



Indian Institute of Information Technology Sri City, Chittoor

NOTICE INVITING TENDER

Tender No.: IIITS/NIT/INFRA DEVELOPMENT /2023/01, Dt.02 /01/2023

Notice inviting E-Tenders through e-Wizard portal from eligibility bidders under two bid system (Technical bid and Financial bid) are invited from resourceful agencies for the work of **Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development** at **Indian Institute of Information Technology Sri City, Chittoor Campus** as per the Standards addressed to the Registrar, IIIT Sri City, Chittoor and submit all specified documents

Name of the work	Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards
Tender Enquiry No. & Date	IIITS/NIT/INFRA DEVELOPMENT /2023/01, Dt.02/01/2023
Submission of offer	E-tendering through https://mhrd.euniwizarde.com only
Bid Issue Date	2 January, 2023
Pre-Bid Meeting Date and location	January 11 th , 2023 @ 11:00 Hrs @ IIIT Sri City Chittoor Academic Block
Last Date for submission of e-bids	January 18 th 2023 up to 16:00 Hrs
Opening of bid date and time	January 18 th ,2023 @ 16:10 Hrs
Earnest Money Deposit (E MD)	The Earnest Money Deposit amounting to Rs.4,00,000 (Rupees four lakh Only) must be deposited through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details as given in Page 2)

Detailed Notice Inviting Tender

IIIT Sri City, Chittoor, Andhra Pradesh, invites sealed tenders from the eligible bidders as per the eligibility criteria mentioned in the tender document for the work of **Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards** complete as per the scope, specifications and direction of the IIIT Sri City.

The details are given below:

PART “A”: NIT DETAILS

1	NIT No.	IIITS/NIT/INFRA DEVELOPMENT /2023/01, Dt. 02/01/2023
2	Name of Work	Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards
3	Earnest Money Deposit	The Earnest Money Deposit amounting to Rs.4,00,000 (Rupees four lakhs only must deposit through RTGS / NEFT to IIIT Sri City Chittoor Opex Account
4	Performance Bank Guarantee	<p>The successful tenderer, on whom order will be placed, has to submit a performance security of 10% (Ten Percent) of the order value, (rounded-up to nearest Rs.10/-) in the prescribed form within 7 days of receipt of Work Order/ LoA.</p> <p>Performance security shall be submitted in the form of Demand Draft or in the form of Bank guarantee from any Nationalized/Scheduled Bank in favor of the IIIT Sri City Chittoor.</p> <p>Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the successful tenderer. No interest will be payable on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the tenderer is liable to be forfeited.</p>

5	Period of Completion	45 days from the date of receipt of Letter of Acceptance/ work order.
6	Tender documents	<p>The Interested parties may download the tender documents from web-site of IIT Sri City http://www.iiits.ac.in/tenders and https://mhrd.euniwizarde.com</p> <p>Bidders are advised to visit the website frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /advertised in this regard.</p>
7	Mode of submission of tender	E-tender-MHRD e-Wizard Portal (http://mhrd.euniwizarde.com)
8	Liquidated Damages	If the contractor fails to complete the work within the specified period or within the extended period, if any, liquidated damages shall be levied at the rate of 1% per week subject to a maximum of 10% of contract value.
9	Tender Validity Period	<p>The tender should be valid for 120 (One Hundred twenty) days from the date of the opening the tender.</p> <p>Bidder may give an undertaking as Bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract., or to submit a performance security before the deadline defined in the request for bids document, they will be liable to be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invites the bids (as the available in this tender).</p>

Director, IIT Sri City reserves the right to accept or reject any or all the Tenders without assigning any reason.

ELIGIBILITY DOCUMENT –

Name of work: **Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards**

e-Tenders are invited, up to 11.00 am on 18-01-2023 by the, Indian Institute of Information Technology Sri city from eligible Architectural firms / individuals satisfying the eligibility criteria prescribed in this tender document.

