

PROPOSED NEW HOSTEL 20 BUILDING (GIRLS HOSTEL)

REQUEST FOR PROPOSAL (RFP)

Comprehensive Architectural Consultancy for

**New Hostel 20 Building (Girls Hostel) of 1200 students
capacity**

for
Indian Institute of Technology
Powai, Mumbai 400 076

Name of Architect / Firm :

M/s

Ref No.: IIT(B)/Dean(IPS)/Arch-Consultancy/Hostel 20/01.
dated: 10.08.2021

Assignment: Comprehensive Architectural Consultancy for Construction of New Hostel 20 Building (Girls Hostel) of 1200 Students capacity within IITB campus, Powai, Mumbai.

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Sub: Comprehensive Architectural Consultancy

for

New Hostel 20 Building (Girls Hostel)

**For Indian Institute of Technology,
Powai, Mumbai 400 076**

1. GENERAL RULES & GUIDELINES FOR SELECTION PROCESS

INVITATION

1. Dean (IPS), on behalf of Director, Indian Institute of Technology Bombay (IITB) requests proposals for the "Comprehensive Architectural Consultancy Services" for the following work from the empaneled architectural Consultants in accordance with the terms & conditions as set out below:
 - i) Proposed New Hostel 20 Building for 1200 Girl students including external development around the building and approach road to hostel building at IITB, Powai, Mumbai 400076.
2. A Consolidated Honorarium of **Rs.1,00,000/- (Rupees One Lakh only)** shall be paid to all the participants who submit their Conceptual design and participate in the presentation. Honorarium paid to the winning architect shall be adjusted against the total quoted fees after entering into the contract.

OBJECTIVES AND NATURE OF THE SELECTION

1. The objectives of the Selection is to obtain most acceptable architectural design proposal for the proposed work based on highest composite score (Technical & Financial) and enter into agreement with the winning architect for Comprehensive architectural consultancy for the subject work.
2. This Selection will be in accordance with the guidelines mentioned herein below:

IMPORTANT INFORMATION

RFP submittal terms: RFP to be submitted to Dean (IPS) office, 1st Floor, Main Building, Indian Institute of Technology Bombay (IITB), Powai, Mumbai 400076. (e-mail : dean.ips.office@iitb.ac.in).

Intimation regarding invitation of RFP shall be forwarded to the empaneled Architects by e-mail and a link shall be provided for downloading the RFP document from the official web site of IITB. A pre-bid meeting shall be conducted at 11:30 AM on **8.09.2021** at Dean (IPS) office, IITB.

Agencies participating in the competition are required to familiarize themselves with the site conditions and study the design inputs given in this document. Questions, if any, about this RFP must be submitted via e-mail or in writing to Dean (IPS) office, IITB by **8.09.2021** the date of Pre-bid meeting. No additional project questions addressed after this date shall be entertained. A response addendum listing all

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questions received and IITB responses will be posted by **17.09.2021** (Tentative) to the agencies through e-mail. Proposal must be submitted to Dean (IPS) office up to 16:30 hrs. on **06.10.2021** along with a digital copy.

Please label outside of response package envelop as "Request for Proposal (RFP) for Comprehensive Architectural Planning & Designing Services for "Hostel 20 Building at IITB" (Bidders are supposed to specify the name of the building(s) for which RFP is submitted).

DELIVERABLES

The agencies shall submit the following deliverables in along with Conceptual design on the due date:

- i) Part Master plan showing proposed locations and general disposition of building, traffic pattern, services etc.
- ii) Design based report
- iii) Conceptual design and drawings (Architectural, Structural & location)
- iv) Walk around animation
- v) Cost estimates (broad based)
- vi) Proposed broad based specifications

TARGET SCHEDULE OF EVENTS

EVENT	DATE
Intimation regarding invitation of RFP document	25.08.2021
Pre-bid meeting	08.09.2021 at 11:30 AM at Dean (IPS) office conference room, IIT Bombay
Deadline for receipt of questions	08.09.2021
RFP Questions Response	17.09.2021 (Tentative)
Receipt of RFP Proposals	06.10.2021 by 3:00 PM
Evaluation of proposals by committee	Date & time shall be communicated later.

Requirements for proposals for selection process

Applicants shall submit their proposals in response to RFP, so as to reach Dean(IPS) office, IITB on or before 3:00 PM on **06.10.2021** at the following address:

Dean (IPS) office

1st Floor, Main Building,

Indian Institute of Technology Bombay,

Powai, Mumbai 400 076.

Tel : 022 2576 7089

The Concept Design Technical and Financial proposals for each work shall be placed in three separate envelopes, and clearly marked (1) "Concept Design Proposal" (2) "Technical Proposal (with the name of the building)" and (3) "Financial Proposal (with name of the building)", respectively. The envelopes (2) & (3) shall thereafter be placed in one sealed envelope clearly marked as "RFP for Comprehensive Architectural Planning & Designing services for New Hostel 20 Building" with the name of the applicant and contact details written thereof.

The Concept Design shall be based on the following Design brief for each building:

Design brief for proposed New Hostel 20 Building (Girls Hostel)

The proposed hostel is for 1200 girl students. It shall have single occupancy individual rooms. The toilet facility shall be common. It shall be designed keeping in view the prevailing statutory rules and regulations including the provisions of National Building Code. The building has to be designed keeping in view the optimum utilization of the plot area, minimum disturbance to the environment and economy.

Proposed carpet areas –

- 1) Single Seater rooms @ 7.5 – 8.5 Sq. M carpet area per room– total 1150 nos.
- 2) Differently abled room @ 10.0 -14.0 SqM carpet area per room – total 50 nos.
- 3) Differently abled double room with toilet@ 24.0- 26.0 SqM carpet area per room– total 6 nos.
- 4) Common toilets for students – to be located on different floors as per layout (architect to decide total nos. as per NBC standards, desired 50%-Indian & 50% Western)
- 5) Common toilets for Differently abled students – to be located on different floors as per layout (architect to decide total nos. as per NBC standards)
- 6) Dinning room(suitable for dinning of 800 students at a time, well ventilated) @1140 SqM–1 no.
- 7) Cafeteria – around 150 SqM – 1 no.
- 8) Kitchen area (Suitable for 1200 student capacity) –around 520 SqM -1 no.
- 9) Hall Manager's room – around 30 SqM – 1 no.
- 10) Warden's room – around 25 SqM -1 no.
- 11) Associate Warden's room – around 20 SqM – 1 no. (* Rooms at Sr. no 10 & 11 can be combined and a common meeting room can also be considered)
- 12) Main Store room – around 40 SqM – 1 no.
- 13) Staff room – around 30 SqM – 1 no.
- 14) DATA/TEL room – around 16 SqM – 1 no.
- 15) Panel room – 50 SqM – 1 no.
- 16) Gents Toilet (Separate for Staff & Visitors) @ 8-10 SqM area – Total 3 nos.
- 17) Ladies Toilet (Separate for Staff & Visitors) @ 8-10 SqM area – Total 3 nos.
- 18) Waiting lobby – around 25.0 - 30.0 SqM area – 1 no.
- 19) Double height Entrance lobby -around 130 SqM area
- 20) Misc. Store room – around 25 SqM – total 2 nos.
- 21) Counselling room – around 40 – 45 SqM area – 1 no.

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- 22) Gymnasium – around 175 SqM area – 1 no.
- 23) Sit-out areas for students – at number of locations suiting as per layout design
(depending upon the requirement)
- 24) Staff resting room for Ladies – around 40 -45 Sqm area – 1 no.
- 25) Staff resting room for Gents – around 30 -35 Sqm area – 1 no
- 26) First Aid room – around 25 SqM area – 1 no.
- 27) Staff toilet /locker – around 55 SqM – total 2 nos.
- 28) PHS shaft – as per building design and requirement
- 29) Laundromat for students – at one location around 100 SqM
- 30) Refuge – As per statutory norms
- 31) Common room -around 100 SqM (for around 100 students) – 1 No.
- 32) Common rooms(Suitable for Music, Dance, Indoor games, Library, TV room etc.)
–around 65-70 SqM area - 4 nos. approx. or as per requirement.
- 33) Boundary Wall /Fencing around the hostel, if necessary.
- 34) Floor height – minimum to be provided as per statutory requirement.
- 35) Total built-up area –Details of total built-up area and carpet area may be
provided. Circulation area may be considered as per norms.
- 36) External Development: Architect may decide as per requirement at site
(inclusive of closed cycle parking).

