or better qualifications and experience, with approval of Institute.

30.4.2 If Institute finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at Institute's written request specifying the grounds therefore, provide as a replacement a person with qualifications and experience acceptable to Institute.

30.4.3 The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/ or replacement of Personnel.

### 31.0 NUMBER OF DOCUMENTS AND COPY RIGHT

31.1 All the documents, designs, reports and any other details envisaged under this agreement shall be supplied in five copies. All drawings as required for submission to all the local bodies and other authorities shall be submitted as per the requirement of local body. All the drawings for the comments, discussion and approval of employer shall be submitted in triplicate. The Consultant shall supply 10 (ten) sets and 1 (one) soft copy of each of working drawing to Institute. 5 (five) sets of drawings will be supplied in A0 size and 5(five) sets in A3 size. Drawings shall be prepared on CAD. If there is any revision in any drawing/document for any reason, six copies of drawing/document shall be re-issued along with soft copy in CD without any extra charges. All these drawings will become the property of Institute.

31.2 The drawings cannot be issued to any other person, firm or authority or used by the Consultant for any other project. No copies of any drawings or documents shall be issued to anyone except Institute and / or his authorized representative.

### 32.0 GENERAL

32.1 The Consultant shall be fully responsible for the completeness and technical soundness of the proposal including those of specialists engaged if any, by him.

32.2 The Institute will have the liberty to supervise and inspect the work of Consultant and/ or his sub-Consultants at any time by any officer nominated by him who shall be at liberty to examine the records/documents.

32.3 All technical Proposals shall be based on and comply with the National Building Code of India (latest edition) and/or local bye-laws, environmental regulations and design norms and sound engineering practices.

32.4 The Consultant shall render full assistance, guidance and advise in general to Institute on any matter concerning the technical aspects of the project

32.5 The Consultant shall promptly notify Institute of any change in the Constitution of his firm. It shall be open to Institute to terminate the Agreement on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director not promptly informed in writing to Institute. But until its termination by Institute as foresaid, this

Agreement shall continue to be in full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or introduction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance of all the terms and conditions of this Agreement.

32.6 The Consultant shall during the period of this assignment, and till the satisfactory completion of the project, act as Consultant and give related advice regarding the project.

32.7 The professional fees of the Consultant shall be inclusive of all cost related to visits to the site, attending meetings, and conferences and making suitable presentations. These shall be governed as detailed in Chapter -7of the RFP.

32.8 Consultant's professional fees is also inclusive of responsibilities of carrying out Modification in design and drawings

32.9 The Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties hereby agreed to be performed by them.

32.10 Any terms not laid down, which may arise out of this Agreement, will be dealt with through mutual consultations

32.11 The Architecture Work cannot be outsourced. However, the Consultant may outsource the other works to Domain Specialists. Provided further that the relevant past experience of the individual Lead Domain Specialists proposed to be deployed for this assignment, shall not be less than 15 years in their respective field.

However, the Consultant shall be responsible for the correctness and accuracy of designs and drawings so prepared.

The Consultant shall inform Institute about the name, professional qualifications and experience of Domain Specialists (individuals/agencies) to be engaged by him.

32.12 The Consultant shall be responsible for technical soundness of the services rendered by him and/or the domain specialist/agencies engaged by the Consultant.

32.13 It shall be responsibility of the Consultant and his domain specialists to prepare all design and drawings in accordance with the relevant BIS codes of practice and bye-laws.

32.14 The Consultant hereby agrees that the fee to be paid as provided in this agreement shall be in full discharge of functions to be performed by him and no claim whatsoever shall be made against the Employer in respect of any proprietary rights or copy rights relating to the plans, drawings, and specifications on his part or on the part of any other party.

32.15 The drawings, design, related details, and specifications prepared and acquired by the Consultant for the work entrusted to him under this agreement shall become the property the of Institute. The drawings, design, plans related details, and specifications shall not be issued to any other person, firm or authority or used by the Consultant for any other project without the prior permission of Institute.

32.16 The Consultant shall not assign, sub-let, transfer any obligation or right of the Consultant under this agreement without the written consent of the Institute.

32.17 Without prejudice to any other remedy available in the Contract, the Consultant shall indemnify and keep indemnified the Institute against any claim regarding drawings, designs, plans, related details and specifications prepared and acquired for the work entrusted to him under this agreement by any other party and against all costs and expenses incurred by the Institute in defending themselves against such claims

## CHAPTER 10

### AGREEMENT

The agreement made this \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_ between the ..... Indian Institute of Technology Jammu at Jagti, **NH 44, Tehsil Nagrota, Jammu (J&K)**.

