

**NOTICE INVITING**

**REQUEST FOR PROPOSAL**

**for**

**“Appointment of an Architect / Consultant for Designing the  
Main gate and the Urban Precincts surrounding it at IIT  
Campus”**



**WORKS & ESTATE DEPARTMENT**

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

## **DISCLAIMER**

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

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

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

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

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# **INDIAN INSTITUTE OF TECHNOLOGY DELHI**

## **NOTICE INVITING REQUEST FOR PROPOSAL**

### **IITD/WORK/(SP-5009)/2025**

IIT Delhi, Hauz Khas, New Delhi – 110016 on behalf of Chairman Board of Governor invite Request For Proposal to appoint an Architect/Consultant for the work of Designing the Main gate of IIT Campus along with the Urban development of its precinct for them at Hauz Khas, New Delhi-110016”

1.	RFP No.	<b>IITD/WORK/(SP- 5009)/2025</b>
2.	Name of the work	“Appointment of an Architect / Consultant for Designing the Main gate and the Urban Precincts surrounding it at IIT Campus”
3.	Time for completion of work	6 Months from the date of award of work
4.	Earnest Money Deposit	<b>NIL</b>
5.	RFP Fee	<b>NIL</b>
6.	Date for Pre-Bid meeting	<b>NIL</b>
7.	Date & Time of Uploading Tender	<b>29/05/2025 at 17.00 Hrs.</b>
8.	Date & Time of Start proposal Submission	<b>29/05/2025 at 17.00 Hrs.</b>
9.	Date & Time of Pre- proposal	<b>NIL</b>
10.	Last Date & time of submission of proposal	<b>12/06/2025 at 15.00 Hrs.</b>
11.	Date & Time of opening Technical proposal	<b>13/06/2025 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-117A, Main Building, IIT Delhi Campus.</b>
15.	Contact No. Email Address	<b>011-26596851/7175</b> <a href="mailto:eeplg@admin.iitd.ac.in">eeplg@admin.iitd.ac.in</a> , <a href="mailto:sabiaali@iitd.ac.in">sabriaali@iitd.ac.in</a>

## 1. PROJECT OVERVIEW

Indian Institute of Technology (IIT) seeks to appoint an experienced Architect/Consultant for the design of the Main Gate and the Urban Precincts surrounding it. The appointed firm will be responsible for conceptualization, Architectural design, Structural design, and overall urban designing to create a functional, secure, and aesthetically pleasing gateway for the campus.

## 2. MINIMUM ELIGIBILITY CRITERIA

- a. Participating registered Firms should have been in existence for not less than 03 years as on 27/05/2025.
- b. The firm should have an office in Delhi/NCR.
- c. The firm should have at least 02 Nos. full-time Architects for at least last 6 months including the director/proprietor on their roll to take up such work in a time-bound manner. Necessary proof shall be provided for same.
- d. One of the Director/Proprietors/Partner/Employee of the firm should have registration of the Council of Architecture.
- e. Should have completed the design of at least one project for a government organization in any of the fields like Academic Buildings/Hostels/Residential/ Research Laboratories/ Boundary Wall or related areas etc.
- f. Should have Certificate of registration for GST and PAN Card

## 3. LIST OF DOCUMENTS TO BE UPLOADED:

- a. Memorandum & Articles of Association of the company/ Certificate of Registration/ Partnership Deed
- b. Certificate of registration for GST
- c. Completion Certificate from clients regarding satisfactory work done not below the rank of Executive Engineer.
- d. Copy of PAN Card.
- e. Details of full-time Architects, details of COA certificate.
- f. Under-taking on the Letterhead of company, as below:  
*We hereby affirm that we have a minimum of two full-time Architects, including the Director/Proprietor, on our payroll for the last six months. The following individuals are actively engaged in full-time architectural services, and are registered with the Council of Architecture (COA):*  
**Architect 1:**  
**Director/Proprietor:**
- g. Any other document as specified in this RFP

## 4. G.S.T

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

## 5. 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 6 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**

## **6. SECURITY DEPOSIT**

2.5% of the fee payable shall be retained as a security deposit and the same shall be released only after 6 months from the actual completion of assigned consultancy work.

## **7. 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 Consultants / Architects agency found unsatisfactory by giving one-month notice.

The institute reserves the right to conclude the agreement at any stage of work. However, completion of **Stage-I**, which includes the submission and approval of Conceptual Design, is mandatory and must be fulfilled by the appointed consultant/architect before any such termination is exercised.

## **8. 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.

## **9. SCOPE OF SERVICES**

- a. Architectural Design and Floor Plans: Preparation of floor plans (Architectural drawings) of the main gate, along with site verification to ensure accuracy in design.
- b. Structural Design and Services Drawings: Prepare the structural design and drawings in line with the proposed architectural design along with services drawings if any, as

required for the gate and urban precincts.

c. Concept Design to Final Execution:

- Conceptual Design: Develop initial concept designs for the Main Gate and its Urban Precincts, considering aesthetics, functionality, and safety.
- Detailed Design: Once the concept is approved by the competent authority, prepare detailed drawings including materials, specifications, and structural systems.
- As-built Drawings: After completion of construction, provide as-built drawings reflecting the final constructed design.

d. Urban Precinct Design:

- Design and suggest security cabins, checkpoints, and other security measures in the precinct to ensure safety while maintaining the aesthetic appeal.
- Develop surrounding spaces such as pathways, parking areas, landscaping, and other urban features that complement the gate's design.

