Request For Proposal

Architectural and Engineering Consultancy Services

For

Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru.

INDIAN INSTITUTE OF ASTROPHYSICS,

KORAMANGALA, BANGALORE-560034

RFP NO. 43/IIA/BNG/Civil/Lab building/2021-22 dated 15.07.2021

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Request For Proposal - Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru.

DISCLAIMER

The Director, Indian Institute of Astrophysics invites proposals from qualified Architectural / Engineering firms who have executed works of similar nature to provide **Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru**. This will be used for office space for the scientific and technical personnel including students, class rooms and laboratory space, project offices, meeting rooms, auditorium, etc. Bidders must be a reputed and experienced Firm or a Consortium of Firms with the lead firm clearly mentioned.

Bidders are expected to make their own assessment and satisfy themselves fully with all aspects of the Institute's structure, Project needs, Site conditions, local environment, functional and statutory requirements, updated standards, practices, and latest technology for development of the various components of such a campus and accordingly make proposals.

Bidders are required to submit their proposals strictly according to the terms and conditions and in the form and manner as specified in this document.

This RFP document for construction of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru, contains brief information about the purpose and scope, the selection process for the successful bidder and the terms and conditions for carrying out the work at I.I.A. The purpose of this tender document is to provide bidders with information to assist the formulation of their bid application (The 'Application'). The information ('information') contained in this tender document or subsequently provided to interested parties The 'Bidders(s)', in writing by or on behalf of Indian Institute of Astrophysics(I.IA) is provided to bidder(s) on the terms and conditions subject to which such information is provided. This tender document does not purport to contain all the information that each bidder may require for making their bid. I.I.A advices each bidder to conduct their own investigations and analysis and satisfy itself of the accuracy, reliability and completeness of the information given in this tender document and to obtain independent advice from appropriate sources. Intimation of discrepancies in this

tender document, if any, may be given by the Bidders, immediately to the office of the I.I.A. If I.I.A receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the tender document.

Every bidder need to Know:

1.All applicable statutory laws and provisions.

2.Technical and financial feasibility of the project or requirement for the I.I.A, which may be deemed to be necessary by the Bidder should be independently established and verified by the Bidder before submission of the bid. This tender document is not an agreement and is not an offer or invitation by I.I.A. The terms on which the contract is to be performed and the right of the successful Bidder shall be as set out in separate agreement to be executed between I.I.A and the successful Bidder. I.I.A reserves the right to accept to reject any or all applications without giving any reasons thereof. I.I.A will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this tender document. The word 'BID', 'RFP' and 'Tender ' is used interchangeably in the document. Also the words 'Client' and 'Employer' wherever used in this document refers to I.I.A.

3. All the bidders may kindly note that the clauses in this document are framed by referring following documents and latest updates:

- Latest office orders/Memorandums, Govt. of India,
- Manuals for procurements of architects from Dept. of Expenditure under the Ministry of Finance,
- CPWD Manuals,
- CVC guidelines, Expenditure,
- General Financial Rules 2017
- Council of Architecture guidelines
- All relevant clauses are applicable as per the latest Notifications/circulars/MOM issued by the Government from time to time

Any clarification required/ambiguity in this document, the above manuals/orders shall be referred. Bidders may refer such orders for detailed information till last date of submission.

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SECTION 1: Information & Instructions for Bidders

Indian Institute of Astrophysics (I.I.A), Bengaluru, through the process of tendering invites Request for Proposals from Sole Proprietor/ Firm/Company, for the work of "**Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru."**

The details for proposal are as mentioned below:

Name of the Work	**Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A. at Koramangala, Bengaluru.**
Tentative Estimated Cost of work	Rs. 45.00 Crores
Name of the Client	Indian Institute of Astrophysics, Bengaluru
Address of the Client	Indian Institute of Astrophysics, 2nd block, Koramangala, Bengaluru
Tender Document Fee	Rs.2,000.00 (Rs. Two Thousand only)
Amount of Earnest Money to be deposited with the Tender	Rs.2,25,000.00 (Rs. Two lakhs twenty five thousands only)
Date of notification of RFP	15.07.2021 Thursday
Date, Time of site visit followed by Pre-bid meeting	02.08.2021 Monday @ 14.00 Hrs
Last date and Time for submission of tender	16.08.2021 Monday @ 15.00 Hrs.
Date and Time of opening of Tender (Technical Bid)	16.08.2021 Monday @ 15.30 Hrs.

Tender documents can be downloaded from the website: https://www.iiap.res.in

1.0 General:

a. Letter of transmittal and forms for deciding eligibility are given in the Section-III.

b. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” or "not Applicable" entry should be made in that column. If any particulars/query is Not Applicable in case of the Bidder, it should be stated as “Not Applicable”. The Bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the Bid being summarily disqualified. Bids made by telegram or telex and those received late will not be entertained for the reason whatsoever.

c. The Bidder should sign and stamp on all pages of the document by an authorized person who is authorized to submit the tender.

d. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional sheets, if any added by the consultant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

e. References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the Bidder should be signed by an officer not below the rank of Executive Engineer or Director of Firm or his authorized signatory.

f. The Bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.

g. The department reserves the right to verify the credential submitted in respect of initial eligibility criteria before opening of Technical Bid.

h. Any information furnished by the Bidder found to be incorrect either immediately or at a later date, then the present bids would be cancelled & amount due to

bidder/PG/SD shall be forfeited & this false information would render him liable to be debarred from Bidding/taking up of work in CPWD.

1.1 DEFINITIONS:

In this document, the following words and expressions have the meaning hereby assigned to them.

a. The **"Contract"** means the documents forming the Bid and acceptance thereof and the formal agreement executed between the competent authority on behalf of The Director, IIA and the Consultant, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer-in- Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

b. **"Employer"** means the **Director IIA**, or their authorized representative.

c. **"Bidder/consultant"** means the individual, proprietary firm, firm in partnership, limited company private or public or corporation undertaking the Consultancy works and shall include the legal personal representative of such individual or the person composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company. Architect/consultant term is interchangeable having same meaning.

d. **"Year"** means **"Financial Year"** unless stated otherwise.

e. The expression **Consultancy works** or work means comprehensive Consultancy Works for the intended project.

f. "Site" shall mean the land/or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which the work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

g. The **Director** means the Director of IIA and their successors.

h. **"Engineer-in-charge"** means the Project Engineer who has been assigned for complete incharge of the work and who will represent the Director of IIA.

i. "Department" means IIA.