\_\_\_\_\_ (name of consultant) on the other hand, hereinafter known as the Consultant, which includes its authorized representatives, and legal heirs, for the work "Providing Comprehensive Consultancy Services for Planning, Designing & Development of Campus of IIT Jammu at Jagti, (J&K) "at the tendered percentage .....% (percentage .....)

And whereas the has invited the Bids from eligible Consultants fulfilling the eligibility criteria for providing comprehensive consultancy services for implementation of the aforementioned Project and whereas the has accepted the offer of the consultant on the terms and conditions hereafter appearing.

NOW, THEREFORE, THIS AGREEMENT WITNESSES AS FOLLOWS:-

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract (herein after referred to as the conditions of contract).
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement namely:
  - (a) Press Notice (Chapter-1)
  - (b) Notice Inviting bid for Comprehensive Consultancy Services (Chapter-2)
  - (c) Information and Instructions for Bidders for Tendering and Submission of Documents (Chapter-3)
  - (d) Introduction- Indian Institute of Technology Jammu at Jagti, **NH 44, Tehsil Nagrota, Jammu (J&K)**. (Chapter-4)
  - (e) Technical Bid Stage-I & Presentation (Technical Bid Stage-II)- Process and Evaluation(Chapter-5)
  - (f) The Site (Chapter-6)
  - (g) Scope of Comprehensive Consultancy Services (Chapter-7)
  - (h) Fee for Comprehensive Consultancy Services (Chapter-8)
  - (i) Conditions of Contract(Chapter-9)
  - (j) Agreement (Chapter-10)
  - (k) Financial Proposal and Abstract of Consultancy Fee (Annexure-N & M)
  - (l) Any other document like minutes of the pre-bid meeting, letter of extension of validity of offer, etc (to be decided at the time of award)

In consideration of the fee to be paid by the Institute to the Consultant as agreed to between the parties, the consultant hereby covenants with the to provide the consultancy services in conformity in all respect with the provision of this contract.

2. The Institute hereby covenants to pay the consultant in consideration of the provision of consultancy services the contract fee at times and in the manner prescribed by the contract.

CONSULTANT

WITNESS:

1.

2.

## APPENDIX - 1

## TECHNICAL PROPOSAL

Annexure - A

## DETAILS OF SIMILAR PROJECTS COMPLETED

(As per the definition of similar projects used in this document during the last 10 years)

Sl. No.	Name of project & location	Owner or sponsoring organization	Cost of project in crores/ Total Built Area of the project (excluding basement etc.)	Date of commencement as per contract.	Stipulated date of completion	Actual date of completion	Name & address/ telephone No. of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

**Annexure – B****PROJECTS UNDER EXECUTION OR AWARDED**

Sl. No	Name of Project & location	Owner or sponsoring organization	Cost In crore/ Total Built Area of the project (excluding basement etc.)	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of project	Slow progress/ if any and reasons thereof	Name & address/ Telephone No. of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Bidder

**Annexure - C**

## LIST OF OVERALL MAJOR/ IMPORTANT PROJECTS DESIGNED BY THE FIRM SINCE ITS INCEPTION

Sl. No	Name of Project & location	Owner or sponsor of project	Cost of Project in crores/ Total Built Area of the project	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of project	Slow progress/ if any and reasons thereof	Name & address/ Telephone No. of Officer to	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Bidder



**Annexure - D**

## PERFORMANCE REPORT OF PROJECTS REFERRED TO IN ANNEXURE- A AND ANNEXURE- C

## FORMAT OF WORKS EXPERIENCE CERTIFICATE (issued by Client)

01.	Name of Agency		
02.	Name of Client & Address		
03.	Name of work / Project & Location		
04.	Agreement No.		
05	Scope of work / services provided	Scope	Service provided (Yes/No)
		Architecture Design	
		Structure Design	
		MEP Design	
		Quantity Survey	
06	Whether Work is physically completed at site	YES / NO	
07	Date of Start		
08	Date of physical completion of all works at site :		
	i) Stipulated date of completion		
	ii) Actual date of completion		
09.	Amount of compensation levied for delayed completion, if any		

10.	i) Built up area		
	ii) Cost		
11.	Overall Performance Report :	(Satisfactory / Not Satisfactory)	
12.	Name of Associated firms & Services provided by them, if any	Name of Firm	Service provided

**Annexure - E**

## ORGANISATIONAL DESCRIPTION AND DETAILS

(1) Name & Address of the Bidder with Telephone No./Fax No.

