

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG  
UMSAWLI CAMPUS  
SHILLONG – 793018**

Website: [www.IIM Shillonghillong.ac.in](http://www.IIM Shillonghillong.ac.in)

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**REQUEST FOR PROPOSAL**

**For  
Providing Comprehensive Architectural, Structural and other Engineering Design Consultancy, for Various  
Construction works at IIM Shillong Umsawli Campus Shillong”.**

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## 1. DISCLAIMER

- a. This RFP is not an agreement and is neither an offer nor invitation by Client to the prospective applicant (Bidder) or any other person. The purpose of this RFP is to provide interested applicants with information that may be useful in the formulation of proposal pursuant to this RFP. The information is not intended to be exhaustive. Bidders are required to make their own inquiries and satisfy themselves regarding the completeness and reliability of the information and not to rely solely on the information in this document.
- b. Neither IIM Shillong nor their employees, consultants, advisors or agencies make any representation or warranty as to the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP. Each prospective applicant should conduct its own investigations and analysis and check the accuracy, adequacy, correctness, completeness or reliability of the information in this RFP document and obtain independent advice from appropriate source before submission of the proposal against this RFP.
- c. IIM Shillong may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
- d. Neither IIM Shillong nor their employees, consultants, advisors or agencies will have any liability to any prospective bidder or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document.
- e. IIM Shillong reserves the right to reject any or all of the proposals submitted in response to this RFP document at any stage without assigning any reason whatsoever. IIM Shillong also reserves the right to hold, withdraw or cancel the process at any stage under intimation to the applicants who submit the proposal against this RFP.
- f. IIM Shillong reserves the right to modify or amend or add to any or all of the provisions of this RFP document or cancel the present invitation and call for fresh invitations.
- g. Neither IIM Shillong nor their employees, consultants, advisors or agencies will have any liability in case of non-receipt of any correspondence from them to the applicants due to postal delays.
- h. The applicable laws for the purpose are the laws of INDIA. The High Court of Meghalaya will

have the jurisdiction concerning or arising out of this RFP document. The applicants are expected to know the relevant rules and regulations of the respective local authorities concerning the site, master plan and the construction works.

- i. Any addendum/corrigendum will be published in CPPP & IIM Shillong website.**

## INVITATION FOR REQUEST FOR PROPOSAL

RFP. Notice No.: K1-1103/4/2022-Engg 1939

dated 28.01.2023

### NOTICE FOR REQUEST FOR PROPOSAL

Applications are invited from reputed Architects/Architectural firms for "Request for Proposal" for various construction works at IIM Shillong Umsawli campus.

<b>NIT No</b>	
Name and Location of Work	Providing Comprehensive Architectural, Structural and other Engineering Design Consultancy, for various construction works at IIM Shillong Umsawli campus.
Estimated Cost:	<b>Rs. 9377.00 Lakhs</b>
Cost of Tender	<b>₹ 1000.00+180 (18% GST) =₹1180.00</b> to be paid via following Payment link Online:- <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He5GQGYFCWX2qRVucRGNqTVbFuzakVYpHLT4GDazGOBAVeX568KyKFEUfXcealpa%2fNW5CseWCx47HhzKpDzfc0Emx9uoREe%2f0GnAXYf6WjP4FvrKsIZ%2fKWmY7fNRxg0x5VMjX3fQiBCfsh7CmOF4nBavOvjEvuVX91WIHdkiY9G87Wp41dGm0WaFDtw1PiAGNdi3nRqZV8ocg%3d%3d">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He5GQGYFCWX2qRVucRGNqTVbFuzakVYpHLT4GDazGOBAVeX568KyKFEUfXcealpa%2fNW5CseWCx47HhzKpDzfc0Emx9uoREe%2f0GnAXYf6WjP4FvrKsIZ%2fKWmY7fNRxg0x5VMjX3fQiBCfsh7CmOF4nBavOvjEvuVX91WIHdkiY9G87Wp41dGm0WaFDtw1PiAGNdi3nRqZV8ocg%3d%3d</a>
EMD (Ernest Money Deposit) Refundable	<b>Rs.5.00 Lakhs/-</b> to be paid via following Payment link Online:- <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFO2awToHNiypHkIDTQMSb7w8fdOgee4o5oJFny7GSGY3u7w1fuzjAv6DNXEfmrXjhhyG5iSg4pCp97tnwJc%2b8eZO%2bu7IsOlw1fWqCLBpB3b8HQM9GFmpVCoEj%2frj1TEAuP2ezU8EO5565NW2cpyxgNTxhGBV7%2fefRjusUGArN94%2bdzHgHYOuW5g%3d">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFO2awToHNiypHkIDTQMSb7w8fdOgee4o5oJFny7GSGY3u7w1fuzjAv6DNXEfmrXjhhyG5iSg4pCp97tnwJc%2b8eZO%2bu7IsOlw1fWqCLBpB3b8HQM9GFmpVCoEj%2frj1TEAuP2ezU8EO5565NW2cpyxgNTxhGBV7%2fefRjusUGArN94%2bdzHgHYOuW5g%3d</a>
Date of Completion of the Work	As per Time schedule in pg
Date of Issue/e-Publishing at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	28.01.2023 at 10:00 Hrs
Document Download Start Date and time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	28.01.2023 at 10:00 Hrs
Document Download End Date and Time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	28. 02.2023 at 15:00 Hrs



Govt/Central Govt PSU/Autonomous Bodies of Central Govt. during last 10 years ending 31.03.2022. It is preferable if at least one of the projects completed is for premier educational institutions such as IITs, IIMs, NITs, Central Universities, IIITs, IISERs.

- d. The value of executed works shall be brought to current costing level by enhancing actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of receipt of applications for RFP.

Similar assignment means providing Comprehensive Architectural / Engineering consultancy for planning & designing of Architectural, Civil Engineering, Structural design, Public Health, Electrical, HVAC, firefighting, building automation, interior works, Landscaping & horticultural works and other services for **construction of not less than 250 rooms hostel and 30 nos 3BHK Quarters including other services like water supply, Electrical, Sewerage, etc..**

**NOTE: 1-**

All the bidders are requested to visit institute website [www.iimshillong.in](http://www.iimshillong.in) till last date of submission of bids for latest updates on addendum, corrigendum, extensions etc. which will be notified only in website. No individual information will be provided.

**NOTE: 2-**

The bidders have to provide all the required documents and also relevant information in the formats, A to H only, that are provided in this document. This is essential for the evaluation of attributes/ past experience/ suitability for the project etc.

Chief Administrative Officer (i/c)  
IIM Shillong

## **1. INSTRUCTIONS FOR ONLINE BID SUBMISSION :**

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) and [accountsofficer@iimshillong.ac.in](mailto:accountsofficer@iimshillong.ac.in) clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
  - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
  - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
  - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
  - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
  - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Chief Administrative Officer (i/c)  
IIM Shillong

## 2. PROJECT DETAILS

2.1 It is proposed to build a State of the Art – Infrastructure at IIM Shillong campus at Umsawli New Shillong Township.

2.2 The work is proposed on a 120-acre land at the Institute campus at Umsawli, New Shillong.

2.3 The present requirements are as follows: –

Sl. No	Description
1	500 rooms hostel
2	30 Nos 3BHK Type -V quarters
3	600 Capacity Steel Frame Structures
4	External Infrastructure & Services facilities
5	Transformer yard, DG room.
6	External water supply scheme and Rain Water Harvesting
7	Sewage line and other allied services for making the buildings functional.
8	Site development, drains, Road, Landscape, horticulture etc

2.4 Estimated cost of the above work is Rs. 9377.00 lakh (approximate).

2.5 Upcoming Requirements:

Sl. No	Description
1	600 capacity Auditorium
2	MDP centre
3	500 Capacity Hostel
4	Research scholar Apartment
5	Visiting faculty Apartment
6	Married student hostel
7	Wellness centre
8	Community Centre
9	Student Activity Centre
10	External Infrastructure & Services facilities
11	Transformer yard, DG room.
12	External water supply scheme and Rain Water Harvesting
13	Sewage line and other allied services for making the buildings functional.
14	Site development, drains, Road, Landscape, horticulture etc

The above list is only indicative and not exhaustive. The facilities at the IIM Shillong shall be world class (SMART) and at the same time suited to the climate and weather conditions at Shillong. Care may be taken to ensure that the entire layout and construction merges with the ambience of Shillong and the existing infrastructure.