1.2 METHOD OF APPLICATION:

a. If the Bidder is an individual, the application shall be signed by him above his full type written name and current address.

b. If the Bidder is a proprietary firm, the application shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.

c. If the Bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

d. If the Bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The Bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

1.3 PURPOSE:

The attached Request for Proposal is in for selection of a total engineering consultancy firm to provide **Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru**.

1.4 BACKGROUND ABOUT THE INSTITUTE:

The Indian Institute of Astrophysics (IIA) is an autonomous national academic institution of the Department of Science & Technology, Govt. of India dedicated to research in Astronomy, Astrophysics and Allied Sciences & Technology. The Institute has its main campus in Koramangala, Bengaluru. IIA is a premier institution devoted to research and education of astronomy and Astrophysics in the country. The main observing facilities of the Institute are located at Kodaikanal & Kavalur (Tamilnadu State), Gauribidanur & Hosakote (Karnataka) and Hanle (Ladakh UT).

1.5 BACKGROUND ABOUT THE PROJECT:

The main campus of the Institute is being situated at Koramangala campus in about 5 acre area established during 1970's and developed with several infrastructures considering the requirement from time to time.

Now with the increase in requirement of space for the class rooms, project offices for projects like TMT, ADITYA, NLST, NLOT, INSIST, laboratories, auditorium, JRF, SRF, Post-doc, Foreign visitors, technical/academic staff, it is planned to develop the infrastructure with a multistoried building to cater the present requirement.

1.6 SITE INFORMATION:

The site for the proposed project is located in main campus at Koramangala, Bengaluru. The site is located in a prime location and surrounded by buildings which houses the stores & workshop and Main lab building through a corridor.

The site is having well developed basic civil amenities like market, business complex, public transport facility etc. within the walkable distance. The site is located in a prime location of Koramangala ward adjacent to CPWD complex- Kendriya Sadana (Central govt. offices complex) and St. John Hospital.

1.7 SITE VISIT:

Intended firms may visit the site and get acquainted with the project site, infrastructure, surrounding landscape etc., before submitting their best offer. For any clarification in this regard, firms may contact the Institute before submitting their technical bids and reasonable and best financial offers.

Site visit will be arranged for intended bidders on the day of pre bid meeting before the schedule time of meeting.

It is proposed to construct the proposed building by demolition of existing building with asbestos roof.

The following annexure are attached for the guidance of the bidders:

(i) Annexure – I : Format for Financial proposal.
(ii) Annexure – II : Letter of transmittal.
(iii) Annexure – III : Check list for submission.
(iv) Annexure – IV : Location map
(v) Annexure – V : SITE LOCTION FOR PROPOSED LABORATORY BUILDING

1.8 PROPOSED SITE SPECIFICATIONS:

General Details

Building location Foot print at Ground Floor	**Existing administrative block (refer location map)**
Proposed building cellar Floor	37m x 39m
Foot print at Ground Floor	24mx37m.
Covered area on ground floor	1500 Sqm (approximately)
Total Built- up area	9000 Sqm. (approximately)
Maximum height	40.0 meters, cellar, G+5 level (approximately)
Offsets	8.37m SE, 7.51m SW, 7m from Work shop
Period for completion of work	36 Calendar Months

A site measuring the required dimensions has been identified for the development of the Proposed Laboratory Building ,The site is located within the 5 acre Koramangala, campus. The stretch has campus having required Drive way. If the Bidder feels that for a better utilization of the facility some minor changes in the size of the plot is necessary, they may suggest accordingly.

SECTION 2.0. PROPOSED REQUIREMENT OF AREA FOR VARIOUS FACILITIES IN THE BUILDING:

Major Indicative Components of the Proposed Laboratory building:

No of floors	Cellar + Ground + 5 floors
Cellar/Basement Floor	Car Parking 50 Nos, UPS Room and Generator.
Ground Floor	Auditorium 250 capacity and laboratory, lecture halls, seminar halls and two project offices, Canteen and Kitchen, Entrance lobby and rest rooms.
First floor	Auditorium, computer & Data centre, rest rooms.
Second Floor	Administration block with record room
Third to Fifth Floors	Laboratories, seminar halls, class rooms and workspaces and utilities.
Utility	Three lifts- 2nos passenger lift, 1no service lift, 4 staircases conforming to Fire Safety Standards with external fire escape stair case.
AC Requirement	Air Conditioning system as per requirement
Demolition work :	The Proposed project site has a building and is proposed for demolition. (Details are enclosed)

NOTE: The detailed drawings for third to fifth floors will be finalized during finalization of the requirements and detail plans

The proposed project offers all facilities required for the building unit. service spaces, secured parking, laboratory, auditorium, computer centre & Data centre and student classrooms. The facilities have been proposed to suit all the students, scientists, technical personnel, visitors etc.

The mandatory requirements of Rainwater Harvesting, Solar System,, Lift, Fire & Emergency requirements etc. has to be provided as per legal/mandatory requirement. Green building concept/Zero energy building concept shall be explored for the building.

SECTION 3.0 SELECTION OF CONSULTANT

3.1. INITIAL CRITERIA FOR ELIGIBILITY:

Firms / Consultants who fulfill the following requirements shall be eligible to apply. Joint ventures are not acceptable.

a) The Firms / Consultants should have completed following Consultancy works during the last three years (i.e. current and last three FY) ending previous day of last date of submission of bid:

(i) One Consultancy works of similar nature each having 80% of the Project cost

Or

(ii) Two Consultancy works of similar nature each having 50% of the Project cost

Or

(iii)Three Consultancy works of similar nature each having 40% of the Project cost

And

One Consultancy works of similar work having completed single Building Project of State or Central Government of India of minimum cost of Rs. 40.00 Crore.

Similar work shall mean:

a. Similar Building experience shall mean that the bidder shall have an experience in comprehensive architectural services of such building which is a multistoried building with at least 5 stories, having an area of built up area of around 15000 Sq. ft. and also floor area of about 75000 Sq. ft. with facilities such as HVAC, Laboratories, Auditorium, Fire Fighting, Green building Concepts, class rooms, other services like lift, basement parking etc. In support of this, the bidder must submit completion Certificate / work orders from the Client, and the same shall be included in the Bid as Supporting Documents.

b. A **Least Cost Selection (LCS)** process shall be adopted for the selection of the Consultant.

c. The first stage in the selection process shall be evaluation of the Technical Proposal submitted by the Bidders. The purpose of evaluating the Technical Proposal is to ensure the technical expertise and financial capability of the Bidder to provide consultancy services as required. Those who are technically qualified will be informed to present conceptual views/vision presentation about this project. Based on evaluation of presentation, final technically qualified bidders list will be finalized.

