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प्लाज़्मा अनुसंधान संस्थान
Institute for Plasma Research

भाट, इंदिरा पुल के पास , गांधीनगर - 382 428
Bhat, Nr Indira Bridge,
Gandhinagar – 382 428. GUJARAT (INDIA)

Tel. : + 91 – 23962000
Fax : + 91 – 23962277

निविदा दस्तावेज़ (दो भागों में)
TENDER DOCUMENT (Two Part)

(वस्तु दर आधारित निविदा दस्तावेज़)
(Item Rate Tender Document)

भाग-I तकनीकी बोली
Part -I TECHNICAL BID

ई-निविदा सूचना सं. : IPR/TN/CIVIL-PR/05/2020

E-Tender Notice No.: IPR/TN/CIVIL-PR/05/2020

कार्य का नाम:

Name of Work:

प्लाज़्मा अनुसंधान संस्थान (IPR) परिसर, भाट, गांधीनगर, गुजरात में आर्किटेक्चरल, सिविल एवं स्ट्रक्चरल (प्रूफ चेकिंग सहित), पाइपलाइन, इलेक्ट्रिकल, एचवीएसी, फायर डिटेक्शन, फायर फाइटिंग एवं सेफ्टी, इंटीरियर (यदि कोई हो), ध्वनिक, ऑडियो विजुअल सिस्टम, सामान्य विकास कार्य, वैधानिक अनुमोदन प्राप्त करने के साथ व्यापक परामर्श सेवाएं प्रदान करने और उपयोग के लिए सुविधा उपलब्ध कराने तथा सभागार (कॉन्फ्रेंस हॉल, प्रदर्शनी हॉल और संबद्ध कार्य), नया कैंटीन भवन तथा क्रय, भंडार एवं प्रशासन से संबंधित कार्य हेतु भवन के निर्माण कार्य के लिए निर्माण प्रबंधन परामर्श एवं पर्यवेक्षण सेवाएं प्रदान करना.

Providing Comprehensive Consultancy Services including Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Fire Detection, Fire Fighting & safety, Interior (if any) Acoustic, Audio Visual System, General Development works, Obtaining Statutory approvals & to make facility for use and providing Construction Management Consultancy & Supervision services for Construction of Auditorium (Conference Hall, Exhibition Hall and allied works), New Canteen Building and Building for work related to Purchase, Store and Administration, at Institute for Plasma Research (IPR) campus, Bhat, Gandhinagar, Gujarat.

निविदा आमंत्रित करने वाले अध्यक्ष, परियोजना निगरानी एवं समीक्षा समिति (PMRC)
प्राधिकारी का नाम और पता: प्लाज़्मा अनुसंधान संस्थान (IPR)
इंदिरा पुल के पास, भट
गांधीनगर-382428

Name and Address of
Tender Inviting Authority: **Chairman, Project Monitoring and Review Committee (PMRC)**
Institute for Plasma Research (IPR),
Near Indira Bridge, Bhat,
Gandhinagar-382428

नोट : इस दस्तावेज़ के अंग्रेजी तथा हिंदी संस्करण में किसी भी विसंगति के मामले में अंग्रेजी संस्करण प्रबल रहेगा।

NOTE: In case of any discrepancy between English and Hindi version, English version shall prevail.

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Tender Notice (Newspaper Advertisement)

TENDER NOTICE NO: IPR/TN/CIVIL-PR/05/2020

e-tendering के माध्यम से योग्यता प्राप्त सहालकार से निम्नलिखित कार्य के लिए दो भागों में ऑनलाइन निविदाएं आमंत्रित की जा रही हैं।

Online tenders are invited in two parts THROUGH e-tendering mode from and eligible consultants for the following.

कार्य का नाम:	प्लाज़्मा अनुसंधान संस्थान (IPR) परिसर, भाट, गांधीनगर, गुजरात में आर्किटेक्चरल, सिविल एवं स्ट्रक्चरल (प्रूफ चेकिंग सहित), पाइपलाइन, इलेक्ट्रिकल, एचवीएसी, फायर डिटेक्शन, फायर फाइटिंग एवं सेफ्टी, इंटीरियर (यदि कोई हो), ध्वनिक, ऑडियो विजुअल सिस्टम, सामान्य विकास कार्य, वैधानिक अनुमोदन प्राप्त करने के साथ व्यापक परामर्श सेवाएं प्रदान करने और उपयोग के लिए सुविधा उपलब्ध कराने तथा सभागार (कॉन्फ्रेंस हॉल, प्रदर्शनी हॉल और संबद्ध कार्य), नया कैंटीन भवन तथा क्रय, भंडार एवं प्रशासन से संबंधित कार्य हेतु भवन के निर्माण कार्य के लिए निर्माण प्रबंधन परामर्श एवं पर्यवेक्षण सेवाएं प्रदान करना.
Name of Work	Providing Comprehensive Consultancy Services including Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Fire Detection, Fire Fighting & safety, Interior (if any) Acoustic, Audio Visual System, General Development works, Obtaining Statutory approvals & to make facility for use and providing Construction Management Consultancy & Supervision services for Construction of Auditorium (Conference Hall, Exhibition Hall and allied works), New Canteen Building and Building for work related to Purchase, Store and Administration, at Institute for Plasma Research (IPR) campus, Bhat, Gandhinagar, Gujarat.

निविदा दस्तावेज विस्तृत निविदा सूचना के साथ www.tenderwizard.com/DAE पर निशुल्क निदर्शन तथा डाउनलोड करने के लिए उपलब्ध है।

Detailed tender notice and Tender Document is available on website www.tenderwizard.com/DAE for free view and downloading.

इस निविदा सूचना की प्रति संस्थान की वेबसाइट पर भी उपलब्ध है।

A copy of this tender notice is also available on the Institute's website

<http://www.ipr.res.in/documents/tenders.html>

अध्यक्ष, PMRC /Chairman PMRC

ई-निविदा और ऑनलाइन जमा करने संबंधी सूचना और निर्देश

INFORMATION AND INSTRUCTIONS FOR e-TENDERING AND ONLINE SUBMISSION

1.	<p>IPR/DAE में ई-टेंडरिंग सेवाएँ M/s ITI Limited, Tender wizard Help Desk Centre, # 24, 1st Floor, Sudha Complex, Near Havanoor Circle, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore - 560 079, Ph:91-80-40482000, Telefax: 91-80-40482114, Email: daehelpdesk@tenderwizard.co.in इन द्वारा उपलब्ध कराई गई है। The services for e-tendering in IPR/DAE is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, # 24, 1st Floor, Sudha Complex, Near Havanoor Circle, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore - 560 079, Ph:91-80-40482000, Telefax: 91-80-40482114, Email: daehelpdesk@tenderwizard.co.in</p>
2.	<p>ऑनलाइन ई-टेंडरिंग प्रक्रिया में भाग लेने हेतु www.tenderwizard.com/DAE को एक्सेस करने के लिए आवेदकों को user ID एवं password प्राप्त करना अनिवार्य है। आवेदकों को user ID एवं password प्राप्त करने के लिए सेवा प्रदाता M/s ITI Limited के साथ अपनी फर्म/कंपनी का पंजीकरण कराना होगा। पंजीकरण M/s ITI Limited को वार्षिक पंजीकरण शुल्क का भुगतान करके और वेबसाइट www.tenderwizard.com/DAE में उल्लेखित अन्य औपचारिकताओं को पूरा करने के उपरांत किया जाएगा। ऑनलाइन पंजीकरण की वैधता इसके जारी होने की तारीख से एक वर्ष के लिए होगी और लागू राशि का भुगतान करके इसे नवीनीकृत किया जा सकता है। सहायता/स्पष्टिकरण के लिए कृपया श्री सुनिल के. पटेल से मोबाईल नं. 09624981992, e-mail: twhelpdesk426@gmail.com or nodalofficer.et@ipr.res.in अथवा अखिल भारतीय हेल्प लाइन नं : 91-80-40482000, e-mail:daehelpdesk@tenderwizard.co.in पर संपर्क करें।</p> <p>In order to participate in online e-tendering process, it is mandatory for the applicants to have user ID & password to get access to the website www.tenderwizard.com/DAE. The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in the website, www.tenderwizard.com/DAE. Validity of online registration is for one year from the date of its issuance and may be renewed by paying the applicable amount. For assistance/clarifications please contact Mr. Sunil K Patel at mobile 09624981992, e-mail: twhelpdesk426@gmail.com or nodalofficer.et@ipr.res.in or All India Help line No: 91-80-40482000, e-mail:daehelpdesk@tenderwizard.co.in</p>
3.	<p>वे आवेदक, जो www.tenderwizard.com/DAE वेबसाइट पर पंजीकृत नहीं हैं, उन्हें अपना पंजीकरण कराना होगा। वे आवेदक जिन्होंने प.ऊ.वि. की किसी भी अन्य निविदा के लिए पहले ही ITI Limited से वैध user ID और password प्राप्त कर लिया है, उन्हें इस निविदा में भाग लेने हेतु नया user ID और password प्राप्त करने की आवश्यकता नहीं है।</p> <p>The applicants, who are not registered on www.tenderwizard.com/DAE website, are required to get registered. The applicants, who have already obtained valid user ID and password from M/s ITI Limited, for any other tender of DAE, need not obtain fresh user ID and password for the purpose of participation.</p>
4.	<p>ई-टेंडरिंग में भाग लेने के लिए सभी आवेदकों के पास किसी भी लाइसेंस प्राप्त प्रमाणन आवेदक से प्राप्त class-III digital signature certificate होना आवश्यक है। It is mandatory for all the applicants to have class-III digital signature certificate from any of the licensed Certifying Applicant to participate in e-tendering</p>
5.	<p>निविदा में भाग लेने के लिए, बोलीकर्ताओं से अनुरोध है कि वे अपने User id/ Password /Class III Digital Signature Certificate द्वारा www.tenderwizard.com/DAE वेबसाइट के 'होम' पेज में लॉगइन करने के बाद Excel formats डाउनलोड करें।</p>

विशिष्ट निविदा के Excel formats डाउनलोड करने की चरणबद्ध प्रक्रिया:

- a: **UNAPPLIED** बटन पर क्लिक करें
- b: **REQUEST** बटन पर क्लिक करें
- c: e-payment के द्वारा Electronic माध्यम से निविदा प्रोसेसिंग शुल्क का भुगतान करें
- d: **SUBMIT** बटन पर क्लिक करें,
- e: **INPROGRESS** बटन पर क्लिक करें (status column में बोलीकर्ता को निविदा **RECEIVED** दिखाई देगा)
- f: **EDIT attachment** बटन पर क्लिक करके बोलीकर्ता जमा कराने की अंतिम तारीख से पहले जितनी बार चाहे आवश्यक निविदा दस्तावेज़ डाउनलोड कर सकेंगे।

To participate in the tender, Bidders are requested to download the Excel formats, after login in the Home page of the website www.tenderwizard.com/DAE with **User id/ Password /Class III Digital Signature Certificate.**

Steps to Download the excel formats of particular tender:

- a: Click on **UNAPPLIED** button
- b: Click on **REQUEST** button
- c: Pay Tender Processing fee online via e-payment through electronic mode
- d: Click on **SUBMIT** button,
- e: Click on **INPROGRESS** button (In status column bidder will find the tender as **RECEIVED**)
- f: Bidder will be able to download required Tender Documents by clicking **EDIT attachment** button for any number of times till last date of submission.

6. निविदा प्रक्रिया शुल्क का सफलतापूर्वक e-payment करने के उपरांत, आवेदक e-tendering portal से निविदा दस्तावेज़ डाउनलोड कर सकेंगे। अंतिम तारीख और समय से पहले बोलीकर्ता को e-payment के द्वारा निविदा प्रक्रिया शुल्क का भुगतान कर केवल e-tendering portal से निविदा दस्तावेज़ (Excel sheets समेत, यदि है तो) डाउनलोड करना होगा, अन्यथा वे e-tendering portal पर e-tender दस्तावेज़ अपलोड नहीं कर सकेंगे।

बोलीकर्ताओं से अनुरोध है कि वे अपने दस्तावेज़ समय रहते अपलोड कर लें, जिससे की सर्वर पर अंतिम क्षणों में अपलोड करने की जटिलताओं से बचा जा सके। दस्तावेज़ अपलोड करने में किसी भी समस्या के लिए आईपीआर की किसी भी प्रकार की कोई भी जिम्मेदारी नहीं रहेगी।

On successful e-payment of tender processing fees, the applicants can download the Tender document from the e-tendering portal.

The Bidder have to make e-payment towards tender processing fees, before the last date & time and download the Tender documents (including Excel sheets, if any) from the e-tendering portal only, otherwise, it will not be possible for them to upload the e-tender documents on the e-tendering portal.

Bidders are advised to upload their documents well in time, to avoid last minutes rush on the server or complications in uploading. IPR, in any case, will not be responsible for any type of problem in uploading the documents.

7. भावी बोलीकर्ता को Excel दस्तावेज़ों को भरना है और उसे बिना नाम बदले अपलोड करना है। कृपया निविदा प्रस्तुत करने या ITI हेल्पडेस्क से संपर्क करने के लिए सहायता मैन्युअल देखें।

Prospective Bidder has to fill Excel Documents and upload the same without renaming it. Please refer Help Manual for Tender submission or contact ITI Helpdesk.

8.	<p>स्कैन किए गए सभी दस्तावेजों जैसाकि "प्लाज़्मा अनुसंधान संस्थान" के नाम किसी भी अनुसूचित बैंक द्वारा जारी डिमांड ड्राफ्ट अथवा भुगतान आदेश अथवा निश्चित जमा राशि पावतियां के माध्यम से बयाना राशि तथा "ITI LIMITED, NEW DELHI" के नाम निविदा प्रोसेसिंग शुल्क को अपलोड करने के उपरांत ही बोली अपलोड की जा सकेगी।</p> <p>The bid can only be submitted after uploading scanned documents such as Demand Draft or Pay order or Fixed Deposit Receipts of any Scheduled bank towards requisite EMD in favour of "Institute for Plasma Research" and Tender Processing Fee in favour of "ITI LIMITED, NEW DELHI".</p>
9.	<p>इच्छुक बोलीकर्ता को निविदा सूचना में दर्शाए नियम एवं शर्तों तथा योग्यता मानदण्डों को ध्यान से पढ़ना चाहिए। बोलीकर्ता को पात्रता के बारे में स्वयं को संतुष्ट करना चाहिए और बोली प्रस्तुत करने से पहले उनके पास निविदा दस्तावेज़ में दिए गए सभी दस्तावेजों का उपलब्ध होना अपेक्षित है।</p> <p>The intending bidder must read the terms and conditions in the notice inviting tender and eligibility criteria carefully. The bidder must satisfy himself about the eligibility and be in possession of all the documents required as given in the tender document before submitting the bid.</p>
10.	<p>बोली प्रस्तुत करने का मतलब निविदा दस्तावेज़ के अनुसार बोलीकर्ता द्वारा ऑनलाइन प्रस्तुत किए जाने वाले अभिवचन की स्वीकृति होगी।</p> <p>Submission of bid shall mean acceptance of undertaking to be furnished online by bidder as per Tender Document.</p>
11.	<p>बोलीकर्ताओं के लिए वेबसाइट पर पोस्ट किए गए सूचना और निर्देश निविदा दस्तावेज़ का हिस्सा होंगे। आवश्यक प्रक्रिया शुल्क का भुगतान करने के बाद निविदा को केवल www.tenderwizard.com/DAE पर डाउनलोड और अपलोड किया जाना है।</p> <p>Information and Instructions for bidders posted on website shall form part of the tender document. The tender is to be downloaded and uploaded only on www.tenderwizard.com/DAE after paying requisite processing fee.</p>
12.	<p>बोलीकर्ता पूरी तरह से अपने ईमेल और बैंक खाते को सक्रिय रखने और परिवर्तन के मामले में अपनी प्रोफ़ाइल को अपडेट करने के लिए जिम्मेदार हैं। यह आवश्यक है क्योंकि संस्थान द्वारा वरीयता देते हुए संचार ई-मेल द्वारा किया जाएगा। इसके अलावा, ई-टेंडरिंग पोर्टल द्वारा सभी ऑटो जनरेटेड मेल इस ई-मेल पते पर भेजे जाएंगे।</p> <p>The bidders are solely responsible to keep their email and bank account active and to update their profile in case of change. This is essential as communication shall preferably be done by e-mail by the Institute. Moreover, all the auto generated mails by e-tendering portal shall be sent on this e-mail address.</p>
13.	<p>ठेकेदार को प्रत्येक वस्तु की दर सुनिश्चित करनी होगी। आंकड़े में दर उद्धृत करने के लिए कालम पीले रंग में दर्शाए गए हैं और दर दर्ज करते ही, यह आसमानी रंग का हो जाएगा। यदि किसी सेल को खाली छोड़ दिया जाता है तो उसे "0" माना जाएगा। इसलिए, यदि किसी सेल को खाली छोड़ दिया जाता है और बोलीकर्ता द्वारा कोई दर उद्धृत नहीं की जाती है, तो ऐसी वस्तु की दर को "0" (ZERO) माना जाएगा। बोलीकर्ता को विनिर्देशों, बिल की मात्रा और अनुबंध की शर्तों के अनुसार अपनी उद्धृत दर 'शून्य' पर ऐसी मदों को पूरा करने की आवश्यकता होगी।</p> <p>Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in YELLOW colour and the moment rate is entered, it turns SKY BLUE. If any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). The bidder shall be required to execute such items at his quoted rate of zero as per specifications, bill of quantity and Conditions of Contract.</p>
14.	<p>निवेदाएं ऑनलाइन जमा करानी होगी। किसी अन्य मध्यम द्वारा प्रस्तुति को स्वीकर नहीं किया जाएगा।</p>

	The Tenders shall be submitted online. No other mode of submission is acceptable.	
15.	<p>अंतीम तारीख और समय के बाद निविदा प्रस्तुत करने की अनुमति नहीं दी जाएगी। e-tendering portal पर दर्शाया गया समय अंतीम माना जाएगा और यह प्रत्येक आवेदक के लिए बाध्य होगा।</p> <p>Submission of the Tender after the due date and time shall not be permitted. Time being displayed on e-tendering portal shall be final and binding on the applicant.</p>	
16.	<p>आवेदकों को सलाह दी जाती है कि वे नियत तारीख से पहले अपना टेंडर अच्छी तरह से जमा करा दें। सर्वर और तकनीकी समस्याओं सहित किसी भी कारण से दस्तावेजों को जमा करने में किसी भी विलम्ब के लिए IPR जिम्मेदार नहीं होगा।</p> <p>Applicants are advised to submit their Tender well before the due date. IPR shall not be responsible for any delay in submission of documents for any reason including server and technical problems.</p>	
17.	<p>विस्तृत निविदा सूचना और तकनीकी बोली अनुबंध का हिस्सा होगी। यदि किसी भी स्तर पर बोलीकर्ता उसे स्वीकार करने से इंकार करता है, तो उनकी बोली को अस्वीकार कर दिया जाएगा और बयाना जमा को जब्त कर लिया जाएगा। आगे उनके विरुद्ध अनुशासनात्मक कार्रवाई की जा सकती है।</p> <p>The detailed NIT and Technical bid shall be part of agreement. If the bidder at any stage refuses to accept the same, the bid shall be rejected and Earnest Money Deposit shall be forfeited. Further disciplinary action is liable to be taken.</p>	
18.	<p>बोली खुलने पर बोलीकर्ता अपनी बोली की स्थिति देख सकते हैं। बोली के खोलने के समय बोलीकर्ता (चाहे तो) का प्राधिकृत प्रतिनिधि उपस्थित रह सकता है। प्राधिकृत प्रतिनिधि के पास वैध फोटो पहचान पत्र तथा उनकी कंपनी के सक्षम अधिकारी द्वारा जारी किया गया मूल अधिकार पत्र होना चाहिए।</p> <p>On opening, the Bidders can see their bid status. The authorized representative of Bidders may remain present (if so desires) during opening of Bid. The authorized representative should have valid photo identity and original authority letter issued by competent authority of their company.</p>	
19.	<p>निविदा जमा कराने में यदि कोई परेशानी आती है तो बोलीकर्ता हेल्प डैस्क से सहायता प्राप्त कर सकता है अथवा वेबसाइट एवं मोबाइल और ई-मेल में उपलब्ध सहायता मेन्युअल की सहायता ले सकता है।</p> <p>In case of any problem with the submission of the Tender, the bidder may have the assistance of help desk or use the help manual given on the said website or mobile and e-mail mentioned elsewhere.</p>	
20.	<p>e-tendering से संबंधित प्रश्न/सेवाओं के लिए सहायता डैस्क</p> <p>Help Desk for e-tendering related queries /services</p>	<p>a) M/s ITI का प्रतिनिधि श्री सुनिल के पटेल मोबाइल नं. 09624981992 ईमेल : twhelpdesk426@gmail.com, daehelpdesk@tenderwizard.co.in nodalofficer.et@ipr.res.in</p> <p>b) अखिल भारतीय हेल्प लाइन नं : 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in प्रातः 10.00 बजे से सायं 6.00 बजे तक सभी कामकाजी दिनों में</p> <p>a) Representative of M/s ITI Shri Sunil K Patel Mobile No. 09624981992 e-mail : twhelpdesk426@gmail.com, daehelpdesk@tenderwizard.co.in nodalofficer.et@ipr.res.in</p>

	b) All India Help line No: 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in From 10.00 AM to 6.00 PM on all working days.
21.	<p>निविदा (ओं) को बिना कोई कारण बताए पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार संस्थान के पास सुरक्षित रहेगा। सशर्त छूट सहित किसी भी शर्त के साथ निविदाओं को तत्काल खारिज कर दिया जाएगा।</p> <p>Institute reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any conditions including conditional rebate shall be rejected forthwith.</p>

