



**NOTICE INVITING E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR VARIOUS WORKS OF CIVIL/ ELECTRICAL ENGINEERING, DESIGN AND COST ESTIMATION FOR NEW/ REPAIRS/ RENOVATION OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITIES ETC. AND SURVEY & PREPARATION OF MASTER PLAN AT IIM, LUCKNOW.**

To,

M/s.....

**SUB.: NOTICE INVITING E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR VARIOUS WORKS OF CIVIL/ ELECTRICAL ENGINEERING, DESIGN AND COST ESTIMATION FOR REPAIRS/ RENOVATION OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITIES ETC. AND SURVEY & PREPARATION OF MASTER PLAN AT IIM, LUCKNOW**

Dear Sir,

Tenders on behalf of the Director, Indian Institute of Management Lucknow are invited on QCBS ( Quality and cost-based selection) for selection of Architect cum Consultant for various works of civil engineering, design, drawing and cost estimation for repair/ renovation/ New Construction of office, residence, hostels, guest house, academic block, common utilities etc. and on LCS ( Least Cost System) for selection of Survey and preparation of master Plan at Indian Institute of Management Lucknow, Prabandh Nagar, Lucknow. The Institute invites you to participate and to send your offers as per the attached **NOTICE** inviting **E-TENDER**.

The complete Tender document containing pre-qualification requirements, eligibility criteria, experience etc. are available on <https://eprocure.gov.in/eprocure/app> and our website <http://www.iiml.ac.in> for reference only.

Reputed Companies may submit their bids in the prescribed format with all the necessary documents online at <https://eprocure.gov.in/eprocure/app> on or before the bid submission closing Date & Time.

Sd/-

Chief Administrative Office

For Indian Institute of Management



## INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road Lucknow 226013

**E-TENDER NOTICE INVITING TENDER IIML/PROJ/TENDER/2023-24/4429 Date: 04.01.2024.**

**NOTICE INVITING E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR VARIOUS WORKS OF CIVIL/ ELECTRICAL ENGINEERING, DESIGN AND COST ESTIMATION FOR REPAIRS/ RENOVATION OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITIES ETC. AND SURVEY & PREPARATION OF MASTER PLAN AT IIM LUCKNOW.**

Dear Sir,

Tenders are invited from reputed companies for the Empanelment of agencies, Appointment of Architect Cum Consultant and Appointment of Agency for Survey and Preparation of Master Plan of IIM Lucknow at Indian Institute of Management Lucknow.

Name of work	: NOTICE INVITING E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR VARIOUS WORKS OF CIVIL/ ELECTRICAL ENGINEERING, DESIGN AND COST ESTIMATION FOR REPAIRS/ RENOVATION OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITIES ETC. AND SURVEY & PREPARATION OF MASTER PLAN AT IIM LUCKNOW.
Tender Fee	: Rs. 1500 (inclusive GST). Which is nonrefundable.
Earnest Money	: Rs. 20,000/-
Total Estimated Cost	: NA
Period of Contract	: Initial for one Year (It may be extended as per the performance of agency and requirement of the Institute.
Date of issue of tender document	: 04-01-24
Date of Pre-bid Meeting	: 15-01-24 @ 1100 Hrs.
Last Date for Submission Tender Document	: 25-01-24 @1500 Hrs.
Date of opening of Technical Bid Opening	: 27-01-24 @ 1100 Hrs.

Sd/ -

Chief Administrative Officer

For Indian Institute of Management Lucknow

## INSTRUCTION TO TENDERER

- (i) The participating agencies are requested to read the tender document carefully before participating.
- (ii) Bidders are required to deposit an amount of Rs. 1500/- (Rupees One Thousand five hundred only) towards the Tender Fee and Rs. 20,000/- (Twenty thousand) towards Earnest Money to below-mentioned IIM Lucknow account of the Institute on or before the last date & time mentioned above. This tender fee is unreturnable in nature. Participating agencies are requested to mention UTR number / Transaction ID and date of Deposit/Transfer. IIM Lucknow details are mentioned below:

Account No.	07231450000294
IFSC Code	HDFC0000723
Name of IIM Lucknow & Type of Account	HDFC IIM LUCKNOW/Saving

**Note:** MSME's as defined in MSME Procurement Policy issued by GOI are exempt from submitting EMD. Necessary enclosure to be submitted along with the Technical-Bid.

In case the work is awarded then the EMD Submitted will be treated as Performance Security and if the agency was exempted from submission of EMD then the RS 20,000 in any of the above for will have to be submitted within 7 days of issue of LOI. A maximum Grace period of 3 Days will be given after levy of penalty equal to 1 % of EMD Value per Day. If in case after 10 days of issue of LOI the Performance security is not deposited unless otherwise any extension had been granted by IIM Lucknow then the Work awarded/ LOI issued will be straightaway considered as Terminated. Under this situation the agency will have no claim whatsoever in this regard and the Agency will be Black listed for a period of 2 Years.

- (iii) Financial bid must be filled and submitted in the prescribed formats given on the CPP portal separately. A sample format of the financial bid has been attached with the technical bid just for the understanding of the bidders. This is required to be kept blank and just signed and stamped along with the other documents of this Tender. If any filled in financial bid is found along with the technical bid of this Tender, then the Tender shall be straight away rejected.
- (iv) Tender must be valid for a minimum period of 120 days from the date of opening.
- (v) Technical bid shall be opened first, if the tenderer fails to submit the tender fee/ MSME certificate, then their technical bid will not be Evaluated. The technical offers will be evaluated by the tender committee formed by the Institute's Competent Authorities. Based on technical evaluation criteria of this document the agency will be initially appointed for the Institute.
- (vi) Each page of the tender document must be signed by the authorized signatory of the tenderer.
- (vii) Original tender document duly signed and filled up should be uploaded.
- (viii) The tender not accompanied by a complete document or duly filled in all respects shall be rejected.
- (ix) All erasures, cuttings, and alterations made must be attested by the authorized person while filling the tender document. Over-writing of figures is not permitted.
- (x) The Indian Institute of Management, Lucknow does not bind itself to accept any of the agency and reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason.
- (xi) If any of the document submitted by the tenderer is found fake, even after the acceptance of tender, the contract will be terminated for which the concerned tenderer will itself be responsible and no compensation, etc., will be paid by the IIM, Lucknow. Further, the EMD/

Performance security will be forfeited and the agency will be blacklisted for two Years.

- (xii) The Director, Indian Institute of Management, Lucknow reserves the right to reject one or all the tenders without assigning any reason. No claim, whatsoever, shall be entertained on this account.

Tenderer are required to execute the agreement in accordance with the approved Performance on non-judicial Rs. 200 stamp papers within 10 days from the date of receipt of this Letter of Intent. The cost of non-judicial stamp paper is to be borne by tenderer. If the Agreement is not executed within 15 days of Date of Issue of LOI unless otherwise any extension is given by IIM Lucknow then the work awarded/ LOI issued will be straight away considered as terminated. Under this situation the EMD/ Performance security submitted will be forfeited and the agency will have no claim whatsoever in this regard and the Agency will be Black listed for a period of 2 Years.

