

# **REQUEST FOR PROPOSAL**



**Indian Institute of Technology Delhi invites RFP for  
Appointment of the Consultant/ Firm**

**for**

**Preparation of Revised Master Plan & Obtaining Necessary  
Approvals from Local bodies for IIT Delhi Campus**

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

## **DISCLAIMER**

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

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

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

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

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**Name of work:** “Appointment of the Consultant / Firm for Preparation of Revised Master Plan & obtaining necessary Approvals from Local bodies for IIT Delhi Campus”

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# **INDIAN INSTITUTE OF TECHNOLOGY DELHI**

## **NOTICE INVITING REQUEST FOR PROPOSAL**

### **IITD/WORK/(SP-4917)/2025**

IIT Delhi, Hauz Khas, New Delhi – 110016 on behalf of Board of Governor of IIT Delhi invite “Request For Proposal” to appoint an Consultant/ Firm for the work of Preparation of Revised Master Plan and other related Details and obtaining required statutory approval for IIT Delhi campus at Hauz Khas, NewDelhi-110016”

1.	RFP No.	<b>IITD/WORK/(SP-4917)/2025</b>
2.	Name of the work	“Appointment of the Consultant / Firm for Preparation of revised Master Plan & obtaining Necessary Approvals from Local bodies for IIT Delhi Campus”
3.	Time for completion of work	Four months from the date of award of work
4.	Earnest Money Deposit	<b>1,00,000 /-</b>
5.	RFP Fee	<b>NIL</b>
6.	Date for Pre-Bid meeting	<b>18/02/2025 at 15.00 Hrs. At conference room of Dean (Infra)</b>
7.	Date & Time of Uploading Tender	<b>12/02/2025 at 17.00 Hrs.</b>
8.	Date & Time of Start proposal Submission	<b>12/02/2025 at 17.00 Hrs.</b>
9.	Date & Time of Pre- proposal	<b>NIL</b>
10.	Last Date & time of submission of proposal	<b>27/02/2025 at 15.00 Hrs.</b>
11.	Date & Time of opening Technical proposal	<b>28/02/2025 at 15.00 Hrs.</b>
12.	No. of Covers	<b>02</b>
13.	Validity Offer	<b>120 days</b> after the last date fixed for submission of proposal including the extension(s) given, if any
14.	Address for Communication	<b>EE(CD-I), Room No. AD-117, Main Building, IIT Delhi Campus.</b>
15.	Contact No. Email Address	<b>011-26596851</b> <a href="mailto:eeplg@admin.iitd.ac.in">eeplg@admin.iitd.ac.in</a> , <a href="mailto:sabiaali@iitd.ac.in">sabiaali@iitd.ac.in</a>

## 1. Introduction

Indian Institute of Technology, Delhi (IIT Delhi) with a total plot area of 312 acres, is inviting proposals from qualified Consultant/ Firm to provide comprehensive services related to the preparation of Revised Master Plan, including details like FAR adjustments and obtaining necessary approvals from the relevant authorities. The scope of this project includes the preparation of all required documentation, coordination with local authorities (MCD/SDMC, DUAC, Fire Department, etc.), and obtaining the approvals for the Revised Master Plan.

## 2. Tentative List of Projects

Institute is aiming to get the approval of revised master plan to accommodate following projects in the master plan.

S. No.	Index No.	Building Name	Existing area (Sqm)	Proposed area appx. (Sqm)	Total Existing floor	Total Proposed floor
1	13B	Academic block	35000	46000	B+G+7	B+G+9
2	89A	Boys Hostel-F	47280	60500	B+G+7	G+12
3	50B	Girls Hostel-B	34000	32000	B+G+7	G+12
4	37F2	5 blocks of Faculty housing	35650	34500	B+G+6	S+12
5	37E	2 blocks of C-type staff quarters	5625	9000	S+6	S+12
6	65/62/ 119/119A /119B/ 45	Hospital	4306	16500	G	B+G+6

### Note-

- The Increased area must be accommodated in Revised Master plan and total maximum permissible FAR must be kept as per the norms of local bodies (MCD/SDMC).
- The Proposed height to be considered should be maximum height of this locality after checking from Airport authority of India [(www.aai.aero), link- <https://nocas2.aai.aero/> for approximate permissible top elevation] or any other norms prevailing at this location.

