



INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
ENGINEERING UNIT  
CHENNAI – 600 036  
**ARCHITECTURAL CONSULTANCY SERVICES**  
**e-TENDER NO: 1/ARC / 2021 – 22**

**ELIGIBILITY BID - e-Envelope - 1**

**NAME OF WORK :** Providing Architectural Consultancy services for the work of “Proposed Construction of new building (G+1 Floor) for Cryo facility at IITM”.

Date of Pre-bid Meeting & Venue : 28-04-2021 at 11.00 AM  
Through google meet.

Last Date for Submission of e-Tender : 05-05-2021 @ 03:00PM

Date and Time of opening of Eligibility Document (e-Envelope-1) : 06-05-2021 @ 03:00PM

Date and Time of opening of Financial proposals (e-Envelope-2) will be intimated later to the eligible Architects.  
Certified that this document contains 28 pages (including this page)

**EXECUTIVE ENGINEER,  
ENGINEERING UNIT,  
ADMIN BUILDING, 3<sup>RD</sup> FLOOR,  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS,  
CHENNAI – 600036.**

Certificate by the Architect:

Certified that no addition and deletion has been made to the tender documents downloaded from the e-Tender web site.

Signature of the Architect

Name & Seal

( to be signed during concluding agreement)



INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI-600036  
e-TENDER NO.: 1/ARC / 2021 – 22  
ELIGIBILITY BID – e-Envelope 1

1. Notice Inviting e-Tenders

**NAME OF WORK:** Providing Architectural Consultancy services for the work of “Proposed Construction of new building (G+1 Floor) for Cryo facility at IITM”.

1. Sealed e-Tenders are invited, upto 3.00 pm on 05 - 05 - 2021 by the Executive Engineer, Indian Institute of Technology Madras (IITM), Chennai – 600 036 from eligible Architectural firms / individuals who are registered with Council of Architecture and satisfying the eligibility criteria prescribed in this tender document.
2. The bid documents can be seen from the e-Tender web site (<https://etenders.gov.in/eprocure/app>).
3. All e-Tenders, submitted within the stipulated date and time will be opened after 3:00 pm on the stipulated date of opening of the e-Tender. Only e-Envelope 1 will be opened on that day. The Date and Time of opening of Financial proposals (e-Envelope-2) will be intimated later to the eligible Architects.

**2.0 PROCEDURE FOR VIEWING AND SUBMISSION OF e-TENDER**

2.1 Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. The bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “Help for contractors”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal]. Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

**A. Instructions for submission of online bid:**

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:<https://etenders.gov.in/eprocure/appby> clicking on “Online Bidder Enrollment”. Enrolment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
- v. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- vi. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- vii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- viii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- ix. The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in pdf format for evaluation purpose.
- x. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- xii. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- xiii. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xiv. The uploaded tender documents become readable only to public view after the tender opening by the authorized bid openers.
- xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- xvi. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### Assistance to bidders

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120- 4001005]

#### **2.2 e-Envelope 1 – Eligibility application shall be uploaded with**

- a. Necessary supporting documents as prescribed in the Para 7 / Page no: 7 of this tender document.
- b. Scanned copy of the Letter of Transmittal as prescribed in the Form 20 - 1 / Page no: 18 of this tender document.
- c. Financial Bid shall be uploaded with the quoted Architectural consultancy fees for the work as a lump-sum amount. The spread sheet containing the Bill of Quantity can be downloaded from the above-mentioned web site and the same shall be uploaded to the e-Tender website after filling

the rates. The file name of the spread sheet document which is downloaded from the e-Tender web site should not be changed.

- d. If the bid is made by an individual, he / she shall sign it with his/her full name and his/her address shall be given. If it is made by a firm it shall be signed by a member of the firm (under the seal of the firm), who shall also enter his/her name and address. Name and address of other members of the firm shall also be indicated. If the same is made by a corporation, it shall be signed by a duly authorized officer who shall produce with the bid, satisfactory evidence of his/her authorization.
- e. For any further clarification the Executive Engineer of the Institute may be contacted.