(2) Firm Inception Details

a) Year of Establishment

b) Date & year of commencement of practice

(3) Legal status of the Bidder (attach copies of original document defining the legal status)

a) An Individual

b) A proprietary firm

c) A firm in partnership

d) A limited company or Corporation

(4) Particulars of registration with various Government bodies (attach attested photo-copy)

Organization/Place of registration, Registration No.

a)

b)

(5) Names and Titles of Directors & Officers with designation to be concerned with this project.

(6) Designation of individuals authorized to act for the organization.

(7) Was the Bidder ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.

(8) Has the Bidder or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.

(9) Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ blacklisted for competing in any organization at any time? If so, give details.

(10) Has the Bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.

11) In which field of Consultancy the Bidder has specialization? List the specialization areas for which the firm has in-house capability?

12) Any other information considered necessary but not included above.

Signature of Bidder

**Annexure – F**

DETAILS OF DISCIPLINES FOR WHICH SUB-CONSULTANTS ARE  
PROPOSED TO BE DONE IN HOUSE BY THE BIDDER

<b>Sl. NO.</b>	<b>Name of Discipline</b>	<b>Details of Discipline</b>	<b>Role in this project</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Annexure – G**

DETAILS OF DISCIPLINES FOR WHICH SUB-CONSULTANTS ARE  
PROPOSED TO BE APPOINTED BY THE BIDDER

<b>Sl. No.</b>	<b>Name of Discipline</b>	<b>Details of Discipline</b>	<b>Role in this project</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Annexure- H**

Undertaking: Integrity Pact

INTEGRITY PACT

To,

.....,

.....,

.....

Sub: RFP No. .... for the work .....

Dear Sir,

It is here by declared that IIT Jammu is committed to follow the principle of transparency, equity and competitiveness in public procurement. The subject RFP is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/ bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the ( bidder.....

Yours faithfully

Institute Engineer

INTEGRITY PACT

To,  
Institute Engineer,  
.....,  
.....

Sub: Submission of Tender for the work of .....

Dear Sir,

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

I/We agree that the RFP is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the RFP.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder) ALL

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of (bidder.....)

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of .

## INTEGRITY AGREEMENT

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

BETWEEN

Board of Governor IIT Jammu through Institute Engineer, .....,

, ....., (Hereinafter referred as the

(Address of Division)

'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....

(Name and Address of the Individual/firm/Company)

through ..... (Hereinafter referred to as the

(Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (RFP No. ....)

(Hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for.....

(Name of work)

Hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s). AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:



#### Article 1: Commitment of the Principal/Owner

1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

i. No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

ii. The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

iii. The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

#### Article 2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Institute all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution: a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

- b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
- c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/ representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual in committee may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 day notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

b. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

### Article 4: Previous Transgression

1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

#### Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1. ....

(Signature, name and address)

2. ....

(Signature, name and address)

Place:

Dated:

**Annexure-I**

## AFFIDAVIT FOR SIMILAR WORK EXPERIENCE

To,

Institute Engineer,

-----,

-----

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another Consultant on back to back basis. Neither have we been blacklisted, debarred or restrained by any organization in the past. Further that, if such a violation comes to the notice of the Institute, then I / we shall be debarred from tendering in future forever. Also, if such a violation comes to the notice of the Institute before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.

Yours faithfully

**Annexure-J**

Curriculum Vitae (CV) for each staff member (To be deployed on the Project)

Proposed Position on this work: Name of Firm: Name of staff:

Nationality: Profession: Years with the Firm: Details of tasks Assigned:

Qualification:

(Summarize College/ Institute and other specialized education of staff member giving names of college/ institution, year of passing and degree obtained in about Quarter of a page)

Language:

(Include proficiency in speaking, reading and writing each language by a degree of (Excellent/Good /Fair or Poor)

Employment Record & Present Commitments:

(Starting with present position, list in reversed order, and every employment held since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give type of activities performed and references, where appropriate. The information to be provided will include the position, commitment in man-days for this project along with all other ongoing projects, project brief including location, cost, duration of assignment & current status etc.)

Particular Experience under this heading: Give outline of staff member's experience and training pertinent to this work. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations in addition to academic qualifications (in about half a page)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes my qualification, my experience and me.