Wide internal roads, ample parking space, a separate entrance for staff and another for service facilities are some of the special features. Other infrastructure components like Power, Water supply, sewage and solid waste disposal etc, will be adequately taken care of in the design aspects. Dedicated power feeders should be planned to ensure uninterrupted supply. Necessary backup system will also be considered for emergency supply during a power failure. The design of the buildings and infrastructure shall be compliant with Green Building norms.

Other enabling requirements/facilities may include:

- ✓ Land development
- ✓ Infrastructure facilities
- ✓ Internal roads
- ✓ Street lighting
- ✓ Rainwater harvesting
- ✓ Water supply
- ✓ STP/ETP
- ✓ Non-conventional energy utilization
- ✓ Lobby/Common room
- ✓ Kitchen
- ✓ Security
- ✓ Car parking facilities as per the buildingrules

### 3. TERMS OF REFERENCE

The nature of services to be provided by Architectural and Engineering Consultant, hereinafter referred to as consultant, shall include but not limited to preparation of Detailed Project Report (DPR), preparing Architectural Design, Layout plan and Concept Design, Schematic Design, Structural Design, Detailed Design, Project components, preparation of BOQ, tender documents etc. The consultant shall prepare a Detailed Project Report for the project. The consultant shall provide assistance in the form of preparing models, presentations, drawings etc for meeting requirements of funding institutions, if required.

### 4. SCOPE OF WORK

The scope of work includes but not limited to providing comprehensive Architectural and Engineering Consultancy services including Architectural, Structural and Detailed Design Consultancy Services for the above-mentioned works which includes Concept Design, Schematic Design, Preliminary drawings, Detailed Design, Preparation of State-of-the-art Walkthrough, preparation, and submission of DPR, NIT document for call of tenders and the selection of contractors etc. A broad frame work on the scope of work is listed below.

#### **Stage 1 – Preliminary stage**

- Understanding the project vision, project cost budget, phasing strategy etc.
- Visiting the site, discussing details with IIM Shillong and to carry out site survey, soil investigation, as specified in IS:1892-1979 and its latest version and preparation of surveyed site plan showing all existing buildings, other structures and service, tree with girth, species local name, land related features like terrain, soil conditions, HT lines, topography, vegetation, climatic conditions, etc.
- Preparing and submitting concept drawings and designs conforming to prevailing national standards, local byelaws as well as compliant to Green Building norms, i.e. developing lay out plan of the buildings; complete preliminary drawings/ preliminary sketches, plans, elevations, sections / perspectives of various proposed blocks of buildings all required to present the general view, with basic dimensions and building layouts for obtaining approval including all necessary modifications based on interactive evaluation by IIM Shillong till finalization of concept designs. The consultant shall also prepare and present

alternative design concepts based on the assembled data to include site use plans showing circulation plans, pedestrian and vehicular traffic patterns, utility locations, building locations and open areas.

- Study of all applicable regulations / development guidelines – FSI (Floor Space Index) applicability, ground coverage, set-backs, building design standards, building heights, development constraints, etc.
- Preliminary planning of all internal and external services like power supply, water supply, sewerage, storm water drainage, acoustics, landscaping, development plans showing internal roads, paths, parking lots, paved areas, drains, culverts, external lighting, indicating position of lifts, AC ducts and other conduits for services, firefighting arrangements etc. complete.
- Preparation of preliminary Architectural drawings, general specifications for the work.
- Preparation of plan covering all the components and concept design.
- Preparation and submission of Detailed Project Report (DPR) including preliminary estimates of cost on an area basis, and on accepted norms of Government of India i.e. latest CPWD Plinth Area Rates (PAR) updated with latest Cost Index of the city/ location as approved by CPWD and supported with quantities (Check the requirement of Project Information and Cost Estimation (PRICE) software), details of measurements and rates along with the drawings, HVAC load, Electrical power load, demand for water supply, lift requirements, firefighting and fire detection system, mechanical ventilation where required, including modifications in the designs and estimates on the basis of time to time interactions with IIM Shillong regarding the drawings, designs and specifications of the work. For any components of the estimate for which CPWD-PAR are not available, prevailing market rates supported by quotations shall be used / provided by the consultant.
- Obtain prior approval from IIM Shillong for the above-mentioned works. And for any subsequent changes the consultant should obtain approval from IIM Shillong.
- Computations of designs including structural designs, drawings and services design shall be in accordance with all the relevant BIS codes of practice. This may include discussions with and incorporation of requirements of IIM Shillong.
- The Consultant shall indicate the name of his /their team members for various services like architectural design, structural design, electrical design, interior design, acoustics, visual effects, Utility services, Quantity Survey etc. with their details. The Sub-consultant if any

shall be associated from the preliminary drawing stage to the final stage of work. However, the consultant shall be fully responsible for the correctness and accuracy of services/design prepared by such sub-consultants & shall indemnify IIM Shillong for damage or loss caused due to negligence of sub-consultant (s).

### **Approvals /NOCs**

- Obtaining approval of all the competent authorities and other statutory bodies like Meghalaya Urban Development Authority, Ministry of Environment and forests (including EIA study), State Pollution Control Board, civil aviation, and local development bodies, fire and safety departments etc. as applicable/ necessary according to the local Acts, Laws, Regulations, etc. and make any changes desired by such authorities at no extra cost. The original documents of approval shall be submitted to IIM Shillong.
- Obtaining approval of the Architectural drawings from relevant local statutory body & obtain Commencement Certificate from local bodies leading to commencement of construction of the project.
- Obtaining approval of electrical drawings from Central / State Electrical Inspectorate, as applicable.
- Have the drawings and Design Proof Check by IIT/NIT.
- All Statutory Fees will be reimbursed by IIM Shillong on receipt of original bills.

### **Deliverables**

- Detailed Project Report (DPR) containing buildings' layout/plan.
- Circulation and transportation plan (scale 1:200) with detail of parking
- Utilities and support infrastructure plan (scale 1:200)
- Landscaping & Horticulture plan (on a scale not higher than 1:1000)
- Furniture, street lights, Signages, etc (scale 1:50 / 1:10 / 1:2 depending on the category)
- Preparation of area statement.
- Detailed site model of 1:500 scale of the finalized plan
- 3D drawings and 3D walk through video of the finalized plan
- Sufficient soft copies in the form of DVD's and hard copies of all the Deliverables prepared are to be submitted to IIM Shillong, as and when required.
- Setting up of site office and deployment of fulltime Architect/Structural Engineer at site during construction stage till completion of the project.