Financial Proposals of only those Bidders qualifying in the Technical Proposal shall be opened. The decision of the evaluation committee/IIA is final and binding on all bidders.

d. The Firm/Consultant should be consultancy firm with registered office in India and should have in-house architectural / engineering capabilities with minimum experience of 10 years in the field of designing of Large Scale Master Plans and Campus projects in India. In case of non-availability of in-house capabilities in consultancy for any component of Engineering services, the Firms / Consultants will submit an affidavit under oath at the time of submission of bid stating intention to engage/associate sub consultant/firms having domain specific specialization having appropriate capacity and experience in executing works which is to be approved by client and submit the MOU / agreement with such specialized firms within fortnight of award of work. As a part of proposal, bidders are requested to submit draft MOU/Agreement.

e. The bidder should have an working office at Bengaluru for providing all services, the ability to respond quickly to requests and the requirements of the Project and facilitate good communication, access, meetings/interactions on day to day basis. The working office at Bengaluru will carry weightage during evaluation process.

f. The final selection of the firm/consultancy will be on the basis of the Final Composite Score (FCS) derived by combining the Technical Score (TS) and the Financial Score (FS) with 80% and 20% ratio respectively. However, IIA reserves the right to reject any proposal, irrespective of its Final Composite Score. The Client's decision in this regards shall be considered final and binding to all.

g. The Bidders are advised to visit the site and examine the parameter and scope of work in detail, and to carry out, at their own cost, such studies, investigation & analysis as may be required for preparing and submitting their respective Proposals.

h. The Consultant shall provide project information in the format attached (technical Criteria Template) that included projects details- name, location, scope of services, description, drawings, photographs, cost, implementation period, client certificate, awards for this project etc.

i. Additional Technical, Non- technical and support staff shall be mobilized as required by the project Scope and Time frame of implementation and shall deemed to be included in the fees.

j. The statements and explanations contained in this bid documents are intended to provide a broad understanding to the Bidders about the subject matter of this bid document and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Technical Consultant set forth in the Agreement or Client's rights to amend, alter, change, supplement or clarify the scope of work, to be awarded pursuant to this bid document or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents are to be noted, interpreted and applied appropriately to give effect to this intent. The Client shall entertain no claims on this account.

k. The Bidder should not have been black listed by any Central/PSU/State Govt. Institution. An undertaking (self-certificate) that the Bidder hasn't been black listed by a Central/State Govt. Institution must be submitted. Earlier black listing history also should be informed, if any.

3.2. SCHEDULE AND IMPORTANT DATES:

The Client shall endeavor to adhere to the following schedule. However, the Client may, at their sole discretion, extend the dates by issuing a Corrigendum.

Table: Important Dates and Timeline for Bidding Process

Sr. No	Event/ Activity Description	Date
1	Advertisement of Notice Inviting Bids	15.07.2021 Tursday
2	Last date for receiving queries	27.07.2021
3	Date, Time of site visit followed by Pre-bid meeting	02.08.2021Monday at14:00 hrs
4	Clarifications issued by way of Pre-bid minutes by Client	06.08.2021
5	Last date for submission of Bids	16.08.2021 @ 15:00 hrs
6	Opening of Technical Bids	16.08.2021 @ 15:30 hrs

<u>NOTE:</u> The above dates are informative and any change in the above schedule will be notified in the website.

3.3 MINIMUM ELIGIBILTY CRITERIA:

The Bidder / Consultant shall fulfill all of the following minimum eligibility criteria:

Sr. No.	Eligibility Criteria	Documents Required
1	The Bidder (National / International) shall be a registered Company in India	A. Sole Proprietor or Partnership firm registered under the Partnership Act. OR Certificate of Incorporation/ Registration under Companies Act, 1956. B. Memorandum and Articles of Association.
2	The Bidder shall have experience for Building Project (as per definition of Similar nature of work) with Comprehensive Detail Design Services including Architecture, structural, interiors, MEP, Infrastructure, Site Development	A. Work Order/ Client Experience Certificate/ Other Supporting documents to substantiate the experience shall be submitted by the bidder.
3	The Bidder shall have experience for a single Building Project with Comprehensive Detail Design Services for State Govt. or Central Government (Project Cost/Construction Cost) .	A. Work Order/ Client Experience Certificate/ Other Supporting documents to substantiate the experience shall be submitted by the bidder
4	The Bidder shall have an average annual turnover of INR 2.00 Crore from consultancy services (in India operations only) and a positive net worth, from last three financial years	A. Audited Balance Sheet for last three years B. Auditor's certificate OR certificate from Company Secretary of the bidder clearly specifying the annual turnover
5	The Bidder shall have all licensed software as required by the Scope of Work as per TOR and should be 100% compliant with licensing requirements	A. Copies of Software licenses and an undertaking that the Bidder is 100% compliant with software licensing requirements.

3.4. TECHNICAL EVALUATION CRITERIA:

The bidders fulfilling the minimum eligibility criteria shall be further evaluated and graded based on the submitted documents and according to the following table

Table of Qualification criteria and their weightages

Sl. No.	Criteria	Weightage	
	Sub-criteria	**Criteria Total**	**Sub-criteria**
	TECHNICAL		
1	Past experience of the consultant (track record)	60%	
	• Number of years' relevant experience • Past experience of studies of similar nature • Past experience in carrying out ➢ Studies in the related sector ➢ Studies carried out in the region		20% 50% 20% 10%
2	General profile of qualification, experience and number of key staff (not individual CVs)	25%	
	• Qualifications		30%
	• Relevant experience		70%
	FINANCIAL		
3	Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation	15%	
	➢ Turnover figure for last three years.		50%
	➢ Net Worth certificate for last three years issued by Chartered Accountant		50%
	Total Marks	100%	

3.5 To pre-qualify, the applicant must secure at least 60%marks in both technical and financial aspects.

The department however reserves the right to restrict the list of such qualified firms to any number deemed suitable by it.

3.5.1 Even though any Bidder may satisfy the above requirements, they would be liable to disqualification if they have:

(a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

(b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

3.6 EVALUATION OF TECHNICAL BIDS:

Only those bidders who are first stage pre-qualified after evaluation of documents /details submitted by them as above **will be asked to submit presentation as part of technical bid** at the notified date, time and place before the evaluation committee. In the next stage, presentation of the bidders shall be evaluated.

Evaluation of this part of Technical Bids shall be carried out by the evaluation committee formed by the competent authority of the Employer/Client/Department. Committee may finalize about weightage, requirements as per the requirement of the present project. Minimum weightage for pre qualification will be decided by the Committee

The Technical Bids shall be evaluated and marks shall be assigned based on marking scheme.