Date: Day/Month/Year: Signature of staff member: Authorized Official from the firm:

Note:

(i) Please attach proposed "Work Program" and time schedule for technical personal for all ongoing projects including this project in man-days.

(ii) The above information should be factually correct, providing false or incorrect information will be considered very seriously and Bidder providing false information shall be disqualified. Each CV will be countersigned by the authorized signatory of the bidding firm in blue ink.

**ANNEXURE-K**

## CONFIRMATION FOR SUBMISSION OF FINANCIAL BID

To:

Institute Engineer,

IIT Jammu

Jammu (J&K)

Subject: Comprehensive Consultancy Services for Planning, Designing and Development of the proposed campus of Indian Institute of Technology Jammu at Jagti, NH 44, Tehsil Nagrota, Jammu (J&K) 181221.

Sir

I/We Consultant have uploaded our financial bid for above work as per the scope of work given under terms of reference.

Yours faithfully,

Signature

Name in full

Designation Address Tele Nos: (O) (R) E-mail: Fax No:

(Authorized Representative of the Consultant)



**Annexure-L****UNDERTAKING**

I/We have read and examined the Technical Bid (Stage-I & II) and Financial Bid documents.

I/We hereby tender for the execution of the work: Providing Comprehensive Consultancy Services for Planning, Designing & Development of Campus of IIT, Jagti, NH 44, Tehsil Nagrota (J&K) within the specified time frame for various activities in all respects.

We agree to keep the tender open for 60 (sixty) days from the date of opening of financial bid and not to make any modifications in its terms and conditions.

If I/We fail to furnish the prescribed Performance Guarantee within prescribed period, I/We agree that the Institute shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely. Further, If I/We fail to commence work as specified, I/WE agree that the Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely, otherwise earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein. Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred from participating in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as confidential documents and shall not communicate information/derived there from any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Dated -----

Signature of Consultants

Postal Address

Witness:

Address:

Occupation

**Annexure-M**

## PROFORMA FOR PERFORMANCE GUARANTEE

## (BANK GUARANTEE BOND)

In consideration of having offered to accept the terms and conditions of the proposed agreement between .....and ..... (Hereinafter called the said Consultant(s) for the work ..... (Hereafter called the said agreement) having agreed to production of a irrevocable bank guarantee for Rs. .... (Rs. .... only) as a security/ guarantee from the consultant for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We ..... (Hereinafter referred to as the Bank) hereby (indicate the name of the bank) undertake to pay to an amount not exceeding Rs..... only on demand by the IIT Jammu.

2. We ..... do hereby undertake to pay the amounts due (indicate the name of the bank) and payable under this guarantee without any demure, merely on a demand from the IIT stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Consultant(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. .... (Rs.....only)

3. We, the said bank further undertake to pay to the money so demanded notwithstanding any dispute or disputes raised by the Consultant(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Consultant(s) shall have no claim against us for making such payment.

4. We further agree that the guarantee herein (indicate the name of the bank) contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of IIT Jammu under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Engineer-in-Charge on behalf of the Institute certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Consultant(s) and accordingly discharges this guarantee.

5. We (indicate the name of the bank) further agree with the that the shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Consultant(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the against the said Consultant(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from

our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the or any indulgence by the to the said Consultant(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the Consultant(s).

7. We (indicate the name of the bank) lastly undertake not to revoke this Guarantee except with the previous consent of the in writing.

8. This guarantee shall be valid up to unless extended on demand by IIT. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within Six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

9. Dated the day of

for (Indicate the name of bank) Dated:

Signed for and behalf of the Consultant /Firm

Witnesses:

(Authorized signature of the firm)

1. -----

(Name and Address)

2. -----

(Name and Address)

#### **Annexure-N**

#### NOTICE FOR APPOINTMENT OF ARBITRATOR

To,

Institute Engineer

IIT Jammu

Jammu (J&K).

Dear Sir,

In terms of Arbitration clause of the agreement, particulars of which are given below, I /we hereby give notice to you to appoint an arbitrator for settlement of disputes mentioned below:

1. Name of Bidder

2. Whether Bidder is Individual/ Prop. Firm/ Partnership Firm/Ltd. Co

3. Full address of the Bidder

4. Name of the work and contract number in which arbitration sought

5. Name of the Institute which entered into contract

6. Contract amount (percentage of work done or estimated cost of the work whichever is lower)

7. Date of contract
8. Date of initiation of work
9. Stipulated date of completion of work
10. Actual date of completion of work (if completed)
11. Total number of claims made
12. Total amount claimed
13. Date of intimation of final bill (if work is completed)
14. Date of payment of final bill (if work is completed)
15. Amount of final bill (if work is completed)
16. Date of request made to I.E. for decision
17. Date of receipt of SE's decision.
18. Date of appeal to you.
19. Date of receipt of your decision.

