

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

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

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**Design Competition**

**FOR ENGAGEMENT OF CONSULTANT FOR LANDSCAPE, HORTICULTURE &  
TERRACE GARDEN DESIGN AT IIM SHILLONG, UMSAWLI CAMPUS**

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## DISCLAIMER

- a. This **Design Competition** 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 Design Competition is to provide interested applicants with information that may be useful in the formulation of proposal pursuant to this Design Competition. 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 Design Competition and any assessment, assumption, statement or information contained therein or deemed to form part of this Design Competition. Each prospective applicant should conduct its own investigations and analysis and check the accuracy, adequacy, correctness, completeness or reliability of the information in this Design Competition document and obtain independent advice from appropriate source before submission of the proposal against this Design Competition.
- 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 Design Competition.
- 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 Design Competition document.
- e. IIM Shillong reserves the right to reject any or all of the proposals submitted in response to this Design Competition 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 Design Competition.
- f. IIM Shillong reserves the right to modify or amend or add to any or all of the provisions of this Design Competition 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 Design Competition 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 DESIGN COMPETITION

Notice No.: K1-12014/1/2022-ENGG /2116

Dated 14.07.2023

### NOTICE FOR DESIGN COMPETITION

Applications are invited from reputed Landscape, Horticulture, Terrace Garden designer/Consultants for Design Competition **for engagement of consultant for landscape, horticulture & Terrace garden design at IIM Shillong campus at Umsawli.**

<b>NIT No</b>	K1-12014/1/2022-ENGG /2116
Name and Location of Work	FOR ENGAGEMENT OF CONSULTANT FOR LANDSCAPE, HORTICULTURE & TERRACE GARDEN DESIGN AT IIM SHILLONG CAMPUS AT UMSAWLI
Estimated Cost:	<b>Rs. 250.00 Lakhs</b>
EMD (Ernest Money Deposit) Refundable	<b>Rs.30,000.00 (Thirty Thousand)</b> to be paid via following Payment link Online: - <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFCntlxTyyOZ9VHeil%2bSA2EFbT0G%2f58cGNv4fAqcp2C8H7EelHqrWcfEhgFjqYaRhJCYjofAPexBhEXMrWJT2CI0wYqHTXq%2f5LxVyAhTYXvyU%2byDiJCre3ncj1wFIJVB5dBk%2bFkaM9dyjXCIfH6Y4iE9nkMcy%2bYObg%3d%3d">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFCntlxTyyOZ9VHeil%2bSA2EFbT0G%2f58cGNv4fAqcp2C8H7EelHqrWcfEhgFjqYaRhJCYjofAPexBhEXMrWJT2CI0wYqHTXq%2f5LxVyAhTYXvyU%2byDiJCre3ncj1wFIJVB5dBk%2bFkaM9dyjXCIfH6Y4iE9nkMcy%2bYObg%3d%3d</a>
Date of Issue/e-Publishing at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	14.07.2023
Document Download Start Date and time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	14.07.2023 from 1:00 PM
Document Download End Date and Time at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	14.08.2023 at 1:00 PM
Tender Queries should reach by	Latest by 01.08.2023 till 1:00 PM Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a> and <a href="mailto:exec.engr@iimshillong.ac.in">exec.engr@iimshillong.ac.in</a>
Pre-Bid Meeting	04.08.2023 at 15.00 Hrs
Last Date and Time for receipts of Tender online at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	14.08.2023 at 1:00 PM

Date and Time for opening of Tender at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	16.08.2023 at 1:00 PM
Date and Time for Financial Evaluation at CPPP website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Selection Method	Tender will be awarded to the Bidder with the highest score based on <b>Quality and Cost Based Selection (QCBS)</b> Evaluation Method.
Availability of <b>Design Competition</b>	Design Competition can be downloaded from CPPP & <a href="http://www.iimshillong.ac.in">www.iimshillong.ac.in</a>
Date & Time of Presentation on Project vision, Concept Design, Visualization, Methodology, Work Plan, Theme, Implementation schedule.	To be announced after technical evaluation.
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308011 <b>Email: <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a></b>
<b>Time of completion including designing and construction</b>	Design and Tender Documents including BOQ 3 Month. Execution 36 Months plus 24 Month Maintenance.