1. The interested parties may collect the tender documents from the Office of the Registrar and also download from web-site of IIIT Sri City – website www.iiits.ac.in and <https://mhrd.euniwizarde.com/>
2. All e-Tenders, submitted within the stipulated date and time will be opened after 11:00am on the stipulated date of opening of the e-Tender.

1.0 Procedure for submission of e-Tender

Architects who desire to be appointed as consultants for the above works shall submit their e-Tender in three e-Envelopes as detailed below

1. Interested tenderers can view and submit the e-tender in the following order through the following e-tender website www.iiits.ac.in and <https://mhrd.euniwizarde.com/>

For any queries regarding registration with the e-Tender web site, please contact PMC office Sri City for further information regarding tender uploading procedure; please visit the above mentioned web site.

2. Earnest Money Deposit:

The Earnest Money Deposit amounting to Rs.4,00,000 /- (Rupees four Lakh only) must be credited in the form of NEFT/RTGS to “IIIT Sri City Chittoor Opex Account” (A/c. No. 38329375681, IFSC Code. SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP - 517 646.

2.0 Eligibility application shall be uploaded with

1. Tender Processing fees as prescribed in [https:// mhrd.euniwizarde.com](https://mhrd.euniwizarde.com) portal
2. Necessary supporting documents as prescribed in the tender document.
3. Scanned copy of the Letter of Transmittal as prescribed in the tender document.
4. Conceptual Drawings (Site layout, Floor plans, roof plan, elevation, 3D views and sections) of the proposed buildings and proposed Infra development works along with a report on the salient features of the design. The file size of each document should not be more than 5MB.

5. Preliminary cost estimate of the proposed building, generally as per Plinth Area Rates of Central Public Works Department (CPWD) with prevailing cost index for the building portion and market rate for specialized services.

6. Financial Bid shall be uploaded with the quoted Architectural consultancy fees as a lump-sum amount for each component as specified in the Price Bid document.. 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.

7 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.

8..For any further clarification the PMC office 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. e-Tenders of only those tenderers, who have deposited e-Tender Processing Fee in the prescribed form and other documents scanned and uploaded are found in order will be opened after 11:00 A.M.
3. Only e-Envelope containing the eligibility application will be opened on the date of opening of tender.
4. The e-Envelope 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. The Architectural firms who satisfy the eligibility criteria prescribed in this eligibility document (e-Envelope) shall be shortlisted for opening of their respective technical bids (e-Envelope).
2. The technical bids, conceptual schemes and drawings by the Architects will be evaluated by a committee for a maximum of 100 marks as detailed below:

a. Efficiency of structural system	:	20
b. Ventilation and lighting	:	10
c. Layout and Services	:	20
d. Circulation and common spaces	:	10
e. Green building features	:	10
f. Functional efficiency of the building	:	10
g. Previous experience with similar buildings	:	20
3. The financial bids of only those Architects who secure a qualifying mark of 70 will be opened on a date to be intimated later.
4. The successful Architect will be selected based on Combined Quality cum Cost Based System (CQCCBS).
5. Under CQCCBS, the technical proposals will be allotted weightage of 60% and the financial proposals will be allotted weightages of 40%.
6. Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.
7. The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up.
8. The calculation for arriving at the total combined score (Quality and Cost) is given below.

Marks obtained by a Bidder for the technical bid	=	M
Amount quoted by the lowest bidder	=	L1
Amount quoted by a Bidder	=	L
Points for Financial proposal of the bidder	=	$(L1/L) \times 100 = F$
Combined technical and financial score (H) of the bidder	=	$M \times 0.6 + F \times 0.4 = H$
9. The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H will be selected as the successful Architect.
10. The contract will be awarded to the successful bidder at his/her quoted /negotiated amount.
11. The Architect whose bid is accepted shall sign a written agreement with the IIITS.
12. The tender accepting authority of IIIT Sri City 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 Four **months (120 days)** from the date of opening of the Eligibility document.