## 3. Scope of Services

The selected consultant will be responsible for the following:

- Preparation of Technical Details of Revised Master plan for Local body approvals (MCD/SDMC):**
  - Collect and compile all necessary data and details of existing and proposed buildings in the Revised Master Plan.
  - Identify and document buildings to be demolished, existing buildings, and new buildings proposed for future construction as per Revised Master plan.
  - Ensure all technical data is in compliance with the local bodies/authority like MCD/SDMC regulations.
- Preparation of Documents for DUAC/Fire Department/Other Approvals:**

- Prepare all required documentation and architectural details for the approval of the Revised Master Plan from the Delhi Urban Art Commission (DUAC).
  - Prepare fire safety plans and submit them to the Fire Department for approval.
  - Prepare all necessary documents for obtaining approvals from other relevant departments (e.g., environmental, traffic, etc.) based on project requirements.
- c) **FAR Adjustment & Coordination:**
- Analyze the current FAR as per the existing Revised Master Plan and adjust it to accommodate the new building(s).
  - Submit the proposed FAR adjustments to MCD/SDMC and ensure that they meet regulatory guidelines and are compliant with the Revised Master Plan.
- d) **Obtaining Approvals from Authorities:**
- Submit all necessary documents, drawings, and reports to the relevant authorities like MCD/SDMC, DUAC, Fire Department, and any other authorities for approval.
  - Coordinate with these departments to ensure that all required approvals are obtained within the stipulated time frame.
  - Address any queries or requests for additional information from authorities during the approval process.
  - Follow up consistently with the authorities to ensure timely approvals.
- e) **Submission of Final Documentation:**
- Once all approvals are granted, provide final copies of all approvals along with the application form submitted online and all necessary details.
  - Ensure all necessary documentation, including revised drawings, FAR adjustments, and other reports, are submitted.

**Note:**

- a. The necessary statutory fee/charges to be paid to statutory authority for Revised Master Plan approval shall be borne by IIT Delhi.
- b. The drawings and area details available with IIT Delhi will be shared with the short-listed firm. The Tentative Latitude and Longitude of the Campus is given in the RFP.
- c. The consultant may contact the Executive Engineer (CD-I), or his authorized representative IIT Delhi for any clarification required.

**4. Eligibility Criteria**

- a. The Participating registered Firms should have been in existence for not less than 05 years as on 30/01/2025.
- b. The firm must have experience of obtaining approvals from local authorities i.e. MCD/SDMC of Delhi state for at least 50 acres of Master Plan. A copy of the approval obtained for the same must be enclosed for proof.
- c. The firm should have an office in Delhi/NCR.
- d. The firm should have full-time Architects registered with the Council of Architecture. Necessary proof shall be provided for same.
- e. The price / financial bid of only eligible bidders shall be opened.

## **5. List of Documents to be uploaded**

- a. Memorandum & Articles of Association of the company/ Certificate of Registration/ Partnership Deed
- b. Certificate of registration for GSTIN
- c. Copies of Work Orders and Completion Certificates from clients regarding satisfactory work done.
- d. Copy of PAN Card.
- e. Any other document as specified in this RFP.
- f. Copy of proof of Master Plan approval obtained from statutory authority like MCD/SDMC/DUAC/Fire etc. of Delhi state.
- g. Scan copy of EMD amounting to Rs. 1,00,000/- in favor of “Registrar I.I.T Delhi” and original copy of EMD shall be submitted by L-1 bidder within a week from opening of price bid failing to which agency shall be debarred from IIT Delhi for one year.

## **6. G.S.T**

The quoted rate of participating agencies shall be inclusive of GST and lumpsum rate shall be quoted by bidder as per BOQ attached.

