

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- PHASE-I.

SUB HEAD: ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FOR Preparation of detailed Architectural design and drawings including structural design and drawings, specifications, quantity surveying and bill of quantities of all the proposed buildings, structures, facilities, internal and external services etc. **of the Residential Zone (Hostels, Faculty & Staff Residences etc.) 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 duly filled in and along with 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.

INDEX

S. No	CONTENTS	PAGE NOS.
1	Notice inviting EOI cum EB (STAGE-I)	3
2	Eligibility Criteria	4-5
3	List of documents to be submitted	8
	SECTION-I	10
4	Background & Project brief	10
5	Brief details of site & Brief requirements	10-11
6	Facilities to be planned	11
7	Brief scope of work	11-12
8	Mode of submission	13
	SECTION-II- Information & Instructions for Bidders	14
9	Methodology & Procedure for selection	17
10	Evaluation Criteria for Stage- I (EOI cum EB)	19-22
	SECTION-III	23
11	Letter of Transmittal	23-24
12	Forms 'A' to 'I'	25-36

Certified that this NOTICE INVITING EXPRESSION OF INTEREST CUM ELIGIBILITY BID [EOI cum EB] contains total thirty six (36) pages (i.e. page 1 to 36) only.

REGISTRAR
IIT PALAKKAD

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

NIEOI No. 03/2017 /IITPKD/EWD Dated 28/11/2017

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 Preparation of detailed Architectural design and drawings including structural design and drawings, specifications, quantity surveying and bill of quantities of all the proposed buildings, structures, facilities, internal and external services etc. **of the Residential Zone (Hostels, Faculty & Staff Residences etc.) under Phase-I** with provision for future expansion.

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

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

Area of buildings proposed in Residential zone under Phase-I: 1,56,660 sqm (Approx.)

Estimated cost of Residential Zone (Hostels, Faculty & Staff Residences etc.) under Phase-I: Rs.485 Crore (Approx.)

Time Period for Completion of Residential Zone (Hostels, Faculty & Staff Residences etc.) under Phase-I: 3 (Three) years.

Last Date and Time for Submission of BID: Up to 15:00 Hrs on 28.12.2017.

Land area of the 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 UNDER TWO STAGES

STAGE I: INVITATION OF EXPRESSION OF INTEREST CUM ELIGIBILITY BID

[EOI cum EB] (i.e. the Present NIEOI)

STAGE II: Bids [Part-I - Technical bid and Part-II- Financial bid] will be invited later under Two Envelopes System from the shortlisted Bidders/Applicants by issue of Invitation /Request for Proposal (RFP). RFP will be issued to those applicants who are shortlisted on evaluation of the Eligibility Bid [EOI cum EB].

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

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 should 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

Preparation of detailed Architectural design and drawings including structural design and drawings, specifications, quantity surveying and bill of quantities of all the proposed buildings, structures, facilities, internal and external services etc. **of the Residential Zone (Hostels, Faculty & Staff Residences etc.) under Phase-I** with provision for future expansion .”

‘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 28th December 2017.**(i.e. on or before the last date and time for receipt of EOI cum EB specified in NIEOI)

ELIGIBILITY CRITERIA:

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 5 (Five) years’ experience in the field of architectural planning, design and preparation of detailed Architectural Drawings.

1.5 Consortium is not eligible to apply.

1.6 The applicant should have satisfactorily planned, designed and completed **in last 7 (Seven) years ending last day of the month previous to the month in which the EOI cum Eligibility Bid is invited.**

At least three similar Projects/ Works of each with total built up plinth area of not less than 60000 sqm.

OR

At least two similar Projects/ Works of each with total built up plinth area of not less than 90000 sqm.

OR

At least one similar Project/ Work with total built up plinth area of not less than 120000 sqm.

For this purpose “Similar Project/Work” means “Work of Comprehensive Architectural planning and design of Residential complexes/Hostel complexes including connected ancillary facilities and MEP services under one contract only”.

