

**REQUEST FOR PROPOSALS (RFP)**

**APPOINTMENT OF DESIGN AND PROJECT MANAGEMENT  
CONSULTANT FOR “CONSTRUCTION OF INSTITUTIONAL  
BUILDINGS WITH DEVELOPMENT OF ONSITE  
INFRASTRUCTURE WORKS WITHIN CAMPUS OF IISC,  
BANGALORE”**

**Ref No - RFP.1/CCMD/2019-2020**

Due on : 27/01/2020 to 17/02/2020

**Tender Fee- Rs. 5,000/- (Rupees Five Thousand Only)**

including 18% GST (Non-refundable)



**Centre For Campus Maintenance and Development(CCMD)  
Indian Institute Science, Bangalore – 560 012**

## **1.0 DISCLAIMER**

- 1.1 The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Indian Institute of Science, Bangalore (IISc) or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- 1.2 This RFP is not an agreement and is neither an offer nor invitation by the IISc to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the IISc in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the IISc, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- 1.3 Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IISc accepts no responsibility for the accuracy or otherwise for any

interpretation or opinion on the law expressed herein.

- 1.4 IISc, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- 1.5 IISc also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.
- 1.6 IISc may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- 1.7 The issue of this RFP does not imply that IISc is bound to select an Applicant or to appoint the Selected Applicant for the Consultancy and IISc reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- 1.8 The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including cost which are not limited to preparation such as copying, postage, delivery fees, expenses

associated with any demonstrations or presentations which may be required by IISc or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and IISc shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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Signature of Bidder

Date :

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Registrar, IISc

Date :

## 2.0 GLOSSARY

- 2.1 A Glossary of the different acronyms & terms used in the document is given below with the reference of individual acronyms/terms. These are to be used in relation to the interpretation of the acronyms/terms mentioned in the RFP.

NO.	ACRONYM	REFERENCE TO
1.	IISc / Client / Employer	Indian Institute of Science, Bangalore
2.	RFP	Request for Proposal
3.	DOP	Delegation of Powers
4.	NIP	Notice inviting proposal
5.	Agency/ Consultant / Firm	Bidder
6.	PS	Proposal Security
7.	ITB	Instruction to Bidders
8.	TFF	Technical & Financial Forms
9.	TOR	Terms of Reference
10.	CV	Curriculum Vitae
11.	GCC	General Conditions of Contract
12.	SCC	Special Conditions of Contract
13.	FAGS	Form of Agreement, General Conditions of Contract, Special Conditions of Contract
14.	Rs./INR	Indian Rupees
15.	QCBS	Quality & Cost based selection
16.	Single Entity	Sole Proprietor/ Firm (Single holding /

NO.	ACRONYM	REFERENCE TO
		partnership with single working name) /Company (Having single working name)
17.	Accepted Price	The final price of the Proposal accepted by IISc.
18.	IEM	Independent External Monitors
19.	PO	Purchase Order
20.	WPR	Weekly Progress Report
21.	MPR	Monthly Progress Report

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Signature of Bidder

Date :

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Registrar, IISc

Date :

### 3.0 NOTICE INVITING PROPOSAL

**3.1** IISc, Bangalore through the process of tendering invites Proposals from Sole Proprietor/ Firm /Company, for the work of **“Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore**” who have completed the work of similar nature, fulfilling the mandatory conditions of eligibility and scoring minimum 75 marks out of 100 in evaluation as per Annexure-I of NIP.

**3.2** The details for proposal are as mentioned below:

Sr. No.	Description	Details
1.	<b>Name of Work:</b>	Appointment of Design and Project Management Consultant for Institutional Buildings with Development of onsite Infrastructure Works within Campus of IISc, Bangalore
2.	<b>Document No.:</b>	RFP.1/CCMD/2019-2020
3.	<b>EMD:</b>	Rs. 4,50,000/-
4.	<b>Consultancy Period</b>	24 (Twenty Four) Months
5.	<b>Tender Processing Fee</b>	Rs.5,000/- (Rupees Five Thousand Only) - Including 18% GST – (Non-Refundable) to be paid in DD drawing on Nationalized Bank payable at Bangalore. To be paid at the time of submission of Bid
6.	<b>Selection Process</b>	Quality & Cost based selection (QCBS)
7	<b>Joint Venture</b>	Not Allowed

### **3.1 Mandatory Conditions of Eligibility:**

To be eligible for submission of its Proposal, prospective Applicants must fulfil the following minimum conditions of eligibility. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for opening of the Financial Proposals.

#### **(A) Eligibility of firm:**

- 1) The tenderer should be a valid legal and duly registered/incorporated single business entity. For this RFP, a Business Entity shall mean Individuals /sole proprietorship firm / registered partnership firm / a company registered in India under the (Indian) Companies Act 1956/2013. The bidder shall be required to submit a true copy of its Incorporation Certificate.
- 2) The bidders must have a valid (Goods and Service) GST number.
- 3) The bidders must have at least one office in India which has been operational for the last ten (10) years and more. Joint venture proposal shall not be considered. Experience of a single bidder as a member of consortia/ Joint venture/ Association for any project/ work shall not be considered for evaluation
- 4) The tenderer should not have been blacklisted/ debarred/ termination of contract except for reason of convenience of client by any Government/ Government Board/ Corporation/ Company/ Statutory Body/ PSU Company/ Non-Government/ Government of any Sovereign Countries/ multilateral or Bilateral funding Agencies in last 5 years counting from the date of submission. Bidder shall submit a self-declaration stating that they were and are not blacklisted by any of the above entities. If the eligible projects will be executed by JV or consortia, the credential of Lead partner will only eligible for evaluation.

**(B) Technical Capacity:** The bidder should have an understanding of this scale of projects and should have comprehensive experience in



Institutional, educational, hospitals having research facilities, commercial and mixed used development project of sizable scale and should understand the local market and its success potentials. The bidder should have an experience of working on similar projects.

Similar project means habitable structure built for Institutional, educational, hospitals having research facilities, commercial and mixed used development project with all necessary Architectural, Structural, MEP services, landscaping works, Roads, Electrical Substations, Chiller plants and the like.

Infrastructure project experience of electrification work like shifting of HT/LT line, street lighting, road, metros, bridges, flyovers, power, steel, manufacturing and warehousing plants and other similar projects in the transportation, marine, industrial and urban infrastructure will not be considered for bidding.

- 1) The Bidder eligible for participating in this Assignments should have undertaken and satisfactorily completed Design (Architectural, Structural & MEP design works) and Project Management Consultancy Services including Construction Management with in-house facilities. Also, should have capabilities for reviews of Architectural design works for independent review and approval of designs and drawings, for day- to day supervision, for monitoring progress and quality of construction, for erection and installation works, for reporting and ensuring compliance by the Contractor as per the design and specifications.
- 2) The bidder should have satisfactorily completed Design and Project Management Consultancy services in India during the last seven years as per the following requirements for Similar Projects;
  - a) Design and PMC services for at least one similar Project costing of INR 100 Crores (or)

- b) Design and PMC services for at least two similar Projects costing of INR 75 Crores each (or)
  - c) Design and PMC services for at least three similar Projects costing of INR 50 Crores each.
  - d) Out of these works at least one work shall be a Design and Project Management Consultancy work undertaken for building construction and allied works under any Government Organization/ Public Sector Units/ Autonomous bodies of Central or State Governments/ Universities.
  - e) Ongoing works will be considered for evaluation based on the certificate from the client stating clearly that the value of work ongoing (project value) exceeds the limits specified above (clause 2a, 2b & 2c). Such certificate shall include the value of work completed with description of the project.
  - f) NOTE: Price updation will be effective @ 7% per annum to bring the cost of completed projects for the purpose of assessment to current value. TDS certificate should be enclosed as proof of carrying out the work. Such works without TDS certificates will not be considered as eligible.
- 3) The bidder should have satisfactorily completed Design and Project Management Consultancy services for the following requirements;
- a) Design and PMC services for at least one similar Project as Prime consultant of built-up area not less than 2,00,000 Sq.ft. (or)
  - b) Design and PMC services for at least two similar Projects as Prime consultant of built-up area not less than 1,50,000Sq.ft. (or)

- c) Design and PMC services for at least three similar Projects as Prime consultant of built-up area not less than 75,000 Sq.ft.
  - d) Out of these works at least one work shall be a Design and Project Management Consultancy work undertaken for building construction and allied works under any Government Organization/ Public Sector Units/ Autonomous bodies of Central or State Governments/ Universities.
  - e) Ongoing works will be considered for evaluation based on the certificate from the client stating clearly about the Built up area of work completed which exceeds the limits specified above. Such client certificate shall contain brief description of the project.
- 4) The bidder should have demonstrated capability to plan for and obtain LEED certification (Minimum Gold)/GRIHA five star Rating for at least one similar Projects of Institutional Buildings including Hospitals, commercial Buildings, mixed-use development for a minimum Built up area of not less than 75,000 Sq.ft.
- 5) The Bidder should have completed One Similar Project of minimum 1,50,000 sqft in which Building Information Modeling (BIM) is utilized for Architecture, Structure and MEP Works.
- 6) IISC is desirous of having a Consultant to shoulder the end to end responsibility of the Project from Concept, Procurement Assistance right through Construction Management and finally assisting IISC with the Project Closure and Project documentation. In this context preference will be given to those Consultants who provide all these “Services” under a single roof. The “Services” can be broadly divided into three heads i.e. Design and PMC including Procurement Assistance and Construction Management.

- 7) Bidders shall also furnish Organization structure with all details of man power.
- 8) The bidder shall submit proof of capabilities and the details of key technical man power available in-house for Design of Architectural, Structural and MEP designs and Project Management services and review of contract documents. Also, Bidders should demonstrate support, set-up of engineering / planning units within the organization.
- 9) As safety in working, the bidder shall submit the certificate of completion of 1 Million safe manhours for the completed projects.  
( A safe man-hour is a unit of production completed without a lost-time injury or accident.)

**(C) Financial Capacity:** Annual Turnover: Bidder shall meet the minimum turnover requirement for providing Construction Supervision Consultancy Services as follows:

- 1) Average annual Professional Fees receipt Turnover, as per audited Profit & Loss account, during the last three financial years ending 31st March 2019, shall be at least **INR 60.00 Crores** for a single entity.
- 2) For the avoidance of doubt, minimum turnover / professional fees hereunder refer to fees received by the Applicant for providing advisory or consultancy services to its clients. The information regarding Financial Capacity certified by Statutory Auditor/ Chartered Accountant will only be considered.
- 3) The bidder should not have incurred loss (profit after loss should be positive) during last three (3) financial years ending March 2019 dully certified by audited by CA.

**(D) Availability of Key Personnel:** The Applicant shall offer and make available all Key Personnel meeting the requirements specified in paragraph H below.

**(E) Conditions of Eligibility for Key Personnel:** Each of the Key Personnel must fulfill the following Conditions of Eligibility:

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
Team Leader-	Graduate in Civil Engineering from a recognized/ accredited institute/ University	15 years	Should have led multi-disciplinary teams for Design & PMC of minimum 2 similar Assignments such as large commercial complexes, IT Parks, Institutional buildings with 2 Lakh Sqft area and above and Project value of min. 200Cr.  Experience in design and Project execution of similar assignments would carry additional weightage.

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
Dy. Team Lead-	Graduate in Civil Engineering from a recognized/ accredited institute/ University	12 years	Should have led multi-disciplinary teams for Design of minimum 1 similar Assignment such as large commercial complexes, IT Parks, Institutional buildings with 1 Lakh Sqft area and Project value of min. 100Cr.
Architect -	Bachelor's degree in Architecture or Equivalent	10 years	Should have worked in similar capacity as an Architect in atleast two similar Assignments with Built up area of 1 lakh sqft.
Structural Engineer	Postgraduate in Structural Engineering or equivalent	10years	Should have worked in similar capacity as a Structural Engineer on atleast two similar Assignments with Built up area

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
			of 1 lakh sqft and above.
Electrical Engineer-	Graduate in Electrical Engineering or equivalent	10 years	Should have worked in similar capacity as an Electrical Engineer on atleast two similar Assignments with Built up area of 1 lakh sqft and above.
HVAC Engineer-	Graduate in Mechanical Engineering or equivalent	10 years	Should have worked in similar capacity as an HVAC Engineer on atleast two similar Assignments with Built up area of 1 lakh sqft and above.
Fire Fighting Engineer	Graduate in Mechanical Engineering or equivalent	10 years	Should have worked in similar capacity as Fire Fighting system Engineer on atleast two similar Assignments with Built up area of 1 lakh sqft and above.