## **Stage 2 – Working drawings stage**

The consultant shall be responsible for Preparation of detailed architectural drawings (hereinafter called Working drawings), structural drawings, services drawings including drawings showing the details of all the utility services such as water supply, sanitary, electrical installations, acoustics, air-conditioning, firefighting, internal and external services, including details of specifications of all items of work. All the drawings and design calculations shall be made available by the consultant to IIM Shillong in duplicate along with the soft copy thereof in DVD/pen drive for checking and approval. However, the responsibility for the correctness and accuracy of the structural design and safety of structure shall be entirely that of consultant. This activity may necessitate the consultant to interact with IIM Shillong or any authority/institution appointed by IIM Shillong for Proof Checking of structural design & drawings. (Cost of such proof checking shall be reimbursed as per actuals by IIM Shillong to the Consultant on production of original bills/invoice in original. Where the designs and drawings need revision/corrections/changes/modifications as advised by proof checking agency, the consultant should incorporate the changes without any extra costs.

- Obtaining approval of IIM Shillong in respect of items/materials proposed and modifying them, if considered necessary by IIM Shillong.
- If required, obtaining the approval of local and other authorities and making any changes required by them.
- Preparation of complete working details, schedules, specifications, and bill of quantities, including detailed estimate as per latest CPWD DSR, to describe the part/whole project adequately and supplying details of calculations of such bill of quantities to enable IIM Shillong to check them before issue of tender documents.
- Bid Document
  - Preparation and submission of NIT documents for the selection of contractor. The document should include BOQ, GCC (General Conditions of Contract), SCC (Special Conditions of Contract), implementation schedule, Timelines, etc as per IIM Shillong requirements. The consultant shall also assist IIM Shillong in the selection of contractor(s) for the award of construction works.
  - Assist IIM Shillong in bid evaluation by providing/supplying market rate analysis

and quotations whatever required for schedule (As per CPWD DSR) and non-schedule items (Non DSR) of the work in prescribed manner as per directions of IIM Shillong.

### **Deliverables**

- Schematic site plan (1:1000 scale)
- Building plans, Elevations, section (scale 1:200 or 1:100)
- Circulation plan (scale 1:200 or 1:100)
- Utilities and Support Infrastructure Plan (scale 1:200 or 1:100)
- Working Drawings of all the elements (structure, civil, MEP, HVAC, fire, rain water harvesting, Landscaping & Horticulture, furniture etc)
- Detailed building specifications including civil utility specifications, structural design, demand estimation & load calculations for power
- 3D drawings for the finalized plan along with 3D walk through video (both external and internal)
- Detailed site model (1:100 or 1:200 scale as applicable) to best show details of the site
- NIT documents for the selection of Contractor
- All 2D drawings shall be prepared and soft copies be submitted in AutoCAD

Sufficient soft copies and hard copies of all the deliverables prepared, are to be submitted as and when required by IIM Shillong.

### **Stage3 - Execution/Completion stage.**

#### **Consultant shall:**

- Supply all the approved & duly marked "Good for Construction" (GFC) working drawings and Structural drawings, specifications and details in the manner required by IIM Shillong for proper execution of the work. (Minimum of 6 sets of each approved drawings shall be supplied free of charge to IIM Shillong).
- Make scrutiny of any shop drawings required in connection with work and incorporation of the same in the working drawings and release the duly vetted drawings for construction. The

structural design will be got proof checked by the consultant from approved from authorized agency and the suggestions of the authorized agency will either be incorporated or the justification of design criteria may be furnished. Fee for proof checking will be reimbursed by IIM Shillong.

- Obtain IIM Shillong approval for any material deviation in design or specifications before any revision of Drawings already approved by them.
- Obtain at least 3- star Green certification for all the buildings and infrastructures from recognized accreditation agency like Green Rating for Integrated Habitat Assessment (GRIHA), Indian Green Building Council (IGBC) or Bureau of Energy Efficiency (BEE). Statutory Fees for Green Certification will be reimbursed by IIM Shillong on receipt of original bills. Consultancy fee for the green consultant if any including their TA, DA etc should be borne by the consultant.
- Shall set up site office and deploy fulltime Architect or Structural Engineer or Electrical Engineer as required during construction stages and certify correctness of the physical execution of work layout at site as per approved drawings/ plans on a Quarterly basis.
- Attend review meetings as and when required.
- Shall obtain approval / sanctions and drainage completion certificate for sewerage connection, water supply, electric supply, occupancy certificate (part / full) as may be required by IIM Shillong.
- Shall obtain all the required completion certificates / NOCs from the various local authorities and furnish to IIM Shillong the building completion certificate along with four sets of completion plans/drawings (As Built Drawings) and one set of reproducible drawings in A-1 size, and other connected documents. These drawings will be in addition to drawings and details mentioned in above clauses. One soft copy of As-built drawings will also be furnished after completion of work.
- Provide necessary drawings for electrical works for final approval of Electrical Inspectorate.
- The consultant should provide a detailed implementation schedule meeting the requirements of IIM Shillong.

- Periodical inspection by senior member of the consultant team to work site as required by IIM Shillong till completion of work.
- The key professionals with the specified qualification earmarked for IIM Shillong project should be retained throughout the project period. Only in case of any contingency, the consultant can replace a person with an equally qualified one with approval of IIM Shillong.
- The consultant is expected to deploy experienced experts as specified exclusively for IIM Shillong project and consultant should also state the details about the number of personnel it proposes to be deployed during the project period.
- If IIM Shillong requests that consultant should replace team member/s in case any team member/s are found not meeting performance standards, the same should be implemented by consultant to IIM Shillong satisfaction immediately.
- Any other or all services not specifically mentioned herein but required for the proper and successful completion of the project in accordance with Bureau of Indian Standards (BIS) including National Building Code/CPWD guidelines/ specifications/Manuals- & Codes.
- All the documents, concepts and drawings prepared by the consultant shall be the property of IIM Shillong.
- Working in close coordination with the Project Management Consultant for the effective implementation of the project.

- **Deliverables by the Design Consultant**

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

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

DELIVERABLES	No. of prints/hard copies	Tracing/ Dialer/ soft Copy Requirement	Frequency
<p><b>STAGE 1-Concept stage</b> Layout plan, Conceptual Architectural drawings, preliminary Architectural design basis report, Preliminary cost estimate on area basis</p> <p><b>STAGE 2-Preliminary Design &amp; drawings</b> Revised drawings incorporating revisions, Detailed site survey, Geotechnical soil investigation, Preliminary design basis report for Structure, services &amp; landscape</p>	3	Soft copy	Within <b>one</b> Month from the date of issue of work order
	3	Soft copy	Within <b>two</b> Month of approval of Stage 1
<p><b>STAGE 3-Statutory approval / design development</b> Submission of drawings for Statutory Approval, submission of revised design basis report for Structure, Services &amp; landscape, Submission of Proof checking Drawings &amp; documents to Proof Checking Consultant for Structure &amp; HVAC, Registration of project with GRIHA</p>	3	Tracing & soft copy	Within <b>one</b> month of approval of Stage 2
<p><b>STAGE 4A -Working drawings upto Tender document stage &amp; Obtaining Statutory approvals</b></p> <p>i) Submission of revised Proof checking drawings &amp; documents incorporating revisions as per Proof Checking Consultant</p> <p>ii) Detailed coordinated design drawings</p> <p>iii) Detailed Cost Estimate with Rate Analysis</p> <p>iv) Tender drawings &amp; draft tender documents including specifications, Schedule of quantities, conditions of contract</p>	2	Soft copy	Within three months of Stage 3
	2	Soft Copy	
	2	Soft Copy	
	3	Soft Copy	
<p><b>(*) STAGE 4(B) -Tender document preparation &amp; process</b></p> <p>i) Final Tender documents for invitation of bids including specifications, schedule of quantities, conditions of contract</p> <p>ii) Tender processing consisting of Invitation of tenders, pre-bid meeting and its clarifications, finalization of tenders &amp; award of work &amp; contract agreements including preparation of comparative statements, Recommendations to client for approval.</p>	5	Soft Copy	Within one month of stage 4A
	2	Soft Copy	