- 1.7 The applicant should have satisfactorily planned, designed and completed, **in last 7 (Seven) years ending last day of the month previous to the month in which the EOI cum Eligibility Bid is invited, at least one Project/ Work of Comprehensive Architectural planning and design of Students Hostel complexes with total built up plinth area of not less than 60000 sqm either part of Similar Project/Work under condition 1.6 above or as a separate project/work .**
- 1.8 The Applicant should have an average Annual Financial Turnover of **Rs.200 lakhs** during the last three consecutive financial years ending **31st March 2016**. The Financial year in which no financial turnover will be counted as zero Financial Turnover for the particular year for calculating average. Supporting documents for the same is to be provided.
- 1.9 The Applicant should have at least one specialist in each of the disciplines of Civil Engineering, Structural Design, MEP services, Environmental Engineering, either in-house or through tie-ups, for proper planning, design and execution of the contract work.
- 1.10 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 or 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 has been rescinded by any of the Central or 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 or agency 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 cancel the agreement and 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 or Central Govt. Departments or PSUs 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 and 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 The 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 28.12.2017 15:00 hours**

- 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 28.12.2017**
- 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 - by those bidders who are short listed on evaluation Part-I Technical Bid at Stage-II.** The following undertaking in this regard should 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 shall reject the Bid and also bar me / us from participating in all future tender in IIT Palakkad and may take action to withdraw or cancel 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’) along with certified true copies of award letters of the works.**
 - iv. Performance on Similar nature of works **(Form -E)**
 - v. Details of the Organization and Structure **(Forms ‘F1’ & ‘F2’)**
 - vi. Details of Technical and Specialists Personnel & their CVs **(Forms ‘F3’ & ‘F4’)**
 - vii. Details of Technical and Specialists personnel available to be deployed for this work **(Form- 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 of 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 top three Bidders who are shortlisted for ***Architectural & Engineering Design Consultancy work for Preparation of Architectural Master-plan for the IIT PKD***

campus , 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. **for the Academic Zone and the detailed design and drawings and specifications for Common Bulk services (Civil & Electrical.) and common Development works (Civil & Electrical)** etc. shall be eligible to be considered for direct shortlisting for this work for participating in Stage-II and issue of RFP, provided if he/they apply for the same and satisfy and fulfil the requirements of conditions 1.6 and 1.7 of this NIEOI.

29. The bid submitted shall become invalid, if:
 - 29.1 The bidder is found ineligible.
 - 29.2 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.**
 - 29.3 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.
 - 29.4 The bidder hides any material facts and furnishes false information and details.
 - 29.5 The bidder not complied with any of the NIEOI conditions.
 - 29.6 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.
30. The validity of EOI cum EB will be for 60(Sixty) days from the date of opening.

**REGISTRAR
IITPKD**

SECTION-I **GENERAL:**

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, Kanjikode, 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: 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 Residential zone (for students, Faculty and Staff) of IITPKD permanent campus under Phase-I

<u>Facilities</u>	<u>Approximate Built-up area:</u>
Students' Hostels & Mess blocks	: 72,500 sqm
Indoor games/ Sports Facilities	: 6000 sqm
Faculty & Staff Residences	: 66,360sqm
Common Facilities (Guest houses, Health Centre, Bank, Post office, Convenience Shopping, Faculty & staff club, Community centre, Nursery, Crèche & Day care centre	: 9,100 sqm
Campus (KV) school) Including staff (15) accommodation	: 2,700 sqm
Total Construction	: 1,56,660 sqm (Approx.)

Common facilities – Open Air Theatre, Outdoor games/Sports facilities (Athletic tracks, stadium with spectators' gallery Fields& courts for playing Cricket, Football, Hockey, basketball, Volleyball, Tennis etc.), Swimming pools etc.

Internal (other than main arterial) Roads, Walkways & Paths, Cycle tracks, Street lighting, Utilities, Landscaping, Water treatment, Sewerage treatment, Waste Management (collection, recycling & disposal), Site Development and Bulk Services etc. of Hostel and Residential Zones.

Approximate total overall plinth area of buildings and structures proposed to be built in the Hostel and Residential Zones is about 1,56,660 sqm.

The works of Phase -I will be taken up in different phases as decided by IIT Palakkad.