(The above norms are suggestive and architects could revise to suit the local needs.)

Other Important points related to Design Consideration

- The consultants are required to provide the concept design for the proposed building on the proposed location and plot size marked on the enclosed master plan.
- The break-up areas specified are for reference only and the consultants are encouraged to develop and demonstrate design which optimizes the room areas, circulation & common space areas.
- Creating year round thermal comfort conditions is important. The passive design elements should be explored to create better comfort conditions.
- The consultants are free to explore various structures system suited to their Architectural design.
- The consultants are requested to adhere to NBC standard norms for providing number of Urinals, baths, WCs, provision of toilets for differently-abled persons, fire safety norms etc.

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- The concept design shall conform to Green building norms of minimum GRIHA 3 rating. Any measures suggested by IITB to get higher rating shall be incorporated by the consultant.
- The consultant has to demonstrate that preliminary estimated cost of each building based on DPAR 2019 of CPWD enhanced with cost index of Mumbai for the proposed concept design is within +5% of the cost provided for each building in the EOI i.e. about Rs.95.00 Cr. (Civil+ MEP works) for "Hostel 20 Building".

The Concept Design proposal should demonstrate that the proposer has developed an understanding of the institute's requirement with reference to the scope of services mentioned in the RFP document. The applicant shall submit a Power point presentation including entire contents of the technical proposal in a USB drive along with a submission package for the technical proposal. All drawings, designs and layouts must be submitted in (.dwg) and (.pdf) format.

The Concept design proposal should include (To be submitted in Envelope 1):

- The drawings covering concept proposal for each building, a maximum of three A0 size drawing panels covering the design proposal for each building. There shall be maximum 2(two) such drawings.
- The concept Architectural design should be explained in the form of drawings, sketches with plans, sections, layout at suitable scale, notes & views to show Architectural Character of the building.
- Pen Drives containing the soft copies of the design proposals (all drawings in high resolution PDF format).
- Signed copy of RFP document and corrigendum/addendum, replies of Pre-bid queries, if any (Each page signed & stamped) by the consultant as proof of acceptance of all terms and conditions of the selection process.
- A brief introduction about the Lead architects of firms proposed to work on this project (not exceeding 5 pages).
- Approach to design including drawings, sketches, diagrams and any other information that can concisely and yet comprehensively explain the applicant's concept psychology and design approach.
- Key professionals and consultants proposed to be deployed for the project with their experience and details (not exceeding 10 pages).

Evaluation of Proposal:

The applicant is expected to make a presentation to the Evaluation Committee (selected by the institute). The Concept Design would be evaluated by the Evaluation Committee on the following broad parameters and any other factors that affect the quality:

- Methodology

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- Aesthetics
- Functional Suitability
- Cost Effective Design
- Amenability to Green norms

To review and evaluate the Concept Designs submitted by the applicants, IITB will constitute a Jury as follows:

1	Dean IPS, IIT(B)	Convenor
2	Eminent Architects of Leading Institution / Govt. Bodies	Member
3	- do -	Member
4	- do -	Member
5	One Eminent Engineer nominated by IIT(B)	Member
6	One Senior Officer nominated by IIT(B)	Member Secretary

The Concept Design proposals(technical) will be allotted weightage of 80% (Eighty percent) as quality score while the financial proposals will be allotted weightage of 20% (Twenty percent) as cost score. Based on the evaluation criteria specified under technical proposal, the jury shall evaluate the detailed technical proposals separately and award the technical score (TS) and list them in order of merit. Proposals with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals to be given technical score that are proportional to their marks w.r.t. the highest technical marks. Depending upon the marks obtained in the technical evaluation of the RFP, a merit list shall be generated of the applicants as T1,T2,T3..... of the participants who score of 75% or more.

The discretion and decision of the Evaluation committee in respect of Technical scores shall be final and binding on all without any Right to appeal. The technical scores (TS) of the applicants shall be announced before opening of Financial bids.

Financial proposals shall be opened in presence of the consultants or their representatives who choose to attend. Proposals with the lowest cost may be given a financial score of 100 (Hundred) and the other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer.

The total score both, both technical & financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality & cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2,H-3 etc. The proposal securing the highest combined marks shall be

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recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.

An Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = \left[\frac{F_{low}}{F} \right] W + \left[\frac{T}{T_{high}} \right] (1-W)$$

Where,

F = Evaluated Bid price

F_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids.

W = Weightage for the Price as specified

The Bid with the best evaluated Bid score (B) among responsive Bids shall be the Most Advantageous Bid.

As an example, the following procedure shall be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 75 (Seventy five) and the weightage of technical bids and financial bids was kept as 80:20 (Eighty : Twenty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 75 (Seventy five) thus, all the three proposals were found technically suitable. Using the formula T/T_{high} , the following technical points are awarded by the evaluation committee:

A: $75/90 = 83$ points

B: $80/90 = 89$ points

C: $90/90 = 100$ points

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The final proposals of each qualified consultant were opened and after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

A: Rs.120.

B: Rs.100.

C: Rs.110.

Using the formula C_{low}/C , the committee gave them the following points for financial proposals:

A: $100/120 = 83$ points

B: $100/100 = 100$ points

C: $100/110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $83 \times 0.20 + 83 \times 0.80 = 83$ points.

Proposal B: $100 \times 0.20 + 89 \times 0.80 = 91.20$ points.

Proposal C: $91 \times 0.20 + 100 \times 0.80 = 98.20$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 83 points H-3

Proposal B: 91.20 points H-2

Proposal C: 98.20 points H-1

Proposal C at the evaluated cost of Rs.110 (Rs. One hundred ten) was, therefore declared as winner and recommended for negotiations/approval, to the competent authority.

Award of Contract

- The selection as mentioned above, does not, in any way, automatically confer any right, whatsoever, on any applicant for award of work.
- IITB shall inform consultants through a "Letter of Acceptance of offer" by email/Letter that it has been selected to be the consultant for the institute to the extent.
- The consultant shall thereafter sign the contract agreement within 21 days of the issue of such letter.

In the event of Consultant getting selected for the Consultancy work, the consultant will have to deposit an amount equal to 5% of the offered and

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accepted value of the contract as Performance Guarantee in the form of an Account payee Demand draft/Fixed Deposit Receipt or in the form of Bank Guarantee from Scheduled commercial bank.

The amount kept under performance guarantee shall not bear interest and the same shall be returned to Consultant after satisfactory completion of the contract.

- IITB does not bind itself to award the consultancy work to the selected architect/firm and IITB reserves the right to reject all the offers and no reason on this effect shall be furnished.

Acceptance of the Concept Design:

The Concept Design as submitted by the successful applicant may not be deemed to be the final acceptable design proposal. The consultant has to meet and discuss with the institute's User committee/ Users and provide the comprehensive architectural services as per the scope of work after duly understanding the requirements of the institute. The actual location for the construction of the proposed building may change depending upon the requirement of the institute.

General Conditions

- Each proposal whether layouts or services system or policy or any other, must be duly supported by clearly referenced data presented in a logical and quantifiable format.
- All proposals must be based on clearly referenced global best-practices and technologies, and must respect clearly identified and listed local constraints, resources and skills.
- The institute reserves the right to seek more details regarding the proof of qualifications, experience and capabilities of the key personnel.
- The institute reserves the right to issue corrigenda and addenda to this RFP document which shall be binding on all applicants.
- The institute reserves the right to amend, alter, modify, add and/or delete in part or full any requirements or terms and conditions contained in the RFP document at any other time during the selection process, which shall be binding on all applicants.
- All dates, place and time are subject to change and the latest information and clarifications, if any, shall be communicated to the applicants over email.
- The documents, and other information provided by IITB or submitted by the applicants to IITB shall remain or become the property of the institute.
- All intellectual property rights of the scheme and proposals submitted during the process of selection.
- No explanation and/or justification in any aspect relating to the selection process shall be given, and the decision of the institute shall be final and binding on all without any right to appeal.
- The institute reserves the right to debar the applicant/terminate the agreement with the final applicant selected for award of work, at any period of time, should any of the document/certificates as submitted be found to be fabricated or false, or a material misrepresentation is made or discovered, or the applicant does not provide the requisite information as required by the institute within the stipulated period.
- All provisions in this document are supplementary and complementary to each other and are not to be read in isolation.