The Eligible Applicant consultants shall be called to make presentation of their concept with the help of adequate and specific details before the committee. The evaluation committee will decided about the qualifying marks for inviting for presentation.

3.7 Firms securing overall 60% marks or more after presentation shall only be considered technically qualified for opening of Financial Bids and evaluation

thereafter. The department however reserves the right to restrict the list of such qualified firms to any number deemed suitable by it.

3.8 OPENING OF FINANCIAL BID:

After evaluation of Technical bid, a list of short listed agencies will be finalised. There after the financial Bids of only accepted qualified Bidders shall be opened at the notified time, date and place in the presence of the qualified Bidders or their representatives with due intimation through mail. The Bids shall remain valid for normal 120 days from the date of opening of Financial Bid.

3.9 EVALUATION OF FINANCIAL BID:

3.9.1 The bidders are required to quote fees for consultancy work in prescribed format (Format of Financial proposal) inclusive of all prevailing taxes and levies excluding the applicable GST. The price bid will include inter-alia, the fee for all components identified including detailed design, drawings and specifications for all parts covered in the scope of Project and shall be based on total project area including all services & other allied Consultancy works.

3.9.2 The fee shall be quoted in percentage for the project and shall not be increased due to time and cost overrun or any reason whatsoever.

3.9.3 Conditional bid shall not be accepted.

3.10 FINAL COMPOITE SCORE:

i) Proposals will be ranked according to their Final Composite Score (FCS) marked out of 100 marks, shall be calculated by assigning a weightage of 0.80 to Bidder's Technical Score (TS) and a weightage of 0.20 to Bidder's Financial Score (BFS)

ii) The formula to calculate the Final Composite Score (FCS) is as under-

FCS = (TS x 0.80) + (BFSx0.20)

TS is the total technical Score of the Bidder out of 100 marks.

BFS is the Bidder Financial Score out of 100 marks

The Bidder who scores required minimum marks in technical evaluation will be selected for considering their financial bids.

The bidder should take enough care to submit all the information sought by the employer/department in the desired formats. The bids are liable to be rejected if information is not provided in the desired formats. The Employer/Client/Department has right to accept or reject any or all bids without assigning any reason.

NOTE:

1. **THE ABOVE INFORMATION IS ONLY REPRESENTATIVE FORMAT FOR EVALUATION ON BIDS.**
2. **THE DETAIL FORMAT OF EVALUATION AND PROCEDURE WILL BE SET OUT BY EVALUATION COMMITTEE AS REQUIRED FOR THE PROJECT**

3.11 AWARD OF WORK:

The work may be awarded to the bidder, who is technically qualified and financial quotes is low (considered as L1), amongst the technically qualified bidders. The successful applicant shall be informed by IIA through a letter of acceptance of his offer.

The consultant shall communicate to the Engineer-in- Charge with in a fortnight of award of work, the names of all the sub consultants along with their credentials as per the bid document for the approval of the competent authority

After the approval of the sub consultant by the Department, the consultant shall Enter into a formal agreement with sub consultants bringing out all the relevant terms of their association vis-à-vis consultant i.e., main architect/consultant.

The consultant shall submit to IIA for record, all the formal letters of confirmation from the sub consultants to work with the main architect/consultant.

The selected applicant is expected to commence the Assignment within 10 (ten) days of issue of letter of award. Remuneration received as per this agreement will be subject to tax deductions at source at the rate as applicable at that point of time. Formal agreement will be executed between selected architect and IIA

SECTION 4.0. SCOPE OF CONSULTANCY WORK:

The design shall be required to meet the best practices/standards provisions as applicable to ecologically-sustainable design under local conditions, which result in efficient use of energy, water and other natural resources.

1. The bidder would need to conceptualize the scheme which would include site planning considering the site conditions, environmental factors, open spaces, adjacent existing structure, circulation and integration of all functional areas of the proposed building. This would involve preparing a comprehensive lay-out plan for the facility, including access to the facility, parking, etc.

2. The bidder shall work closely with the representatives of IIA for providing necessary details for the facility.

3. The bidder would be required to bring out the best conceptual designs, type of construction, preparation of estimate and tender documents, tender evaluation, contractual details, progress of work, supervision of works including contractors work and bill certification within ten working days from the date of receipt from the Institute, quality assessment, etc., as detailed below.

   Preparation and submission of preliminary and detailed Cost Estimates, Bill of Quantities and Tender documents shall be conforming to CPWD norms. Reference shall be furnished in case of Market Rate for non schedule items with detailed specifications etc. as per CPWD norms, for all scope as defined. Detailed structural designs shall be as per the latest revisions of relevant IS code provisions and other applicable standards including the local statutory authorities' requirements.

4. Providing proper drawings necessary for submission to statutory bodies for sanction and also assist in obtaining the sanction. It is the responsibility of the architect to get the required sanctions from all the required authorities by making all proper liaisoning. The charges for the same shall be included in the rate quoted. The fee paid to the authorities will be paid against cash receipts/invoices etc. separately.

5. Providing proper and required working drawings, specifications and schedule of quantities, quantity estimation. The required numbers of sets of drawings shall be submitted to IIA before commencement of the work for onward transmission of the same to the contractor.

6. Assistance in the process of tendering, evaluation of bids & short-listing

contractors capable of undertaking the project with the desired construction quality as well as execution of work within the proposed time-lines.

7. The bidder would be required to provide various options of specifications and calculate the construction cost through detailed quantity surveys, bills of quantities, cost-benefit analysis, etc.

8. Preparation of detailed architectural, structural, service drawings including drawings showing details of all utilities and services, internal and external, including details of specifications of all materials to be used in construction.

9. Providing necessary periodic supervision and inspection as and when required to ensure that the works are being executed generally in accordance with the working drawings, conditions of contract and as per the architectural concept. Full time supervisor shall be kept at site for supervision of work. Inspection by the senior technical personnel during critical work execution and periodical visits shall be made as decided by IIA.

10. Review and recommend for approval the Contractor's work schedule or revisions thereto and any such plans or programmes that the Contractor is obliged to furnish for approval. The Consultant shall also prepare and submit a disbursement schedule for approval.

11. Assess the adequacy of all inputs such as materials and labour provided by the Contractor and his methods of work in relation to the required rate of progress and when required, take appropriate action in order to expedite progress. Keep and regularly update a list of the Contractor's equipment (and its condition) to ensure compliance with the Contractor's commitment in his bid

12. Examine and make recommendations on all claims from the Contractor for extension of time, extra items, substituted items, non tendered items, extra compensation, work or expenses or other similar matters.

