

**INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD**

**STAGE-I: NIEOI**

**NOTICE INVITING**

**EXPRESSION OF INTEREST CUM ELIGIBILITY BID [EOI cum EB]**

**DOCUMENT**

**NAME OF WORK: CONSTRUCTION OF PERMANENT CAMPUS FOR INDIAN INSTITUTE OF TECHNOLOGY, PALAKKAD, KERALA.**

**Sub Head: ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FOR**

i) Preparation of detailed and comprehensive Architectural Master-plan design and layout of the whole campus for facilities to be planned under Phase-I with provision for future expansion and; Preparation of detailed design and drawings and specifications for Common Bulk services (Civil & Elect) and Development works (Civil & Elect) including main arterial roads, pathways/ walkways, cycle tracks and landscaping etc. **of entire Campus under Phase-I** with provision for future expansion.

ii) Preparation of detailed Architectural design and drawings including structural design and drawings, quantity surveying, bill of quantities, specification of all the proposed buildings, structures, facilities, internal and external services etc. **of the Academic Zone of the Campus under Phase-I** with provision for future expansion .

**Submitted by:** (Name of the Applicant & Address).....

**Date of submission/Receipt:** \_\_\_\_\_

REGISTRAR  
IIT PALAKKAD

**IMPORTANT NOTE:**

The EOI cum EB after duly filled in and alongwith required documents, certificates and affidavits specified in the NIEOI should be **submitted** to THE REGISTRAR, INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD, AHALIA INTEGRATED CAMPUS, KOZHIPARA (P.O), PALAKKAD – 678557 so as to reach on or before the last date and time for receipt of EOI cum EB.

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Certified that this NOTICE INVITING EXPRESSION OF INTEREST CUM ELIGIBILITY BID [EOI cum EB] contains total 34 (Thirty four) pages ( page 1 to 34) only.

REGISTRAR

# INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

NIEOI No. IITPKD/EWD/01/2017 Dated 18/05/2017

## INVITATION OF EXPRESSION OF INTEREST CUM ELIGIBILITY BID [EOI cum EB]

**The Registrar**, Indian Institute of Technology Palakkad invites *for and on behalf of the* Indian Institute of Technology Palakkad (IITPKD) **Sealed Expression of Interest cum Eligibility Bid** from qualified and reputed individual Architects/ Planners, Proprietary / Partnership Architects/ Planners firms and Joint Venture of firms of Architects/ Planners and designers for the following works as per the scope of work and terms and conditions set out hereunder:

### **NAME OF WORK: CONSTRUCTION OF PERMANENT CAMPUS FOR INDIAN INSTITUTE OF TECHNOLOGY, PALAKKAD, KERALA. PHASE-I**

#### **Sub Head: ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FOR**

- i) Preparation of detailed and comprehensive Architectural Master-plan design and layout of the whole campus for facilities to be planned under Phase-I with provision for future expansion and; Preparation of detailed design, drawings and specifications for Common Bulk services (Civil & Elect) and Development works (Civil & Elect) including main arterial roads, pathways/ walkways, cycle tracks and landscaping etc. **for entire Campus under Phase-I** with provision for future expansion.
- ii) Preparation of detailed Architectural design and drawings including structural design and drawings, quantity surveying, bill of quantities, specification of all the proposed buildings, structures, facilities, internal and external services etc. **of the Academic Zone under Phase-I** with provision for future expansion .

**Location of site : Pudussery West Village, Palakkad Taluk, Palakkad District, Kerala.**

**Area of the campus : 205 Hectare ( Approx.)**

**Area of buildings proposed in Academic zone under Phase-I: 1,15,100 Sqm ( Approx.)**

**Estimated cost of the Project ( Entire Campus): Rs 1325 Crore ( Approx.)**

**Estimated cost of the Academic Zone: Rs.435 Crore ( Approx.)**

**Time Period for Completion of the Project (Entire Campus): 7 (Seven) years.**

**Time Period for Completion of the Academic Zone: 3 (Three) years.**

**Last Date and Time for Submission of EOI cum EB Up to 15: 00 Hrs. on 19<sup>th</sup> June 2017.**

**Due Date & Time of Opening of EOI cum EB : 15.30 Hrs. on 19<sup>th</sup> June 2017**

*Land area of campus , Estimated cost of the project mentioned above are approximate and given for guidance only as rough guide and actual area, scope of work and estimated cost may vary. IITPKD reserves its right to vary the scope of work, estimated cost and Budget of the project at its sole discretion.*

**Bids are being invited under two stages**

**STAGE I: INVITATION OF EXPRESSION OF INTEREST CUM ELIGIBILITY BID**  
[EOI cum EB] (i.e. the Present NIEOI)

**STAGE II:** Bids for Part-I - Technical bid and Part-II- Financial bid will be invited later under two envelopes system by issue of invitation for Request for Proposal (RFP). RFP will be issued to those bidders who got shortlisted on evaluation of the Eligibility Bid [EOI cum EB].

**Time Period allowed for submission of originals for verification** (as specified in NIEOI) by the Bidders who get shortlisted on Evaluation of EOI cum EB: Within 7( Seven) days of intimation to the Bidders.

Bid documents consisting of scope and type of works and assignments to be executed and set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://www.iitpkd.ac.in/web/index.php/tender/> free of cost.

**The Bids shall be placed in a Sealed Envelope super-scribed with**

**“EOI cum EB for**

**NAME OF WORK:** CONSTRUCTION OF PERMANENT CAMPUS FOR INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD, KERALA PHASE-I SH: ARCHITECTURAL & ENGINEERING DESIGN CONSULTANCY FOR

- i) PREPARATION OF COMPREHENSIVE MASTERPLAN OF CAMPUS AND;
- ii) DETAILED PLANNING AND DESIGN OF ACADEMIC ZONE AND COMMON BULK SERVICES (CIVIL & ELECT) & DEVELOPMENT WORKS (CIVIL & ELECT) ETC.”