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
OFFICE OF DEAN (IPS)**

Offer Notice No _____

TECHNICAL BID

For

**Comprehensive Architectural Consultancy
for construction of**

**New Hostel 20 Building (Girls Hostel) of 1200
Students capacity**

**for
Indian Institute of Technology
Powai, Mumbai 400 076**

NAME OF THE ARCHITECT/FIRM

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The bidder shall submit Technical Proposal for the assignment as per the details provided in the Data Sheet.

Design brief for proposed New Hostel 20 Building (Girls Hostel)

The proposed hostel is for 1200 girl students. It shall have single occupancy individual rooms. The toilet facility shall be common. It shall be designed keeping in view the prevailing statutory rules and regulations including the provisions of National Building Code. The building has to be designed keeping in view the optimum utilization of the plot area, minimum disturbance to the environment and economy.

Proposed carpet areas –

- 1) Single Seater rooms @ 7.5 – 8.5 Sq. M carpet area per room– total 1150 nos.
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- 4) Common toilets for students – to be located on different floors as per layout (architect to decide total nos. as per NBC standards, desired 50%-Indian & 50% Western)
- 5) Common toilets for Differently abled students – to be located on different floors as per layout (architect to decide total nos. as per NBC standards)
- 6) Dinning room(suitable for dinning of 800 students at a time, well ventilated) @1140 SqM–1 no.
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- 8) Kitchen area (Suitable for 1200 student capacity) –around 520 SqM -1 no.
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- 17) Ladies Toilet (Separate for Staff & Visitors) @ 8-10 SqM area – Total 3 nos.
- 18) Waiting lobby – around 25.0 - 30.0 SqM area – 1 no.
- 19) Double height Entrance lobby -around 130 SqM area
- 20) Misc. Store room – around 25 SqM – total 2 nos.

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- 21) Counselling room – around 40 – 45 SqM area – 1 no.
- 22) Gymnasium – around 175 SqM area – 1 no.
- 23) Sit-out areas for students – at number of locations suiting as per layout design
(depending upon the requirement)
- 24) Staff resting room for Ladies – around 40 -45 Sqm area – 1 no.
- 25) Staff resting room for Gents – around 30 -35 Sqm area – 1 no
- 26) First Aid room – around 25 SqM area – 1 no.
- 27) Staff toilet /locker – around 55 SqM – total 2 nos.
- 28) PHS shaft – as per building design and requirement
- 29) Laundromat for students – at one location around 100 SqM
- 30) Refuge – As per statutory norms
- 31) Common room -around 100 SqM (for around 100 students) – 1 No.
- 32) Common rooms(Suitable for Music, Dance, Indoor games, Library, TV room etc.)
–around 65-70 SqM area - 4 nos. approx. or as per requirement.
- 33) Boundary Wall /Fencing around the hostel, if necessary.
- 34) Floor height – minimum to be provided as per statutory requirement.
- 35) Total built-up area –Details of total built-up area and carpet area may be
provided. Circulation area may be considered as per norms.
- 36) External Development: Architect may decide as per requirement at site
(inclusive of closed cycle parking).

(The above norms are suggestive and architects could revise to suit the local needs.)

1) Technical Proposal Preparation:

- i) Consultant is expected to examine all terms and instructions included in the documents furnished with offer.
 - ii) The estimated cost of construction or work for which the consultancy assignment is sought as well as the time to complete the assignment is stated in Data Sheet. Financial Proposal may be in accordance with this.
 - iii) The key professional staff, listed in the offer, shall be made available for the entire duration of the execution of assignment. This shall preferably be the permanent employees of the firm.
 - iv) Proposed staff must have relevant educational qualification and experience, preferably under conditions similar to those prevailing at the locations of the assignment.
 - v) No alternative to key professional staff may be proposed and only one CV may be submitted to each position.
- 2) Technical Proposal should provide the following information, but not limited to,

- i) Any comments or suggestions on the scope of work & services, documents and details made available with this offer, as well as on the facilities to be provided by IITB.
- ii) A description of methodology(work place), which the consultant proposes to employ in performing the assignment, duly illustrated with bar charts of graphics or any other type of Graphics.
- iii) C.V. recently signed by the proposed key professional staff and countersigned by an authorized officer of the consultant. Key information should include: years with the firm/entity and responsibilities held in various assignments during last ten years.
- iv) Estimates of the total time effort (person x months) to be provided for the services for each stage or phase of assignment, supported by breakdown of effort proposed (person x months) for major items of work & services.
- v) Details of specific experience/expertise/information asked for in the Data sheet.
- vi) Confirmation/Submission on salient technical conditions mentioned in the offer document.
- vii) Quality assurance system/programme proposed to be employed in design, engineering, procurement, inspection & management activities.

3) The technical proposal shall not include any financial information.

DATA SHEET -A
(Information to Consultants)

Name of Employer: Director, Indian Institute of Technology Bombay, 1st
Floor, Main Building, Powai, Mumbai 400076

Name of Assignment: Comprehensive Architectural Consultancy for
Construction of "New Hostel 20 Building" (Girls Hostel)
of 1200 Students capacity within IITB campus, Powai,
Mumbai 400076.

Scope of work:

The proposed hostel is for 1200 Girl students to be located on the plot identified as per enclosed drawing/sketch. It shall have single occupancy individual rooms. The toilet facility shall be common. It shall be designed keeping in view the prevailing statutory rules and regulations including the provisions of National Building Code. The building has to be designed keeping in view the optimum utilization of the plot area, minimum disturbance to the environment and economy. The scope of work includes construction of hostel building and essential development around the building including approach road to hostel building.

Preliminary estimated cost of construction: Rs.95.00 Cr. (Civil+MEP works)

The Assignment to be completed within **48 Months** or as may be necessary to complete the assignment in all respects.

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Schedule for completion of Major activities:

Name of Assignment: Comprehensive Architectural Consultancy for Construction of "New Hostel 20 Building" (Girls Hostel) of 1200 Students capacity within IITB campus, Powai, Mumbai 400076.

Time for assignment: 48 Months

Sr. No.	DESCRIPTION OF ACTIVITY	Period of Activity (In months)
1	STAGE 1-Concept stage Conceptual Architectural drawings, preliminary Architectural design basis report, Preliminary cost estimate on area basis. Revising the conceptual drawings and resubmitting details	From 0 to 1 (One month)
2	STAGE 2-Preliminary Design & drawings Revised drawings incorporating revisions, Detailed site survey, Geo technical soil investigation, Preliminary design basis report for Structure, services & landscape	From 1 to 3 (Two months)
3	STAGE 3-Statutory approval / design development Submission of drawings for Statutory Approval, submission of revised design basis report for Structure, Services & landscape, Submission of Proof checking Drawings & documents to Proof Checking Consultant for Structure & HVAC, Registration of project with GRIHA	From 3 to 4 (One month)
4	STAGE 4 -Working drawings up to Tender document stage and obtaining Statutory approvals i) Submission of revised Proof checking drawings & documents incorporating revisions as per Proof Checking Consultant ii) Detailed coordinated design drawings iii) Detailed Cost Estimate with Rate Analysis iv) Preparation & submission of all Good for Construction (GFC) drawings Civil works (including Architectural & Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc. v) Obtaining Statutory approvals from MCGM, CFO etc. for work commencement. vi) Notification to GRIHA for site inspection prior to execution for work commencement. viii) Issue of all GFC drawings to enable invitation of EPC tender by CPWD or any other Govt. agency.	From 4 to 10 (Six months)
	STAGE 5-Contract Finalization and Construction stage i) Construction drawings with minor revisions, if	From 10 to 47 (Thirty Seven)