13. Architect shall visit the site with copy of the R A Bill submitted by the contractor for checking the measurements, Compute quantities of approved and accepted work and materials and check, certify and make recommendations on the Contractor's Running Bills and final payment certificates. All payments shall be checked and countersigned by the Architect. All Bills for payment shall accompany with necessary Quality control test reports.

14. Prepare and submit weekly/monthly reports on the progress of works, the Contractor's performance, quality of works and the project's financial status and forecasts.

15. Before the issuance of the certificate of provisional acceptance, the Architect shall carry out the necessary inspection, specify and supervise any remedial works to be carried out and recommend upon completion the inspection with representatives of the Contracting Authority and assist in issuing the certificate of substantial completion.

16. Inspect the safety aspects of the construction and temporary works to ensure that reasonable measures have been taken to protect life and property.

17. Perform all other tasks not specifically mentioned above but which are necessary, and essential to successfully supervise and control all construction activities in accordance with the terms of the works contract.

18. Render services as project management consultant also to plan and for timely completion the project. The consultant shall examine the actual progress achieved vis-à-vis, the accepted programme on regular basis. If any shortfall is noticed, the consultant shall study the reasons for such shortfall with specific reference to the inadequacies in deployment of men, material and machinery at the site. The consultant shall bring to the notice of the contractor to provide adequate men, material and machinery that are absolutely essential to wipe off the accumulated shortfall over a reasonable time frame and also to prevent such occurrences of shortfall in future.

19. Provide IIA with all details of progress achieved vis-à-vis, the accepted programme on regular basis. If there are repeated slippages between the actual progress and programme not withstanding the action taken by the consultant as stipulated, the consultant shall report to IIA with all the facts and figures including reasons for such repeated slippages in progress. The consultant shall assist IIA in issuing notices to the contractor for wiping off the accumulated shortfall within a reasonable time frame.

20. Assessment of progress of work with PERT/CPM chart/MS project, supervision of work during construction including site visits, quality assessment, etc. with an instruction to the agency for progressing the work as per schedule, plan for making up the delay, if any.

21. Preparation of drawings of all services including sewerage, electricity, water supply, waste disposal, circulation, parking, signage, rainwater harvesting, fire protection, roof top solar system, etc. has to be done. The consultant will carry out detailed planning for all services i.e., Water, Electricity & Sewage Disposal, mechanical works, HVAC, Fire alarm and protection Services, renewable energy sources, internal & external electrification with necessary electrical rooms, cablings, power supply network including substation, external lighting, alternate electric energy systems, telephone, computer cable, LAN and other systems etc., for the proposed project. The responsibility of planning and detailing of augmenting the existing system and obtaining sanction for additional requirement from the civic authorities, keeping in mind the present load, additional requirement and future expansion, including those for the existing facilities, would be that of the consultant as per relevant codes and practices.

22. The bidder shall monitor the development of the project which shall include inter-face activities system-wise with all contracts of the project and shall regularly monitor the progress of the project. The bidder shall appoint a site engineer to monitor the progress of the project.

23. If any schedules are behind time-lines, it will be the responsibility of the bidder to point these out to the IIA and suggest mechanism for rectification so that no time is lost in such mechanism.

24. The bidder shall provide two sets of **"As Built Drawings**", both hard and soft copies, after the completion of the project.

25. The consultant shall be responsible for getting the detailed structural analysis and design of the structure, vetted by structural engineers (third party verification) from reputed National/State Institutes like IISc, IITs, NITs, CBRI, local reputed agencies etc as decided by the Institute. The actual expenses on such vetting shall be borne by the Institute.

26. The bidder shall provide a complete Project Management Plan in the desired format, for all the initiatives and milestones identified for the fulfilment of their respective scope of services.

27. The bidder shall be required to participate in all meetings as and when sought by the Institute. During work stages as listed in the scope of services, the Institute expects to hold periodic meetings (at least every two weeks) at work site or at the Institute for the Bidder(s) to demonstrate the work progress and take inputs from the Institute. Full time supervisor need to be appointed for site supervision.

28. The decision of the Institute shall be final in all matters relating to the interpretation of architectural design and related architectural details; and the bidder shall be bound to execute such decisions to the satisfaction of the Institute. Materials to be used for construction would be approved by a specific Committee constituted for the purpose.

29. The Institute, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit to render the whole or part of services covered in this RFP in the interest of timely and qualitative completion of the project.

30. The bidder's scope will include the design, development, and construction documents for all building design elements, as well as contract administration during construction.

31. Design Documents may be developed in packages to expedite the building process. The bidder's services should include all disciplines necessary to develop construction documents that will be competitively bid by multiple contractors.

32. The comprehensive architectural design consultancy services in this RFP are for design and supervision of scope mentioned and shall be inclusive of but not limited to civil, electrical, air-conditioning and ventilation, fire fighting, interior furnishing, all necessary low voltage systems and networks, appropriate circulation and parking, plumbing and sanitary, water supply (various qualities if required), water harvesting systems, waste water and recycling, drainage and conjoint surface and ground water management, solid waste management and recycling, soil conservation and improvement, climate control using passive and active systems, energy systems, waste to energy systems, intelligent building management and automation systems, performance and other monitoring systems as required for the functioning of such buildings and services from time to time.

4.1 COMPREHENSIVE DETAILED DESIGN & PERIODIC SUPERVISION OF WORKMANSHIP:

a) Redevelopment, Refurbishment and Design of New Buildings

Detailed Design shall include but will not be limited to the following services:

1. Architecture Design
2. Structural Design
3. Electrical, Security & LV Design
4. Plumbing Design
5. HVAC Design and other Mechanical Designs
6. Fire fighting system Design
7. Interior Design

b) Urban Design, Site Development and Landscape Design

1. Streets and Pathways
2. Parking
3. Hard pavement and Plaza
4. Area lighting
5. Façade lighting
6. Soft landscaping and Plantation
7. Signage

c) Infrastructure Design

1. External water supply and Drainage
2. Storm Water Management and Rain Water Harvesting
3. Electrification works like substation, cabling etc.
4. Public Transportation network Design and integration with existing system.

d) Estimates and Tender Documents

1. Estimates at various level (Concept, Schematic and Tender) based on
2. CPWD standard publications i.e. PAR, DSR etc. or market rate basis.
3. Technical Specifications

4. Bill of Quantities
5. Assist the Client on formulating Conditions of Contract for execution of works

e) Periodic Supervision of Construction Works

1. Periodic site visits, at intervals mutually agreed upon preferably two times a week, to review the workmanship and attend co-ordination meetings organised by the Client or site supervision team. Keep the Client informed about any workmanship issues and render advice on corrective actions, if required.
2. Full time supervisor shall be kept at site for complete monitoring of the works. A responsible senior level architect/engineer shall be engaged to visit periodically and to attend periodic meetings at IIA. This will keep accountability and follow up of the decisions/actions to be taken.