<p><b>STAGE 5-Contract Finalization and Construction stage</b></p> <ol style="list-style-type: none"> <li>1. Issue of Good for construction (GFC) drawings package for Civil works and other associated services such as Public Health, Electrical, HVAC, Site development etc.</li> <li>2. Issue revised construction drawings with minor revisions, if necessary for all works (including Architectural &amp; Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc.</li> <li>3. Periodic site/IIM office visit for general quality assurance, weekly progress review meetings etc. Visits of structural designer for RCC pour clearances.</li> <li>4. Periodic inspection of work during execution at regular intervals mutually agreed upon.</li> <li>5. Approve samples of various elements &amp; components</li> <li>6. Check &amp; approve shop drawings submitted by the contractor/vendors. Monitor the estimated quantities for variation and justification for additional expenditure, if any.</li> </ol>	<p>5</p> <p>5</p>	<p>Soft Copy</p> <p>Soft Copy</p>	<p>For issue along with work order</p> <p>During the execution any revisions mutually agreed upon within 7 days</p>
<p><b>STAGE 6-Completion stage</b></p> <p>Submission of As-built drawings on completion of work Obtaining Final Statutory clearances / completion certificates from Chief Fire Officer, Forest Deptt authority etc. including documents for occupation. Certification from GRIHA</p>	<p>3 Original + 1 copy Original + 1 copy</p> <p>Original + 1 copy</p>	<p>Soft copy</p> <p>Soft copy</p>	<p>Within one month of stage 5</p> <p>As per statutory and GRIHA norms</p>

## GENERAL CONDITIONS OF CONTRACT

### 5. DIRECTIVES TO BIDDERS FOR RFP SUBMISSION

#### 5.1 PRE-BID MEETING

In order to clarify any queries and discuss the issues with respect to the Project, a pre-bid meeting shall be held with the bidders as per the schedule given below in table, at the conference hall of IIM Shillong.

#### 5.2 ENQUIRIES CONCERNING THE RFP

All enquiries should be submitted on the following address in writing, by letter or e-mail:

ADDRESS: **Store & Purchase Officer**  
**Tel: 03642308012,**  
**Email:spo@iimshillong.ac.in**

Note: All the communication from IIM Shillong will be uploaded in CPPP and Institute website. Any corrigendum/addendum /Clarification to the RFP will be published in the website of IIM Shillong & CPPP only.

#### 5.3 VALIDITY OF BID

Each bid shall indicate that it will remain valid for a period not less than 180 days from the due date of the submission of the bid (Bid due date). IIM Shillong reserves the right to reject any bid, which does not meet this bid validity requirement.

#### 5.4 TENTATIVE SCHEDULE FOR BIDDING PROCEDURE

The tentative schedule of the bidding procedure is as follows. The schedule is subjected to change at the discretion of IIM Shillong.

SL. No.	Milestone	Date
1	Release of RFP	25 Jan, 2023
2	Last date for Receipt of Queries if any	10 Feb 2023, 5.00 PM
3	Pre- Bid Meeting	13 Feb 2023, 11.00 AM
4	Submission of Bid	25 Feb 2023, 3.00 PM

5	Technical Bid opening	27 Feb 2023, 3.30 PM
6	Technical Presentation by prequalified bidders (Tentative date)	To be notified
7	Opening of financial bid (Tentative date)	To be notified

### 5.5 SUBMISSION OF BID

The Technical Bid and Financial Bid should be submitted by the bidders, along with supporting documents and EMD through CPPP on or before the due date.

### 5.6 EARNEST MONEY DEPOSIT

- The bidder must submit an interest free Earnest Money Deposit (EMD) of **Rs. 5,00,000 (Rupees Five Lakhs only)** by way of payment link . The payment receipt is to be submitted along with the technical bid. **The bids not accompanied by EMD will be summarily rejected.**
- The EMD of all unsuccessful bidders will be refunded within a period of thirty (30) days from the date of awarding of work to the successful bidder. The EMD of any bidder whose bid is rejected on account of being non-responsive or non-reasonable in accordance with the RFP, will be refunded within a period of thirty (30) days from the date of intimating the rejection of bid to the bidder. The EMD of selected bidder will be retain as Performance Guarantee and will be released after completion of the Contract period.

### 5.7 FORMAT AND SIGNING OF BIDS

- The Technical Bids and Financial Bids are to be submitted as per the prescribed formats. The proposal shall be typed and printed in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the applicant organization to the contract. All pages of the proposal including all copies shall be attested by the person signing the proposal. Any interlineations, erasures or overwriting shall be valid only if it is attested by the person signing the proposal.
- The intending firms shall also submit a list of such projects, where, due to any disputes litigation/arbitration was invoked and/or the consultancy services were abandoned/suspended by the Consultant(s). Suppression of any information in this regard

may lead to disqualification of the Applicant(s) concerned, if such information comes to the notice of IIM Shillong. Incomplete applications will be summarily rejected. Applicants should give an undertaking certifying that the firm or its Associates / Subsidiaries has not been blacklisted or debarred by any Central/State Governments/Govt Departments/ Govt Bodies/PSU's.

- The cost of preparation of bids and related expenses have to be borne by the Bidder. The bidders will not be eligible for reimbursement of any travel expenses for attending pre-bid meeting and other meetings for making presentation or any other purposes.
- Any addendum/corrigendum/clarification to this RFP document shall only be uploaded on the website of IIM Shillong & CPPP and may not be communicated otherwise. Prospective bidders are therefore advised to visit IIM Shillong website & CPPP and get updated on the latest status.

#### **5.8 SEALING AND MARKING OF BIDS**

- The bidder would provide all the information as per this RFP, and IIM Shillong would evaluate only the bids received in the required format.

#### **5.9 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

Notwithstanding anything contained in this RFP, IIM Shillong reserves the right to accept or reject any Bid/ all Bids and to annul the bidding process and reject all bids, at any time prior to the signing of the agreement without assigning any reason and without incurring any liability to the rejected Bidder/ Bidders or any obligation to inform the affected Bidder/ Bidders of the grounds for rejection.

#### **5.10 SUCCESSFUL BIDDER**

- The successful bidder shall be selected based on the evaluation and scoring of the bid and presentation.
- The work will be awarded to the successful bidder and the selected bidder will be required to execute an agreement with IIM Shillong within 15 days of award of work.

### 5.11 DEFAULT AND FORFEITURE OF EMD

- The EMD will be forfeited under the following circumstances:
  - If the successful bidder fails to execute the agreement in prescribed time.
  - If the bidder withdraws his offer during the Bid validity period
  - If the successful bidder fails to furnish the Bank guarantee / performance guarantee with in time stipulated in work order / letter of intent.

### 5.12 DEFINITION OF TERMS & PAYMENT TERMS

- Definition of “Completion of work”: It is defined as completion of the work as mentioned in the Scope of Work and acceptance by IIM Shillong. The Total consultancy fee will be a percentage of the estimated project cost or actual completion cost whichever is lower.

