



E-Tender for Providing Project Management Consultancy (PMC) Services for the proposed Campus Infrastructure Development works at Indian Institute of Information Technology Sri City, Chittoor (A.P)

**NOTICE INVITING TENDER
(NIT)**

NIT No. IIITS/NIT/PMC Services/2024/022, Dt. 03.04.2024

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR
630, Gnan Marg, Sri City , Tirupati District, Andhra Pradesh**

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**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR
630 Gnan Marg, Sri City, Tirupati District - 517 646, Andhra Pradesh, India**

Website: <https://www.iiits.ac.in>

[Technical bid and Price bid system – CPP Portal mode]

SECTION – 1

DETAILS OF e-TENDER

Notice inviting E-Tenders through CPP portal from eligibility bidders under two bid systems (Technical bid and Financial bid) for the work **Providing Project Management Consultancy (PMC) Services for the proposed Campus Infrastructure Development works at Indian Institute of Information Technology Sri City, Chittoor (A.P)** addressed to the Registrar, IIIT Sri City, Chittoor and submits all specified documents

Name of the work	Providing Project Management Consultancy (PMC) Services for the proposed Campus Infrastructure Development works at Indian Institute of Information Technology Sri City, Chittoor (A.P)
Bid Issue Date	03 rd April 2024
Pre-bid meeting	10 th April 2024 @ 11:00 Hrs
Last Date for submission of e-bids	17 th April 2024 @ 16:00 Hrs
Date of opening of e-bids	18 th April @ 16:00 Hrs
Submission of offer	E-Tender in Two bid System through CPP Portal ENVELOPE 1: Technical Bid ENVELOPE 1: Financial Bid
Address for submission	E - Tender through CPPP only https://etenders.gov.in/eprocure/app
Earnest Money Deposit (E MD)	The Earnest Money Deposit amounting to Rs.5,00,000/- (Rupees Five lakhs only) must deposit through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 3)

**Providing Project Management Consultancy
(PMC) Services for the proposed Campus
Infrastructure Development works at Indian
Institute of Information Technology Sri City,
Chittoor (A.P)**

**PART – I
TECHNICAL BID**

NOTICE INVITING TENDER

IIIT Sri City invites sealed tenders in two cover system from the eligible / resourceful agencies:

1. **Tender Documents:** The interested parties may download the tender document from <https://etenders.gov.in/eprocure/app> and from <https://www.iiits.ac.in/tenders>
2. 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.
3. You are requested to go through the terms and conditions carefully and also visit / inspect the IIIT Sri city campus to familiarize and submit your tender as per procedure explained in this tender document.
4. The tenderer(s) if required, may submit queries, if any, through E-mail to tenders.2024@iiits.in to seek clarifications within 17:00 Hrs on 09.04.2024. IIIT Sri City will reply only those queries which are essentially required for submission of bids. IIIT Sri City will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents or queries received after stipulated, extension of time for opening of technical bids, etc.
5. Technical Bids will be open on the scheduled dates. Requests for extension of opening of Technical Bids will not be entertained.
6. **Earnest Money Deposit:**
The Earnest Money Deposit amounting to Rs. 5,00,000/- (Rupees Five Lakhs 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.
7. **Completion Time:** All the specified works construction period is estimated to be completed **within 30 months** including Pre-Tender period.
8. The estimated cost of the proposed infra-structure works construction cost is estimated as **Rs.90 crore**. The construction area is planned as **25000 Sq.m** approximately for the proposed construction facilities Viz:
 - a) Institute Main Entrance gate plaza.
 - b) Multipurpose sports building (PEB)
 - c) North East side Academic building (Stilt + 3 Floors)
 - d) Boys Hostel – 5 (Stilt + 10 Story building)
9. **Site Visit:** Before tendering, every bidder is advised to inspect the site/locations of work and its environments between Monday to Saturday from 10:00 Hrs to 16:00 Hrs except Sunday and Govt. holidays, to ascertain the exact requirement of the NIT, at his own cost.
10. The interested bidders should meet the following minimum qualifying criteria:

9.1 Work Experience:

1.1.1.Experience of having provided Project Management Consultancy Services for Similar Nature of projects, successfully completed during the last 7 years ending previous day of last date of submission of tenders:

(i) Rendering PMC works for 03 (Three) similar completed works each costing not less than the amount Rs.30 Crores

or

(ii) Rendering PMC works 02 (Two) similar completed works each costing not less than the amount Rs. 50.00 Crores

or

(iii) Rendering PMC works 01 (One) similar completed works each costing not less than the amount Rs. 75.00 Crores

(iv) Similar Nature of services means that the Project Management Consultant shall have experience in providing PMC and Engineering Services for construction of multistoried Office, Residential and Commercial Buildings, Academic building of reputed institutions, Hostel buildings of reputed institutions, Indoor sports building, PEB buildings with relevant Infra development services.

(v) Provided PMC services for construction of PEB building within the last 7 years is must. Firms without PEB building experience will not be considered for evaluation.

(vi) The value of PMC works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to last day of the month previous to the one in which applications are invited

(vii) The applicant should have satisfactory completed PMC work for at least one building of minimum 10 storey

(viii) The applicant shall deploy a web and mobile based application for real time monitoring of the project and facilitate Digitalized RFI system for Stage Passing of construction activities, tracking and project controlling

(ix) The firms should have average annual financial turnover of Rs. 3 cores of PMC services during the last 7 years ending 31st March, 2024.The firms should not have incurred any loss during the last 5 financial years.

(x) The firms should have valid registration for GST and should have Permanent Account Number (PAN).

(xi) Documentary evidences for work experience, Signed Tender Document, turnover, GST, PAN all as indicated & required in this tender document should be furnished without which bid will not be considered

for evaluation.

(xii) If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.

Note:

- i) The qualifying work should be supported by certificates issued by client's organizations.
- ii) Signed and stamped copy of relevant documents for aforesaid qualifying criteria needs to be uploaded on online.
- iii) Joint-venture consortium of firms / companies shall not be allowed.
- iv) Experience of work in Foreign Country shall not be considered.
- v) The intending **tenderer** (s) must read the terms and conditions of this tender carefully. They should only submit his bid if eligible and in possession of all the documents required.
- vi) Notwithstanding anything stated above, IIIT SRI CITY reserves the right to assess the capabilities and capacity of the tenderers to perform the contract in the overall interest of IIIT SRI CITY.
- vii) The tenderer(s) is/are required to quote strictly as per the terms and conditions, specifications, standards given in the Bid documents and not to stipulate any deviations.

Instructions for submission of online Bid:

- i.** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL: <https://etenders.gov.in/eprocure/app> by clicking on "Online Bidder Enrollment". Enrolment on the CPP Portal is free of charge.
- ii.** As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- iii.** Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv.** Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
- v.** Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- vi.** The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- vii.** Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be.
Bid documents may be scanned with 100 dpi with black and white option.
- viii.** To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents

may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

ix. The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in pdf format for evaluation purpose.

x. Bidder should log into the site well in advance for bid submission so that he/she upload the Bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. . The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected.

xii. The server time (displayed on the bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.

xiii. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

xiv. The uploaded tender documents become readable only to public view after the tender opening by the authorized bid openers.

xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.

xvi. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

Xvii Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

xviii. Any queries relating to online bid submission or CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120- .4200462, 0120-4001002, 0120- 4001005].