3. Approval of samples of finishing items, façade, lightings etc. and mock ups, shop drawings prepared by contractor/ third party vendor Assisting the Client's site supervision team and the Contractors for interpretation of drawings & specifications.

4.2 DESIGN PHILOSOPY:

Should cover at least the followings:

1. To cater for different functional requirements of user with creative indoor spaces,
2. surroundings, better circulation and flexibility in space planning.
3. Integrated designs of electrical, mechanical and other services with structural system
4. and construction methodology with low maintenance.
5. Climate responsive Architecture with integration of daylight and electric light, thermal comfort, compliance to ECBC, ventilation and highest performance standards for work space efficiency.
6. Use of low embodied energy materials and local/reused materials and consideration of green building principles.

7. Water and solid waste management with waste water recycling, water conservation and rain water harvesting.
8. Development of surroundings with site terrain consideration, traffic circulation,
9. indigenous vegetation and plantation.
10. Guidelines of make in India policy of Govt. of India to be adhered.

4.3 CIVIL WORK:

Building work with boundary wall, Gates, underground parking, underground water tanks, rainwater harvesting, internal and external plumbing, hot water, storm water drains, roads, horticulture, furniture, paths, disabled friendly corridors, signage, Landscape as per green area norms, Interior and any other items & services as per project requirement. All works to be carried out in compliance to the ECBC Norms and Green Building Norms.

4.4 ELECTRICAL WORK:

Internal Electrification, Automatic Fire fighting and fire alarm Systems, Charging stations for Electric Vehicles in the parking area ,Solar Water Heating, CCTV, Lifts, External Lighting, DG Sets, Electric Sub Station, Solar Power Generation, storage and distribution system and other items & services as per project requirement. The entire Central Vista Area is to be designed with smart city features to the extent possible.

4.5 PAYMENT & TIME SCHEDULE:

Stage I	On submitting conceptual designs and preliminary estimates of cost	5% of total fees
Stage II	On submitting the final preliminary drawings/designs and estimates of cost	10% of total fees
Stage III	On submitting basic working drawings and detailed item-wise estimates of cost which should also include approval from local bodies,	10% of total fees
Stage IV	On submitting detailed specifications, bills of quantities, detailed working drawings (contractual and services design) together with estimates of cost sufficient to invite tenders, finalization of tenders	15% of total fees
Stage V	On submission of complete set of drawings and details sufficient for the work to commence at site	10% of total fees
Stage VI	**Construction stage** During the course of construction of work at site 40% of total fees to be paid in installments consistent with the progress of work from time to time.	40% of the total fees
Stage VII	On completion of work and obtaining required completion certificates (payable after expiry of the defect liability period).	Balance (10%) payment making the total equivalent to 100% of fees payable

4.6 SERVICES DELIVERY TIME SCHEDULE:

The complete concept and final design with necessary statutory approval should be completed within 8 weeks of issue of letter of intent which is essence of the project. The design shall be **of value engineering services with optimum cost effectiveness and considering recent technical developments.**

4.6.1 The Bidder shall complete the services for comprehensive architectural design according to the time schedule listed below and including the time taken by the institute to review/comment/feedback etc.

4.6.2. The following shall be the time schedule:

Item No.	Scope of work	Time schedule
4.6.2.1	Concept design (including general arrangement drawings):	Within two weeks from the date of issue of letter of intent.
4.6.2.2	Final design:	Within one week after concept design approval.
4.6.2.3	Drawings for statutory approval:	Within one week after final design approval.
4.6.2.4	Detailed Drawings for Tender document Stage including preparation of tender documents and bill of quantities required for issue of notice inviting tender :	Within two weeks from the final design approval
4.6.2.5	Preparation of Good for Construction Drawings:	Within two weeks after the date of issue of notice inviting tenders (NIT).

4.6.3 In case of delay in providing the deliverables by the bidder at any stage due to any cause outside the control of the bidder, then the bidder may apply for written permission of the Institute for extension of time and this may be granted from time to time at the discretion of the Institute.

4.6.4 If an extension of time is not granted by the Institute then the bidder shall be deemed to be in default and a pro rata compensation of 1% of the fee per week (subject to a maximum of 10%) due at that stage shall be deducted from the amount payable to the bidder at the corresponding next stage of payment.

4.7 PERIOD OF CONSULTANCY

Period of the consultancy would be till the facility is commissioned and completion of the defect liability period. Defect liability period will be one year after commissioning of the facility for regular use. All defects arising out of the consultancy services rendered by the consultant shall be rectified by the agency free

of cost during this period. No additional cost for any time & cost overrun and for the reason whatsoever.

4.8 ARCHITECTURAL AND ENGINEERING DOCUMENTATION REQUIREMENTS

1. General: Upon award of assignment, the successful Bidder shall provide all necessary design drawings, calculation and specifications. All Architectural and Engineering design shall be performed by qualified professional authorized to practice in the project area. All drawings (100%) 'Good For Construction' shall be provided to the contractor, once the contract is awarded.

2. The successful Bidder shall be responsible for providing the necessary design and documentation to obtain the necessary construction permits for the project. Design fees associated with multiple plan review submissions due to inadequate design documentation shall be the responsibility of the consultant.

3. 'As Built Drawings' for each discipline shall be provided at the completion of the project. Completion Certificate shall be issued by the Architect by obtaining all the necessary documents/certificate from the contractor.

4.9 TERMINATION OF CONTRACT :

The contract may be terminated by either party upon One month's written notice in case the other party commits fundamental breach of contract. The fundamental breach of contract includes, but shall not be limited to the following:

i) Architect is made bankrupt or goes into liquidation.

ii) Architect fails to fulfill its obligation under the contract.

iii)Architect fails to rectify defect despite of notice by IIA.

iv) Architect indulges in fraudulent and corrupt practices.

v) IIA fails to make timely payments to the Architect

4.10 PERFORMANCE GUARANTEE:

(i) To ensure due performance of the contract, performance security or Performance Bank Guarantee (PBG) is to be obtained from the successful bidder awarded the contract. Performance security should be for an amount of three (3) percent of the value of the contract or as per the prevailing notification on the date of work order.