### **3.0 Receipt and opening of bids.**

1. e-Tenders can be uploaded in the e-tender website till the stipulated date and time of submission.
2. Only e-Envelope 1 containing the eligibility application will be opened on the stipulated date of opening of tender.
3. The e-Envelope 2 of only those tenderers who qualify as per the tender conditions will be opened on a date which will be intimated later.

### **4.0 Evaluation Procedure.**

1. Only those tenderers who satisfy the eligibility criteria prescribed in this eligibility bid (e-Envelope1 ) shall be shortlisted for opening of their respective financial bids (e-Envelope 2).
2. The successful tenderer will be selected based on lowest quoted L1 Amount.
3. The contract will be awarded to the successful bidder at his / her quoted / negotiated amount.
4. The Architectural consultant whose bid is accepted shall sign a written agreement with the IITM, Chennai.
5. The tender accepting authority of IITM reserves the right to reject any bid or all the bids without assigning any reason.

### **5.0 Validity**

The Validity period of the bids will be **Three months** from the date of opening of the Eligibility document.

## 6.0 Eligibility Criteria

- 6.1 The tenderer should be eligible to participate as per the Council of Architecture, India norms  
Necessary details should be uploaded in the e-Tender website.
- 6.2 The successful tenderer must establish a local office at Chennai with all infrastructure including  
men and equipment for carrying out the design and planning work. The office should not be  
closed till approval of the complete design by IIT Madras. In this regard, the tenderer shall furnish  
an undertaking along with the letter of transmittal as prescribed in this tender document.
- 6.3 The applicant should have successfully rendered Architectural services for works as follows during  
the last 7 years ending 30.04.2021 .
- a. Three similar works each costing not less than Rs.200 Lakhs
- or**
- b. Two similar completed works each costing not less than Rs.300 Lakhs
- or**
- c. One similar completed work costing not less than Rs.400 Lakhs
- “Cost of work” in this criterion shall mean completed cost as mentioned in the final bill including  
all services, if any, carried out under single contract.
- “Similar work” in this criteria means **“Architectural consultancy services for RCC framed  
structure for educational/ lab buildings”** during the last 7 years ending 30.04.2021.
- 6.4 Should have an average annual financial turnover of Rs 100 lakhs during the last 3 years ending  
31-3-2020. This should be certified by a chartered accountant.
- 6.5 Should not have incurred any loss in more than two years during the last five years ending  
31-03-2020.
- 6.6 The applicant should have sufficient number of Technical and Administrative staff for the proper  
design of the buildings. The applicant should submit a list of these employees stating clearly how  
they would be involved in this work.
- 6.7 The applicant’s performance in respect of completed works should be certified by an officer not  
below the rank of Executive Engineer in case of Government works and Project Manager or  
equivalent officer for other works.
- 6.8 Self-certified in house facilities / Infrastructure of the firm.

## **7.0. DOCUMENTS TO BE UPLOADED WITH e-ENVELOPE 1 - ELIGIBILITY DOCUMENT**

**The following documents in support of experience and financial standing shall be enclosed with the application for eligibility.**

1. Financial information in the form – ‘A’ enclosed
2. Details of similar works carried out in the past in form – ‘B’ enclosed
3. Details of works in progress in form – ‘C’ enclosed
4. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
5. Details regarding the structure of the organization in form - ‘E’ enclosed
6. Details of technical and Administrative personal in form – ‘E1’ enclosed
7. Details of Establishment & Infrastructure Facilities in form – ‘F’ enclosed
8. Letter of transmittal
9. Proof of registration with Council of Architecture.
10. GST registration Certificate.

## **8.0 EVALUATION OF APPLICATIONS FOR ELIGIBILITY**

8.1 The applications received shall be evaluated for eligibility to take part in the tendering process by a two stage system.