‘Expression of Interest Application cum Eligibility Bid’ shall be placed in sealed envelope and submitted in sealed condition **to the office of the Registrar, IIT Palakkad, Ahalia campus Kozhipara, Palakkad, Kerala PIN-678557 up to 15: 00 hrs. on 19<sup>th</sup> June 2017.i.e. on or before the last date and time for receipt of EOI cum EB specified in NIEOI)**

## **ELIGIBILITY CRITERIA:**

0. Consortium is not eligible to apply.
1. Applicants/Consultants who fulfil the following requirements shall be eligible to apply
  - 1.1 The individual Applicant should be of an Architect/Planner/ Architectural Consultant and should have been registered with Council of Architects of India.
  - 1.2 If the Applicant is an Architectural/Planner of Proprietary or Partnership Firm/ Company/ Joint Venture it should have been registered in India and the lead Architect/Planner/ Architectural Consultant should have been registered with Council of Architects of India.
  - 1.3 If the Applicant is a Joint Venture with foreign Consultant(s)/Firm(s) /Company (ies) the lead Partner/Firm/Company should be of Architectural /planner/ designer consultant /firm / company registered in India and **the credentials and experience of the lead Architect / Planner/ designer consultant/firm/ company / registered in India alone will be considered for the purpose of Evaluation of their EOI cum EB.**
  - 1.4 The Applicant should have at least Five years' experience in the field of architectural planning, design and preparation of detailed Architectural Drawings.
  - 1.5 The applicant should have satisfactorily planned, designed and completed at least **one similar Project/ Work of Master plan of campus having land area not less than 100 acre with Buildings of total built up plinth area not less than 25000 sqm. in last 7 (Seven) years ending last day of the month previous to the month in which the EOI cum Eligibility Bid is invited.**

For this purpose "**Similar Project/Work**" means "*Work of Preparation of comprehensive Architectural Master plan and layout of Educational Institute Complex(es) and/or Scientific institutions complex(es) and/or Research facilities complex(es) with detailed Architectural planning and design of Academic buildings and connected ancillary facilities and MEP services*" only.
  - 1.6 The Applicant should have an average Annual Financial Turnover of **Rs.200 lakhs** during the last three consecutive financial years ending **31<sup>st</sup> March 2016**. The Financial year in which no financial turnover will be counted as zero Financial Turnover for the particular year for calculating average.
  - 1.7 The Applicant should have at least one specialist in each of the disciplines of Structural Design, Fire protection /fighting, MEP services, HVAC, Landscaping, GRIHA, either in-house or through tie-ups, for proper planning, design and execution of the contract work.
  - 1.8 The Applicant should have sufficient number of Technical and Administrative staff and employees in-house. The applicant should submit a list and details of these employees stating clearly how these employees would be involved in this work (i.e. in proposed project) in the prescribed *proforma* **(Form-G)**.
2. The applicant should submit the details of similar projects/ works completed by him/them in the prescribed proforma.
3. The applicant should submit the details of similar projects/works in his/their hand and in progress in the prescribed proforma.

4. The Applicants should not have abandoned any work nor his contract should not have been rescinded during the last seven years ending previous day of last date of submission of EOI cum Eligibility Bid.

The Firms/Applicants whose contract is rescinded during the last seven years ending previous day of last date of submission of EOI cum Eligibility BID are not eligible.

To become eligible for submission of bid, the bidders shall have to furnish an affidavit in Non-Judicial Stamp Paper of value **Rs 100/-** as under:-

*“I/We undertake and confirm that I/We have not abandoned any of the work entrusted to me /us nor any of the work entrusted to me/us have been rescinded by any of the Central /State Govt. Departments, Undertakings, Autonomous institutions, Agencies, Societies, Enterprises and Companies during last 7 (seven) years ending previous day of last date of submission of EOI cum Eligibility BID.*

*I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis.*

*Further that, if such a violation comes to the notice of the Institute then I/ We shall be debarred for tendering in IITPKD contracts in future forever. Also if such a violation comes to the notice of the Institute before date of start of work the **Registrar IITPKD** shall be free to forfeit the entire amount of Earnest money Deposit and Performance Guarantee amount.”*

The original Affidavit should be submitted along with the EOI cum Eligibility Bid to the Registrar, IIT Palakkad. **The EOI application cum Eligibility Bid received without this declaration in original shall stand automatically rejected.**

5. The Applicant should not have been blacklisted and/or debarred by any State/Central Department or PSU or Autonomous bodies. Firms/Consultants who are blacklisted and/or debarred are not eligible. The applicant must submit a duly notarized affidavit to this effect in stamp paper of value **Rs. 100/-** as under:-

*“I/We undertake and confirm that I/We/ our firm/ company/ JV have not been barred or blacklisted by any of the Central /State Govt. Departments, Undertakings, Autonomous bodies, institutions, Agencies, Societies, Enterprises and Companies during last 7 (seven) years ending previous day of last date of submission of EOI cum Eligibility BID.*

*Further that, if such information comes to the notice of the Institute I/we shall be debarred for bidding in IIT PKD in future forever. Also, if such information comes to the notice of Institute on any day before start of the work, the Registrar, IIT Palakkad shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee”.*

**The EOI application cum Eligibility bid received without this declaration in original shall stand automatically rejected.**

6. The intending bidder must read the terms and conditions of NIEOI carefully. The intending bidder should submit his/their bid only if she/he/they consider(s) himself/themselves eligible and she/he/they is/are in possession of all the documents required.
7. Information and instructions for bidders shall form part of bid documents.
8. Certified true copies of Registration with council of Architects, Certificates of Work experience and other documents as specified in the invitation of bid should be submitted to the **Registrar, IIT Palakkad** within due date and time of submission of the Bid.