(I)

Detailed Tender Notice Inviting Tender (NIT)

निविदा आमंत्रण सूचना (एनआईटी) की विस्तृत निविदा

1	NIT No.	<u>IPR/TN/CIVIL-PR/05/2020</u>
2	कार्य का नाम Name of work	<p>प्लाज़्मा अनुसंधान संस्थान (IPR) परिसर, भाट, गांधीनगर, गुजरात में आर्किटेक्चरल, सिविल एवं स्ट्रक्चरल (प्रूफ चेकिंग सहित), पाइपलाइन, इलेक्ट्रिकल, एचवीएसी, फायर डिटेक्शन, फायर फाइटिंग एवं सेफ्टी, इंटीरियर (यदि कोई हो), ध्वनिक, ऑडियो विजुअल सिस्टम, सामान्य विकास कार्य, वैधानिक अनुमोदन प्राप्त करने के साथ व्यापक परामर्श सेवाएं प्रदान करने और उपयोग के लिए सुविधा उपलब्ध कराने तथा सभागार (कॉन्फ्रेंस हॉल, प्रदर्शनी हॉल और संबद्ध कार्य), नया कैंटीन भवन तथा क्रय, भंडार एवं प्रशासन से संबंधित कार्य हेतु भवन के निर्माण कार्य के लिए निर्माण प्रबंधन परामर्श एवं पर्यवेक्षण सेवाएं प्रदान करना.</p> <p>Providing Comprehensive Consultancy Services including Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Fire Detection, Fire Fighting & safety, Interior (if any) Acoustic, Audio Visual System, General Development works, Obtaining Statutory approvals & to make facility for use and providing Construction Management Consultancy & Supervision services for Construction of Auditorium (Conference Hall, Exhibition Hall and allied works), New Canteen Building and Building for work related to Purchase, Store and Administration, at Institute for Plasma Research (IPR) campus, Bhat, Gandhinagar, Gujarat.</p>
3	परियोजना की अनुमानित कुल लागत (सभी उपयोगिताओं, AV प्रणाली, फर्नीचर, आदि सहित निर्माण कार्य) Estimated Total Cost of Project (Construction works including all utilities, AV systems, Furniture, etc.)	<p>Rs. 25 करोड (अनुमानित)</p> <p>Rs.25 Crores (Approx.)</p>

4	<p>बयाना राशि (EMD)</p> <p>Earnest Money Deposit (EMD)</p>	<p>EMD Rs. 3,00,000/- (केवल तीन लाख रुपये) प्लाज़्मा अनुसंधान संस्थान, भाट, गांधीनगर-382428 के नाम किसी भी अनुसूचित बैंक द्वारा जारी डिमांड ड्राफ्ट / भुगतान आदेश / निश्चित जमा राशि पावती के माध्यम से जमा करानी है।</p> <p>नोट:</p> <p>1) चेक के रूप में EMD को स्वीकार नहीं किया जाएगा। EMD दस्तावेज़ों की स्कैन की गई कॉपी अपलोड करने के बाद ही बोली प्रस्तुत की जा सकती है और मूल बोली के रूप में निविदा आमंत्रण प्राधिकरण के कार्यालय में जमा की जानी चाहिए।</p> <p>अपेक्षित EMD के बिना प्राप्त बोली को सरसरी तौर पर खारिज कर दिया जाएगा।</p> <p>EMD of Rs. 3,00,000/- (Rupees Three lakhs Only) to be submitted in the form of Demand Draft / Pay order / Fixed Deposit Receipt issued by Scheduled banks in favour of Institute For Plasma Research , Bhat, Gandhinagar- 382428</p> <p>Note:</p> <p>1) EMD in the form of cheque will not be accepted.</p> <p>The bid can only be submitted after uploading the scanned copy of EMD Documents and original should be deposited in office of Tender Inviting Authority within the period of bid submission as mentioned.</p> <p>Bids received without requisite EMD shall be summarily rejected.</p>
5	<p>समापन की अवधि</p> <p>Completion period</p>	<p>39 महिने Months परियोजना के पूरा होने तक [(योजना, डिजाइनिंग और पर्यवेक्षण सहित, टेंडरिंग (IPR द्वारा किया जाना है) और निर्माण कार्य (ठेकेदार द्वारा) किया जाएगा</p> <p>39 Months (Including Planning, Designing and Supervision , Tendering (to be done by IPR) & Construction works (by Contractor) till project completion)</p>
6	<p>निविदा प्रक्रिया शुल्क</p> <p>Tender Processing Fee</p>	<p>Rs. 5,900 / - का भुगतान केवल ई-भुगतान द्वारा इलेक्ट्रॉनिक मोड के माध्यम से M/S ITI Limited को किया जाना चाहिए</p> <p>Rs. 5,900 /- should be paid only by e-payment through electronic mode to M/S ITI Limited</p>
7	<p>निष्पादन गारंटी</p>	<p>स्वीकृति पत्र जारी करने और कायदेशि जारी करने से पहले 15 दिनों के भीतर निविदा मूल्य (कंसल्टेंसी शुल्क) का 5%।</p>

	Performance Guarantee	5% of Tendered Value (Consultancy fees) to be submitted within 15 days upon issue of Letter of Acceptance and before placing Work Order
8	सुरक्षा जमा राशि Security Deposit	निविदा मूल्य (परामर्श शुल्क) का 2.5% बिलों से काट लिया जाएगा। 2.5% of the Tendered Value (Consultancy fees) shall be deducted from the bills.
9	वेबसाइट www.tenderwizard.com/DAE पर देखने तथा डाउनलोड करने के लिए निवेदा दस्तावेज़ की उपलब्धता Availability of Tender Documents for view and download on website www.tenderwizard.com/DAE	दि. 19/10/2020 को प्रातः 10:00 से 09/11/2020 के सायं 17:00 बजे तक From 10:00 Hours on 19/10/2020 Up to 17:00 Hours on 09/11/2020
10	साइट विज़िट, यदि हो तो Site Visit, if any	एजेंसियों द्वारा साइट विज़िट (यदि हो तो) - दि. 24/11/2020 को सायं 15:00 बजे तक . संपर्क अधिकारी - श्री प्रशांत सिंह, प्रभारी अधिकारी, e-tender, प्लाज़्मा अनुसंधान संस्थान, इंदिरा पुल के पास, भाट, गांधीनगर-382428. अधिमानतः ईमेल द्वारा: etender.icdc@ipr.res.in या दूरभाष नंबर: -079-2396 2000, 2396 2069 के माध्यम से Site visit by Agencies (if any) - up to 15:00 Hours on 24/11/2020 Contact officer Mr. Prashant Singh, officer in-charge, e-tender, Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar -382428. Preferably by email: etender.icdc@ipr.res.in or through Tel No:-079-2396 2000, 2396 2069
11	बोली पूर्व स्पष्टता Pre-bid clarification.	आवेदक website www.tenderwizard.com/DAE पर अपने प्रश्नों को अपलोड करके दि. 27/11/2020 सायं 15:00 बजे तक निविदा दस्तावेज़ के बारे में स्पष्टीकरण मांग सकता है। The applicant can seek clarifications regarding Tender document up to 15:00 Hours on 27/11/2020 by uploading their queries on website www.tenderwizard.com/DAE .

		<p>The clarifications will be uploaded on the same web portal by 15:00 Hours on 04/12/2020.</p> <p>स्पष्टीकरण दि. 04/12/2020 को 15:00 बजे तक उसी वेब पोर्टल पर अपलोड किया जाएगा।</p>
12	<p>निविदाओं के ऑनलाइन जमा करने की अंतिम तिथि और समय Last date and time of closing of online submission of tenders</p>	<p>दि. 17/02/2021 को दोपहर 13:00 बजे तक 13:00 Hours on 17/02/2021</p>
13	<p>EMD के रूप में मूल भुगतान (DD आदि) जमा करने की अंतिम तिथि। Last date for submission of Original Instrument (DD, etc.) towards EMD.</p>	<p>दि. 17/02/2021 को दोपहर 13:00 बजे या उससे पहले श्री प्रशांत सिंह, प्रभारी अधिकारी (e-tender), प्लाज़्मा अनुसंधान संस्थान, भाट, गांधीनगर-382428 के कार्यालय में दूरभाष सं. 079 23962000, 079-23962069</p> <p>On or before 13:00 Hours on 17/02/2021 in the Office of Mr. Prashant Singh, Officer In-charge (e-tender) , Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar -382428 Phone no. 079 23962000, 079-23962069</p>
14	<p>तकनीकी बोली के ऑनलाइन खोलने की तिथि और समय Date and time of online opening of Technical Bid.</p>	<p>दि. 17/02/2021 को सायं 15:00 बजे</p> <p>तकनीकी बोली प्लाज़्मा अनुसंधान संस्थान, भाट, गांधीनगर-382428 में ऊपर दर्शाई गई तारीख और समय पर खोली जाएगी।</p> <p>On 17/02/2021 at 15:00 Hours</p> <p>Technical Bid will be opened at Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar -382428 at the stipulated date and time as above</p>

15	<p>अर्हता प्राप्त बोलीकर्ता बोली की वित्तीय बोलियों के खुलने की तिथि और समय। Date of opening of Financial Bids of qualified bidders</p>	<p>इसकी सूचना बाद में दी जाएगी। Will be notified at a later date.</p>
16	<p>e-tendering से संबंधित प्रश्न/सेवाओं के लिए सहायता डैस्क Help Desk for e-tendering related queries /services</p>	<p>a) M/s ITI का प्रतिनिधि श्री सुनिल के पटेल मोबाइल नं. 09624981992 ईमेल : twhelpdesk426@gmail.com, daehelpdesk@tenderwizard.co.in nodalofficer.et@ipr.res.in</p> <p>b) अखिल भारतीय हेल्प लाइन नं : 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in प्रातः 10.00 बजे से सायं 6.00 बजे तक सभी कामकाजी दिनों में</p> <p>a) Representative of M/s ITI Shri Sunil K Patel Mobile No. 09624981992 e-mail : twhelpdesk426@gmail.com, daehelpdesk@tenderwizard.co.in nodalofficer.et@ipr.res.in</p> <p>b) All India Help line No: 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in</p> <p>From 10.00 AM to 6.00 PM on all working days.</p>

(II) BRIEF PARTICULARS OF THE WORK

A. The Institute desires to construct following Buildings/Facilities including all utilities at existing Institute's campus situated at Bhat, Gandhinagar, Gujarat-382428.

1. A Building consisting of Auditorium of 300 seats approximate capacity, Technological Exhibition Hall of approx.425 Sqm and Two Lecture Halls each of 70 seats approximate capacity, Video Conference room of 25 person Plus extra 25 seating capacity, Two committee rooms each of 10 persons capacity plus 5 extra seating capacity shall be constructed. This building shall be located at main gate adjacent to entry side security cabin - on other side of road opposite to Student facility building.

General Requirements :

The following may be considered at the time of designing of proposed Auditorium at IPR. However, these requirements / recommendations may be revised/modified by the Institute.

(A) Architectural / Civil

Spaces:

1. Auditorium of approx. 300 seating capacity
2. Two Lecture Halls of approx. 70 seating capacity each
3. Technology Exhibition Hall of approx. – 425 Sqm or as per requirement of IPR
4. Multipurpose Hall / enclosed Space for gathering outside at entrance / Registration and Serving High tea
5. One conference room / meeting room (Video conference room) with conference table, 25 seats and additional 25 seats.
6. Two committee rooms each of 10 persons capacity plus 5 extra seating capacity to be planned.
7. Green Rooms with attached toilets & changing room with dressing facilities.
8. VIP Room with attached toilet with separate entry from back stage.
9. Storage Space for equipment's.
10. Control room with proper viewing of stage & hall for audio-video control.
11. Lift shall be provided for upper level Auditorium (if any).
12. Pantry, Dish wash / Utensil wash area to be provided near serving area.
13. Ramp of sufficient width shall be provided for upper level access in addition to Staircases and lifts.
14. Toilets for Ladies, Gents and physically challenged persons at all levels.
15. Reception area and offices for facility Manager of Auditorium.

Stage:

16. Auditorium stage shall be for Dual purpose Auditorium with curtains, accordingly Stage and basic lighting
17. Orchestra pit with wall near stage to be provided
18. Cat walk above false ceiling of hall & above stage for repair of lights with proper access.

19. Stage should have different curtains system for varies usages like seminars, cultural program & other programs. It should have proper lighting for various programs & should have cat walk with proper access.
20. Separate entry should be there from back stage for performers as well as VIPs.
21. There should be screens on the stage for speaker to see the content of presentations.
22. Intermediate Video Screens at Mid area of the Auditorium on both side.

Chair / Seat:

23. Comfortable chair having both side arm rest and writing pad which can slide into hand rest when not required / arm rest of sufficient width for writing rigidly fixed.
24. Auditorium chair should be on stepped elevated floor.
25. Provision of laptop charging point within seating preferred.
26. Front rows should have area for VIP seating and proper access & space for differently abled persons.
27. There should be provision for interactive audio system for front 2-3 rows

(B) IT & Audio Video Setup

1. Dual purpose main auditorium
2. Main screen – Video wall setup
3. Orchestra bay / additional space before main stage
4. Digital Podiums total 4 nos.
 - 4.1. Two digital podiums to be considered for main stage for redundancy
 - 4.2. One Digital Podium for each lecture hall
5. Audio Setup
6. Video Setup / Live streaming & mirroring
7. Lecture Hall setup
 - 7.1. LED screen ,
 - 7.2. One digital podium
 - 7.3. Chairs with writing pad facility and Electrical
8. Wi-Fi Setup & Networking
9. UPS power and separate room
10. CCTV setup
11. DG setup or connection from centralized DG power
12. Control Room
13. Third party vendors access / space at central part of the auditorium

(C) HVAC system

Appropriate energy efficient HVAC system.

2. Construction of a ‘New Canteen building’ of approximately 250 seating capacity. This building shall be a multi-storeyed building (Three floors: G+2). It shall have a pair of lifts of appropriate

capacity for moving food and people between floors. including Civil, Electrical, Plumbing, HVAC, Fire Fighting, Interior (wall panelling, false ceiling, kitchen equipment) etc. This building shall be located at old existing parking shed.

3. A Building of two floors (GF & FF) for Reception with visitor's seating for 20 persons, Dispatch Section - cubicle space for Two Persons, Toilet Block, Two Committee rooms each for about 15 persons & waiting lounge for 10 persons, small pantry room and Doctor's room to be constructed. This building shall be located just outside at 2nd gate.
4. A parking shall be made for approx. 250 cars as open parking with hard flooring and access roads. The Parking shall be planned in the space available between main gate and second gate inside campus with optimum use of space and minimum modification in existing features & greenery.
5. A conceptual design for multi-storeyed vehicle parking with preliminary cost estimate shall be prepared by consultant to reduce the land foot print. The scheme will be reviewed by IPR for consideration or otherwise.

The above particulars of work is tentative.

B. The work is situated at Institute for Plasma Research, Bhat Gandhinagar Gujarat-382428.

C. General features and major campus facilities are as under:

IPR is an internationally recognized Institute for its contributions to fundamental and applied research in plasma physics and associated technologies. The land area of the Institute is around 50 acres. The campus is having thick green vegetation & landscaping with having natural contours. The total built-up area of existing campus is about ~62,000 Sqm. Consisting of offices, research laboratories, residential facilities of Guest house and Hostels. The campus is having two level of entries i.e. First gate and Second gate, the area between first gate and second gate is housing the hostels, guest house and student's facilities buildings, and the offices and research laboratories are located after the second gate. The existing campus buildings are having different external finishes such as sand stone cladding, textured plaster and exposed RCC and Brick works.

D. For the proposed building works part portion of land are available at different locations within campus as indicated in the attached campus layout plan. The Parking facility to be built shall be outside second gate. There are two level security, one primary at First gate and Second gate through access control system. Vehicle may not be permitted after second gate. All the outside visitors shall be permitted up to second gate and Visitors who have to visit are beyond second gate shall be permitted with visitor gate pass.

E. The time period for Designing, Tendering and Construction is 39 months. ((i) 9 months for Designing, Obtaining statutory permissions, Preparing Detailed design including proof checking ,Tender Documents and working drawings etc. also including obtaining statutory permissions, (ii) approx. 6 months for Tendering Procedure of Construction contractor(s) & (iii) 24 months for Construction work and obtaining BU permissions)

F. Scope of the consultancy services is mentioned in the Terms & Conditions of Consultancy Services in this document.

G. Objective of the Project:

For planning & designing of buildings one shall keep in mind the specialized needs of the Institute and Budget available; all-round energy efficiency including an emphasis on green building technologies; strict adherence to safety norms; universal accessibility to persons with reduced mobility; and a high sense of aesthetics in harmony with the natural landscape and surrounding buildings of IPR and must be confirming to all national building codes, relevant IS standards and local statutory norms. The consultant is expected to create sustainable structures, interiors and exteriors that, through function, form and flow, will enhance efficiency, interaction, creativity and improving cost efficiency. The consultant shall also provide Construction Management & day to day supervision consultancy services of highest standards of quality and workmanship, preparation of progress reports, maintaining all records, reports as per CPWD working procedures and as suggested by IPR.

(III) REQUIREMENTS AND INITIAL CRITERIA FOR ELIGIBILITY.