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 Preparation of detailed Architectural design and drawings including structural design and drawings, specifications, quantity surveying and Bill of quantities of all the proposed buildings, structures, facilities, internal and external services etc. of the Residential Zone (Hostels, Faculty & Staff Residences etc.) under Phase-I with provision for future expansion.

Facilities proposed to be planned and developed in the Residential zone (for students, Faculty and Staff) of IITPKD permanent campus under Phase-I include:

- i. Student's Hostels, Mess blocks, Indoor games/ Sports Facilities, Faculty & Staff Residences including internal and external services.
- ii. Common Facilities: Guest houses, Health Centre, Bank, Post office, Convenience Shopping, Faculty & Staff club, Community centre, Nursery, Crèche & Day care centre, Campus (KV) School including internal and external services.
- iii. Common facilities: Open Air Theatre, Outdoor games / Sports facilities (Athletic tracks, stadium with spectators' gallery, Fields& Courts for playing Cricket, Football, Hockey, Basketball, Volleyball, Tennis etc.) and Swimming pools etc. including internal and external services.

- iv. Internal roads (i.e. other than main arterial roads), walkways & paths, cycle tracks, street lighting, Landscaping coming within the residential zone.
- v. Development and Services: internal utilities, services and development works of Residential (Hostels, Faculty & Staff residences and sports) Zone [water supply, sewerage & waste management (collection, treatment, recycling & disposal) etc. coming within the residential Zone.]

The Institute is already in the process of appointing Architectural and Engineering Consultancy for Campus Master Plan Academic zone and Common Bulk services and common Bulk Development works of campus separately.

Appointment of Construction agency:

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

BUDGET:

Approximate total estimated Budget cost for the proposed Infrastructure of Residential zone in the permanent campus under Phase-I will be about **Rs.485 Crore. (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:

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. The works of Phase -I will be taken up in phases. In the first phase of the phase-I, the following facilities are proposed to be taken up for construction and completion.

Facilities

Approximate Built-up Plinth area:

Hostels for 1200 Students & Mess blocks	: 36,000 sqm
Faculty Residences (120 No.)	: 18,000 sqm
Staff Residences (100 No.)	: 9,000 sqm
Indoor games/ Sports Facilities	: 6000 sqm
Common Facilities (Health Centre, Bank, Post office, Convenience Shopping, Faculty & staff club, Community centre, Nursery, Crèche & Day care centre, etc.)	: 5340 sqm
Total Construction	: 74,340 sqm (Approx.)

Priority and phasing:

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 , page – 16 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 28.12.2017** (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 crossed out, initialled, dated and rewritten. 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.

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.

2.14' EOI' means Expression of Interest

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 initialled 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.

7.0 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.
- ii) To become eligible for being shortlisted, an applicant must secure minimum Fifty Per cent (50%) of the marks in each of the Evaluation Criteria (i.e. A, B & C) and total Sixty Per cent (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 super-scribed 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 Evaluation 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 Evaluation Committee based on the Evaluation criteria of Stage -II Part- 1 that will be specified in the RFP document and up to a maximum of 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 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 Empowered Evaluation Committee-and shortlist **three bidders** in their order of merit.

The Evaluation criteria for **Stage-II (Part-1 & Part-2)** will be specified in the **RFP** document.

STAGE-II: Part-3

- v) The Financial bids of **those top three short listed in the detailed final Technical bid evaluation will only be opened on the appointed date and time which will be intimated to them.**
- 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. 1,00,000/-** will be paid to each of the unsuccessful bidders out of the shortlisted bidders in the **Stage -II Part- 1.***