8.2 Stage I – The applications will be evaluated for conformity to the eligibility criteria prescribed in 6.1 to 6.5

8.3 The Indian Institute of Technology Madras reserves the right to restrict the list of eligible Architect / Architectural firm to any number deemed suitable.

8.4. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he/she has:

1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
2. Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or technical / weaknesses etc.

8.5 The employer reserves the right to accept or reject any application and to annul the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability towards the applicants.

## **9.0 Project Details**

**NAME OF WORK:** Providing Architectural Consultancy services for the work of “Proposed Construction of new building (G+1 Floor) for Cryo facility at IITM”.

<b>Sl.no</b>	<b>Description</b>	<b>Scope of work</b>
1	Approximate plinth area	650 Sqm
2	Approximate foot print area	400 Sqm
3.	No. of floors	G+1 floor (RCC framed structure)
4	Floor height	Typical floor height about 4.2 m to accommodate ducts for air conditioning
5.	Ground floor	Ground floor should house 3 microscopic rooms with floor isolation with EMI shield.
6.	Special features	Vibration isolation foundation for Microscopic equipment's.

- The building shall be designed to be in conforming with the local by laws and the National building code 2016.



The actual footprint and the layout of the building has to be planned taking into account the actual site constraints including existing trees, campus ecological constraints, service lines, roads and drains etc.

For variation in built up area upto (+/-)10% of the area mentioned above no additional/reduction payment shall be made. For increase in area more than 10%, 50% of the quoted rate on pro-rata basis will be paid. The quoted rate shall be inclusive of GST

### **10.0 Scope of work**

1. Preparation of Conceptual drawings taking into account the site constraints and should be submitted at the technical bid stage.
2. Preparation of Preliminary drawings and obtaining approval of IITM.
3. Obtaining approval from relevant Local bodies / statutory authorities like CMDA etc. Necessary charges / fees to be paid to the statutory authorities will be borne by IITM. IIT Madras will not entertain any additional claim in this regard.
4. Preparation of 'Design basis report' for the structure as well as MEP services in the building and finalizing the designs in consultation with IITM.
5. Preparation of detailed Architectural drawings for approval of IITM.
6. Preparation of detailed structural analysis and design as per relevant Indian standards using computer programs like STAAD / SAP etc and preparation of detailed structural drawings in AutoCAD, duly proof checked from a reputed Educational Institutions/Research Institutions/ Government Department engaged in building construction works with prior approval of the Indian Institute of Technology Madras.
7. Preparation of detailed design and drawings for all the Internal and External MEP services like electrical distribution, Lifts, , water supply, sewage disposal, telephone and data cabling, and design for approach roads and paths, etc.
8. Preparation of bill of quantities including detailed take off sheets and detailed Estimate adopting 'CPWD Schedule of rates, wherever applicable. For items of work not available in CPWD Schedule of rates market rates may be adopted and detailed rate analysis is to be made available for such items with necessary supporting quotations obtained from the market. For all MEP services, the detailed estimates and BOQs shall be prepared based on market rates.
9. Preparation of Tender documents like NIT, PQ documents etc for call of tenders for the execution of work. The BOQs shall be prepared under the following Sub heads so that separate tenders can be called for works in these sub heads if necessary.
  - a. Civil and internal electrical works.
  - b. Fire detection.
  - c. LT Electrical distribution.
  - d. Lifts.
  - e. External developments like drainage, landscape, roads and paths, electrical substation etc.
  - f. Air conditioning