### 6. MILE STONES FOR PAYMENT OF CONSULTANCY CHARGES.

**Architect/Consultant fee to be calculated initially on the basis of Estimated cost available at that stage and to be adjusted subsequently on the basis of actual project cost.**

The stages of payments shall be as under:

Sl. No	STAGES OF PAYMENT	ACTIVITY	FEES PAYABLE
1	<b>STAGE 1 Concept stage</b>	1. Prepare Conceptual Architectural drawings for civil works, including Landscaping and Interior Architecture 2. Prepare Preliminary Architectural Design Basis Report 3. Provide preliminary cost estimate on area basis.	<b>10% (Ten)</b> of total fees payable
2	<b>STAGE 2 Preliminary Design and Drawings stage</b>	1. Modify the conceptual designs incorporating the changes necessary and prepare the preliminary drawings & sketches. 2. Submit detailed site survey drawing 3. Submit Geo-technical soil investigation report 4. Submit Preliminary Design Basis Report for Structure, HVAC, & Landscape	<b>20% (Twenty)</b> of total fees payable less payment made at Stage 1
3	<b>STAGE 3 Statutory Approval stage</b>	1. Prepare drawings necessary for Statutory approvals 2. Submission of revised design basis report for Structure, Services & landscape	<b>30% (Thirty)</b> of total fees payable less payment made upto Stage 2

	<b>/ Design Development</b>	3. submission of drawings and documents of structural & HVAC design to Proof checking Consultant 4. Registration of Project with GRIHA	
4	<b>STAGE 4 (A) Working Drawings up to Tender Documents and Obtaining statutory approval stage</b>	i) Submission of revised Proof checking drawings & documents incorporating revisions as per Proof Checking Consultant ii) Detailed coordinated design drawings iii) Detailed Cost Estimate with Rate Analysis iv) Tender drawings & draft tender documents including specifications, Schedule of quantities, conditions of contract Issue of tender drawings	<b>48% (**) (Forty-Eight)</b> of total fees payable less payment made upto Stage 3
		vi) Obtaining Statutory approvals from Forest Deptt for tree cutting, etc. for work commencement. vii) Notification to GRIHA for site inspection prior to execution for work commencement. Good for construction (GFC) drawings package to be made ready before drafting of work order by IITB for issuing to the contractor.	
	<b>Stage 4B</b>	i) Final Tender documents for invitation of bids including specifications, schedule of quantities, conditions of contract ii) Tender processing consisting of Invitation of tenders, pre-bid meeting and its clarifications, finalization of tenders & award of work & contract agreements including preparation of comparative statements, Recommendations to client for approval.	<b>50% (**) (Fifty)</b> of total fees payable less payment made upto Stage 4A
6	<b>STAGE 5 Contract Finalization &amp; Construction Stage</b>	1. Issue of Good for construction (GFC) drawings package for Civil works and other associated services such as Public Health, Electrical, HVAC, Site development etc. 2. Issue revised construction drawings with minor revisions, if necessary for all works (including Architectural & Structural drawings) and other associated services such as Public Health, Electrical, HVAC, Site Development etc. 3. Periodic site/IIM office visit for general quality assurance, weekly progress review meetings etc. Visits of structural designer for RCC pour clearances. 4. Periodic inspection of work during execution at regular intervals mutually agreed upon. 5. Approve samples of various elements & components	<b>90% (**) (Ninety-Five)</b> of total fees payable less payment made up to Stage 4. Fees will be paid in stages proportionate to the quantum of work executed as per the Contractor's certified bill value.

		6. Check & approve shop drawings submitted by the contractor/vendors. 7. Monitor the estimated quantities for variation and justification for additional expenditure, if any.	
7	<b>STAGE 6 Completion Stage</b>	1. Submission of As-built drawings on completion of work 2. Obtaining Final Statutory clearances / completion certificates from MCGM, Chief Fire Officer, Tree authority etc. including documents for occupation. Certification from GRIHA	<b>100% (**)</b> <b>(One Hundred)</b> of total fees payable less payment made at Stage 1 to 5

### 6.1 DETAILS OF REIMBURSABLE EXPENSES

*REIMBURSABLE EXPENSES:*

- 1. Proof Checking of Structural Design & HVAC**
- 2. Fees payable to Statutory Authorities such as Forest & Environmental clearance MUDA/ Fire Clearance etc.**
- 3. GRIHA Registration Fees**
- 4. Detailed Site Survey & GEO Tech Investigation & Topographic Survey.**

Note:

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

Signature  
(Authorized Signatory)

Full Name:

Designation:

## **7 LIQUIDATED DAMAGES**

7.1 In the event of a delay in completion of project work as per the implementation Schedule for which consultant is solely responsible, a Liquidated Damages at a rate of half of a percent (0.5%) per week of delay, subject to a maximum of ten percent(10%) of the consultant fees will be deducted from the bills payable to the consultant.

- The Consultant shall prepare a detailed estimate with maximum accuracy so as to avoid any deviation/extra item. In case of any deviation/extra items which results in a variation of  $\pm 10\%$  from the submitted BOQ, corresponding percentage of the deviated value of the total project cost will be imposed as a penalty on the total consultancy fee. This will be an additional penalty clause; however, the cumulative penalty will be restricted to 10% of the total consultancy fee.

## **8. CONFLICT OF INTEREST**

IIM Shillong requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below: (a) Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment (b) Conflicting relationship i.e. business/relationship with a member of the client's staff involved in the job. (c) The consultants shall be required to observe the highest standard of ethics during rendering of professional services.

## **9. FRAUD AND CORRUPTION**

- IIM Shillong requires that the bidders against this RFP shall observe the highest standard of ethics and shall not indulge in corrupt, fraudulent and collusive practices which would result in rejection of bids and cancellation of award of contract. In pursuit of this policy, the following are defined:
- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the bidding process or in contract execution.
- Fraudulent practice means a misrepresentation or omission of facts in order to influence the bidding process or the execution of the contract.

- Collusive practice means a scheme or arrangement between two or more bidders, with or without the knowledge of the IIM Shillong, designed to establish bid prices at artificial, non-competitive levels and Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the contract.

#### **10. SUB-CONTRACTING & SUB-CONSULTANT**

- The Consultant shall not subcontract either whole or part of the work. However, they may subcontract any part of the work after duly notifying and obtaining prior approval from IIM Shillong.
- The Consultant shall indicate the name of sub-consultants if any for any services with their organization details, qualification and experience of the main personnel and shall obtain prior approval of IIM Shillong before their engagement for the consultancy.

#### **11. EVALUATION OF PROPOSALS AND PROCESS OF SELECTION.**

The selection process would be a Quality and Cost Based Selection process spread over three stages. Technical and Financial documents submitted by the bidder shall be evaluated by a Bid Evaluation Committee (BEC) that shall be constituted by IIM Shillong. The prequalified bidders will be invited for the presentation of their proposal before the Bid Evaluation Committee.

#### **12. PREQUALIFICATION CRITERIA**

- Joint ventures will not be accepted.
- The Lead Member/ Bidder should be a Professional Firm in Architectural and Engineering Consultancy services having a minimum of ten years of continuous existence as a legal entity as on 31st March, 2022.
- The Bidder should have an Average Annual Turnover not less than Rs 5 Crore during the last three financial years ending 31.03.2022. The bidder should be in existence in Architectural and Engineering Consultancy services for at least 10 years; proof of incorporation should be submitted.
- The Bidder should have experience in implementing similar project in a premier Academic Institute/complex one project of at least Rs.7501.00 Lakhs OR Two projects of similar nature

each of Rs.5626.00 Lakhs OR three projects of similar nature e a c h of Rs.3750.00 Lakhs for Central Govt/ State Govt/Central Govt PSU/ Autonomous body of Central Govt.