11. **Scope of Work:**

PROJECT MANAGEMENT SERVICES

Brief scope of PMC Services:

Project Management Consultant will be providing **Project Management Services** during Tendering stage, Construction stage and Post Construction Stage comprising of receiving the final Tender document and final Tender drawings of each facilities from IIIT Sri City appointed architects / design consultants and assisting IIIT Sri city to make decisions.

Planning Management and co-ordination with various Project Delivery Strategies viz. Time Management, Cost Management, Risk Management, Cash Flow, Project Control, Communication Management, Quality Management, Construction Management Close out, Environmental, Health & Safety management and co-ordination with all Project Architect, Cost Consultant, Design Consultants & end users as required for the Completion & Handing over of the project including activities during Defects Liability Period. The project being very cost and time sensitive the overall Construction Management Strategies should be adaptable to the project deliverables and the scope and fees are in line with this.

The detail scope of work performed by PMC in stages is as described below:

Tendering Process:

Review, study and analyze the designs, drawings & estimates provided by architect etc., to ensure that they are in conformity with the requirements and needs of IIIT Sri city.

➤ **PRECONSTRUCTION STAGE:**

- Discussion with IIIT Sri City and finalization of project brief including illustrating the IIITS Requirements.
- Analysis for the various project related activities with reference to time frame, resource allocation & scheduling using latest techniques and soft wares.
- PMC will be responsible for checking the structural designs, drawings, Tender documents and assist IIIT Sri city in taking decision.
- The designs can be checked by the PMC through third party agency like IIT / NIT or any reputed Engineering colleges and the cost for the same should be borne by the PMC.
- Checking the Architectural drawings, technical specifications, services and all other drawings to ensure their completeness / correctness.
- Checking the bill of quantities including the cost estimates in comparison with market rates & bench mark datas
- Process the Pre – qualification of vendors generally as per the standard guidelines by following the applicable government procedures.
- Hold vendor interaction meetings, pre-bid meetings and ensure clarity on queries generated.
- Establishing and recording the **Projects communication protocol and documentation.**
- **Identify key risk pertaining to the Project**, prepare risk mitigation plan and implement.
- Develop detailed **Project Execution Plan**, cash flow on the basis of construction schedule agreed with the Contractor(s) and obtain IIIT Sri city approval for the same.
 - Prepare **regular and specific reports** at regular interval in consultation with the IIIT Sri city as mutually agreed upon.
 - Prepare **detailed activity-wise Master Programmer** for the Entire project identifying the specific activities with inter-activity dependency, sequencing and activity duration for acceptance by the IIIT Sri City.. Liaise with IIIT Sri City, Architect and other Consultants as required for **necessary drawing coordination and management.**

- Advice on capable reputed agencies/contractors., conduct pre-qualification process for participation in tender process (Inputs to be taken from cost consultants if any)
- Attend all meetings with the IIIT Sri City and Contractor(s).Review and agree on construction methods with the design Consultant / IIITS and advice on constructability, if required
- Prepare and monitor the material procurement schedule and identify materials that require advance ordering and processing. Advise and assist where appropriate, in the procurement of materials.
- Follow up with design consultants for drawings and review GFC drawings issued by design Consultants and report any discrepancy to the IIITS / Consultant after correlating with other Design/drawings.
- Plan the layout of site facilities and temporary services that are to be provided or secured by the IIITS. Coordinate with contractor to evolve and finalize the site logistics plan to execute the project. To take responsibility in co-ordination, monitoring, construction supervision of works in all
Respects as per specification including:
 - Completion within scheduled time
 - Within budgeted cost
 - In best quality
 - Meeting safety norms
 - Satisfying stipulated rules and regulations

Organization and Administration:

- Project Procedures Manual : Responsible for advising and implementing the appropriate procedures and reporting systems to be developed and used. The Manual shall outline the reporting structure and requirements.
- Project Control Systems Management: Responsible for analysing, defining and implementing the information technology and systems needed for the effective management of the project, which complement the Project Procedures Manual and the Development systems.
- Document Control Administration: Responsible for implementing the document issue, numbering and distribution system.
- Administration of Project: Based on the reporting requirements agreed with the Developer and the project procedures manual., solely responsible for administering the development process including monthly reports to the developer.

➤ **CONSTRUCTION STAGE**

Time Management:

1. Correlate Programmer schedules already agreed by and between IIITS and Contractor(s) and incorporate necessary modifications.
 2. Regularly maintain, monitor, and up-date Construction Programmer including mile stone events for drawings, status of contracts award, material procurement and related measure through reports. Identify causes of delays and propose rectification measures with time implications for discussions with and approval by the IIITS and implement such approved rectification measures.
 3. Early warning advice on matters likely to affect the Project timeline or programme.
 4. Use its best endeavour to ensure that the Contractor(s) are issued with and made fully aware at all times of the requirements with strict adherence to detailed construction programme.
 5. Any matter having time implications, which may arise from changes in design and/or specification, attendance at meetings, site visits, correspondence, etc. should be formally communicated and highlighted to IIITS.
 6. Monitoring and analysing advance orders or advance purchases for materials or equipment with long delivery times to comply with programme requirements.
 7. Prepare Monthly Progress Report, which includes Operational and physical progress reports etc.in the formats and frequencies to be agreed by the IIITS on actual time as compared with the original approved construction schedule. PMC will provide these reports in the Standardized formats as agreed with IIITS.
 8. Report on physical progress of the construction and off site work of Contractors in the format acceptable to the IIITS.
 9. Report on physical progress of the construction and off site work of Contractors in the format acceptable to the IIITS. Contract & Procurement Management: - This is to be carried out in co-ordination with the Cost consultant
- Direct Contractors with regard to their responsibilities and contractual obligation.
 - Check that change orders and instructions are being issued and correctly circulated.
 - Monitor work package contractor's quality control and quality assurance.
 - Implement document control register and log.
 - Implement change order strategy with inputs from Design consultants and vendors.
 - Monitoring of all financial aspects of the contract for compliances such as bank guarantees, indemnity bonds, performance guarantees, insurances etc.
 - Monitoring of all statutory compliances and maintain records with regard to adherence of administrative requirements of Contract Act and other labour legislations viz. Minimum wages, P.F / ESI etc.

- Coordinate in resolution of differences and disputes, if any, arising out of the contractual terms in the best interests of the IIITS.
- Scrutinize Contractor(s)' claim; evaluate it with respect to contractual obligations and advise IIITS for further action.
- Review daily contractual Correspondence, Prepare and submit a monthly report of cost incurred and anticipated amount for next month
- Cash-flow Projections (Actual Vs Planned)
- Verify quantity and rates in the change orders raised by Contractors and finalize the same.
- Provide advice to the IIITS on claims received from the Contractors from perspective of extension of time, loss and expenses.
- Check on executed/ used quantity vis a vis estimated theoretical quantities /consumption
- Review and obtain approval from IIITS on the rate analysis for any non- schedule items submitted by Contractor(s). confirmation from Cost consultant is mandatory.
- Prepare variation orders with inputs from cost consultant and or other consultants and vendors during construction in line with the agreed change order process
- Contract Administration (if required by IIITS) by coordinating with IIITS/ Contractors and also verifying the Bank Guarantees for Mob. Advance, Performance, Retention, etc.;

- Insurance Policies: Indemnity Bonds: Contractor Registrations / Licenses like ESI / EPF/Wages / Labour etc.,

- Draft and recommend for the issuance of Virtual Completion Certificate to the Contractor by the IIITS after making sure of the completed scope in accordance with Contract.
- **Quality and Safety Management:**
 10. Review / Formulate and implement quality assurance and quality control system (Project Quality Plan) and EHS Plan submitted by Contractor(s) and monitor its implementation.
 11. To document the quality procedures to be implemented and get it approved by the IIITS.
 12. Monitor progress of, shop drawings and / or working drawings, of Contractor(s) and coordinates with the Contractor(s).
 13. Make regular visits to the works places / workshops of Contractor(s) and material suppliers if necessary, to inspect quality, progress and delivery in relation to the detailed program and report to the Company.
 14. Take all reasonable steps so that Contractor(s) regulate their policies and

procedures to conform to the best construction practices including setting the quality control procedures such as pour cards, checklist etc.