- g. CC TV, Voice, data network and access control.
10. Assist IITM in preparation of justification of tenders based on the prevailing market rates.
  11. Approval of materials to be used in the work during the course of construction, if requested by IITM.
  12. Issue of clarifications, details etc on the drawings and bid documents as and when requested by IITM.
  13. Site visits / attendance in project review meetings as and when needed. No extra cost shall be paid for the same.
  14. Periodic inspection and evaluation of construction works to ensure compliance with the approved drawings.
  15. All drawings shall be prepared in Auto CAD including Building information modeling (BIM) using Revit software (Architectural / structural / MEP) and the soft copies should be submitted to IITM for approval. The drawings and BIM shall be submitted in editable format and in PDF form.
  16. It may be specifically noted that all 'Good for construction' drawings and details including MEP, finishes and services connected with the project should be made available at the time of call of tenders for fixing the agency for executing the work. Detailed 'Good for construction' structural drawings should be submitted with clarity on detailing of joints of structural elements including bar bending schedule.
  17. No changes shall be made in the various drawings during the course of execution unless specifically desired, in writing, by IITM.
  18. Preparation and submission of "as built" drawings for the building and MEP services.
  19. Any other details not mentioned above but required for satisfactory completion of the project.

### **11.0 Deliverables**

1. Conceptual drawings.
2. Preliminary drawings for approval of IITM.
3. Design Basis report for Structural design and all MEP services in the building.
4. Detailed drawings for the structure and MEP services.

5. Detailed estimate for the building and MEP services.
6. Tender documents for the building and MEP services.
7. The Architectural Consultant to whom the work is awarded shall submit **TEN (10)** copies each of all **finally approved 'Good for construction' drawings** at the time of call of tenders for fixing the agency for execution of work. If more copies of drawings are required, the Architect will arrange to supply them, on written request, at an extra cost Rs.100/- for A0/A1 sheets and Rs.50/- for A2/A3 sheets.
8. **Building Information Model (BIM)** representing the geometric, visual and material details of the Architectural elements with BIM software compatible with AutoCad such as Revit Architecture / Structure / MEP shall be prepared. The model shall incorporate interior as well as exterior Architectural details of the building for visualization with finishing and joinery details in true texture and colours as far as possible. In addition, the Architectural model may be used to generate sections, elevation, plan views as well as the bill of materials. The components of the Architectural model should be designed in such a manner that it will be possible to link the components to the construction schedule and visualize the sequence & schedule of construction, working drawings and as-built drawings.
9. Ten sets of "As built" drawings for the building and all MEP services with soft copy.
10. Ten sets of commissioning reports and operation Manuals for all MEP services.

## **12 Additional conditions**

The planning work shall not be sublet without written permission of the Executive Engineer nor shall transfer be made to power of Attorney authorizing others to receive payment.

1. The Architect whose bid is accepted shall comply with the provisions of all Acts, Statutes, Rules, Regulations etc. of the Central and State Government/ Local body and applicable codes as the case may be and as may be applicable in this case and if necessary get himself duly registered as required by the said Acts, Statutes, Rules, Regulations etc.
2. All taxes, duties which are to be deducted as per Govt. Rules shall be deducted from the bills.
3. The Consultant shall design the building in accordance with good Engineering Practice incorporating functional and efficient Architectural and Engineering design conforming to the Indian Standard codes of practices and specifications, energy saving measures etc.
4. The Consultant should furnish all the required information such as detailed estimate, 'Good for construction' Architectural drawings, structural drawings etc. of the project before tenders are invited and not in stages, during the progress of the work.
5. The amount quoted shall be all inclusive and nothing extra towards travel and stay or any other claim is payable.

### **13.0 Time Schedule**

The Architectural services shall be rendered in two stages.

Stage 1. – Upto the submission of tender documents including structural drawings and detailed “Good for construction” drawings for the building and MEP services.

Stage 2. – From the tendering stage to submission of ‘As Built’ drawings.