- (xiii) Successful tenderer uploaded document will be verified with the original at the time of LOI / Agreement.
- (xiv) Interested applicants are required to submit their full bio-data giving details about their firms, work experience, technical personnel in their firm, spare capacity, proven competence to handle major-works, in-house computer-aided design facility etc. in the enclosed pro-forma (Annexure-II)
- (xv) As the time is the essence of a contract, the ability and competence of the applicant to render required services within the stipulated time-frame will be a major factor while selecting the Architect cum Consultant.
- (xvi) The Form of Tender can be signed by the person/s on behalf of the firm having necessary authorization/ Power of Attorney to do so. Each page of the application shall be signed (copy of Registration Certificate/ MoA/ POA to be enclosed along with the Technical-Bid).
- (xvii) If the space in the pro-forma is insufficient for furnishing full details, such information may be supplemented on separate sheet/s stating therein the part of the pro-forma and serial number. Separate sheet can be used for each part of the tender application.
- (xviii) While filling up the pro-forma with regard to the list of the important projects completed or in hand, the applicant shall only include those projects/ works whose individual cost is not less than Rs. 20 lakh for civil works and Rs. 5 lakh for electrical/ AC/ interior design/ other architect works OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined.
- (xix) The applicants must have following professionals on its roll:
- At least one Graduate with B.Arch or equivalent having membership of Indian Institute of Architects/ Indian Council of Architecture with minimum 5 years of experience.
  - At least one post graduate with MTech in Structural Engineering
  - At least one Graduate with B.Tech (Civil Engg) / M. Tech (Civil/Construction/Structural design) degree from a recognized institute/ University with minimum 5 years of experience.
- (xx) The applicants Agency must have qualified personnel, as indicated at point (xix) above, having adequate work experience in planning/ designing/ Structural Designing/modification/construction of buildings on as per their respective fields for not less than 5 years and have necessary drawing staff with supporting office for being always available for consultation/ furnishing required help in getting plans sanctioned, obtaining completion certificate from local authorities etc.
- (xxi) The fees payable for the consultancy services will be linked to the value of project/s, for which the services of the consultant have been sought. Hence, the fees or service charges have to be quoted in percentage terms ( BOQ 1 of Financial BID) for value of works executed by the IIM Lucknow and for which services have been rendered by the applicant. The fees will be inclusive of all costs for rendering the services as defined in the "Scope of Work". The "value of work" will be reckoned on the basis of bill amount accepted by the IIM Lucknow in respect of the executed works for which the consultancy services have been availed.

Fees for the Survey and Preparation of master Plan will be made as per the Rates Quoted in the Price Bid for the said work BOQ 2 as per the schedule given in Special Conditions of Contract.

- (xxii) The percentage basis fee shall be valid for a period not less than the completion, certification and submission of AS Built Drawings for last work order issued for the New/ Repair/ renovation work awarded during the validity of contract/ agreement in between IIM Lucknow and the Architect cum consultant which may be further extendable on discretion of the Institute subject to satisfactory services provided by the consultant and requirement of IIM Lucknow.
- (xxiii) The applicant shall, with the prior approval of the Competent Authority and within his fees, engage the services of well qualified specialist or consultants pertaining to services indicated below and will be responsible for all the following works as per the requirement:
- a. Rendering Architectural / consultancy services for various repair/ renovation works of office building/ residential Buildings/Academic block/ Hostels/Guest House/ common utilities buildings and drainage, sewerage, water supply, electrical, rain water harvesting etc. of IIM Lucknow including Interior Designing and day-to-day supervision.
  - b. 2D/ 3D Design with cost estimates, bill of quantity, detailed structural design and drawings for renovation/ re-modelling of various projects like Renovation of Office, Cabins, Renovation of Toilets, lounge, waiting area, reception, rain water harvesting, water supply and sewerage, electrical works, Airconditioning, Lift etc.
  - c. Deleted
  - d. Surveying of the existing buildings and planning and preparing a master plan catering the complete requirement of all departments for future expansion/ enhancement of facilities of the Institute. Payment for the preparation of master plan will be separate as quoted in the financial bid.
  - e. Liaisoning with state agencies or authorities for any permissions, clearances, etc. if required and incidental to awarded work/assignment.
- (xxiv) The Institute at its discretion may award the work of Architect & consultancy and survey and preparation of master plan to two separate agencies or one agency depending on the selection procedure mentioned.
- Financial bids of Technically Qualified bidders only will be opened. Minimum qualifying marks for Technically qualifying is 60 out of 100. The Bidders technically qualified will be considered as Empaneled for other works for the Period of Two Years.
- Architect cum consultant will be selected On QCBS basis with 50: 50 weightages on technical marks obtained and Price quoted in financial bids respectively. Agency which will obtain highest marks will be awarded The Work of Architect cum Consultant.
- Among the Technically Qualified bidders, the agency which will quote the lowest rates for Survey and Master plan preparation works will be Awarded the work for Survey and Preparation of Master Plan of IIM Lucknow.
- (xxv) The applicant must have main/ branch office in Lucknow (within Municipal limits). Documentary evidence must be enclosed along with the Technical-Bid, in case the documentary evidence is not provided the tender will be summarily rejected.
- (xxvi) Decision of the IIM Lucknow about determining the selection of the Applicant/ Consultants shall be final. IIM Lucknow is not bound to assign any reasons therefore and reserve the right to reject any or all offers.
- (xxvii) The applicants have to submit the Part I (Technical Bid) and Part-II (Financial Bid) in separately as per the prescribed format at CPP (eprocure.Gov.in) portal and submitted within the specified date and time mentioned in this document.
- (xxviii) Compliance to the guidelines of Central Vigilance Commissioner (CVC) and other statutory authority (ies) will have to be ensured by the agency/ consultant.
- (xxix) Evaluation matrix, as given in Annexure IV, will be used for evaluating the technical Bid on a matrix

of 100 marks and minimum qualifying marks in Technical Bid for opening of Financial Bid will be 60. Financial Bid of only those applicants will be opened on a later date who qualifies in the technical bid evaluation. The date of opening of financial-bid will be communicated to only those bidders who qualify the technical bid.

The Technically qualified bidders will be considered Empaneled with the Institute for future 2 years for such type of Architectural and Consultancy Services. In case the Appointed Architect cum consultant does not performs or the work is terminated as per the termination clause/ because of violation of any condition given in this Tender document then limited tendering among these empaneled Agency can be done to select other architect cum consultant.