15. Supervise the production of all site work to achieve the necessary quality and prompt replacement of defective work by the Contractor(s). Maintain records of quality tests or opening up for inspection required by Contractor(s).

16. Maintain records of weather, temperature and site conditions necessary for administration of the project.

17. Direct Contractor(s) to conduct testing and commissioning in accordance with the quality control procedures.

18. Coordinate with the Contractor(s) to institute and implement safety measures in accordance with applicable laws.

19. Take reasonable steps so that Contractor(s) personnel adhere to all safety norms and rules laid down by PMC in consultation with IIITS. Prepare Site Safety Procedures and methods for incorporation minimise accidents and injuries. Conduct safety inspections safety audits and advise on improvements. Conduct Periodic check on use of personnel protection equipment and Safety appliances. Advise on Healthy and hygienic requirements at Site.

20. Conduct periodic quality and Safety meetings to maintain pre-set quality standards and safety norms. Co-ordination and Execution Management:

21. Establish at site, all necessary management personnel with complete responsibility to manage the project, in close liaison with IIITS and Contractor(s). Advise IIITS on appointment of resident site management and administration staff.

22. Conduct weekly Site meetings to monitor progress of work, coordinate activities of all agencies and ensure that all outstanding matters, drawings, decisions and other constraints are resolved. Prepare and circulate Minutes of Meetings.

23. To coordinate for Master Plan Layout at site in due presence of Design Consultant /Contractor(s) and get it signed off by the Contractor(s). Also to check and co-ordinate the setting out work of Contractor(s).

24. Co-ordinate and expedite all site works carried out by the Contractor(s).

25. Manage Contractor(s) to make good any damage caused by them to the works or to the site facilities.

26. Monitor the performance of Contractor(s) against delay in construction so as to enable corrective action to be taken to prevent stoppages and delays. In the event of delay the PMC will take necessary action along with the IIITS to impose appropriate measures on the Contractor(s) responsible for the delay.

27. As and when informed to PMC by the IIITS, coordinate and manage Contractor(s) to complete all necessary work at site so as to enable Company to obtain various approvals of the authorities and render all necessary and reasonable assistance to the authorities visiting site.

28. Take all reasonable steps to implement the prompt remedying of all defects at practical completion of each works contract and at the end of their defects liability

period as agreed between the Contractor(s) and the IIITS.

29. Coordinate with the Contractor(s) so that they manage the site in an orderly manner giving due regard to the occupants of premises adjacent to or near to the site, that their working areas are kept clean during the progress of their works and that debris are removed from the site as it arises and at completion of the project.

30. Arrange and keep records of site meetings, maintain records of review meetings in the form of Minutes of Meetings in prescribed format Also, document and maintain all correspondences with Contractor and all other vendors.

31. Co-ordinate with Contractor(s) to furnish details to the IIITS in the desired and agreed formats on a regular basis for statutory or technical requirements.

32. PMC will be responsible for managing the Contractor(s) engaged by the IIITS for execution, supervision and maintenance (scope of maintenance is limited to attendance to defects reported in permanent works during Defects Liability Period) of the works, whether temporary or permanent in respect of the project.

33. Establish with the IIITS any requirement for partial possession and coordinating Contractor(s) to effect suitable sequence of completion.

34. Liaise with IIITS, Architect and other Consultants as required for necessary drawing coordination and management.

35. Generate captioned progress photographs throughout the entire project and detailed specific photos of key area of focus that may be in delay or require some specific attention. Design Coordination:

36. Provide regular project updates to include design and construction progress, cost status and anticipated changes, approvals and outstanding IIITS actions.

37. Coordinate the approval of “pre-order” and “post order” shop drawings through vendors and consultants.

38. Coordinate the approval of samples in terms of compliance with the contract documents and designer’s specification.

39. Coordinate the submission and approval of equal and/or equivalent materials. Site Progress Review and Coordination:

49. Checking of quality of all incoming materials through physical inspection & tests.

50. Inspect on site activities and to achieve high-quality installations and construction in accordance with specifications through adequate checks.

51. Review Quality plan of vendors and conduct regular audits to check adherence at site.

52. Maintaining records pertaining to quality & testing.

53. Review of work method statements of vendors for all major activities.

54. Coordinate review and approval of shop drawings.

55. Issue Non conformity reports (NCR) to vendors for deviations from agreed specifications and design and manage closure of all NCRs through concerned vendors.

56. Issuance of site instructions – following formal approval procedure.
57. Establish comprehensive testing, commissioning and handover procedures for contract work.
58. Witness key handover and acceptance meetings.
59. Provide direction to contractors of any remedial action (if necessary) to achieve stipulated programme and milestone dates.
60. Conduct ad-hoc daily inspections of works and review progress.
61. Arrange appropriate Project meetings. Record correspondences and Minutes of Meetings.
62. Assist and manage through Company provided manpower and infrastructure proper receipts, storage and issue of Company procured items. Proper documentation to be maintained with regard to Company procured store items. Cost Management:
 63. Establish and update agreed cost plan and advice on any anticipated overruns/ variations with inputs from consultants and vendors. Provide cash flow to Company for project duration and same to be updated on monthly basis.
 64. Value engineering – review of construction methods with reference to feasibility, scope for Improvement, alternate cost and time effective methods to achieve optimal results.
 65. Obtain authorization for cost variations due to design changes or quantities variations due to site conditions in accordance with Change Order procedure from the Company.
 66. Review and obtain approval from Company on the rate analysis for any non- schedule items submitted by Contractor(s).
 67. Establish a cost control system to identify increases in costs, both incurred and anticipated, so that timely action may be taken to remain in budget and agree with the Company Schedule Management:
 68. Prepare and maintain an integrated design and construction master program. Review and approve Contractor(s)' master schedule.
 70. Prepare and maintain short-term construction schedules linked to the master program and update accordingly.
 71. Establish a tender event schedule directly linked to master program.
 72. Establish key sign off milestones dates and context of sign off documentation.
 73. Monitor design, procurement and construction progress and advice of changes to the master program.
 74. Prepare and maintain detailed construction activity programs and identify critical path activities.
 75. Monitor delivery schedule of concerned agencies, to manage timeliness.
 76. Report Back to Company with action plan for recovery about any

slippage/Pending/delayed activities. Prepare recovery schedule.Occupational Health and Safety Monitoring:

77. Review the Contractor(s)' project safety plan and suggest changes / recommendations.

78. Undertake regular health and safety audits and highlight concerns and suggest remedial actions as necessary.

79. Check if the vendors are maintaining their relevant insurance policies at all times during the Project and highlight any concerns if present.