- 1. The applicant shall fulfil the following Initial eligibility requirements on their own. Joint ventures are not accepted. The applicant cannot apply as joint venture / consortium but the applicant can have the associates / expert services providers associated with their firm under their sole responsibility.**

Sr. No.	Initial Criteria for Eligibility.	Documentary proof for the eligibility (To be Scanned and Uploaded) Note: The applicants are requested to fill up the facts & figure in the prescribed format. Simply filling like Yes or No shall not be accepted.
1.a	<p>Should have satisfactorily completed in India Consultancy assignment (i.e. consultancy Services for Design and Detailed engineering) having construction cost of Project for Building(s) as mentioned below , during last 7 years as on ending previous day of last date of submission of tenders:</p> <ul style="list-style-type: none">i. Three projects each costing not less than Rs. 10 Crores<li style="text-align: center;">(or)ii. Two projects each costing not less than Rs.15 Crores<li style="text-align: center;">(or)iii. One project costing not less than Rs. 20 Crores <p>Note:</p> <p>The value of executed works will be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum, calculated from the date of completion to last date of receipt of tender.</p>	<p>Work Orders & Completion certificate for each qualifying completed work(s) issued by an officer not below the rank of Executive Engineer or Equivalent officer or Owner or Client.</p> <p>Note:</p> <p>Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates for the said cost.</p>

1.b	Should have satisfactorily completed in India consultancy services for Auditorium /conference hall/convention centre having similar facility like auditorium of minimum 200 Seats capacity comprising of Services like, Electrical, HVAC, Public Health works, Acoustic, Interiors, Fire-fighting, etc. during last 7 years as on ending previous day of last date of submission of tenders.	Work Orders, & Completion certificate for each qualifying completed work(s) issued by an officer not below the rank of Executive Engineer or Equivalent officer or Owner or Client. Note: Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates for the said work.
1.c	The applicant or its associated firm proposed for this work should have satisfactorily completed Construction Management Consultancy & Supervision assignment for at least one project of construction work costing not less than Rs.10 crores during last 7 years as on ending previous day of last date of submission of tenders.	Work Orders & Completion certificate for each qualifying completed work(s) issued by an officer not below the rank of Executive Engineer or Equivalent officer or Owner or Client. Note: Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates for the said cost.
1.d	Should have also Provided Services like, Structural, Electrical, HVAC, Public Health works, Acoustic, Interiors, Fire-fighting directly or through associates in at-least one work mentioned under 1.a (i)/(ii)/iii) above.	Proof of services provided, work orders, & completion certificate along with scope of work should be submitted.
2.	Should have satisfactorily completed at least one consultancy for project with construction work costing not less than Rs. 10 Crores for Government / Semi Government / Government Undertaking / Autonomous Bodies of Government during last 7 years as on ending previous day of last date of submission of tenders.	Work Orders or Completion certificate for each qualifying completed work(s) issued by an officer not below the rank of Executive Engineer or Equivalent officer.
3	Should have minimum of Seven years of experience as on last day of submission of tender for providing Architectural Consultancy services.	At least one Work order / Agreement copy of work undertaken before Seven Years as on last day of submission of tender.

4	Should have valid minimum Bank solvency of a Scheduled Bank of Rs. 60 lakhs.	Annexure Form “L”- Form of Bankers Certificate from a scheduled Bank
5	Should have had minimum average annual financial turnover of Rs. 75 Lakhs of the Consultancy works during the immediate last three years ending 31 st March, 2019. For the purposes of turnover only the “consultancy fee” received on account of relevant consultancy services shall be taken in account. Year in which no turnover is shown or Zero turnover, would also be considered for working out the average.	Annexure -Form “A”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department.
6	Should not have incurred any loss in more than two years during the last consecutive five years ending on 31 st March, 2019.	Annexure -Form “A”: Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department.
7	The firm should have Architect(s) having valid registration with Council of Architecture, India.	Valid Registration certificate with Council of Architecture.
8	The consultant should be agreeing to provide comprehensive services as per the defined scope for this project.	Self-declaration as per form available in Tender.

Note :

1. Any entity which has been barred by the Central/State Government, or any entity controlled by them from participating in any project and the bar subsists as on the date of Application, would not be eligible to submit an Application, individually. An Applicant should, in the last three years from the last day of submission of tender, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract nor have had any contract terminated for breach by such Applicant/ Consortium member.
2. The firm has a valid working license (not expired) and a valid registration on certificate showing that the company is legally established under the law of government of India.
3. The Firm should be qualified and not black listed by any government department / agencies.

4. The Consultant/Consultancy Firms should have executed similar nature of project as mentioned in India only.
5. The applicant should not be under liquidation, court receivership or similar proceedings.

6. FIRM'S RESPONSIBILITY BEFORE PROPOSAL SUBMISSION

- a. The Bidder shall be responsible for all the costs associated with the preparation of the Proposal and participation in the selection process. IPR will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- b. The Bidder shall ensure that the bid is complete in all respects and conforms to all requirements indicated in the Tender document. Incomplete bids are liable for rejection.

Documents to be scanned and uploaded by applicant for proof of Initial criteria for Eligibility and Evaluation.

Prospective Bidders shall satisfy themselves of fulfilling all the eligibility criteria and in possession of all the documents required before submission of online tender document. The interested Bidders are required to scan / fill in and upload the documents as per following lists within the period of bid submission.

Scanned Copy of the following documents shall be submitted along with Technical Bid, Failing which the Bidders (Consultants) are liable to be rejected.

Note: The Bidders (Consultants) are requested to fill up the facts & figure in the prescribed format. Simply filling like Yes or No shall not be accepted.

1	Proof of Eligibility Criteria No. 1.a, Work orders & Completion certificates.
2	Proof of Eligibility Criteria No. 1.b , Work orders & Completion certificates.
3	Proof of Eligibility Criteria No. 1.c , Work orders & Completion certificates.
4	Proof of Eligibility Criteria No. 1.d , Work orders & Completion certificates.
5	Proof of Eligibility Criteria No.2, Work orders & Completion certificates
6	Proof of Eligibility Criteria No.3, At least one Work order / Agreement copy of works undertaken before Seven Years.
7	Proof of Eligibility Criteria No.4, Annexure Form “L”- Form of Bankers Certificate from a scheduled Bank
8	Proof of Eligibility Criteria No.5 & 6 - Annexure -Form “A”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet need not be uploaded.
9	Proof of Eligibility Criteria No.7, Valid Registration certificate with Council of Architecture.
10	Proof of Eligibility Criteria no 08: Declaration by the Bidder as per Format in this Tender.
11	For Design Consultancy work Form “B 1” Details of all Consultancy works completed during last 7 years ending last day of submission of tender. No works shall be left out. Completion certificates and Work Order issued by the authority concerned to establish work on hand shall be uploaded.
12	For Construction Management Consultancy & Supervision services. Form “B 2 ” Details of all Construction Management Consultancy & Supervision services completed during last 7 years ending last day of submission of tender. No works shall be left out.

	Completion certificates and Work Order issued by the authority concerned to establish work on hand shall be uploaded.
13	Form “B 3 ” Details of works for which Green Building including GRIHA /any other rating system rated buildings obtained
14	For Design Consultancy work Form “C 1” Details of project Under Execution (Ongoing project) No consultancy works shall be left out Work Order issued by the authority concerned to establish work on hand shall be uploaded.
15	For Construction Management Consultancy & Supervision services Form “C 2” Details of project Under Execution (Ongoing project) No consultancy works shall be left out Work Order issued by the authority concerned to establish work on hand shall be uploaded.
16	Performance Reports as per Form-“D” for works mentioned in 1a, 1b and 1c.
17	Form “E”- Organizational Structure
18	Annexure Form “F”: Details of available In House services
19	Annexure Form “G” along with Agreement (s) with Associate firms for specialized services and completion certificates and work orders for the consultancy works executed by Associate firms.
20	Form “ H” Details of Technical & Administrative Personnel available with the firm
21	Form 'J' Details of Office equipment available with the firm.
22	Form “K” Form of Curriculum Vitae (CV) of Key Personnel
23	Form “L”: Form of Banker’s Certificate from a Scheduled Bank
24	Information regarding Registration/Empanelment with Government / Semi Government / Government Undertaking / Autonomous Bodies of Government.
25	PAN (Permanent Account Number) Registration / TAN Registration details
26	Form “I”- NEFT/RTGS Mandate Form for Payment as per Format given.
27	Integrity Pact – letter from bidder to the Institute as per format in Tender.
28	GST Registration Certificate
29	Earnest Money Deposit of Rs. 3,00,000/-

30	Letter of Transmittal as per Format given in this document.
31	<p>The bidder has to upload the following in pdf format:</p> <ol style="list-style-type: none"> a. Presentation on the past works and proposed buildings of this tender. b. Conceptual Design drawings of the proposed buildings of this tender. c. Brief Design Basis Report for the proposed buildings. d. Layout Plans and Building's floors plans, sections & elevation drawings, for the proposed buildings of this tender. e. Any other details & drawings (including walk through/3D drawings/models if bidder desires for better understanding for the proposed buildings of this tender). <p>In case the walkthrough/3D drawings is not getting uploaded due to file size/of file type issue, the same shall be shown during the presentation. However, the bidder MUST mention beforehand while uploading tender, that he/she intends to show the same walkthrough/3D drawings etc. at the time of his/her presentation to IPR.</p> <p>If bidders desires to show scaled model, the same must be mentioned beforehand while uploading Tender that he/she intends to show the same scaled model at the time of his/her presentation to IPR.</p>

Note:

1. The applicant may furnish any additional information, which they think necessary to establish their eligibility and capability to successfully complete the envisaged work. No information shall be entertained after last date of online submission of tenders unless it is called by the competent authority. If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from tendering /taking up of work in IPR. IPR reserves the right to verify the particulars furnished by the applicant independently and reject any application without assigning any reason. Prospective bidders shall satisfy themselves of fulfilling all the eligibility criteria before submission of the tender. The Institute reserves the right to not consider the tender documents of the bidders not fulfilling the stipulated criteria.
2. It is binding on the bidder to fill the data required for assessment of eligibility criteria. The technical evaluation shall be done based on the data provided and the relevant documents uploaded to support the same. In case where the relevant information is not filled in the uploaded sheets while commensurate supporting documents are uploaded, the supporting documents shall not be considered in evaluation. Therefore the bidders in their own interest shall fill all the relevant information in excel sheets and upload relevant documents. IPR shall not accept any new document after bid opening. IPR may ask for clarification and submission of documents in support of documents/information already submitted.

The above document shall be evaluated for Initial criteria for eligibility as per section III above. After evaluation of applications based on the Initial criteria for Eligibility mentioned above, a list of qualified bidders shall be prepared, who meets (i.e. Pass) the Initial criteria for Eligibility, and they shall be further evaluated.

(IV) BID Evaluation Method

Technical Bid of all the bidders participating in the Tender Procedure who have uploaded their Bids as per the Instruction in NIT shall be opened, and Technical Evaluation shall be carried out.

1. Technical evaluation, which will be carried out prior to opening any Financial Bid;

After evaluation of applications based on the Initial criteria for Eligibility mentioned above in section III, a list of qualified bidders shall be prepared, who meets (i.e. Pass) the Initial criteria for Eligibility, and they shall be further evaluated based on the Scoring method for Attributes A, B, C, D & E as mentioned (IV- (i)) out of 100 points.

The consultant(s) shall give a presentation on their past works and proposed works in this tender to the committee appointed by the Institute. The Date of Presentation by the consultant(s) who has submitted the presentation and documents shall be communicated to the consultants. Each consultant shall be allotted 30 minutes, out of which 20 minutes is for presentation Consultant & 10 minutes is allotted for queries, clarification (if any).

The applicant must secure at least the percentage specified for each criteria for Attributes A, B, C, D & E, and the minimum percentage in **aggregate**, for qualification for further evaluation.

The total score of A, B, C, D and E shall be Total Technical Score (T) of each bidder.

The list of the qualified / short listed bidders shall be announced and bid shall be evaluated for further process.

The Highest point scored by the bidder shall be called as ' T_{high} ', and the same shall be used in obtaining 'Evaluated Bid Score' during QCBS.

The weightage for above shall be given 70% during QCBS evaluation.

2. Financial Bid opening:

The Financial Bids of technically qualified bidders based on the above Technical Evaluation as mentioned in section IV (i) shall only be opened, and evaluation of the Financial Bids shall be carried out set out in section IV (ii).

The weightage for above shall be given 30% during QCBS evaluation.

3. Final Selection - :

The Quality and Cost Based Selection (QCBS) shall be as per section IV (iii).

**IV -(i) EVALUATION CRITERIA: for Scoring Method-
Attributes (A, B, C,D& E)**

For the purpose of short listing, applicants will be evaluated in the following manner:

- a. The initial criteria prescribed in Section (III) above ‘Requirements and Initial Criteria for Eligibility’, will first be scrutinised and the bidder’s eligibility for the screening for eligibility for the work be determined.
- b. The applicants qualifying the initial criteria as set out in Section (III) will be evaluated for following criteria by scoring method on the basis of details furnished by them. Based on the said evaluation, points shall be awarded for shortlisting. The applicant must secure at least the percentage specified for qualification for further evaluation.

ATTRIBUTE - A. : ORGANISATION 25 Points
(to be assessed based on documents submitted)

1	Organisation set up & Office Locations Form"E"	5 Points
2.a	In-House or Associates Service for Assignment Form"F"	15 Points
2.b	Associates related to the Assignment and their Experience Form"G" Note : Maximum 15 points of combined score of Form "F" and Form "G"	
3	Technical Personnel for the Assignment Form "H"	5 Points
	TOTAL :	25 Points

EXPERIENCE (B, C and D)60 Points

ATTRIBUTE -B.....25 points
(to be assessed based on documents submitted)

B1	Experience in similar nature completed of Work during last Seven years Form"B 1" :	15 Points*
	(a) 1 Similar Work costing not less than Rs 20 Crores each	
	(b) 2 Similar Works costing not less than Rs 15 Crores each	
	(c) 3 Similar Works costing not less than Rs 10 Crores each	
B2	Years of experience in the relevant field : Minimum 7 Years	5 Points*
B3	Green Building including GRIHA / any other rating system related building exposure	5 Points
	TOTAL :	25 Points

ATTRIBUTE - C. Performance Evaluation..... ..15 Points

(to be assessed based on documents submitted)

C	Performance of Works as per Form "D" : Performance of work is evaluated w.r.t. overall performance report submitted :-		15 Points	
	1	Excellent / Very Good/Good/Satisfactory		15 Points
	2	Average/Fair		8 Points
	3	Unsatisfactory/Poor		2 Points
	4	None		0 Point
	<p>Note :</p> <p>Average of the qualifying works under Eligibility criteria 1.a , 1.b, 1.c (1 work or 2 works or 3 works) mentioned in letter of Transmittal.</p> <p>Marks for averaging shall be considered based on the respective work's Performance report submitted.</p> <p>If performance report of any work is not submitted the Points shall be assigned zero for the said work and it shall be considered in average points</p>			
	Total		15 Points	

ATTRIBUTE - D. CONCEPTUAL DESIGN for the Proposed work 20 Points

(to be assessed based on submitted documents, drawings, walkthroughs etc. at the time of uploading Tender and clarifications (if any) during presentation)

Sl No	Description	Max. Points	
1	Innovative concept	4 Points	
2	Organization of different facilities & utility services.	2 Points	
3	Conceptual design of site development & infrastructure. (to have minimum disturbance to existing features such as road, contour and trees)	2 Points	
4	Adherence to green building norms.	2 Points	
5	Utilization of natural resources and integration of renewable energy systems/resources	1.5 Points	
6	Optimum utilisation of locally available material etc	1.5 Points	
7	Cost effective approach.	2 Points	
8	Ease in Operation/maintenance.	2 Points	
9	Ease in Construction	1.5 points	
10	Overall Safety in design.	1.5 Points	
	Total		20 Points

ATTRIBUTE - E. FINANCIAL CAPABILITY 15 Points
 (to be assessed based on documents submitted)

1	Average annual turnover (gross) Form " A"	5 Points*
2	Net profit	5 Points*
3	Solvency Certificate	5 Points*
	TOTAL :	15 Points

Total of Attributes A, B, C,D and E	100 points
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Note: -

*1. Evaluation Criteria for above,

- (i) 60% Points for minimum eligibility
- (ii) 100% Points for twice the minimum eligibility criteria or more
- (iii) in between (i) & (ii) on pro rata basis.

2. For shortlisting, the applicant must secure at least **Sixty percent** (60%) in each of attributes (A), (B), (C), (D) & (E) above and **Seventy Five percent** (75%) Points in **aggregate**.

The combined score of each attribute A, B C, D and E shall be added for deriving at the **Total Technical Score (T)** of each bidder.

The Highest point scored by the bidder shall be called as '**T_{high}**', and the same shall be used in obtaining 'Evaluated Bid Score' during QCBS.

IV (ii) FINANCIAL Bid Opening:

The bidders who pass through above stage of technical evaluation shall be intimated of the date and time for opening of financial bid through e-Tender Portal mentioned in detailed NIT.

The financial bid of the technically qualified bidders only shall be opened.

The lowest price bid shall be called as ‘ C_{low} ’, and the same shall be used in obtaining ‘Evaluated Bid Score’ during QCBS.

The weightage for above scoring shall be given 30% during QCBS evaluation.

IV- (iii) FINAL SELECTION (QCBS):

Under QCBS selection, the technical bid is allotted weightage of 70% (Seventy percent) while the financial bid is allotted weightage of 30% (Thirty per cent)

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

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

$$\text{Evaluated Bid Score (B)} = \left\{ \frac{T}{T_{\text{high}}} \right\} \times 70 + \left\{ \frac{C_{\text{low}}}{C} \right\} \times 30$$

Where,

C = Evaluated Bid price

C_{low} = the lowest bid price among all evaluated bid prices among bids.

T = the technical score awarded to the Bid

T_{high} = the technical score achieved by the Bid that was scored highest among all Bids.

On the basis of the ‘Evaluated Bid Score’ (combined weighted score) for quality and cost, the consultant shall be ranked in terms of total score obtained. The bid obtaining the highest ‘Evaluated Bid Score’ (combined weighted score) in evaluation of quality and cost will be ranked as H-1 followed by the bids securing lesser marks as H-2, H-3 ...etc.

The bid securing the highest ‘Evaluated Bid Score’ (combined weighted score) ranking H-1 shall be selected.

In the event of two or more bids having the same score in final ranking, the bid with highest technical score will be selected.

Note :

- (1) All information in the application shall be in English/Hindi. Supporting documents and printed literature furnished by bidders with the Proposal may be in any other language provided that they are accompanied with appropriate translations in the English language. Any document, which is not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- (2) Even though an applicant may satisfy the above requirements, he/she/they would be liable to disqualification if he/she/they has/have:
 - (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the tender document.
 - (ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc
- (3) The bidders shall upload the Financial Bids and Technical bid on the e-tender portal as per the dates mentioned in the NIT. No other mode of submission is permissible.
- (4) The Institute reserves the right, without being liable for any damages or obligation or informs the applicant, to:
 - (a) Amend the scope and value of work to the applicant.
 - (b) Reject any or all of the applications without assigning any reason.
- (5) Any effort on the part of the applicant or his agent to exercise influence or to pressurise the Institute would result in rejection of his application. Canvassing of any kind is strictly prohibited.
- (6) Amendment (s) to the Tender :

At any time before the deadline for submission of applications, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by amendment(s). The amendment(s) if any shall be uploaded on the same e-tendering web portal.

(V) INFORMATION & INSTRUCTIONS FOR BIDDERS

1. The tender document may be downloaded from e-tendering website www.tenderwizard.com/DAE by **registering** with tender wizard and paying **tender processing fee**. The procedure for vendor registration is displayed in the above website. Tender processing fee is payable to M/s. ITI Ltd. through E-gateway. Bidders may contact Mr. Sunil Patel (representative from M/s. ITI Ltd) at Mob. No. 09624981992 in case of difficulty.

Downloading of tender documents alone will not make a bidders eligible for participating in the bidding. The documents uploaded by the bidders will be subjected to verification subsequently by Department. If found not meeting the requirement, such offers will be rejected.