- (xxx) The decision of IIM Lucknow in regard to selection of architect firm/ consultant will be final and binding on all bidders.
- (xxxii) Bidders who will not meet the eligibility criteria mentioned in point no. (xx) and (xxvi) above will not be considered for further evaluation and their bids will be out rightly rejected.
- (xxxiii) An Earnest Money Deposit (EMD) of Rs.20,000 (Rs. Twenty thousand only) need to be submitted through electronic mode only in the account as mentioned in above point no. (ii)  
**Note:** MSE's as defined in MSE Procurement Policy issued by GOI are exempt from submitting EMD. Necessary enclosure to be submitted along with the Technical-Bid.
- (xxxiv) Pre-bid meeting is scheduled on 15-1-24 at 11:00 hours. Venue for the same will be Indian Institute of Management, Lucknow, Prabandh Nagar Lucknow-226013. Bidders may attend the meeting after understanding the terms and conditions to seek clarification/s required, if any.
- (xxxv) The applicant must meet the technical and other stipulated criteria with regard to experience, balance sheet size, positive net-worth (to be certified by C.A. having UDIN No.) and others as mentioned in the tender document and evaluation matrix before applying for the appointment.
- (xxxvi) Duly filled in applications as Technical Bid (Part-I) and Price Bid (Part-II) shall be submitted/uploaded separately in the prescribed format/ column given on CPP portal, duly furnishing all the required information.
- (xxxvii) Tender received after due date of submission will not be accepted and will be straight away rejected.

#### Brief Details of the Lucknow Campus:

IIM Lucknow, Lucknow Campus is spread around 206 acres with some village/ municipality road dividing the contiguous plot. There are 18 Hostels, 3 Guest Houses, 3 Academic Block for PGP, 2 Academic Block for FPM and MDP, office buildings, Residential Houses, MESS, Library, Computer Center, stadium, playgrounds, Recreational areas, Common utilities areas, Sewage Treatment Plant, Water Pumping stations, Substations and other such infrastructure and buildings etc. spread all around the campus.

**PART-A**

**TECHNICAL BID**

**TENDER  
Declaration**

I/We have read and examined the NOTICE Inviting tender, schedule, Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for IIM Lucknow within the time specified, viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing.

I/ We agree to keep the tendered rates valid till 120 days from the date of opening of tender and not to make any modifications in its terms and conditions.

A sum of Rs. 20,000/- is hereby Deposited at call Receipt of a Scheduled Bank/Fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by scheduled bank as earnest money.

OR

I/We had submitted a self-attested copy of valid certificate as a proof of exemption from submission of Earnest money deposit.

If I/we, fail to furnish the prescribed performance guarantee or fail to commence the work within prescribed period, I/we agree that the IIM Lucknow or its successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail of commence work as specified, I/we agree that IIM, Lucknow or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said 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 and to carry out such deviations/ additional/ extra items as may be ordered as per the provisions in the Contract.

Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid or non-submission of Performance security and not executing the Agreement within the specified period then I/We shall be debarred for participation in this re-tendering process of the work. In this case the work awarded/ LOI issued to me/ us will be considered as terminated.

I/ We undertake that in such case of termination after award of work/ issue of LOI my/ our firm can be blacklisted for next two years.

That I/ we had read the complete Tender document and understood the scope of work and agree to all the conditions given in this entire Tender document.

I/We undertake and confirm that eligible similar work(s) has/ have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the NOTICE of Department, then I/we shall be debarred for tendering in IIM, Lucknow in future forever. Also, if such a violation comes to the NOTICE of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived therefrom to 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 and Stamp of contractor/ Agency

Postal Address \*\*

## **TECHNICAL EVALUATION/ ELIGIBILITY CRITERIA**

1. Interested applicants are required to submit their full bio-data giving details about their firms, work experience, technical personnel in their firm, spare capacity, proven competence to handle major-works, in-house computer-aided design facility etc. in the enclosed pro-forma (Annexure-II).
2. The Form of Tender can be signed by the person/s on behalf of the firm having necessary authorization/ Power of Attorney to do so. Each page of the application shall be signed (copy of Registration Certificate/ Memorandum of Association (MOA) and Articles of Association (AOA) to be enclosed along with the Technical-Bid).
3. The applicant must meet the technical and other stipulated criteria with regard to experience, balance sheet size, positive net-worth (to be certified by CA having UDIN No.) and others as mentioned in the tender document and evaluation matrix before applying for the appointment.
4. Evaluation matrix, as given in Annexure IV, will be used for evaluating the technical Bid on a matrix of 100 marks and minimum qualifying marks for opening of Financial Bid will be 60. Financial Bid of only those applicants will be opened on a later date who qualifies in the technical bid evaluation. The date of opening of financial-bid will be communicated to only those bidders who qualify the technical bid. The technically qualified Bidders will be considered as Empaneled with IIML for any other service for next Two Years (For limited tendering in case of any termination of work).

Architect cum consultant will be selected On QCBS (Quality And Cost-Based selection) basis with 50 : 50 weightage on technical marks obtained and Price quoted in Financial bids respectively. Agency which will obtain highest marks (i.e Marks obtained for Technical Bid + Marks obtained for Financial Bid) will be awarded The Work of Architect cum Consultant.

The marks obtained out of 100 for Technical Qualification in Technical Bid will be multiplied by 0.5. Marks for Financial bid will be calculated as Follows:

- a. Marks for Financial Bid =  $(\text{Lowest Tender Price} \times 50) / (\text{Tender Price quoted by respective firm/ Bidder})$
- b. In the event that the first Lowest is more than one, then the financial capability of the firm (Average Turnover for last three years ) is to be considered for finalizing the L1 Vendor. Decision taken by the committee, in this regard, shall be binding to all the Applicants

Among the Technically Qualified bidders, the agency which will quote the lowest rates for Survey and Master plan preparation works will be Awarded the work for Survey and Preparation of Master Plan of IIM Lucknow.

5. The applicant must have Main/ Branch office in Lucknow (within Municipal limits). Documentary evidence must be enclosed along with the Technical-Bid, in case the documentary evidence is not provided the tender will be summarily rejected.
6. Bidders are required to deposit an amount of Rs. 1500/- (Rupees One Thousand five hundred only) towards the Tender Fee and Rs. 20,000/- (Twenty thousand) towards Earnest Money to below-mentioned IIM Lucknow account of the Institute on or before the last date & time mentioned above. This tender fee is unreturnable in nature.
7. While filling up the pro-forma with regard to the list of the important projects completed or in hand, the applicant shall only include those projects/ works whose individual cost is not less than Rs. 20 lakh for civil works and Rs. 5 lakh for electrical/ AC/ interior design/ other architect/ survey works OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined.
8. The applicants must have following professionals on its roll:
  - a. At least one Graduate with B.Arch or equivalent having membership of Indian Institute of Architects/ Indian Council of Architecture with minimum 5 years of experience.
  - b. At least one post graduate with MTech in Structural Engineering.