80. Monitor site cleanliness, proper housekeeping and removal of debris.

81. Monitor protection of completed works.

POST CONSTRUCTION STAGE (PROJECT CLOSE-OUT):

- On completion of each of the jobs/ works by Contractor(s) PMC will check and certify the final bills submitted for payment. PMC will also undertake to get completed from the Contractor(s) the project closure documentation including the no dues agreement and various contractual guarantees, as-built drawings, material reconciliations etc.
- PMC , on project completion, must submit a detailed Project / Contract Closure Report incorporating Technical Close-Out for the project. The Commercial close out to indicate the
- Status of Bank Guarantees / Performance Guarantees, details of Defects Liability Periods / Retention Money of Contractor(s) etc. as per Company's requirement etc.
- In Technical Close-Out, co-ordinate with Contractor(s) in their delivery to the Company on the completion of the project records such as as-built drawings and manufactures manual
- provided by Contractor(s), which are reasonably sufficient to enable the Company/Company to manage and maintain the project after completion. It should also include all
- Testing & Commissioning data, reports etc. for all the services work and preparation of final documents. Ensure that final testing, inspections and handovers take place prior to issuance of any
- Certification of completion.
- Prepare and submit a detailed Project Closure Report including contract closure report, technical close-out, status of BGs, details of DLPs.Reports :-
- Prepare Daily Progress Reports, Weekly Progress Reports, and Monthly Progress reports.
- Additional Scope As agreed in meetings:

- Develop and implement standardized MIS procedures for the project.
- Develop and implement MIS policies to ensure data accuracy and security.
- Establishing and recording the Projects communication protocol and documentation.
- Perform regular analysis for time cost, Approvals & quality report it at regular intervals and as and when required in a specified pre-approved format.
- Identification of future pit falls in construction, design, cost trends & Project documentation.
- Preparing presentation, Graphs, cash flows, and analytical reports for the projects time to time.
- Monitor MIS performance regularly to avoid unplanned outages and time lost in decision-making.
- Generate and circulate, weekly, monthly, quarterly and yearly construction MIS reports to all concerned depts as need be.
- Analysis of all MIS Reports and submission of analysis to senior for action.
- Project specific SOP shall be agreed & signed off with Client, in 3-4 weeks' time once on board
- Audit report / work done report in 3-4 weeks' time once on board. Details of Technical audit shall be for work already executed, process & governance followed from inception till PMC is on board.
- No claims / extra rate due to unclarity in agreement / commercial conditions.
- In case of Key resource is on a long holiday, you shall provide immediate backup / delegate work suitably so that project should not suffer.
- Client has shared the stages and status of design developments & site execution till date. You have committed to adhere on the timelines as proposed by Divyasree in the RFP / Contract.
- Agreed & clearly communicated that there will be HO support throughout the contract works.

Broad Scope of Work

- PMC will supervise on behalf of IIIT Sri City for implementing the project. The activities under the scope of work of PMC shall broadly include but not limited to the following: -
- PMC will supervise the activities leading to the construction of all buildings and campus developments on IIIT Sri City site.
- In addition to this PMC shall also administer the Works Contract and ensure that the contract clauses whether related to quality or quantities of work are respected and the works are executed in accordance with its provisions.
- The PMC will supervise the construction work to ensure adherence to the drawings, prescribed high standards of quality and timely completion of the

project and verify and certify the contractor's bills and monitor the progress of the work.

- PMC will make all engineering decisions including necessary correspondence with architects, contractors etc. required for the successful and timely implementation of the Project.
- PMC will ensure adherence to relevant local body norms, BIS codes, CVC guidelines, environment and other regulatory requirements and will also ensure observance of all formalities/documents/day to day activities as defined in CPWD Works Manual for execution of 'Works Contract' and as directed by IIIT Sri City from time to time.
- The project shall be headed by a sufficiently senior and competent person in the PMC having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart for managing the project so that appropriate decisions are taken quickly. However, the actual number of technical and financial personnel to be deployed and the deployment schedule shall be prepared by the PMC and mutually agreed upon after award of work.
- The deployment schedule shall be prepared in a manner that all the functions required to be performed by the PMC as per the scope of their work are performed completely and efficiently. The deployment schedule shall be reviewed from time to time and necessary revisions/ adjustments shall be made in the schedule as may be found necessary on the basis of joint assessment of the site requirements by the IIIT Sri City and the PMC.
- The Key personnel of the PMC shall not be changed during the implementation of the project without prior approval from IIIT Sri City.
- The PMC shall be responsible for complete management and construction supervision of all the activities of the projects. PMC would be required to perform broadly the following activities at different stages of the project:
 - Construction Stage.
 - PMC shall ensure that no time and cost overrun occurs.
 - PMC shall provide Construction Management Services from the start of construction up-to commissioning and handing over of the project to the IIIT Sri City for use. It shall also be the responsibility of the PMC to liaise and coordinate with various agencies for smooth execution of the project.
 - Responsibilities of Project Management Consultant for construction stage shall, inter-alia, be as under
 - Assemble multi-disciplinary construction management team and have detailed interaction with the Architect and the contractor's Project Team on behalf of the IIIT Sri City to initiate all preliminary actions and mobilization.
 - Prepare detailed coordinated construction schedule.
 - To ensure that the good for construction drawings are finalized after coordination with other disciplines and all agencies.

- Drawing up and putting in place a Quality Assurance Plan as well as a Safety Assurance Plan along with an appropriate and efficient mechanism to ensure their effective implementation at site
- Day-to-day supervision of work to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers & supervisory staffs as per sound engineering practice. PMC will also depute its Quantity Surveying team as a part of the project team for vetting/ checking of the bills.
- Checking fabrication drawings, bar-bending schedules and all other architectural/Structural details during construction.
- Conduct site meetings & coordination meetings with all agencies for timely completion of the project.
- Carryout quality assurance checks & adhere to maintain quality reports.
- Rendering timely advice for implementing special measures for effecting cost/quality/time benefit for the project.
- Interact & Liaise with IIIT Sri City to understand, integrate and link the services to the building services.
- Provide quick clarifications to designs or details that have been provided vide drawings or immediate solutions to the clarifications sought by the Contractors.
- Check and inspect testing of materials and work as required. If so required, testing and checking of manufactured items have to be carried out at the manufacturer's Factory as per provision in the Contract.
- Checking and Certification of contractors running and final bills of the works executed for the purpose of payment to be released to the construction agencies.
- Provide contract administration services of all Contract Agreements and devising a suitable dispute-resolution mechanism to facilitate a quick and amicable settlement of disputes, if any.
- Final inspection, supervision of testing and commissioning of various systems and assisting the IIIT Sri City in taking over of various parts of works and of various systems.
- Generate and submit to the IIIT Sri City time-to-time progress reports in the agreed formats and at the agreed frequency. For this all the necessary data relevant to the execution of work including materials brought and consumed at IIIT Sri City site, hindrances if any, IIIT Sri City records of daily labour deployed etc. shall be maintained.
- Regular review and monitoring on PMC activities shall be done by IIIT Sri City.
- PMC shall also apprise the IIIT Sri City of the progress and/or activities of the project on monthly/ quarterly basis as deemed fit by IIIT Sri City by preparing and submitting monitoring reports. The report shall inter-alia include the following
 - Name of Project
 - Project Management Consultant
 - Name and details of the Contractor

- Scope of Works of Contractor
- Date of Commencement/Date of expected Completion: Scheduled & Actual
- Major Issues and Decisions Pending
- Status of Progress of Work
- Areas of Concern
- List of Registers Maintained by PMC
- Labour Deployment Chart
- List of Equipment Mobilized at Site
- Materials/Personnel at Site
- Status of Payment to Contractor
- Test results of materials
- Photographs of the Site
- Site Order Book
- Visitor's Site Inspection
- PMC shall be assisting IIIT Sri City for dealing with the Arbitration cases between PMC and Contractor, if any, for contracts entered with various contractors. PMC will assist IIIT Sri City to prepare claims/counter claims, attend hearings and provide all necessary assistance to the Arbitrator till final settlement of disputes which shall be following Arbitration & Conciliation Act, 1996. It shall be the sole responsibility of PMC to defend the case including on behalf of IIIT Sri City. PMC shall take all necessary steps to safeguard IIIT Sri City interest while awarding the works to the contractor.