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
Procurement Specialist	Engineering/ Architecture Graduate or Equivalent	08 years	Should have worked in handling complete Tendering works and procurement assistance for appointment of Contractors for similar projects of atleast two similar Assignments with Built up area of 1 lakh sqft and above and Project value of min. 100Cr.
<b>Project management &amp; Construction Team</b>			
Construction Manager	Graduate in Civil Engineering from a recognized/ accredited institute/ University	15 years	Should have led multi-disciplinary teams for execution of large building projects such as IIT's, IIM's like institutions, IT parks, Commercial complexes, Institutional buildings, including infrastructure



<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
			services such as Water supply, Sanitation, etc. of minimum 2 similar Assignments of such buildings with more than 2 Lakh Sqft area and Project value of min. 200Cr\$. Engineer should have experience in handling Green building projects. Age shall not be above 55 years.
Planning Engineer	Graduate in Civil Engineering or equivalent discipline from a recognized/ accredited institute/ University	10years	Should have experience in planning the execution of large building projects such as IIT's, IIM's like institutions, IT parks, Commercial complexes, Institutional buildings, including infrastructure

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
			services such as Water supply, Sanitation, etc. of minimum 1 similar Assignment of such buildings with more than 2 Lakh Sqft area
Sr. Civil Engineer	Graduate in Civil Engineering from a recognized/ accredited institute/ University	12years	Should have experience in the execution of large building projects such as IIT's, IIM's like institutions, IT parks, Commercial complexes, Institutional buildings, including infrastructure services such as Water supply, Sanitation, etc. of minimum 1 similar Assignment of such buildings with more than 2 Lakh Sqft area

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
Sr. Engineer – Electrical-	Graduate in Electrical Engineering from a recognized/ accredited institute/ University	12 years	Should have experience of electrical installations in the execution of large building projects such as IIT's, IIM's like institutions, IT parks, Commercial complexes, Institutional buildings, including substation related building and external lighting/ cabling, etc. of minimum 1 similar Assignment of such buildings with more than 2 Lakh Sqft area
Sr. Engineer – Mechanical	Graduate in Electrical Engineering from a recognized/ accredited	12years	Should have experience of Mechanical installations in the execution of large building projects such as IIT's, IIM's

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
	institute/ University		like institutions, IT parks, Commercial complexes, Institutional buildings, including execution of Chillers and AHU related works of minimum 1 similar Assignment of such buildings with more than 2 Lakh Sqft area
HSE Engineer-1	Graduate / Diploma in any relevant discipline along with Diploma in industrial safety with at least 5 years' experience in similar capacity.	12 Years	Should have experience of HSE in the execution of large building projects such as IIT's, IIM's like institutions, IT parks, Commercial complexes, Institutional buildings including Hospitals, of minimum 1 similar Assignment of such buildings with more

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Experience on similar Projects or Assignments</b>
			than 2 Lakh Sqft area

- (F)** Financial Proposals of those Applicants who satisfy the Conditions of Eligibility shall only be opened.

### **3.2 SCHEDULE OF SELECTION PROCESS**

The schedule of selection process of Consultant – shall be as follows:

<b>Sr .</b>	<b>IISc Stage</b>	<b>Bidder Stage</b>	<b>Start Date &amp; Time</b>	<b>Expiry Date &amp; Time (dd.mm.)</b>
1	Main Proposal Preparation & Release		27/01/2020 10.00 Hrs.	31/01/2020 17.00 Hrs.
2		Main Proposal Document Purchase/ Download	27/01/2020 11:00 Hrs.	17/02/2020 17.00 Hrs.
		Date of Receipt of Queries from	28/01/2020 11.00 Hrs	10/02/2020 17.00 Hrs.
3	Reply to Queries			11/02/2020 17.00 Hrs.
4		Complete Technical Preparation for Handover & Main Proposal	12/02/2020 11.00 Hrs.	17/02/2020 17.00 Hrs.

5	Opening of Bid Document		18/02/2020 11.00 Hrs.	
6	Scrutiny of Bids		19/02/2020/ 11:00 Hrs	
7	Financial Bid Opening		To Be Announced	
8	Declaration		To Be Announced	

**Note:** Validity of proposal will be 120 days from the date of submission of proposal (Sequence No.3 expiry date).

### **3.3 NOTES TO SCHEDULE OF SELECTION PROCESS:**

- 1) Applicants whose Proposals meet the requirements specified in the RFP are required to submit originals of the Letter of Proposal, Statement of Legal Capacity and the Power of Attorney for signing of Proposal in the Forms as per Annexure – 2, within 3 working days from the date of opening of Financial Proposal during office hours in the office of the Registrar, IISc, Bangalore.
- 2) Failure or omission to submit the original documents, mentioned herein, shall disqualify the Applicant for this Proposal and also debar the Applicant for issue of RFP for further one year from the month of such debarment.
- 3) IISc reserves right to reject any or all Proposals without assigning any reason and the same shall be at the entire discretion of IISc. IISc's decision in this respect shall be final and binding.
- 4) Conditional Proposals shall be summarily rejected.

- 5) Applicants may attend the opening of the Financial Proposal as mentioned above. No separate intimation will be given regarding Proposal opening.
- 6) EMD to be paid by DD of Nationalized bank payable at Bangalore.
- 7) Cost of Blank Proposal Document of Rs.5,000/- including GST @ 18% (non-refundable) to be paid at the time of submission of Bid.
- 8) For further details regarding the above, contact Registrar, IISc or nominated officer by him.

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Signature of Bidder

Date :

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Registrar, IISc

Date :

## **4.0 INTRODUCTION**

4.1 Annexure-I describes the various facilities to be developed for the permanent campus of IISC. IISC reserves the right to award a part of full of the work.

### **4.2 PROPOSED WORKS**

#### **4.2.1 Project Executive Summary**

**Indian Institute of Science (IISc)** is a public institute and deemed university for research and higher education in science and engineering, located in Bangalore. It is a premier scientific research institute in India.

Recognizing the need for an interdisciplinary approach to solve the grand challenges that India faces, IISc has established several new interdisciplinary centres that focus on collaborative research. These centres bring together faculty members from diverse disciplines to conduct pathbreaking research and collectively address pressing societal challenges. However, optimal synergy between them has been hampered by the lack of a physical hub that would enable their co-location. IISc proposes to construct a new world-class building, to house four such interdisciplinary centres, namely the Centre for BioSystems Science and Engineering (BSSE); the Centre for Nano Science and Engineering (CeNSE); the Centre for Infrastructure, Sustainable Transportation & Urban Planning (CiSTUP) and the Robert Bosch Centre for Cyber Physical Systems (RBCCPS).

**IISc** has appointed the Principal Architect (PA) to conceptualize the upcoming building located within the campus at CV Raman Road, Bangalore, India. PA will conceptualize the master plan for the site identified for the project.

**IISc** has identified a site of approx 4 acres to set up the facility. The design basis shall be to integrate the building within the existing



campus. This iconic building will dispense with traditional departmental silos, and provide a seamless, world-class environment with state-of-the-art facilities, including mixed work spaces, labs and facilities, and a conducive environment for hosting researchers from across the globe, in order to incentivize revolutionary research on par with global standards. About 1000 students, faculty members, researchers and visitors will utilize the space in this building at steady state. The Campus design shall meet the sustainable features with target for GRIHA five star rating.

The building design will be planned around the 80M x 50M area identified in the 4 acre land to the North of the campus. The building is designed for 1000 people, with a built up area of under 2,00,000sft.

#### 4.2.2 Site Data

The proposed facility shall be built on a site admeasuring approx. 4 Acres, identified to the north-west of the campus. Since it is a part of the existing campus, the actual area of intervention including landscape is still to be decided.

The site is located in proximity to the Biological Sciences building and Centre for Nano Science and Engineering. Presently it can be accessed from three sides. In the north via the central open space between Biological science building and the CeNSE Building. In east via a road to the south of the Department of Electrical Communication connecting to the Gulmohar Marg. To the south west a road leads from the Nisarga Canteen to the site.

The site is sloped from east to west and the level difference of approximately 5M.

A site area of 50M x 80M is earmarked for the said development.

The usable space requirements are defined as below:

Description	Indicative Unit area (sqft)	How many	Required area (sqft)
<b>I. COMMON AREA</b>			
Seminar hall (100-seater)	1800	1	1800
Classrooms (Type 1) (Students per class: 75)	1800	2	3600
Classrooms (Type 2) (Students per class: 40)	900	3	2700
Meeting rooms (40-seater)	900	1	900
Meeting rooms (20-seater)	360	3	1080
Meeting rooms (10-seater)	180	5	900
Utilities and operations	180	3	540
Cafeteria and discussion space (adjacent to spill out space)	1800	1	1800
Student's Lounge	900	1	900
IDR Administrative office	1800	1	1800
Large Foyer			
External Parking (up to 40 parking spaces for cars and 2 wheelers)			
<b>Total common area</b>			<b>16020</b>

<b>II. BIOSYSTEMS SCIENCE AND ENGINEERING (BSSE)</b>			
Basement level laboratory space for microscopy and other vibration-sensitive work	4,000	1	4,000
Wet laboratory area	8,000	2	16,000
Biosafety laboratory space (BSL2, culture rooms)	900	2	1,800
Biomedical device development facility (includes biocompatibility laboratory and prototyping machinery)	4,000	1	4,000
Computer laboratory	2000	1	2000
Utility area for gases, etc.	2000	1	2000
Faculty offices	180	15	2,700
Visiting clinician and faculty offices (for 10)	180	5	900
Post-docs and technical staff office space (for 48)	180	16	2880
Student and intern space (for 120)	1800	2	3,600
Administrative staff space (for 6)	180	2	360
<b>Total space for BSSE</b>			<b>40,240</b>

<b>III. CENTRE FOR NANOSCIENCE AND ENGINEERING (CeNSE)</b>			
Faculty rooms	180	15	2,700
Multipurpose faculty labs	900	15	13,500
Nanofab extension for INUP, prototyping, and incubation	8000	1	8,000
Visiting faculty/scientists/industry collaborators (20)	180	10	1,800

Student and intern spaces (for 120)	1800	2	3,600
Post-doc space (for 30)	180	10	1,800
Administrative staff space (for 3)	180	1	180
Technical support staff (for 24)	180	8	1,440
<b>Total space for CeNSE annex</b>			<b>33,020</b>

#### **IV. ROBERT BOSCH CENTRE FOR CYBER PHYSICAL SYSTEMS (RBCCPS)**

Faculty	180	12	2,160
Member Technical Staff	180	6	1,080
Visiting Scientists (for 2)	180	1	180
Post-docs (for 6)	180	2	360
Students and Intern space (for 120)	1800	2	3600
Research Assistants space (for 30)	900	1	900
Administrative staff space (for 6)	180	2	360
Shared Multipurpose Lab Facilities	8000	2	16,000
Multipurpose faculty labs	360	12	4,320
<b>Total space for RBCCPS</b>			<b>28,960</b>

#### **V. CENTRE FOR INFRASTRUCTURE SUSTAINABLE TRANSPORTATION AND URBAN PLANNING (CiSTUP)**

Faculty	180	10	1,800
Research Scientists and Visiting Faculty (for 10)	180	5	900
Post-docs (for 8)	180	2	360
PhD Students and Masters students (for 60)	1800	1	1,800