8.0 EVALUATION AND SELECTION CRITERIA

Evaluation Criteria for Stage -I

Sr. No.	Criterion	Maximum Marks	Marks Awarded
A	Organizational Strength of the Applicant	26	
(i)	Scale and Location of Office/(s) i) 1 location with technical staff of 10 to 15 - Marks 1 ii) 1 location with technical staff of more than 15 - Marks 2 iii) 2 or more locations with technical staff of more than 15 in each location-Marks 4	4	
(ii)	In-house Professionally Qualified Staff in following indicative categories: i) Architects ii) Environmental Planner / Scientist / Engineer iii) Civil Engineer iv) MEP Engineers v) Urban designers vi) Structural Engineers <i>Note: 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>	12	
(iii)	Period of Architectural professional experience of the lead Architect as on the last date of submission of the Bid i) More than 5 years and up to 9 years: 1/4 Mark for each completed year or part thereof above 5 years. ii) More than 9 years and up to 15 years: 1/2 Mark for each completed year or part thereof above 9 years. iii) More than 15 years: 1 Mark for each completed year or part thereof above 15 years.	10	

B	Experience of Work	64	
(i)	<p>Experience in planning & design of Green buildings & campus of similar projects/works</p> <p>i. Three Star GRIHA/Silver LEED certified works - Max Marks 2</p> <p>ii. Four Star GRIHA/Gold LEED certified works - Max Marks 4</p> <p>iii. Five Star GRIHA/Platinum LEED certified works - Max Marks 6</p> <p>Note:</p> <p>1. Marks for each work and of the category (i) (ii) & (iii) will be 1, 2 & 3 respectively.</p> <p>2. The work should be of similar works as defined in condition 1.6 of NIEOI but with built up area of buildings not less than 25000 sqm during the last seven years ending last day of the month previous to the month in which the bid is invited.</p> <p>3. Total number of projects that will be considered for award of mark by putting all the three categories together will not be more than six.</p>	12	
(ii)	<p>Experience in planning & design, of MEP & Landscaping works of similar projects/works</p> <p>i. Planning MEP Services - Max Marks 3</p> <p>ii. Planning Landscaping works - Max Marks 3</p> <p>Note:</p> <p>1. Marks for each work of sl. no (i) will be 1</p> <p>2. Marks for each work of sl. no (ii) will be 1</p> <p>3. The work should be of similar works as defined in condition 1.6 of NIEOI but with built up area of buildings not less than 25000 sqm during the last seven years ending last day of the month previous to the month in which the bid is invited</p>	6	
(iii)	<p>Previous experience of having worked with Central or State Governments (i.e. Projects/Works of Departments, Organisations, Autonomous bodies, Undertakings and Institutions of State or Central Government only) on similar projects/works</p> <p>i) 4 Mark for each Project/Work subject to max of total 8 marks.</p> <p>Note:</p> <p>The work should be of similar works/projects as mentioned in eligibility criteria condition 1.6 of NIEOI cum EB but having built up area of buildings not less than 25000 sqm completed during the last seven years ending last day of the month previous to the month in which the bid is invited</p>	8	

(iv)	<p>Experience in Architectural Planning & Design works of Residential and /or Hostel Buildings of Indian Institute of Technology (IIT), Indian Institute of Science Education and Research (IISER), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Science (IISC), and Central University (CU).</p> <p>i) 5 marks for each work and max of total 10 marks</p> <p>Note:</p> <p>1. The work should be of similar works as mentioned in eligibility criteria 1.6 of EOI cum EB but having built up area of buildings not less than 25000 sqm, during the last seven years ending last day of the month previous to the month in which the bid is invited.</p>	10	
(v)	<p>Experience of doing detailed Architectural planning and design of Residential complex /Hostel complex</p> <p>i) Built up area of 60000 sqm and above and below 90000 sqm (8 marks for each project/work subject to max of 24 marks.)</p> <p>ii) Built up area of 90000 sqm and above and below 120000 sqm (12marks for each project/work subject to max of 24 marks.)</p> <p>iii) Built up area of 120000 sqm and above (24 marks for each project/work.)</p> <p>Note:</p> <p>The work should be of similar works/projects as mentioned in eligibility criteria condition 1.6 of NIEOI cum EB completed during the last seven years ending last day of the month previous to the month in which the bid is invited</p>	24	
(vi)	<p>Experience of PMC, Project management and performance monitoring and evaluation of similar works (2 marks for each project subject to max of 4 marks.)</p> <p>Note:</p> <p>The work should be of similar works/projects as mentioned in eligibility criteria condition 1.6 of NIEOI cum EB but having built up area of buildings not less than 25000 sqm completed during the last seven years ending last day of the month previous to the month in which the bid is invited</p>	4	