#### **Time schedule for submission of various details in Stage 1**

<b>Sl. No .</b>	<b>Cumulative Weeks after acceptance of offer</b>	<b>Activities to be completed</b>
1.	3	<ul style="list-style-type: none"> <li>▪ Preliminary Drawings and obtaining approval from IITM</li> </ul>
2.	7	<ul style="list-style-type: none"> <li>▪ Detailed Architectural drawings for approval of IITM</li> </ul>
3.	14	<ul style="list-style-type: none"> <li>▪ Detailed structural analysis and structural drawings</li> <li>▪ Bill of quantities including take off sheets and rate analysis for all market rate items.</li> <li>▪ Proof checking of structural design</li> <li>▪ Detailed estimates, BOQ and drawings for MEP &amp; HVAC services,</li> </ul>
4.	16	<ul style="list-style-type: none"> <li>▪ Tender document with ‘Good for construction’ drawings for the building</li> <li>▪ Tender documents with ‘Good for construction’ drawings for MEP services,</li> </ul>
<b>Total Time for completion of Stage I = 16 weeks</b>		

### **14.0 Payment Schedule**

a.	On submission and approval of Preliminary Architectural Drawings.	10% of the amount quoted.
b.	On submission of Detailed Architectural Drawings.	15% of the amount quoted minus payment already made.
c.	On approval of Details Architectural Drawings	25% of the amount quoted minus payment already made.
d.	Submission of detailed services drawings including design calculations wherever needed and approval to the same.	40% of the amount quoted minus payment already made.
e.	Submission of detailed Estimate, take off sheets, rate analysis and bid documents etc. for invitation of tender for building work and services and approval to the same.	45% of the amount quoted minus payment already made.
f.	Submission of detailed structural analysis, design and structural drawings, proof checking and BIM	50% of the amount quoted minus payment already made.
g.	On approval by all statutory authorities and Award of construction contract.	80% of the amount quoted minus payment already made.
h.	After 50% completion of construction work (Financial progress).	90% of the amount quoted minus payment already made.

i.	After completion of all construction works including services.	95% of the amount quoted minus payment already made.
j.	After issue of "AS BUILT" drawings and in editable electronic format	100% of the amount quoted minus payment already made.

**15.0 Compensation for delay.**

Compensation at the rate of 0.5% of the quoted amount per week shall be recovered for delay in completing stage 1 activities as mentioned in Para 5, subject to a maximum of 10% of the quoted amount. Any justified delay on the part of the Architect and delay in issue of approval by IITM will be taken into account while deciding the compensation. The decision of the Engineer in charge in deciding the compensation will be final and binding on the Architect.

**16.0 Termination of Agreement.**

The Agreement may be terminated at any time by either party by giving a written notice of one month to the other. In the event of the termination of the agreement by IITM, the Architect shall not be entitled to any compensation or damages by reason of such termination but shall be entitled only to the fees for the services actually rendered. In the event of termination of contract by the Architect no further payment other than that has /have already been made shall be paid.

**17.0 Transfer of interest.**

So long as the Agreement subsists, neither the Employer nor the Architect shall assign, sublet or transfer their interest in this Agreement, without the written consent of the other.

## 18.0 INFORMATION AND INSTRUCTIONS TO APPLICANTS

### 18.1. Definitions:

The following words and expressions have their meaning hereby assigned to them.

1. EMPLOYER means IIT Madras, Chennai -36 acting through the Executive Engineer, Engineering Unit.
2. APPLICANT means individual, proprietary firms, firm in partnership, limited company – private and Public Corporation.
3. Engineer-in-charge means Executive Engineer, IITM.
4. Tender means “**e-Tender**” which will be submitted online through dedicated website.

### 18.2 Information and Instructions

1. The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.
2. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically uploaded in the e-Tender website. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If any particulars/query is not applicable in case of the applicant, it should be stated as ‘not applicable’.
3. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
4. The applicant may upload any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute.
5. Applications made by email, Fax / any other electronic media other than through e-Tender website and those received late after the prescribed date and time will not be considered.

6. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
7. Any addenda / corrigendum will be uploaded only in the e-Tender website and all of those document uploaded in the e-Tender website will became part of the agreement.
8. Tenderer can upload documents in the form of PDF format. The size of individual file should not exceed more than 5MB.
9. Tenderer must ensure to quote rate of each item.
10. Tenderers are requested to comply following instructions:
  - a. After submission of the online bid the tenderer can re-submit revised online bid any number of times but before last date and time of submission of tender as notified.
  - b. While submitting the revised bid, tenderer can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of tender as notified.
11. The rate(s) must be quoted in decimal coinage. Tenderers must ensure to quote rate of each item. The column meant for quoting rate in figures appears in Cyan colour. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
12. The tender submitted shall become invalid if:
  - a. The tenderer is found ineligible.
  - b. The tenderer does not upload all documents as stipulated in the tender document including letter of transmittal.
  - c. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the lowest tenderer in the office of Executive Engineer, IIT Madras
  - d. The lowest tenderer does not deposit the originals of all the scanned and uploaded documents as specified.
13. No intimation shall be given to the successful tenderer for submission of originals of all the scanned and uploaded documents to the Office of Executive Engineer, Engineering Unit, IIT Madras.

### **18.3 Authority to sign the application:**

1. If an individual makes the application, it shall be signed by him above his full type-written name and current address.
2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
3. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

### **18.4. Clarification on tender document.**

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email id. [knj@iitm.ac.in](mailto:knj@iitm.ac.in) addressed to Executive ENGINEER, IITM at Chennai up to the date of prebid meeting. All clarifications will be provided along with the minutes of prebid meeting. No further communication regarding clarification/queries will be entertained after the prebid meeting.

### **18.5. Pre-bid meeting.**

The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting through video conferencing with the tender inviting authority on 28-04-2021 at 11.00 AM. The link to participate in the prebid meeting through video conferencing is as follows "meet.google.com/qjt-wymp-cxj". The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer.

### **18.6 Amendment to tender documents**

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda which shall become part of the Tender Documents.



## **18.7 Instructions for filling up the forms A,B,C,D,E&E1**

### **1. Financial Information**

The applicant should furnish the Annual financial statement for the last 5 years in form – A

### **2. Information about works the**

1. List of all works of similar class successfully completed during last the 7 years in Form – B
2. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form – D. TDS Certificate should be enclosed in case the work was executed for private firms.

### **3. Information about the organization**

Applicant is required to submit the following information in respect of his organization in form E

1. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
2. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
3. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
4. Authorization for employer to seek detailed references from clients to whom works were carried out.

### **5. Letter of Transmittal**

The applicant should submit the letter of transmittal as per the format attached.

## **19.0 OPENING OF FINANCIAL BIDS**

19.1 The Financial bids of the eligible applicants shall be opened on the date and time to be intimated later.

## 20. FORMS

### 1. LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

To

**The Executive Engineer,**

Engineering Unit,  
IITM, Chennai – 600 036

**Sub:** Providing Architectural Consultancy services for the work of “Proposed Construction of new building (G+1 Floor) for Cryo facility at IITM”.

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender for the work duly filled in.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / We also authorize the Executive Engineer to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

<b>#Name of work</b>	<b>#Certificate from</b>
----------------------	--------------------------
5. I/We certify that that the tender documents downloaded and submitted is the exact replica of the document published by the IITM and no alterations and additions have been made by me / us in the tender document.
6. I am / We are aware that the Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
7. The original documents which was scanned and uploaded in the e-Tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the successful tenderer within a week of the opening of financial bid otherwise department may reject the tender.
8. I/we agree to establish a local office at Chennai as stipulated in the tender condition in case I/we become the successful tenderer.
9. I / We fully understand that the written agreement to be entered into between me / us and IIT Madras shall be the foundation of the rights of both the parties and the agreement for the consultancy services shall not deemed to be complete until the agreement has first been signed by me / us and then by the officer authorized to enter into contracts on behalf of IIT, Madras.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