Chief Administrative Officer  
IIM Shillong

## Design Competition

- a. Indian Institute of Management Shillong invites Design Competition (DC) from Consultants for rendering consultancy services for Landscaping, Horticulture & Terrace Garden Design at IIM Shillong, Umsawli Campus. Brief description of the projects and tentative cost of projects are mentioned in Technical Bid document. Applicants are requested to submit their offer online through CPPP as per terms and conditions and other requirements as mentioned more specifically elsewhere in this tender document.
- b. The Soft copy of the Presentation should be submitted 4 days before the date of presentation.
- c. The top three best design will be given an honorarium as detailed below:  
  
First Prize – Rs. 1.00 Lakh  
Second Prize- Rs. 0.75 Lakh  
Third Prize – Rs.0.50 Lakh  
  
The selection of the best design will be based only on the Presentation on Project Vision, Concept Design, visualization, Methodology, Work Plan, Theme, Implementation schedule.
- d. Applications are invited through competitive bidding from Landscape, Horticulture and Terrace Garden Designer/Architect with adequate qualified professional staff and who have successfully carried out similar project for major Govt. Department, Educational Institute, Public Sector Undertakings / Corporates / Private Bodies.
- e. Applicants are advised to submit their tender as **Technical bid (Part-I) and Price Bid (Part-II)**. The tender documents can be downloaded from our web site [www.iimshillong.ac.in](http://www.iimshillong.ac.in)
- f. The bids shall be accepted only in respect of those bidders whose tenders are in line with the requirements as per terms and conditions of the tender document and if the same is acceptable to the IIM Shillong. The decision of IIM Shillong in this regard shall be binding on the bidders and not open to question or appeals.
- g. Tenders received later than the time and date prescribed, on account of any reason whatsoever as also telegraphic and Faxed tenders shall not be considered.
- h. Any conditional offer will not be accepted. For any clarifications, you may contact Store & Purchase Officer or by sending e-mail to [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in)

Chief Administrative Officer  
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## Pre-qualification Criteria

Landscape Consultant/ Architects / Architectural firms/ who fulfill the following criteria shall be considered for participation:

- Members of Indian Council of Architects for Architect/Architectural firms and any equivalent industry Body.
- Have experience in the field of not less than 05 years in India, as on **31.03.2023**.
- Have completed similar Consultancy assignment in India during the last 05 years, as on **31.03.2023** of value as listed below:

Pre-qualification related information		
Sr.No.	Criteria	Supporting documents to be submitted
1	<p>The Consultant who have minimum 05 years of experience (ending 31.03.2023) in undertaking similar works in India and who fulfil the following criteria are eligible to participate in the tender:</p> <p>The Consultant should have successfully completed Consultancy projects involving Landscaping work/Horticulture &amp; Terrace Garden related allied works and similar type of work in a single contract of at least any of the following total area during last five years (ending 31.03.2023):</p> <p>i) Three Landscaping/horticulture Consultancy works whose individual area is not less than 22200 Sqm</p> <p>or</p> <p>ii) Two Landscaping/horticulture Consultancy works whose individual area is not less than 33300 Sqm</p> <p>or</p> <p>iii) One Landscaping/horticulture Consultancy work whose area is not less than 44400 Sqm</p>	<p>Work orders and completion certificates in support of experience to be enclosed As per Annexure-II.</p>
2	<p>Consultant should have Specialist degree or Certificate in Landscaping/Horticulture or any related trade.</p>	<p>Certificate from recognized University/Institute. As per Annexure-IV</p>
3	<p>Name &amp; registered address of Consultant.</p>	<p>Supporting documents to be attached as per Annexure-I</p>

4	The applicant should have qualified Landscape Designer/ Horticulture specialist/ related trade specialist with sufficient experience in designing, supervision and execution of the work.	Organizational set up of the firm including names, qualifications and experience of staff, to be submitted as per enclosed format Annexure-VI
5	Important large similar projects executed during the last 5 years by the firm together with approximate cost of the individual project. The full postal address of the client for whom the works have been executed shall also be given	As per Annexure-III
6	Whether working with any of the Govt. / Semi Govt. Undertaking/s and if so, furnish details.	As per Annexure-II
7	Works in Hand	Annexure-V

The bidder should have completed consultancy work for at least one project for Central Govt /State Govt/Central Govt PSU/Autonomous Bodies of Central Govt./Prestigious private organisation during last 05 years ending 31.03.2023-

- d. Similar assignment means providing Consultancy Service for Landscape, Horticulture & Terrace Garden Design 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 as per Annexure I, II, III, IV, V, VI, that are provided in this document. This is essential for the evaluation of attributes/ past experience/ suitability for the project etc.**

Chief Administrative Officer  
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## 1. INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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.
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.
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.
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.
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.**
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.
7. The tender document shall be uploaded in two parts as follows:
  - 7.1. **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
  - 7.2. **"FINANCIAL BID"**: This stage shall contain only the Price Bids
8. Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