- c. At least one Graduate with B.Tech (Civil Engg.) / M. Tech (Civil/Construction/Structural design) degree from a recognized institute/ University with minimum 5 years of experience.
9. The applicants must have qualified personnel, as indicated at point (4) above, having adequate work experience in planning/designing/modification /construction of buildings on their regular establishment for not less than 5 years and have necessary drawing staff with supporting office for being always available for consultation/ furnishing required help in getting plans sanctioned, obtaining completion certificate from local authorities etc.
10. The Consultant cum Architect must have registered with the Council of Architecture (COA) / Members of the Indian Institute of Architecture and should have experience in architectural planning, drawings, structural design & drawings, onsite supervision of construction and Interior works for any Central Government/ State Government department/ Public Sector enterprise/ any IIM or IIT / Autonomous Body/ Public sector Bank/ Nationalized Bank.
11. Intending parties are required to submit an undertaking that their firms have never been debarred/blacklisted by any Government/ Public sector department. And there is no criminal case on the Proprietor/ partners/ Any of the Directors in any Police station of any court of India. This undertaking is to be given in the following format:

**Undertaking to be furnished by the intending Tenderers:-**

I/ We declare and confirm that: -

- i) I/ we have never been blacklisted/ debarred from any Govt./ Public sector enterprises/ Autonomous Body/ IIM Lucknow in minimum last 5 years.
- ii) There is no Arbitration case/ legal case/ dispute of my firm with Indian Institute of Management Lucknow.
- iii) There is no criminal case on me/ and my partner/ board of directors is there in any court/ Police station of India.
- iv) All the information and attachments submitted in the tender document/ envelope are true and correct.
- v) There is no suppression or concealment of information/document with regard to execution of work during the last 05 years.
- v) I/ We are aware that any false information provided herein will result in the rejection of my tender at any stage.

**SERVICES TO BE RENDERED BY THE ARCHITECT / SCOPE OF WORK:**

- i. To take the instructions from the Institute and prepare architectural drawings, structural designs & drawings, making revisions till sketch designs/ drawings in 2D as well as 3D drawings are finally approved by the Institute and making preliminary estimates for the cost Approval from the management. For initial Approval black and white or colored printouts of the drawings/ designs as per the requirement of the Institute to be submitted in minimum 2 copies for as many revisions made to obtain the Approval.
- ii. To Prepare detailed drawings and estimates of the Approved design after its Approval and revise the same as per the requirement at Approval/ Tendering/ execution/final stage as required and instructed by the Institute.
- iii. Preliminary and detailed estimates should be prepared as per the CPWD norms and Guidelines.
- iv. To submit the required drawing to the Local Authority and obtain approval, if required.
- v. To nominate and instruct additional consultants, as and when needed.
- vi. To prepare interior/renovation / architectural working drawings, structural design and drawings including design and all other drawings for various utilities such as electrical, HVAC/ VRF, Lift, sewerage, water supply

and fire-fighting, etc.

- vii. The Structural design and drawings prepared has to be vetted by a licensed structural Engineer. No additional cost for this will be paid. The Structural designs should also be submitted in Hard copy to the Institute for future reference.

In case the Institute prefers to get the design vetted from any prestigious engineering college such as IIT/ NIT then the Institute will directly make payment to the Institution engaged for such vetting. Further, if such Engineering college demands for soft copy of the design/ loading/ stress and moment model then the consultant/ agency will have to provide the soft copy in the software (STAD, ETAB pro etc.) in which the required structure was designed

- viii. To draw detailed specifications, estimates, and draft tenders for various associated works.
- ix. To prepare and supply 3 sets ( in actual size on which drawings is prepared) of all drawings for execution of assigned works for the Contractor. All the Drawings should be to the scale and in readable size and the scale should be mentioned on all the drawings. These 3 Sets are needed to be submitted every time there is any revision in the Drawing. On completion of the work As Built Drawings to be Submitted in 3 sets.
- x. In case Additional Printout (more than the quantity mentioned above) of Drawings is required then the Agency will charge the cost as per actual/ as per the prevailing market rates (Which will be decided by the Institute).
- xi. To visit the site day to day for ensuring that the works are being executed as per the Approved design and quality.
- xii. To submit complete drawings, architectural and structural design & drawings, Estimates and B.O.Q.
- xiii. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above clauses.
- xiv. If scope of the assigned work includes/ requires supervision to ensure that the work is executed as per the Architectural & Structural design then the chosen Architect cum Consultant may be required to depute his employee, and the entire responsibility of execution of work as per Architectural & structural design and timely completion of the project would rest on the chosen Architect cum Consultant.
- xv. For Preparation of Master Plan a detailed aerial/ drone survey of all the existing building inside the campus, campus boundaries, green belt, orchids, recreation areas, playgrounds/ stadiums and any other permanent structure etc. should be drawn in the drawing. The Plan should also include future planning which has to be prepared after taking proper feedback and inputs from all the concerned departments and the same may be added to it. Completed area details, utilities, Legends etc. should be tabulated on the Master plan itself. 2 Copies of this master plan should be submitted in colored format and 3 copies in Black and white format in the actual size of the drawing.

Further, if required the agency will have to provide the Submission drawing for Approval from LDA in the required no. of copies, required format and size details as per the requirement of Lucknow Development Authority.

- xvi. The agency/agencies (Architect cum consultant and Masterplan agency) will have to provide the soft copy of the drawing/ design, Estimate and BOQ prepared.

**FORM OF TENDER**

The Chief Administrative Officer,  
Indian Institute of Management,  
Lucknow,  
Prabandh Nagar, IIM Road-226013

Dear Sir

**Appointment of Architect cum Consultant for various works of civil/ Electrical engineering, Survey/design/drawing/planning and cost estimation for repairs/renovation/new works of office premises, residences, Hostels, Academic block, Guest House, Common utility areas etc. at Indian Institute of Management, Lucknow**

I/We have read and understood the Notice Inviting Tender (NIT) and contents of the tender document such as Eligibility criteria of applicants, Instructions to the applicants, Services to be rendered by the Consultant, Terms and Conditions of Consultancy, instructions, General Conditions of Contract, Special Conditions of contract etc. I/We do hereby declare that the information furnished by me/us in the tender document are correct to the best of my/our knowledge and belief.

(Pls. submit cancelled cheque, GST & PAN documents) The names of partners of our firm are:

i)

ii)

(Please submit Partnership document/Power of Attorney etc.)

Name of the partner of the firm Authorized to sign:

OR

Name or person having Power of Attorney to sign the contract  
(Certified copy of the Power of Attorney should be attached):

I)

II)

Yours faithfully

Place Signature & Seal

Date

# **GENERAL CONDITIONS OF THE CONTRACT**

General conditions of the Contract are available at the IIM Lucknow web site and at Project Division Office. These conditions shall be the part of this contract. The successful Bidder shall be required to submit the signed hard copy of these General Terms and Conditions after issue of LOI and before starting of the work.

## **SPECIAL CONDITIONS OF CONTRACT**

### **A. Instructions & Guidelines for Submission of Application Form for Empanelment**

1. This application for empanelment/selection of Architect cum consultant is for a period of 01 year (from the date of placing first order), subject to further extension on the discretion of the Institute.
2. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence, and adequate evidence of their financial standing, etc.
3. While deciding upon the pre-qualification, great emphasis will be given to the ability and competence of applicants to do good quality work within the specified time schedule and in close coordination with all concerned agencies.
4. Each page of the application must be duly signed. The application shall be signed by persons/ persons on behalf of the organization having the necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).
5. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to be rejected.
8. The applications received after the due date and time are liable to be rejected.