#### **4.3**

Research Assistants and Interns (for 60)	1800	1	1800
Administrative staff space (for 3)	180	1	180

Transportation Computing Laboratory	2000	1	2,000
Shared Multipurpose Lab Facilities (Driving simulators, etc.)s	2000	1	2,000
Transportation Materials Laboratory	2000	1	2,000
Cities Visualization Theatre	2000	1	2,000
Space for test vehicles, instrumentation, etc.	900	1	900
Faculty Labs	360	10	3,600
<b>Total space for CiSTUP</b>			<b>19,340</b>

#### VI. ADDITIONAL SPACE FOR FUTURE EXPANSION (CAN BE REDUCED IF NECESSARY)

Faculty	180	10	1,800
Research Scientists	180	6	1,080
Post-docs (for 6)	180	2	360
Student and Intern space (for 60)	1800	1	1,800
Research Assistants (for 30)	900	1	900
Visiting Scientists (for 10)	180	5	900
Administrative staff space (for 3)	180	1	180
Shared Multipurpose Lab Facilities	4000	2	8,000
Multipurpose faculty labs	360	10	3,600
<b>Total space for Future Expansion</b>			<b>18,620</b>

**Total usable space for  
Common+BSSE+CeNSE+RBCCPS+CiSTUP+additional  
\_space (sq. ft.)** **156,200**

#### 4.4 Communications

- 4.4.1 All communications to IISc, Bangalore including the submission of Proposal should be addressed to:

<b>Attention Of:</b>	<b>Col. Arun Sharma</b> (Retd)
<b>Designation:</b>	Project Engineer-cum-Estate Officer
<b>Address:</b>	Centre for Campus Maintenance and Development
<b>Tel. No.:</b>	080-2293/2765/2202/2008
<b>Fax No.:</b>	
<b>Email ID :</b>	idr.ccmd@iisc.ac.in

\_\_\_\_\_  
Signature of Bidder

Date :

\_\_\_\_\_  
Registrar, IISc

Date :

## **5.0 ARTICLES & DEFINITIONS**

### **5.1 THE DEFINITIONS AND EXTENT OF AGREEMENT:**

5.1.1 Consultant will accept the relationship of trust and confidence established between him and IISc by this Agreement. He covenants with IISc to furnish his best skills and judgment to Co-operate and furnish efficient business administration and to use his best efforts to manage the project in the best and soundest way and in the most efficient and economical manner consistent with the interest of IISc.

### **5.2 DEFINITION:**

5.2.1 The present Assignment is for Appointment of Design and Project Management Consultant for **“Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”**.

### **5.3 IN THIS CONTEXT, THE FOLLOWING WORDS AND EXPRESION HAVE THE MEANING HEREBY ASSIGNED TO THEM**

- a) “Employer”/ “IISc” shall means Indian Institute of Science, Bangalore represented by the Registrar .
- b) “Engineer” shall mean the officer so designated by the Employer or any other officer who is for the time being entrusted with his function, duties & power by the Registrar or so notified.
- c) “Engineer’s Representative” means an employee of the Employer specially assigned from time to time by the Engineer for day to day supervision of the work or any other person nominated by IISc
- g) “Architect” means a Firm / Person / Institution engaged by Employer for undertaking the Architectural Concept and Design

of some components of work of **“Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”**

\_\_\_\_\_  
Signature of Bidder

Date :

\_\_\_\_\_  
Registrar, IISc

Date :



## **6.0 INSTRUCTIONS TO BIDDERS (PART-I)**

### **6.1 GENERAL**

Proposals are invited for **Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”**

6.1.1 This Proposal document consists of following:

- a) Part I: Instructions to Bidders (ITB)
- b) Part II: Terms of Reference (TOR) / Scope of Consultancy Work.
- c) Part III: Form of Agreement, GCC and SCC (FAGS)
- d) Part IV: Technical & Financial Form (TFF)
- e) Part V: Data Sheet (DS)
- f) & other Sections

6.1.2 Detailed description of project, IISc’s Requirements, Scope of Services, Deliverables, and period of professional assignment related with this Consultancy service are prescribed in the Terms of Reference (TOR)/Scope of Consultancy Work.

6.1.3 In case the prospective bidder considers that its firm possesses the requisite experience and the capabilities required for undertaking the assignment, it may submit a proposal in response to this invitation. The manner in which the proposals are required to be submitted, evaluated and accepted is explained in the various provisions of this document.

- 6.1.4 Prospective Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the proposal by paying visits to IISc Campus at Bangalore, by sending pre-proposal queries to IISc. No cost of such visits is reimbursable.
- 6.1.5 Financial Proposals of only those bidders who are qualified in accordance with the Eligibility will be opened.
- 6.1.6 The costs of preparing the Proposals and subsequent meetings, Presentation etc. if any including visits to IISc office are not reimbursable.
- 6.1.7 IISc is not bound to accept any of the Proposals submitted and reserves the right to reject any with all Proposals without assigning any reasons and without being liable for the same in any way or manner whatsoever.
- 6.1.8 The Proposals must be properly signed as detailed below:
- i) By the proprietor, in case of a proprietary firm;
  - ii) By the partner holding the Power of Attorney, in case of a partnership firm;
  - iii) By a duly authorized person holding the Power of Attorney, in case of a Limited Company,
  - iv) A copy of the Power of Attorney on Rs.300/- Stamp Paper certified under the hands of a partner or registrar of the Bidder Company with a notary public on the prescribed form shall accompany the proposal.
- 6.1.9 All documents accompanying the proposal shall be in the English Language and strictly on the forms provided in Technical & Financial Forms (TFF). No supporting document or printed literature shall be submitted with the Proposal unless specifically sought for and in case these documents are in another language, they must accompany by

an accurate and authentic translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall govern.

6.1.10 Bidder should note clearly the date and time of submission of hard copies of the prepared document. Bidders are reminded that no supplementary material will be entertained by IISc, and that evaluation will be carried out only on the basis of documents received by the closing time of the prepared document. Bidders will not be asked to provide additional material information or documents subsequent to hard copy submission of the prepared document, and such material if submitted shall automatically stand summarily rejected.

6.1.11 **Conflict of Interest:** IISc requires that the selected Bidder (the Consultant) provide professional, objective and impartial advice and at all times hold IISc's interest paramount, avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work with IISc.

6.1.12 **Fraudulent and Corrupt practices:**

6.1.12.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection process. IISc shall reject a proposal if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practices in the Selection Process.

6.1.12.2 All documents and other information supplied by IISc or submitted by Bidder / consultant shall remain or become the property of IISc. Bidders/agencies are to treat all information, as strictly confidential. IISc will not return any submissions.

6.1.12.3 Bidders are advised that the selection of Consultant shall be on

the basis of evaluation process defined in this ITB. Bidders will be deemed to have understood and agreed that no explanation or justification of any aspect of the proposal Process will be given and that IISc's decisions are without any right of appeal whatsoever.

6.1.12.4 Bidders are advised that IISc will not respond to any enquiries or enter into communication concerning or relating to proposal Process.

6.1.12.5 IISc reserves the right to make inquiries with any of the clients, listed by the Bidders in their previous experience record. It is also reserves the right to visit the on-going sites and completed work to check the quality of supervision done by bidder.

#### **6.1.13 How to Obtain Proposal Document**

Proposal document can be downloaded from Institute website i.e [http://www.iisc.ac.in/business-with-iisc /tenders/](http://www.iisc.ac.in/business-with-iisc/tenders/) .On payment of Non-refundable document fee of INR 5,000/- (Rupees Five Thousand only) (Including 18% GST) to be paid in DD.

#### **6.1.14 Key Personnel Resource criteria**

The consulting firm/bidder should have adequate key personnel resources available as its permanent employees on the date of submission of proposal so as to complete the job in a satisfactory manner within the specified time frame.

### **6.2 PROPOSAL FORMS AND CLARIFICATIONS**

6.2.1 The bidders shall use Undertaking of Bidder while submission of proposal as in Section No.15, Statement of Legal Capacity as per Annexure-1 as in Section No.16, Power of Attorney of signing

proposal as in Section No.17, Annexure-2. Technical and Financial Forms prescribed in Section No.18 & 19 of this Proposal respectively to enable them to prepare the proposal.

#### **6.2.2 Amendments to the proposal Document**

6.2.2.1 At any time prior to the last date and time for complete technical & financial proposal preparation for submission, IISc, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Proposal Document by issuing Corrigendum.

6.2.2.2 The same shall be notified to all prospective Bidders who have received the Proposal Document and will be binding on them.

6.2.2.3 In order to provide Bidders reasonable time in which to take the amendment into account in preparing their proposals, IISc. may, at its discretion, extend the last date for complete technical and financial proposal preparation for online submission of Proposals.

#### **6.3 EARNEST MONEY DEPOSIT (EMD)**

6.3.1 The Bidder shall deposit and keep deposited (for the period specified hereafter) with IISc a sum as shown in this Notice Inviting Proposal as the Earnest money. The Earnest Money shall be deposited in one of the following forms.

- (i) Demand Draft in favour of Registrar IISc,  
Bangaluru

6.3.2 The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder for that Proposal.

6.3.3 No interest shall be payable by IISc in respect of such deposited Earnest Money.

6.3.4 The Earnest Money of an unsuccessful Bidder shall be refunded after signing of agreement with the successful bidder on expiry of

the validity period whichever is earlier on request.

6.3.5 a) The Bidder shall not revoke his Proposal or vary its terms and conditions without the consent of IISc during the period of 120 days counted from the last day appointed by IISc for handover of the prepared hard copy document. If the Bidder shall revoke the Proposal or vary its terms or condition contrary to his promise to abide by this condition, the Earnest Money Deposited by him shall stand forfeited to IISc without prejudice to its other rights and remedies. Without prejudice to the foregoing clause, the Bidder shall be disentitled to submit a Proposal to IISc for execution of any work for the period of one year effective from the date of such revocation or variations of the terms and conditions of the Proposal.

b) The authorized signatory of the Selected Bidder shall duly sign with their company seal on each page of the hard copy of the Proposal documents prepared, within 15 (Fifteen) working days after issue of Letter of Acceptance (**LOA**).

6.3.6 In case of the successful Bidder, on payment of the required amount of the Performance Security, the Earnest Money Deposited in the form of online Payment shall be refundable without any interest to the successful Bidder in the event of IISc deciding the award of the contract.

**6.3.7 The E.M.D. of the successful Bidders shall be forfeited if:**

6.3.7.1 The E.M.D. of the successful Bidder shall be forfeited if he withdraws/revokes his offer or modifies/changes the same during the validity of the Proposal, or if after the acceptance of his Proposal, the Bidder fails or neglects to furnish the balance Deposit or Performance Security within 15 days from the date of issue of letter of acceptance.

6.3.7.2 The E.M.D. of the successful Bidder shall be entitled for forfeiture if he fails to execute contract agreement within 30 days from

the date of issue of Letter of Acceptance.

- 6.3.7.3 The E.M.D. of the successful Bidder shall be entitled for forfeiture if he fails to commence the consultancy work within 15 days from the date of issue of Work Order.

#### **6.4 INTERPRETATION OF CONDITIONS OF CONTRACT**

- 6.4.1 The Bidder shall be deemed to have studied all plans, specifications, terms & conditions of Proposal and visited the site of work and made himself acquainted with the site conditions before on-line submission of Proposal, whether the Bidder inspect them or not.

- 6.4.2 The Bidder shall be deemed to have made independent enquiries about probable taxes leviable by the local civic authority or the Government. The ignorance about probable taxes to be paid either to the local civic authority or to the government shall not be considered as an excuse. *The amount quoted by Bidder shall be **excluding GST** payable as per Government rules.*

- 6.4.3 In case of difference of opinion or dispute regarding the interpretation of Proposal conditions, the interpretation of any of the conditions by Registrar of IISc shall be final and binding on the Bidder.

#### **6.5 MAIN PROPOSAL DOCUMENT:**

- 6.5.1 Main Proposal Document shall be received from the website. Any other queries can be uploaded/ emailed as per the Bidding Schedule. Right to issue Proposal Document is reserved with IISc.