C	FINANCIAL CAPABILITY	10	
(i)	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	
	TOTAL: A +B+ C	100	

Note:

- i) Sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria shall be submitted. 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.
- ii) The completed works only will qualify for considering evaluation. Projects/ Works (i.e the consultancy contract) in progress will not be considered for Evaluation
- iii) The completed work will qualify for considering evaluation only if grading of performance in Form-E is graded at least as “Good” for all the criteria in the performance report. The form E if not signed by the client will not be considered.
- iv) **The bidder has to score minimum 50 % marks in each of the criteria [i.e. A, B & C] mentioned above and total 60% marks in aggregate on evaluation to become eligible for shortlisting for Stage-II i.e. for issue of RFP document.**

SECTION – III
INFORMATION REGARDING ELIGIBILITY

LETTER OF TRANSMITTAL

To

The Registrar,
Indian Institute of Technology Palakkad

Sub: Submission of Expression of Interest cum Eligibility Bid [EOI cum EB] for

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

SUB HEAD: ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FOR

Preparation of detailed Architectural design and drawings including structural design and drawings, specifications, quantity surveying and bill of quantities of all the proposed buildings, structures, facilities, internal and external services etc. **of the Residential Zone (Hostels, Faculty & Staff Residences etc.) under Phase-I** with provision for future expansion.

Sir,

I/ We, having examined the details given in the bid document for the above work, 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" duly signed by the client 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	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 Cum Eligibility bid is submitted herewith.

Enclosures:

Seal of bidder

Date of submission

SIGNATURE(S) OF BIDDER(S)

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	2015-16
i)	Gross Annual turnover			
iii)	Profit / Loss			

Signature of Bidder (S)

Signature of Chartered Accountant with Seal

Summary of Similar work Experience certificates completed during the last seven years

Name of the Firm / Consultant.....

Sl.No	Name of work	Year of award	Year of completion	Built-up Plinth area in sqm	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

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	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
1	2	3	4	5	7	8	9	10
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	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
1	2	3	4	5	7	8	9	10	11
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 & address of the firm / consultant.....

1.	Name of work / Project & Location	
2.	Agreement No.	
3.	Project cost	
4.	Consultancy fee	
5.	Campus Area in acres	
6.	Total Built up plinth area of buildings in sqm	
	a) Built up plinth area of Hostel buildings	
	b) Built up plinth area of Residential (Faculty & staff quarters) buildings	
	c) Built up plinth area of other buildings/ structures	
7.	Date of Start	
8.	Date of completion	
9.	Amount of compensation, if any levied.	
10.	Whether any litigation / arbitration case pending / in progress in respect of this consultancy work.	
11.	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
12	Remarks (if any):	

Dated with Stamp

**Signature of Head of the Organisation or Authorised person
(not below the rank of Executive Engineer or equivalent)**

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 photocopy).	
	ORGANIZATION/PLACE OF REGISTRATION	REGISTRATION No.
	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) Environmental Planners/ Scientists/Engineers:	
	c) Civil Engineers	
	d) Structural Engineers	
	e) Quantity Surveyors	
	f) Mechanical Engineers	
	g) Electrical Engineers	
	h) Public health Engineers	
	i) Urban designers	
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& in tie up arrangements are to be furnished separately)

Sl. No	Discipline/Service	Availability	Number of in -house specialist Experts with years of experience	
			Experience more than 5 years & up to 15 years	Experience more than 15 years
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	Fire-fighting/Engineering	Yes/No		
8	Administrative/support staff, categories to be mentioned	Yes/No		

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 for timely deliveries of services without deficiencies.

2. In case of Joint Venture the details of Lead Firm should be indicated and countersigned by all 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. In 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 has been rescinded by any of the Central /State Govt. Departments, Undertakings, Autonomous institutions, Agencies, Societies, Enterprises and Companies during the 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 IIT Palakkad 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 cancel the contract and 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