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### 3. Evaluation Process

#### Scoring Method for Technical Evaluation

Sr. No	Criteria	Score
<b>PART A</b>		
<b>1.1</b>	<b>Technical Capability</b>	<b>10</b>
<b>1.1.1</b>	<b>Legal Structure</b>	<b>2</b>
	Private Limited/Proprietor	2
<b>1.1.2</b>	<b>Work Experience in the field of Landscaping/Horticulture Consultancy.</b>	<b>3</b>
	More than 15 years>	3
	>=10 - 15 years	2
	>=5 - 10 years	1
<b>1.1.3</b>	<b>Qualification of Main designer of proposed works (Designing /Implementation etc.) in Landscaping/Horticulture works.</b>	<b>3</b>
	Graduation	3
	Diploma	2
<b>1.2</b>	<b>Financial Capability</b>	<b>15</b>
<b>1.2.1</b>	<b>Maximum area of the Executed Landscaping /Horticulture consultancy work by the Company for the Financial Years of F.Y 2020-2021, 2021-22 &amp; 2022-23. (in sqm.)</b>	<b>5</b>
(i)	22200 Sqm to 33299 Sqm	2
(ii)	33300 Sqm to 44399 Sqm	4
(iii)	44400 Sqm & above	5
<b>1.2.2</b>	<b>The average amount of Consultancy fees related to Landscaping &amp; Horticulture works handled by the consultant for the period of the F.Y. 2020-2021, 2021-22 &amp; 2022-23.</b>	<b>5</b>
(i)	Up to 5 lakh INR	2
(ii)	From 5- 10 Lakhs	3
(iii)	More than 10 lakh	5

<b>1.</b>	<b>Specific Capability / Experience of the Bidder relevant to the assignment</b>	<b>20</b>
<b>1.3.1</b>	No. of Assignments in Public/private institution completed in India in last three year (as on date of bid submission)	<b>15</b>
	(a) 22200 Sqm to 33299 Sqm	
	Less than 5 assignments	3
	5 to 10 assignments	5
	More than 10 assignments	7
	(b) 33300 Sqm to 44399 Sqm	
	Less than 5 assignments	4
	5 to 10 assignments	7
	More than 10 assignments	10
	(c) 44400 Sqm & above	
	Less than 5 assignments	7
	5 to 10 assignments	10
	More than 10 assignments	12
<b>1.3.2</b>	Strength of the staff on payroll in India (Proof to be submitted) having at-least Diploma Certificate in Landscaping other related works.	<b>5</b>
	< 5	1
	More than 5	5
	<b>Credential Score (A)</b>	<b>45</b>
<b>Part B</b>		
<b>2</b>	<b>Approach and Methodology</b>	<b>55</b>
	Presentation on Project Vision, Concept Design specific to IIM Shillong, Theme, visualization, Methodology, and deployment of 'Project Team'.	
	Project Vision, Concept Design specific to IIM Shillong	<b>15</b>
	Theme	<b>10</b>
	Methodology	<b>15</b>
	Implementation strategy and project timelines	<b>10</b>

	Composition of Project Team at site	<b>5</b>
	<b>Project Presentation Score(B)</b>	<b>55</b>
<b>3</b>	<b>Total Score (A+B)</b>	<b>100</b>

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 Design Competition. 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.

#### 4. 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 Bid Evaluation Committee (BEC) and the maximum score allotted for the project concept presentation is 55 marks.

#### 5. 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.

#### 6. 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

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

#### 7. 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

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

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

## **8. IMPLEMENTATION SCHEDULE**

The bidder should complete the detailed design including BOQ and Tender document within 3 (Three) Month. 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 below for the information of the bidders:

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

## **9. AWARD OF CONTRACT**

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

## **10. ARBITRATION**

If any dispute, difference, question or disagreement shall at any time hereafter arise, between the parties hereto or the respective representatives or assigns in connection 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 completion or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director, IIM Shillong. Disputes if any shall be subject to High Court of Meghalaya jurisdiction only.

## **11. Special Conditions of Contract**

- (a) IIM Shillong may develop the Landscape, Horticulture & Terrace Garden in a phased manner.
- (b) Period of contract will be 3 years plus 2 years Maintenance period from the date of signing of agreement. Depending upon project requirements and performance of the firms, IIM Shillong may extend the contract period.
- c. The 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 consultant shall be as specified in clause-14 and nothing extra shall be paid for delay/variation in site, requirements of project and on any other account. The 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 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 Consultant should have its site office at IIM Shillong and one full time supervisor 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 consultant, and it shall be recovered from the due payment of the consultant.