#### **6.6 METHOD OF SUBMISSION OF PROPOSAL:**

- 6.6.1 The complete Proposal submission shall be in hard format.

#### **6.7 LATE PROPOSAL OFFERS OR NON-SUBMISSION OF PROPOSALS**

- 6.7.1 **Bidder's grievance/** complaint on account of non-submission of

Proposal due to any reason will not be considered.

## **6.8 PREPARATION OF PROPOSAL**

6.8.1 Proposal shall be prepared in three separate parts, each to be contained as follows:

- a) Submission Part -1: EMD
- b) Submission Part - 2: Technical Proposal
- c) Submission Part - 3: Financial Proposal

6.8.2 The information shall be furnished strictly in the formats prescribed in TFF.

### **6.8.3 Technical Proposal**

6.8.3.1 “TECHNICAL PROPOSAL” shall contain

- (i) A copy of Undertaking of Bidder as in Section No.15, Statement of Legal Capacity – Annexure-1 as in Section No.16 in the prescribed format, Power of Attorney for signing of proposal in Form – at Section No.17 – Annexure 2;
- (ii) Covering letter for Technical Proposal in Tech Form-I of Section No.18: Technical Forms;
- (iii) All other information in the formats prescribed at Tech Form - II to Form VI in Section No.18: Technical Forms; and
- (iv) The complete set of RFPs received from IISc

6.8.3.2 While submitting the technical proposal, Bidder shall ensure the following:

- i. Upon receipt of such CVs, IISc may interview and interact with the proposed key personnel to know their understanding & vision of the project and their role/job description in the entire scheme of **“Design and Project Management Consultant for Institutional Buildings with Development of onsite**



**Infrastructure Works within Campus of IISc, Bangalore”**

- ii. Key Personnel shall normally remain available for this Project for the required period of the assignment indicated, in deployment schedule submitted by Bidder. However, under unavoidable circumstances, if any change is to be made then the Consultant shall propose two CVs each of the Key Personnel to be changed/substituted ensuring that the proposed Key Personnel’s CVs comply with the conditions (i) to (iii) and the process of selection by IISc shall be as per conditions.
- iii. The Key personnel’s’ should be on the permanent pay roll of the organization atleast for 1 year.

6.8.3.3 Failure to comply with the requirements spelt out in clause 6.8.3 above shall **make the Proposal liable to be rejected and the evaluation of** financial proposal shall not be undertaken. If an individual Key Personnel makes an averment regarding his qualification, experience, age, and it turns out to be false, he shall be debarred for any future assignment in IISc. The Bidder firm and its authorized representative countersigning the CV of such key personnel, which is subsequently found to contain false and misleading statements or claims shall also be liable for similar treatment.

6.8.3.4 The technical proposal must not include any financial information.

6.8.3.5 The proposed team shall compose of experts and specialists in the Fields of Expertise and managerial/support staff so that the consultant should be able to complete the consultancy work in the required time schedule. The list of Key Personnel must be included in the proposed team of Professional Personnel in addition to other competent Professionals, covering Fields of Expertise, in sufficient numbers as are needed for successful completion of this Consultancy.

6.8.3.6 IISc reserves the right to verify all or any statements, documents, information and data submitted by the Bidders to confirm their claim with respect to Eligibility, experience, expertise and capabilities of the Bidders.

6.8.3.7 If at any later date, it is found that any documents, information, statements or data submitted by the Bidders, based on which the Bidders have been considered eligible or their proposals are considered or are successful and awarded this assignment, is found to be incorrect or false in material particulars or misleading, IISc reserves the right to declare such Bidders ineligible and to forth with disqualify them or to reject their Proposals or to cancel the Contract, as the case may be, and to appropriate the performance security as previously agreed to reimbursement of IISc's costs and genuine pre-estimated loss and damage to IISc, without being liable to the Bidders for the same in any manner whatsoever. In addition IISc shall also debar the agency for issue of proposals for further one year from the month of such debarment.

#### **6.8.4 FINANCIAL PROPOSAL**

6.8.4.1 The documents containing "FINANCIAL PROPOSAL" shall contain:

- (i) Covering letter for Financial Proposal in Fin Form-I of Financial Forms as in Section No.19; and
- (ii) All the information in the prescribed forms in Fin Form-II of Financial Forms.

6.8.4.2 While submitting the financial Proposal, the Bidder shall ensure the following:

- i) The key Personnel in Manning schedule shall work with necessary backup technical supports from their home office, in project office / site of project. Accordingly, the

remuneration of Personnel should be worked out and considered in the financial proposal.

- ii) All the costs associated with the assignment shall be included in the Proposal. These shall normally cover remuneration for all the Personnel in the project office / site of project with necessary accommodation, air fare / conveyance technical backup from their home office etc. equipment, printing of documents, etc. The total amount indicated in the financial Proposal shall be without any conditions attached or subject to any assumption and shall be final and binding. In case any assumptions or conditions are indicated in the financial Proposal, it shall be considered non-responsive and liable to be rejected.
- iii) The financial Proposal shall be excluding GST, but it includes cost of insurances and cost of all deliverables etc.
- iv) Costs (including break down of costs) shall be expressed in INR only.

## **6.9 SUBMISSION OF PROPOSALS**

6.9.1 The proposal must be valid for the period stated in the ITB.

6.9.2 Proposal must be on the Forms prescribed at TFF. Any attachment to such Forms must be in the form of information on sheets of paper or photocopies of only relevant pages of any document. No separate documents like printed annual statements, company brochures, copy of contracts etc. will be entertained.

6.9.3 The amount quoted shall be firm throughout the period of performance of the assignment up to and including acceptance and other Reports by IISc and discharge of all obligations of the Consultants under the Contract. The quoted rate and the contract value shall be firm for a period of 24 months contract period and an additional 03months buffer period for reasons not attributable to the

Consultant. If in case the assignment further exceeds the period, PMC shall be paid as per the rate card included in the financial bid and as per the site deployment and additional 7% escalation (every year) will be permitted after the first 12 months of the extended period.

6.9.4 If the name of the eligible/selected Bidder(s) is changed prior to entering into of the contract, IISc may permit the same subject to the condition that

- (i) the Proposal remains the same in every respect except for the change of the name and relevant documents in this regard are submitted to IISc by the Bidder immediately and before the last date for execution of the Contract and
- (ii) there is no material change in the ownership or control or constitution of the Bidder as from the date of submission of the Proposal.

6.9.5 Oral statements made by a Bidder at any time regarding any matter including quality, or arrangement of the equipment or any other matter will not be considered and will not be binding on IISc.

## **6.10 PROPOSAL EVALUATION**

- i) The Bidder shall not contact IISc on any matter related to its Technical and/ or Financial proposal from the time & date of opening of the proposals to the time the contract is awarded.
- ii) Any, effort by a Bidder to influence IISc in examination, evaluation, ranking of proposal or recommendation for award of contract shall result in rejection of Bidder's proposal.
- iii) A two-stage evaluation process shall be carried out by IISc for Technical and Financial proposals.
- iv) The Technical Evaluation shall be carried out for proposals based on their responsiveness to the Terms of Reference,

applying the evaluation criteria, sub-criteria specified in the RFP Document.

#### **6.11 EVALUATION OF TECHNICAL PROPOSAL**

6.11.1 The Bidders failing to meet the minimum essential requirement in respect of qualification in technical proposal indicated in Forms for Technical Forms in Section No.18, the evaluation of his financial proposal will not be done.

6.11.2 IISC shall carryout evaluation of the technical proposal by applying following evaluation criteria.

#### **6.12 TECHNICAL EVALUATION CRITERIA**

6.12.1 Applicants who qualify as per the eligibility criteria given above will be shortlisted for further evaluation and are required to give a presentation of their Project execution methodology and understanding of the project. The past performance and credentials of the firm will be assessed by a panel of experts. This will form a part of technical evaluation besides the documentary credentials submitted by the applicant.

6.12.2 Technical evaluation once completed, the applicants would be invited for opening of Financial Proposal. Financial bids of only those applicants who score a minimum of 75 marks out of 100 in the Technical Qualification Criteria will be opened. The selection of the successful applicant would be on the "Quality cum Cost Basis (QCBS)".

<b>Sl No</b>	<b>Sub Head</b>	<b>Marks<sup>*</sup></b>
<b>1</b>	<b>Turnover of the company</b>	<b>5</b>
a.	For meeting Minimum requirement (INR 80Crores)	4
b.	For average annual turnover equal or more than INR 100 Crores	5
<b>2</b>	<b>Firm's previous experience of similar works – Project value (refer Cl. No 3.3.B.2)</b>	<b>20</b>
<b>a.</b>	Design and PMC services for costing of INR 100Cr. 1. One project – 50% marks 2. Two project – 75% marks <b>3. Three projects – 100% marks</b>	
<b>b.</b>	Design and PMC services for costing of INR 75Cr. 1. Two project – 50% marks 2. Three project – 75% marks 3. Four projects – 100% marks	
<b>c.</b>	Design and PMC services for costing of INR 50Cr. 1. Three project – 50% marks 2. Four project – 75% marks 3. Five projects – 100% marks	
<b>3</b>	<b>Safe Manhours in the Executed Projects</b>	<b>4</b>
	1. One project of Min. 1 million Safe Manhours 2. Two projects of Min. 1 million Safe Manhours 3. Three projects of Min. 1 million Safe Manhours	1 2 4
<b>4</b>	<b>Firm's previous experience of similar works – Project Built-up Area (refer Cl No 3.3.B.3)</b>	<b>10</b>
<b>5</b>	Experience of Design and Project Management Consultancy works of Development of Campus	<b>4</b>

Sl No	Sub Head	Marks <sup>*</sup>
	Infrastructure for any of the IIT/IIM/AIIMS/IIT/NIT	
6	Firm's experience in complying LEED eligibility (refer Cl No. 3.3.B.4)	5
7	Usage of BIM in the Similar Projects	2
8	<b>Credentials of Team members proposed to be engaged for project of IISC</b>	<b>25</b>
9	<b>Credentials of Team Leader proposed to be engaged for project of IISC</b>	<b>5</b>
10	Submission of Project Approach and Methodology including Proposed Staffing Schedule / Manpower Deployment	10
11	Presentation before Selection Panel in support of firm's credentials, understanding of the project, methodology, satisfactory answers to the queries of members of Selection Panel.	10
	<b>Total Technical Score (Ts)</b>	<b>100</b>

### 6.13 METHOD OF OPENING OF PROPOSAL

6.13.1 Proposals received will be opened and scrutinized on the date and time specified in the Bidding schedule.

6.13.2 **The Financial proposal of** all the eligible firms who pass in technical evaluation shall only be opened.

6.13.3 The Consultant must quote his fees in the following format:

6.13.4 The Proposals will be opened in the presence of Bidders / their representative, who remain present or are deemed to remain present

on the date & time mentioned in the Bidding Programme for such opening of financial proposals,

6.13.5 Final evaluation of the proposal shall be made based on Quality & Cost based selection (QCBS) wherein Technical marks will carry weightage of 80% and financial marks will carry weightage of 20%. A sample illustration in this respect is as follows wherein arbitrary marking has been done for illustration purpose.

a) **STAGE 1: Technical Proposals Evaluation**

<b>Bidder details</b>	<b>Technical Mark Obtained</b>
Bidder	92
Bidder	85
Bidder	55
Bidder	75

b) **STAGE 2: Conversion of Technical Marks Obtained to Technical Score**

Bidder with less than 70 marks shall get disqualified.