- The Bidder its subsidiaries/associate/subconsultant/subcontractor should not have been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice. The Bidder/ shall submit an Undertaking by the Authorized Signatory on the letter head of the organization should be submitted as a part of Technical Offer. Please refer **Annexure - 2** for the format.

***Following Documents to be submitted along with the RFP (certified copy):***

1. Brief write up about the Company/Promoters/LLP Profile/Firm/members
2. A brief statement of proposed work plan
3. Details of similar works completed alongwith completion certificates issued by clients
4. Balance Sheet and Profit & Loss Statement for the Year 2019-20, 2020-21and 2021-22
5. Copy of latest GST Return
6. PAN Card Copy
7. Self-Certification stating that the Company/ LLP/Firm or its Subsidiaries /Individual/ Associates are not Debarred / Blacklisted by any Central / State Governments, Government Departments, Government Bodies orPSUs. Please refer **Annexure 2** for the format.
8. Certificate from Chartered Accountant showing Average Annual Turnover of preceding three financial years ending March 2022.
9. Copy of MOA and AOA/ Partnership deed and certificate of incorporation/ registration in case of firms.
10. Any other detail which the Applicant Company/ Firms feels relevant in this regard.

### **13. Project Team**

13.1 Bidder should have a minimum '**Project Core Team**' comprising of the following members having requisite relevant experience.

**Team Leader:** - Qualification-Graduate in Civil/Arch with at least 15 years of relevant experience, and should have planned and designed minimum three Eligible Projects.

## Team members

1. **Urban Designer/Urban Planner: -** Qualification-Degree in Urban Design/Urban Planning/Architecture with at least 10 years of relevant experience, and should have undertaken Master Planning of at least 3 eligible projects.
2. **Structural Engineer:** Masters Structural/ Civil with at least 10 years of relevant experience, and should have undertaken structural design for at least 3 eligible projects.
3. **Design Architect:** B. Arch with at least 10 years of relevant experience and should have undertaken detail designing and execution of eligible projects,
4. **Quantity Surveyor: -** B.E in Civil with at least 7 years of relevant experience, and should have undertaken design, estimation, bill of quantities, specifications for at least 3 eligible projects.
5. **Interior Designer: -** A qualified professional in Interior designing with at least 7 years of relevant experience in interior design of 3 eligible projects out of which at least one should be a convention centre project.
3. **Electrical & MEP Engineer: -** An Electrical Engineer with at least 7 years of relevant experience in similar projects.

These professionals may be retained throughout the project period and may be replaced only with prior concurrence of IIM Shillong. If IIM Shillong requires that any of the above professionals may be replaced for deficiency in performance or on account of indiscipline, the same may be affected by the consultant at the earliest. The consultant may deploy required personnel viz. Mechanical Engineer, Electrical Engineer, Instrumental Engineer, HVAC Experts, STP, ETP experts etc. as required from time to time.

## 14. EVALUATION PROCESS

The documents submitted by bidder/lead member will be scrutinized and technical bids of those who satisfy the prequalification criteria will be evaluated by a Bid Evaluation Committee constituted by IIM Shillong on the basis of evaluation parameters. The committee while evaluating the Technical bid shall have no access to the financial bid until the Technical bid evaluation is concluded and at this stage the financial bid will remain unopened. Based on

the technical evaluation, a list of short-listed applicants will be prepared.

## 15. EVALUATION PARAMETERS FOR TECHNICAL SCORE (TS)

The technical evaluation criteria mentioned above and corresponding points rating are listed as below:

Evaluation Parameters for Technical Score (TS)	Max Marks Allocated
<p>Experience in implementing project (s) during the last 10 years, as on <b>31.12.2022</b> of value as listed below:</p> <p><b>“20 Marks for one project costing not less than ₹ 7501.60 lakhs</b></p> <p><b><u>or</u></b></p> <p><b>10 Marks each for two projects, each costing not less than ₹ 5626.20 lakhs <u>or</u></b></p> <p><b>6.5 Marks each for three projects, each costing not less than ₹ 3751.00 lakhs.”</b></p> <p>At least one of the above projects shall be for Semi Government/Government Undertaking/Government Autonomous Bodies, PSUs etc.</p>	20
<p>Experience in designing as per Green Building norms</p>	5
<p>Key professional staff qualifications and competence</p> <p><b>Team Leader – (5Marks - Experience + No of projects done)</b></p> <p>a1. Total Experience - above 15 years – 3 Marks OR</p> <p>a2. Total Experience - 10 – 15 years - 2 Marks</p> <p>b1. Planning &amp; Design of Eligible Educational Institute projects -2 Marks (Maximum of 2 marks)</p> <p><b>OR</b></p> <p>b2. Planning &amp; Design of other projects other than Educational Institute - 0.50 marks per project (Maximum of 2 mark).</p> <p><b>Team Members- (15 Marks)</b></p>	20

<p style="text-align: center;"><b>▣ Urban Designer/Urban Planner – (3 Marks - Experience + No of projects done)</b></p> <p>a1. Total Experience - above 10 years – 2 Marks OR  a2. Total Experience – 7 -10 years -1 Mark</p> <p>b1. For preparation of master plans of Educational Institute projects – 1 mark(Maximum 1 marks)</p> <p style="text-align: center;"><b>▣ Structural Engineer- (3 Marks- Experience +No ofprojects done)</b></p> <p>a1. Total Experience- above 10 years- 2 marks  a2. Total Experience- 7-1 years- 1 mark.</p> <p>b1. Structural Design of Educational Institute projects - 1 mark (Maximum of1 marks)</p> <p style="text-align: center;"><b>▣ Design Architect: (3 Marks)</b></p> <p>a1. Total Experience- above 10 years-2 marks  OR  a2. Total Experience- 7-10 years- 1 mark.</p> <p>b1. Design of Educational Institute projects - 1 mark. (Maximum of 1 marks) costing not less than ₹3751.00 Lakhs  OR  b2. Design of projects other than Educational Institute projects – (Like Apartments, Township costing not less than ₹3751.00 Lakhs)0.5mark/project (Maximum of 1 mark)</p> <p style="text-align: center;"><b>▣ Quantity Surveyor- (2 Marks)</b></p> <p>a1. Total Experience- above 7 years- 2 marks OR  a2. Total Experience- 5-7 years- 1 mark.</p> <p style="text-align: center;"><b>▣ Interior Designer- 2 Marks</b></p> <p style="text-align: center;"><b>▣ Electrical &amp; MEP Engineer-2 Marks</b></p> <p>(Note: Complete details of the teams should be submitted)</p>	
<p>Consultancy projects/assignments directly undertaken for Premiere Academic Institute projects like IIT/ IIM/ NIT/ CU/ IIIT with a minimum consultancy charge of Rs. 1 Crore (Work order and Completion certificate should be submitted as a part of Technical offer)</p>	05
<p>Quality Management System Certification (ISO)</p>	02

Average Annual Turnover in each of the preceding 3 years ending 31 March 2022	03
Above ₹10 Cr- 3 marks	
Between ₹ 5 - ₹10 Cr – 2 Marks	
<b>Credential Score (A)</b>	55
Presentation on Project Vision, Concept Design, visualization, Methodology, Work Plan, Implementation schedule and deployment of 'Project Team'. <ul style="list-style-type: none"> <li>• Project Vision, Concept Design – 15 Marks.</li> <li>• Implementation schedule – 10 Marks.</li> <li>• Methodology and Work Plan – 10 Marks</li> </ul> Deployment of Project Team – 10 Marks.	
<b>Project Presentation Score(B)</b>	45
<b>Grand Total (A+B)</b>	100

*Note: Cancelled Project/ projects or any other cancelled/failed projects will not be considered for the evaluation*

*The credential score will be worked out as above from the details furnished by the bidders in the technical bid document submitted against this RFP. Only those who get a **minimum of 40 marks** in the Credential score will qualify for the technical presentation. The EMD will be returned to the unsuccessful bidders within one month of completing the selection process.*

#### **16. Project Presentation Score**

The successful bidders in the credential evaluation will be invited to make their project concept presentation on a specified date. Based on the presentation, evaluation will be made by the BEC and the maximum score allotted for the project concept presentation is 45 marks.