- f. IIM Shillong may ask a third party / an independent reviewer to review any or all the submissions, services done by the consultant. In case the work is not found satisfactory. IIM Shillong shall get the work done at the risk & cost of the consultant, and it shall be recovered from the payment due to the consultant.
  
- g. No extra payment shall be due to the 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 consultant shall arrive at a mutually agreeable fee compensation for all such substantially modified work.
  
- h. The consultant agrees that they will be fully responsible in their capacity as consultants under these presents for the soundness and correctness of all design and drawings 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 consultant are not overridden by IIM Shillong.
  
- i. The 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.
  
- j. IIM Shillong expects that the appointed Consultant should ensure that the Project Architect whose profile has been submitted at the time of application for Design Competition is involved in complete design process till the execution and completion of the project.
  
- k. The appointed Consultant should ensure that there is continuity in the Project head as well as team members in all stages of design and execution till completion of the project.
  
- l. The Consultant should ensure that the Project head is present in each meeting at all stages of the project The Project head 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 head leaves the 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 consultant. Only in exceptional circumstances and on its sole discretion, IIM Shillong may allow the Consultant to replace the Project head.

- m. The consultant will ensure that the consultants services remain the same throughout the project. However, in case their performance is found unsatisfactory IIM Shillong may ask their replacement as appropriate.
- n. The 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 consultant and his Sub-contractors and the Personnel of either of them, without prior written approval of IIM Shillong.
- o. 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 consultant at the sole discretion of IIM Shillong & may be given only if IIM Shillong is satisfied that the consultants have put their best efforts in seeking such approvals.

## **12. GENERAL CONDITIONS OF CONTRACT**

### **DIRECTIVES TO BIDDERS FOR DESIGN COMPETITION SUBMISSION**

#### **12.1 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.

#### **12.2 ENQUIRIES CONCERNING THE DESIGN COMPETITION**

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](mailto:spo@iimshillong.ac.in) and [exec.engr@iimshillong.ac.in](mailto:exec.engr@iimshillong.ac.in)

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

#### **12.3 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.

#### **12.4 TENTATIVE SCHEDULE FOR BIDDING PROCEDURE**

The tentative schedule of the bidding procedure is indicated at Page 4. The schedule is subjected to change at the discretion of IIM Shillong.

#### **12.5 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.

#### **12.6 EARNEST MONEY DEPOSIT**

- The bidder must submit an interest free Earnest Money Deposit (EMD) of **Rs. 30,000.00 (Rupees Thirty Thousand) 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 Design Competition, 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.

## **12.7 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 Design Competition 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.

## **12.8 SEALING AND MARKING OF BIDS**

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

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

Notwithstanding anything contained in this Design Competition, 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.



#### **12.10 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.

#### **12.11 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.

#### **12.12 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.

#### **13. SCHEDULE OF PAYMENT**

- a) The consultant shall quote only a Lump sum fee excluding GST (in Indian National Rupees) for the work in the space shown in Annexure – ‘A’.
- b) In case of any extra work during the contract, which is not included in the scope of work but required to be performed, the consultant shall not deny such works. Fee payable for such work shall be worked out by determining the percentage of the accepted Lump-sum fee over the total approved estimated cost of the work and multiplying the same with the approved estimated cost of the extra work. The fee calculated thus shall be final and binding on the consultant. Here approved estimated cost means the detailed estimate approved by IIM Shillong.
- c) For each stage of the schedule of services, the consultant shall be paid in the following manner co-related with the work done. Interim payments made to the consultant on account of this shall be adjusted against the final fee payable.

#### **14. 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 –I</b>	On completion & submission of preliminary concepts, presentation of the proposal as directed by the IIM Shillong and approval/acceptance given by IIM Shillong (i.e., up to part B of scope of services)	20% of the quoted fee in item no 1 of Annexure “A”.
2	<b>Stage –II</b>	On Completion & submission of 3D Design, Detailed estimate, Tender document (i.e., up to Part D of the scope of services) and after approval/acceptance given by IIM Shillong	30% of the quoted fee in item no. 1 of Annexure “A”.
3	<b>Stage -III</b>	On completion of landscaping and irrigation works by executing agency (i.e., up to Part E of the scope of services) and certified and accepted by the IIM Shillong	30% of the quoted fee in item no 1 of Annexure “A”.
4	<b>Stage -IV</b>	On completion & submission of as built drawings (i.e., up to Part F of the scope of services)	10% of the total fees will be paid. On completion of Defect Liability period 10% of the total fees will be paid.
		Payment on monthly basis for the supervisor engaged during maintenance period-Part G as per the quote in item no 2 of Annexure “A”.	