2. Tenders will be opened on the stipulated date and time specified in NIT details.
3. On opening of Technical bid, further detailed scrutiny / evaluation will be carried out. During the evaluation of technical bids, the documents furnished by the Bidders will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be summarily rejected and such offers will not be considered for further processing.
4. The tender accepting authority is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
5. The tender accepting authority also reserves the right to alter the scope/ or reduce quantum of work before/ after issue of work order and the bidders shall not have any claim what so ever on this account.
6. The tender accepting authority reserves the right of accepting the whole or any part of the tender and the bidders shall be bound to perform the same at the rate quoted.
7. The bidders shall not be permitted to tender for works in the Group / Division of that of Institute responsible for award and execution of contracts for which his/her near relative is working. He/she/they shall also intimate the names of persons who are working with him/her/them in any capacity or are subsequently employed by him and who are near relatives. Any breach of this condition by the Bidders would render him liable for rejection of tender or cancellation of contract.
8. Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable for rejection. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the Institute would result in rejection of his bid.
9. The tender should be valid for **minimum period of 180 days** from the date of opening of bid as specified in NIT above. If any bidder withdraws the offer within the validity period or makes any

modifications in the terms and conditions of the tender which are not acceptable to the Institute, the bidder shall not be allowed to participate in the retendering process of the work. And EMD submitted by the consultant shall be forfeited.

10. On concluding the tender, an agreement shall be drawn with the successful bidder.

11. Earnest Money Deposit (EMD) :

EMD of Rs. 3,00,000/- (Rupees Three Lakhs Only) to be submitted in the form of Demand Draft / Pay order / Fixed Deposit Receipt issued by Schedule banks in favour of Institute For Plasma Research , Bhat, Gandhinagar- 382428

Note: EMD in the form of cheque will not be accepted. The bid can only be submitted after uploading the scanned copy of EMD Documents and original should be deposited in office of Tender Inviting Authority within the period of bid submission as mentioned. Bids received without requisite EMD shall be summarily rejected.

12. Performance Guarantee :

- i) The successful consultant shall submit an irrevocable Performance Guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (notwithstanding and/or without prejudice to any other provisions in the contract) within 7 days of issue of Letter of Acceptance. This guarantee shall be in the form of fixed deposit / Pay order / Demand Draft of any Scheduled Bank.
- ii) The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets extended, the contractor shall get the validity of Performance Guarantee extended to cover such extended time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest.
- iii) The Engineer-in-Charge shall make a claim under the performance guarantee for amounts to which the Institute is entitled under the contract (notwithstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
 - a) Failure by the consultant to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.
 - b) Failure by the consultant to pay the Institute any amount due, either as agreed by the consultant or determined under any of the Clauses/Conditions of the agreement, within 30 days

of the service of notice to this effect by the Engineer-in-Charge.

- iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Director, IPR

13. Security Deposit –

The bidder whose tender may be accepted shall permit the Institute at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 2.5% of the gross amount of each running bill and final bill. No interest shall be payable on the security deposit amount deducted from the running bill and final bill for the security deposit.

Such deductions will be made and held by Institute by way of Security Deposit unless he /she /they has /have deposited the amount of Security at the rate mentioned above in Cash.

The security deposit shall be collected from the running bills and final bill of the consultant at the rates mentioned above. The same shall be released after completion of defect liability period of 1 year, subject to settlement of dispute (if any) raised by contractor or by arbitration, where in it shall be refunded after settlement of arbitration.

- 14. Contract Agreement shall be drawn with the successful bidder incorporating Terms & Conditions of Contract along with full set of documents, every page of which should be signed by the Bidders. Bidders shall quote his rates as per various terms & conditions of tender which will form part of the Agreement.
- 15. Bidders should submit the scanned copy of the documents mentioned in Technical bid, failing which the bidders are liable to be rejected. A check list attached in Excel format shall also be filled by the bidders indicating 'Yes/No' against each column.
- 16. Price Bid is to be separately uploaded.

Rates shall be quoted after taking into account of the following notes.

- (i) The rates quoted shall include all taxes and levies payable under respective statues except GST. The GST will be reimbursed at the prevailing rates subject to submission of documentary proofs of payment and after verification by IPR.
- 17. 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" entry should be made in that column. If any particulars /queries are not applicable in case of the applicant, it should be stated as "Not Applicable". The applicants may please note that giving incomplete/unclear information called for in the forms, or making any change in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily. Applications duly filled in / scan copies of original shall be uploaded in web site: www.tenderwizard.com/DAE before

closing date and time of online submission of tender. **No applications shall be received in physical form.**

18. The applicant may furnish any additional information, which he/she thinks is necessary to establish his/her capabilities to successfully complete the envisaged work. He/she is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless the Institute calls for it.
19. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in **IPR**.
20. If any clarification is required by bidder, the bidder should upload their queries on e-Tender portal before filling Tender Document. On the basis of their queries, Institute shall upload the clarification on the e-Tender portal.
21. If Institute wants to provide any additional clarification it will be uploaded on the e-Tender Portal.
22. Prohibition against use of **IPR's** name without permission for publicity purposes: The consultants, or associates, or the employees engaged by the consultants or associates shall not use **IPR's** name for any publicity purpose through any public media like Press, Radio, TV or Internet without the prior written approval of IPR.
23. **Definitions:**
 - 23.1 In this document the following words and expressions have the meaning hereby assigned to them.
 - 23.2 **Applicant/ Tenderer/ Consultant/Bidder** means the firm who is filling tender / one retained for consultancy.
 - 23.3 **Year** means "Financial Year" unless stated otherwise
 - 23.4 **Employer or IPR or Institute** means Institute for Plasma Research, Bhat, Gandhinagar
 - 23.5 **Director, IPR** means Director, Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar.
 - 23.6 **The Chairman PMRC** means Chairman Project Monitoring and Review Committee, IPR, Bhat Gandhinagar

24. **Final Decision Making Authority:**

The Director, IPR reserves the right to accept or reject any application/s and to annul the tender process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

The Director, Institute for Plasma Research reserves the right to accept or reject the tenders in full or part without assigning any reason thereof.

25. The bidders who do not fulfil all or any of the tender conditions or if the tender is incomplete in any respect, will be summarily rejected.
26. Filled in Tender document with Counter terms & conditions may be rejected.
27. All documents relating to the bid shall be in the English or Hindi language, unless stated otherwise
28. **One bid per bidder**

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause the bidder's participation to be disqualified for all the proposals.

29. **General:**

- i. 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" entry should be made in that column. If any particulars /queries are not applicable in case of the Bidder, it should be stated as "Not Applicable". The Bidders may please note that giving incomplete/ unclear information called for in the forms, or making any change in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the Bidder summarily. Applications duly filled in / scan copies of original shall be uploaded in web site: www.tenderwizard.com/DAE before closing date and time of online submission of tender. **No applications shall be received in physical form.**
- ii. The Bidder should sign each page on the application along with enclosures with rubber stamp before scanning / uploading.
- iii. Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the Tender document are numbered. Additional sheets, if any added by the Bidder, should also be numbered by him. They should be uploaded along with letter of transmittal.
- iv. References, information and certificates from the respective clients certifying suitability, technical know how or capability of the Bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.

- v. The Bidder may furnish any additional information, which he/she thinks is necessary to establish his/her capabilities to successfully complete the envisaged work. He/she are however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless the Institute calls for it.
- vi. Any information furnished by the Bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in **IPR**.

30. Method of Application:- Online Mode- through e-Tender Portal only.

- 30.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- 30.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 30.3 If the applicant 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 latter 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.
- 30.4 If the applicant is a limited company or corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
- 30.5. In all the scenario the applicants should upload all the documents for their eligibility criteria

31. Particulars Provisional

The particulars of the work as mentioned in “Brief Particulars of the work” are provisional. They are liable to change and must be considered only as advance information to assist the applicant to apply for proposed work.

32. Site Visit & Other studies and field investigations, if any:

The applicant is advised to visit the site of work, at his/her own cost, and examine it and its surroundings by himself/herself, collect all information that he/she considers necessary for proper assessment of the prospective assignment.

- 33. **Costs associated with Visits and Field Investigations, if any:** Costs of visiting the sites, and undertaking any further studies and investigations shall be at the Firm’s own expense. The Firm and any of his personnel or agents can visit sites upon prior information to Institute. The request to be made to the Tender inviting Authority.

(VI) GENERAL RULES & DIRECTIONS

1.0 Scope of bid :

The Institute for Plasma Research (referred to as IPR in these documents) invites bids for the work. The successful bidder should provide the services during the period of work as per the terms and conditions specified in the NIT, Terms and conditions and schedules mentioned in the tender document.

2.0 Eligible bidders

2.1 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in tender. Bidders are advised to note the eligibility criteria specified in the notice inviting tender.

2.2 Incomplete bids and bidders not meeting the eligibility criteria shall be summarily rejected. It may be noted that mere submission of bid does not imply that your offer shall be considered. Tenders are considered only after IPR themselves assess the document submitted along with the bid by the bidder meets the eligibility criteria as specified in notice inviting e-tender during evaluation of bid.

2.3 The bidder who has been blacklisted / de-registered by IPR/ DAE, or any other government department shall not be eligible for participation in tenders of IPR.

3.0 Cost of bidding

3.1 The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case be responsible and liable for these costs.

4.0 Content of bidding documents

4.1 Submission of a bid by a bidder implies that he/she has read this notice and all other contract documents, clarification, addendum, corrigendum and has made himself/herself aware of the scope and terms and conditions of the work to be executed.

4.2 The bidder shall submit the bid, which satisfies each and every condition laid down in the bid documents, failing which, the bid is liable to be rejected.

4.3 The documents listed below comprise one set of bid document:

- Technical Bid
- Price Bid

5.0 Pre-bid Clarification: As per detailed NIT .

6.0 Amendment of bid documents

6.1 Before the deadline for submission of bids, the IPR may modify the bidding documents by issuing addenda on web site.

6.2 Any addendum so issued shall be part of the bid documents as well as contract document.

6.3 To give prospective bidders reasonable time to take an addendum into account in preparing their bids, the IPR may extend the date for submission of bids, if necessary.

6.4 Corrigendum, addendum or any other information regarding tender shall be uploaded only on web site. Hence, the bidders are requested to visit the web site (www.tenderwizard.com/DAE) regularly. The above documents shall become part of bid and agreement. Submission of bid shall imply that bidder has noted and accepted content of all the corrigendum/addendum/clarifications and affect of same has been included in price bid.

7.0 Language of the bid

7.1 All documents relating to the bid shall be in the English & Hindi language, unless stated otherwise.

8.0 Earnest Money Deposit

8.1 The Earnest Money Deposit amount may be paid in the modes described in this Document. The IPR shall not pay interest on the same in any case. The bidder is responsible for timely payment of Earnest Money Deposit, so that IPR receives the same before stipulated date and time. Even if the payment made by the bidder within the stipulated date and time is not received by the IPR due to reasons beyond control of the bidder, bid will be considered as non-responsive and rejected..

The bid can only be submitted after uploading the scanned copy of DD etc and original should be deposited in office of Tender Inviting Authority within the period of bid submission. The bidder is solely responsible for timely deposition of Earnest Money Deposit in the correct account.

8.2 (a) The Earnest Money Deposit of technically unqualified bidders after technical evaluation shall be returned.

(b) Earnest Money Deposit of qualified unsuccessful bidders will be returned to them within a month (30 days) from the date of acceptance of bid of the successful bidder.

(c) Earnest Money Deposit of successful bidder will be returned after submission of the performance guarantee amount.

(d) Earnest Money Deposit of the bidder who has withdrawn the bid before opening shall be returned after opening of the bid.

8.3 The Earnest Money Deposit shall be forfeited, if;

a) The bidder withdraws / modifies his bid or any item thereof after opening of bid.

b) The successful bidder fails within the specified time limit to submit the performance guarantee and commence the work.

8.4 The IPR at its discretion shall refund the Earnest Money Deposit by RTGS/NEFT or through any other electronic mode to the account number as registered by the bidder himself on e –tendering portal.

9.0 Bid prices, rates & taxes

9.1 The bidder should quote fees in percentage in figures only.

9.2 Tax deduction at source

At the time of its payments due to the consultant under this contract, the statutory deduction of Income Tax at source (IT TDS) & GST TDS, shall be made from time to time as may be required by the Government of India.

IPR shall provide the TDS certificate to consultant.

10.0 Currencies of bid and payment

10.1 The unit rates and the prices shall be quoted by the bidder in Indian rupees, unless otherwise specified in the Tender.

11.0 Bid validity

11.1 The bids submitted shall remain valid for acceptance for a period of **180 days** from the date of opening of the bid. The bidder shall not be entitled during the period of validity, to revoke or cancel his bid or vary / modify the bid given or any item thereof. In case of bidder revoking or cancelling his bid, varying any terms in regard thereof, the full amount of Earnest Money Deposit paid by the bidder along with the bid shall be forfeited by IPR.

11.2 In exceptional circumstances, prior to expiry of the original bid validity period, IPR may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting its Earnest Money Deposit but his bid will not be considered. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its Earnest Money Deposit for the period of the extension.

12.0 Proposal by bidders

12.1 Bidders shall submit offers that comply with the requirements of the bidding documents. No modification in the bid document or alternate bid proposal will be accepted.

13.0 Submission of the bids

13.1 The date and time of on-line bid submission shall remain unaltered even if the specified date for the submission of the bid is declared as holiday for the office inviting tender.

13.2 The IPR may extend the deadline for submission of bids by issuing an amendment, in which case, all rights and obligations of the corporation and the bidders previously subject to the original deadline will then be subject to the new deadline.

13.3 Any bid received by the IPR after the deadline prescribed above will be rejected.

13.4 The bidders shall note the following before submission of bid

- (a) If the digital signature certificate (DSC) holder is sole proprietor of the firm, power of attorney need not be submitted.
- (b) In case DSC holder is bidding on behalf of partnership firm, power of attorney or any other legally acceptable document viz. partnership deed, board resolution etc authorizing DSC holder to bid on behalf of the bidder is to be uploaded. In case of non-submission, the bid shall be summarily rejected.

14.0 Bid opening

14.1 Tender opening shall be done on-line. On opening, the Bidders can see their bid status. The authorized representative of Bidders may remain present (if so desires) during opening of Bid. The authorized representative should have valid photo identity and original authority letter issued by competent authority of their company. If the date of opening is declared as holiday then bid will be opened on next working day. In exceptional cases opening of tenders can be done on any day or time after

scheduled date and time of opening. Corrigendum issued for opening of tender shall be uploaded on website.

14.2 The bids without stipulated Earnest Money Deposit amount and other mandatory documents as per NIT shall be summarily rejected.

14.3 In two part tenders financial bids of only technically qualified bidders shall be opened.

15.0 Clarification of bids

15.1 To assist in the examination and comparison of bids, the IPR may, at its discretion, ask any bidder for clarification of his/her/their bid, including breakup of quoted fees. The request for clarification and the response shall be in writing or by email / fax, but no change in the price or substance of the bid shall be sought, offered, or permitted. If the bidder does not respond within the stipulated time, then the bid of the bidder will be evaluated on its own merit.

15.2 Bidder shall not contact the IPR on any matter relating to his bid from the time of the bid opening to the time the contract is awarded.

15.3 Any effort by the bidder to influence the IPR bid evaluation, bid comparison or contract award decisions, may result in the rejection of his bid.

16.0 Examination of bids and determination of responsiveness

16.1 Prior to detailed evaluation of bids, the IPR will determine whether each bid(s) meets

- (a) The Initial Criteria for Eligibility.
- (b) Is accompanied by the required Earnest Money Deposit
- (c) Is responsive to the requirements of the bidding documents
- (d) Has been properly signed by authorized signatory as per clause-13.4.

16.2 A responsive bid is one which conforms to all the terms and conditions.

17.0 Notification of award and signing of agreement

17.1 The bidder whose bid has been accepted will be notified of the award by the IPR prior to expiration of the bid validity period by issue of work order. The notification may also be made through letter of intent, wherein the work order shall follow.

17.2 The details of award can be seen on web site.

17.3 An agreement shall be made and signed by both the parties. The agreement will incorporate all correspondence between the IPR and the successful bidder, bid documents etc. The bid document as uploaded on website www.tenderwizard.com/DAE shall be forming part of agreement. The successful bidder shall be responsible for compliance at his own cost with the stamp duty act of the state where the agreement is being executed. The non-judicial stamp paper of appropriate value after adjudication shall be submitted by the successful bidder at his own cost.

18.0 Corrupt or fraudulent practices

18.1 The IPR requires that bidders under this contract, observe the highest standard of ethics during execution of this contract. In pursuance of this policy, the IPR:

(a) defines, for the purpose of these provisions, the terms set forth below as follows:

- (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the IPR, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the IPR of the benefits of free and open competition.

(b) will reject a proposal for award of work if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract / contracts if at any time it determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

18.2 The bidder may make representation in connection with processing of tender directly and only to the competent authority (calling tender) as mentioned in the tender document. However, if such representation is found to be un-sustentative and/ or frivolous and if the tender has to be closed because of the delays / disruptions caused by such representations and the job has to be re-tendered, then such bidder will not be allowed to participate in the re-invited tender.

In case, any bidder while making such representation to competent authority also involves other officials of IPR and / or solicits/ invokes external intervention other than as may be permitted under the law and if the tender has to be closed because of the delays / disruptions caused by such interventions

and has to be re-tendered, then the particular bidder will not be allowed to participate in the re-invited tender.

19.0 Disclosures

- 19.1 Any change in the constitution of the Consultants' firm, where it is a partnership firm, as declared in the bid should be disclosed to the IPR, at any time between the submission of bids and the signing of the contract.
- 20.0 Estimated Cost is given merely as a rough guide.
- 21.0 The bid submitted shall become invalid and cost of bid & e-Tender processing fee shall not be refunded if:
- (i) The bidders is found ineligible.
 - (ii) The bidders do not upload all the documents as stipulated in the TENDER document.
 - (iii) If any discrepancy is noticed between any submitted documents by the bidder.
- 22.0 The contractor shall not be permitted to bid for works in the IPR, responsible for award and execution of contracts, in which his near relative is posted as equivalent to Accounts Officer or as an officer in the capacity of grades Scientific Officer "C" and above. He/She shall also intimate the names of persons who are working with him/her in any capacity or are subsequently employed by him/her and who are near relative to any officer in the Institute for Plasma Research. Any breach of this condition by the contractor would render him/her liable to be barred from tendering in the Institute.
- 23.0 No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a bidder / employee of bidder for a period of **one** year after his retirement from Government Services, with out the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the bidder or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
24. The bidders shall follow all guidelines related to pandemic issued by the Government of India from time to time. Strict compliance should be adhered to all instructions related to the same.

Formats to be scanned and uploaded by the Bidders.

LETTER OF TRANSMITTAL

From:

To
Chairman PMRC,
Institute for Plasma Research,
Bhat,
Gandhinagar – 382428

Kind Attention: The Chairperson, PMRC / Mr. Prashant Singh Officer In-charge (e-tender)

Subject: Providing Comprehensive Consultancy Services including Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Fire Detection, Fire Fighting & safety, Interior (if any) Acoustic, Audio Visual System, General Development works, Obtaining Statutory approvals & to make facility for use and providing Construction Management Consultancy & Supervision services for **Construction of Auditorium (Conference Hall, Exhibition Hall and allied works), New Canteen Building and Building for work related to Purchase, Store and Administration, at Institute for Plasma Research (IPR) campus, Bhat, Gandhinagar, Gujarat.**

Reference: **E-Tender Notice No.: IPR/TN/CIVIL-PR/05/2020**

Sir / Madam,

Having examined the details given in press Notice and Tender document for the above work, I/We hereby submit the bid document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms “A” to “L” and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorise the Institute to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also

authorise Institute to approach individual, employers, firms and corporation to verify our competence and general reputation.

4. I/We also authorize IPR officials to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We submit the following documents/certificates in support of our Eligibility for having successfully completed the following works:

Sr.No	Name of work	Certified by/from

It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me / us is found to be incorrect.

Enclosures.

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)

FORM "A"
FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
i) Gross Annual turnover on consultancy work Rs. (In Lakhs)					
ii) Net Profit/Loss (In case of Loss, figure should be entered with negative sign) Rs. (In Lakhs)					

Signature of Chartered Accountant with seal

Signature of Applicant(s)

For Design Consultancy Work

FORM 'B 1'

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED
DURING THE LAST SEVEN YEARS ENDING LAST DAY OF SUBMISSION OF TENDERS**

SIMILAR NATURE OF ASSIGNMENT COMPLETED				
Sr.No	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organisation			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details*			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks / Scope of consultancy contract.			

*Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant(s) with date & seal

For Construction Management & Supervision works

FORM 'B 2'

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED
DURING THE LAST SEVEN YEARS ENDING LAST DAY OF SUBMISSION OF TENDERS**

SIMILAR NATURE OF ASSIGNMENT COMPLETED				
Sr.No	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organisation			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details*			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks / Scope of consultancy contract.			

*Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant(s) with date & seal

FORM 'B 3'
DETAILS OF ALL GREEN BUILDING WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF SUBMISSION OF TENDERS
(For Green Building including GRIHA /any other rating system rated buildings works)

Sr.No	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organisation			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details*			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks / Scope of consultancy contract.			
10.	GRIHA / any other rating awarded			

*Indicate gross amount claimed and amount awarded by the Arbitrator.

Note : Copy of GRIHA rating Certificates to be attached

Signature of Applicant(s) with date & seal

For Design Consultancy Work
FORM 'C 1'
PROJECTS UNDER EXECUTION (Ongoing works)

Sr.No	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organisation			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Up to date percentage progress of work			
7	Name and address/ telephone number of officer to whom reference may be made.			
8	Remarks / Scope of consultancy contract.			

Signature of Applicant(s) with date & seal

For Construction Management & Supervision works

FORM 'C 2'

PROJECTS UNDER EXECUTION (Ongoing works)

Sr.No	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organisation			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Up to date percentage progress of work			
7	Name and address/ telephone number of officer to whom reference may be made.			
8	Remarks / Scope of consultancy contract.			

Signature of Applicant(s) with date & seal

FORM'D'
PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B1 , B2 " & "C1 , C2 "

SI No	DETAIL	INFORMATION
1	Name of work/Project & Location.	
2	Agreement No	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of Completion (i)Stipulated date of completion (ii)Actual date of completion	
7	Amount of compensation levied for delayed completion, if any.	
8	Overall performance of the consultants	Excellent / Very Good / Good / Satisfactory/ Average / Fair / Unsatisfactory / Poor

Dated:

Signature of Executive engineer or equivalent

#Note:-Certificate for each work completed/under execution shall be obtained as per "FORM D"

FORM "E"
ORGANISATIONAL STRUCTURE

1	Name & Address of the applicant:		
2	Telephone No./Telex No./Fax No/Email/ Website		
3	Legal status of the applicant (attach copies of original document defining the legal status) i. A firm in proprietary / partnership (or similar) ii. A limited company / Corporation (or similar)		(Points Attributed) 3.5 5.0
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organisation /Place of registration.	Regis tratio
5	Names and Titles of Director & Officers with designation to be concerned with this work:		
6	Designation of individuals authorised to act for the organisation.		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.		
10	Has the applicant, or any consultant partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which fields of Consultancy assignment the applicant has specialisation and interest?		
12	Details of Association/tie-ups with Indian Partner [in case of Foreign Consultancy firm]		
13	Details of Association/tie-ups with Foreign Partner [in case of Indian Consultancy firm]		
14	Any other information considered necessary but not included above.		

Signature of Applicant(s) with date & seal

FORM 'F'
DETAILS OF AVAILABLE IN HOUSE SERVICE - Total 15 Points

Sr.No	DESCRIPTION	AVAILABILITY OF IN-HOUSE SERVICES (STRIKE OUT WHICHEVER IS NOT AVAILABLE)	(If Yes) Points attributed
1	ARCHITECTURAL-CIVIL	YES / NO	4 Point
2	STRUCTURAL ENGG	YES / NO	2 Point
3	PUBLIC HEALTH ENGINEERING	YES / NO	1 Point
4	ELECTRICAL	YES / NO	1.5Point
5	MECHANICAL	YES / NO	1.5Point
6	HVAC	YES / NO	
7	ACOUSTIC & SOUND SYSTEM	YES / NO	1 Point
8	FIREFIGHTING/ENGG	YES / NO	1 Point
9	LANDSCAPING	YES / NO	0.5 Point
10	INTERIORS	YES / NO	0.5 Point
11	LAN & NETWORKING	YES / NO	1.0 Point
12	IBMS	YES / NO	
13	INFRASTRUCTURE FOR OBTAINING STATUTORY CLEARANCES.	YES / NO	1Point

Note: Points shall be assigned “Zero” for the services not available In House, Please provide details of Proposed Associates Services (if any) in Form “G” - Points shall be assigned according to Form G attributes.

FORM 'G'**DETAILS OF PROPOSED ASSOCIATE SERVICES, IF ANY - Total 3.5 Points**

Sr. No.	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE	YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT	Points attributed
1	ARCHITECTURAL-CIVIL				No point
2	STRUCTURAL ENGG				0.5 Point
3	PUBLIC HEALTH ENGINEERING				0.5 Point
4	ELECTRICAL				0.5 Point
5	MECHANICAL				0.5 Point
6	HVAC				
7	ACOUSTIC				0.25Point
8	FIREFIGHTING/ ENGG				0.25 Point
9	LANDSCAPING				0.25 Point
10	INTERIORS				0.25 Point
11	LAN & NETWORKING				0.25 Point
12	IBMS				
13	INFRASTRUCTURE FOR OBTAINING STATUTORY CLEARANCES.				0.25 Point

FORM'-H'

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL AVAILABLE WITH THE FIRM- Total Maximum 5 Points

Sr. No	Designation	Experience	Total Number	Number available for this work	Name	Qualifications.	Professional experience and details of work carried out	How these would be involved in this work	Since when associated with firm	Remarks
1	2		3	4	5	6	7	8	9	10
	Designer	>= 10 years								
		>=5 years <10 years								
		<5 years								
	Engineer	>= 10 years								
		>=5 years <10 years								
		<5 years								
	Draftsman	>=5 years								
		<5 years								
	Quantity Surveyor	>=5 years								
		<5 years								
	Administrative									
	Others									

Sr No.	Description	Point (each staff)
1.a.	Designer / Engineer >= 10 yrs Experience	1.5
1.b	Designer/ Engineer >= 5 yrs Experience < 10 years	1.0
1.c	Designer / Engineer < 5 yrs Experience	0.5
2.a.	Draftsman >= 5 yrs. Experience	0.25
2.b.	Draftsman < 5 yrs. Experience	0.125
3.a	Quantity Surveyor >= 5 yrs. Experience	0.25
3.b	Quantity Surveyor < 5 yrs. Experience	0.125
4	Administrative	0.25

FORM 'J'

DETAILS OF OFFICE EQUIPMENT AVAILABLE WITH THE FIRM

Sr No	Name of Equipment	Nos.	Capacity or Type	Age	Condition	Ownership status			Current Location	Remarks
						Presently owned	Leased	To be purchased		
1	2	3	4	5	6	7	8	9	10	11
A	<p><u>1. Hardware</u> i) Computer ii) Plotters etc</p> <p><u>2.SOFTWARE</u> (Please mention the software proposed to be used in this work)</p>									
2	<p><u>Any other Office Equipment.</u> (Please mention the equipment proposed to be used in this work)</p>									

FORM 'K'**PROFESSIONAL EXPERIENCE OF KEY PERSONNEL**

SI NO	Detail	
1	Name	
2	Date and place of birth:	
3	Nationality:	
4	Address (phone/fax/e-mail):	
5	Education: (i) Institutions: (ii) From (month/year) (iii) To (month/year)	
6	Degree:	
7	Mother Tongue :	
8	Language known :	
9	Membership of professional bodies:	
10	Other skills (e.g. computer literacy, etc.):	
11	Present position:	
12	Years of professional experience	
13	Key qualifications:	
14	Specific experience Date: From - To (i) Brief description	

FORM “L”: FORM OF BANKER’S CERTIFICATE FROM A SCHEDULED BANK

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

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

(Signature)
For the Bank

NOTE:

1. Bankers certificates should be on letter head of the Bank.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

Form "I" Mandate Form
MANDATE FORM FOR ELECTRONIC PAYMENT THROUGH RTGS/NEFT/ECS

To,
Accounts officer,
Institute for Plasma Research
Near Indira Bridge, Bhat
Gandhinagar - 382 428

Dear Sir,

Sub: Authorization for release of Payment due from **Institute for Plasma Research** through Electronic fund transfer RTGS/NEFT/ECS

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of the Party :.....

2. Address of the Party :.....

.....

.....

City:.....Pin Code:.....

E-mail Id:.....

Permanent Account Number:.....

3. Particulars of Bank :

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR NO			
(9 Digits code number appearing on the MICR Band of the Cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the Cheque Book)			
RTGS / IFSC Code			

4. Date from which the mandate should be effective:

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, **IPR** shall not hold responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose credit of amount through RTGS /NEFT/ECS

Place :

Date : _____ Signature of the Party / Authorized Signatory

Certified that particulars furnished above are correct as per our Records

Bank's Stamp :

Date : _____ (Signature of the Authorized Official from the Bank)

N.B : RTGS Charges, if any, will be borne by the Party

Integrity Pact.

To,

Subject : NIT No. _____ for the work _____

Dear Sir,

It is hereby declared that Institute For Plasma Research is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid document, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of Integrity Agreement on the behalf of Institute for Plasma Research.

Yours faithfully,

Chairman PMRC, IPR

Integrity Pact

To,
Chairman PMRC, IPR

Subject : Submission of Tender for the work of _____

Dear Sir,

I/We acknowledge that Institute for Plasma Research is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender /bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I /We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE OF THIS CONDITION OF THE NIT.

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

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

Yours faithfully,

(Duly Authorized signatory of the Bidder)

**To be signed by the bidder and same signatory competent / authorized to sign
the relevant contract on behalf of IPR**

INTEGRITY AGREEMENT

This Integrity Agreement is made at on thisday of20.....

BETWEEN

Director,IPR represented through Chairman PMRC Institute for Plasma Research, Bhat
Gandhinagar-
382428.....,

(Hereinafter referred as the '**Principal/Owner**', which expression shall unless repugnant to the
meaning or context hereof include its successors and permitted assigns)

AND

.....

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

through(Hereinafter referred to
as the

(Details of duly authorized signatory)

"Bidder/Consultant" and which expression shall unless repugnant to the meaning or context hereof
include its successors and permitted assigns).

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No.)
(hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational
procedure, contract for

.....

(Name of Work)

hereinafter referred to as the "Contract".

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

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

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby
agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

(1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to
observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

(c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

(2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

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

(1) It is required that each Bidder/Consultant (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

(2) The Bidder(s)/ Consultant(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

(a) The Bidder(s)/ Consultant(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

(b) The Bidder(s)/ Consultant(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

(c) The Bidder(s)/ Consultant (s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/ Consultant (s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/ Consultant (s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/ Consultant(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he/she shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

(e) The Bidder(s)/ Consultant(s) will, when presenting his bid, disclose any and all payments he/she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

(3) The Bidder(s)/ Consultant(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(4) The Bidder(s)/ Consultant(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

(5) The Bidder(s)/ Consultant(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

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

(1) If the Bidder(s)/ Consultant(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/ Consultant (s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/ Consultant from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

(2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Consultant.

(3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Consultant which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

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

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

(2) If the Bidder makes incorrect statement on this subject, he/she can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

(3) If the Bidder/ Consultant can prove that he/she has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

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

(1) The Bidder(s)/ Consultant (s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/ Consultant shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.

(2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Consultant.

(3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

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

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

Article 7- Other Provisions

(1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Head quarters of the Division of the Principal/Owner, who has floated the Tender.

(2) Changes and supplements need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

(4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of

brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Consultant)

WITNESSES:

1.
(Signature, name and address)

2.
(Signature, name and address)

Place:

Dated:



(VII) Terms & Conditions for Consultancy Services for Designing and Detailed Engineering Design.

DEFINITIONS

Tenderer/ Consultant/ Applicant/Bidder means: The firm that applies for Appointment / the one retained for consultancy.

Institute/ IPR means: Institute for Plasma Research
Bhat, Gandhinagar – 382 428 represented by the
Director or any authorized representative.

Work/Said Work/ Project means: Providing Comprehensive Consultancy Services including Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Fire Detection, Fire Fighting & safety, Interior (if any) Acoustic, Audio Visual System, General Development works, Obtaining Statutory approvals & to make facility for use and providing Construction Management Consultancy & Supervision services for Construction of Auditorium (Conference Hall, Exhibition Hall and allied works), New Canteen Building and Building for work related to Purchase, Store and Administration, at Institute for Plasma Research (IPR) campus, Bhat, Gandhinagar, Gujarat.

1. Fee and reimbursement:

The Institute shall pay to the Consultant as remuneration for the professional services to be rendered, by the Consultant in relation to the said work and in particular for the services hereinafter mentioned, fees as quoted in price bid – Fees for Consultancy services for Design & Detailed Engineering Design) the said fees being hereinafter called the ‘Fees’.

2. Scope of services of Consultant:

In consideration of the fees, Consultant as aforesaid, the Consultants shall faithfully, expeditiously and honestly perform the following services appertaining to the said work.

2.1 Consultant will provide the following services within the consideration of the fees hereby agreed to be paid to the Consultant, as aforesaid.

- (a) Consultant will Provide Architectural Design services.
- (b) Consultant will provide Structural Designing services.

- (c) Consultant will provide Proof Checking for Structural Design through IIT / NIT duly approved by Institute (IPR).
- (d) Consultant will provide Heating, Ventilation, Air-Conditioning, Acoustic, Public Announcement System and Electrical Designing services.
- (e) Consultant will provide Interior Designing services (if required).
- (f) Consultant will provide Plumbing & sanitary, Sewerage, Drainage, Water supply, Fire Fighting, Fire Fighting & Safety etc. Design services.
- (g) Consultant will provide all the Services and Utilities including, Roads & street lighting & External services, General Development works & other engineering aspects as may be necessary.
- (h) Consultant will provide the Landscaping services (if required).
- (i) Consultant shall carryout Pre design study including requirement analysis, location & site analysis etc.
- (j) Consultant will provide services to get all permissions from Statutory Authorities.
- (k) Consultant will provide services for Periodical Supervision.
- (l) Consultant will prepare tender documents, including specifications, BOQ and detailed estimate.

In addition to the above-mentioned services, Consultant will also provide the following additional special services (Clause 2.1.1 to 2.12) within the consideration of the fees.

Consultant shall provide managerial, administrative, design and engineering services and any other items related to the said work within the consideration of the fees.

2.1.1. DETAILED SCOPE OF WORK

The detailed scope of works for Architect/ Consultant shall comprise of the following but not limited to:

A. ARCHITECTURAL, CIVIL, PUBLIC HEALTH AND STRUCTURAL WORK.

Ascertain Institute's requirements and examine site constraints & potential for individual buildings, external and internal systems/ services and prepare brief for Institutes review/ recommendations including conceptual/ control designs/ drawings/ documents and incorporate required changes, if any.

Study of project requirements and control drawings and preparation of design philosophy, basis & criteria for individual buildings, structures, external and internal services & systems for Institutes review/ recommendations and approval from Institute.

- I. Carrying out Soil Investigation, Study and interpretation of soil investigation report and finalize input data for structural and foundation design for individual buildings/ structures/ equipment etc.
Consultant shall get carried out a detailed Topological survey of the site to scale and contour interval determined by the Consultants (if necessary) or any other survey required by designer. The survey shall include all the necessary data related to the existing public Utility Services underground service, lines of streets and pavements, building lines, adjoining properties, Rights of Lights, restrictions, basements, walls and boundaries. The quoted percentage fees shall be inclusive of the cost for the same. All survey drawings shall be the property of IPR.
- II. Preparation of detailed architectural working drawings including but not limited to, dimensioned plans, elevations, internal layout, sections, details etc. for individual buildings/ structures.
- III. Preparation of door/ window schedules, fitting schedules, finishing schedules, colour schemes, flooring patterns, reflected ceiling plans, ironmongery, joinery, installation details etc. for individual buildings/ structures/ equipment/ internal services etc.
- IV. Furnish necessary architectural norms, calculations etc. to corroborate architectural detailing work.
- V. Preparation of architectural and construction details such as fixing details, installation details, joinery, inserts, cut-outs, pockets, standard details and other construction details as required by site Engineers for successful completion of the project.
- VI. Study of input data and preparation of design calculations, schematic drawings and construction drawings for all external services, individual buildings pertaining to internal services such as:
 - External & Internal Plumbing System.
 - External & Internal Sewerage Piping System.
 - External & Internal Waste Water Piping system.
 - External and Internal Rain Water System.
- VII. The detailed working drawings to include flow/schematic diagrams, plans, elevations, sections, blow-ups etc. for individual services complete with material take off.
- VIII. Designate a qualified Structural Engineer, who shall be wholly and singly responsible for structural soundness and safety of the buildings/ structures design under its scope.

- IX. Preparation of detailed structural analysis & structural design calculations (including seismic design as applicable) based on design output, preparation of detailed structural drawings. The Consultant will provide necessary details and get proof checked the Structural Design from the Proof Checking Agency. The consultant will incorporate the observations of Proof Checking Agency duly approved by IPR, and obtain the report from them stating that the Structural design is safe and obtain design approval with seal & Signature on all Working drawing /Good for Construction Drawings (GFC).
- X. Collection of input data from Institute for the structural designs to cater for specialized requirements pertaining to special equipment (if any).
- XI. Preparation of bar bending schedules and/ or detailed reinforcement drawings sufficient to enable the contractor to procure the steel from the market and cutting/ bending and placing of the reinforcement.
- XII. Preparation of fabrication/ construction/ shop drawings including material take off etc. complete.
- XIII. Detailed design, considering load data, Noise and Vibrations of equipment(if any), drawings, cost estimates and specifications to cover all civil works associated with installation of all mechanical/ electrical equipment, services and systems.
- XIV. Preparation of detailed specifications and data sheets for materials, work items, systems and services etc.
- XV. Preparation of detailed quantity estimates supported by detailed measurement sheets/ material take off sheets based on detailed drawings.
- XVI. Preparation and submission of detailed cost estimates for buildings, structures, services & systems based on latest SAC SOR rates/ CPWD Schedule of Rates, with necessary indices and correction slips, if any, applied thereupon. Preparation of rate analysis for the items, which are not available in SOR/ CPWD, based on market rate quotations. Any deviation in quantity of items also required to be supported by rate analysis. Also preparation of abstract of quantities building wise or package wise, as required.
- XVII. Preparation of detailed “Bill of Quantities” for Tender purposes for individual buildings/ structures and a consolidated statement thereof.
- XVIII. Preparation of list of recommended makes/ manufacturers for recommendations & approval of Engineer/ PMC/Institute.
- XIX. Preparation and Approval of “As-built” drawings (on the basis of actual construction at site) including services and structures prepared by the Contactor.
- XX. Obtaining approval from all relevant statutory body/local Govt. Body etc. as applicable to this project for execution of work and preparation of required drawings & documents

for the same. Any relevant Govt. Fee for getting statutory approvals will be borne by Institute.

- XXI. The consultant will provide all the consultancy services as and when required till the completion of work.

B. ELECTRICAL WORKS

Load estimation and optimization, design of system/ equipment, selection, description, Preparation of technical specifications, calculations, BOQ, drawings, SLD, schematics, blank data sheets recommended vendors list, rate analysis (with back up offers), cost estimates, obtaining clearances and certificates from statutory authorities wherever required for the following works:

1. INTERNAL ELECTRIFICATION WORKS FOR INSTITUTIONAL BUILDINGS

The major items shall include:

Lighting calculations for different buildings, Lighting & telephone layout drawings, conduit layout drawings, mounting details of lighting fixtures and other fittings, Load calculations for internal electrification, DB/ SDB details of different circuits for lighting fixtures, fans, exhaust fans, sockets etc., earthing and Lightning protection system calculations & drawings, cable sizing details, cable schedule. Details of protection switch gear, calculation of breaking capacity of upstream tripping, assessment of requirement of residual current circuit breaker and other special requirement of switch gear for scientific equipment along with specific requirement of zero halogen fire retardant and flame proof cables and switchgear in laboratory.