Post Construction Stage.

During this phase, the activities are likely to be as under

- Settlement of all accounts of the contractors
- Witness testing & commissioning of all utilities and certify the same. Provide project completion report which shall contain all technical and financial information of the project.
- Co-ordinate with vendors/contractors and arrange for user operation & maintenance manuals and training to IIIT Sri City. All warranties and guarantees on equipment/fixtures etc. procured by the contractors shall be in the name of IIIT Sri City and appropriate clauses will be inserted in the tender documents by PMC in this regard.
- Provide adequate engineering and supervisory staff for day-to-day inspection / monitoring of works and during Defect Liability Period and issue of timely notice to vendors/agencies for rectification of defects, if observed.
- Any other activity that is deemed necessary for the project execution & completion, but not included in the above-mentioned list shall form the part of scope of work of the PMC and the decision of IIIT Sri City shall be final in this regard.

1. Mandatory PMC Team.

The Agency shall depute project specific engineers right from beginning till end of projects to render the said PMC services. An indicative Roles and Responsibility Matrix proposed for this project is given below: -

Designation	Min Qualification	Min. Experience	No.	Relevant Experience
Project Manager	BE Civil	15-20 Years	1	Should have managed the entire similar project including PEB construction from inception to end. Age limit 45 years maximum. (Deployment weightage to be considered is 35% of Fee)
Deputy Project Manager	BE Civil	10 -15 years	1	Should have similar project experience including PEB construction. (Deployment weightage to be considered is 20% of Fee)
Planning / Billing Engineer	BE Civil	7 Years	1	Should have supported the Project Manager in document preparation Tendering and coordination with clients. (Deployment weightage to be considered is 10% of Fee)
Project Engineer (Civil)	BE Civil	6 Years	3	Should be responsible for construction, installation, quality, safety and progress of civil works at site. (Deployment weightage to be considered is 7% of Fee for each)
Project Engineer (MEP)	BE Electrical	8 Years	1	Should be responsible for installation, quality and progress of electrical and works at site. (Deployment weightage to be considered is 7% of Fee)
Project Engineer (PHE)	BE /mechanical	6 Years	1	Should be responsible for installation, quality and progress of mechanical works at site. (Deployment weightage to be considered is 7% of Fee)

Note: The entire above site team should be supported and assisted by PMC Head Office.

In case of partial deployment of staff, the payment will be considered based on the % weightage (as given above) of staff actually deployed at site for the period.

12. Bid Evaluation:

The Technical Evaluation Committee (TEC) constituted by the competent authority, IIIT Sri City Chittoor will open the technical bid to decide the technical suitability of their service based on the pre-laid terms and conditions. Appropriate norms as stipulated in the NIT will be decided by the committee before the opening of the Technical bid for evaluation of bids. After the evaluation of the technical aspects of the bid the committee will give suitable recommendations about the shortlisted firms. The recommendation of the TEC shall be final and binding on all the parties. Further, the TEC may seek additional information from the existing users at IIIT Sri City Chittoor or from other Institutes. The PMC 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).

- The shortlisted firms will be called for technical presentation to the committee of their credentials either online or off line as intimated by IIITS. The financial bids of only those PMC Firms who secure a qualifying mark of 70 in the technical presentation evaluation will be opened on a date to be intimated later.
- The successful PMC Firm will be selected based on Combined Quality cum Cost Based System (CQCCBS).
- Under CQCCBS, the technical proposals will be allotted weightage of 60% and the financial proposals will be allotted weightages of 40%.
- 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.
- The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up.
- The calculation for arriving at the total combined score (Quality and Cost) is given below.

$$\begin{aligned}
 \text{Marks obtained by a Bidder for the technical bid} &= M \\
 \text{Amount quoted by the lowest bidder} &= L1 \\
 \text{Amount quoted by a Bidder} &= L \\
 \text{Points for Financial proposal of the bidder} &= (L1/L) \\
 \times 100 = F & \text{ Combined technical and financial score (H) of the bidder} = \\
 M \times 0.6 + F \times 0.4 &= H
 \end{aligned}$$

- 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 PMC Firm.
- The contract will be awarded to the successful bidder at their quoted /negotiated amount.
The Architect whose bid is accepted shall sign a written agreement with the IIITS.
- The tender accepting authority of IIIT Sri City reserves the right to reject any bid or all the bids without assigning any reason.

13. IIIT Sri City reserves the right:

- To accept or reject any or all bids either in whole or in part or to invite revised price bids or to annul the bidding process
- To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
- To omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work or during execution of work without assigning any reason whatsoever.
- To change the quantity or add the item or cancel the item/service required.
- To accept or reject any or all the Tenders without assigning any reason.
- Bids shall be adjudged as non-responsive due to any of the following reasons:

- g. Bids submitted without Earnest money or without evidence for EMD Exemption.
- h. Bids submitted without certificate(s) in respect of the financial and technical qualification criteria.
- i. Bids submitted without documents to establish the eligibility criteria.
- j. Bids submitted without photocopies of the receipted copies of GST, IT and PF Returns from the respective Competent Authority.
- k. Any other reason as applicable.
- l. Bidders shall clearly indicate their legal constitution and the person signing the bid shall state his capacity and also the source of his ability to bind the bidder. The power of attorney or authorization or any other document constituting adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid. The owner may reject outright any bid unsupported by inadequate proof of the signatory's authority.
- m. The bid document shall be completed in all respects and shall be uploaded in the portal together with the requisite information and appendices. They shall be completed and free from ambiguity, change or inter-lineation.
- n. IIIT Sri City shall have a unqualified option under the said bid bond to forfeit the EMD in the event of Bidder failing to keep the bid valid up to the date specified or refusing to accept work or carry it out in accordance with the bid if the IIIT Sri City decides to award the work to the Bidder.
- o. The EMD shall be retained with the IIIT Sri City until finalization of tenders. If any statements documents/information submitted by tenderer is found false/incorrect, willful misrepresented or omission of facts or fake/forged documents, the EMD shall be forfeited.
- p. IIIT Sri City shall, however, release the EMD in respect of unsuccessful bidders within 30 (thirty) days of placement of order to successful bidder. No interest shall be payable on EMD by IIIT Sri City. EMD of successful bidder will be converted into security refundable deposit. In case of any breach of contract, EMD will be forfeited.
- q. The works shall be carried out in the IIIT Campus as per the directions of Engineer In-Charge, Safety procedure, specifications and standard code of practice.
- r. This tender notice (NIT) shall be deemed to form an integral part of the contract to be entered into for this work.
- s. The successful bidder has to ensure the safety of the manpower/vehicles deployed in the premises. IIIT Sri City will not be responsible for any incident arising during execution of the work.
- t. IIIT Sri city shall provide the required office space for the PMC team. All office furniture and equipment's including internet facility should be arranged by themselves.