#### 14.1 DETAILS OF REIMBURSABLE EXPENSES

REIMBURSABLE EXPENSES:

##### 1. Detailed contour Survey.

Note:

The payment for the reimbursable expenses to the 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:

## **15. LIQUIDATED DAMAGES**

**15.1** 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.

## **16. 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.

## **17. FRAUD AND CORRUPTION**

- IIM Shillong requires that the bidders against this Design Competition 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.

## **18. 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.

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

The selection process would be a Quality and Cost Based Selection process spread over two 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.

## **20. GENERAL AIM AND OBJECTIVES OF THE ASSIGNMENT**

- A) To prepare detailed landscape, horticulture & terrace garden design as best suitable to local climatic conditions, construction documents and tender documents for implementation of the landscape, horticulture & terrace garden design for IIM Shillong including supervision during implementation including but not limited to periodic site visits for quality control as per this tender document.
- B) To prepare a scheme for improvement of the aesthetic look of existing building by providing indoor plants (natural/artificial) at strategic locations including the design of the pots/planter boxes/Green wall Concepts and local Artifacts.
- C) To achieve IIM Shillong objective of sustainable development of world class campus, it is essential that the standards adopted for landscape design and related engineering should meet the best international practices, specifications and standards in terms of quality and sustainability.
- D) Based on financial and technical assessment the consultant shall work out the Appropriate implementation structure in consultation with IIM Shillong.
- E) To assist IIM Shillong in the process of selection of contractor(s), and provide 24X7 technical assistance during execution of work by the contractor(s).

## **21. BROAD SCOPE OF SERVICES**

- 1) The consultant shall perform all works as necessary to fulfill the aim and objectives of the assignment.
- 2) The consultancy assignment shall be carried out in the following parallel or overlapping parts as the case may be:

Part A: Site Survey and Investigation.

Part B: Concept, Schematic, Theme, 3D Design Stage for Landscape.

Part C: Detailed estimate and Good for construction drawings for the work

Part D: Tender documents for selection of works contractor.

Part E: All type of Services during execution of work.

Part F: Completion and submission of as built drawings.

Part G: Maintenance period.

### **PART A: SITE SURVEY AND INVESTIGATION**

The consultant shall survey the site and study Building etc. of office building from landscape, horticulture & terrace garden design perspective to account for all the existing as well as planned physical characteristics for the proposed area. Subsequent to survey, consultant shall provide the drawing to IIM Shillong with respect to existing landscape features and other structures etc. in the proposed area.

The Consultant shall assess the site in terms of various parameters such as but not limited to topography, vegetation, soil conditions, drainage system, existing settlements areas as applicable and climate.

The Consultant shall prepare a plan showing any existing elements requiring protection, retention, permanent or temporary removal, hazardous disposal, relocation

## **PART B: THEME, CONCEPT, SCHEMATIC & 3D DESIGN STAGE FOR LANDSCAPE**

The Consultant shall prepare and submit to IIM Shillong for its approval, the Concept Design for landscape in the form of an illustrative Landscape master plan for the campus & buildings. The consultant shall arrange for a presentation of the same at the date and venue decided by IIM Shillong. The consultant shall incorporate necessary changes (if any) suggested by IIM Shillong during its review and submit the final concept design for approval.

Upon approval of conceptual landscape plan by IIM Shillong, the consultant shall prepare Schematic Design (SD) & 3D design to provide relevant details at the level of a landscape design scheme at a sufficiently large scale for each landscape area that includes all of the elements indicated in the concept design stage.

The consultant shall submit the schematic design for review and comments of IIM Shillong and shall arrange for a presentation on the same. The consultant shall incorporate necessary changes (if any) suggested by IIM Shillong during its review and submit the final schematic design for approval.

## **PART C: DETAILED ESTIMATE AND GOOD FOR CONSTRUCTION DRAWINGS FOR LANDSCAPE, HORTICULTURE & TERRACE GARDEN WORK**

**Item Rate Cost Estimate:** The consultant shall provide a comprehensive item rate cost estimate, inclusive of detailed measurement sheets and market analysis of rates. The Consultant shall prepare a complete set of technical specifications as per agreed methodologies inclusive of all general, exterior works, including planting / horticulture and landscape works, water features, irrigation, drainage, mechanical, electrical, structural and any other sections pertaining directly to the works as detailed and designed under the scope of work.

If the submitted cost estimate is not consistent with any approved budget, then the Consultant shall undertake a scope and budget realignment exercise before formal written approval may be given by IIM Shillong. The Consultant may be required to resubmit updated deliverables depending on the comments made by IIM Shillong during review and agreed actions at no additional cost to IIM Shillong.