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	<p>necessary for all works (including Architectural & Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc.</p> <p>ii) Periodic Site/IITB office visits for general quality assurance, Weekly progress review meetings etc. Visits of Structural designer for RCC pour clearance.</p> <p>iii) Periodic Inspection of work during execution at intervals mutually agreed upon.</p> <p>iv) Approve samples of various elements and components.</p> <p>v) Check and approve shop drawings submitted by the contractor/ vendors.</p> <p>vi) Monitor the estimated quantities for Variation and justification for additional expenditure, if any.</p>	months)
	<p>STAGE 6-Completion stage As-built drawings. Completion certificates from MCGM, CFO, etc. GRIHA certification & documentation</p>	<p>From 47 to 48 (One month)</p>

Tax Liability, Insurance – description or reference to documents:

- i) The consultant and his personnel shall pay taxes and other impositions levied under existing, amended or enacted laws during life of assignment.
- ii) The consultant shall cover employer's compensation insurance for his or his sub-Consultant (if applicable) personnel in accordance with the provisions of relevant applicable laws.
- iii) GST shall be paid to the consultant as applicable along with the professional fee as per financial bid

FORM OF CONSULTANCY CONTRACT (DRAFT)

This Contract (hereinafter called the "Contract") is made the-----day of the month of-----Two thousand-----between, on one hand, Dean (I.P.S.) (hereinafter called the-----, which expression shall include his successors and permitted assigns), Indian Institute of Technology Bombay, Powai, Mumbai and, on the other hand, M/s -----, having its Registered office at----- (hereinafter called "Consultant" which expression shall, unless repugnant to the context, be deemed to include its successors and assigns).

WHEREAS

- (A) The ----has requested the consultant to provide certain consulting services as defined in the General Conditions of the Contract attached to this Contract (hereinafter called the "Services");
- (B) The consultant, having represented to the -----that they have the required professional skills, personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in the contract;

Now therefore the parties hereto agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this contract:

Part I Technical Bid- consisting

- i) General Conditions of the Contract (herein after called "GCC");
- ii) The following Appendices:
 - Appendix A: Description of the Services
 - Appendix B: Deliverables by the Consultant
 - Appendix: Guarantee for Performance of Services

Part II financial bid: consisting

- a. Financial bid
- b. Milestone for Payment of Consultancy Charges
- c. Effecting payment of Consultant
- d. Details of Reimbursable expenses

The mutual rights and obligations of the Consultant shall be as set forth in the Contract, in particular:

- a. The consultant shall carry out the Services in accordance with the provisions of the Contract; and
- b. IITB shall make payments to the consultant in accordance with the provisions of the contract.

In WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF, I.I.T. (B)

Dean (I.P.S.)

In presence of
Witness

1.

2.

FOR AND ON BEHALF OF (CONSULTANT)

(Authorized Representative)

In presence of
Witness

1.

2.

GENERAL CONDITIONS OF CONSULTANCY CONTRACT

The **General Conditions of Contract (GCC)** are enclosed along with following Appendices:

Appendix A : Description of Services

Appendix B : Deliverables by the Consultant

Appendix C : Guarantee for Performance of Services

1. GENERAL PROVISION

1.1 **Definitions:** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "IITB" means, Indian Institute of Technology Bombay.
- b) "Consultancy Contract" means the Contract signed by the Parties, to which these Conditions of Consultancy Contract are attached, together with all the documents of such signed Contract.
- c) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
- d) "Dean Infrastructure Planning Support" is authorized by Director to administer this contract. "Engineer-in-charge" means Dean IPS or his successors appointed by IITB for coordinating with agencies connected with project and interacting with Consultants.
- e) "Party" means the IITB or the Consultant(s), as the case may be, and Parties means both of them.
- f) "Services" means the work to be performed by the Consultant pursuant to this Contract.
- g) "Personnel" means persons hired by the Consultant(s) or by any Sub-Consultant(s) as employees and assigned to the performance of the Services or any part thereof.
- h) "Site" means the whole of the property belonging to the IITB on which the Services will need to be performed.
- i) "Month" shall mean a calendar month.

1.2 Law Governing the Contract

This Contract, its meaning and interpretation and the relation between the Parties will be governed by the Applicable Law and the jurisdiction shall be Mumbai.

1.3 Notices

- (a) Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing and shall be deemed to have been given or made when delivered in person to an authorized

**Construction of New Hostel 20 Building (Girls Hostel) of 1200 Students capacity at IITB
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representative of the Party to whom the communication is addressed, or when sent by speed-post or facsimile to such Party at the address

- (i) For IITB : Dean (IPS) , Indian Institute of Technology Bombay, Main Building, Powai, Mumbai- 400076.
- (ii) For ARCHITECTS :

Notice will deem to be effective as follows:

- i) In the case of personal delivery or registered mail, on delivery.
- ii) In the case of Facsimiles, 24 hours following confirmed transmission.

1.4 Authorised Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the IITB or the Consultants may be taken or executed by the officials specified as under:

- (a) For IITB : Dean (IPS)
- (b) For the Consultant:

1.5 Taxes and Duties

The Consultant shall pay all taxes (other than GST), duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the fees. GST shall be paid by IITB to the consultant, if applicable.

2. COMMENCEMENT, COMPLETION, MODIFICATION & TERMINATION OF THE CONSULTANCY CONTRACT

2.1 Effectiveness of Contract

This Consultancy Contract shall come into effect on the date the Contract is signed by both Parties.

The Consultant getting selected for the consultancy work will have to provide Performance Guarantee as detailed below:

Performance Guarantee: An amount equal to 5% of the offered and accepted value of the contract shall be deposited as Performance Guarantee in the form of an Account payee Demand draft/Fixed Deposit Receipt or in the form of Bank Guarantee from Scheduled commercial bank. The Performance Guarantee shall be refunded to the consultant soon after the completion of the work and recording of the completion certificate.

The amount kept under performance guarantee shall not bear interest and the same shall be returned to Consultant after satisfactory completion of the contract.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services at the end of such time period after the Effective Date as **15 days** from the date of contract signed.

2.3 Expiration of the Consultancy Contract

Unless terminated earlier pursuant to Clause 2.4 hereof, this Contract shall expire when the Services have been completed in all respect at the end of such time period after the Effective Date, which may be suitably extended upon mutual agreement to complete the Assignment in all respects.

2.4 Termination

2.4.1 By the IITB

The IITB may terminate this Consultancy Contract, by serving not less than thirty (30) days' written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.4.1 and sixty (60) days in the case of event referred to in (e) below.

- (a) If the Consultant fails to remedy a failure in the performance of their obligations under the Contract within fifteen (15) days of receipt after being notified or within such further period as the IITB may have subsequently approved in writing;
- (b) If the Consultant becomes insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take-advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant submit to the IITB a statement which has a material effect on the rights, obligation or interests of the IITB and which the consultants know to be false.
- (d) If, as the result of Force Majeure, the Design Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- (e) If the IITB in its sole discretion and for any reasons whatsoever decides to terminate this Contract.

2.4.2 By the Consultant

The Consultant may, by not less than thirty (30) days' written notice to the IITB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) below, terminate this Consultancy Contract:

- (a) If IITB fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 2.4.6 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue;
- (b) If, as a result of Force Majeure, the Design Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.4.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses 2.4.1 or 2.4.2 hereof, the IITB shall make the following payments to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to the IITB):

- (a) Remuneration for Services satisfactorily performed prior to the effective date of termination; and

2.4.4 The IITB shall not be liable to pay any bonus, damage or other claims of the Consultant for the loss of expected profit or interest in uncompleted portions of the work and services.

2.4.5 In the event of termination of Contract, after receipt of full payment of sums mentioned in Clauses 2.4.3 and 2.4.4 above from the IITB to the satisfaction of the Consultant, the Consultant shall furnish to all the

design, drawings, data, documents and details as per the work completed & being paid for in 2.4.3 (a)

- 2.4.6 Amicable Settlement of Disputes : The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

Dispute Settlement Mechanism: Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt of a notice by one Party, the request for such amicable settlement may be submitted by either Party for settlement in accordance with the following provisions:

Any dispute or difference at any time arising between the IITB and the Consultant as to the construction, meaning or effect of the Contract or as to any clause, matter or thing herein contained or as to the rights and liabilities of the parties hereto shall be referred to a Sole Arbitrator to be appointed by the Chairman, Board of Governors, IITB, who shall decide the case in accordance with the contract provisions and subject to the provisions of the Indian Arbitration & Reconciliation Act, 1996 or any statutory modifications or re-enactment thereto or thereof for the time being in force and all proceedings in any such Arbitration shall be held in Mumbai.