2. Centralized UPS System The major items shall include:

Sizing calculations of UPS, Floor wise UPS power distribution drawing, cables, conduits and cable tray. Layout drawing for cables, conduit and cable trays.

3. Audio-Visual System and Sound Reinforcement System

The major items shall include:

Conference room projection system, microphone, amplifier, speakers, DVD Player, acoustics, cables, conduits, cable trays and floor-wise layout drawings and system layout

drawings.

4. Internal Communication System

Detailing of internal communication system. Design and distribution drawing of PABX Line.

5. Access Control System (Pc Based) For Multi-Level Access

The major items shall include:

Card reader and biometric device, system and application software, cables, conduits and floor-wise layout drawings and system layout drawing.

6. Local Area Networking

The major items shall include:

Topology of networking, local area networking (Structured cabling), cables, conduits, raceways, sockets and layout drawings floor wise.

C. MECHANICAL WORKS

Design and preparation of system/equipment description, Technical specifications, BOQ, GA & layout drawings, data sheets and calculations ensuring compliance with the latest codes/standards as applicable, detailed cost estimates, rate analysis with back-up quotations, obtaining clearances from statutory authorities, wherever applicable, any other information required to be included to complete the specification for the following works.

D. Lifts

- a. Preparation of Technical specification considering the relevant code / Standard with capacity calculations, technical particulars with material of construction of various items.
- b. Preparation of layout drawings indicating the location of lifts, shaft, pit, machine room & floor levels.
- c. Preparation of bill of quantities.
- d. Preparation of blank data sheet to be filed by vendors.
- e. Traffic Analysis.
- f. Preparation of specification of panels & other electrical equipment.

E. HVAC Systems

- a. It will be for various buildings, Auditorium, New canteen and other buildings. as required by Institute.
- b. Preparation of technical specifications of the system with capacity calculation along with basis for calculations.
- c. Preparation of technical particulars of each component of the system indicating their material of construction.
- d. Heat load calculation for summer and winter.
- e. Layout of each building showing the location of each components of the system.
- f. Ducting layout and plant room layout, AHU & ducting size calculations.
- g. Preparation of SLD, scheme GA drawing for the electrical panel, control desk and specification of electrical equipment.
- h. Blank data sheets of components, system to be filled by vendors.
- i. Any other Buildings/ services as directed by PMC/ Owner.

F. EXTERNAL SERVICES & GENERAL DEVELOPMENT WORKS

The overall scope of work covers the following: -

- a. Site evaluation, analysis of architectural character, social issues & heritage.
- b. Feasibility study.
- c. Preliminary proposal for development and their impact on immediate environs.
- d. Volumetric study and urban form recommendations including pedestrian/ vehicular movement and parking.
- e. Architectural control guidelines and their approval from the statutory bodies.
- f. Concept design of services and their inner connectivity, preliminary & detailed drawings, designs, specifications, detailed estimates, working drawings, and periodic supervision for ensuring smooth progress of work for scope of work.
- g. Landscape architecture, site planning, suitability & appraisal, landform including preparation of detailed design & drawings of landscaping elements, open space design, plant structure,

illumination design, street furniture and graphic design and signage's.

- h. Conceptual & detailed design, specifications, estimates of non-conventional use of energy (wherever applicable).
- i. Conceptual & detailed design, specifications, estimates of rain water harvesting of the entire site along with its approval from the concerned bodies (if any).
- j. Recycling of waste water, its appraisal, suitability study & preparation of detailed design/ schemes along with specifications & estimates.
- k. Preparation of detailed design schemes along with estimates, specifications, implementation methodology and facilitating Institute for getting concerned approvals (if any) for garbage disposal & solid waste management.

➤ **Preliminary Concept Design Stage:**

- a. Study of existing land use in and around the project area.
- b. Study of contextual issues, socio-cultural aspects, landscape features and built form etc.
- c. Study of existing infrastructure, accessibility, circulation pattern and parking.
- d. Prepare report on site evaluation and analysis with basic approach to circulation, activity distribution and interconnectivity and external linkages including rough estimate of the project cost based on allowable FAR.
- e. Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the proposed development on its immediate environs. Obtaining environmental clearance certificate from concerned statutory authorities.
- f. m. Preliminary Planning Stage:
- g. Preparation of concept design of the area showing circulation Pattern, zoning of various land uses, and relevant details, development strategy.
- h. Assessment of utility services and their inter-connectivity.
- i. Preparation of three-dimensional form in relation to open spaces, model showing the proposal and surrounding areas.
- j. Submission of model and conceptual design to the Institute/ Statutory bodies for approval & ensure compliance with codes, standards and legislation, as applicable and carry Out necessary changes as may be required.
- k. Obtaining approvals from the municipal & other local authority for the master plan & building

plans.

1. obtaining necessary approvals from Forest department and other local/ statutory authorities required for execution of project.

➤ **Detailed Design Stage:**

- a. Preparation of drawings showing the common facilities for circulation, parking, open spaces and external architectural form.
- b. Preparation of drawings showing architectural controls, features, specifications and obtaining statutory approvals.
- c. These shall include all floor plans, sections and elevations for all buildings to sufficiently explain the urban design.
- d. Assessment of impact of development plan and its immediate environs.
- e. It shall further be supplemented by large scale details and models of the proposed architectural vocabulary along with information on selection of materials and construction techniques.
- f. The architect shall prepare detailed network of all services and its interconnectivity including water supply, drainage, sewerage, electrical, communication, fire detection and firefighting, garbage disposal, rain water harvesting, recycling of waste water, irrigation system, use of solar energy and other services as may be indicated by Institute.
- g. Preparation of necessary details and drawings showing landscape, street furniture and graphic signage including site appraisal and suitability, site-planning, land form and grading, surface drainage design and water management, irrigation design, open space design-roads, parking, hard & soft areas, walls, gates, & fences, design of plant structures & feature, garden furniture design, illumination design, graphic design and signage, co-ordination of external services, inspection & evaluation of construction works along with detailed estimate and specifications.
- h. Furnish urban design report including implementation strategy.
- i. Prepare detail designs of various external elements & components.
- j. Presentation of urban design study and submission of design, drawings, calculations, reports etc. to the statutory bodies for approval and ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required.
- k. Firefighting & detection, garbage disposal etc. separately.

1. Furnish modified project cost.

➤ **Implementation stage**

- a. Review and certification of detailed architectural design of each of the constituent components for construction or development within the area under urban design, before approval by the statutory authorities.
- b. Supply to the employer such further drawings, specifications or details which may be required for proper execution of work.
- c. Obtain employer's approval for any material deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- d. Obtaining service connections and NOC & occupying certificate from local authorities for Institute.

Scope of work may be extended in future, depending upon the requirements.

2.2

- a) Consultant shall take Institute's instructions regarding the requirements of the project as a whole.
- b) Consultant shall visit the site as per the requirements of the site and or as requisition by IPR.
- c) Consultant shall prepare in agreement with Institute a program of accommodation and requirements.
- d) Consultant shall examine legislation, code and standards as they affect the project, and give appropriate advice to the Institute.
- e) Consultant shall obtain the requirements & prepare a preliminary design for the Institute's approval or comments (if any) by way of drawings and notes adequate to explain the general planning and nature of the works with basic dimensions and inclusive of ducts, shafts and other features required for services.
- f) Consultant shall prepare a list of preliminary basic materials proposed & Proposed Schedule of finishes.
- g) Consultant shall furnish a preliminary estimate cost in detail as per standards.
- h) Consultant shall discuss the preliminary design with the Institute and modify (e), (f), and (g) above if necessary and obtain the Institute's final approval to the same.

2.3

Consultant shall obtain approvals from all Statutory Authorities/ Bodies including construction permission, local and other interested parties (MOEF, AUDA/GUDA/AMC/GMC, Fire Department, Civil Aviation (AAI) , Forest Department, Environment and Pollution control board, Town planning, Tree Cutting, any other bodies , etc.) and provides & submits necessary drawings and details for the same. Consultant will obtain Building Use permission.

All the statutory charges required for obtaining approvals as demanded by statutory authorities shall be paid by IPR at actual to the respective bodies. The consultant should collect, deposit & submit original payment receipts/ documents to IPR.

2.4

- a) Consultant shall appoint associates for Structural, Interior, HVAC, Electrical, Fire Safety, Plumbing, Acoustic, Interior, Landscaping & all Utilities etc. (if required). Consultant shall replace these associates if their performance is not found satisfactory by IPR.
- b) Consultant shall get carried out a detailed Topological survey of the site to scale and contour interval determined by the Consultants (if necessary) or any other survey required by designer. The survey shall include all the necessary data related to the existing public Utility Services underground service, lines of streets and pavements, building lines, adjoining properties, Rights of Lights, restrictions, basements, walls and boundaries. The quoted percentage fees shall be inclusive of the cost for the same. All survey drawings shall be the property of IPR.
- c) Consultant shall get carried out the Geotechnical Investigations through NABL accredited labs. The detailed survey should include broadly site boring, soil test and such other tests or investigations required to provide essential design data from subsoil conditions. Additional mandatory tests if any required by designer/Institute shall be carried out, as directed by the Structural Engineer and the quoted percentage fees shall be inclusive of the cost of same. The Geotechnical Investigation detailed report shall be the property of IPR.
- d) Consultant will prepare a scale display model/walk through of the said work (duly approved by Institute in prior,) if required by IPR and the quoted percentage fees is inclusive of the cost of same, and the same shall be the property of the Institute.

- e) Consultant will prepare working (GFC) drawings and details for all aspects of the work including Architectural, Interior, Structural, Electrical, Air-conditioning, Heating, Ventilation, Acoustic, Plumbing, Fire- Fighting & Safety, all utility services including Roads, Sewerage, Drainage, Water supply, street lighting, Landscaping and other utilities & services and obtain the clearance from the Institute for the same.
- f) Consultant shall carry out overall designing, drawing and detailing work pertaining to Architectural, Interior, Structural, Electrical, Air-conditioning, Heating, Ventilation, Acoustic, Plumbing, Fire- Fighting & Safety, all utility services including Roads, Sewerage, Drainage, Water supply, street lighting, Landscaping, other utilities & services and other Engineering aspects as may be necessary for the project by the Institute.
- g) All the design and drawing must be confirming to all national building codes, relevant IS standards and local statutory norms.
- h) All submission of models/ walkthrough/ drawings/designs/ calculations/reports etc shall be the property of the Institute.

2.5

Consultant will prepare and submit the specifications, the detailed schedule of quantities, work out the detailed Estimated Cost, Tender Documents and compile tender drawings for the said work, incorporating the structural and other aspects.

The consultant shall prepare detailed estimated cost based on the quantities worked from Tender drawings / Working Drawings and SOR (SAC -SOR/ CPWD SOR) , Items which are not included in SOR , estimate shall be prepared based on Market rate with supporting documents. The Consultant shall be responsible to contain the actual cost of the project & it should not exceed the overall funds sanctioned by the Institute.

The Tender document shall be in line with the latest CPWD guide lines.

2.6

- a) Consultant shall prepare and submit detailed Tender documents along with all enclosures /annexures required for inviting and receiving tenders.
- b) Consultant shall supply to the Institute, sufficient number of copies (at least 8 sets) including revisions of the working drawings, schedules, specifications.

- c) Consultant shall prepare and supply all such further drawings/ sketches, specifications or details which may be required for the proper execution of the work.

2.7

- a) Consultant shall check and approve shop drawings submitted by the Contractors & Drawings & Design submitted by them within 7 days or days as specified by Institute.
- b) Consultant shall check and recommend for approval by IPR, for each & every samples (Civil, Electrical, HVAC, Plumbing, Fire Detection, Fire Fighting & Safety, Acoustic, etc.) submitted by Contractors & also G.A. Drawings & Design submitted by Contractor
- c) Consultant along with their respective designers/ associates etc, shall periodically visit the site (at least Twice in fortnight and as and when called / required) to ensure that the works are being executed in accordance with the design and specification. Consultant should attend all the meeting related to the said work at Institute's office/ site as and when called.
- d) Consultant shall advise the Resident Engineer/Technical Supervisor and other site Supervisory staff, if appointed, to provide constant superintendence to ensure that the work is carried out strictly in accordance with the working drawings and specifications.
- e) Consultant shall inform well in advance the Institute on the slippage on the progress of work.
- f) Consultant shall inform well in advance the Institute if the total of authorised expenditure is likely to be exceeded.
- g) Consultant shall inform well in advance the Institute if the contract time is likely to be varied.
- h) Consultant shall prepare Interim projected cost statements of the work during the execution.
- i) Consultant shall certify the final completion of the works.

2.8

On Completion of work, Consultant will submit six (06) copies of as built Drawings along with soft Copies of all the Drawings (.pdf and Autocad).

2.9 Consultant should attend all the periodical meetings related to the said work at Institute's office as and when called.

2.10

Whenever required by IPR, the Consultant shall submit all the design calculations including design data of all the services including Structural, Electrical, HVAC, Plumbing, Fire Detection, Fire Fighting, Safety, & Acoustic etc. The Consultant will be responsible for the safety & performance of the all the designs.

2.11

The consultant shall appoint Proof Checking Agency (IIT/ NIT) duly approved by Institute (IPR) for vetting of structural design and drawings. The fees to the proof checking agency shall be paid by consultant, and the fees quoted by the consultant should be inclusive of the same. The Consultant will provide necessary details and get proof checked the Structural Design from the Proof Checking Agency. The consultant will incorporate the observations of Proof Checking Agency, and obtain the report stating that the Structural design is safe and obtain design approval with seal & Signature on all Working drawing /Good for Construction Drawings (GFC).

2.12

Green Building" concept in line with "GRIHA" rating system shall be incorporated in the design and it will be the responsibility of the Consultant to obtain minimum GRIHA 3 star rating for the buildings. The fees for registration for GRIHA will be paid by Institute directly to GRIHA, all the other related expenses for engaging expert/ energy consultant etc shall be borne by the consultant.

3.0 Fees:

3.1

The Institute shall pay to the Consultant fees quoted by them at all inclusive (except GST) percentage rate of the actual cost of the said work, worked out in the manner described in clause 4 of hereof, subject to the ceiling hereinafter provided.

Provided further that in no case the Consultant shall be entitled to a total sum by way of fees, which exceeds of the first detailed estimates of the Consultant (as defined in Clause 2 above) multiplied by a factor of 1.2 (one point two). In the event of an increase in the detailed

estimate in consequence of any increase in the scope of work and/or upgrading of specifications, the ceiling shall be increased in proportion to the increase in the detailed estimate on account of the factors mentioned above.

Total maximum Fees payable $\leq 1.2 \times$ Detailed estimated cost given by consultant.

3.2 Schedule of payments:

Milestone/Stage to be achieved	Percentage of payable fee
i) On Submission and approval of preliminary design and drawing & list of preliminary basic material and Preliminary Estimate cost.	10 % of total fees payable. (Calculated on Preliminary estimated cost of work).
ii) On submission and approval of Final Design, Model (If required), Layout of utility services	25 % of total fees payable less payment already made. (Calculated on Preliminary estimated cost of work).
iii) On submission and approval of detailed specification, detailed schedule of quantities, detailed estimated cost, tender Documents & tender drawings and all approvals from Statutory Bodies.	35 % of total fees payable less payment already made. (Calculated on detailed estimated cost of work)
iv) On preparation, furnishing and approval of detailed working (GFC) drawings and their details pertaining to Architectural, Interior, Structural, electrical, Fire Detection, Fire Fighting & Safety, HVAC, Plumbing & Sanitary, All utilities, Landscaping, and other engineering aspects as may be necessary including coordination of overall designing, drawing and detailing and Proof checking.	45 % of total fees payable less payment already made. (Calculated on detailed estimated cost of work)
v) On completion of tender procedure and placing of contract	60 % of total fees payable less payment already made. (Calculated on detailed estimated cost of work)
vi) During construction	80 % of total fees payable (Calculated on actual cost of work done) worked out in the manner described in Cause 4 or 80 % of total fees payable of 1.2 time the detailed estimated cost whichever is lower, less payment already made hereof to paid from

	time to time as work progresses but not more frequently than once in three months
vii) On completion of work & Obtaining Building Use Permission	Balance fees due based on complete cost of the work as finally worked out on the basis of actual cost as detailed in Clause 4 below but not exceeding 1.2 time the detailed estimated cost, payable after completion of work, adjustment for earlier payments being made.

4. Total Construction Cost:

4.1 The total construction cost will be based on the cost, as certified by the Consultant of Civil, Interior, Electrical, Fire Detection, Fire Fighting & Safety, Air-conditioning, Heating, Ventilation, Acoustic, Public Announcement, Plumbing, & Sanitary and Mechanical works, Landscaping work and works, including site works custom built in furniture, installation and equipment executed in their scope subject to the following conditions.

4.5 The following shall be excluded in construction the actual cost of work:

- (a) Cost of development of site, including cost of land up to the stage of excavation of foundations.
- (b) Cost of installations and fixtures in their detailed layout if not designed by Consultant.
- (c) Cost of external services like drainage, Water, gas and electric supply if not designed by the Consultant.
- (d) Cost of roads and external works not designed by the Consultants.
- (e) Cost of supervisory establishment employed on the building by the Institute.
- (f) Periodical payments made to the Consultant.
- (g) Cost of services which are not designed by the Consultants.
- (h) Cost of furniture, furnishing and works of art if not designed by Consultant.
- (i) Any other fees paid to other parties or Consultants appointed by the Institute.

5.0 Out of pocket Expenses:

5.1 No Out of pocket Expenses to be paid, Fees includes the same.

5.2 Drawing and documents :

- a) Consultant should give Eight hard Prints of the each drawings & documents, Soft copies of all the documents & Drawings in Autocad & pdf copies of all the drawings, Maps, Photographs & other records, The Fees includes the same.

5.3 Hotel and Travelling Expenses:

No Hotel and travelling expenses to be paid, quoted Fees includes the same.

6. The executive control of the work, as far as this agreement is concerned, on behalf of the Institute shall be with any officer/s who may be authorized or prescribed by Institute on their behalf. Consultant shall address communications to the officer who may be authorized on their behalf who shall cause appropriate action to be taken on them. Similarly, the Consultant shall act only on written communication, in case of an emergency, on oral communication, which is to be confirmed thereafter in writing from the officer authorized on their behalf.
7. **Drawings:**
The Consultant shall provide the Institute, Four set of approved preliminary drawings and Eight sets each of tender drawings and Eight sets of execution drawings in hard copy as well as in Soft copies (Autocad & pdf) of all the Drawings & Documents.
8. **Copy Right:**
Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. IPR will have full authority to use it for execution of the project & shall retain copies of the Architect's models, drawings, specifications and other documents for execution in the project. These shall not be used for any other project by IPR or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.
9. Consultant will be responsible to restrict the actual cost of the project & it should not exceed the Budget given by Institute.
10. Consultant should prepare all designs confirming to relevant Bureau of Indian Standards, National Building Code & in accordance with byelaws / acts other regulations of Statutory Bodies.
11. Consultant will not make publicity / presentation of the Drawings / Project / Layouts to any other Parties or media without prior written consent of Institute.
12. The validity period is till the completion of the project. Extra remuneration shall not be paid in case of delayed period of the project for Consultancy Services for Designing and Detailed Engineering Design.

- 1.2 To co-ordinate with the Engineer in charge / Co-ordinator/ Architect / Consultant for the necessary drawings.
- 1.3 To Study & scrutinize Drawings and point out discrepancies, if any, as also to ensure incorporation
- 1.4 Documentation of all project related matters, including minutes of different meetings.
- 1.5 Preparation of periodical reports relating to time, cost and quality.
- 1.6 Advise contractor for better systems/ machinery to be brought at site for speedy and proper construction.
- 1.7 Ensure that the Contractor abide by the Conditions of Contract.
- 1.8 CONSULTANT should give the Budget requirement for every three months.