**Goods for Construction documents:** The Consultant shall provide the full set of goods for construction drawings for all elements associated with the scope of work mentioned herein. These GFC drawings shall be at a suitable scale, with all details, dimensions, references etc. to ensure ease of implementation at site. These drawings will be coordinated with detailed specifications and together will form a part of the Construction Contract Documents.

The Consultant shall provide comprehensive specifications for all materials and performance specifications for all materials, equipment, and installation, workmanship and performance criteria required for the construction, testing, commissioning and handover of the Project. Local regulations for development where applicable and local standards shall be used appropriately and documented as a part of the design basis report at the time of the schematic design stage.

#### **PART D: TENDER DOCUMENTS FOR SELECTION OF WORKS CONTRACTOR.**

The selected Consultant shall formulate tender documents for implementation by qualified contractors. These packages shall be formulated such that all landscape, horticulture & terrace garden elements defined in the design can simultaneously and seamlessly be executed at the site along with the works related to lighting, furniture, planting, hard scape, soft scape, and landscape related infrastructure etc. as may be applicable.

The tender documents shall be designed such that the works can be executed in a short span of time and with high quality of workmanship in order to meet IIM Shillong expectations.

The Consultant shall prepare the tender documents, drawings, specifications and schedule of quantities, code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials and work, special conditions of contract etc.

The Consultant's scope shall include all relevant information pertaining to aspects covered under this scope including BOQ's, analysis of rates, technical specifications and technical data sheets.

#### **PART E: SERVICES DURING EXECUTION OF WORK.**

The consultant should deploy a full-time supervisor to review the drawing and supervision during execution of work as per designs or based on requirement of IIM Shillong. Nothing extra shall be payable on this account.

The Consultant shall assist IIM Shillong during execution of work to ensure that scheme is implemented as per the plan.

The Lead Consultant/ Architect shall make fortnightly visits during execution of work or whenever required by IIM Shillong for site review and modifications any if required. The rates quoted shall include the above arrangements. Nothing extra shall be payable on this account.

#### **Time Schedule for assignment.**

Following time schedule shall be generally followed by the Consultant during the different stages of consultancy assignment unless otherwise specified separately in the work order according to nature of the work:

Stages of Assignment	Time Schedule
Submission of Initial Scheme after the date of Work Order	Within 21 days
Submission of Final scheme	Within 7 days of approval on corrected Initial scheme
Submission of draft detailed estimation, draft tender document with BOQ and drawings	Within 14 days of approval on Final scheme

Submission of fair detailed estimation, tender document with BOQ and drawings	Within 7 days of approval on draft detailed estimation and tender document
Scrutiny of Technical Bid, submission of scrutiny statement with recommendations	Within 14 days of opening of Technical Bid.
Scrutiny of Price Bid, submission of Comparative statement with recommendations	Within 7 days of opening of Price Bid
Certification of RA Bill of the contractor and submission	Within 7 days of submission of RA Bill by the contractor.
Certification of Final Bill of the contractor and submission	Within 21 days of submission of Final Bill by the contractor.

## **PART F: COMPLETION AND SUBMISSION OF AS BUILT DRAWINGS**

The Consultant has to submit 'As built Drawings' for all structures/Features of the project. Completion date of Consultancy services shall be recorded only after submission of 'As Built Drawings' by the Consultant. Number of copies of drawings to be submitted as per the details given below.

The consultant shall submit number of copies of various documents as indicated below. While submitting the hard copies of Drawings/Documents, one set of all the drawings/documents shall be provided in soft copy format (Auto CAD) also. Drawings shall be legible to read and accordingly of appropriate size. Additional set of drawings if required by IIM Shillong for smooth execution of work shall also be provided by the consultant at no extra charges.

Sl.	Documents	Number of Documents	
		For Approval	After Approval
i.	Conceptual Plan, section, Detailed Layout Plan.	4	6
ii.	3D Perspective view drawings.	2	4
iii.	Working drawings for Horticulture, Landscaping & irrigation system.	2	6
iv.	Detailed estimates with detailed measurement sheets for all works as mentioned elsewhere.	2	2
v.	Tender Documents for landscape, irrigation works and Market rate analysis for all Non-DSR items of BOQ along with supporting rate quotations.	2	2
vi.	Justification Statement and Market rate analysis for all items of BOQ along with supporting rate quotations.	2	2
vii.	As built" drawings on completion of works.	2	6

## **PART G: MAINTENANCE PERIOD**

The Consultant has to continue / engage one experienced supervisor during the maintenance/defect liability period to ensure that the implemented scheme is properly maintained and any defect arise during Defect Liability Period shall be borne by the implementing agency. The payment for the same shall be made as per item No.2 of Annexure "A". A defects liability period is a set period of time after a project has been completed during which a contractor shall remedy all type of defects to the site. A defects liability period shall last for 12 months.