2.4.8 Fairness & Good Faith

(a) Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

(b) Operation of the Contract

The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the currency of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause above.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the IITB, and shall at all times support and safeguard the IITB's legitimate interests in any dealings with Sub-Consultants or Third Parties.

3.2 Confidentiality

The Consultant, and the Personnel or either of them shall not disclose any information and data furnished to him by to any third party nor shall disclose any drawings, reports, specification, manuals and other information developed and prepared for the IITB by the Consultant and his Sub-Consultants and the Personnel or either of them, without prior written approval of the IITB.

3.3 Design Consultant's Actions requiring prior approval

The Consultant shall obtain the IITB's prior approval in writing before entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the sub-consultant other than those coming under the main contract and the terms and conditions of the subcontract shall have been approved in writing by the prior to the execution of the subcontract, and (ii) that the Consultant shall remain fully liable for the performance of the Services by the sub-consultant and its personnel pursuant to this Contract.

3.4 Reporting Obligations

The Consultant shall submit to the IITB the reports, documents and other deliverable, in the form, in the numbers and within the time periods set forth in the Technical conditions.

3.5 Copyright

Copyright conditions shall be as per the prevailing law and Council of Architecture norms 2014. (Clause 12 of Comprehensive Architectural Services)

3.6 Responsibility for Data & Designs

a) The final responsibility for the correctness, adequacy and accuracy of the designs, drawings, technical specifications, etc. furnished by the Consultant, shall lie with the Consultant. The Consultant shall ensure that all designs and services rendered by him, under this Agreement, are in compliance with the existing statutory regulations of bodies.

3.7 Liaison Work for getting the statutory clearances like commencement and completion certificate for the work from Statutory & GRIHA Authorities

3.8 Periodic visits to the project site for inspection of works and regular visits to IITB office to attend Project review meetings.

4. OBLIGATIONS OF IITB

4.1 Assistance and Exemptions

The IITB shall:

- (a) provide the Consultant, Sub-consultant and Personnel with work permits, pertinent data and such other documents as shall be necessary to enable the Consultant, Sub-consultant or Personnel to perform the Services;
- (b) issue to officials, agents and representatives of the IITB all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- (c) give decisions on all matters laid before the IITB by the Consultant in such a reasonable time as not to delay the work of the Consultant.

4.2 Payment

- a) In consideration of the Services performed by the Consultant under this Contract, the IITB shall make to the Consultant such payments and in such manner as is provided by Milestone of deliverables for Payments.
- b) GST will be paid by IITB to the consultant as per applicable law.

5. PAYMENTS TO THE CONSULTANT

5.1 **Fees:** The fees for the Services payable are set forth in the Financial Bid.

5.2 **Mode of Billing & Payment:** Billing and payments in respect of the Services shall be made as follows:

- (a) The payment to the Consultant will be made periodically as per the schedule of payment agreed upon in Financial Bid : Milestones for payment of Consultancy Charges. The Consultant shall submit his bill in triplicate along with supporting documents. IITB shall cause the payment to the Consultant to the amount indicated in the bill within thirty (30) days of receipt of the bill.
- (b) The final payment under this Contract shall be made only after the final report and a final statement identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Engineer-in-charge. The Services shall be deemed completed and finally accepted by the Engineer-in-charge and the final report and final statement shall be deemed approved by the IITB as satisfactory ninety (90) days after receipt of the final report and final statement by the IITB unless the IITB, within such ninety (90) day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections, and upon completion of such corrections, the foregoing process shall be repeated.

5.3 Terms & Conditions of Payment

Payments will be made to the account of the Consultant and according to the payment schedule stated in the Milestones of deliverables for Payments of Financial Bid.

APPENDIX A: DESCRIPTION OF THE SERVICES

1. SCOPE OF WORK

The scope of the work includes for comprehensive Architectural Consultancy including Landscape & Interior architecture services for the works of Construction of "New Hostel 20 Building" (Girls Hostel) of 1200 Students capacity within IITB campus, Powai, Mumbai 400076.

Design brief for proposed New Hostel 20 Building (Girls Hostel)

The proposed hostel is for 1200 girl students. It shall have single occupancy individual rooms. The toilet facility shall be common. It shall be designed keeping in view the prevailing statutory rules and regulations including the provisions of National Building Code. The building has to be designed keeping in view the optimum utilization of the plot area, minimum disturbance to the environment and economy.

Proposed carpet areas –

- 1) Single Seater rooms @ 7.5 – 8.5 Sq. M carpet area per room– total 1150 nos.
- 2) Differently abled room @ 10.0 -14.0 SqM carpet area per room – total 50 nos.
- 3) Differently abled double room with toilet@ 24.0- 26.0 SqM carpet area per room– total 6 nos.
- 4) Common toilets for students – to be located on different floors as per layout (architect to decide total nos. as per NBC standards, desired 50%-Indian & 50% Western)
- 5) Common toilets for Differently abled students – to be located on different floors as per layout (architect to decide total nos. as per NBC standards)
- 6) Dinning room(suitable for dinning of 800 students at a time, well ventilated) @1140 SqM–1 no.
- 7) Cafeteria – around 150 SqM – 1 no.
- 8) Kitchen area (Suitable for 1200 student capacity) –around 520 SqM -1 no.
- 9) Hall Manager's room – around 30 SqM – 1 no.
- 10) Warden's room – around 25 SqM -1 no.
- 11) Associate Warden's room – around 20 SqM – 1 no. (* Rooms at Sr. no 10 & 11 can be combined and a common meeting room can also be considered)
- 12) Main Store room – around 40 SqM – 1 no.
- 13) Staff room – around 30 SqM – 1 no.
- 14) DATA/TEL room – around 16 SqM – 1 no.
- 15) Panel room – 50 SqM – 1 no.

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- 16) Gents Toilet (Separate for Staff & Visitors) @ 8-10 SqM area – Total 3 nos.
- 17) Ladies Toilet (Separate for Staff & Visitors) @ 8-10 SqM area – Total 3 nos.
- 18) Waiting lobby – around 25.0 - 30.0 SqM area – 1 no.
- 19) Double height Entrance lobby -around 130 SqM area
- 20) Misc. Store room – around 25 SqM – total 2 nos.
- 21) Counselling room – around 40 – 45 SqM area – 1 no.
- 22) Gymnasium – around 175 SqM area – 1 no.
- 23) Sit-out areas for students – at number of locations suiting as per layout design
(depending upon the requirement)
- 24) Staff resting room for Ladies – around 40 -45 Sqm area – 1 no.
- 25) Staff resting room for Gents – around 30 -35 Sqm area – 1 no
- 26) First Aid room – around 25 SqM area – 1 no.
- 27) Staff toilet /locker – around 55 SqM – total 2 nos.
- 28) PHS shaft – as per building design and requirement
- 29) Laundromat for students – at one location around 100 SqM
- 30) Refuge – As per statutory norms
- 31) Common room -around 100 SqM (for around 100 students) – 1 No.
- 32) Common rooms(Suitable for Music, Dance, Indoor games, Library, TV room etc.)
–around 65-70 SqM area - 4 nos. approx. or as per requirement.
- 33) Boundary Wall /Fencing around the hostel, if necessary.
- 34) Floor height – minimum to be provided as per statutory requirement.
- 35) Total built-up area –Details of total built-up area and carpet area may be
provided. Circulation area may be considered as per norms.
- 36) External Development: Architect may decide as per requirement at site
(inclusive of closed cycle parking).

(The above norms are suggestive and architects could revise to suit the local needs.)