#### **17. Technical score (TS)**

The total of credential score and project presentation score earned by a bidder is the technical score. Those who get a **minimum of 75 marks** in the technical score only will qualify for opening of the financial bid. The EMD of those who do not qualify at this stage will be returned within one month from the date of finalization of the selection process.

### 18. Financial score (FS)

The Financial bid amount should be quoted in percentage of Estimated Project Cost.

The financial bids of those who qualify as above will be opened on a date which will be informed to all the eligible bidders. After opening the financial bid, the financial score will be arrived at as follows

The lowest bidder (L1) will get the maximum financial score (FS) of 100

The financial score (FS) of other bidders (FB) will be calculated as follows

$$FS = (L1/FB) \times 100$$

### 19. The Final Weighted Score (S)

The final evaluation of combined Technical and Financial bid shall be based on the final weighted score. In order to arrive at the final weighted score, a weightage of 70% will be assigned for the Technical Score (marks/points scored in the Technical Bid Evaluation, TS) and a weightage of 30% will be assigned for Financial Score (FS)

The final weightage score (S) will be

$$S = 0.7 \times TS + 0.3 \times FS$$

19.1 The bidder scoring the highest final Weighted score (S) shall be awarded the project.

19.2 IIM Shillong however reserves the right to reject any or all bids received, without assigning any reasons and any liability to IIM Shillong.

<b>Particular</b>	<b>Time Period (No of days from kickoff date)</b>
Issue of work order to Consultant	15 Days
Preparation and approval of site Plan	7 Days
Submission of Draft DPR	15 Days
Submission of Final DPR (approved)	5 Days
Finalizing procedures for awarding contracts	20 Days
Preparation and submission of NIT documents	7 Days
Preparation and submission of Working drawings	15 Days

Awarding contracts & commencement of work at site	45 Days
Completion of the project	24 Months

**20. IMPLEMENTATION SCHEDULE**

The bidder should complete any assignment upto selection of the contractor(s) within 6 months and completion of any project/works should be within 24 months from the date of signing the agreement/assigning the works. The bidder is required to provide detailed implementation schedule (including implementation of various project components in MS project format) in their presentation made before the selection committee.

A format of the Implementation schedule showing major events is given belowfor the information of the bidders:

Note: The events can be split up further based on the work plan proposed bythe bidders.

**21. AWARD OF CONTRACT**

The bidder securing the highest combined score (S) shall be treated as thesuccessful bidder and considered as selected for award of the contract.

**22. ARBITRATION**

If any dispute, difference, question or disagreement shall at any time hereafter arise, between the parties hereto or the respective representatives or assigns inconnection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to this contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the solearbitrator appointed by Director, IIM Shillong. Disputes if any shall be subject to High Court of Meghalaya jurisdiction only.

**23. Special Conditions of Contract**

- (a) IIM Shillong will develop the buildings and facilities in a phased manner. Depending upon requirement, this may be assigned to the same or any other Architectural consultant at the sole discretion of the IIM Shillong.
- (b) Period of contract will be five years from the date of signing of agreement. Depending upon project

requirements and Architectural performance IIM Shillong may extend the contract period.

- c. The Architecture consultant shall assist IIM Shillong in its endeavour to complete the consultancy contract in stipulated time from the date of actual commencement of the work. The payment to the Architecture consultant shall be as specified in clause-6 and nothing extra shall be paid for delay/variation in site, requirements of project and on any other account. The Architecture consultant shall not be entitled for any reimbursement, whatsoever. The decision of IIM Shillong in this regard shall be final and binding.
- d. As the project has to be completed on fast track, the work shall be carried out with due diligence and as per time schedule. In case of any delay / default the Architecture, consultant shall pay by way of agreed compensation an amount equivalent to 1.00% (One percent only) of the total amount of fee payable for each week of delay subject to a maximum of 10% (Ten percent) of the total fee payable. The decision of IIM Shillong in this regard shall be final and binding.
- e. The Architect Consultant should have its site office at IIM Shillong and one full time Architect should be deployed at the site during the entire duration of the contract period. If the Architecture consultant fails to provide any drawing or details as per the agreement, IIM Shillong shall get it done at the risk & cost of the Architecture consultant, and it shall be recovered from the due payment of the Architecture consultant.
- f. IIM Shillong may ask a third party / an independent reviewer to review any or all the submissions done by the Architecture consultant. In case the work is not found satisfactory. IIM Shillong shall get the work done at the risk & cost of the Architecture consultant, and it shall be recovered from the payment due to the Architecture consultant.
- g. IIM Shillong may on its own or through a third party review structural and services done by the Architecture consultant. In case the work is not found satisfactory. IIM Shillong shall get the work done at the risk & cost of the Architecture consultant, and it shall be recovered from the payment due to the Architecture consultant.
- h. No extra payment shall be due to the Architecture consultant if there are any changes in the site shape or profile, program requirements at any stage of the plan preparation. However, if there is a substantial modification, IIM Shillong and the Architecture consultant shall arrive at a mutually agreeable fee compensation for all such substantially modified work.
- i. The Architecture consultant agrees that they will be fully responsible in their capacity as Architecture consultants under these presents for the soundness and correctness of all architectural and structural designs and drawings of the buildings, and of every portion thereof and of the installations as are entrusted to the Consultant and/or special consultant appointed by them and for the conformity of the buildings and the installation to the plans, designs and specifications approved by IIM Shillong provided that the instructions of the Architecture consultant are not overridden by IIM Shillong.
- j. The Architecture consultant shall promptly notify IIM Shillong of any changes in the constitution of their firm. It shall be open to IIM Shillong to terminate this agreement on the death, retirement, insanity or insolvency of any person being partner in the said firm, or on the addition or introduction of a new partner without the previous approval in writing of IIM Shillong. But in the absence of and until its termination by IIM Shillong as aforesaid, this agreement shall continue to be in full form and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its partners or the addition or introduction of new partner. In case of

death or retirement the surviving or remaining partners of the firm shall be jointly and severally liable for the due and satisfactory performance of all the terms and conditions of the agreement.