### **21. APPROXIMATE AREA OF PROPOSED LANDSCAPE, HORTICULTURE & TERRACE GARDEN.**

The Approximate area is 55500 Sqm, However, Topographical survey need to be done by the Consultant to ascertain the exact area. The development of green area inside the building to be planned by the consultant.

### **22. ADEQUACY OF DESIGN**

The service to be rendered by the consultant shall be based on relevant IS codes, National Building Code, CPWD specifications and sound Engineering practices. In the performance of services, the consultant shall at all times follow the general direction of IIM Shillong. Major engineering decision and specification shall be reviewed by IIM Shillong to the extent desired. Approval of any design/system by IIM Shillong shall, however, not relieve the consultant of responsibilities regarding the adequacy of design and proper functioning of the work. The consultant shall be fully responsible for adequacy, accuracy and quality and shall guarantee that the services performed by him shall be in accordance with the accepted standards of safety and public health.

The consultant shall be responsible to obtain approval/clearance from IIM Shillong or any other local authorities, if needed during the execution of work, for the land scape designs including making necessary presentations as directed by IIM Shillong wherever & whenever required.

**23.** Deduction of INCOME TAX shall be made from consultant's bill as per the prevailing Income Tax Act.

**23.01** Payment at each stage shall be made to the consultant based on the quantum of work done in that stage. Decision of IIM Shillong shall be final & binding on the Consultant. The consultant can start work on different stage with the consent of IIM Shillong and progressive payment will be made by IIM Shillong accordingly. In case of deficiency or incomplete services, reduced payment for corresponding work will be made by IIM Shillong and his decision is final and binding on the Consultant.

#### **23.02 GST**

The quoted amount of the consultant shall be excluding GST. The consultant will be fully responsible for the deposit of GST with concerned department. The bill for payment to be raised with GST invoice details.

## **25. CONTRACT AGREEMENT**

After acceptance of offer, a formal contract agreement shall be concluded on a Non-Judicial stamp paper of Rs.100/- (Rupees Hundreds only). The cost of the same shall be borne by the consultant.



A supplementary agreement shall be signed for the supervisor engaged on maintenance period on completion of work.

## **26. FORECLOSURE OF CONTRACT IN FULL OR IN PART DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK.**

After completing of services and approval by IIM Shillong for a particular stage as mentioned elsewhere the consultant shall submit his bill in triplicate. IIM Shillong has the right to close the contract, postpone the work after completing any particular stage of work due to any reasons for which consultant shall be paid only for those stages which have been completed by the consultant and approved by IIM Shillong. Nothing will be paid to the consultant for any unfinished stages of work for which IIM Shillong written consent to start has not been obtained. In the event of foreclosure of the agreement at any stage the consultant shall not have any claim for the unfinished stages except already finished, accepted and approved by IIM Shillong.

In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, IIM Shillong reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep IIM Shillong indemnified against all claims whatsoever in respect of the manpower deployed by it in IIM Shillong. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IIM Shillong or its employee is made party and is supposed to contest the case, IIM Shillong will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to IIM Shillong or any person authorized by IIM Shillong, on demand. Further, the contractor will ensure that no financial or any other liability comes to IIM Shillong or its employee in this respect of any nature whatsoever and shall keep IIM Shillong or any employee of IIM Shillong indemnified in this respect.

- (a) "Any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996 or any modification thereof. The arbitration shall be conducted by sole arbitrator appointed by IIM Shillong and the award made in pursuance thereof shall be binding on the parties."
- (b) The venue of the arbitration shall be at Shillong.
- (c) The language of arbitration shall be English.
- (d) Work under the contract shall be continued by the contractor during the arbitration proceedings unless otherwise directed in writing by IIM Shillong, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

## ANNEXURE - A

**Name of work :** Design Competition for engagement of Consultant for Landscape, Horticulture and Terrace Garden at IIM Shillong Umsawli campus.