(ii) In works contract it is usual to take three percent of contract value Performance Security. Performance security may be furnished in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued/ confirmed from any of the commercial bank in India or online payment in an acceptable form, safeguarding the client's interest in all respects.

(iii) Performance Security is to be furnished by a specified date generally 21 (twenty-one) days after notification of the award and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period (DLP).

(iv) The performance security will be forfeited and credited to the procuring entity's account in the event of a breach of contract by the contractor. It should be refunded to the contractor without interest, after he duly performs and completes all obligations under the contract but not later than 365 days of completion of the Defect Liability Period (DLP). Return of Bid/ Performance Securities should be monitored and delays should be avoided. If feasible, the details of these securities may be listed in the e-Procurement Portal, so as to make the process transparent and visible.

4.11. ARBITRATION:

All disputes or differences which may arise between the IIA and the Architect, with regard to the meaning or interpretation or matter or things done or to be done in pursuance thereof, shall be resolved as per the Indian Arbitration Act 1996 by the Sole Arbitrator. The Director IIA is the sole arbitrator and his decision shall be final and binding on both the parties.

In case any dispute or difference shall arise between the IIA and the architect either during the progress or after the completion or abandonment of the works as to the construction of this contract or as to any matter or thing of whatsoever nature arising there under or in connection therewith, then such dispute or difference shall be and is hereby referred to the Arbitration of a common Arbitrator, if agreed upon

or otherwise to two Arbitrators one to be appointed by each party to the dispute and the Arbitration shall be governed by the Arbitration Act, for the time being in force.

4.12. FORCE MAJEURE:

If the work(s) be delayed by:-

- Force majeure, or
- Abnormally bad weather, or
- Serious loss or damage by fire, or
- Civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
- Delay on the part of other contractors or tradesmen engaged by Engineer-in Charge in executing work not forming part of the Contract,
- Non-availability of stores, which are the responsibility of Government to supply or (vii) Non-availability or break down of tools and Plant to be supplied or supplied by Government or
- Any other cause which, in the absolute discretion of the Engineer-in-Charge is beyond the Contractor's control. Then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the authority as indicated in Schedule but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in-Charge to proceed with the works

4.13. Liquidated Damages for Delay in Performance:

The Architect should study the milestones prepared by IIA and adhere to the milestones. If the milestones are not achieved by the architect, the architect shall pay IIA **0.5% (point Five percent)** of the professional fee per week of delay, limited to **Five percent** (**5%**) of the professional fee, by way of liquidated damages for each week that the milestones work is incomplete in any way whatsoever after the date assigned for completion of the milestone work. However, release of interim Liquidated Damages can be considered in case the very next Milestone is achieved on time. Extension of time for any milestone if allowed has to be obtained in writing

from the Engineer-in-charge well in advance of completion dates.

4.14. Penalty for Non-performance:

If the architect fails to perform the design as per the standard by which IIA need to spend additional cost for correcting the mistake/replacing the item, then such additional cost shall be borne by the architect.

Architect shall take more precautions in preparing the bill of quantities in order to avoid additional work/excess quantity/extra items which makes financial burden on IIA.

If the service provider has not corrected a defect within the time specified in the Procuring Entity's notice, a penalty for lack of performance will be paid by the architect. The amount to be paid will be calculated as a percentage of the cost of having the defect corrected.

The percentage of penalty on the architect shall be limited to 10% of their professional fee.

SECTION 5.0. GUIDELINES FOR SUBMISSION OF BIDS

1. All intending firms may download the Request for Proposal (RFP) document from the Institute's website https://www.iiap.res.in/ as no hard copies of the document will be supplied by the Institute.

2. Intending firms should submit their technical and financial RFP Bids (in duplicate) in two separately sealed envelopes which shall be sealed in another big envelope. The submission may be done by hand, or by Post/courier, so as to reach **the Director, Indian Institute of Astrophysics (I.I.A), 2nd Block, Koramangala, Bangalore-560034 on or before 3.00 P.M on Monday 16.08.2021.**

   The Institute will not take any responsibility for delay in submission of offer what so ever the reason may be.

   Technical bid shall contain the conceptual design, organization profile, list of technical personnel, work experience certificates; financial details showing the financial capability etc. and shall be marked as **COVER- 1- Technical RFP Bid. <u>An unpriced commercial bid may also be provided alongwith the technical bid</u>.**

   Financial bid shall contain only unconditional price offer in the prescribed format enclosed as Annexure-1 and shall be marked as **COVER- 2- Financial RFP Bid**

   The pre bid meeting will be held at the I.I.A, Koramangala, Bengaluru on **Monday 02.08.2021 at 14:00 hrs at IIA Koramangala**, Bengaluru. All the intended bidders shall submit their queries, if any, by 27.07.2021 so that all queries will be resolved in the pre bid meeting and minutes will be uploaded in the website. No intimation or information will be given to individual separately. Bidders should view the website till last date of submission for updates regarding the tender.

   The technical bid will be opened on Monday 16.08.2021 @ 15:30 hours

   The financial bids of the shortlisted agencies will be opened with due intimation to the shortlisted agencies only.

3. The sealed envelopes should be clearly super scribed **"Technical Bid" and**

"Financial Bid". The name of the firm/partnership of firms/joint venture/consortium should also be clearly super scribed on both the envelopes. Copies of all documents, testimonials, certificates required to prove the expertise, experience, works undertaken and other capabilities as laid down in this document should be enclosed along with a request for selection and write-up detailing the capabilities and credentials of the party.

The complete RFP document, testimonials etc., shall be signed and stamped on all pages by the authorized signatory with stamp.

4. **The document shall be submitted with all necessary documents as per the <u>Check list provided in the document</u>. Any failure to submit the required document will summarily rejected without any notice. Bidders are requested to strictly follow the guidelines before submission of bids.**

5. All queries and clarifications/suggestions or requests regarding this RFP and its contents shall be in writing must reach the Institute **on or before 27.07.2021. The pre bid meeting and site visit will be held on the 02.08.2021 at 14:00 hours at I.I.A, Koramangala, Bangalore**. Queries and clarifications sought may also be submitted **by e-mail to mramaswamy@iiap.res.in**

Contact Details:

Bidders may contact/obtain clarification through mail from

M.V.RAMASWAMY,
Head-Civil Engg. Section, IIA
Phone: 080-22541207/9742410480
Mail id: mramaswamy@iiap.res.in

NOTE: NO SEPARATE INTIMATION WILL BE GIVEN TO BIDDERS REGARDING THIS RFP (CORRIGENDUM /ADDENDUM/ PREBID MINUTES, EXTENSIONS ETC). ALL THE NOTIFICATIONS WILL BE PUBLISHED IN **<u>WEBSITE ONLY</u>**. ALL THE BIDDERS ARE REQUESTED TO VISIT THE WEBSITE FREQUENTLY TILL LAST DATE OF SUBMISSION OF BIDS FOR LATEST UPDATES.