Specimen signature of the Bidder (only the person/authority who signed the contract should sign)

I/We certify that the information given above is true to the best of my/our knowledge. I/We enclose following documents.

1. Statement of claims with amount claims. 2.
- 3.

Yours faithfully, (Signature)

Copy in duplicate to: .....

**Annexure O Format for Power of Attorney for authorized signatory**

## FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF BID

Know all men by these presents, we .....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr./ Ms.....(name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for providing Comprehensive Planning and Designing of the Proposed Indian Institute of Technology Jammu at Jagti, Jammu (J&K) including signing and submission of all documents and providing information/responses to representing us in all matters before , and generally dealing with in all matters in connection with our Bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the .....Day of .....2017

(In case of consortium, to be executed by all the members of the Consortium Bidder)

**Note:**

☐ The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

☐ This Power of Attorney should be provided on no judicial stamp paper duly notarized of appropriate value.

Annexure: PDetails of financial Capability of the Firm

1. The following parameters may be furnished as per the audited financial statements duly certified by an independent certified auditor for the last three accounting years.

Sl. No.	Particulars of parameters	2014-15	2015-16	2016-17
1	Authorised capital			
2	Subscribed capital			
3	Paid-up capital			
4	Reserves [other than revaluation reserve]			
5	Net worth			
6	Gross fixed assets			
7	Net fixed assets			
8	Current assets			
9	Current liabilities			
10	Profit before depreciation, interest and taxes			
11	Profit before taxes			
12	Profit after taxes			

Signature of bidder

**APPENDIX- 2**

FORMAT OF COVER LETTER TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL:

Dated: ..... 2017

To:

The Institute Engineer  
IIT Jammu,  
Jammu – 1800....

Subject: Proposal for selection of consultant for Providing Comprehensive Consultancy Services for Planning, design & Development of the Proposed Indian Institute of Technology Jammu at Jagti, comprising of the following:

- 1) MASTER PLAN for the WHOLE CAMPUS to cater to 12,000 students indicating Phase wise development over a 20 years period, with 1,200 faculty members and 1320 staff members.
- 2) Architectural design, detailed Structural and internal Engineering utilities designs, Specifications and Bill of quantities (BOQ), for all Buildings and services to cater to 2,500 students.
- 3) Design of External Engineering Services for the whole campus

Dear Sir,

- 1) We have examined the details given in Request for Proposal Document provided by IIT Jammu.
- 2) We have incorporated the requirements of the RFP in our proposal.
- 3) We hereby submit a total of .....number of pages of A4 size along with .....number of pages of A3, A2, and A1 .... Size in the form of documents in support of our proposal.
- 4) We hereby submit Financial Proposal in a separate sealed cover marked "Fee Offer for Design Package of Comprehensive consultancy services for planning and development of the proposed IIT Jammu, IIT Jammu.
- 5) We also agree that IIT Jammu, or their authorized representatives can approach individuals, employers and organization, to verify our competence and general reputation.
- 6) We accept to abide by the terms and conditions of the selection process.

- 7) We give consent for public exhibition and publication of the material submitted by us and shall not claim any royalty from IIT Jammu in this regard.

Thank you.

Yours faithfully,

Signature of Applicant/Authorized Signatory:

Name of signatory:

Designation:

Name and address of Applicant:

Contact number:

Fax:

Email:

Seal of the Organization



## APPENDIX - 3

<< Organization Letter Head >>  
**DECLARATION**

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

1	Name & Address of the bidder	:	
2	Phone	:	
3	E-mail	:	
4	Contact person name	:	
5	Mobile number	:	
6	GSTIN number	:	
7	PAN number	:	
8	UTR no. [for payment of EMD]	:	
	<b>BANK DETAILS</b>		
10	Bank name	:	
11	Branch address	:	
12	Branch telephone no.	:	
13	MICR Code of the bank	:	
14	IFSC code	:	
15	Bank Account no.	:	
16	Type of account	:	

We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last ten years.