2. Construction Supervision

- 2.1** Shall physically verify all dimensions and details of site and ensure that they are as per drawings. Discrepancies shall be notified to Institute immediately. Shall be responsible to maintain the dimension at site as per the drawing.
- 2.2** Shall Study all drawings, Contract Agreement, Specifications etc. and ensure implementation at site.
- 2.3** Shall be responsible for overall monitoring of the construction and shall be available on all working days at site (including nights if the contractor carries out work in shifts to achieve the project completion schedule) for Supervision & co-ordination of site work with the Institute and Contractors.
- 2.4** Shall be responsible to deploy requisite number of qualified and experienced Engineers (Civil, PH Electrical, HVAC, etc.) at site on full time basis to supervise the day to day works and also shall be responsible for monitoring of the progress of work as per approved drawings, construction procedures and practices and to ensure quality in day to day work as per specifications and standards. The consultant shall be responsible for deployment of qualified and experienced safety officer/Engineer for full time at site.
- 2.5** Shall be responsible to maintain the checklist of day-to-day works
- 2.6** Shall be responsible for checking the levels, steel reinforcement, centering, shuttering and scaffolding, etc.
- 2.7** Shall be responsible to supervise the day to day works like earth work, PCC, RCC, brick masonry, joinery, floorings and all Civil, PH and Electrical works (Internal and External), HVAC , fire fighting , and all other items as stipulated in the bill of quantities in Agreement with contractors.
- 2.8** Checking all the measurements recorded in the bill prepared by contractor at site with respect to approved drawings and to certify the accuracy. If in case, it is necessary to take measurements at

site and record and finalize the bills, the CONSULTANT shall also do so to make timely payment for the works done.

(a) The CONSULTANT shall check the bills submitted by the contractor and certify the accuracy within four days from the date of receipt of bill from contractor.

(b) If bills / measurements not submitted by the contractor, the CONSULTANT shall take measurements jointly with contractor's representative, record them in measurement books (MBs) / computerized measurements and obtain contractor's signature in token of acceptance & Prepare Bills . Hidden measurements, which cannot be recorded in future shall be recorded before covering up the work.

(c) If contractor's representative fails to attend at the measurements or Contractor fails to countersign after giving reasonable notice to the contractor, CONSULTANT should take measurements and prepare bills and send for payment.

On completion of work, the CONSULTANT shall have the responsibility to finalize the final bills for the work as per actual execution.

2.9 In case the contractor does not submit their final bill within 3 months of completion, the CONSULTANT shall prepare and submit the Final Bill to IPR within six months after completion of Project.

2.10 Shall be responsible to maintain the day to day consumption of cement in the work and shall see that the cement used in work shall be not less than the theoretical requirement.

2.11 Shall work earnestly along with the contractor, to get the work completed as per scheduled time stipulated in agreement of the contractor.

2.12 Shall maintain the field books and measurement books and shall return the same to Institute after completion of project and as & when required by the Institute.

2.13 A. Shall maintain cement register, steel register, daily labour register, drawing register, hindrance register, register for reconciliation of materials to facilitate recoveries, register for movement of field books / measurement books, site instructions book, diary of work, Quality Assurance (QA) records etc., and any other register as advised by Institute and shall return all registers referred above after completion of the project or as advised by Institute as per CPWD guidelines.

B. Shall ensure to fulfil all formats and registers mandatorily required for construction safety as per Institute's guidelines and shall submit the same, fortnightly to the Institute for verification. The same shall also be handed over to the Institute after completion of the project.

- 2.14** Shall ensure that contractors have complied with registration under Contract Labour (Regulation and Abolition) Act, 1970 and Central Rules, 1971 and abide by laws pertaining to labour including payment as per Minimum Wages Act and any other Act or enactment relating thereto and rules framed there under from time to time. The CONSULTANT shall ensure compliance by the contractors of all labour laws and relevant Statutory Acts including Labour License, Minimum Wages Act, etc.
- 2.15** A. Shall ensure that contractors have taken requisite insurance to cover their workmans' under 'Workmen's Compensation Act' as per the contract. CONSULTANT shall ensure that all such policies remain in force throughout the execution of project.
- B.** The contractor shall also have taken Contractor's All Risk Insurance Policies" to cover the loss / damage not limited to that caused by natural calamities / accident / accidental collapse of partially completed work, materials and plant at site and for third party claims for injury / damages. CONSULTANT shall ensure that all such policies remain in force throughout the execution of project.
- 2.16** Shall ensure that all instructions to the contactors will be issued in the form of letter written to the contractor or site instructions to the contractor written by Institute or his representative in site instructions book. They shall maintain the record of all such instructions for verification at any time. It will be CONSULTANT responsibility to regularize all verbal instructions given by competent authority in unavoidable circumstances by obtaining written confirmations/rectifications. CONSULTANT shall ensure that extra/deviated items are not executed unless approved by Institute and rates are finalized. A register for extra/substituted items shall be maintained by CONSULTANT.
- 2.17** Shall ensure that all observations made during the periodical visits by the Consultants, Structural engineer, any other associate consultants, appointed by the consultant, are attended by the contractors immediately.
- 2.18** Shall ensure safety of structure by taking all necessary precautions and by not allowing excessive construction loads on floors and shall avoid such other factors, which will endanger the safety of structure during construction.
- 2.19** Shall take custody of objects of value and antiquity found on site during excavation or otherwise and hand over to Institute official.
- 2.20** Shall keep a track of stage wise permissions required from statutory authorities.
- 2.21** Shall ensure that safety of personnel working at site/inspecting the site by taking precautions by putting barricades, night lamps near trenches, pits, open shafts, lift shafts, edge of floors, terraces and such other places and to insist on strict compliance of safety code such as use of helmets, etc, on work site as per safety guidelines.
- 2.22** The CONSULTANT shall make their own arrangements at no extra cost for instruments/

equipment's such as theodolites, levelling instruments, prismatic compass, chain, measuring tapes, plain tables and ranging rods, and such other equipments / instruments, including site office for the staff of CONSULTANT, etc.

2.23 Suggest modification, if any, due to site conditions and advice reasoned justification of cost variations on account of resultant extra items and excess, supported by proper analysis to the Institute.

2.24 Conduct weekly/fortnightly site meetings, coordination meetings with Consultants & contractors & with the Institute to review/monitor progress and as & when required by the Institute, to resolve issue related with work & to prepare Minutes of Meetings etc.

2.25 Shall ensure that Material is procured by contractor as per specifications and material procurement schedule. Shall also inform Institute in case of any deviation for clearance.

3 Quality Control

3.1 Monitor the quality of the work and control the quality as per specification, relevant codes and as per Sound Engineering practices and maintain full records.

3.2 Maintain the registers for mandatory tests to be conducted for all materials before incorporation in the work.

3.3 Inspect and approve the materials at site as per specifications before they are used in work and take approval of the Institute.

3.4 Shall be responsible for obtaining good workmanship with respect to lines, levels, plumb, finish, etc. Shall check all centrelines, dimensions, levels and plumb at all stages of work with reference to working drawings and shall ensure correct dimensions of all elements.

3.5 Shall ensure that work proceeds as per tender conditions and specifications. All material brought to site shall be of approved quality and make, rejected material is removed from site and work executed is of high standard, good workmanship and of desired quality.

4 Site co-ordination

4.1 Shall attend periodic site meetings / PMRC meetings/ meetings in Institute office and discuss site conditions bottlenecks faced likely hindrances, time overruns, cost overruns and any other important matter along with solutions proposed. CONSULTANT will be required to submit periodic reports concerning quality standard and progress of the project.

4.2 To co-ordinate between the Institute and Contractors in all matters relating to obtaining construction drawings from consultant/Architect & instructions etc.

- 4.3** To arrange issue of preliminary completion report, defect liability completion report, final job completion report.
- 4.4** Any other construction management task not specifically mentioned but relevant to the realization of the project.
- 4.5** Shall help Institute in settling all the bills of all agencies.
- 4.6** Shall advise alternatives to the Institute for avoidance of Extra items, to the extent possible, assessing/justifying need of extra items, analyzing extra item rates and seeking prior approval of the Institute for quantity/rates for extra items.
- 4.7** The CONSULTANT shall in accordance with and as required by the terms of Agreement or agreements entered or to be entered into between Institute on one part, and the contractor or contractors on the other part certify after the verification that the work measured and stipulation in the specifications, drawings and Bill of Quantities prescribed in the contract agreement entered into with the contractor(s) are in order. In the matter of approving such bills, the CONSULTANT shall confirm adherence to the rules and instructions issued by Institute and intimate to the Institute, genuineness and correctness of all such certificates and shall hold themselves responsible for the correctness of all bills and certificates issued, scrutinized or checked by them, as to the quality of the work concerned as well as the quantities of various items of works. Before certifying any bill CONSULTANT shall ensure that the work being certified is, in general in accordance with the designs.
- 4.8** Shall check periodically the quantities recorded for various items and keep watch on excess/savings in quantities. CONSULTANT shall account for all variations in tender quantities with respect to execution drawings and submit a report. He/she shall assess impact of excessive quantities on the cost of project and wherever felt necessary by Institute, prepare a 'Running Summary of Cost' for perusal of Institute. CONSULTANT shall obtain approval from Institute, if the quantities put to tender are likely to exceed, prior to giving green signal to contractor to go ahead with the work.
- 4.9** Shall prepare "Running Summary of Cost" for the project once in six months or as desired by Institute.
- 4.10** CONSULTANT shall ensure that following are not recommended for payment in interim bills / final bills.
- i) Extra items / deviated items not approved by Institute.
 - ii) Payments beyond work order value and
 - iii) Payment for the work done in extended period without sanction for the time extension.
- 4.11** Shall co-ordinate with all agencies working at site, liaison with required authorities for

required permissions / commencement certificate / completion certificate, etc. Shall ensure that all rules and regulations are followed from time to time as mandated by environmental regulatory/ statutory bodies of central and state govt.

- 4.12** Shall ensure that work proceeds smoothly and not hampered for want of decisions / drawings / clarifications.
- 4.13** Shall submit physical and financial progress reports once every month or as desired by Institute in standard proforma approved by the Institute.
- 4.14** Shall anticipate time overruns, well before completion date and obtain requests for extensions from contractors. CONSULTANT shall submit contractor's request for extension of time along with his recommendations well within time to the Institute.
- 4.15** Shall suggest modifications, if any, due to site conditions and advise reasoned justification of cost variations on account of resultant extra items and excess, supported by analysis.
- 4.16** Shall maintain prepare deviations/details of actual execution at site on the drawings by the consultant and then arranging to have two sets of as-built drawings for the entire work including services on reproducible paper or any improved version thereof from Architect/Consultant/contractors and certifying the same.
- 4.17** Obtain and verify updated 'As built' drawings from contractor & handover these along with other records of documentation for record after completion.
- 4.18** CONSULTANT will be responsible for all site operation such as full/ complete supervision of all works at site, preparation and maintenance of all records, data, books, files etc. related to site work.
- 4.19** Project Management softwares.

The Consultant shall prepare the project program in suitable softwares for monitoring the project. The PMC shall also prepare weekly and monthly rolling programs (containing progress during the previous week/ month and showing the planned month during the next month or quarter) for discussion in weekly and monthly meetings with the Institute. These rolling program shall be updated by consultant every week or month, as the case may be. PMC shall also review and comments on the project programs submitted by the contractor(s) and ensure compliance of such comments in the revision thereof. It shall also carry out periodic reviews of the contractors 's resources vis-à-vis project Program and monitor that the contractor mobilize additional resources to meet the project requirements , shortfall if any shall be notified to the Institute.

5 Personnel

- 5.1** CONSULTANT is expected to ensure that men of proven ability and adequately qualified are only employed at site and they work diligently. In case, Institute finds any Engineer/s not upto the

mark, CONSULTANT will have to withdraw him / them from site and replace him / them by posting new one/s in his / their position. Institute reserves the right to remove such personnel and ask for a substitute of required calibre. In case an Engineer/s resign from their employment, CONSULTANT shall immediately provide a substitute of equivalent calibre. CONSULTANT shall not make any changes in the personnel deployed by them on work site without prior permission. The consultant shall get valid police verification of all personals to be deployed at site and submit the same to Institute.

- 5.2** The CONSULTANT shall furnish the list of Engineers and Supervisors (Civil, Electrical, HVAC, Fire , safety officer, Mechanical, etc.) with details of their qualifications, experience, etc., to the Institute.
- 5.3** The Institute undertakes no responsibility in respect of any life, health, accident, travel and any other insurance for the personnel deployed by the CONSULTANT.
- 5.4** The CONSULTANT shall be responsible for any damages or loss on account of neglect of professional duty or conduct on the part of such staff or Engineers or others. To this effect, the CONSULTANT shall indemnify the Institute.
- 5.5** The CONSULTANT shall not have any objection to Institute maintaining any Engineering staff at its own cost at the site of work to carry out work and duties allotted to them by Institute, in respect of all the work at site or other areas outside the scope of CONSULTANT works for overall surveillance, security and verification.
- 5.6** CONSULTANT shall deploy adequate no. of experienced Engineers, Supervisors and other staff members and ensure that works and supervision are never affected due to non-availability of Consultant’s Supervisory staff.
- 5.6.1** The minimum number of Engineers as mentioned hereunder MUST be deployed at site without fail during the entire period.

Resident Engineers (RE)- Civil	Minimum One full time with 7 years practical Experience and atleast 3 years as Resident Engineer
Junior Engineers (Jr. E) – Civil	Min. two full time Degree holder (2 yr exp)/ Dip Engineer (4 yrs exp.)
Electrical / HVAC Engineers	Min. one full time during the period of the relevant works are being planned, designed, executed at site and or as requisitioned by IPR. Shall have Degree with (3yrs experience) in relevant field. Decision of IPR will be final.

Safety Officer	One full time Safety Officer during entire period without fail and shall be always available during any and every work being executed at site. Shall have atleast 3 yrs. experience as Safety officer.

5.6.2 The above requirements are expected to provide adequate satisfactory supervision at site at various fronts and shown as minimum requirement. However, in case IPR feels that the available staff members of Consultant are unable to supervise & adequately manage the works, Consultant **MUST** deploy more staff members without any extra cost to IPR so that no work is affected. No extra payment will be made for additional staff deployed.

5.6.3 In case of non deployment of staff members as per 5.6.1 above or the existing staff member is not available for more than 7 days continuously without replacement, penal recoveries from Consultant's bill will be made as under

Category	Amount to be deducted (In Rs)
Resident Engineers (RE)- Civil	Rs.2,000/- per day for entire number of days of absence/ non availability.
Junior Engineers (Jr. E) – Civil	Rs. 1,400/- per day for entire number of days of absence/ non availability.
Electrical / HVAC Engineers	Rs. 1,400/- per day for entire number of days of absence/ non availability.
Safety Officer	Rs. 1,400/- per day for entire number of days of absence/ non availability.

5.7 In case the Resident Engineer / Senior Engineer employed by the CONSULTANT are required to travel to any other station outside work station, in connection with the discharge of the duties relating to project, he shall get his tour program and mode of travel approved by Institute and will be paid actual fair charges to and fro, incidentals in the form of actuals for conveyance used, stay in reasonably good hotel, and daily allowance of **Rs.400/-** subject to

production of document in proof of expenditure. However, prior approval from Institute shall be obtained for any such tours without which such payment will not be reimbursed.

6 CONSULTANT's responsibility after completion of project and defects liability period

6.1 CONSULTANT shall carry out detailed inspection on completion of project and get rectified all defects noticed during inspection. CONSULTANT shall also carry out detailed inspection during defects liability period and get rectified all defects noticed during such inspection before the end of defects liability period.

6.2 Any defect or inadequacy occurred in the work carried out because of the services performed by the consultant prior to the date of final acceptance of the work by the Institute, the consultant shall be under legal obligation to perform at his own initiatives and free of cost without any additional liability to the Institute, all such services as shall be deemed necessary to remedy such defects or in-adequacy. The decision of Institute regarding defect or in-adequacy in the work so carried out and services rendered shall be final and binding.

In case, despite the specific request by the Institute to the consultant to rectify or remedy the defect or inadequacy so pointed out and brought to the notice of the consultant, if the consultant fails and neglects to rectify the same, within the time frame given by the Institute, then the Institute had every right to rectify the same from the third agency at the costs and risk of the consultant. Institute has every right to deduct/recover the said expenses incurred to rectify the same by Institute from the third agency from the payment due and payable to the consultant.

6.3 CONSULTANT shall advise Institute and prepare reply and attend all proceedings with regards to extra claims or disputes / arbitration cases between Institute and the contractor/s, if any, and assist as and when requested, in case of any dispute till the cases are resolved either by mutual negotiation or through Arbitration or Court as the case may be.

6.4 CONSULTANT should collect the Guarantee Bond for Water Proofing & Anti Termite Treatment and 'As Built' drawings and it should be handed over to the Institute.

6.5 Defect Liability period shall be one year after the completion or shall pass one rainy season whichever is later.

7 Professional Misconduct

7.1 If at any time, it is noticed that deliberate attempt has been made by the CONSULTANT to cause over payments to the contractors by over-measurement or over estimation of rates or sub-standard work is accepted and recommended for payment, the matter will be viewed as a professional misconduct and strict action shall be taken.

8.

All management, design, development, Work and workmanship supplied by Consultant or for which Consultant is responsible, shall be subject during normal business hours to inspection, examination and testing by Institute, or by the Institute's Representative, or Institute's designated Consultants and/or other representatives, at any and all times during management, design and development and at any and all places where such management, design and development are carried on, provided such inspection, examination and testing shall, to the extent possible, be carried out in conjunction with Consultant's similar activities and, if not, upon prior consultation with Consultant in order to avoid any unreasonable delay in the performance of the Work. In furtherance of the foregoing, Consultant shall arrange for Institute to have access to all places where design and development are being carried out.

9.

Institute shall have the right to reject any portion of the Work, which is defective, deficient, not within specifications or otherwise of inferior quality or faulty workmanship and requires its re-performance or replacements. Rejected and other defective or deficient management or workmanship shall be satisfactorily redone. For reasons solely attributable to Consultant, the cost associated with such re-performance shall be on the sole account of Consultant. After completion of the necessary performance, the relevant work shall be subject to further inspection and examination by Institute. If Consultant fails to proceed within reasonable time with the correction or re-performance of defective management or workmanship, Institute may, by contract with third parties or otherwise, correct such management or workmanship or re-perform the work at consultant's cost.

10.FEES AND TERMS OF PAYMENT

The Institute shall pay the consultants fees quoted by consultant for their Construction Management & Supervision as under,

- a) Total Fees quoted by them for Construction Management & Supervision which shall be percentage of completion cost of final bill value of all the works (Civil, PH, Electrical works, HVAC, etc) for which they have rendered Construction Management & supervision services as said above.

However the running payments shall be based on work done value in the particular month by the contractors, to be adjusted after completion of work.

- b) Payment in Monthly instalment - 80% of fees payable, worked out based on Work done value in the particular month by Contractors
- c) On completion of Work - 10% of fees
(i.e., after finalisation of final bills of construction contractors)
- d) On completion of rectifications and completion of Arbitration proceedings / court case of Institute, Between Institute & contractor (if any) - balance 10% of fees

(Arising out of inspection for handing over / taking over & facility handing over to Users and completion of defect liability period/ Arbitration /court cases between Institute & contractor (if any).

11.Payment beyond stipulated time

Completion time of the project shall be as indicated in agreement entered into by the Institute with the contractors. In case work gets delayed and cause of the delay is not attributable to the performance of CONSULTANT, which will be decided by IPR and thus it would be totally beyond the control of CONSULTANT, the CONSULTANT will be paid extra compensation on monthly basis as per the following formula for its staff posted at the site beyond three months after scheduled completion period for the extended period of contract only.

Monthly payment to CONSULTANT = 60% of total professional fees payable for construction management and supervision.