<b>Bidder Details</b>	<b>Technical Marks</b>	<b>Technical Score (M/ HTM*100)</b>
Bidder 1	92	$92/92*100=100$
Bidder 2	85	$85/92*100=92.39$
Bidder 3	55	<b>Disqualified</b>
Bidder 4	75	$75/92*100=81.52$

**HTM**= Highest Technical Marks, **M**= Marks Obtained

c) **STAGE 3: Financial Proposal Evaluation**

<b>Bidder Details</b>	<b>Financial Proposal Amount</b>
Bidder	1,30,00
Bidder	1,20,00
Bidder	1,00,00



d) **STAGE 4: Conversion of Financial Proposal Amount**  
**("Total Cost of the Consultancy" as per the Financial Form) to Score**

<b>Bidder Details</b>	<b>Financial Proposal Amount</b>	<b>Financial Score (LFB/F*100)</b>
Bidder 1	1,30,000	$100000/130000*100=$
Bidder 2	1,20,000	$100000/120000*100=$
Bidder 4	1,00,000	<b>100</b>

**LFB**= Lowest Financial Proposal, **F**= Quoted Amount

e) **Consolidated Technical & Financial Score**

<b>Bidder Details</b>	<b>Technical Score</b>	<b>Financial Score</b>
Bidder 1	100	76.92
Bidder 2	92.39	83.33
Bidder 4	81.52	100

f) **STAGE 5: Combined Technical and Financial Score (CTFS) With Weightage 80:20**

<b>Bidder Details</b>	<b>Applying weights for the Technical Score &amp; Financial Score</b>	<b>CTFS</b>	<b>Rank of the Bidder</b>
Bidder	$100*(80/100)$	95.38	L1
Bidder 2	$92.39*(80/100)$ $+83.33*(20/100)$	90.58 (73.91+16.67)	L2
Bidder	$81.52*(80/100)+100*(20/100)$	85.21	L3

6.13.6 The Bidder who is ranked L1 (i.e. Bidder 1 in the above case) will be considered as the successful Bidder

6.13.7 IISc reserves the right to reject any or all offers. IISc is not bound to give any reason for not considering such offers.

#### **6.14 VALIDITY OF PROPOSAL**

6.14.1 Validity of proposal shall be minimum 120 days from the specified date of submission. Thereafter it shall remain valid until it is withdrawn by the bidder(s) by giving a notice, in writing, duly addressed to the authority opening the Proposal. Such withdrawal by the bidder(s) shall be effective from the date of receipt of notice by the Proposal opening authority.

#### **6.15 IMPORTANT POINTS TO BE NOTED BY THE BIDDER**

- a) The financial proposal shall be inclusive of all taxes (excluding GST), etc. to be paid by the Bidder for the work.
- b) Bidder shall be deemed to have studied all plans, specifications, terms and made himself/themselves acquainted with the site and availability of materials, Power supply, water supply & other resources for carrying out consultancy work etc. before submitting the Proposal.
- c) At any time prior to the deadline for sale of Proposal, IISc may amend the Proposal documents by issuing Corrigendum.
- d) Any corrigendum as well as clarification thus issued shall be a part of the Proposal documents and it will be assumed that the information contained in the amendment have been considered by the Bidder while submitting the Proposal.
- e) To give prospective Bidders reasonable time in which to take the amendment into account in preparing their Proposals, IISc shall extend, at its discretion, the deadline for submission of Proposals, in which case, IISc will notify all Bidders by placing it on website of the extended deadline and the same will be binding on them.
- f) IISc is not bound to accept the lowest or any Proposal.
- g) IISc reserves the right to reject any or all Proposals received

without assigning any reasons whatsoever.

- h) This detailed notice inviting proposal shall form part of Proposal documents.
- i) Income Tax & other taxes as applicable on gross bill at percentage that will be in force from time to time will be recovered from the Consultant's bills, for all payment including advances, if any.

#### **6.16 ACCEPTANCE OF PROPOSAL**

- 6.16.1 Acceptance of Proposal on behalf of IISc shall be done by Registrar or an officer to whom such powers are delegated by IISc.

#### **6.17 EXECUTION OF CONTRACT AGREEMENT:**

- 6.17.1 The successful Bidder is required to execute a contract agreement in the form attached with the Proposal documents on stamp paper of appropriate value as per statutory requirements. The contract agreement should be executed within 30 days from the date of receipt of acceptance letter. All the expenses towards execution of contract Agreement shall be borne by the bidder / consultant.
- 6.17.2 The Consultant shall pay the Goods & Service Tax (GST) directly to the Government. GST shall be paid separately as applicable at the time of payment.
- 6.17.3 The Bidder shall furnish truly & faithfully the foregoing information by an Affidavit on a Non-Judicial stamp paper of appropriate value. If any information so furnished shall be found to be untrue or false, the Proposal shall be liable to be dis-qualified and the Earnest Money/ Performance Security accompanying such Proposal shall stand forfeited to IISc. If the information so furnished shall be found to untrue or false during the currency of the contract, the Consultant shall be held to be in default and the contract awarded to him shall be liable to be terminated with all its consequences.

6.17.4 Notice Inviting Proposal including corrigendum and these instructions shall form part of the contract.

6.17.5 **Additional Work**

6.17.5.1 IISc reserves the right to suitably increase the scope of work put to this Bid. The right to additional work, limited to 50% of the original scope, and the right to award the work to more than one Agency, is reserved by IISc. The mutually agreed additional Cost of Consultancy will be added to the Contract Value

**6.18 AWARD OF CONTRACT AND ITS EXECUTION**

6.18.1 Award of contract and its execution shall be subject to the following provisions and stipulations:

- a) As far as possible selection of Agency/Agencies will be done within a timeframe of 120 days from the last date of submission as specified in the Notice inviting Proposal.
- b) IISc may ask to extend the validity of offer beyond 120 days for specific period and bidder may extend the validity of his offer beyond 120 days by desired period.
- c) IISc may seek clarifications/additional documents from the Bidder/Agency/Agencies. The Bidder/ Agency/Agencies is bound to furnish the same within the specified time limit.
- d) The cost incurred by bidder in preparing their proposal or providing clarifications or attending discussions in connection with this document shall be borne by the Bidder. IISc. in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.
- e) It is to be noted that, through the outcome of the above proposal process the individual Professional Assignment for respective field may get awarded to a single Agency or multiple agencies. IISc

reserves the right to accept any proposal and to annul the Proposal process at any time prior to award of the contract or reject any or all proposals without assigning any reason therefore and without thereby incurring any liability towards the affected Bidder or Bidders / IISC shall inform the affected Bidder or Bidders.

- f) On completion of the selection process and the relevant procedural formalities, the selected Bidder /Agency/Agencies shall be awarded the contract by IISC issuing it a Letter of Acceptance (LOA) for the Professional Assignment /Assignments. The deemed date of commencement of the assignment shall be from the 15 day from the date of issue of LOA.
- g) The person to sign the contract agreement shall be the person duly authorized.

**h) Performance Security**

- i. Consultant shall submit to IISC an unconditional, irrevocable and on first demand guarantee from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank.
- ii. The value of Contract Performance Guarantee shall be 5% of the professional fees of PMC job for the due performance of the Contract. The Contract Performance Guarantee shall be valid for a period of three months beyond the defect liability period of the contract. All expenses incurred in obtaining such guarantee shall be borne by Consultant. In case of extension of completion period, Consultant shall be required to extend the performance guarantee for an appropriate period as per contractual requirements. *For calculation of the amount of Performance Guarantee, cost of project will be taken on the*

*basis of preliminary estimate. This amount will subsequently be regulated in line with awarded value of work.*

- i) Failing to execute the Contract Agreement within the said period may result in termination of contract and award of the same to other Agency/Agencies at the risk and cost of the Agency, who has been issued LOA.
- j) The successful Agency/Agencies shall not further outsource the assignment to other individual/Agencies and if found so, the contract shall be deemed to be cancelled and the PBG shall be forfeited.
- k) Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.
- l) **Confidentiality:** The Consultant and their experts performing the assignment shall not at any time, communicate to any person or entity any confidential information acquired in the course of their services on the professional assignment, except when specifically directed/permitted to do so by IISc. For the sake of this document and the contract, confidential information shall comprise of all information, whether related to the project or pertaining to internal processes of IISc. The Consultants shall ensure that a (Non-Disclosure Agreement - **NDA**), with a format bearing approval of IISc, be executed between the Consultants & IISc as well as a back-to-back confidentiality agreement between the Consultants & all its key personnel & sub-professionals / sub-consultants be executed and submitted to IISc, all in original sets.
- m) **Termination for Insolvency: IISc** may at any time terminate the Contract/ Agreement by giving a written notice to the Consultant. Termination of contract shall be without compensation to the Consultant, provided that such termination

will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to IISc.

#### **6.19 PAYMENT DETAILS**

6.19.1 Bills for the performance of the professional assignment shall be submitted by the Consultant as per the payment schedule after completion of a particular stage, its acceptance to that by IISc & after submission of all the deliverables including making all necessary changes/ modifications suggested to the consultant by IISc in the acceptable formats.

6.19.2 The payment shall normally be made on the submission of the correct bill. Payments shall be subject to deductions of any amount for which the Consultant is liable under the agreement against this contract.

6.19.3 Payments made shall be deemed to be inclusive of all taxes / and any other cess, etc. as applicable under the Indian Law but excluding GST.

6.19.4 Should there be a requirement for extension of period of Professional Assignment; payments shall be made as per the terms and conditions of the initial contract only. No requests/demands for any increase in amounts/rates or changes in payment structure shall be entertained by IISc.

#### **6.20 PAYMENT SCHEDULE**

6.20.1 The payment will be made to the bidder/Consultant as per the payment schedule indicated in Proposal Document and duly approved by IISc and shall be adjusted against the final amount payable.

6.20.2 The Consultancy Services fees payable for the different milestones are as under:

<b>Sr. No.</b>	<b>Milestone Description</b>	<b>Payment Percentage</b>	<b>Schedule considering zero date of Contract Award (D)</b>
1	Submission of Inception Report	10%	D+1Month
2	Submission of Design Basis Report	8%	D+2Months
3	Submission of Tender Documents (On Prorata-Basis)	20%	D+4.5Months
4	Submission of Techno-Commercial Evaluation Reports (On Prorata-Basis)	5%	D+5.5 Months
5	Submission of GFC drawings (On Prorata Basis)	40%	
	30% at the Construction Contract award time 30% within 3 months of award of Construction contract 40% within 7 months of award of Construction contract		D+6 Months D+9 Months D+13 Months
6	Review & Approval of VDR and Shop drawings (On Prorata Basis)	8%	Ongoing
7	Review and Approval of As-Built Drawings	2%	D+24 Months
8	Successful Engineering completion and handing-over	2%	D+24 Months
9	After DLP	5%	D+36 Months

## **6.21 INDEMNITY**

6.21.1 The Consultant shall indemnify IISc for any direct loss or damage that is caused due to deficiency in services by the Consultant. The Consultant/Bidder will provide the Professional Indemnity Bond stated in Proforma “14.3” in Section No.14.0 of Proposal Document.