The scope of works for Consultancy shall be as follows :

- a) **Concept Stage** – Conceptual Architectural drawings for civil works, including Landscaping and Interior Architecture, Preliminary Architectural Design Basis Report and preliminary cost estimate on area basis.
- b) **Preliminary Design and drawings stage** – Modify and finalize the conceptual drawings incorporating the changes after discussions with the Client, detailed Site survey including tree demarcation, contours, existing features etc complete as required for Design & execution, Geo Technical soil investigation as required for Structural Design, submission of Design basis report for Structure, Services & landscape and revised preliminary cost estimate on area basis.
- c) **Statutory Approval stage / Design development** – Preparation and submission of Drawings for Statutory approval of State/Central/M.C.G.M, Chief Fire Officer, Tree Authority, as required for commencement, submission of revised Design basis report for Structure, services and Landscape, submission of Proof checking drawings & documents of Structural and HVAC design to Proof checking Consultant and Registration for GRIHA.
- d) **Working drawings up to Tender Documents stage and obtaining statutory approvals** - Submission of revised Proof checking documents and drawings incorporating all the revisions as per Proof checking Consultants for Structure and HVAC, detailed coordinated design & detailed item wise estimates of cost for civil & all services of each facility, preparation and submission of all "Good for Construction" (GFC) drawings including Architectural & Structural drawings. Obtaining Statutory approval of State/Central/M.C.G.M, Chief Fire Officer, Tree Authority for commencement of work, notification to GRIHA for site inspection prior to construction.
- e) **Contract Finalization and Construction stage** –
 - i. Issue good for construction drawings for Civil works and other associated services such as Public health, Electrical, HVAC, site development, etc. with minor revisions, if any.
 - ii. Periodic Inspection of work during execution at intervals mutually agreed upon.
 - iii. Approve samples of various elements and components.
 - iv. Check and approve shop drawings submitted by the contractor/ vendors.
 - v. Monitor the estimated quantities for Variation and justification for additional expenditure if any.
- f) **Completion stage** - Certification of final Contractor's bills in coordination with the Construction Supervision Agency, Submission of 'As built' drawings for completion and obtaining Final Statutory Clearance from M.C.GM, Chief Fire Officer, Tree Authority including documents for occupation and Certification from GRIHA.

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2. Providing adequate periodic supervision to all the works such as Architectural, Structural, Public health, Electrical, HVAC, Landscaping, etc. and the degree of such supervision commensurate with the nature and magnitude of works.
3. Advising the IITB on any other technical matter connected with the Construction of the said building or the installation of fitting, which may be entrusted to the Consultant, as may be required by the Institute from time to time.
4. Issuance of certificate of virtual completion of works after getting the entire work approved by the Institute.
5. Indicating the defects in the work, if any, for prompt rectification by the Contractor during the construction and defect liability periods.
6. Rendering generally, as such, by the Consultant all technical services as specified in the Contract of the said building or the said installation of the fitting entrusted to the Consultant by the IITB.
7. The Consultant shall appoint Services Consultant, within his scope for the services like Public Health works, Sanitary and Plumbing works, Electrical works, HVAC, Site development, Landscaping, besides other services as specified in the Contract.
8. The Consultant agrees to perform his duties as Architect under these Presents promptly and diligently and to do everything in his power and authority to coordinate with the Construction Supervision Agency to ensure that the Contractor/Contractors complete the construction of the building and of installation of such fitting as may be entrusted to them according to the proper quality, specification and schedule of time given to them and that no unnecessary delay is caused by reason of the Consultant's not furnishing decisions, details in regard to designs etc. to the Contractor, provided that such delay is not caused by the IITB.

Note:

1. *Prior approval of for BOQ, Cost of work and its scope shall be obtained before engaging the agency for Detail survey and Geo Technical soil investigation. The contract cost involved shall be reimbursed by on submission of reports, drgs and original documents of payment etc*
2. *Proof checking of structural design to be carried out with directly contacting the concerned Dept Authorities. Fees paid to proof checking*

shall be reimbursed by IITB on submission of Original documents of clearance and fees paid.

3. *Obtaining "GRIHA certification will be scope of Architects work inclusive of all expenditure towards obtaining certification. However fees payable to GRIHA shall be reimbursed on submission of original documents & the fees paid.*

REQUIREMENT OF AREA AND FACILITIES

B: SPACE REQUIREMENT FOR

- (1) Construction of “New Hostel 20 Building” (Girls Hostel) of 1200 Students capacity within IITB campus, Powai, Mumbai 400076.

Brief Area requirements are as below:

The proposed hostel is for 1200 girl students to be located on the plot identified as per enclosed drawing/sketch. It shall have single occupancy individual rooms. The toilet facility shall be common. It shall be designed keeping in view the prevailing statutory rules and regulations including the provisions of National Building Code. The building has to be designed keeping in view the optimum utilization of the plot area, minimum disturbance to the environment and economy. The scope of work includes construction of hostel building and essential development around the building including approach road to hostel building.

The proposed hostel building to be designed keeping in view overall permissible height ceiling of 30M, following norms for vertical construction as permitted by local authorities and ensuring optimum utilization of space and Building foot print.

It is proposed to adopt the following carpet area considerations as well as standard practice followed in the Institute to arrive at the area requirement for the proposed hostel building:

Approximate Space Requirement (Development Area):

Plot identified is shown in the enclosed Drawing /Sketch.

Total Built up area- Total built-up area and building footprint area may be worked out by Architect so as to accommodate building in the plot identified for the proposed building.

Time for completion: Total period of Assignment – 48 Months

DETAILED SCOPE OF WORK:

1. The detailed scope of work shall include and not be limited to the following.

The complete design of the building includes Detailed Survey, Geo Technical soil investigation, Architectural design, Structural design, Sanitary, plumbing, drainage, water supply and sewerage design, Electrical, electronic, communication systems and design, Heating, ventilation and air conditioning design (HVAC) and other mechanical systems, Elevators, escalators, and allied fields such as Landscape Architecture, Interior Architecture, Graphic Design and Signage etc. It includes examining site constraints and potential and preparing a design brief for approval. A Master plan for the immediate surroundings shall be prepared showing all facilities like water supply, sewage, landscaping, drainage, roads, footpaths, power supply distribution, lighting, Air-conditioning, Acoustics, Interior architecture & landscaping and preparation of preliminary and detailed working drawings, submission of BOQ, cost estimate which will conform to Schedule of Rate of either CPWD or State PWD and reference shall be furnished in case of Market Rate. For non schedule item detailed specifications etc., for the entire scope of work as a combined works or as individual items shall be submitted. All Rate Analysis shall be submitted along with detailed estimate for these items.

The Design Consultant is required to provide services in respect of the following:

Architectural System

- i) Preparation of preliminary conceptual drawings which includes preparation of various floor plans, sections, elevations, perspectives etc. & Preliminary cost Estimates based on areas including Landscape & Interior Architecture Services.
- ii) Incorporation of revisions, comments offered by IITB
- iii) Preparation of Municipal drawings for obtaining Clearance /No Objection from State/Central Statutory Authorities for commencement of work including of liaison works.
- iv) Registration with GRIHA and obtaining GRIHA rating (inclusive of all expenses. Fees paid for registration paid shall be reimbursed)

Detailed Survey & Geo Technical Soil Investigation

- i) Detailed site survey including tree demarcation, existing features, contours etc complete required for Design & execution
- ii) Geo Technical Soil investigation as required for structural design

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Note. Prior approval for the investigation parameters Cost of work and its scope shall be obtained before engaging the agency for Detail site survey and Geo Technical soil investigation. The contract cost involved shall be reimbursed by on submission of reports, drgs and original documents of payment etc

Structural System

- i) Preparation of DBRs (Design Basis Report), detailed structural analysis of the total building, detailed design as per relevant Indian codes of practice of recent revisions and submitting for review and approval. On approval of the design details, detailed construction drawings shall be prepared and submitted.
- ii) Proof checking of structural design to be carried out with directly contacting the concerned Dept Authorities of IITB or prior approval should be taken from IITB for engagement of the experts outside IITB for carrying out proof checking.

Note: Fees paid to proof checking shall be reimbursed by on submission of Original documents of clearance and fees paid.

Public Health Engineering System

Scope includes Preparation of DBR's for providing both internal and external water supply and sewage system for the said building. Detailed DBR's shall be submitted for review and approval. Entire design shall be as per latest IS codal provisions.