9. EOI Application cum Eligibility Bid should be submitted before the last date and time specified in the NIEOI.
10. The bids shall be submitted to the **Registrar, IIT Palakkad Ahalia Integrated Campus, Kozhipara P.O, Palakkad – 678 557** on or before **15:00 hours on 19<sup>th</sup> June 2017**.
11. EOI cum Eligibility bid will be received on the due date and time as mentioned above. However if the last date of receipt of the Bid specified happens to be declared as closed holiday for the **office of the Registrar, IIT Palakkad** for any reason, the Bids will be received on the next working day up to the same time.
12. IIT Palakkad takes no responsibility for the delay / loss or non- receipt of EOI Application cum Eligibility Bid or any submission or letter sent by post.
13. Applicants in their own interest are advised to submit their bid well in advance and avoid last minute rush in submission of their EOI cum EB. IIT Palakkad will not be responsible for non-receipt of submission of EOI cum Eligibility bid whatsoever be the reason.
14. The EOI Application cum Eligibility Bid will be opened by **the Registrar IIT Palakkad** or his Authorized Representative in his office at or after **15:30 hours on 19<sup>th</sup> June, 2017**.
15. EOI cum Eligibility bid will be opened on the due date and time as mentioned above. If the date of opening of the Bid specified happens to be closed holiday for the office of the Registrar, IIT Palakkad for any reason, the Bids will be opened on the next working day at the same time and venue.
16. Late submission and late receipt of bid after the due date and time of submission receipt of bid will be summarily rejected.
17. Canvassing whether directly or indirectly, in connection with Bid is strictly prohibited. Bids submitted by the Consultants who resort to canvassing will be liable to rejection.
18. The bids with any condition including that of conditional rebate will be summarily rejected.
19. After opening of the Eligibility Bid [EOI cum EB], the deficiencies found in the bid of each bidder *vis-a-vis* requirements as per NIEOI will be communicated to individual bidders by Speed Post and/or by email with a request to furnish required documents within 7 (Seven) days of receipt, failing which it will be presumed that the individual bidder does not have any further documents to furnish and decision on bids will be taken accordingly.
20. The bidders who are found eligible and shortlisted on evaluation of EOI cum EB will be required to submit their/ his (i) Technical Bid and (ii) Price bid in response to the invitation of RFP (which will be issued latter to those shortlisted) within the period specified in RFP document.
21. **EMD shall have to be deposited only at Stage II -Part-II by those bidders who get short listed at Stage-II -Part-I on evaluation of RFP.** The following undertaking in this regard shall to be submitted by the intending applicant/bidder:-

*“The EMD shall be deposited by me/us with the Registrar IIT Palakkad within a week in case of intimation of I/we become shortlisted on evaluation of RFP at Stage-II -Part-I- Technical Bid, failing which the Institute may reject the Bid and also bar me / us from participating in all future tender in IIT Palakkad and also take action to withdraw my/our enlistment /empanelment in other IITs also.”*

22. The scope and type of works and assignments are given in NIEOI only in brief. Detailed scope and type of works and assignments to be executed and set of terms and conditions of the contract to be complied with and other necessary documents **will be specified in the RFP documents which will be issued at Stage -II.**
23. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids. Submission of a bid by a bidder implies that he/she has read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
24. IIT Palakkad reserves its right to reject any or all the prospective Applications/ bids without assigning any reason thereof and to restrict the list of qualified applicants to any number deemed suitable by it, if too many bids/applications satisfying the laid down criteria are received.
25. List of documents to be submitted with the Expression of Interest cum Eligibility Bid submission by bidders:
  - i) Certified true copy of Certificate of Registration with Council of Architects of India
  - ii) Certificate of Financial Turnover from Chartered Accountant. **(Form "A")**
  - iii) Certificates of Similar Work Experience. **(Forms "B" "C", "D")**
  - iv) Performance on Similar nature of works- **(Form "E ")**
  - v) Details Structure and Organization **(Forms "F1" "F2")**
  - vi) Details of Technical and Specialists Personnel & their CV **(Forms "F3" "F4" )**
  - vii) Details of Technical and Specialists personnel available to be deployed for this work **(Forms "G")**
  - viii) Notarized Affidavits as per condition 4 of NIEOI, on Non-Judicial stamp paper of value Rs 100/- **(Form "H")**.
  - ix) Notarized Affidavit as per condition 5 of NIEOI on Non - Judicial stamp paper of value Rs.100/-**(Form "I")**.
  - x) Certified true copy Registration Certificate of Service tax, /GST
  - xi) Certified true copy of Memorandum of Articles of Association of Company/Corporation/JV (if applicable).
  - xii) Certified true copy of partnership deed of the firm (if applicable).
  - xiii) Certified true copy of Power of Attorney (if applicable).
  - xiv) Letter of Transmittal.
26. The bidders who get shortlisted in the EOI cum EB will have to submit the original documents of the certified true copies to the office of the Registrar IIT Palakkad for verification within 7days of intimation of shortlisting.
27. It is hereby declared that the Indian Institute of Technology, Palakkad is committed to follow the principle of transparency, equity and competitiveness in public procurement. The subject Notice Inviting EOI cum EB is an invitation to offer made on the condition that the successful Bidder will sign the Integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid submitted by the bidder would be summarily rejected.



28. The bid submitted shall become invalid if :

- 28.1 The bidder is found ineligible.
- 28.2 The bidder does not submit all the documents as stipulated in the bid document including **the undertaking about deposition of EMD at Stage-II -Part-I- Technical Bid.**
- 28.3 Bids on which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidders.
- 28.4 The bidder hides any material facts and furnishes false information and details.
- 28.5 The bidder not complied with any of the NIEOI conditions.
- 28.6 In case any discrepancy is noticed between copies of the documents as submitted at the time of submission of the bid and the original documents as submitted physically to the office of the Registrar, IIT Palakkad, then the bid submitted shall become invalid. Further, the Bidder shall not be allowed to participate / tender for any of the works in IIT PKD.

**REGISTRAR  
IITPKD**

## **SECTION-I**

### **GENERAL:**

#### **PART 1 BACK GROUND:**

Indian Institute of Technology Palakkad (IITPKD) was set up by the Ministry of Human Resources Development, Government of India and started functioning from the Academic year 2015-16. Govt. of Kerala has allotted about 205 hectares of land for developing PERMANENT CAMPUS FOR IITPKD at Pudussery-west village, Kanjikkode, Palakkad District. The site is about 1.5 km away from National Highway in the Palakkad – Coimbatore stretch. For details about the **Institute** please visit the website <http://www.iitpkd.ac.in>.