## **6.22 DELAY IN COMPLETION OF WORKS OR SECTIONS THEREOF AND LEVY OF LIQUIDATED DAMAGES (LD)**



6.22.1 In case the Consultant fails to complete the work within the Contract Period or the extended period (as may be granted by IISC under the proviso of the Contract) for the reasons attributable to Consultant liquidated damages @ 1% of the total fees for each week of delay or part thereof subject to maximum 10% of the total fees payable shall be levied on the Consultant. IISC shall be entitled to deduct such damages from the dues that may become payable to the Consultant and/or encash the bank guarantee as submitted by the Consultant for performance of the Contract. If the work is held up at site due to non-availability of Drawings/Specifications/Other Details as per mutually agreed schedule liquidated damages shall be imposed on the Consultant as follows :

a) The schedule of completion of the work shall be as under :

<b>Sr. No.</b>	<b>Milestone Description</b>	<b>Payment Percentage</b>	<b>Schedule considering zero date of Contract Award (D)</b>	<b>Mode of deduction at each Milestone</b>
1	Submission of Inception Report	10%	D+1Month	Deposit
2	Submission of Design Basis Report	8%	D+2Months	Deposit
3	Submission of Tender Documents (On Prorata-Basis)	20%	D+4.5Months	Deposit
4	Submission of Techno-Commercial Evaluation Reports (On Prorata-Basis)	5%	D+5.5 Months	Deposit
5	Submission of GFC drawings (On Prorata Basis)	40%		

	<ul style="list-style-type: none"> <li>- 30% at the Construction Contract award time.</li> <li>- 30% within 3 months of award of Construction contract.</li> <li>- 40% within 7 months of award of Construction contract.</li> </ul>		D+6 Months D+9 Months D+13 Months	Deposit
6	Review & Approval of VDR and Shop drawings (On Prorata Basis)	8%	Ongoing	Deposit
7	Review and Approval of As-Built Drawings	2%	D+24 Months	Deposit
8	Successful Engineering completion and handing-over i.e. 100% physical work completion except DLP.	2%	D+24 Months i.e. 100% of the completion schedule	LD Deduction

- b) However, if the Consultant fails to meet any of the milestone as mentioned above, amount to be retained at the rate of 1% of that milestone value per week of delay or part thereof till said designated milestone(s) is completed. In case, if the Consultant executes and meets the subsequent milestone criteria, then the earlier retained amount shall be released. However, such retention/release for the slippage of subsequent/other milestones shall be applicable in the similar manner.
- c) However, if the Consultant meets any of the next milestones of physical completion of work within the corresponding time limit as per the table above, the amount kept as deposit as per Para (b) above, shall be returned to the Consultant after completing that milestone.
- d) If the Consultant does not compete the entire work under the scope on the date of Completion or the extended period (as may be granted by IISC under the proviso of the Contract) for the reasons attributable to Consultant (i.e. 100% of the physical progress at the end of 100% of the time of completion),

Liquidated Damages at the rate of 1% of the total fees for each week of delay or part thereof subject to maximum 10% of the total fees payable shall be recovered from the Consultant. In such case, the amount retained as deposit shall be converted into liquidated damages.

- e) In case the time limit for completing the work is extended under any circumstances by IISC the milestone for completing the works will get changed according to the table as specified in Clause (a) above. Subsequently in event of any amount deposited as per Clause (b) above shall be released to the Consultant. But in case, the work is not completed within the extended time limit and no further time extension to be granted, the liquidated damages shall be payable at the rate of 1% of the total fees for each week of delay or part thereof subject to maximum 10% of the total fees payable.

6.22.2 After 3 instances of not achieving the milestones as mentioned above, IISC has the right to terminate the Contract forthwith without paying any compensation to the Consultant.

6.22.3 IISc will reward to the Consultant in the form of an incentive (maximum 2% of the total fees) at the sole discretion of IISC in case all the milestones of engineering completion are achieved by the Consultant at least 3 months ahead of schedule.

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Signature of Bidder

Date:

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Registrar, IISC

Date:

## **7.0 TERMS OF REFERENCE (TOR)**

### **7.1 DESIGN AND PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES OBJECTIVES**

7.1.1 The objectives of this contract are to appoint the Consultant for Design and day-to-day supervision of construction, involving co-ordination with the Contractors, contract management, dispute resolution, specialized contract advisory during execution of project (24 Months) and Defect Liability Period (12 Months), to execute the work of the said project in a time bound manner.

7.1.2 The services and time shall cover 6 Six months of pre-PMC work, the entire design, construction, completion, and commissioning and DLP period.

7.1.3 The desired objectives of IISC the project should have Economy, Durability, Maintainability, Environment - Friendly, User Safety and Comfort, Quality of Service as well as safety in Construction, should be achieved

### **7.2 Scope of Services**

7.2.1 The broad Scope of Services would be preparation of master plan for entire plot size of 4 acres.

7.2.2 The Architectural Concept has been developed by the Principal Architect. Concept The scope will cover the stages of Schematic Design, Design Development, tender documents. Also, in case of components, which would need to be implemented on Design and Build basis such as for water treatment plant, waste water treatment plant etc., the scope would include providing space planning, performance specifications and selecting the right technologies from among those proposed by different vendors.

7.2.3 The scope shall be broadly divided in following three parts:

- (a) Project Review and Planning.
- (b) Schematic Designs (SD)
- (c) Design Development (DD)
- (d) Project Management and Construction Supervision Services.

#### 7.2.4 PROJECT REVIEW AND PLANNING

##### 7.2.4.1 Review and Planning Report

This would involve study of Infrastructure and the buildings within the premises to the extent required for addition of the proposed building

It shall also include study and design for augmentation of external infrastructure services such as roads, storm water management, water network, waste water disposal system, street lighting and landscaping for the addition of the proposed building.

##### 7.2.5 SCHEMATIC DESIGNS (SD)

Based on the approved Conceptual design proposed by the Principal Architect, the Consultant shall undertake the Schematic Design.

At the end of this stage, the Consultant shall deliver a package to the Principal Architect for preparing drawings for statutory approvals.

##### 7.2.6 DESIGN DEVELOPMENT (DD)

Once Schematic Designs are signed off by IISC, the following would be taken up by the Consultant.

- (a) Civil and Structural Works.
- (b) Architectural Detailing based on Concept provided by the Principal Architect.
- (c) MEP (Mechanical, Electrical, Instrumentation and Control and Plumbing) Works.

- (d) Review/ Design of Proposed external Infrastructure facilities.

#### 7.2.6.1 Civil and Structure

The Consultant shall carry out Civil and Structural detailed engineering

- (a) Prepare structural scheme for the proposed structures
- (b) Prepare preliminary cost estimate.
- (c) Prepare tender document consisting of detailed specifications and Bill of Quantities (BOQ) and issue to short listed bidders.
- (d) Prepare detailed cost estimate based on the tender BOQ.
- (e) Prepare tender evaluation report.
- (f) Prepare draft purchase order.
- (g) Prepare detailed design and GFC drawings.
- (h) THE CONSULTANT shall provide the structural design drawings and documentation required to be submitted for obtaining Statutory approvals to the Principal Architect.
- (i) Check and approve fabrication drawings of structural steel, if any, submitted by contractors.

#### 7.2.6.2 Architecture

Based on the Conceptual designs submitted by the Principal Architect, the Consultant shall develop the detailed drawings

- (a) Detailed architectural design
- (b) Prepare tender document consisting of detailed specifications and Bill of Quantities (BOQ)
- (c) Cost Estimates
- (d) Prepare tender evaluation report.
- (e) Prepare draft purchase order.
- (f) Prepare GFC drawings.

#### 7.2.6.3 MEP Services

The Consultant shall provide consultancy and design of all engineering services for MEP covering the systems indicated below. The scope will cover preparing tender documents and detailed engineering. Also, in case of components, which would need to be implemented on Design and Build basis/ Turnkey basis, the scope would include providing the space planning, performance specifications and selecting the right technologies among different vendors. This also includes all other services, which may be required for the functioning of the Hospital.

##### (A) Mechanical Systems

- (a) Air-conditioning and Ventilation System (HVAC).
- (b) Fire Suppression System and Life Safety.
- (c) Emergency Diesel Generator sets with stack and associated fuel storage and handling system.
- (d) Water Treatment Plant.
- (e) Hot Water/ Solar Water Heating System.

##### (B) Electrical Systems

- (a) Vertical Transportation (Lifts), if required
- (b) High/ Medium Voltage and Low Voltage Power (Normal and Emergency) Supply Systems including Transformers, Switchgears, cabling, etc.
- (c) Lighting Systems.
- (d) Earthing and Lightning Protection System.
- (e) UPS System.

##### (C) Instrumentation and Control Systems

- (a) Access Control System.
- (b) Fire Detection and Alarm System.

- (c) Close Circuit Television System.
- (d) Integrated Building Management System (IBMS) including HVAC controls.
- (e) Public Address System.
- (f) Communication System (EPABX/ Video Conferencing).

(D) Plumbing and Drainage

- (a) Water Supply System.
- (b) Plumbing System.
- (c) Disposal of Sewage.
- (d) Disposal of Storm Water.
- (e) Sewage Treatment Plant (STP).

For the systems listed above, the Consultant shall perform the following activities as part of Scope of MEP Services:

- (a) Detailed Engineering.
- (b) Preparation of Cost Estimates
- (c) Preparation of design drawings for issuing with tenders.
- (d) Preparation of Specifications and Bill of Quantities.
- (e) Preparation and issue of tenders to short listed bidders.
- (f) Evaluation of tenders (technical and commercial) and preparation of tender evaluation report.
- (g) Preparation of Purchase Orders.
- (h) Vendor Drawing Review.

7.2.6.4 External Infrastructure Design

The Consultants Scope of Services shall include the following in external infrastructure components:

- (a) Potable Water Planning and Distribution Networks.
- (b) Sewage/ Sanitary Planning, Networks and Treatment.



- (c) Solid Waste.
- (d) Street Lighting,
- (e) Storm water Management.
- (f) Modification to existing Internal Road Networks.
- (g) Electrical Load Planning and Distribution Networks.
- (h) Co-ordinated services drawing to be prepared for both internal and external infrastructure services

#### 7.2.7 PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION SERVICES

The Consultant shall supervise the construction activity phase. The Scope during this phase is given below.

##### 7.2.7.1 Construction Supervision

- f) Ensuring Quality Planning and Quality Assurance:  
Review and approval of Project Quality Plan of contractors and monitoring implementation of the same. Review and approval Quality Assurance Procedures (QAPs) of contractors.
- g) Review and approval of contractor's method statement, construction and erection procedures and work plans.
- h) Witnessing of testing of materials, concrete, steel, equipment, etc.
- i) Project Coordination:  
Conducting regular Project Review Meetings to assess quality, schedule, safety, etc. and initiate corrective action, if any.
- j) Track the master project schedule, cost against budget, cash flow, variations, contract administration and claims management.
- k) Site Management

Ensuring smooth circulation and movement of labour, vehicles and equipment within and around the site.

l) Project Documentation

Maintain the documents related to the project including GFC drawings, specifications, change orders, schedules, shop drawings, “As built” drawings, and minutes of various meetings.

m) Processing and certification of the contractor’s invoices, extra items, claims, etc. on basis of measurements. Certify completion and final payment.

n) Assist Owner in management of change orders.

o) Reporting

Preparation and submission of monthly progress reports (during Design and Construction phases), which will include executive summary, areas of concern, physical and financial progress, quality issues, safety issues and items needing prompt attention/ action by Contractor/ Consultant/ Owner.

p) Health, Safety and Environment (HSE) Management

- i. Review and approval of the HSE Plan of the contractors, monitoring implementation and ensuring adherence to it by the contractors.
- ii. Regular inspection of work areas to ensure that contractors practice good housekeeping and participate in overall site cleanliness program.
- iii. Monitor safety records/ statistics and conduct safety review meetings.
- iv. Ensuring that contractors regularly dispose of construction debris, trash and waste properly at designated offsite locations.
- v. Arrangement (through the contractors) of regular toolbox meetings as part of HSE Plan. Monitoring and apprehending any potential unsafe conditions or practices

and providing guidance on safe working practices and issuing work permits.

- vi. Prepare the procurement schedule of various client supply items, if any, to fit the Master Project Schedule or Project Implementation Schedule (PIS).
- vii. Follow up with all suppliers and vendors for timely despatches of materials and equipment.
- viii. Ensuring and expediting the availability of materials at site in the required sequence and quantities to match the PIS.
- ix. Reconciliation of all Owner supplied materials being handed over to contractor for installation. Preparing the debit notes to contractors for any shortfall in such items. Also advising Owner to arrange delivery of such goods in order to complete the project in time.

q) Audit

Conduct periodic Technical, Safety and Quality Audits for identification of any unsatisfactory works/ materials/ processes and preparation of reports.

7.2.8 Engineering Commissioning

- i. Review and approval of start-up, testing and commissioning procedures and Operation and Maintenance manuals obtained from various vendors/ contractors.
- ii. Witnessing of checks and records for all commissioning and performance tests. In case of any inadequacy observed after commissioning, coordinate with the vendor/ contractor to resolve the issue
- iii. Issue of final handing/ taking over certificate for the project.
- iv. Handover of the completed systems/ areas to Owner. This will include briefing and handing over of maintenance related procedures, manuals and any other related documents. THE CONSULTANT shall coordinate with respective contractor/ vendor for this activity.