**Note:**

- In case of structural vetting is required the necessary fee shall be reimbursed extra by IIT Delhi and structural vetting has to be done only by Government department/agencies including IIT's/NIT's/Govt college etc.
- The bidder may contact the Executive Engineer (CD-I) or his authorized representative, IIT Delhi for any clarification required.

**10. PREPARATION OF DRAWINGS FOR SUBMISSION, PAYMENT SCHEDULE & TIME FRAME**

S.No.	Activities	Cumulative period from date of Award	Total fee payable
1	Conceptual design: Architectural Drawings and 3D views (floor plans, elevations, sections) for the main gate, surrounding buildings, utilities and the urban precinct. Conceptual Design Report including sketches, material choices, and design principles.	30 days	Lumpsum amount as quoted by the bidder
2	Detailed design Once the concept is approved by the competent authority, prepare detailed drawings including materials, specifications, preliminary structural system and service lines/ Tender drawings. Submission of estimate for A/A & E/S and T/S	31 <sup>st</sup> to 60 <sup>th</sup> days	Lumpsum amount as quoted by the bidder
3	Prepare the structural design and drawings in line with the proposed architectural design along with services drawing, if any as required for the gate, buildings and urban precincts. Submission of GFC drawings.	61 <sup>st</sup> to 105 <sup>th</sup> days	Lumpsum amount as quoted by the bidder
4	As-built Drawings: After completion of construction, provide as-built drawings reflecting the final constructed design.	Within 15days after the actual completion of construction	Lumpsum amount as quoted by the bidder

### **11. BID EVALUATION CRITERIA**

Financial bids of all those bidders will be opened who fulfils the Minimum eligibility criteria. Department shall intimate the bidders, the scheduled date and time for opening of the financial Bids. The Successful Bidder shall be the one with the least quoted Consultancy Charges amount on the financial bid sheet.

In the case of a tie in Financial Evaluation, the bidder will be asked for a presentation, judged by the internal committee of the Institute.

Institute reserves the right to accept or reject all / any of the proposals without assigning any reasons.

### **12. MODE OF SUBMISSION**

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

### **13. COMPENSATION FOR DELAY**

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

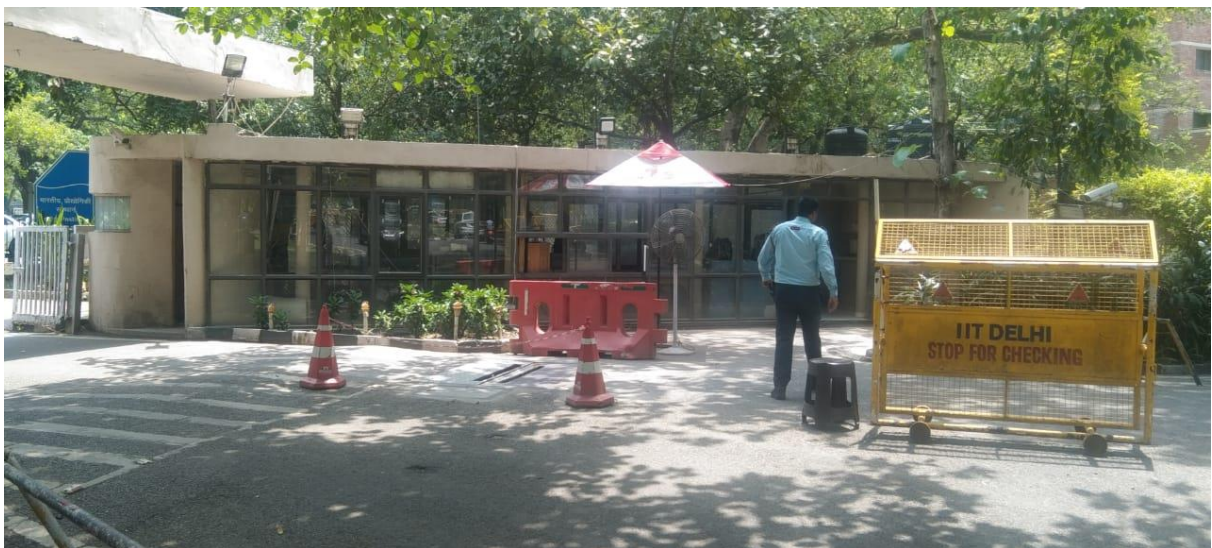
The decision of Engineer in-charge as to the period of delay on the part of the consultant and the quantum of compensation for such delay shall be final and binding on the consultant.

### **14. PHOTOGRAPHS OF SITE**

Below are the photographs of the site for easy reference purposes only. The actual dimensions and site verifications are to be done by the successful bidder before designing.







## 15. FINANCIAL BID

S. No.	Activities	Unit	Fee payable in Figures (Lumpsum)	Fee payable in Words (Lumpsum)
1	Conceptual design: Architectural Drawings and 3D views (floor plans, elevations, sections) for the main gate, surrounding buildings, utilities and the urban precinct. Conceptual Design Report including sketches, material choices, and design principles.	Lumpsum		
2	Detailed design Once the concept is approved by the competent authority, prepare detailed drawings including materials, specifications, preliminary structural system and service lines/ Tender drawings. Submission of estimate for A/A & E/S and T/S	Lumpsum		
3	Prepare the structural design and drawings in line with the proposed architectural design along with services drawing, if any as required for the gate, buildings and urban precincts. Submission of GFC drawings.	Lumpsum		
4	As-built Drawings: After completion of construction, provide as-built drawings reflecting the final constructed design.	Lumpsum		
	<b>GRAND TOTAL</b>			

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