[Signature of the bidder]

Name:

Seal of the bidder

**APPENDIX - 4****FORMAT OF FINANCIAL PROPOSAL**

Dated: .....201...

To:

The Institute Engineer  
Indian Institute of Technology Jammu,  
.....

Subject: Financial Proposal for Providing Comprehensive Consultancy Services for Planning, design & Development of the Proposed Indian Institute of Technology Jammu at Jagti comprising of the following:

Dear Sir,

We have examined the details given in Request for Proposal provided by IIT Jammu for the Selection for Providing Comprehensive Consultancy Services for Planning, design & Development of the Proposed Indian Institute of Technology Jammu at Jagti comprising of the following:

- 1) MASTER PLAN for the WHOLE CAMPUS to cater to 12,000 students indicating phase wise development over a 20 years period.
- 2) Architectural design, detailed Structural design and internal & external Engineering utilities designs, Specifications and Bill of Quantities (BOQ), for all Buildings and services to cater to 2,500 students. (Phase 1, stages 1 &2)
- 3) Design of External Engineering Services for the whole campus (including Residential zones).

Our fee for the Scope of Services described in the RFP as per following:

Item No.	Description of Item	Quantity	Unit	In INR or in Percentage as desired (in figures as well as in words)
1	Development of whole Campus Master plan including Design of External Engineering Services	Lump sum	Hectare	Bidder Should not quote here
2	Architectural Plan & Drawing	Lump sum	Percentage [%] of actual cost	Bidder Should not quote here
3	Structural Designs & Drawings	Lump sum	Percentage [%] of actual cost	Bidder Should not quote here

- 1) GST as per actual against proof of document.
- 2) The above quoted rate shall be inclusive of all other taxes and levies and no extra payment will be claimed other than the above quoted rate.

We agree to all the terms and conditions relating to the fee as laid down in the RFP.

Thank you.

Yours faithfully,

Signature of Applicant / Authorized signatory:

Name of Signatory:

Designation:

Name and address of Applicant:

Contact number:

Email :

**Online Bid Submission:**

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

<b>Envelope – 1</b> (Following documents to be provided as single PDF file) Please vide Clause 8.1 of Chapter 3			
<b>Sl. No.</b>	<b>Document s</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	Appendix 3 duly filled in	.PDF
2.		Details of the experience of the bidder (Annexure - A, B, C, D)	.PDF
3.		Organizational description and details of the Bidder's firm (Annexure - E)	.PDF
4.		Details of Key Personnel proposed to be deployed on this project (Annexure - F)	.PDF
5.		Financial capability of the bidder (Annexure - P)	.PDF
6.		Integrity Pact (Annexure – H), Integrity Agreement	.PDF
7.		Affidavit for similar work experience (Annexure – I)	.PDF
8.		Curriculum Vitae for each staff member including the Lead Architect/ Team leader to be deployed on the work (Annexure – J)	.PDF
9.		Cover Letter for Technical Proposal (Appendix - 2) & Annexure K, L duly filled in	.PDF
10.		Pan Card issued by Income Tax Department.	.PDF
11.		Details of Financial turnover for last three financial years supported by copies of balance sheet and Income & Expenses Account authenticated by auditor.	.PDF
12.		Copy of registration of firm with Council of Architecture	.PDF
13.		Proof of gross receipt of annual fee of Rs. 5.00 Crore (Rs Five Crores) in each of the last three financial years ending 31.03.2017 authenticated by the auditor	.PDF
14.		Copy of audited Profit and Loss statement for the last five years ending 31st March, 2017.	.PDF
15.		Document confirming that the bidder has at least one of the team members as GRIHA / LEED Accredited Professional or the bidder is associating with GRIHA/LEED Accredited Professional.	.PDF
16.		An affidavit declaring that the bidder has not been debarred/restrained/ black listed by any Central Govt. / State Govt. agency/Autonomous body of the Central or State Govt./PSU etc. in the last 10 years ending 31-03-2017 on INR 100 stamp paper	.PDF
17.		A detailed report on bidder's visualization of the Project	.PDF
18.		Conceptual scheme including the methodology proposed for performing the assignment demonstrating the Bidder's knowledge of the project requirements and understanding of the requisite tasks as set forth in the scope of servicesv	.PDF
<b>Envelope – 2</b>			
<b>Sl. No.</b>	<b>TYPES</b>	<b>Content</b>	
1.	Financial Bid	As per Appendix 4	.PDF