- v. Submit the set of project documents and “As Built” drawings. THE CONSULTANT will coordinate with respective contractor for this activity.
- vi. Submission of the Project Closure Report.

\_\_\_\_\_  
Signature of Bidder

Date :

\_\_\_\_\_  
Registrar, IISc

Date :

**8.0 TERMINATION OF THE AGREEMENT AND EMPLOYER'S RIGHT  
& TERMINATION BY THE CONSULTANT**

8.1 If the project is stopped for a period more than 6 (Six) months under an order of any court or other public authority having jurisdiction or as a result of an act of government, such as a declaration of a national emergency, then the Consultant may upon thirty days written notice to IISc, terminate this Agreement and recover from the Employer, consultants fees earned to date after putting up their claim and approval by IISc.

**8.2 IISc's RIGHT TO PERFORM CONSULTANT'S OBLIGATIONS AND  
TERMINATION BY THE IISc FOR CAUSE:**

8.2.1 If the Consultant fails to perform any of his obligation under this agreement, IISc may terminate the services of the PMC with a notice of winding up within a period of thirty days, after seven days written notice during which period the consultant fails to perform such obligations and make good such deficiencies and the Performance Security shall be forfeited at absolute discretion of IISc. and Consultant shall have no claim over it.

8.2.2 If the consultant is adjudged a bankrupt or if he make a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency or persistently disregards laws, ordinances, rules, regulation or order of any public authority having jurisdiction or otherwise is guilty of substantial violation of provisions of the agreement, IISc may terminate the services of the consultant with a notice of winding up within a period of one month, without prejudice to any right to remedy and after giving the consultant seven days written notice during which period consultant fails to cure the violation. IISc reserves full right to get the unfinished work done by its in-house team or by employing other consultants at the risk and cost

of the consultant, if the consultants fail to perform their duties as per the time schedule and to the satisfaction of IISc in such case, the consultant shall not be entitled to receive any further payment.

**8.3 TERMINATION BY IISc WITHOUT CAUSE:**

8.3.1 If IISc terminates this Agreement other than pursuant to sub paragraph 8.2.1. IISc shall reimburse the Consultant for any unpaid Reimbursable cost of the project due to him plus the unpaid balance of the fee, any dues payable till the time of termination.

\_\_\_\_\_  
Signature of Bidder

Date :

\_\_\_\_\_  
Registrar, IISc

Date :

## **9.0 SETTLEMENT OF DISPUTES**

- 9.1 All differences and disputes arising between IISc and the consultant in any matter connected with this agreement regarding the interpretation thereof or any other matter will be deemed to have arisen in Bangalore and will be referred to the Registrar, IISc or Nominated Person by him.
- 9.2 If the dispute is not amicably settled within 45 (forty-five) days after appeal, or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of the Contract.

\_\_\_\_\_  
Signature of Bidder

Date:

\_\_\_\_\_  
Registrar, IISc

Date:

## **10.0 PROFORMAS**

### **10.1 BANK GUARANTEE FOR PERFORMANCE SECURITY**

\*(On Stamp Paper of Appropriate Value and as amended from time to time from Nationalized Bank & operable in Bangalore)

To

**The Registrar.**

Indian Institute of Science  
Bangalore , INDIA.

Tel. \_\_\_\_\_

Fax: \_\_\_\_\_

In consideration of "Indian Institute of Science, IISc", "IISc", which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having M/s.\_\_\_\_\_ having \_\_\_\_\_ awarded its office to at (Hereinafter referred as the which expression shall repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of IISc's Contract Agreement no. /Letter of acceptance No. \_\_\_\_\_ dated \_\_\_\_\_ and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at Rs\_\_\_\_\_/ - (Rupees \_\_\_\_\_ ) excluding GST for **Appointment of Design and Project Management Consultant for "Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore"**.

(Herein after referred as the "Contract"), and the Consultant having agreed to furnish a Bank Guarantee to the IISc as "Performance Security as stipulated by the IISc in the said Contract for performance of the above Contract amounting to Rs. \_\_\_\_\_ ./- (Rupees\_\_\_\_\_)

We, \_\_\_\_\_ having registered office at \_\_\_\_\_, a body



registered/constituted under the \_\_\_\_\_.(hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby unconditionally guarantee and undertake to pay the IISC immediately on demand any or, all money payable by the Consultant to the extent of Rs \_\_\_\_\_. (Rupees\_\_\_\_\_) as aforesaid at any time up to \_\_\_\_\_ without any demur, reservation, contest, recourse or protest and/or without any reference to the consultant. Any such demand made by the IISC on the bank shall be conclusive and binding notwithstanding any difference between the IISC and the General Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable till the IISC discharges this guarantee.

The IISC shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary or to extend the time for performance of the contract by the Consultant. The IISC shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the consultant and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the IISC and the Consultant any other course or remedy or security available to the IISC. The bank shall not be relieved of its obligations under these presents by any exercise by the IISC of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the IISC or any other indulgence shown by the IISC or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the IISC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the IISC may have in relation to the Consultant's liabilities.

The IISC shall be entitled to make unlimited number of demands under this Bank Guarantee, provided that the aggregate of all sums paid shall not exceed the Guaranteed amount.

The Bank shall make the payment hereunder against the receipt of a demand without any proof for document, notwithstanding any dispute by the Consultant, and such a demand shall be a conclusive evidence of the Banks liability to pay the IISC.

The Bank Guarantee shall be continuing irrevocable obligation.

Any waivers, extensions of time or other forbearance given or variations required under the Contract or any invalidity, unenforceability or illegality of the whole or any part of the Contract or rights, of any Party thereto, or amendment or other modification of the Contract, or any other fact, circumstance, provision of statute of law which might, entitle the Bank to be released in whole or in part from its undertaking, were its liability to be secondary and not primary, shall not in any way release the Bank from its obligations under this Bank Guarantee.

Any demands shall be deemed to have been duly served: if delivered by hand, when left at the property address for service; and if given or made by pre-paid registered post or facsimile transmission, when received.

This Bank Guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this Bank Guarantee hereby submit to the jurisdiction of the Courts of India (Specifically Bangalore) for the purposes of settling any

disputes or differences which may arise out of or in connection with this Bank Guarantee, and for the purposes of enforcement under this Bank Guarantee.

Notwithstanding anything contained herein,

- a) Our liability under this Bank Guarantee is limited to Rs. \_\_\_\_\_. (Rupees \_\_\_\_\_) and it shall remain in force up to and including \_\_\_\_\_ (date of expiry of liability) and shall be extended from time to time for such period as may be desired by Consultant, on whose behalf this guarantee has been given.
- b) This Bank Guarantee shall be valid up to \_\_\_\_\_.
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if IISC serve upon us a written claim or demand on or before \_\_\_\_\_ (date of expiry of Guarantee / date of expiry of grace period, whichever is later).

(Signature of the Authorized Official)

(Name & Designation with Bank Stamp)

**NOTE:**

- (i) The bank guarantee(s) contains the name, designation and code number of the officer(s) signing the guarantee(s).
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing branch should be mentioned on the covering letter of issuing Branch.
- (iii) The bank guarantee for Rs.10,000 and above is signed by at least two officials (or as per the norms prescribed by the RBI in this regard).

**10.2.1      FORM OF AGREEMENT**

**AGREEMENT**

**between**

**Indian Institute of Science, Bangalore.**

**and**

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**For**

**Request for Proposal - Appointment of Design and Project Management  
Consultant for “Construction of Institutional Buildings with  
development of onsite infrastructure works within Campus of IISc,  
Bangalore”**

### **10.2.1 THE ARTICLES OF AGREEMENT**

(on stamp paper of appropriate value as per latest statutory requirement)

Articles of Agreement made at Bangalore, this ..... between the INDIAN INSTITUTE OF SCIENCE, BANGALORE 560 012, (hereinafter referred to as the OWNER or EMPLOYER which expression shall include its successors and assigns and all the persons for the time being in the Management of the Institute) represented by its REGISTRAR of the ONE PART, and

.....  
...hereinafter referred to as the "CONSULTANT", (which expression shall include their partners, their respective heirs, executors, administrators and assigns) on the OTHER PART.

WHEREAS the Employer is desirous of getting the work of **Appointment of Design and Project Management Consultant for "Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore"**

(hereinafter called the work) executed by the Consultant at the rates quoted by him amounting to Rs. /-(Rupees Only).

#### **WHEREAS**

- (A) *IISc through Public Bidding, invited proposals from interested, eligible bidders for Consultancy Services for "Appointment of Design and Project Management Consultant for "Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore" (hereinafter called the "Project");*
- (B) The Consultant submitted their proposals for the aforesaid work, whereby the Consultant represented to the IISc that they had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to

the IISC on the terms and conditions as set forth in this Contract;  
and

(C) IISc on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy work to the Consultant by the Letter of Acceptance for the Consultancy Ref. No.\_\_\_\_\_ dated \_\_\_\_\_. (the "LOA").

(D) In pursuance of LOA, the parties have agreed to enter into this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents along with all addenda issued thereto and attached hereto shall be deemed to form and be read and construed as integral part of this Contract and in case of any contradiction between or among them the priority in which a document would prevail over other would be as laid down below beginning from the highest priority to the lowest priority:

(a) Contract

(b) Letter of Acceptance

(c) Terms of Reference

(d) Instruction to Bidders

(e) Section Nos.:

i. Section No.8: Payment Schedule

ii. Section No.14: Form for Bank Guarantee for Performance Security

2. The mutual rights and obligations of the IISc and the Consultant shall be as set forth in the Contract; in particular:

(a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and

(b) IISc shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF the parties hereto have set their respective hands the day and the year here in above written.

Signature of Consultant

In the presence of:

Signed by for and on behalf of the said Employer.

In the presence of:

Signed by for and on behalf of the said Employer.

REGISTRAR

INDIAN INSTITUTE OF SCIENCE

BANGALORE-12

**\*(The Format of Agreement might Change based on the of the sponsors' requirement.)**

### **10.3 PROFORMA OF PROFESSIONAL INDEMNITY BOND**

*( ON STAMP PAPER OF VALUE OF RS. 300/-)*

In consideration of Indian Institute of Science (hereinafter referred to as the 'IISc', which expression shall unless it be repugnant to the context or meaning thereof includes its successors and assigns) having awarded Consultancy work to M/s. \_\_\_\_\_ a Partnership / Proprietorship / Private Limited / Public Limited firm carrying in such name and style the business of Consultancy (hereinafter referred to as the 'Consultant' which expression shall, unless it be repugnant to the context or meaning awarded to M/s. \_\_\_\_\_

\_\_\_\_\_ (here in after referred to as The Consultant") which expression shall unless it be repugnant to the context or meaning thereof, includes its Partners or his heirs and executors, administrators and assigns/its successors and assigns) the consultancy for the work of **Appointment of Design and Project Management Consultant for "Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore"**

We, being the Consultant do hereby indemnify and save harmless IISc in consequence of the design defect / design & drawing inadequacy, of the above said work at any time in future and shall be held responsible for any such inadequacy / deficiency in the designs and drawings prepared by us and services rendered under this contract.

It is hereby agreed and declared that the Registrar, IISc or any officer authorized by Registrar, IISc shall be the Competent Authority to decide upon the question as to the deficiency.

Inadequacy in the designs & drawings, services rendered and the remedy to be applied by the Consultant for their rectification at the Consultant's



Cost, and his decision shall be final, conclusive and binding upon both IISc and the Consultant, provided that the Nominated Office shall so decide after giving an opportunity to the Consultant to represent his case.

We hereby agree and undertake irrevocably and unconditionally to carry out duly each decision, order, direction or instruction as may be issued by the said Nominated Officer of IISc or, the officer of the IISc on his behalf and to rectify property and promptly the defect found by him.