S.No	Brief description of work	Qty	Amount in ₹	Unit	Amount
1	Providing Consultancy Service for design of landscaping, Horticulture & Terrace Garden at IIM Shillong Umsawli Campus and Buildings and inside of the building, scheme for improvement of aesthetic look of interior of building, by providing indoor plants, & local artifacts etc. including providing details of irrigation system for proposed landscaping, providing detailed estimate for landscaping, irrigation system & Tender document for landscaping, irrigation system with schedule of items etc. complete as directed by IIM Shillong	01 job		01 job	
2	Providing one experienced supervisor for undertaking maintenance activity for one year during defect liability period.	12 Months		01 month	
3	Providing one experienced supervisor for undertaking maintenance activity after defect liability period.	36 Months		01 Month	
	Total Amount payable (In words) <b>Rupees_ _ _ (Only)</b>				

**Note: The quoted rate shall be excluding of GST.**

Signature of the Consultant with stamp

## ANNEXURE –B

### UNDERTAKING

Date: -

**Name of work :**      **Design Competition for engagement of Consultant for Landscape, Horticulture and Terrace Garden at IIM Shillong Umsawli campus.**

Sir,

I/We hereby agree to undertake the above work unconditionally in accordance with the Terms & Condition of your **Design Competition** document Ref no: \_\_\_\_\_/ dated \_\_\_\_\_. I/We agree that if at any stage any information / documents submitted by us are found to be false, we shall be liable for any appropriate / legal action by IIM Shillong.

Yours Sincerely,

(Signature)

Name & Title of the Authorized Signature

Name of the firm

Address

Office/Agency stamp

(Note: This undertaking to be submitted on the letterhead of the agency/ Artist along with requisite documents.)

**Annexure I**

Sl. No.	Particulars	Information
	<b>Annexure 1A- Basic information</b>	
1	Name of the organization	
2	Type of Organization- Whether Proprietorship, Partnership etc. (Please enclose related documents)	
3	Name of the Proprietor/ Partners/ Directors in the organization	
	a) Registered office address and telephone no.	(a)
	b) Office address through which the work will be carried out at Shillong	(b)
4	Details of Registration (Firm, Company etc.) (Registering Authority, Date, Number etc.)	

**SIGNATURE OF THE APPLICANT**  
(WITH SEAL)

## Annexure – II

**List of similar works\* of Higher values executed by the firm during the last 5 years  
(Executed area as mentioned in the Eligibility Criteria)**

Sr. No.	Name of the work & location	Nature of work involved in the contract	Name & address of the owner and architect	The full name, designation, address of the officer under whom the work was carried out	Executed area	Completion period (stipulated)	Completion period (actual)	Contract amount in Rs.	Any other relevant information including reason, if any, for delay in completion of work
1	2	3	4	5	6	7	8	9	10

**SIGNATURE OF THE APPLICANT**  
(WITH SEAL)

\* Attach a separate sheet, if required.

### Annexure III

**List of similar works\* of Higher values executed by the firm during the last 5 years  
(costing as mentioned in the Eligibility Criteria)**

Sr. No.	Name of the work & location	Nature of work involved in the contract	Name & address of the owner and architect	The full name, designation, address of the officer under whom the work was carried out	Executed area	Completion period (stipulated)	Completion period (actual)	Contract amount in Rs.	Any other relevant information including reason, if any, for delay in completion of work
1	2	3	4	5	6	7	8	9	10

**SIGNATURE OF THE APPLICANT**  
(WITH SEAL)

\* Attach a separate sheet, if required.

#### Annexure – IV

The details of previous experience with any of the Premiere Institute may be provided separately

Sr. No.	Name of the work & location	Nature of work involved in the contract	Name & address of the owner and architect	The full name, designation, address of the officer under whom the work was carried out	Executed area of works	Completion period (stipulated)	Completion period (actual)	Contract amount in Rs.	Any other relevant information including reason, if any, for delay in completion of work
1	2	3	4	5	6	7	8	9	10

#### SIGNATURE OF THE APPLICANT

(WITH SEAL)

\* Attach a separate sheet, if required.

**PART – II (b) WORK IN-HAND****List of Important works\* in-hand (costing as mentioned in the Eligibility Criteria)**

Sr. No.	Name of the work & location	Nature of work involved in the contract	Name & address of the owner and architect	The full name, designation, address of the officer under whom the work was carried out	Executed area of works	Completion period (stipulated)	Completion period (actual)	Contract amount in Rs.	Any other relevant information including reason, if any, for delay in completion of work
1	2	3	4	5	6	7	8	9	10

**SIGNATURE OF THE APPLICANT (WITH SEAL)**

\* Attach a separate sheet, if required.



**PART-III**  
**LIST OF TECHNICAL PERSONNEL**

Giving details about their Technical Qualifications, Experience etc.								
Sr. No.	Name	Age	Qualifications	Experience in years	Nature of work handled	Name of the Projects handled execute area more than 9000.00. Sqft.	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

**SIGNATURE OF THE APPLICANT**  
 (WITH SEAL)

\* Attach a separate sheet, if required.