**# should be filled by the Architect ; Attach separate sheet if required.**

**FORM 'A'**  
**FINANCIAL INFORMATION**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

I Financial Analysis –

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

SI No	Details	Year ending 31 <sup>st</sup> March of				
		2016	2017	2018	2019	2020
1	Gross annual turnover in (from consultancy fees collected)					
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

**This form must be filled and signed by the Chartered Accountant**

**FORM 'B'**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING BY 30<sup>th</sup> April 2020.**

Sl.No.	Name of work/project & location	Owner or sponsoring organizations	Agreement No.	Scope of work*	Cost of work in Crores	Date of start as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom referencemay be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	

\* indicate Number of stories in super structure.

\*\* Indicate gross amount claimed and amount awarded by the Arbitrator

**Signature of Applicant(s)**

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works with out TDS certificates shall not be considered for valuation.

**FORM- B1**  
**ADDITIONAL INFORMATION FOR COMPLETED WORKS**  
**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

1. Name of work
2. Location
3. Client's name and address along with contact person & contact No.
4. Consultants name and address.
5. Scope of work.
  - a. Number of floors in Basement.
  - b. Number of floors in Superstructure.
  - c. Height of the building.
  - d. Plinth area / Built up area.
    - i. Basement.
    - ii. Superstructure
6. Type of foundation.
7. Type of Superstructure.
8. Time taken for
  - i. Foundation.
  - ii. Superstructure.
  - iii. Total Project.
9. Specialized service provided, with cost details, if available  
  
(If any, specialized services provided through associate's - Particulars of the Associates)
  - i. Communication, LAN.
  - ii. UPS.
  - iii. Water proofing Treatment
  - iv. Interior Design.
  - v. Fire Detection and Fire Fighting.
  - vi. Landscaping.
  - vii. Any other.
10. Project Management organization structure.
11. Number of shift and its duration adopted in execution.
12. Systems adopted for timely completion of the project.

**SIGNATURE OF APPLICANT(S)**

**FORM 'C'**  
**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

**PROJECTS UNDER EXECUTION OR AWARDED**

SL NO work/project & location	Name of Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks ( Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)	
1	2	3	4	5	6	7	8	9	10	11

**Signature of Applicant(s)**

**FORM 'D'**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

1. Name of the work / Project & Location.
2. Scope of work.
  - a. Number of floors in Basement.
  - b. Number of floors in Superstructure.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
  - a. Stipulated date of completion.
  - b. Actual date of completion.
9. Amount of compensation levied for delayed Completion if any.
10. Performance report based on Quality of Work, Time Management, and Resourcefulness : Very Good / Good / Fair

DATE

**EXECUTIVE ENGINEER /  
PROJECT MANAGER OR  
EQUIVALENT**

**FORM 'E'**  
**STRUCTURE AND ORGANISATION**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (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)
  - a) Registration Number.
  - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend construction for a period of more than six months continuously after the construction was commenced?  
If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?  
If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / blacklisted for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
10. In which field of Civil Engineering Construction, specialization and interest is ?
11. Any other information considered necessary but not included above.

**SIGNATURE OF APPLICANT(S)**



**FORM 'E1'**  
**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY**

Sl No	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous servicewith employer
1	2	3	4	5	6	7