6.0 Eligibility Criteria

- 6.1** The applicant 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 with all infrastructure including man and equipment for carrying out the design and planning work. The office should not be closed till approval of the complete design by IIIT Sri city. In this regard, the Architectural consultant 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 previous day of last date of submission of tender.
- a. Three similar completed works each costing not less than Rs. 2 Cr or
 - b. Two similar completed works each costing not less than Rs. 4 Cr or
 - c. One similar completed work costing not less than Rs.10 Cr.

“Cost of work” in this criterion shall mean completed cost as mentioned in the final bill including internal. **MEP, HVAC & Infra Structure Developments if any.**

“Similar work” in this criteria means **“Architectural consultancy services for multistoried RCC framed structure & any Campus infra-structure development works”**

- 6.4** Should have an average annual financial turnover of Rs.50 Lakhs during the last 3 years ending 31-03-2022. 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- 2022.
- 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 private works.
- 6.8** Self-certified in house facilities / Infrastructure of the firm.

7.0. DOCUMENTS TO BE UPLOADED WITH - 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
3. Details of similar works carried out in the past in form – ‘B’ enclosed
4. Details of works in progress in form – ‘C’ enclosed
5. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
6. Details regarding the structure of the organization in form - ‘E’ enclosed
7. Details of technical and Administrative personnel in form – ‘E1’ enclosed
8. Details of Establishment & Infrastructure Facilities in form – ‘F’ enclosed.
9. Letter of transmittal
10. Proof of registration with Council of Architecture.
11. Service tax registration.

8.0 INFORMATION AND INSTRUCTIONS TO APPLICANTS

8.1. Definitions:

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

1. EMPLOYER means IIIT Sri city, acting through the PMC, EngineeringUnit.
2. APPLICANT means individual, proprietary firms, firm in partnership, limited company – private and Public Corporation.
3. Tender means “**e-Tender**” which will be submitted online through dedicated website.

8.2 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 those entire document uploaded in the e-Tender website will become part of the agreement.

8. Originals of all the scanned and uploaded documents as specified shall have to be submitted only by the successful tenderer within a week physically in the office of PMC, IIIT Sri city.
9. Tenderer can upload documents in the form of JPG format and PDF format. The size of individual file should not exceed more than 5MB.
10. Tenderer must ensure to quote rate of each item.
11. 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.
12. 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 pink colour and the moment rate is entered, it turns sky blue. 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).
13. 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 IIIT Sri City
 - d. The lowest tenderer does not deposit the originals of all the scanned and uploaded documents as specified.
14. No intimation shall be given to the successful tenderer for submission of originals of all the scanned and uploaded documents to the Office of IIIT Sri city.

8.3 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.

8.4 Clarification on tender document.

A prospective Tenderer requiring any clarification on the Tender Document may clarify during the pre-bid meeting as prescribed in the tender document.

8.5 Pre-bid meeting.

Pre-bid meeting will be conducted as prescribed in the tender document.

8.6 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.

8.7 Instructions for filling up the forms A,B,C,D,E,E1&F

Financial Information

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

Information about the works

- (i) List of all works of similar class successfully completed during last the 5 years in Form – B
- (ii) List of projects under execution or awarded in Form – C
- (iii) 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.

Information about the organization

- (i) Applicant is required to submit the following information in respect of his organization in form E and E1
- (ii) 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.
- (iii) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (iv) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (v) Authorization for employer to seek detailed references from clients to whom work were carried out.
- (vi) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E 1

In-house Facilities & Infrastructure of the firm

Applicant should furnish the list of In-house Facilities & Infrastructure of the firm likely to be used for carrying out the work (in form F). Details of any other facilities not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

Letter of Transmittal

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

9.0 OPENING OF TECHNICAL BIDS

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

8. FORMS

a. LETTER OF TRANSMITTAL

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

To

The Registrar,
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City
Chittoor District – 517 646
Andhra Pradesh

Sub: Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards

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 authorize the IIIT Sri city 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 knowhow and capability for having successfully completed following works.