Date of Notification for Invitation of bids : 15.07.2021

Last date for submission of queries/suggestions/clarifications :27.07.2021

Site visit and Pre bid meeting at I.I.A, Koramangala, Bangalore : 02.08.2021@14:00 hrs

Last date for submission of Bids (Both technical and Price offers) : 16.08.2021 @ 15:00 hrs

The Institute reserves the right not to entertain and/or answer any queries, clarifications and the like that are received after the said date and time. The participants should regularly check Institute Website for updates regarding any latest information and clarifications regarding the tender.

6. Bidders should note clearly the date and time of submission of applications. No late or delayed applications will be accepted. No supplementary material will be entertained by IIA after the dead line for submission of the bids.

7. If the bidder is a firm, the application shall be signed by the proprietor/partner of the firm. If the bidder is a company, the application shall be signed by the Chairman, or the Managing Director of the company. In case it is a joint venture/consortium, the application shall be signed by the duly authorized person holding Power of Attorney. If the Bidder is a company, a copy of the Memorandum of Association and Articles of Association duly attested by the Chairman, or Executive Director, or Managing Director of the Company should also be furnished. In case of partnership firms a certified copy of the partnership deed duly attested by all the partners and addresses of all the partners of the firm should accompany the application. In case of consortia, a certified copy of the consortium agreement along with copies of Power of Attorney documents should be submitted. Besides, a consortium should also clearly indicate the Lead Party in the Consortium.

8. The Institute reserves the right to accept or reject any or all proposals without assigning any reason whatsoever

Administrative Officer,
Indian Institute of Astrophysics

SECTION 6.0. ANNEXURES

ANNEXURE -I

Date:…..

Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru

RFP NO. 43/IIA/BNG/Civil/Lab building/2021-22 dated 15.07.2021

FORMAT OF FINANCIAL PROPOSAL

Financial Proposal for Selection of Bidder for **Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru**

From:

_____

_____

_____

To:

The Director
Indian Institute of Astrophysics,
2nd Block, Koramangala, Bangalore-560034, INDIA

Subject: Financial Proposal for Selection of Bidder(s) for Comprehensive consultancy Services for Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru.

Dear Sir,

1) We have examined the details given in Request for Proposal provided by IIA, Bangalore for the Selection of Bidder(s) for subject work.

2) Our fee for the Scope of Services described in the RFP amounts to ---------- percent (In Words----------) of the amount put to tender for the subject work.

3) GST shall be ……% exclusive of above professional fee.

4) We agree to all other terms and conditions relating to the fee as laid down in this RFP.

Thank you.

Yours faithfully,

Signature of Bidder/Authorized signatory:
Name of Signatory:
Designation:
Name and address of Bidder:
Contact number:
Fax:
Email:
Seal of the Organisation with date

ANNEXURE -II

Letter of Transmittal

To,
Director,
Indian Institute of Astrophysics,
2nd block, Koramangala,
Bengaluru-560034.

Sub: Architectural and Engineering Consultancy Services For Detailed Design, Estimate and Supervision of Proposed Multi Storied Laboratory Building For I.I.A.at Koramangala, Bengaluru

RFP NO. 43/IIA/BNG/Civil/Lab building/2021-22 dated 15.07.2021

Sir,

1. I/We have read and examined the complete document including the instruction to Consultants, terms of reference and general conditions of the agreement and services to be provided during pre/ post construction stage for above-mentioned work.

2. I/We hereby express our interest and submit my/our bid for 'Initial Eligibility Bid' on prescribed formats for undertaking the work referred to in the aforesaid documents.

3. I/We agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

4. I/We confirm that to the best of my/our knowledge and belief the information contained in the specified formats and all supporting and explanatory information is truthful and exact.

5. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

6. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

7. I/We understand that ‘Technical Bid’ is required to be submitted of those bidders only who are ‘first Stage Pre-qualified’ and we agree to submit the same if first stage prequalified.

8. I/We have uploaded my/our ‘Financial Bid’ in prescribed format. I/we understand that financial bid of top five final pre-qualified bidders only be opened.

Date:
Address:

(Signature of authorized signatory of Consultant)
(Name and Address of Consultant)

ANNEXURE -III

CHECK LIST FOR SUBMISSION: ALL THE BIDDERS ARE REQUESTED TO COMPLETE THE CHECK LIST WITH NECESSARY DOCUMENTS

Sl. No.	Document to be furnished	YES/NO	REMARKS
1.	Conceptual design/s as envisaged at preliminary stage		
2.	Profile of the firm		
3.	Partnership details like partnership deed etc., if applicable. Documents regarding the registration of the firm with the government and also with other institutions/authorities.		
4.	Organization chart		
5.	List of staff, Technical personnel with their qualification, specialization, experience in the firm, total experience etc.,		
6.	List of all works executed since inception of the firm		
7.	List of major works executed during last five years.		
8.	List of ongoing works		
9.	Photographs of the major works executed/ under execution by the firm		
10.	Appreciation/reward letter, if any, from the clients		
11.	Self Undertaking for the blacklisted details, if any		
12.	Financial details of the firm including the audited balance sheets of last three years, turnover certificate, Net worth certificate etc.		
13.	Copies of PAN card, Income tax Returns, Service Tax Regn. GST registration etc.,		
14.	Any additional document/papers which the firm wishes to submit		

ANNEXURE –IV

Tattoo shop
St Johns Medical College Rd
3rd Cross
BWSSB 24 hrs
Payment Center
BWSSB Service
Station South-East-3
Service Road
Koramangala
Water Tank
Rainy Mist Holidays
2nd Cross Rd
Kickdrum
Target Manpower
Solutions
100 Feet Rd
Marathahalli - Sarjapur Rd
Marathahalli - Sarjapur Rd
Union Bank of India
Indian Institute
of Astrophysics
Spectra Raja
Site for Proposed
Laboratory building
Ritu Massage
Parlor Bangalore
General Public
Work Department
Survey of India Staff Quarters

ANNEXURE - V

SITE LOCTION FOR PROPOSED LABORATORY BUILDING

(SHOWING EXISTING BUILDING AT SITE)