**Note : additional information about Technical personnel , if any , may be submitted on separate sheet.**

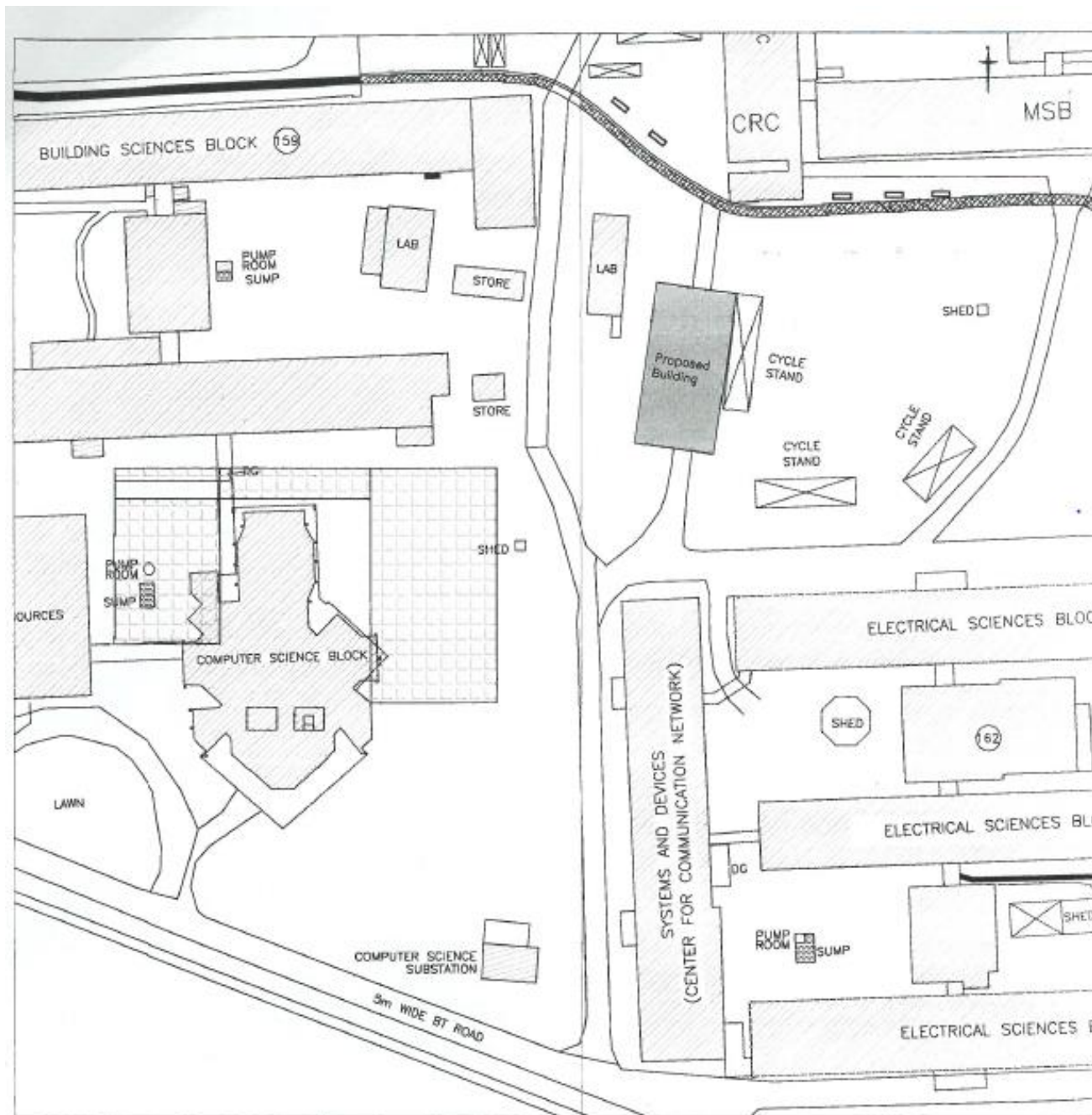
**Signature of Applicant**

**FORM –'F'**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

**DETAILS OF IN-HOUSE & INFRASTRUCTURE FACILITIES LIKELY TO BE USED INCARRYING OUT THE WORK.**

Sl No.	In-house Facility / Infrastructure	Ownershipstatus	Current location	Remarks
		Leased / Outsourced		
1	2	3	4	5
1				
2				



Certified that the Application for Eligibility as published on the web contains 28 pages.

Executive  
Engineer  
Engineering Unit,  
Administrative  
Building,  
3rd Floor,  
Engineering Unit,  
IIT Madras, Chennai – 600 036.