14 Project Period, Terms and Schedule of Payment:

14.1. The total duration of the Project shall be **30 months**. Project duration may be extended depending on the schedule period for Construction till completion of project and settlement of final Bills of Contractor.

14.2 In case the execution of the project is extended beyond 30 months, no

additional amount shall be paid for extension period; however, a mutually agreed rate of per month shall be paid for extension. **Any delay in finalization of tender process only will be considered.**

- 14.3 The following terms of payment shall be applicable upon signing of the agreement:
- a. 80% of the fee payable in monthly installments [RA Bills] based on the contractors certified value of work done, from the date of award of work.
 - b. 10% shall be paid after issuance of completion certificate and finalization of final bill and closure of Contract for each package of work. The difference between the estimated fee indicated in (i) above and the actual fee based on the accepted bid value will be adjusted in the last invoice under this clause.
 - c. 10% shall be payable after the completion of Defect Liability Period.

15 Defects Liability Period.

A Defect Liability Period of 12 months. However, during defect liability period the consultant (PMC) shall have to make available only those members out of the proposed team, whose services are requested for the purpose by the IIITS.

16 List of Documents to be scanned, uploaded within the period of bid submission:

- (a) Registration certificate of the company / establishment.
- (b) Proof of Payment against EMD Or proof of exemption.
- (c) Form for Prequalification for PMC duly filled in and signed with supporting documents.
- (d) Integrity Pact duly signed by the bidder.
- (e) Corrigendum / Addendum / other documents, if any
- (f) Power of Attorney of the person authorized for signing / submitting the tender.
- (g) GST Registration certificate and PAN card.

NOTE:

All the uploaded documents duly sealed and signed by the Power of Attorney holder should be in readable, printable and legible form, failing which the Bids shall not be considered for evaluation.

16. Set of Tender Documents:

The following documents will constitute set of tender documents:

- (a) Notice Inviting E-Tender
- (b) Quoting Sheet for Bidders (Financial Bid Template)
- (c) Bid Document consisting of "Conditions of Contract", "Scope of work", Minimum Technical Staff Requirement at Site" and "Payment Schedule" etc.
- (d) Form of Prequalification including Integrity Pact.
- (e) Corrigendum / Addendum / Other documents, if any.

17. Validity

Tenders shall be valid for acceptance for a period of **180 days** from the date of opening of price bid.

18. TAXES AND DUTIES:

As per the CPP Portal standards and format. Bidders are required to provide the GST amount for each item of work in the CPP Portal format BOQ. If the GST values are not provided in the financial bid by the bidders then the financial bid of the bidder will not be admitted for evaluation as per government norms.

On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor will be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.

19. Right of Rejection:

The IIIT Sri City reserves the right to reject any proposal that does not address all the requirements of the NIT. In addition, the IIIT Sri City reserves the right to accept or reject any proposal submitted by the tenderers, and to cancel the NIT process and reject all proposal submissions at any time, without thereby incurring any liability to the affected Consultant or any obligation to inform the affected tenderer the grounds for IIIT Sri City action.

20. FORCE MAJEURE

IIIT Sri City, Chittoor may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

21. ARBITRATION:

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIIT Sri City, Chittoor or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Director, IIIT Sri City, Chittoor. The Venue for arbitration shall be Tirupathi District, Andhra Pradesh – 517 646.

22. JURISDICTION:

All the disputes arising out of this order shall have exclusive jurisdiction of Tirupati, Andhra Pradesh.

23. BUDGET COST:

The Tentative budget cost of the proposed Infrastructure development works is 90 crores.

APPENDIX-A

LETTER OF PROPOSAL

The Registrar,

(On BIDDERS Firm letter head)

Dated:

Indian Institute of Information Technology Sri City, Chittoor

630, Gnan Marg, Sri City

Tirupati District – 517 646

Andhra Pradesh.

Sub: Selection of Consultant for providing Project Management Consultancy (PMC) Services for campus infrastructure development works at IIIT Sri City.

Dear Sir,

1. With reference to your RFP document. NIT No.: IIITS/NIT/PMC Services/2024/022, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The proposal is unconditional and unqualified.
2. All information provided in the **proposal** and in the Appendices are true and correct.
3. This statement is made for the purpose of qualifying as a bidder for undertaking the Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of the Authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any projector contract nor have had any contract terminated for breach on our part.
7. We certify that we have not been barred by the IIIT Sri City or any other state government in India (SG) or Government of India (GoI), or any of the agencies of SG/GoI from participating in its projects.
8. I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority.
 - (b) I/ We do not have any conflict of interest in accordance the RFP document;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

Signature of the tenderer with seal

- (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the bidders to Bid for the Project, without incurring any liability to the bidders, in accordance with the RFP document.
10. I/ We declare that we are not a Member of any other firm submitting a proposal for the Project.
11. I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 12.
13. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
14. I/ We further certify that no investigation by any regulatory authority is pending either against us or against our Associates or against our Registrar or any of our Directors/ Managers/ employees.
15. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
16. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
17. In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to me/us prior to the proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
18. I/We have studied all the Bidding Documents carefully and also surveyed the project site. We understand that except to the extent as expressly set forth in the Service Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of assignment.

Signature of the tenderer with seal

19. The Consultancy Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft Service Agreement.
20. I/We offer and attach as specified (i) EMD of Rs. 5,00,000/- (Rupees Five lakhs only) to the Authority in accordance with the RFP Document.
21. I/We agree to keep this offer valid for 180 (one hundred Eighty) days from the proposal Due Date specified in the RFP.
22. I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the RFP document.

Yours faithfully,
(Signature of the Authorized signatory)
(Name and designation of the of the Authorized signatory)
Name and seal of bidder

APPENDIX - B**Integrity Pact**

To
The Registrar,
Indian Institute of Information Technology Sri City,
Chittoor630, Gnan Marg, Sri City
Tirupati District – 517646
Andhra Pradesh.

Sub: Providing project management consultancy (PMC) services for the proposed campus infrastructure development works at IIIT Sri City Chittoor.

Dear Sir,

I/We acknowledge that IIIT Sri City is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process.

I/We acknowledge that the making of the bid shall be regarded as an unconditional and absolute acceptance of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IIIT Sri City. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IIIT Sri City shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder(s))

APPENDIX – C

INTEGRITY PACT

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of IIIT SRI CITY.

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of 20.....

BETWEEN

Indian Institute of Information Technology Si City represented through the Registrar,

.....(Name of Division),IIIT Sri City,
.....(Hereinafter referred as the(Address of Division)

‘Principal/Owner’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
(Name and Address of the Individual/firm/Company)

through (Hereinafter referred ta as the(Details of duly authorized signatory)

“Bidder/Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No
.....)
(hereinafter referred to as “Tender/Bid”)

and intends to award, under laid down organizational procedure, contract for
.....

(Name of work)

Herein after referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integralpart and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as Signature of the tenderer with seal

follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

1. The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
2. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall

Signature of the tenderer with seal

disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
 4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
 5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.
- 4.

Article 4: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State

Signature of the tenderer with seal

Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIIT SRI CITY.

Article 7- Other Provisions

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date

Signature of the tenderer with seal

firstabove mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner)WITNESSES:

1

(Signature, name and address)

2

(Signature, name and address)

Place:

Dated:

APPENDIX - D

POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us/ and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for selection of Providing **Project Management Consultancy (PMC) Services for the campus infrastructure development works at IIIT Sri City campus** but not limited to signing and submission of all applications, Proposal and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Service Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 2024.