## **7. Bank Guarantee**

The selected firm shall submit a Bank Guarantee of 3% of the quoted fees valid for completion period plus six months i.e. initially valid for 18 months and further to be renewed till the actual completion of work.

**The Bank Guarantee should be in favor of “Registrar, IIT Delhi”**

**Name of the Bank A/C: IITD Revenue**

**Account SBI A/C No.: 10773572622**

**Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016**

**IFSC Code: SBIN0001077**

**MICR Code: 110002156**

**Swift No.: SBININBB547**

## **8. Security Deposit**

2.5% of the fee payable shall be retained as security deposit and same shall be released only after receiving the approvals or completion of work, whichever is later.

## **9. Termination**

The performance of the Architect consultant shall be reviewed by the Institute periodically and in case of unsatisfactory performance or not responding to three consecutive enquiries without any valid reasons shall be considered terminated without notice and no correspondence will be entertained in this regard.

Further the Agreement may be terminated at any time by either party by giving a written notice of one month. Even after the termination, the Architect consultant shall remain liable and shall be responsible for the service provided by them in respect of the work carried out before the termination of the Architect consultant.

In the event of the termination of the agreement by IIT Delhi, the Agency shall not be entitled to any compensation or damages by reason of such termination but only to the fees for the

milestones of services actually achieved (Based on actual submissions) up to the date of notice. In case of termination by IIT Delhi for non-performance by the Agency or the Agency terminating on his own, the Performance Guarantee along with the Security deposit will be uncashed and forfeited.

The agency will be evaluated by an internal committee of IIT Delhi. Part or Full work may be withdrawn if the performance of Consultant/ Firm found unsatisfactory by giving one-month notice.

### **10. Dispute Resolution**

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

### **11. Mode Of Submission**

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

### **12. Compensation For Delay**

The time allowed for carrying out the work shall be strictly observed by the consultant and shall be deemed to be the essence of the contract on the part of the consultant and in the event of failure of the Consultant to complete the work within time schedule, as specified in the document or within the validity of extended time period, the consultant shall be liable for a compensation at the rate of 1% of the quoted fee per month of delay to be computed on per day basis subject to maximum of five percent of the quoted fee which shall be levied on the fees paid to the consultant incase total time is exceeded.