### **B. Directive to Consultant/ Agency**

#### **1. Interpretation of Contract Documents:**

(i) All the documents (such as NIT, ITT, TENDERER DECLARATION, & SCOPE OF WORK, General conditions of Contract, Special conditions of contract etc. which are available on the IIML Web site) forming part of the contract are to be taken as mutually explanatory, supplementary and complementary to each other. If there is any error, omission, or discrepancy in any of them, it shall be brought to the notice of the IIM. The decision of the IIM shall be final and binding. The contractor shall execute the work accordingly.

(ii) The bidder shall examine all the contract documents thoroughly including the scope, nature and magnitude of works he has to execute in accordance with the contract documents.

(iii) The bidder shall visit the project site so as to study the site conditions, means of access to the site and other factors governing the works.

#### **2. Delay in work execution due to reasons beyond Consultant/ Agency control: Force Majeure:**

If the execution of work is delayed due to force majeure, or due to the circumstance which were not in

the control of the Tenderer then IIM as per the affected period may extend the time period as per the discretion of the Director of the Institute.

### **3. Dispute & Arbitration:**

(i) All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or subject thereof or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations may be settled by referring the dispute to the Director, IIM Lucknow, who may appoint an Arbitrator who is unconnected with IIM to adjudicate the same. The proceedings will be governed by the provisions of the Arbitration & Conciliations Act, 1996. The place of arbitral proceedings will be Lucknow. The cost of arbitration shall be divided equally. The language of the arbitral proceedings shall be English.

(ii) By consent of Parties the jurisdiction of all other courts is excluded and the courts at Lucknow alone shall have jurisdiction.

(iii) "Abandonment/incomplete work", wherein it should be mentioned that if some of the work awarded to the agency is not completed then, the incomplete work shall be completed from some other agency, and the risk and costs thereof be recovered from the **Consultant/ Agency**. No objection shall be entertained from **Consultant/ Agency**'s end and the decision of the Director will be bound to the **Consultant/ Agency**.

(iv) The service of notice will be given by e-mail/ fax/ courier/ speed post or registered post/ and the address for service of notice be specified both for IIM and the **Consultant/ Agency**.

### **4. Method and Terms of Payment:**

a. The fees set out shall be initially calculated and paid on the basis of the estimated value of each work as approved by competent authority till the work is awarded and thereafter as per accepted tender cost (s) and the same shall be paid proportionately upon completion of each stage of work as indicated below. The total fee, however, will be calculated and finally settled on actual cost of works including extra/ substitute items. TDS, as applicable, shall be deducted while settling the bills.

(i) 20% of the total fees after approval and finalization of the work/ project.

(ii) 15% of the total fees after submission and approval of the estimate and tender documents for the work/ project.

(iii) 20% of the total fees after awarding of the works to contractors.

(iv) 20% of the total fees after execution of 50% of the work by the contractor.

(v) 05% after certification of the final bill of contractors that the work is executed as per the architectural and structural drawings.

(vi) 10% after settlement of the final bill of the contractor.

(vii) 05 % after submission of As-built Drawings If Applicable otherwise this amount to be released along with the payment after final bill settlement as mentioned at point (vi) above.

(viii) 05% will be considered as retention money which will be paid after the expiry of the defect liability of the contractor's work.

The fees will be calculated as the percentage quoted on the actual cost of works as executed and supervised by the Consultant and paid to the **Consultant/ Agency**. The items of works, which are carried out by the IIM Lucknow directly, shall be excluded from the aforesaid actual cost to be taken into account for calculation of fees.

Fees for Survey and preparation of Master Plan will be as per the rates Quoted for this work in the Price Bid. 50 % of the Fees will be paid as an advance on submission of initial copy of the Master Plan after survey for scrutiny. Balance 50 % after completion of the master plane to the satisfaction of the Institute and submission of required no. of final copy of Drawings as mentioned in this tender document.

The Consultant's fee includes all the expenses related with salaries of site Engineer, other officers/staff,

Consultant fee and profits, local conveyance, TA, DA, etc. for visiting to our office and site for review meetings/inspection of works etc.

- b. The payment to the Consultant/ Agency shall be made only in Indian Currency by Crossed Account Payee Cheque or RTGS. In no case, will the IIML be responsible if the cheque is misled or misappropriated by the Consultant/ Agency or his representatives.
- c. The IIM reserves the right to carry out post-payment audit and technical examination of the bills and work executed including all supporting vouchers etc. the IIM further reserves the right to enforce recovery of over-payment when detected. Similarly, if any underpayment is discovered, the amount shall be paid to the Consultant/ Agency.
- d. Wherever any claim for the payment against the Consultant/ Agency arises as per the contract, the same may be deducted from the bill of the Consultant/ Agency.
- e. **Tax Deduction:** All statutory deductions like Income Tax, Works Contract/service Tax, E.S.I., P.F or any other government-imposed liability from time to time shall be borne by the Architect cum consultant (as applicable at the time of execution of job) and shall be deducted from each bill submitted by the Architect cum Consultant.

**d. Payment of Fees**

- a) The Architect cum Consultant shall quote his/her remuneration in financial BID for the services rendered by him/her in relation to the said works and in particular for the services herein mentioned as the percentage of actual cost of individual project, inclusive of all taxes (excluding GST).
- b) The remuneration as the percentage of actual cost of project shall remain constant for all the projects irrespective of the size of the project.
- c) One Time Cost for job work of survey and preparation of Master plan to be quoted in the financial Bid separately in the prescribed table/BOQ.
- d) GST shall be paid extra as per applicable rates.
- e) TDS and other statutory deductions shall be deducted from the invoice as per applicable rates.

**5. Provisional Completion Certificate:**

When the Architect cum consultant successfully completes the works as per the contract, he shall be eligible to apply for a provisional completion certificate in respect of the works. The IIM shall issue to the Consultant/ Agency the provisional completion certificate after verifying from the completion documents submitted by the Engineer-In charge and satisfying him/ user Department that the work has been completed in accordance with the contract document.

The Consultant/ Agency, after obtaining the provisional completion certificate, is eligible to present the final bill for the work executed by him under the terms of the contract.

**6. Labour Laws and Safety Regulations**

**Labour Laws:**

- (i) Labour below the age of 18 years shall not be employed on the work.
- (ii) The Consultant/ Agency shall not pay less than what is specified by the law to laborers engaged by him in the work.
- (iii) The Consultant/ Agency shall, at his own expense, comply with all labor laws and the IIM shall not be responsible for any recovery/penalty imposed by the respective authorities for violating the labor laws.
- (iv) If the Consultant/ Agency is covered under the Contract Labour (Regulation & Abolition) Act, he shall obtain a license from the licensing authority (i.e. the office of Labor Commissioner), by payment of

the necessary prescribed fee and deposit, if any, before starting the work.

(v) The Consultant/ Agency shall furnish to the IIML, the details of the workers employed on the works.