For _____
 (Signature)
 (Name, Title and Address)

Signature of the tenderer with seal

APPENDIX - E

LETTER OF TRANSMITTAL

From:

(Full Address of the Applicant)

To:

Registrar,

Indian Institute of Information Technology Sri City,

630, Gnan Marg, Sri City

Tirupati District – 517 646

Andhra Pradesh.

Sub: Submission of Eligibility Documents for Providing Project Management Consultancy (PMC) Services – For campus infrastructure development works at IIIT Sri City.

Sir,

Having examined the details given in Notice Inviting Request for Proposal published in the newspapers and bid documents for the above work, we hereby submit the eligibility documents and financial bid documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for eligibility document and have no further pertinent information to supply.
3. We submit the requisite certified Solvency Certificate and authorize the Registrar, IIIT Sri City to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize Registrar to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation.
4. We submit the following certificates in support our suitability, technical know-how & capability for having successfully completed the following works:

<i>Sl. No.</i>	<i>Name of work</i>	<i>Certificate from</i>
1.		

Enclosures : nos.

Date of submission:

Signature of Applicant

Signature of the tenderer with seal

APPENDIX - F

Manpower deployment by PMC at IIIT Sri City

Sl. No.	Activity / Description	Manpower Deployment in numbers			
		Senior Level (Post Graduate Engineer)	Middle Level (Graduate Engineer)	Junior Level	
				Diploma Engineer	Supervisor
1	Team Lead / management			NA	NA
2	Structural Engineering a) Design b) Execution				
3	PH Engineering i. Design ii. Execution				
4	Quality control				
5	Electrical Engineer, HVAC a) Design b) Execution				
6	Safety Engineer				
7	Estimation / tendering / billing				
8	Project execution (supervisory staff) a) AE b) JE c) Supervisor				

Signature of the tenderer with seal

FORM - A
FINANCIAL INFORMATION

I. Financial Analysis – Details to be furnished Duly supported by figures in Balance Sheet / Profit and Loss Account for 7(Seven) years and certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl. No	Details	(1)	(2)	(3)	(4)	(5)
i)	Gross annual turnover in construction works.					
ii)	Profit / Loss					
iii)	Financial Position :					
	a) Cash					
	b) Current assets					
	c) Current liabilities					
	d) Working Capital (b-c)					
	e) Current Ratio :					
	Current Assets / Current Liabilities (b/c)					
	f) Acid Test Ratio Quick Assets / Current Liabilities (a/c)					

Financial Years

II. Certificate of Financial Soundness from Bankers of Applicant. (Form – B)

III. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of Bidder)

Signature of the tenderer with seal

FORM - B

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

The is to certify that to the best of our knowledge and information that M/s. / Shri _____
having marginally noted address, a customer of our bank are/ is respectable and can be treated as good for
any engagement up to a limit of Rs. _____ (Rupees
_____)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Date:

(Signature)

For the Bank

NOTE:

- (1) Bankers certificates should be on letter head of the Bank, in sealed cover addressed to tendering authority.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

Signature of the tenderer with seal

FORM -C**DESCRIPTION OF EXPERIENCE OF BIDDER TO ILLUSTRATE QUALIFICATIONS
(NOT TO EXCEED THREE PAGE FOR EACH PROJECT)**

(Please provide information only for a project for which your firm was legal y contracted by the client as a corporate entity)

(1)	Project Name:	
(2)	Project Location and Country:	
(3)	Project Cost :	
(4)	Name of Client :	
(5)	Start Date (Month/Year):	
(6)	Completion Date: (Month/Year)	
(7)	Name of Associated Firm(s), if any:	
(8)	Name of Senior Staff (Project Director/Coordinate Team Leader) Involved and Functions Performed	
(9)	Detailed Narrative Description of Project, defining clearly the specific areas of services provided.	
(10)	Detailed Description of Actual Services Provided the firm:	
(11)	Professional Staff Provided by the Firm: No. of Staff:	
(12)	No. of Person-Months:	
(13)	Responsibilities of the firm	
(14)	Approx. Value of Services (INR):	
(15)	No. of Person-Months of Professional Staff Prove by Associated Firm(s):	

Note: The following supporting documents should necessarily be submitted by the bidders without which the submission shall not be considered for evaluation -

- a. Experience of Project Management Consultancy (from Project commencement to Completion) should be supported by a certificate from the client from an officer of not below the rank of Registrar in a Government department, or Project Director or General Manager in a Government department. The certificate from the client should clearly set out the name of the project, activities undertaken, project cost as given in below format.
- b. In case the Project cost is not set out in the certificate from the client, the bidders can submit a certificate from Statutory Auditor indicating the same.

Signature of the tenderer with seal

Certificate Format

It is to certify that M/s _____ was awarded the work of _____
vide agreement No _____. The total project cost is Rs.
_____ the consultancy fees for the construction supervision consultant is Rs.
_____. As a part of the above contract, the consultant have successfully
completed satisfactorily the work on dd/mm/yyyy of _____
(name of the Project) _____ construction project in the State of
_____ whose total built up area is _____ sq.m. Their work is found to be
satisfactory.

(Signature)

Designation:

Contact Number:

Office Seal

Signature of the tenderer with seal

FORM-D**Report of Works Referred in Form 'C'**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of Work / Project & Location:
2. Nature / Description of Work:
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Actual 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

i.	Quality of work	Very good/ Good/ Fair/Poor
ii.	Financial Soundness	Very good/ Good/ Fair/Poor
iii.	Technical Proficiency	Very good/ Good/ Fair/Poor
iv.	Resourcefulness	Very good/ Good/ Fair/Poor
v.	General behavior	Very good/ Good/ Fair/Poor

Registrar or Equivalent

(Seal of the organization)

Date:

Signature of the tenderer with seal

FORM-E
Structure of the Organization

1.	Name and address of the bidder	
2.	Telephone No. / Fax No. / email address/website	
3.	Legal status of bidder (Attach copies of original document defining the legal status). The applicant is: a) An individual b) A proprietary Firm c) A Firm in partnership d) A limited company or corporation.	
4.	Particulars of registration with various Govt. bodies (Attach attested photocopies) a) Registration Number b) Organization / Place of registration. c) Date of validity	
5.	Name and title of Directors and officers with designation to be concerned with this work.	
6.	Designation of individuals authorized to act for the organization.	
7.	Was the bidder ever required to suspend construction for a period of more than six months continuously after he commenced the construction? If so, give the name of the project and reasons of suspension of work.	
8.	Has the bidder or any constituent partners (s) in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
9.	As the bidder, 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.	
10.	Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.	

Signature of the tenderer with seal

11.	In which field of Civil Engineering construction the bidder has specialization and interest?	
12.	Any other information considered necessary but not included above.	

(Signature of Applicant)

Signature of the tenderer with seal

FORM-F**GENERAL APPROACH AND METHODOLOGY, WORK AND STAFFING SCHEDULE**

Technical approach, methodology and work plan are key components of the Technical Proposal. The Consultant (PMC) is suggested to present their Technical Proposal (not more than 10 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

- a) **Technical Approach and Methodology:** In this chapter Consultant (PMC) should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. They should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. They should also explain the methodologies they propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter they should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- c) **Organization and Staffing:** In this chapter they should propose the structure and composition of their team. They should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

(Signature of Bidder)

FORM-G
FINANCIAL PROPOSAL SUBMISSION FORM

Date:

To:

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

Sub: Submission of Financial proposal for Providing Project Management Consultancy (PMC) Services for campus infrastructure development works at IIIT Sri city.