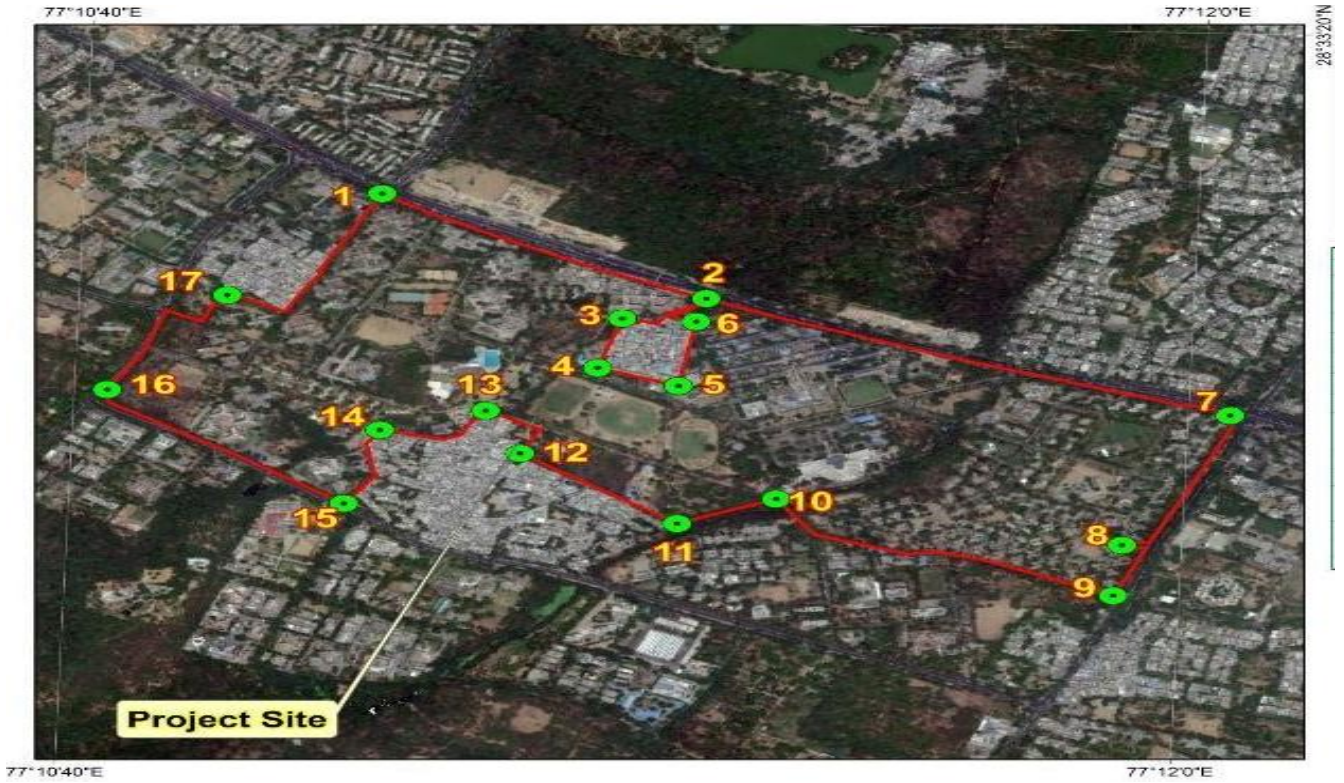
The decision of Institute Engineer as to the period of delay on the part of the consultant and the quantum of compensation for such delay shall be final and binding on the consultant.

### **13. Payment Schedule**

<b>S.No.</b>	<b>Activities</b>	<b>Total fee payable</b>
1	On successful applying the Revised Master plan on relevant portal (like MCD portal)	25%
2	After getting the approvals from all statutory authorities i.e. MCD/SDMC, DUAC/ Fire etc. and submission of three sets of hardcopies of the approved master plan along with the softcopy in both PDF and CAD format.	75%



#### 14. Tentative Latitude and Longitude of the Campus



Pillar No.	Latitude	Longitude
1	28°33'1.89" N	77°11'1.70" E
2	28°32'51.77" N	77°11'25.34" E
3	28°32'49.56" N	77°11'19.39" E
4	28°32'44.45" N	77°11'17.80" E
5	28°32'42.77" N	77°11'23.66" E
6	28°32'49.38" N	77°11'24.69" E
7	28°32'40.82" N	77°12'3.34" E
8	28°32'27.32" N	77°11'56.06" E
9	28°32'22.32" N	77°11'55.61" E
10	28°32'31.35" N	77°11'31.08" E
11	28°32'28.63" N	77°11'24.06" E
12	28°32'35.52" N	77°11'12.56" E
13	28°32'39.83" N	77°11'9.93" E
14	28°32'37.65" N	77°11'2.40" E
15	28°32'30.03" N	77°11'0.08" E
16	28°32'41.24" N	77°10'42.71" E
17	28°32'51.17" N	77°10'50.97" E

Note: - Bidder may consider this Latitude & Longitude for calculating maximum permissible height and bidders are also required to verify this data after award of work.

## 15. Financial Bid

**Name Work: Appointment of the Consultant/ Firm for Preparation of Revised Master Plan & Obtaining Necessary Approvals from Local bodies for IIT Delhi Campus**

### **SCHEDULE OF LUMP SUM PRICE PROPOSAL**

S No.	Description	Consultancy fee to be quoted in Amount		
		Qty/unit.	(In figures) AMOUNT With GST	(In words)
1.	Preparing the revised Master Plan and Obtaining Necessary Approvals from Local bodies of IIT Delhi Campus	Lumpsum 01 Job	<b>Rs. ....</b>	

**Signature of Authorized Representative with the seal**