(vi) The Consultant/ Agency shall comply with the provisions of the existing rules and regulations relating to labor laws.

(vii) The IIML shall on a report having been made by an inspecting officer as defined in Contract Labour (Regulation and Abolition) Act, 1980, have the power to deduct from the amount due to the Consultant/ Agency any sum required or estimated to be required for making good the losses suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of the workers, or if deductions made from his or their wages which are not justified by the terms of contract or non-observance of the said regulations.

#### **7. Minor/Fatal Accident on Duty:**

For cases of minor/Fatal accidents on duty not covered under compensation by IIML, the Consultant/ Agency shall have to compensate the affected person/family. The absence from duty, if takes place, due to such an accident shall be considered as special leave, and full payment shall have to be made for the duration of such absence.

#### **8. Preservation of Peace:**

The Consultant/ Agency shall take precautions to prevent any riotous or unlawful behavior by his workers, for the preservation of peace and protection of inhabitants and the security of property in the neighborhood of the work.

#### **9. Liquidated damage charges**

0.05% per day of contract value for delays up to 15 days. 0.10% per day of contract value for delay from 15-30 days and for delay beyond 30 days it will be 0.25 % of the contract Value per day. The total levy of this Liquidated damage shall not exceed more than 10% of the contract value.

In case the delay continues beyond 3 Months then the tender/ Contract will be automatically canceled. Under These circumstances, the EMD/ Performance Security available with the Institute will be forfeited and the Retention money/ balance 05 % payable value of the work ( as the Case may be ) will not be paid. The Agency will be debarred from Biding with IIM Lucknow and will be blacklisted for 2 Years.

#### **10. Service of Notice**

All notices, consents, approval or other communication required to be given or served here under by either party hereto to the other party shall be in writing, and in English and shall be personally delivered to, left at, sent by registered post, email, courier, speed post or facsimile by either party to the other at the addresses mentioned herein below. Both parties agree that the facsimile transmission will not be used as a sole method for t h e communication of important notices such as any modification or termination.

#### **(i) THE CHIEF ADMINISTRATIVE OFFICER**

#### **INDIAN INSTITUTE OF MANAGEMENT**

PRABANDH NAGAR, IIM ROAD LUCKNOW-226013

## 11 . Time Schedule for Assignment

Following time schedule shall be generally followed by the Architect for his important stages of consultancy assignment unless otherwise specified separately in the workorder according to nature of the work:

For Architect Cum Consultant:

<b>Stages of Assignment</b>	<b>Time Schedule</b>
Submission of Initial Scheme after the date of the respective Work order.	Within 10 days
Submission of Final estimates/scheme	Within 7 days of approval on corrected Initial scheme
Submission of draft detailed estimation, draft tender document with BOQ and drawings	Within 7 days of approval on Final scheme
Submission of progress report of the project	Every fortnight
Review meeting of the project with contractor, consultant and IIM Lucknow's Engineer	Every fortnight
Certification of RA Bill of the contractor that the work is executed as per the architectural and structural design.	Within 3 days of submission of RA Bill
Certification of Final Bill of the contractor that the work is executed as per the architectural structural design.	Within 7 days of submission of Final Bill.
Submission of AS BUILT Drawings	15 Days after virtual completion of the work.

For Survey and Master Plan Preparation:

<b>Stages of Assignment</b>	<b>Time Schedule</b>
Detailed Ariel/ Drone survey of the Entire Campus	Within 30 Days of Issue of LOI
Meeting with various departments officials and HOD to understand their future requirements and incorporating the same to their satisfaction.	Within 60 Days of Issue of LOI
Submission of Initial Plan for Scrutiny	Within 75 days of Issue of LOI.
Submission of Final Approved copy of the master Plan in required no of copies as specified above in this document.	Within 105 days of Issue of LOI.

## 12. Other Terms and Conditions:

i) Before quoting the fees, the Consultant/ Agency at his own cost, if desires so, shall visit and inspect the site/s and shall make his own assessment about the site conditions, nature of assignment and type of works to be executed.

- ii) The Consultant/ Agency will be selected according to the lowest among total quoted fees of the project among the technically qualified bidders.
- iii) The Consultant shall depute sufficient number of technical personnel in the project for supervision (work being executed is as per the architectural and structural design or not), monitoring to ensure smooth progress of the project as scheduled.
- iv) If the Consultant does not provide the no. of hard copies of Drawings/ size and type of hard copies as mentioned in the tenders document and remains adamant to not to provide the same even on repeated requests (maximum 3 requests in writing) by the Engineer in charge (Executive Engineer) then Penalty not exceeding 10% of the fees payable as decided by the Institute can be levied on the Architect cum consultant/ Master plan preparing agency.

### **13. Termination of Agreement**

a) The agreement herein may be terminated at any time by either party by giving a written notice of One month to the other party. Even after the termination of their employment, the Consultants shall remain liable and be responsible for due certification of the works done hitherto and acts performed till termination and approval of any bills submitted by the contractors at any time in respect of the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Consultants, the IIM Lucknow shall be entitled to terminate the agreement and entrust the work to any other Consultant.

b) If the Consultants shall close their business or die or become incapacitated from acting as consultants, then the Agreement/ contract shall stand terminated.

c) The agreement/ contract will be terminated

#### **In Case**

(i) the Consultants fail to adhere to the time schedule stipulated in the point 11 therein or the extended time which may be granted by the IIM Lucknow in his sole discretion,

OR

(ii) there is any change in the constitution of the Consultants' company or firm for any reason whatsoever, the IIM Lucknow shall be entitled to terminate this Agreement, after due notice, and entrust the work to some other Consultants.

OR

(iii) If the Architect cum consultant/ masterplan agency does not obeys the condition of this tender document and do not to follows any condition even on serving written notice regarding the violation of that condition.

d) In case of termination under sub-clauses (a) or (b) or (c), the Consultants shall not be entitled to fees, or compensation, except the fees payable to them up to the stage of work actually done, which shall be solely decided and determined by the IIM Lucknow.

e) In case of termination under sub-clause (a) or (b) or (c), the IIM Lucknow may make use of all or any drawings, estimates, measurements or other documents prepared by the Consultants after a reasonable payment up to the stage of work done for the services of the Consultants for preparation of the same in full as provided herein, provided always that all the sanctions and approved plans/designs and other drawings shall remain the property of the IIM Lucknow and the same shall be surrendered by the Consultants to the IIM Lucknow within ten days from the date of such termination, without demur.

Under these circumstances, the EMD/ Performance Security available with the Institute will be forfeited and the Retention money/ balance 05 % payable value of the work (as the Case may be ) will not be paid. The Agency will be debarred from Biding with IIM Lucknow and will be blacklisted for 2 Years.