#### **PROJECT BRIEF**

##### **VISION:**

*“To build an Institution of excellence for Education & Research with overall development of human resources to its fullest potential. A place where distinguished scholars, academicians and technologists meet to advance knowledge for the betterment of self and society.”*

##### **PROJECT OBJECTIVE:**

*“To build a Green, sustainable Campus with infrastructures, facilities and ambience conducive for achievement of the Vision and surpass successively.”*

##### **Brief details of Site:**

The permanent campus of **Indian Institute of Technology Palakkad** is to be developed in an area of land measuring about **205 Hectare** at Pudussery west Village, Palakkad Taluk, Palakkad District, Kerala State. The site is situated by the side of Kanjikkode – Malampuzha PWD road and about 1.5 km away from the National highway stretch on the Palakkad- Coimbatore stretch. Topography of the site is uneven and some portion of site is rocky.

##### **BRIEF REQUIREMENTS :**

##### **Facilities proposed to be planned and developed in the permanent campus under Phase-I**

###### **Facilities**

###### **Approximate Built-up area:**

Academic Zone Buildings	: 1, 15,100 sqm
Student's Hostels & Sport Facilities	: 78,100 sqm
Residential Zone Buildings: Faculty & Staff	: 77,500 sqm
Total Construction	: 2, 70,700 sqm

Common facilities, Sport facilities (Outdoor & Indoor), Roads, Walkways & Paths, Cycle tracks, Street lighting, Utilities, Landscaping, Water treatment, Sewerage treatment, Waste Management (collection, recycling & disposal), Site Development and Bulk Services etc.

Approximate total overall plinth area of buildings and structures proposed to be built in the permanent campus under Phase-I is about 2,70,700sqm and out of which approximate total overall plinth area of buildings and structure proposed to be built in the Academic zone is about 1,15,100 sqm.

The Bidders who gets shortlisted in the STAGE-I “ EOI cum EB” will be allowed to see, inspect and peruse the copies of sketch plan of site, reports of surveys of site which are available with IIT Palakkad during the office hours after obtaining prior permission from the Registrar of IIT Palakkad. The copies of sketch plan of site, reports of surveys of site which are available with IIT Palakkad will be displayed in the office of the Registrar IIT Palakkad for this purpose. The Bidder/ Consultant(s) has to verify and assess the details himself/ themselves for its completeness, accuracy and correctness, and also the actual contours, features, services and facilities available at site and collect the missing details and carrying out such and other as well as further surveys and investigations as may be required for carrying out the assigned work and collect necessary details and information etc., of his/ their own and at his/their own cost and risk.

### **BRIEF SCOPE OF WORK FOR WHICH EOI cum EB IS INVITED**

Architectural and Engineering Design consultancy of

**i) Preparation of Detailed Master-plan and layout of the whole campus**

indicating allocation of areas and spaces, zoning, and showing layout of roads, entrance arch & gate and reception , all the proposed buildings, structures including sports, recreation and common facilities, infrastructures, utilities, bulk services (civil & elect) and bulk developments ( civil & elect), landscaping etc. under Phase-I and also making provision in the scope of master plan and design for the likely future growth and development of campus in phases over a period of 20 to 100 years and;

**ii) Preparation of detailed architectural design and drawings and detailed structural analysis, design and drawings, quantity surveying, bill of quantities, specification** of all the proposed buildings, infrastructures, facilities, structures, utilities, internal and external services, bulk services (civil & elect) and development works (Civil & Elect) etc. **in the Academic Zone under Phase-I** and common bulk services ( Civil & Electrical) and common development works (Civil & Elect), common arterial roads, pathways/ walkways, cycle track etc. **of the entire campus, under Phase-I .**

IIT Palakkad reserves its right to appoint separate Architect including structural design consultant or agency for development and preparation of separate schemes and plans for various buildings and structures for each of the enclaves (Admin, Hostels, Residential, housing, Recreational etc.) and zones within the overall scheme of approved Master plan of the campus.

Construction agency for the project will be appointed separately by IIT Palakkad. The architectural consultant shall provide all necessary drawings, details within his scope of work as required to the construction agency for smooth execution of the project.

**BUDGET:**

*Approximate total estimated Budget cost for the proposed Infrastructure of permanent campus under Phase-I spread over a period of seven years will be about **Rs.1325Cr.(Approx.)***

*Approximate total estimated Budget cost for the proposed Infrastructure of Academic zone in the permanent campus under Phase-I will be about **Rs.435 Cr.( Approx.)***

*The estimated budget cost of the project mentioned above is only as rough guide for guidance and actual budget and estimated cost may vary. IITPKD reserves its right to vary the estimated cost and Budget of the project at its sole discretion.*

**Estimated Time period:**

*Estimated Time period for completion of all the proposed Infrastructure, buildings and services of Permanent campus under Phase-I is about **Seven years***

*IIT Palakkad plan to shift its functioning completely to the permanent campus from the beginning of Academic year 2020-21. i.e. within **Three (3) years**. Therefore all the minimum essential Infrastructure, buildings and services required to start functioning from Permanent campus will have to be planned and constructed within three years' period.*

Priority and phasing of planning and construction will be decided by IIT PKD.

**Mode of Invitation & Submission of Bids [EOI cum EB] :**

*Method of submission bids is by Manual Tendering by physical submission of hard copies of the documents as specified in NIEOI.*

*'Expression of Interest Application cum Eligibility Bid' along with Certified true copies of Registration with Council of Architects, Certificates of Work experience of similar works and other documents as specified in the invitation of bid shall be placed in sealed envelope super-scribed with the name of work after each and every pages of Expression of Interest Application cum Eligibility Bid documents are signed by the bidder as prescribed in para 3.1 to 3.4 of Section II and submitted in sealed condition to the office of the Registrar, IIT Palakkad Ahalia campus Kozhipara , Palakkad PIN-678557 **up to 15:00 hrs. on 19<sup>th</sup> June 2017** (i.e. on or before the last date and time for receipt of EOI cum EB specified in NIEOI).*

*The intending bidder should submit his/their bid only if she/he/they consider(s) himself/themselves eligible and she/he/they is/are in possession of all the documents required.*

*The bidders who get shortlisted in the EOI cum EB will have to submit the original documents of the certified true copies to the office of the Registrar IIT Palakkad for verification within 7days of intimation of his/her/their shortlisting.*