#Name of work	#Certificate from
---------------	-------------------
5. I/We certify that that the tender documents downloaded and submitted is the exact replica of the document published by the IIIT Sri city and no alterations and additions have been made by me / us inthe tender document.
6. I am / we are aware that the Technical and 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.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

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

FINANCIAL INFORMATION**(To be duly filled, signed, scanned and uploaded along with 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).

Sl No	Details	Year ending 31 st March of 2022				
		2018	2019	2020	2021	2022
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 the tenderer)

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS
ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF APPLICATION.**

S L N O	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of completion	Actual Date of completion	Litigation/ Arbitration pending / In progress with details **	Name and Remarks address/ Tel No of Officer to whom reference may be	
1	2	3	4	5	6	7	8	9	10	11	12

* 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 without TDS certificates shall not be considered for valuation.

**ADDITIONAL INFORMATION FOR COMPLETED WORKS
(To be duly filled, signed, scanned and uploaded along with 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
9. Specialized service provided, with cost details, if available

(If any, specialized services provided through associate's - Particulars of the Associate's)
 - 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 the tenderer)

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location	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 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)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B'
(To be duly filled, signed, scanned and uploaded along with 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**

STRUCTURE AND ORGANISATION
(To be duly filled, signed, scanned and uploaded along with 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. 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.
7. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
8. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
9. In which field of Architecture, specialization and interest is?
- 10 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 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 service with 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(s)

FORM – ‘F’

(To be duly filled, signed, scanned and uploaded along with the tenderer)

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

SL NO	In-house Facility / Infrastructure	Ownership status	Current location	Remarks
		Leased / Outsourced		
1	2	9	10	11
1				
2				

Technical Bid

NAME OF WORK: Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards

1. e-Tenders are invited, up to 11:00 am on 18-01-2023 by the firm eligible Architectural firms / individuals who have registered with Council of Architecture and satisfying the eligibility criteria prescribed in this tender document.
2. **Tender Documents:** The interested parties may collect the tender documents from the Office of the Registrar and also download from web-site of IIIT Sri City – website www.iiits.ac.in and <https://mhrd.euniwizarde.com/>
3. All e-Tenders, submitted within the stipulated date and time will be opened after 11:00 am on the stipulated date of opening of the e-Tender. Only e-Envelope will be opened on that day. The Date and Time of opening of Technical and Financial proposals (e-Envelope-) will be intimated later to the eligible Architects.

1.0 Project Details

Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards.

Sl.no	Description	Scope of work
1	Campus Boundary wall	Providing the design and drawings for the Construction of Boundary wall and main Entrance Facade with Security Cabin
2	Multipurpose sports hall building	Providing the designs and Drawings for the Construction of Indoor multipurpose hall to be utilized for both sports and event organization
3	Faculty Quarters Building	Providing the design and drawings for Construction of (Stilt +5) Faculty residency. For each floor 2 single bed room with each 900 Sqft and 2 Double bed room of 1100 Sqft
4	Director Quarters	Providing the design and drawings for Construction of Director Quarters with 2500 Sqft. including boundary wall
5	Infra-structure works	Providing the design and Drawings for infra-structure development works like internal asphalt , Roads, street Lighting , storm water Drains, cable trenches, culverts etc.
6	Canteen building	Providing the design and drawings for Construction of G+1 Canteen for each floor 2000 SQFT

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

Connectivity to the existing infra structures to be ensured in the design

The proposed site locations are shown in the Appendix 1.

2.0 Scope of work

1. Preparation of Conceptual drawings taking into accounts the site constraints and submission at the technical bid stage.
2. Preparation of preliminary drawings and obtaining approval of.
3. Obtaining approval from relevant Local bodies / statutory authorities if any.
4. Preparation of 'Design basis report' for the structure as well as MEP services in the building and finalizing the designs in consultation with IIIT Sri city.
5. Preparation of detailed Architectural drawings for approval of IIIT Sri City.
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 Information Technology Sri city.
7. Preparation of detailed design and drawings for all the Internal and External MEP services like electrical distribution, Lifts, Lightning protection System, water supply, sewage disposal, telephone, CCTV, Structure cabling, firefighting and design for approach roads and paths ,HVAC 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 / construction of works. 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 alarm and Firefighting.
 - c. DG sets
 - d. LT Electrical distribution.
 - e. Lifts.
 - f. HVAC
 - g. CCTV
 - h. Structure Cabling works (Telephone & Data)