Electrical System

Scheme for Preparation of DBR's, providing internal and external electrification system with necessary electrical rooms, cablings, power supply network including sub-station, street lighting etc., scope of work also includes preparation of conduit layouts for provision of telephone, computer cable, LAN, TV etc. Detailed DBR's shall be submitted for review and approval. Entire design shall be as per latest IS codal provisions and recommended Manufacturers.

Fire Fighting System

Scheme for fire-fighting system shall be as per relevant Indian Standards and as per the statutory authorities requirements. Detailed DBR's shall be submitted for review and approval by the IITB

HVAC & other mechanical works

Scheme for the HVAC shall be as per Client's requirement and as per relevant IS including HVAC proof checking. This has to be carried out by directly contacting the concerned Dept. Authorities of IITB or prior approval should be taken from IITB for engagement of the experts outside IITB for carrying out proof checking.

Note: Fees paid to proof checking shall be reimbursed by on submission of Original documents of clearance and fees paid.

Interior Architecture

Scheme for Design of fixed & loose furniture & interior related civil works shall be as per the Client's requirements. Detailed DBR's shall be submitted for review and approval by IITB.

Landscape Architecture

Scheme for open space Design, hard and soft areas and Planting design to be provided.

Detailed DBR's shall be submitted for review and approval by IITB.

STAGES OF WORK:

- A. Concept Stage** – Conceptual Architectural drawings for civil works, including Landscaping and Interior Architecture, Preliminary Architectural Design Basis Report and preliminary cost estimate on area basis.
- B. Preliminary Design and drawings stage** – Modify and finalise the conceptual drawings incorporating the changes after discussions with the IITB, detailed Site survey including tree demarcation, contours, existing features etc complete as required for Design & execution, Geo Technical soil investigation as required for Structural Design, submission of Design basis report for Structure, Services & landscape and revised preliminary cost estimate on area basis.
- C. Statutory Approval stage / Design development** – Submission of Drawings for Statutory approval of State/Central/M.C.G.M, Chief Fire Officer, Tree Authority, as required for commencement, submission of revised Design basis report for Structure, services and Landscape, submission of Proof checking drawings & documents of Structural and HVAC design to Proof checking Consultant and Registration for GRIHA.
- D. Working drawings up to Tender Documents stage and obtaining statutory approvals** - Submission of revised Proof checking documents and drawings incorporating all the revisions as per Proof checking Consultants for Structure and HVAC, detailed coordinated design & detailed item wise estimates of cost for civil & all services of each facility, preparation and submission of all "Good for Construction" (GFC) drawings including Architectural & Structural drawings. Obtaining Statutory approval of State/Central/M.C.G.M, Chief Fire Officer, Tree Authority for commencement of work, notification to GRIHA for site inspection prior to construction.
- E. Contract Finalization and Construction stage** –
 - i. Issue good for construction drawings for Civil works and other associated services such as Public health, Electrical, HVAC, site development, etc. with minor revisions, if any and issue revised drawings.

- ii. Periodic Inspection of work during execution at intervals mutually agreed upon.
 - iii. Approve samples of various elements and components.
 - iv. Check and approve shop drawings submitted by the contractor/ vendors.
 - v. Monitor the estimated quantities for Variation and justification for additional expenditure if any.
- F. Completion stage** – Certification of final Contractor's bills in coordination with the site supervising agency, Submission of `As built` drawings for completion and obtaining Final Statutory Clearance from M.C.GM, Chief Fire Officer, Tree Authority including documents for occupation and Certification from GRIHA.

Appendix B: Deliverables by the Design Consultant

For all disciplines of engineering the Consultant shall submit DBR and preliminary drawings for review by the IITB, incorporate the comments, provide drawings/ details, provide drawings, BOQ, cost estimates, Rate Analysis, specification etc. The detailed construction drawings shall be issued for all the disciplines.

Following table indicates the number of prints of drawings and tracings/ dialers reports/design calculations required at each stage for Comprehensive Design Consultancy.

DELIVERABLES	No. of prints/ hard copies	Tracing/ Dialer/ soft Copy Requirement	Frequency
STAGE 1-Concept stage Conceptual Architectural drawings, preliminary Architectural design basis report, Preliminary cost estimate on area basis	3	Soft copy	Within one Month From the date of issue of work order
STAGE 2-Preliminary Design & drawings Revised drawings incorporating revisions, Detailed site survey, Geo technical soil investigation, Preliminary design basis report for Structure, services & landscape	3	Soft copy	Within two Month of approval of Stage 1
STAGE 3-Statutory approval / design development Submission of drawings for Statutory Approval, submission of revised design basis report for Structure, Services & landscape, Submission of Proof checking Drawings & documents to Proof Checking Consultant for Structure & HVAC, Registration of project with GRIHA	3	Tracing & soft copy	Within one month of approval of Stage 2
STAGE 4-Working drawings up to Tender document stage and obtaining Statutory approvals i) Submission of revised Proof checking drawings & documents incorporating revisions as per Proof Checking Consultant ii) Detailed coordinated design drawings iii) Detailed Cost Estimate with Rate Analysis iv) Preparation & submission of all Good for Construction (GFC) drawings Civil works (including	1 1 3 5	soft copy	Within Six months of Stage 3

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Architectural & Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc.			
v) Obtaining Statutory approvals from MCGM, CFO etc. for work commencement.	1		
vi) Notification to GRIHA for site inspection prior to execution for work commencement.	1		
STAGE 5- Contract Finalization & Construction stage Construction drawings with minor revisions, if necessary for Civil works (including Architectural & Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc.	5	No	During the execution any revisions mutually agreed upon within 7 days
STAGE 6-Completion stage As-built drawings. Completion certificates from MCGM, CFO, etc. GRIHA certification & documentation	8 1 1	Soft copy	Within one month of stage 5 As per statutory and GRIHA norms

- Persons to receive them & review requirements: Dean (IPS) or his authorized persons.
- All drawings /documents specified are included in the cost of Fees payable and actual cost of extra copies shall be promptly reimbursed to the Design Consultant.
- Technical Sanction:** The detailed estimate for Technical Sanction shall be based on the detailed drawings. The item descriptions shall be generally in line with the provisions of CPWD schedule of Rates enhancing w.r.t Cost Index and its latest specifications. In case of non-scheduled/special works the item description shall be framed as per good engineering practice supported with specifications and rate analysis as per reasonable market rates. Financial implications of quantity of variations/deviations of individual items exceeding beyond the Deviation limit as specified in works contract shall not be considered for working out Design Consultant's fees unless change attributed to the IITB.

4. Periodic Visits by Consultant:

The consultant or identified Principal architect shall periodically visit project site for inspection of works and also attend Project review meetings held at IITB office on regular basis as decided by IITB.

Appendix C : Form of Guarantee for Performance of Services

FORM OF BANK GUARANTEE BOND FOR PERFORMANCE SECURITY (Revised)

In consideration of the Dean I.P.S, Indian Institute of Technology (Bombay) (hereinafter called "IITB") having agreed under the terms and conditions of Letter of Intent/ Workorder/ Agreement No. _____ dated _____ made between Indian Institute of Technology (Bombay) and _____ (hereinafter called "the said Consultant(s)") for the work Comprehensive Architectural Consultancy services for Construction of _____ for Indian Institute of Technology Bombay (IITB) (hereinafter called "the said Letter of Intent/ Workorder/ Agreement") having agreed to production of a irrevocable bank Guarantee for Rs. _____, as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement, we _____ (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the IITB an amount not exceeding Rs. _____ on demand by the IITB.

2. We _____ (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the IITB stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____

3. We, the said bank, further undertake to pay to the IITB any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Consultant(s) shall have no claim against us for making such payment.

4. We _____ (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IITB under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the IITB certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant(s) and accordingly discharges this guarantee.

5. We _____ (indicate the name of Bank) further agree with the IITB that the IITB shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IITB against the said Consultant(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant(s) or for any forbearance, act of omission on the part of the IITB or any indulgence by the IITB to the said Consultant(s) or by any such matter

or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, _____ (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the IITB in writing.