## **SECTION-II**

### **INFORMATION & INSTRUCTION FOR BIDDERS**

#### **1.0 GENERAL :**

- 1.1 Letter of transmittal and forms for deciding eligibility are given in **Section III**.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars / query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Bids made/received by email or Fax and those received late will not be entertained.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional sheets, if any, added by the consultant should also be numbered by the bidder. It should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by Head of the Department/Organization or his duly authorized representative of an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The bidder should not have been blacklisted or debarred by any State/Central Department or PSU or Autonomous bodies. The applicant must submit a duly notarized affidavit to this effect in **Form 'I'** as specified in under **Section III** and the same shall be submitted along with Bid at the time of submission of EOI cum EB. Applications received without this declaration in original shall stand automatically rejected.
- 1.7 The bidder may furnish any additional information which he/she/they think(s) necessary to establish his/her/their capabilities to successfully complete the envisaged work. The bidder is, however, advised not to furnish superfluous information. No information shall be entertained after opening of EOI cum Eligibility Bids unless it is called for by the Registrar IITPKD.
- 1.8 After opening of the EOI cum Eligibility bid, IIT Palakkad shall prepare a list of deficiencies found in the bids of each bidder vis-à-vis requirements as per NIEOI and send the lists to individual bidders by Speed Post/e-mail with a request to furnish required documents within Seven (7) days of receipt, failing which it will be presumed that they do not have any further documents to furnish and decision on bids will be taken accordingly.

- 1.9 Any information furnished by the bidder if found to be incorrect either immediately or at a later date, it would render him liable to be debarred from tendering/ taking up of work in IITPKD. If such bidder happens to be enlisted consultant or in the approved list of agencies/ consultants of any class in any of the IITs, Organizations or Department of Govt. of India, the fact will be reported to them for necessary action to remove his/their name from the enlistment/approved list.

## 2 DEFINITIONS

For the purpose of this Agreement, the following words and expressions shall have the meaning hereby assigned to them except where the context requires otherwise.

- 2.1 **"Director"** means the Director of IIT PALAKKAD
- 2.2 **"Registrar"** means the Registrar of IIT PALAKKAD
- 2.3 **"Engineer-in-Charge"** shall mean the Engineering Officer who shall supervise & be in charge of the work.
- 2.4 **"The Consultant"** shall mean the individual, firm or company, whether incorporated or not, undertaking the architectural consultancy work and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
- 2.5 **The "Client"** shall mean the "IIT PALAKKAD".
- 2.6 **"Approval"** shall mean approval granted by the Registrar, IIT Palakkad in writing or accepted by him for incorporation in the works.
- 2.7 **"Contractor"** shall mean a person/firm/company engaged by the Registrar IIT, Palakkad for executing the works.
- 2.8 **"Proof Consultant"** shall mean a reputed firm/ Institution engaged by the Consultant or IIT Palakkad as the case may be for undertaking independent proof checking/ vetting of drawings and designs etc. carried out by the Consultant.
- 2.9 **"Institute"** means "IIT Palakkad" which invites tenders/ bids unless otherwise specified.
- 2.10 **"Sub Consultant"** means an Individual or a Firm specialized in other correlated fields.
- 2.11 **"Employer"** means the Director IIT Palakkad, acting through the Registrar, IIT Palakkad.
- 2.12 **"Bidder"** means the individual, proprietary firm, firm in partnership, Joint venture, limited company private or public or corporation, who submits the bid.

2.13 **"Year"** means "financial year" unless stated otherwise.

### **3 METHOD OF APPLICATION:**

- 3.1 The Bidder should sign each page of the Bid documents. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, writing and initialling with date.
- 3.2 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 3.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.
- 3.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should also be submitted. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 3.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also submit a copy of the Memorandum of Articles of Association duly attested by a Public Notary. The Bidder should sign each page of the Bid documents. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, written and initial with date.

### **4.0 FINAL DECISION MAKING AUTHORITY**

The Employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

### **5.0 PARTICULARS PROVISIONAL**

The particulars of the work given in **Section-I** are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

## 6.0 SITE VISIT

The bidder is advised to visit the site at his own cost, and examine it and its surroundings, to himself collect all information that he considers necessary for proper assessment of the prospective assignment. The bidder should be familiar and thorough with local /statutory /mandatory byelaws, Acts, rules and orders applicable to the proposed project work and to be complied and satisfied with.

## **METHODOLOGY & PROCEDURE OF SELECTION:**

### **STAGE-I**

- i) Expression of Interest cum Eligibility Bids received are checked for satisfying initial eligibility criteria and thereafter the eligible bidders are evaluated and shortlisted based **on the evaluation criteria of Stage-I** specified in NIEOI document and the intimation will be sent to those shortlisted bidders by email/post. To become eligible for being shortlisted, an applicant must secure minimum Fifty Percent (50%) of the marks in each of the Evaluation Criteria (i.e. A, B & C) and total Sixty Percent (60%) marks in aggregate.

### **STAGE-II: Part-1**

- i) **First:** REQUEST FOR PROPOSAL (RFP) will be issued to all those shortlisted eligible bidders in STAGE-I and Bids are invited together for i) Technical bid, and ii) Financial Bid. *Technical bid and Financial Bid are to be submitted in two separate sealed covers superscribed with the Name of work and indicating "Technical bid" or "Financial bid" as the case may be.*
- ii) **Second:** Technical bids received in response to the RFP will be opened first on the appointed date.
- iii) **Third:** The Empowered Expert committee appointed by the Employer shall evaluate the Technical bids submitted by the bidders.

The Technical bids received will be evaluated and screened by the duly appointed Empowered Expert Committee based **on the evaluation criteria of Stage -II Part- 1** that will be specified in the **RFP** document and **6 (Six) bidders** in their order of merit will be shortlisted and intimation will be sent to those shortlisted bidders by email/ post for depositing requisite EMD. The amount of EMD, the form and the due date for submission EMD will be specified in the **RFP** document.



### **STAGE-II: Part-2**

- (iv) The 6 (**Six**) **shortlisted bidders in the Stage -II Part- 1** will be required to give detailed presentation on their proposals through models walkthrough etc. and his/her/their Technical bids will be evaluated further by the duly appointed Empowered Expert Committee and a list of **three bidders** in their order of merit will be prepared and intimation will be sent to those 3 bidders. The Evaluation criteria for **Stage-II part – 2** will be specified in the **RFP** document.