- i. Roads and drains.
 - j. Street Lighting
10. Assist IIT Sri city 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 IIT Sri city.
 12. Issue of clarifications, details etc. on the drawings and bid documents as and when requested by IIT Sri city.
 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 IIT Sri city for approval. The drawings and BIM shall be submitted in editable format and not 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 IIT Sri city.
 18. 'Green Building' concept in line with "GRIHA" rating system shall be incorporated in the design and it will be the responsibility of the Architect to obtain GRIHA 4 rating for the buildings. The fees for registration for GRIHA will be paid by IIT Sri city.
 19. Preparation and submission of "As built" drawings for the building and MEP services.
 20. Any other details not mentioned above but required for satisfactory completion of the project.

3. Deliverables

1. Conceptual drawings.
2. Preliminary drawings for approval of IIT Sri city.
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. A 3D model of the approved building design with walk through should be submitted by the Architect for which no additional payment shall be made.
9. Preparation and submission GRIHA related documents, drawings, energy simulation reports, and compliance report for satisfying GRIHA 4 rating and obtaining certificate from ADARSH. The fees for registration for GRIHA will be paid by IIIT Sri city.
10. **Building Information Model (BIM)** representing the geometric, visual and material details of the Architectural elements with BIM software compatible with Auto Cad 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.
11. Five sets of "As built" drawings for the building and all MEP services with soft copy.
12. Five sets of commissioning reports and operation Manuals for all MEP services.

4. Additional conditions

13. 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, Statues, Rules, Regulations etc.
14. All taxes, duties which are to be deducted as per Govt. Rules shall be deducted from the bills.
15. 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.
16. 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.
17. The amount quoted shall be all inclusive and nothing extra towards travel and stay or any other claim is payable.

5. 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.

Sl. No.	Cumulative Weeks after acceptance of offer	Activities to be completed
1.	1	<ul style="list-style-type: none">▪ Preliminary Drawings and obtaining approval from IIIT Sri city
2.	3	<ul style="list-style-type: none">▪ Detailed Architectural drawings for approval of IIIT Sri city
3.	6	<ul style="list-style-type: none">▪ Detailed structural analysis and structural drawings▪ Bill of quantities including take off sheets and rate analysis for all market rate items.▪ Proof checking of structural design▪ Detailed estimates, BOQ and drawings for MEP & HVAC services,
4.	8	<ul style="list-style-type: none">▪ Tender document with ‘Good for construction’ drawings for the building▪ Tender documents with ‘Good for construction’ drawings for MEP services,
Total Time for completion of Phase I = 8 weeks		

6. Payment Schedule

5.1 Time schedule for submission of various details in Stage 2.

5.1.1 The time allowed to the consultant for all activities under the contract (excluding the services to be rendered during execution) is **Two month** from the date letter of intimating acceptance of offer of consultancy services.

5.1.2 However, the activities like modifications to drawings as per site requirements, supervision of consultancy work during execution, can be done only as per execution schedule and hence shall be outside the above time period.

5.2 MILE STONE

5.2.1 Consultant has to complete the work as per time schedule mentioned in or and mile stones as below:

Sl. No.	Description of Mile Stone (Physical)	Time Allowed in week (From date of start)
1.	Preparation, submission and approval by IIT of preliminary building concept & plans along with Indicative MEP services inputs	1
2	Preparation of Tender document for Building contractor	2
2.	Preparation & submission of final structural design, drawing & MEP services	4
3.	Final drawings & design calculation complete in all respect after incorporating correction /modification by vetting agency.	4

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 and submission of GRIHA Certificate obtained	100% of the amount quoted minus payment already made.