8. This guarantee shall be valid up to _____, unless extended on demand. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to _____, and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and sealed

Dated the day of for
.....(indicate the name of Bank)

* * *

(Note: The Letter of Intent shall form part of the Agreement)

PART - B

FINANCIAL PROPOSAL

The Financial proposal should be submitted on the consultant's letter head and should be complete, unconditional & free from any computational errors.

In preparing the Financial Proposal, Consultant is expected to take into account, besides technical requirements, commercial conditions specified in the offer document.

The Financial Proposal for the assignment and for additional works shall be all inclusive, and should cover, but not limited to, remuneration of staff (in the field and at headquarters), gratuity, Provident fund, travel assistance, out of pocket expenses(per diem), Overheads, Profits, Accommodation (housing), transportation (for mobilization & demobilization), Communication, Equipment(vehicles, office equipment, furniture, consumables etc.), printing of documents, Surveys, training. The Financial Proposal shall also include the tax liability and cost of Insurance of Consultants' firm and his personnel specified in Data sheet.

The fee shall be quoted in in percentage only. It should be submitted as per **"Appendix D"** of the RFP.

SCHEDULE OF FINANCIAL PROPOSAL

A: Financial Bid

B: Milestone for Payment of Consultancy Charges

C: Effecting payment to the Design Consultant

D: Details of Reimbursable expenses

APPENDIX-D

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY OFFICE OF DEAN (IPS)

Offer Notice No _____

FINANCIAL BID

For

**Comprehensive Architectural Consultancy
for the construction of**

**New Hostel 20 Building (Girls Hostel) of 1200
Students capacity**

for

**Indian Institute of Technology
Powai, Mumbai 400 076**

A. Financial bid (New Hostel 20 Building)
Preliminary Estimated Cost (Civil & E&M works: Rs.95.00 Cr.)

TENDER NO.:

Sr. No.	Item Description	Unit	Amount in figure
1.	<p>Comprehensive Architectural Consultancy for the construction of New Hostel 20 Building (Girls hostel) for 1200 student capacity for Indian Institute of Technology, Bombay, Powai, Mumbai-400076, consisting of providing design, drawings, cost estimate, specifications, DBRs, reports etc. consisting Architectural, Civil, Structural, Public Health, Electrical, Mechanical, Fire Fighting system, Acoustic, etc. including Landscape Architecture and Interior Architecture complete.</p> <p>Note: % (Percentage) of Fees shall be quoted based on the Preliminary Estimated cost of Rs.95.00 Cr. (given in the Data Sheet) as per scope of work defined in Technical Proposal-PART-A, subject to Note below:)</p> <p style="text-align: center;">ADD FOR GST AS APPLICABLE</p>	% (in percentage)	
	<p>Total quoted amount including GST</p> <p>Note : (Amount shall include all the taxes applicable except GST which shall be added-Clause 1.5 of G.C.C. Percentage quoted shall be written in words.)</p> <p><u>#Maximum amount payable will be restricted to the percentage of the actual cost executed through contracts or percentage on Technically Sanctioned cost which ever lower. Additional Financial implications due to quantity of variations/deviations of the individual items exceeding beyond the Deviation limit as specified in works shall not be considered for working out architect's fees unless change attributed to the IITB</u></p>		

Total Quoted Amount in words:

Signature of Authorized Signatory with Designation, date & Seal

B. MILE STONES FOR PAYMENT OF CONSULTANCY CHARGES
(New Hostel 20 Building)

Sl. No	STAGES OF PAYMENT	ACTIVITY	FEES PAYABLE
1	STAGE 1 Concept stage	1. Prepare Conceptual Architectural drawings for Civil works, including Landscaping and Interior Architecture 2. Prepare Preliminary Architectural Design Basis Report 3. Provide preliminary cost estimate on area basis.	10%(Ten) of total fees payable
2	STAGE 2 Preliminary Design And Drawings stage	1. Modify the conceptual designs incorporating the changes necessary and prepare the preliminary drawings & sketches. 2. Submit detailed site survey drawing 3. Submit Geo-technical soil investigation report 4. Submit Preliminary Design Basis Report for Structure, HVAC, & Landscape	20%(Twenty) of total fees payable less payment made at Stage 1
3	STAGE 3 Statutory Approval stage / Design Development	1. Prepare drawings necessary for Statutory approvals 2. Submission of revised design basis report for Structure, Services & landscape 3. submission of drawings and documents of structural & HVAC design to Proof checking Consultant 4. Registration of Project with GRIHA	30%(Thirty) of total fees payable less payment made up to Stage 2
4	STAGE 4 Working Drawings up to Tender Documents and Obtaining statutory approval stage	1. Submission of revised Proof checking documents and drawings incorporating all the revisions as per Proof checking consultants for Structure and HVAC 2. Detailed coordinated design 3. Detailed item wise estimates of cost for civil & all services 4. Preparation & submission of all Good for Construction (GFC) drawings Civil works (including Architectural & Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc. 5. Obtaining Statutory approvals from MCGM, CFO etc. for work commencement. 6. Notification to GRIHA for site inspection prior to execution for work commencement. 7. Issue of all GFC drawings to enable invitation of EPC tender by CPWD or any Govt. agency.	50%(Fifty) of total fees payable less payment made up to Stage 3
5	STAGE 5 Contract Finalization & Construction Stage	1. Issue good for construction drawings package for all works and other associated services such as Public health, Electrical, HVAC, site development, etc. with minor revisions , if any. 2. Periodic Inspection of work during execution at intervals mutually agreed upon. 3. Approve samples of various elements and components. 4. Check and approve shop drawings submitted by the contractor/ vendors. 5. Monitor the estimated quantities for Variation and justification for additional expenditure, if any.	95% (**) (Ninty Five) of total fees payable less payment made up to Stage 4. Fees will be paid in stages proportionate to the quantum work executed as per the Contractor's certified bill value.

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8	STAGE 6 Completion Stage	1. Submission of `As built` drawings for completion 2. Obtaining Final Statutory Clearance from M.C.G.M, Chief Fire Officer, Tree Authority including documents for occupation 3. Certification from GRIHA.	100% (**) (One Hundred) of total fees payable less payment made at Stage 1 to 5
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**C: EFFECTING PAYMENT TO THE DESIGN CONSULTANT :
(New Hostel 20 Building)**

Comprehensive Design Service payment due to the Design Consultant at different stages will be computed on the following basis:

[A] At Stage 1 : On preliminary estimate of cost.

[B] At Stages 2 to 4 : On preliminary estimate of cost.

[C] At Stages 5 : Technical Sanction cost or Actual total cost, whichever is lower.

[D] At Stages 6 : Technical Sanction Cost or Actual total cost, whichever is lower.

The Client shall make progressive on account payments to the Design Consultant against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed to between Client and the Design Consultant.

No deductions shall be made from the fee of the Design Consultant on account of penalty, liquidated damages, part rates or for the sums withheld from payment or recovered from Contractors / suppliers.

The actual cost of the completed works shall include cost of execution of assigned works, referred to in Scope of Work and also the cost of equipment & machinery such as Transformers, DG Sets, Sub-stations, Lifts, Air Conditioning Machines, Pumps & Motors, Water and Sewage Treatment Plant, etc., but excluding the cost of land.

Design Consultant may list out the deliverables and numbers thereof, in case progressive payment is desired under any activity, so as to quantify the progress vis-à-vis the milestone.

D: DETAILS OF REIMBURSABLE EXPENSES
(New Hostel 20 Building)

REIMBURSABLE EXPENSES:

1. *Proof Checking of Structural Design & HVAC*
2. *Fees payable to Statutory Authorities such as Chief Fire Officer, MCGM etc.*
3. *GRIHA Registration Fees*
4. *Detailed Site Survey & GEO Tech Investigation & Topographic Survey.*

Note:

The payment for the reimbursable expenses to the Design Consultant shall be paid within fifteen (15) days from the date of submission of the original invoice (received from the concerned agencies) to the Client.

Signature
(Authorized Signatory)

Full Name:

Designation:

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ENCLOSURES:

1. Part Site Layout showing building location.
2. Contour Map of the location where building is proposed to be located.