### **STAGE-II: Part-3**

- (v) The Financial bids of **only those top three short listed in the detailed final Technical bid evaluation will be opened.**
- (vi) Final selection of the Consultant for the project will be decided based on the Quality cum cost based system (QCCBS) with the weightage for **Technical bid** will be 80% and that of the **Financial bid** will be 20%.
- (vii) The Successful bidder is finalized based on who scores the highest total aggregate mark by adding weighted mark scores of both the Technical bid and Financial Bid together as per the procedure and method that will be specified and explained in the **RFP** document.
- (viii) *Honorarium of **Rs. 2,50,000/-** will be paid to each of the 5 unsuccessful bidders out of the 6 (Six) shortlisted bidders in the **Stage -II Part- 1** .*

## EVALUATION AND SELECTION CRITERIA

### Evaluation Criteria for Stage -I

Sr. No.	Criterion	Maximum Marks	Marks Awarded
<b>A</b>	<b>Organizational Strength of the Applicant</b>	<b>32</b>	
<b>(i)</b>	<b>Scale and Location of Office/(s)</b>  i) 1 location with technical staff of 10 to 15 people - Marks 1 ii) 1 location with technical staff of more than 15 people- Marks 2 iii) 2 locations with technical staff of more than 15 people in each location-Marks 4	4	
<b>(ii)</b>	<b>In-house Professionally Qualified Staff in following indicative categories:-</b>  i) Environmental Planner / Scientist / Engineer ii) Architects iii) Civil Engineer iv) MEP Engineers v) Water Management / Public Health Engineering Expert vi) HVAC Expert vii) PMC Expert viii) Computer & Communication Networking Expert  <i><b>Note:</b> 1 Mark for each in- house professional specialist having minimum five year experience for each specialization category and maximum of 2 marks for each specialization category and ½ mark for each outsource partner professional specialist having minimum five year experience for each specialization category and maximum of 1 marks for each specialization category.</i>	16	
<b>(iii)</b>	<b>In-house licensed Professional software in following indicative categories:-</b>  i) Environmental modelling software ii) AutoCAD pro.ver-2016 and above iii) E TAB/STADD Pro / STRAP Ver, 2016- above iv) Project Planning Software- MS Office/ Primavera.  <i><b>Note:</b> 1 Mark for each original license professional software in each category (having minimum five users license for each category) upto maximum of 2 marks for each category and ½ mark each for single user license in each category upto max of 1 mark for each category (Original license no and ownership certificate etc. are to be furnished ).</i>	8	

<b>(iv)</b>	<p><b>In-house Drawing tools in following indicative categories:-</b></p> <p>i) A0 Size -Plotter printer - Max 1 mark  ii) A1/A2 Size Colour printer- Max 1 mark  iii) Desk top computer units- 5 no or more - max 1 mark  iv) Network server computer with 10 or more nodes- max 1 mark</p> <p><i>Note: 1 mark each for each category of in-house facility ( Details of Configuration, Make, brand &amp; Year of Purchase, certificate of ownership required to be furnished.)</i></p>	4	
<b>B</b>	<b>Experience of Work</b>	<b>58</b>	
<b>(i)</b>	<p>Experience in planning &amp; design, design execution of similar buildings</p> <p>i) National Awards won for Planning, Aesthetic and Innovation in Design / Works - max Marks 4  ii) International Awards won for Planning, Aesthetic and Innovation in Design / Works - Max Marks 4  iii) Three Star GRIHA/Silver LEED certified works - Max Marks 4  iv) Four Star GRIHA/Gold LEED certified works - Max Marks 6  v) Five Star GRIHA/Platinum LEED certified works - Max Marks 6  vi) Planning MEP Services - Max Marks 4  vii) Planning Landscaping works - Max Marks 4</p> <p><b>Note:</b>  1. For sl. no (i) &amp; (ii) 1 Mark for each Award. The award should be either from recognised registered professional bodies/ institutions or from Government (Department / Institutions/ Organisation).  2. For sl. no (iii) (vi) &amp; (vii) 2 Mark for each work. For sl. no (iv) &amp; (v) 3 Mark for each work. The work should be of similar works but with area of campus not less than 50 acres and built up area of buildings not less than 20000 sqm.</p>	16	
<b>(ii)</b>	<p>Previous experience with projects/works of Central / State Government Departments/ Autonomous bodies/ Undertakings / Organisation/ Institutions (5 Mark for each Project/Work and max of 10 marks).</p> <p><b>Note:</b>  The work should be of similar works but with area of campus not less than 50 acres and built up area of buildings not less than 20000 sqm.</p>	10	
<b>(iii)</b>	<p>Experience in Planning &amp; Design of building of National importance /signature building, etc. (i.e <i>Buildings of IITs, IISERs, IIMs, Central/State University campuses, Research institutions , Central and state Secretariat complexes, Software Technologies Parks, War/Peace memorials</i>)</p> <p><b>Note: 4 marks for each work and maximum of 8 marks.</b></p>	8	
<b>(iv)</b>	<p>Experience of doing Master plan of campus having area</p> <p>i) 100 acres and more and up to 150 acre with built up area not less than 25000 sqm (2 marks for each project subject to max of 4</p>	24	

	marks). ii) Above 150 acres and up to 250 acre with built up area not less than 35000 sqm (3 marks for each project subject to max of 6 marks). iii) Above 250 acres and up to 400 acre with built up area not less than 50000 sqm ( 4 marks for each project subject to max of 8 marks) iv) Above 400 acres and with built up area not less than 75000 sqm (5 marks for each project subject to max of 10 marks.Experience of PMC management and performance monitoring and evaluation of works of nature similar to Sl no (i) to (iv) above (2 marks for each project subject to max of 6 marks.)		
<b>C</b>	<b>FINANCIAL CAPABILITY</b>	<b>10</b>	
<b>(i)</b>	Gross Average Financial turnover in last three years (a) Between Rs 2 Crore to Rs 2.5 Crore – 5 Marks (b) Beyond Rs 2.5 Crore – 1 Mark for every additional Rs. 50 lakh (or part thereof) subject to a maximum of 5 marks.	10	
	<b>TOTAL A to C</b>	<b>100</b>	