7. Compensation for delay.

If the consultant fails to maintain the required progress in terms of time schedule as per mention terms of reference, he shall without prejudice to any other right or remedy available under the law to the IIIT, Sri City, Chittoor on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as the authority of IIIT, Sri City, Chittoor district (whose decision in writing shall be final and binding) may decide on the amount of consultancy fee for every completed day/ month (as applicable) that the progress remains below that specified in or that the work remains incomplete.

This will also apply to items or groups of items for which a separate period of completion has been specified.

- (i) Compensation for delay of work. @ 1% per week of delay to be computed on per day basis subject to maximum of Ten (10) percent of consultancy fee

8. 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.

9.ADDITIONS AND ALTERATIONS

The Client, IIIT Sricity, Chittoor shall have the right to request in writing any changes, additions, modifications in the scheme resulting in additional work in connection there with and the Consultant shall comply with such request. If the Client deviates substantially from the original scheme which involves extra services, expenses and extra labour on the part of the Consultant for making, changes and modifications or other documents rendering major part or the whole of his work infructuous, the Consultant may then be compensated for such extra services and expenses on quantum merit basis at mutually agreed rates keeping other terms and conditions in view, unless such changes, alterations are due to Consultant's own omissions and / or discrepancies including changes proposed by Consultant. The decision of the Department shall be final and binding on whether the deviations and additions are substantial and required any compensation to be paid to the Consultant. However, for the minor modification or alteration which does not affect the entire design, planning etc. no extra amount shall be payable.

Letter of Transmittal

Date:

To,

The Registrar,
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City
Chittoor District – 517 646
Andhra Pradesh.

Sir,

I / We do hereby submit my / our bid in two covers and if this bid is accepted undertake to provide Architectural Consultancy Services for the proposed work of Providing Architectural Consultancy services for the work of **Architectural, Structural, MEP & HVAC Design Consultancy services for Various Buildings and Infra Structure Development at Indian Institute of Information Technology Sri City, Chittoor Campus as per the Standards**

I / We fully understand that the written agreement to be entered into between me / us and IIT Sri City, Chittoor 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 Sri city.

Signature of Architect

Date:

Name:

Seal:

**Architectural, Structural, MEP & HVAC Design
Consultancy services for Various Buildings and Infra
Structure Development at Indian Institute of Information
Technology Sri City, Chittoor Campus as per the
Standards**

PART – II

PRICE BID

SCHEDULE OF QUANTITIES

TENDER NO: IIITS/NIT/INFRA DEVELOPMENT /2023/01, Dt.04 /01/2023

BILL OF QUANTITIES					
Sl.no	Description	QTY	Units	Rate	TOTAL Amount
1	Providing the design and drawings for the Construction of Boundary wall and main Entrance Facade with Security Cabin	2500	RM		
2	Providing the designs and Drawings for the Construction of Indoor multipurpose hall to be utilized for both sports and event organization	5000	SQM		
3	Providing the design and drawings for Construction of (Stilt +5) Faculty Quarters Building. For each floor 2 single bed room with each 900 Sqft and, 2 Double bed room of 1100 Sqft	30000	SQFT		
4	Providing the design and drawings for Construction of Director Quarters with 2500 Sqft including boundary wall	2500	SQFT		
5	Providing the design and Drawings for infra-structure development works like internal asphalt Roads, street Lighting , storm water Drains, cable trenches, culverts etc.	LS			
6	Providing the design and drawings for Construction of G+1 Canteen building with each floor 2000 Sqft	4000	SQFT		
Total					

Note:

- 1) The above quoted rate shall be exclusive of GST which will be reimbursed by IIIT Sri city on submission of documentary evidence for the GST actually paid to the Government of India.
- 2) No extra cost will be paid other than the above quoted rate.
- 3) Your offer includes for visits to site during actual execution of work

Signature of the Architect

Date:

Name:

Seal:(to be signed during concluding agreement)

APPENDIX – I

1. LOCATION MAP