#### **14. Damages**

Notwithstanding what is contained in clauses herein above, if the IIM Lucknow is put to any loss or suffers any damages (including cost escalations in execution of the said works) due to delays in carrying out the obligations under these terms or negligence, indolence or breach of any of the terms and conditions herein contained on the part of the Consultants, whether the cause for such loss or damage is immediate or remote, the Consultants shall be liable not only to forgo their fees for the quantum of work thus done but also make good losses and damages on a written demand made by the IIM Lucknow and a certificate issued by the IIM Lucknow as regards the amount of such loss or damage shall be final and conclusive as between the IIM Lucknow and the Consultant and shall not be questioned either inside or outside a Court, tribunal or arbitration. Such loss or damage, if not reimbursed within the time stipulated by the IIM Lucknow, shall, without prejudice to the IIM Lucknow's right to recover the same in accordance with the law, be recovered by the IIM Lucknow from any sums payable to the Consultant, either under this contract or any other contract made between the IIM Lucknow and the Consultants for any other works belonging to the IIM Lucknow, provided always that such damage or loss recoverable from the Consultants shall not be more than 10% of the fees payable to them under the contract.

#### **15. Transfer of Interest**

The Consultants shall not assign, sublet or transfer their interest in this Agreement, without the written consent of the IIM Lucknow.

#### **16. Article of Agreement**

The Consultant has to sign the agreement as per attached "Article of Agreement". This agreement shall be executed in duplicate and the IIM Lucknow shall retain the original and the Consultants shall retain the duplicate. The Consultant shall bear the Stamp Duty on the original as well as the duplicate of this Agreement.

#### **17. Arbitration**

If any dispute, difference or question shall at any time arise between the parties concerning anything or as to the rights, liabilities and duties of the parties under this Agreement, the decision of the IIM Lucknow will be final and binding.

#### **18. Services continued to be rendered notwithstanding any reference or dispute to the arbitration**

It is specifically agreed that the Consultant shall continue to render its services provided herein with all due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration.

These will be contract-based consulting services and no/any other right remuneration except service charge is payable by IIM LUCKNOW.

19. If Required the Architect cum Consultant will provide its services/ opinion in case it is required by IIML for representing its case with other contractor in arbitration/ in court for the works for which the Architect cum consultant had provided its services. Fees as per actual expenditure for printing etc. and TA/ DA for visiting the Court etc. shall be given as per the entitlement of Officer at Pay level 10 Of IIM Lucknow

#### **20. Intellectual Property Rights (IPR):-**

a) The Bidder undertakes not to, in any manner, claim all or any part of the IPR or commercially exploit all or any of the proprietary rights generated and developed by IIM Lucknow as vested whether trademarked, copyrighted or not.

b) The Bidder acknowledges that all IPR relating to the entire content of the existing IIM Lucknow website, and all the output relating to the service belongs to and vests exclusively with IIM Lucknow and under no circumstances whatsoever the Bidder shall claim all or any rights proprietary or otherwise over all or any portion of the IPR belonging to IIM Lucknow.

21. The Architect cum Consultant/ Master plan Agency shall keep at least one hard copy and soft copy of the As-built drawings/ Drawings in their record for minimum 5 years so that if required by the Institute in future for reference even after on completion of the work, the same can be provided by the Consultant/ Agency.

Accepted all terms & conditions

Date :-

Place :-

(Signature, Name, Address and Seal of the Consultant)

## Annexure II

### Information to be furnished by the applicants

S.N	Particulars	Details
1	Name and registered office address, e-mail ID and contact details of the firm	
2	Whether individual or partnership firm with full details of other partners/ associates including their name, professional qualification, work experience etc.	Attach a separate sheet (Statement- I)
3	Name, qualification and experience of technical experts and other personnel employed in the firm	Details to be furnished in the prescribed proforma (Statement- II)
4	Whether registered as a member of the Institute of Architects/ or Indian Council of Architecture.....structural liscence etc..	Furnish details with documentary evidence
5	Details of experience as practicing architects/ consultants	
6	Important projects executed during last 5 years by the firm together with estimated cost of individual project. The work orders/completion certificates from clients to be enclosed.	Details to be furnished in the prescribed proforma (Statement- III)
7	Important projects on which firm is engaged at present and their cost estimates. (Stages of work viz, Planning, Renovation, Constructions etc. to be indicated). The work orders/ completion certificate from clients to be enclosed	Details to be furnished in the prescribed proforma (Statement- IV)
8	Whether the firm/ applicant is empanelled with any Central Government/ State Government department/ Public Sector enterprise/ any IIM or IIT / Autonomous Body/ Public sector Bank/ Nationalized Bank. Please give the Details.	
9	Turnover of the firm during last Five financial years (Rs. lakh)	C.A. Certificate with UDIN to be enclosed
10	List of registration with other firms/ Organizations	
11	Location of Office in Lucknow	Please furnish complete postal address.
12	Telephone nos. & contact details of key persons	

### **Annexure-III**

List of Documents to be submitted along-with application:

- (a) Constitution of the firm, Memorandum/ Association of Agreement
  - (b) Power of Attorney, if any for Signing the Tender document.
  - (c) Audited Balance Sheet for last Five FYs
  - (d) IT Return for Five FYs i.e FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23
  - (e) Particulars of firms/ partners (Statement I)
  - (f) Particulars of Technical/ Other personnel (Statement II)
  - (g) List of important projects executed by the firm during last five years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined (Statement III). Work orders from client to be enclosed.
  - (h) List of important projects under execution by the firm during last two years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ Air Conditioners/ Interiors etc. OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined (Statement III). Work orders from client to be enclosed.
- i) Documents Related to the Qualification and Experience of the technical Staff with the bidder (as mentioned by him)

**Statement- I**

**List of Partners/ Associates of the firm, qualification, experience including that in the present firm**

S.N	Name	Qualification	Consultancy experience  (years)	Work/ projects handled costing more than Rs. 20 lakh for civil works and Rs. 5 lakh for electrical/ AC/Interior design OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined	Name of organization In  wh  ich employed	Date of employment	Special Experience	Remarks, if any
1	2	3	4	5	6	7	8	9

# In case extra sheet is required, same may be added.

Signature of the applicant: Seal

Note: Mention other points, if any, to establish technical and managerial competence to indicate any important point in your favour

**Statement- II**

**List of Technical Experts and other personnel, technical qualification, experience including that in the present firm**

<b>S.N</b>	<b>Name</b>	<b>Qualification</b>	<b>Consultancy experience (years)</b>	<b>Work/ projects handled costing more than Rs. 20 lakh for civil works and Rs.5 lakh for electrical/ AC/Interior design OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined</b>	<b>Name of organization employed during present organization</b>	<b>Date of employment</b>	<b>Special Experience</b>	<b>Remarks, if any</b>
1	2	3	4	5	6	7	8	9

# In case extra sheet is required, same may be added.

Signature of the applicant: Seal

Note: Mention other points, if any, to establish technical and managerial competence to indicate any important point in your favor

**Statement- III**

**List of important projects executed by the applicant firm during last five years costing individual projects of Rs 20.00 lakh and above for Civil Works and Rs 5.00 lakh and above for Electricals/ AC/Interiors etc. or Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined. (March 2018 onwards)**