**Note:**

- i) Sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria shall be submitted.
- ii) If sufficient information and valid proof is not available for any parameter/factor/ criteria during evaluation, 0 marks shall be assigned to that parameter/factor/ criteria.
- iii) Projects/ works in progress will not be considered for Evaluation.
- iv) The completed work will qualify for consideration of evaluation only if the performance grade given in Form-E is at least “Good” for all the criteria specified in the form.
- v) **The bidder has to score minimum 50 % marks in each of the criteria [i.e. A, B & C] mentioned above and has to score total 60% marks in aggregate on evaluation to become eligible for Stage-II-RFP**

**SECTION – III**  
**INFORMATION REGARDING ELIGIBILITY**  
LETTER OF TRANSMITTAL

To

**The Registrar,  
Indian Institute of Technology, Palakkad**

Sub: **Submission of STAGE I: Expression of Interest cum Eligibility Bid [EOI cum EB]**

**NAME OF WORK: CONSTRUCTION OF PERMANENT CAMPUS FOR INDIAN INSTITUTE OF TECHNOLOGY, PALAKKAD, KERALA.**

**Sub Head: ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FOR**

- i) Preparation of detailed and comprehensive Architectural Master-plan design and layout of the whole campus for facilities to be planned under Phase-I with provision for future expansion and; Preparation of detailed design and drawings and specifications for Common Bulk services (Civil & Elect) and Development works (Civil & Elect) including main arterial roads, pathways/ walkways, cycle tracks and landscaping etc. of entire campus under Phase-I with provision for future expansion.
- ii) Preparation of detailed Architectural design and drawings including structural design and drawings, quantity surveying, bill of quantities, specification of all the proposed buildings, structures, facilities, internal and external services etc. of the Academic Zone under Phase-I with provision for future expansion .

Sir,

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

1. I/ We hereby certify that all the statement made and information supplied in the enclosed **Forms A to I** and accompanying statements are true and correct.
2. I/ We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We authorize the Registrar, Indian Institute of Technology, Palakkad to approach individuals, employers, firms and corporation to verify our competence and general reputation.

4. I/We submit the certificates as per the form "E" in support of our suitability, technical knowledge and capability for having successfully completed the following works:-

Sl.No	Name of work	Year of award	Year of completion	Master plan Area in acres	Built-up Plinth area in sqm	Certificate issued by
1.						
2.						
3.						
4						
5						
6						
7						
8						
9						

5. Earnest money in the prescribed forms shall be physically submitted within one week after opening and Finalization of Stage -II Technical BID in case we are shortlisted and qualified.
6. Expression of Interest application Cum Eligibility bid is submitted herewith.

Enclosures:

Seal of bidder

Date of submission

**SIGNATURE(S) OF BIDDER(S)**

**FORM 'A'**

**FINANCIAL INFORMATION**

Name of the Firm / Consultant.....:

I. Financial Analysis- Annual Turnover

Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last three years duly certified by the Chartered Accountants, as submitted by the applicant to the Income Tax Department ( copies to be attached)

***Figures in Rupees in lakhs***

Sl. No	Particulars	Financial years	
		2013- 2014	2014- 2015
i)	Gross Annual turnover		
ii)	Profit / Loss		

**Signature of Bidder (S)**

**Signature of Chartered Accountant with Seal**

**FORM 'B'**

**Summary of Similar work Experience certificates completed during the last seven years ending March 2017**

Name of the Firm / Consultant.....

Sl.No	Name of work	Year of award	Year of completion	Master plan Area	Built-up Plinth area	Cost of the project	Certificate issued by
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my / our knowledge and belief.

**SIGNATURE OF BIDDER (S)**



**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING MARCH 2017**

**Name of the Firm / Consultant.....**

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Total cost of the project	Total consultation fee	Area of the campus (Master plan) in Acres	Built up plinth area for which architectural planning and design work carried out in sqm	Date of completion	Name and Address (Postal & E-mail) / telephone number of officer to whom reference may be made	Details of Disputes / Litigation/ National / International Awards won/ GRIHA /LEED Certificate with details
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1									
2									
3									
4									
5									
6									

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my / our knowledge and belief.

**SIGNATURE OF BIDDER(S)**

**PROJECTS UNDER EXECUTION OR AWARDED**

**Name of the Firm / Consultant.....**

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Total cost of The project in Crores	Total consultation fee in lakhs	Area of master plan of the campus in acres	Built up plinth area for which architectural planning and design work carried out	Stipulated & actual date of start	Stipulated date of completion	Name and Address (Postal & E-mail) / telephone number of officer to whom reference may be made	% progress /Disputes /litigation With regard to consultancy with details
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
1										
2										
3										
4										
5										
6										

Certified that the above list of work is complete and no work has been left out and that the information given is correct to my knowledge and belief.

**SIGNATURE OF BIDDER(S) WITH STAMP**

**FORM 'E'**

**PERFORMANCE REPORT OF WORKS TO BE CONSIDERED FOR ELIGIBILITY**

Name of the firm / consultant.....

1.	Name of work / Project & Location	
2.	Agreement No. , Project cost & consultancy fee	
3.	Campus Area in acres	
4.	Total Built up plinth area of buildings in sqm	
	a) Built up plinth area of academic buildings	
	b) Built up plinth area of Laboratory buildings	
	c) Built up plinth area of administration buildings	
	d) Built up plinth area of Hostel buildings	
	e) Built up plinth area of Residential buildings	
	f) Built up plinth area of other buildings/ structures	
5.	Date of Start	
6.	Date of completion	
7.	Amount of consultancy fee paid	
8.	Amount of compensation, if any levied.	
9.	Whether any litigation / arbitration case pending / in progress in respect of this consultancy work.	
10.	Performance Report	
	a) Quality of Service	Very Good/Good/Fair/Poor
	b) Organizational strength & Management of work and adherence to delivery in time	Very Good/Good/Fair/Poor
	c) Technical Proficiency in detailing & compliance with standards, rules and bye laws in planning	Very Good/Good/Fair/Poor
	d) Resourcefulness	Very Good/Good/Fair/Poor
	e) General Behaviour	Very Good/Good/Fair/Poor
11	Remarks ( if any ):	
12	Executive Engineer Or Equivalent Dated with stamp	