- k. IIM Shillong expects that the appointed Architecture Consultant should ensure that the Project Architect whose profile has been submitted at the time of application for RFP is involved in complete design process till the execution and completion of the project.
- l. The appointed Architecture Consultant should ensure that there is continuity in the Project Architect as well as team members in all stages of design and execution till completion of the project.
- m. The appointed Architecture Consultant should ensure that the Project Architect is present in each meeting at all stages of the project. The Project Architect will not delegate the project to his / her colleague or other person and will be solely responsible for design and all deliverables till the completion of the project. If for some unforeseen reason the Project Architect leaves the Architecture Consultant firm or is not able to lead the team, IIM Shillong at its sole discretion may terminate the work order or may transfer the work to any other Architecture consultant. Only in exceptional circumstances and on its sole discretion, IIM Shillong may allow Architecture Consultant to replace the Project Architect.
- n. The consultant will ensure that the consultants structural, and MEP service remain the same throughout the project. However, in case their performance is found unsatisfactory IIM Shillong may ask their replacement as appropriate.
- o. The Architecture consultant shall not disclose any information and data furnished to them by IIM Shillong to any third party nor shall they disclose any drawings, reports, specifications, manuals and other information developed and prepared for IIM Shillong by the Architecture consultant and his Sub-contractors and the Personnel of either of them, without prior written approval of IIM Shillong.
- p. Time taken by IIM Shillong in giving comments/ approvals will be considered extra. Any inordinate delay by statutory authority in giving approval can be waived from time schedule of the Architecture consultant at the sole discretion of IIM Shillong & may be given only if IIM Shillong is satisfied that the Architecture consultants have put their best efforts in seeking such approvals.

## **Annexures**

**Annexure 1**

**Technical Bid Format**

**A. Applicants details;**

<b>SI No</b>	<b>Details</b>	
1	Name and address of the applicant with TelephoneNo/Fax No/Email	
2	a) Year of Establishment b) Date & Year of Commencement	
3	Legal Status of the applicant (attach copies of original document defining legal status) a) A proprietary firm b) A firm in Partnership c) A Limited company or Corporation/Joint Venture/Consortia d) State Owned	
4	Place of Registration and Principal places of business	
5	Name & Title of Directors and Key officers to be concerned with the project, with designation of individuals authorized to act for the organization	
6	Copies of Last Three Years Annual Report	
7	Any other information considered necessary, but not included above	

**Note:** In case of Consortia the above details shall be furnished by each member of the consortium (Maximum of 3 member allowed, including Lead member).

**B. Experience of organization in providing Architectural and Engineering Consultancy Services (Refer Section 7.1- Pre qualification criteria, Page 23) .**

• Name of Client(Promoters)	
• Location of Project (also include District/ State)	
• Project Cost	
• Project Details (Descriptions)	
• Date of Work Order issued	
• Date of Completion of Project	
• Documents Submitted	
• Work Order	YES/NO
• Client Certificate/ Completion Certificate	YES/NO

*[Note: Repeat above data for each project]*

**C. Experience of organization in providing consultant in completed International Convention and/or Exhibition Centre Projects:**

Name of Client(Promoters)	
• Location of Project (also include District/ State)	
• Project Cost	
• Project Details (Descriptions)	
• Date of Work Order issued	
• Date of Completion of Project	
• Documents Submitted <ul style="list-style-type: none"> <li>• Work Order</li> <li>• Client Certificate/ Completion Certificate</li> </ul>	 YES/NO YES/NO

*[Note: Repeat above data for each project]*

**D. Experience of organization in undertaking assignments as an Architectural and Engineering Consultant in completed International Convention and/ Exhibition Centre Projects.**

• Name of Client(Promoters)	
• Location of Project (also include District/ State)	
• Project Cost	
• Project Details (Descriptions)	
• Project Implementation Status (Descriptions) including Plenary hall capacity	
• Date of Work Order issued	
• Date of Completion of Project/Scheduled Date of Completion	
• Documents Submitted <ul style="list-style-type: none"> <li>• Work Order</li> <li>• Client Certificate/ Completion Certificate</li> </ul>	 YES/NO YES/NO YES/NO

*[Note: Repeat above data for each project]*

**E. Key Professional staff proposed to be dedicated for the prsoject:**

<b>A. Team Leader</b>	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
<b>B. Team Members</b>	
<b>B1. Urban Designer</b>	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
<b>B2. Design Architect</b>	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
<b>B3. Structural Engineer</b>	
(i)Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
<b>B4. Quantity Surveyor</b>	
(i)Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
<b>B5. Interior Designer</b>	
(i)Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
<b>B7. Electrical Engineer</b>	
(i)Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO

[Note: Repeat above data for additional personnel]

**F. Assignments undertaken for Premiere Educational Institute Government Sectors with Consultancy fee of Rs. 1Cr or more (if any).**

Name of Govt. Department/ Govt. Body	Project Name	Project Description	Period	Total Consultancy fee inclusive of GST	Copy of Work Order and Client Certificate Enclosed
					YES/NO

**G. Financial Details**

Year	Annual Turnover	Annual Profit	Copy of Annual Report/Audited Report Enclosed
2019-20			YES/NO
2020-21			YES/NO
2021-22			YES/NO

**H. Quality Management Certifications**

Type of Quality Management Certification	Certificating Body	Certification validity From ... To ...	Copy Enclosed
1.			YES/NO
2.			YES/NO
3.			YES/NO

**I. Works for which Ratings Earned for compliance of Green Buildings Design Norm**

Name of the Client	Project Name	Project Description	Period	Copy of Work Order and Client Certificate Enclosed
				YES/NO

**Name of the organization Seal**

**Signed by**

**of the organization**

**Designation**

**Date:**

**Financial Bid format**

**The Financial Bid shall be submitted in the below mentioned format**

<b>Sl No.</b>	<b>Details of work</b>	<b>Fee as a percentage of the Estimated ProjectCost/Actual project cost inclusive of GST</b>
<b>1</b>	<b>Architectural and Engineering Consultancy fee for various construction works at IIM Shillong</b>	
<b>Total</b>	<b>(In words)</b>	

*Signature and seal of  
Authorized signatory*

*Date:*

**Annexure 2**

**DECLARATION**

*I/we hereby declare that I/we have not been Blacklisted/debarred by any Central/State Govt Depts/Central/State Govt PSUs, Autonomous and statutory bodies under State/Central Governments.*

**Signature**

## **DECLARATION**

*I/We hereby declare that the details furnished are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for the same.*

**Signature**

**UNDERTAKING**

Sir,

I/We, the undersigned, offer to provide Architectural and Engineering Consultancy Services to IIM Shillong as per the RFP dated [*Insert Date*] at the quoted rate.

I/We agree that the work will be completed within the specified timeline meeting all the requirements of IIM Shillong.

I/we have remitted the required amount of Rs...../ vide . as Earnest Money Deposit.

Yours faithfully,

(Signature)

Address:

Date:

(Note: This undertaking to be submitted on the letter head of the bidder along with requisite documents.)

**Check List for Prequalification Criteria**

<b>Sl. No</b>	<b>Prequalification Criteria</b>	
1	Type of company (Legal Entity)	
2	The Lead Member/ Bidder should be a Professional Firm in Architectural and Engineering Consultancy services having an experience of minimum ten years; proof of incorporation should be submitted.	
3	Bidder should have an average annual turnover of Rs. 15 Crore or above during the last three financial years.	
4	Experience as a consultant in implementing Premiere Educational Institute/complex, one project cost of Rs.7501.00 Lakhs Crore or more OR Two project of similar nature of Rs.5626.00 Lakhs OR three projects of similar nature of Rs.3750.00 Lakhs for government Department/Semi Government or PSU/Quasi Government/Private organization.	
5	The Bidder/any member in case of consortium, its subsidiaries/associate/subconsultant/subcontractor should not have been blacklisted by any organisation	