Original scheduled contract period for the project in months

12. CONSULTANTS OFFICE AND TELEPHONE FACILITY

Consultant shall make their own arrangements for Temporary office/s at site & facilities for their staff, furniture, telephone / fan/ AC, Computer, e-mail facility, Fax/printer etc. The CONSULTANT at their cost will install PCs with requisite softwares for Project management including 'Project Management Softwares' on site. Water & Electricity for Lights, Fan, PC, AC etc. for the site office will be provided free of cost by Institute, location for drawing the services shall be identified and shown to the consultant, necessary arrangements to draw the services shall be made by consultant themselves.

IX) GENERAL TERMS AND CONDITIONS

1. It shall be open to the Institute to abandon or give up at any stage of the construction of any of the site buildings or any part thereof. In the event of such abandonment or giving up or in the event of termination of the agreement, the CONSULTANT shall be paid fees upto duration worked by them as decided by the Institute.

2. **Termination of Contract:**

If the CONSULTANT fails to perform any of its obligations under this agreement or if Institute is dissatisfied with the services of the CONSULTANT, Institute may issue seven days written notice intimating the CONSULTANT of their failures or deficiencies and calling upon CONSULTANT to rectify within such time as may be specified in the notice and if the CONSULTANT fails to perform such obligation or make good such deficiencies as pointed out to the CONSULTANT in the notice, Institute may terminate the services of CONSULTANT under this agreement.

Institute may also terminate the CONSULTANT's services hereunder:

- a. if the firm is adjudged a bankrupt or
- b. if the firm make a general assignment for the benefit of their creditors or
- c. if a receiver is appointed on account of their insolvency or
- d. they disregard law, ordinances, rules, regulations or orders of any public authority having jurisdiction on the works.

The termination shall be without prejudice to all rights, liabilities and remedies that have arisen or accrued till date of such termination or that may arise on account of such termination and Institute may get the project completed by whatever method they may deem expedient. In such case, the CONSULTANT shall not be entitled to receive any further payment, if due, until the loss damage or expense incurred by Institute due to breach of this agreement by CONSULTANT have been settled by them.

3. In case the CONSULTANT abandons the work during the course of the project, the Institute has the right to appoint an alternate CONSULTANT or make an arrangement for carrying out the work of CONSULTANT.
4. Travelling / daily allowances shall not be payable to the CONSULTANT, its representatives, officials and consultants engaged by it for their visit to construction site,

offices of local authorities, Institute's office or any other place in Gandhinagar/Ahmedabad.

5. The scope of work broadly described herein and assigned to CONSULTANT, as their area of responsibility is inclusive of all consultancy and other services required in connection with the completion of work whether specifically mentioned herein or not and rendering such consultancy services will not entitle the CONSULTANT to charge any additional fees in as much as the same are included in the overall professional fees payable to them.

6. All the applicable Taxes shall be deducted from Fees payable to the consultant as per Government Rules.

7. GST

GST on Consultancy fees shall be reimbursed at actuals and as per the prevailing rates , upon submission and verification of documentary evidence by IPR.

8. Sub-letting of professional services

No sub-letting of services shall be permitted by the Institute.

9. Third Party Liability

The Institute shall not be liable for any injury / death, caused to any official, employee, representative or agent of the CONSULTANT or their consultants working at the site or damage to their properties for any reason whatsoever and Institute shall not entertain any claim from any person on that behalf. It would be the responsibility of the CONSULTANT to get their officials, employees, representatives, agents or their consultants insured against the possible risks involved in the discharge of their duties at the work site.

10. Confidentiality

The CONSULTANT and their representatives shall not any time communicate to any person or entity any confidential information disclosed to them for the purpose of the services. The CONSULTANT shall not publicise any information pertaining to Institute which is discussed with them during course of execution of work in the interest of project completion.

11. A. The consultant shall advise and assist Institute (if Institute Desires) for preparing replies for disputes/ any observations of Chief Technical Examiner's /CV and arbitration/ court cases between Institute and the Contractors (if any) even after closer of the contract between consultant and Institute.

B. The consultant shall advise and assist the Institute in arbitration proceedings, the appeal of arbitration or litigation relating to the works, whenever required during and/or after the Consultancy assignment until 3 (three) years after expiry of the Defect Liability Period or till closure of such proceedings whichever is earlier.

C. The consultant shall provide full coordination including required administrative/ secretarial support and full assistance to the Institute and or other agencies appointed by the Institute, in all project related legal matters and other mandatory compliance including but not limited to preparation and processing of responses to all audit authorities/vigilance authorities/ RTI (Right to Information) questions and other matters, handling all related communications and facilitating inspections by such authorities, to the extent as and when desired by the Institute, or as may be required for closure of any observations or paras/ audit authorities / vigilance authorities.

13. Abandonment, Postponement or Curtailment of work:

In case it is decided to abandon, postpone or curtail the work at any stage, interim fees due to Consultant up to that stage will be paid based on the estimated cost of the work prior to the decision to abandon, postpone or curtail the work. The Institute has the right to appoint an alternate Consultant or make an alternate arrangement for carrying out the work of Consultant. The designs, drawings and Tender documents for which payments has been made to the Consultant can be used in full and continued by IPR or alternate consultant may be appointed by IPR for further continuation and completion of works.

14. Discharge of Functions to be performed by the Consultant:

The Consultant hereby agree that the fees to be paid as provided herein will be in full discharge of functions to be performed by them and no claim whatsoever shall lie against the Institute in respect of intellectual property rights on the part of any other party relating to the plans, models and drawings. The Consultants shall indemnify and keep indemnified the Institute against any such claims and against all costs and expenses paid by the Institute in defending itself against such claims. The Consultants shall always keep the Institute indemnified against any claims arising out of the Consultants consulting any other parties in connection with the discharge of their responsibilities under the Agreement.

15. Arbitration:

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings and instructions here-in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

(i) If the consultant considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge or Institute or if the Engineer in Charge or Institute considers any act or decision of the consultant on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable and is disputed, such party shall promptly within 15 days of the arising of the disputes request the Chairman PMRC who shall refer the disputes to Dispute Redressal Committee (DRC) within 15 days along with a list of disputes with amounts claimed if any in respect of each such dispute. The Dispute Redressal Committee (DRC) shall give the opposing party two weeks for a written response, and, give its decision within a period of 60 days extendable by 30 days by consent of both the parties from the receipt of reference from Chairman PMRC. The constitution of Dispute Redressal Committee (DRC) shall be as constituted by Director IPR. Provided that no party shall be represented before the Dispute Redressal Committee by an advocate/legal counsel etc.

If the Dispute Redressal Committee (DRC) fails to give its decision within the aforesaid period or any party is dissatisfied with the decision of Dispute Redressal Committee (DRC) or expiry of time limit given above, then either party may within a period of 30 days from the receipt of the decision of Dispute Redressal Committee (DRC), give notice to the Director IPR, for appointment of arbitrator on prescribed format under intimation to the other party.

It is a term of contract that each party invoking arbitration must exhaust the aforesaid mechanism of settlement of claims/disputes prior to invoking arbitration.

The Director IPR, shall in such case appoint the sole arbitrator within 30 days of receipt of such a request and refer such disputes to arbitration. It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed, if any, in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the decision of the DRC.

Parties, before or at the time of appointment of Arbitrator may agree in writing for fast track arbitration as per the Arbitration and Conciliation Act, 1996 (26 of 1996) as amended in 2015.

Subject to provision in the Arbitration and Conciliation Act, 1996 (26 of 1996) as amended in 2015 whereby the counter claims if any can be directly filed before the arbitrator without any requirement of reference by the appointing authority,

The arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds Rs. 1,00,000/-, the arbitrator shall give reasons for the award. It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid as per the Act.

The place of arbitration shall be **Institute for Plasma Research, Bhat, Gandhinagar, and Gujarat- 382428.**

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

B. Gandhinagar Courts alone shall have the exclusive jurisdiction.

17. Compensation of Delay:

If the Consultant fails to maintain the required progress as per the time period mentioned to complete the work on or before the contract or justified extended date of completion, he shall, without prejudice to any other right or remedy available on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as the authority (Chairman PMRC) (whose decision in writing shall be final and binding) may decide on the amount for the stage of the work for every completed day/week/ month (as applicable) that the progress remains below that specified in the Time Schedule as provided in Technical Bid or that the work remains incomplete.

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

Compensation for delay of work @ 1.0 % per month of delay to be computed on per day basis.

Provided always that the total amount of compensation for delay to be paid under this Condition shall not exceed 10% of the Tendered Value of work

In case no compensation has been decided by the Authority, during the progress of work, this shall be no waiver of right to levy compensation by the said authority if the work remains

incomplete on final justified extended date of completion. If the Chairman PMRC decides to give further extension of time allowing performance of work beyond the justified extended date, the Consultant shall be liable to pay compensation for such extended period. If any variation in amount of contract takes place during such extended period beyond justified extended date and the consultant becomes entitled to additional time, the net period for such variation shall be accounted for while deciding the period for levy of compensation. However, during such further extended period beyond the justified extended period, if any delay occurs by events liable on account of consultant, than the consultant shall be liable to pay compensation for such delay.

The compensation for delay, if not decided before the determination of contract, shall be decided after of determination of contract.

The amount of compensation may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the Institute. In case, the contractor does not achieve a particular milestone mentioned in time schedule, or the re-scheduled milestone(s) , the fees corresponding to that stage of payment against that milestone shall be withheld, to be adjusted against the compensation levied as above. - With-holding of this amount on failure to achieve a milestone, shall be automatic without any notice to the consultant. However, if the consultant catches up with the progress of work on the subsequent milestone(s), the withheld amount shall be released. In case the consultant fails to make up for the delay in subsequent milestone(s), stage of payment mentioned against each milestone missed subsequently also shall be withheld. However, no interest, whatsoever, shall be payable on such withheld amount.

18. Consultant shall keep all the information / procedures etc. fully confidential and he/she should not act to the detriment of the Institute either directly or indirectly.

19. No sub-letting of services shall be permitted.

20. Secrecy:

The Consultant shall not disclose any information furnished to them by the employer nor any drawings, reports and any other information prepared by the Consultant without the prior written approval of Institute except in so far as disclosure is necessary for the performance of Consultant's work and service under this agreement. The Consultant shall be subject to the provision of the official Secrets Act 1923, and amendments thereof pertaining to such information at all times.

21 The fee shall include comprehensive consultancy services for subject work (i.e planning, designing, detailed architectural & structural designing and Construction management &

supervision during construction of the Project, travel expenses for attending meetings & visits to site and visits to local authorities, etc.) by the Consultant and or by their technical persons. In addition to above, the fees should also include cost of providing local representative (Architect / engineer) for day to day liasoning and all expenses shall be borne by the consultant. In case of non-deployment of staff and/or if staff is absent for continuous for more than 7 days, recovery @ Rs. 1,000/- per day shall be made from the running bills of the Consultants.

i) The above fee is inclusive of fee payable by the consultant to any other consultant/Associate(s) and nothing extra shall be payable by the client for this purpose.

ii) The cost of getting the approval/ vetting of structural designs/drawings, MEP services etc. from reputed institute such as IIT/NIT shall be borne by the consultant and is deemed to be included in the fee.

22. This work shall be awarded as a comprehensives consultancy service.

(X)- TIME SCHEDULE FOR PROJECT

The Consultant shall prepare the drawings & details at every stage keeping in view the priorities of the Employer and also according to requirements of drawings & details for actual execution of work at site. However, detailed schedules to be followed for the work shall be finalized as per the priorities of the employer at the time of taking up the work.

SI. No.	Schedule of activity	Indicative time schedule to be stipulated for individual works
1	Visit by Consultant to Institute office and/ or site and discussion with Institute and finalizing user requirements.	Within 02 weeks from issue of work order.
2	Furnishing concept of design by Consultant and obtaining Approval/comments of Institute.	Within 02 weeks from SI no 1 above.
3	Furnishing preliminary design drawing & list of preliminary basic materials & preliminary estimated Cost by the consultant and obtaining comments (if any) from Institute.	Within 03 weeks from SI No 2 above.
4	Modifying preliminary drawings along with proforma/ preliminary estimates by the consultant and obtaining approval from Institute.	Within 03 weeks from the SI No 3 above.
5	Furnishing Final Design drawings, Model (if required), Layout of all utility services by Consultant for obtaining comments (if any) from Institute.	Within 03 weeks from the SI No 4 above.
6	Modifying Final Design drawings based on comments and obtaining approval from Institute.	Within 03 weeks from the SI No 5 above.
7	Furnishing Structural Design Calculations and model Structural working Drawings and obtaining comments (if any) by Proof checking	Within 02 weeks from the SI No 6 above.

	agency.	
8	Modifying Structural working Drawings , Structural Design Calculations, by consultant based on the comments received from proof checking Agency and obtaining approval from proof checking agency	Within 03 weeks from the SI No 7 above.
9	Furnishing of detailed working (GFC) drawings and their details pertaining to Architectural, Interior, Structural, electrical, HVAC, Plumbing & Sanitary, All utilities, Landscaping, and other engineering aspects as may be necessary including coordination of overall designing, drawing and detailing by consultant and obtaining comments (if any) from Institute.	Within 04 weeks from the SI No 8 above.
10	Modifying Working drawing (GFC) drawings by consultant based on comments received form Institute and obtaining approval on the revised working (GFC) drawings to from Institute.	Within 03 weeks from the SI No 9 above.
11	Furnishing the detailed specification, detailed schedule of quantities and detailed estimated cost and Tender Documents & Tender drawings by consultant and obtaining comments and approval on the same from Institute.	Within 04 weeks from the SI No 10 above.
12	Furnishing Modified detailed specification, detailed schedule of quantities and detailed estimated cost and Tender Documents & Tender drawings based on comments And obtaining all approvals from Statutory Bodies by consultant.	Within 03 weeks from the SI No 11 above.

13	Furnishing of the working drawings (GFC) including details necessary for execution of work by consultant.	Within 01 week from the SI No 12 above.
	Total Designing as above	9 Months
14	Tendering Procedure	6 Months (approx.)
15	Time period considered for Construction Activities including all services	24 Months
16	Furnishing of completion drawings / documents along with soft copy and issue of Final Completion certificate.	Within 02 weeks from completion of works by contractor. (in parallel to 15 above)
17	Obtaining BU Permission	Within 08 weeks from the SI No 15 above. (in parallel to 15 above)

DECLARATION BY THE BIDDER

CERTIFICATE

I _____, working as _____ in this organization and authorized to issue this certificate and certify that:

1. We have gone through the contents of advertisement and related documents for this Tender and fulfil all the eligibility criteria as per Tender Document and understood the Terms & Conditions of Contract, relevant formats and Evaluation criteria mentioned in the Part-I Technical bid.
2. All relevant documents are enclosed with our Bid.
3. The details and contents of our Bids are authenticated and based on actual work carried out by our agency, as per record.
4. We have understood that in case it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our BIDS will be evaluated based on the available documents.
5. We also confirm that the offer now submitted is totally in agreement with the Terms & Conditions of Contract read in conjunction with the documents, terms & conditions issued for this particular tender.
6. We hereby declare that we are not black listed by any government department / agencies.
7. We hereby declare that our firm is not under any liquidation, court receivership or similar proceedings.
8. We hereby declare that, in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor have been expelled from any project or contract nor have had any contract terminated for breach.
9. I have gone through GCC, Terms and conditions which will be followed during execution.
10. I do hereby undertake that our firm shall abide by the Integrity Pact.

Signature of Authorized Signatory.

Name: Dated:

Designation:

[Please Affix Rubber Stamp]

(XI) CHECK LIST

SI NO.	Documents to be Submitted	Document Enclosed
1	Proof of Eligibility Criteria No. 1.a, Work orders & Completion certificates.	Yes/ NO
2	Proof of Eligibility Criteria No. 1.b , Work orders & Completion certificates.	Yes/ NO
3	Proof of Eligibility Criteria No. 1.c , Work orders & Completion certificates.	Yes/ NO
4	Proof of Eligibility Criteria No. 1.d , Work orders & Completion certificates.	Yes/ NO
5	Proof of Eligibility Criteria No.2, Work orders & Completion certificates	Yes/ NO
6	Proof of Eligibility Criteria No.3, At least one Work order / Agreement copy of works undertaken before Seven Years.	Yes/ NO
7	Proof of Eligibility Criteria No.4, Annexure Form “L”- Form of Bankers Certificate from a scheduled Bank	Yes/ NO
8	Proof of Eligibility Criteria No.5 & 6 - Annexure -Form “A”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet need not be uploaded.	Yes/ NO
9	Proof of Eligibility Criteria No.7, Valid Registration certificate with Council of Architecture.	Yes/ NO
10	Proof of Eligibility Criteria no 08: Declaration by the Bidder as per Format in this Tender.	Yes/ NO
11	For Design Consultancy work Form “B 1” Details of all Consultancy works completed during last 7 years ending last day of submission of tender. No works shall be left out. Completion certificates and Work Order issued by the authority concerned to establish work on hand shall be uploaded.	Yes/ NO
12	For Construction Management Consultancy & Supervision services. Form “B 2 ” Details of all Construction Management Consultancy & Supervision services completed during last 7 years ending last day of submission of tender. No works shall be left out. Completion certificates and Work Order issued by the authority	Yes/ NO

	concerned to establish work on hand shall be uploaded.	
13	Form “B 3 ” Details of works for which Green Building including GRIHA /any other rating system rated buildings obtained	Yes/ NO
14	For Design Consultancy work Form “C 1” Details of project Under Execution (Ongoing project) No consultancy works shall be left out Work Order issued by the authority concerned to establish work on hand shall be uploaded.	Yes/ NO
15	For Construction Management Consultancy & Supervision services Form “C 2” Details of project Under Execution (Ongoing project) No consultancy works shall be left out Work Order issued by the authority concerned to establish work on hand shall be uploaded.	Yes/ NO
16	Performance Reports as per Form-“D” for works mentioned in 1a, 1b and 1c.	Yes/ NO
17	Form “E”- Organizational Structure	Yes/ NO
18	Annexure Form “F”: Details of available In House services	
19	Annexure Form “G” along with Agreement (s) with Associate firms for specialized services and completion certificates and work orders for the consultancy works executed by Associate firms.	Yes/ NO
20	Form “ H” Details of Technical & Administrative Personnel available with the firm	Yes/ NO
21	Form 'J' Details of Office equipment available with the firm.	Yes/ NO
22	Form “K” Form of Curriculum Vitae (CV) of Key Personnel	Yes/ NO
23	Form “L”: Form of Banker’s Certificate from a Scheduled Bank	Yes/ NO
24	Information regarding Registration/Empanelment with Government / Semi Government / Government Undertaking / Autonomous Bodies of Government.	Yes/ NO
25	PAN (Permanent Account Number) Registration / TAN Registration details	Yes/ NO
26	Form “I”- NEFT/RTGS Mandate Form for Payment as per Format given.	Yes/ NO
27	Integrity Pact – letter from bidder to the Institute as per format in Tender.	Yes/ NO
28	GST Registration Certificate	Yes/ NO
29	Earnest Money Deposit of Rs. 3,00,000/-	Yes/ NO

30	Letter of Transmittal as per Format given in this document.	Yes/ NO
31	<p>The bidder has to upload the following in pdf format:</p> <p>a. Presentation on the past works and proposed buildings of this tender. b. Conceptual Design drawings of the proposed buildings of this tender. c. Brief Design Basis Report for the proposed buildings. d. Layout Plans and Building's floors plans, sections & elevation drawings, for the proposed buildings of this tender. e. Any other details & drawings (including walk through/3D drawings/models if bidder desires for better understanding for the proposed buildings of this tender).</p> <p>In case the walkthrough/3D drawings is not getting uploaded due to file size/of file type issue, the same shall be shown during the presentation. However, the bidder MUST mention beforehand while uploading tender, that he/she intends to show the same walkthrough/3D drawings etc. at the time of his/her presentation to IPR.</p> <p>If bidders desires to show scaled model, the same must be mentioned beforehand while uploading Tender that he/she intends to show the same scaled model at the time of his/her presentation to IPR.</p>	Yes/ NO