Dear Sir,

We, the undersigned, offer to provide the Project Management consulting services for and in accordance with your tender RFP document. NIT No.: IIITS/NIT/PMC Services/2024/022, . We enclose herewith our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of 180 days from date of opening of financial Proposal.

We undertake that, in completing and if the award is made to us, in executing the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand you are not bound to accept any Proposal you receive.

Sr. No.	Particulars	Fee amount (in Rs.)
1	Consultant's (PMC) Total Fee in Indian Rupees is to be mentioned in figures and in words in English)	<i>(please quote fees here)</i>

NOTES

- a. **Fees mentioned above shall be** Inclusive of all taxes in India and Country of Consultants but excluding GST if any applicable in India and subject to deduction of Income Tax and other taxes if any in India.
- b. The quoted fee shall be exclusive of GST as applicable which shall be reimbursed as per actual on production of original deposit and as per notified rate.

Signature of the tenderer with seal

Annexure - I

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:
(Attach copy of the Registration Certificate)
2. Address for Communication:
3. Contact Person Telephone/ Mobile No.:
4. Work order copies of previous similar works
5. E-mail:
6. Details of Proprietor/partner/Director
7. GST Registration No.:
(Attach copy of the GST Registration Certificate)
8. PAN Number:
(Attach copy of the PAN Card)

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the tenderer with seal

Annexure - II

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of 2024

Signature of Bidder

Name & Address of Bidder

.....

.....

Signature of the tenderer with seal

Annexure – IV**Format of Bank Guarantee for Performance Security**

To
 The Registrar,
 Indian Institute of Information Technology Sri City, Chittoor
 No. 630, Gnan Marg, Sri City,
 Tirupathi District – 517 646
 Andhra Pradesh.

WHEREAS... (name and address of contractor) thereafter called “the contractor” has undertaken, in pursuance of Contract No. Dated to execute.....
 (Name of Contract and brief description of Works) (Here in after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized/Scheduled bank of India for the sum specified therein as performance guarantee for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THERE OF we hereby affirm that we are the guarantor and responsible to you on behalf of the Contractor, up to a total of Rs..... (Amount of guarantee) (Rupees.. (in words), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first writtendemand and without cavil or argument, any sum or sums within the limits of
 (Amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract documents which may be made between you and the Contractor shall in any way

Signature of the tenderer with seal

Release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 28 days from the date of issue of the Defects Liability Certificate.

Signature and seal of the Guarantor

Name of the Bank

Address.....

Date.....

In the presence of

1.....

(Name of Occupation)

2.....

(Name of Occupation)

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Indian Rupees.

Signature of the tenderer with seal

Performa for Agreement

Annexure - V

CONTRACT AGREEMENT

Contract Agreement entered in to this _____of _____ 2024 between **Indian Institute of Information Technology Sri City, Chittoor**, No. 630 Gnan Marg, Sri City, Tirupati District, AP – 517 646 (hereinafter referred to as “IIIT Sri City” which expression shall include its successors and assigns where the context so admits) of the one part

and

M/s _____ (hereinafter referred to as “the Project Management Consultant (PMC)” which expression shall include their heirs, executors, administrators and assigns where the context so admits) of the other part.

RFP e-Tender No. : IIITS/NIT/PMC Services/2024/022, Dt. 03.04.2024

Name of the Work : Providing Project Management Consultancy (PMC) Services for Campus Infrastructure developments works at Indian Institute of Information Technology Sri City, Chittoor

Date of Commencement : _____

Whereas the IIIT Sri City is desirous that certain works should be executed, viz “Project Management Consultancy Services for Construction of various infrastructure projects at Indian Institute of Information Technology Sri City, Chittoor, AP, Campus ” and has accepted tender by _____ for the completion of such works.

AND WHEREAS, in response to the e-Tender no. IIITS/NIT/PMC Services//2024/022, dated 03.04.2024, the proposal for carrying out the proposed works subject to the conditions contained in the said tender submitted by _____ has been accepted and was selected as a successful bidder.

AND WHEREAS, the _____ has agreed to execute upon and subject to the conditions set forth in LOI No. _____ dated _____ for the sum of Rs. _____ (Rupees -----ony)

AND WHEREAS, the _____ has deposited a performance security deposit of Rs. _____ (Rupees _____Only) as Bank Guarantee to ensure undertaking and successful fulfillment of the contract as per the conditions of the said tender.

Signature of the tenderer with seal

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of RFP hereinafter referred to.
 - a) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - i. Section – 1: Details of e-Tender
 - ii. Section – 2: Brief Information about the Project
 - iii. Section – 3: Instruction in regard to Submission of Bids
 - iv. Section – 4: Instructions to the Bidders for Using Online Tendering
 - v. Section – 5: Tender Evaluation Procedure
 - vi. Section – 6: Scope of Works for PMC
 - c) The Letter of Intent (LOI)
 - d) Correspondence between IIIT Sri City and the PMC
2. In consideration of the payments to be made by IIIT Sri City to the PMC for the works to be executed by him hereby covenants with IIIT Sri City that the PMC shall and will duly provide, execute and complete the said works and shall do and perform all other acts and things and in the NIT mentioned or described or explained which are to be implied therefrom or may reasonably necessary for the completion of the said works in conformity in all respects in the manner and subject to the terms and conditions of stipulations mentioned in the NIT.
3. The total duration of the project shall be 30 months. Project duration may be extended pending on the schedule period for construction till completion of project and settlement of final bills of contractor.
4. In case the execution of the project is extended beyond 30 months, no additional amount shall be paid for the extension period. However, a mutually agreed rate of per month shall be paid for extension period. Any delay due to finalization of tender will be considered for additional period of services.

Signature of the tenderer with seal

5. The following terms of payment shall be applicable upon signing of the agreement:

- a. 80% of the fee payable in monthly installments (RA Bills) based on the certified value of work done, from the date of award of work.
- b. 10% shall be paid after issuance of completion certificate and finalization of final bill and closure of contract for each package of work. The difference between the estimated fee indicated in (i) above and the actual fee based on the accepted bid value will be adjusted in the last invoice under this clause.
- c. 10% shall be payable after the completion of Defect Liability Period.

6. IN WITNESS whereof the parties hereto have caused of their respective hands and Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day year first above written.

ANNEXURE “A” : RFP Document (e-Tender)

ANNEXURE “B” : Letter of Intent (LOI)

ANNEXURE “C” : Performance Bank Guarantee

PRIME PARTIES IN THIS AGREEMENT

Signed by:

<p>INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR</p> <p>_____</p> <p>Registrar Indian Institute of Information Technology Sri City, Chittoor 630, Gnan Marg, Sri City, Tirupati District - 517 646 (AP)</p>	<p>_____</p> <p>(PMC) Name : _____ Address: _____</p>
(Seal)	(Seal)

Witnesses:

1. _____
 (Name & Address)

2. _____
 (Name & Address)

Witnesses:

1. _____
 (Name & Address)

2. _____
 (Name & Address)

Signature of the tenderer with seal

PART – II

PRICE BID

Bidders to Refer/use the online CPP Portal BOQ for
Pricing