S.N	Name of Project and location, contract details	Nature of work involved in the contract (e.g. Residential, Office, etc.) and other details	Name of the employer with full address, e- mail ID and contact details (enclose work orders from the employer)	Project Cost (Rs. Lakh)	Completed Project		Any other relevant information	Remarks, if any
					Stipulated	Actual		

Signature of the applicant:

Seal

Note: Mention other points, if any, to establish technical and managerial competence to indicate any important point in your favour

**Statement- IV**

**List of Important Projects under execution by the applicant firm during last Two years costing individual project of Rs. 20.00 lakh and above for Civil Works and Rs. 5.00 lakh and above for Electricals/ AC/Interiors etc OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined. (March 2021 onwards)**

S.N	Name of Project and location, contract details	Nature of work involved in the contract (e.g. Residential, Office, etc.) and other details	Name of the employer with full address, e-mail ID and contact details (enclose work orders from the employer)	Project Cost (Rs. Lakh)	Completed Project		Present state of the project (Please indicate reasons if the project is delayed)	Any other relevant information
					Stipulated	Expected		

Signature of the applicant:

Seal

Note: Mention other points, if any, to establish technical and managerial competence to indicate any important point in your favour

**Annexure- IV**

**Appointment of Architect/ Consultants in IIM LUCKNOW**

**Evaluation Matrix for Evaluation of Technical BID**

**Name of the Applicant** :

<b>S.N</b>	<b>Particulars</b>	<b>Sub-Marks</b>	<b>Marks Obtained by the agency</b>
1	Experience of the applicants/ Firms	10 Max.	
(i)	More than 8 years	10	
(ii)	More than 5 years but less than 8 years	5	
(iii)	Less than 5 years	0	
2	Technical Expertise of the firm/ Technical persons on the rolls of the firm	10 Max.	
(i)	Minimum Three experts with minimum One having B.Arch degree, minimum One having B.Tech (Civil Engineering), minimum one having M.Tech in Structural Engineering	10	
(ii)	Minimum Three experts with minimum one having B.Arch degree and other two having B.Arch degree or B.Tech (Civil Engineering)/ M.Tech Civil Engineering degree	5	
(iv)	Less than three qualified experts	0	
3	Number of Employees on roll	10 Max.	
(i)	More than 10	10	
(ii)	5 to 10 employees	5	
(iii)	Less than 5 employee	0	
4	Whether registered as a member of Institute of Architects/ Consultants or Indian Council of Architect/ Consultants or Engineering Council of India	5 Max.	
(i)	Yes	5	
(ii)	No	0	
5	Number of consultancy projects executed by the firm during last five years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined (Statement III) for individual projects	20 Max.	
(i)	5 or more projects	20	
(ii)	More than 3 but less than 5 projects	15	
(iii)	2 to 3 projects	10	
(iv)	1 to 2 Projects	5	

(v)	No Project	0	
6.	Completed period of the projects quoted above within the stipulated period of completion	5 Max.	
(i)	Completed all the projects quoted above within the stipulated time	5	
(ii)	Not Completed any of the projects quoted above within the stipulated time	0	
7.	Number of projects under execution by the firm during last two years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. OR Rs 25 Lakhs Comprehensive project having civil and electrical/ HVAC etc. works combined (Statement IV) for individual projects	10 Max.	
(i)	3 or more projects	10	
(ii)	2 projects	5	
(iii)	1 project	3	
8	Size of Balance Sheet (audited)	15 Max.	
(i)	Average Balance sheet of any three years out of Last Five Years more than Rs. 25 lakh	15	
(ii)	Average Balance sheet of any three years out of Last Five Years more than Rs. 15 lakh but less than Rs. 25 lakh	10	
(iii)	Average Balance sheet of any three years out of Last Five Years more than Rs. 5 lakh but less than Rs. 15 lakh	5	
(iv)	Average Balance sheet of any three years out of Last Five Years less than Rs. 5 lakh	0	
9	Empanelment Status	15 Max.	
(i)	Empanelment with any Central Government/ State Government department/ Public Sector enterprise/ any IIM or IIT / Autonomous Body/ Public sector Bank/ Nationalized Bank.	15	
(ii)	No Empanelment	0	
	<b>TOTAL</b>	<b>100</b>	

**PART-B**

**FINANCIAL BID**

## Sample Financial Bid

**NOTICE INVITING E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR VARIOUS WORKS OF CIVIL/ ELECTRICAL ENGINEERING, DESIGN AND COST ESTIMATION FOR NEW/ REPAIRS/ RENOVATION OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITUIES ETC. AND SURVEY & PREPARATION OF MASTER PLAN AT IIM, LUCKNOW.**

### BOQ 1 for Architect cum Consultant

1.01	Consultancy Service FOR VARIOUS WORKS OF CIVIL/ ELECTRICAL ENGINEERING, DESIGN. Drawing AND COST ESTIMATION FOR NEW/ REPAIRS/ RENOVATION/ OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITUIES ETC. completed as pe rthe Tender Document and SCOPE of Work. Rates to be quoted % age of cost of respective work for which the above services is provided. GST will be paid extra as Applicable.	1.000	Job	1.00	<b>1.00</b>	INR One Only	
<b>Total in Figures</b>					<b>1.00</b>	INR One Only	
<b>Quoted Rate in Figures</b>			<del>Select</del>		<del>0.00</del>	INR Zero Only	
<b>Quoted Rate in Words</b>			<b>INR Zero Only</b>				

## BOQ 2 for For MASTER PLAN and Survey work

1.01	Detailed Ariel/ Drone survey of all the existing building/structures inside the campus, campus boundaries, green belt, orchids, recreation areas, playgrounds/ stadiums and any other permanent structure etc. and drawn in the drawing. Including future planning which has to be prepared after taking proper feedback and inputs from all the concerned departments and the same may be added to it. Completed area details, utilities, Legends etc. tabulated on the Master plan itself. as per LDA norms. 2 Copies of this master plan should be submitted in colored format and 3 copies in Black and white format in the actual size of the drawing, Complete work as per the requirement given in the Tender Document. Cost of complete job to be quoted excluding GST. GST will be paid extra as Applicable.	item1	1.000	JOB	X	INR Zero Only
<b>Total in Figures</b>						INR Zero Only

Note:

- I. This only a Sample of Actual Financial Bid which will be available at CPP (eprocure.gov.in) portal. Financial bids available in Macros enabled excel format on CPP portal only may filled. **The Financial Bid Excel File will have two sheets named BOQ 1 and BOQ 2. Both the BOQ will be required to be filled.**
- II. Consultancy Fees to be quoted inclusive of all expenditure related to consultancy assignment as per scope of work and tender conditions including all taxes. **GST shall be paid extra as applicable.**
- III. Separate work order for each assignment will be given by IIM Lucknow and project cost means estimated cost or actual cost, whichever is less. Cost of items/services directly purchased/sourced by IIM Lucknow will not be included in the project cost.

### **DECLARATION**

I/We have read and understood all instructions/conditions and I/We have taken into account the above instructions/conditions while quoting the rates.

Place:

Date:

Name, Address and  
Seal of the Consultant