**STRUCTURE & ORGANISATION**

1.	Name & Address of the bidder		
2.	Telephone No. /Email id /Telex No./Fax No.		
3.	Legal status of the bidder (attach copies of original document defining the legal status).		
	a)	An Individual	
	b)	A proprietary firm	
	c)	A firm in partnership	
	d)	A limited company or Corporation	
4.	Particulars of registration with various Government bodies (attach attested photo-copy).		
	<b>ORGANIZATION/PLACE OF REGISTRATION</b>		<b>REGISTRATION</b>
	1.		
	2.		
5.	Names and Titles of Directors & Officers with designation to be concerned with this work.		
6.	Designation of individuals authorized to act for the organization.		
7.	Was the bidder ever required to suspend the work after commencing the work? If so, given the name of the project and reasons of suspension of work.		
8.	Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9.	Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details.		
10.	Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.		
11.	In which field / area of Architectural planning and design the bidder has specialization and interest?		
12.	Any other information considered necessary but not included above.		

Signature of bidder(s) with stamp

**ORGANIZATIONAL STRUCTURE:**

1	Name & Address of the applicant with Telephone No./Fax No./Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice	
3	No of branch offices	
	a) Name & designation of Branch head	
	b) Address of branch office	
	c) Area of jurisdiction	
	d) Area of specialisation	
4	Total No. of professional staff (In house):	
	a) Architects: ,	
	b) Planners:	
	c) Civil Engineers	
	d) Structural Engineers	
	e) Quantity Surveyors	
	f) Mechanical Engineer	
	g) Electrical Engineer	
	h) Public Health Engineer	
5	a) No of Subsidiaries/ offices	
	b) Location & Area of jurisdiction & specialisation	
6	Address of Main/Branch office of applicant organisation nearest to Palakkad and its distance	

Signature:

Name: Designation:

Address, Email id ,Mob No Tel No:

**DETAILS OF SPECIALIST PERSONNEL AVAILABLE**

(in-house&amp; in tie up arrangements are to be furnished separately)

Sl.No	Discipline/Service	Availability	Experience of number of in -house specialist Experts with years of experience	
			Experience more than 10& above	Experience of less than 10 years & up to 5
1.	Planning	Yes/No		
2	Architectural	Yes/No		
3	Structural Engineering	Yes/No		
4	Public Health Engineering	Yes/No		
5	Electrical	Yes/No		
6	Mechanical	Yes/No		
7	HVAC	Yes/No		
8	Fire-fighting/Engineering	Yes/No		
9	Administrative/support staff, categories to be mentioned	Yes/No		
10	Office equipment a. Computers b. Plotters c. Printers d. Scanners e. Photocopying Machines	Yes/No	No of units available and with details of its Make and Year of Purchase etc	
11	Licensed software(s) available with the firm(s) Details of software(s), Version, No of users, and Year of purchase license no etc. to be furnished			

Note: 1. Personnel at Sl no. 1 and 2 are in-house (give membership details of professional institutions). In case the services are outsourced by us I/We undertake full responsibilities of timely deliveries without deficiencies.

2. In case of Joint Venture the details of Lead Firm should be indicated and countersigned by the other Partner Firms

**Signature**

**Format of Curriculum Vitae (CV) of Key Professionals**

Name.....

Date of Birth ..... Nationality: .....

Years with Firm: .....

Membership in Professional Societies: .....

Task/Role to be assigned in this project: .....

**Key Qualifications:**

[Give an outline of staff member’s experience and training relevant to responsibility in context of present assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page]

**Education:**

[Summarize college/University and other specialized education of staff member, giving names of Institutions, dates attended and degree(s) obtained. Use up to a quarter page]

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

**Certification**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe the qualifications and experience of my staff/or collaborators and myself.

Date:

Signature(s) of the Applicant(s) with seal

**DETAILS OF TECHNICAL, & SPECIALIST PERSONNEL PROPOSED TO BE DEPLOYED FOR THIS WORK**

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualifications	Professional/ experience and details of work carried out	How these Personnel would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

SIGNATURE OF BIDDER(S) WITH STAMP



**AFFIDAVIT**

I/We undertake and confirm that I/We have not abandoned any of the work entrusted to me /us nor any of the work entrusted to me/us have been rescinded by any of the Central /State Govt. Departments, Undertakings, Autonomous institutions, Agencies, Societies, Enterprises and Companies during last 7 (seven) years ending previous day of last date of submission of EOI cum Eligibility BID.

I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis.

Further that, if such a violation comes to the notice of the Institute then I/ We shall be debarred for tendering in IITPKD contracts in future forever. Also if such a violation comes to the notice of the Institute before date of start of work the Registrar IITPKD shall be free to forfeit the entire amount of Earnest money Deposit and Performance Guarantee amount.

(Notarized affidavit to be furnished at the time of submission of bid)

**NOTE: Affidavit to be furnished on a 'Non-Judicial' stamp paper worth Rs.100/-**

**Signature of Bidder(s) or  
an authorized Officer of the firm with stamp**

**Signature of Notary with Seal**

**AFFIDAVIT**

I/We undertake and confirm that I/We/ our firm/ company/ JV have not been barred or blacklisted by any of the Central /State Govt. Departments, Undertakings, Autonomous bodies, Institutions, Agencies, Societies, Enterprises and Companies during last 7 (seven) years ending previous day of last date of submission of EOI cum Eligibility BID. Further that, if such information comes to the notice of the Institute I/we shall be debarred for bidding in IIT PKD in future forever. Also, if such information comes to the notice of Institute on any day before start of the work, the Registrar, IIT Palakkad shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

(Notarized affidavit to be furnished at the time of submission of bid)

**NOTE: Affidavit to be furnished on a 'Non-Judicial' stamp paper worth Rs.100/-**

**Signature of Bidder(s) or  
an authorized Officer of the firm with stamp**

**Signature of Notary with Seal**