For & On behalf  
of

M/s. \_\_\_\_\_

Place:

Date:

(SEAL)

Notary,

Notary and Registered at Serial Number.

Accepted by:

\_\_\_\_\_  
**(For & On behalf of IISc Ltd.)**

**11.0 UNDERTAKING BY THE BIDDER WHILE SUBMISSION OF  
PROPOSAL (On Stamp paper of Rs. 100/-)**

From:

To,

Registrar

IISC, Bangalore.

Dear Sir,

- 1) I/ We \_\_\_\_\_ hereby Bid for Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore” at a total cost which is quoted in the financial bid on-line at the rate contained in the aforesaid Schedule of rates and quantities (Fin Form-II).
- 2) I/We agree to execute this work at the above stated offer in accordance with design, drawings, specifications, instructions/directions, supplied by IISC which I/We have read carefully and agree to abide by such conditions.
- 3) I/We agree to keep this Bid offer open and available to you for acceptance for a period of 120 (One Hundred Twenty) days from the last date appointed by IISC for on-line submission of Bid and further agree not to revoke the Bid or vary its terms and conditions. I/We agree to the Employer that if I/we revoke the Bid or vary its conditions at any time during such period, the earnest money deposited by us in cash or by way of bank guarantee shall stand forfeited to you without prejudice to Employers other rights and remedies.
- 4) I/We have satisfied myself/ourselves as to the location of the site and

working conditions, examined the requirements of IISC, and have obtained all the information necessary for the successful timely completion of the work.

- 5) I/We hereby pay the Earnest Money of Rs. \_\_\_\_\_ in the form of online Payment Gateway Mode / Fixed EMD Exemption Certificate / Bank Guarantee No. \_\_\_\_\_ issued by \_\_\_\_\_ for the said amount is attached.
- 6) I/We understand that you are not bound to accept the lowest Bid or bound to assign any reason for rejecting our Bid.
- 7) I/We agree that the IISC shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as per Clause No.6.5 of Instructions to Bidders.
- 8) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- 9) We believe that we satisfy the Net Worth criteria and meet(s) all the requirements as specified in the Bid document and are qualified to submit a Bid.
- 10) We certify that regarding matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

- 11) We further certify that regarding matters relating to security and integrity of the country, we have not been charge- sheeted by any agency of the Government or convicted by a Court of Law.
- 12) We further certify that no investigation by a regulatory authority is pending either against us our CEO or any of our Registrar/ managers/ employees.
- 13) The Statement of Legal Capacity as per format provided under Appendix B of the Clarifications to queries, and duly signed, is enclosed. The power of attorney for signing of application and the power of attorney, as per format provided under Appendix B of the Clarification to queries.
- 14) I/ We have studied all the Bidding Documents carefully and got acquainted with the site of the subject work. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Employer or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
- 15) I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the work / Contract is not awarded to me/us or our Bid is not opened or rejected.

16) I/ We agree and undertake to abide by all the terms and conditions of the Bid document.

Yours faithfully,

(Signature of Bidder with seal of the firm) \*

Signature of Witness

Date:

Name:

Address:

Occupation:

\* Power of attorney must be enclosed in case the Bid is signed by the authorized nominees.

## **12.0 ANNEXURE - 2**

### **POWER OF ATTORNEY FOR SIGNING OF PROPOSAL**

(On Stamp Paper of Rs. 300/-)

Know all men by these presents, We \_\_\_\_\_. (name of firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/ Ms \_\_\_\_\_ (name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Consultant for Appointment of Design and Project Management Consultant for "Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore" being developed by the IISC including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in pre-proposal and other conferences and providing information/ responses to the IISC, representing us in all matters before the IISC signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the IISC in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us till the entering into of the Contract Agreement with the IISC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be

deemed to have been done by us.

IN WITNESS WHERE OF WE, \_\_\_\_\_ THE ABOVE  
NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY  
ON THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

For

(Signature)

(Name, Title and Address)

Witnesses:

1.

Accepted

2.

[Notarized]

(Signature)

(Name, Title and Address of the Attorney)

**NOTES:**

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder:

- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.



### **13.0 TECHNICAL FORMS**

#### **13.1 TECH - FORM-I**

##### **TECHNICAL PROPOSAL SUBMISSION LETTER**

##### **(ON FIRM'S LETTER HEAD)**

(Date and Reference)

To,

Registrar

IISc, Bangalore

INDIA.

Dear Sir,

Subject: Request for Proposal for Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”- Regarding Technical Proposal

I/We \_\_\_\_\_ Bidder/Bidders firms herewith enclose the Technical Proposal for selection of my/our firm/Consortium as Consultant for above.

Yours faithfully,

Signature: -

Full Name -

Designation -

Address -

(Authorized Representative)

**13.2 TECH - FORM-II**

Major similar Consultancy Service completed during last 7 years (on the date of Submission of Proposal) that best illustrate Firm's Experience which indicates scheduled dates of completion and actual dates of completion.

Please provide information of only those projects for which the Bidder's firm was legally contracted by the respective client as an individual corporate entity for consultancy services

**13.3 TECH - FORM - III**

Individual Firm's turnover for the last 3 years.

SI. No.	Financial Year	Working Capital (INR)	Profitability (+/-)	Net Worth (INR)	Annual Turn Over (INR)
1.	2016-17				
2.	2017-18				
3.	2018-19				

**Average Annual Turn Over of last Three years = (INR)**

Authorized Representative  
Name:  
Designation:  
Signature of the Authorized Representative

**Note:** Please do attach any printed Annual Financial Statement.

Please attach a certificate from Statutory Auditor / Chartered

Accountant as below:

**Certificate from the Statutory Auditor / Chartered Accountant  
regarding annual Turnover**

This is to certify that the annual turnover collected and appropriated by the \_\_\_\_\_  
(name of the Bidder Lead Member or Individual Firm) because of the professional fees from consultancy services rendered during the past three years were INR as per year-wise details noted below:

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Working Capital (INR)</b>	<b>Profitability (+/-)</b>	<b>Net Worth (INR)</b>	<b>Annual Turn Over (INR)</b>
<b>1.</b>	2016-17				
<b>2.</b>	2017-18				
<b>3.</b>	2018-19				

**Average Annual Turn Over of last Three years =  
(INR)**

**Statutory Auditor / Chartered Accountant**

Name:

Designation:

**Signature of the Statutory Auditor / Chartered Accountant**

**13.4 TECH - FORM - IV PARTICULARS OF KEY PERSONNEL**

(Please provide at least one CV of for each personnel)

<b>Sr. No.</b>	<b>Position of Key Personnel</b>	<b>Names of Personnel</b>	<b>Education al Qualificati on</b>	<b>Date of Birth, Age as on Proposa l</b>	<b>No. of years of relevant experie nce in</b>	<b>Emplo y- ment status with</b>	<b>Signatur e of personn el</b>

	<p>Authorized Representative</p> <p>Name:</p> <p>Designation:</p> <p>Signature of the Authorized Representative</p>
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**13.5 TECH - FORM-V**

**FORM FOR CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL**

1. Proposed Position:

2. Name of Personnel:

3. Date of Birth:

4. Nationality:

5. Educational Qualification:

{Summarize college/university and other specialized education of Personnel, giving degrees obtained}

6. Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. Experience period of specific assignment must be clearly mentioned).

7. Relevant Project Experience

Furnish list of relevant project experience which describe the suitability and eligibility of the Personnel for this Consultancy with brief description of role, responsibility and duration of the services performed; brief description of the project.

8. Summary of the CV

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:

Field of Graduation and year

Field of Post-Graduation and year

Field of any other degree / expertise and Year

B) Professional Experience as below:

i) Total professional experience: Yrs.

ii) Positions held:

a) Yrs.

b) Yrs.

c) Yrs.

iii) Essential Work Experience: Yrs.

C) Regular Employment with the Firm: (Yes/No)

If yes, how many years:

If no, employment Arrangement with the firm:

9. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

1. I am willing to work on the project and I will be available for a minimum period of Three years for the project assignment.

2. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualification and my experience.

Signature of the Candidate

Place

Date

Signature of the Authorized Representative of the firm

Place

Date

Note: Each page of the CV shall be signed by blue ink/digital signature by both the staff members and the Authorized representative of the firm. Photocopies shall not be considered for evaluation.



**UNDERSTANDING OF TOR, METHODOLOGY AND WORK PLAN**  
**PROPOSED FOR PERFORMING THE ASSIGNMENT**

The descriptive part of submission under this will be detailed precisely under the following topics. This will be evaluated while evaluation of technical proposal by Technical Evaluation Committee.

1) **Understanding of TOR**

The Bidder will submit his understanding of the TOR specified in the RFP in a brief manner underlying the crucial and important aspects of it. The Bidder may supplement various requirements of the TOR if he considers this would bring more clarity and improvements over the existing requirements and assist in achieving the various tasks laid down in the TOR.

2) **Methodology**

The Bidder will submit his methodology for carrying out this assignment, outlining his approach toward achieving the Objectives laid down in the project brief TOR. Scope of Services laid down in the TOR is indicative for achieving the specified Objectives. The Bidder should briefly explain how he will build upon them once the consultancy is awarded to him.

3) **Work Plan**

The Bidder will submit a brief write up on their proposed team of personnel explaining how various Fields of Expertise and experience needed for this assignment has been fully covered by their proposal. The Bidder should specify the sequence of important activities and quality assurance plan for carrying out the Consultancy services.

Note: The above submission should also give deployment of Key Personnel and their duration of deployment including detailed activity identification.

Authorized Representative

Name:

Designation:

Signature of the Authorized Representative

### **13.7 APPENDIX - I**

#### **Of the Applicant**

1.1	<b>Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”</b>
1.2	<b>Name of Client:</b>  IISC, Bangalore
1.3	<b>State the following:</b>  Name of Company or Firm:  Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):  Country of incorporation:  Registered address:  Year of Incorporation:  Year of commencement of business: Principal place of

	<p>business:</p> <p>Brief description of the Company including details of its main lines of business:</p> <p>Name, designation, address and phone numbers of authorized signatory of the Applicant:</p> <p>Name:</p> <p>Designation:</p> <p>Company:</p> <p>Address:</p> <p>Phone No.:</p> <p>E-mail address:</p>
1.4	<p>For the Applicant, state the following information:</p> <p>I. In case of non-Indian Firm, does the Firm have business presence in India?</p> <p>Yes/No</p> <p>If so, provide the office address (es) in India.</p> <p>ii. Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years?</p> <p>Yes/No</p> <p>iii. Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last five years?</p>

	<p>Yes/No</p> <p>iv. Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years?</p> <p>Yes/No</p> <p>v. Has the Applicant suffered bankruptcy/insolvency in the last five years?</p> <p>Yes/No</p> <p>vi. Has the Applicant or any constituent partner in case of JV / Consortium ever been convicted by a court of Law?</p> <p>Yes/No</p> <p>vii. Has the Applicant or any constituent partner in case of JV / Consortium ever been debarred for tendering in any organization at any time?</p> <p>Yes/No</p> <p>viii. Has the Applicant or any constituent partner in case of JV / Consortium ever been ever abandoned the awarded work before its completion?</p> <p>Yes/No</p> <p>ix. Has the Applicant or any constituent partner in case of JV / Consortium ever been required to suspend assignment for project for more than 6 months after commencing the assignment?</p> <p>Yes/No</p> <p>x. Has the Applicant or any constituent partner in case</p>
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	<p>of JV / Consortium ever been involved in any arbitration in any project allocated by State Govt. / Central Govt.?</p> <p>Yes/No</p> <p>xi. Has the Applicant or any constituent partner in case of JV / Consortium ever been involved in any litigation in any project allocated by State Govt. / Central Govt.?</p> <p>Yes/No</p> <p><b>Note: If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this Consultancy assignment.</b></p>
1.5	<p>Does the Applicant's firm/company combine functions as an Independent Engineer or advisor along with the functions as a contractor and/or a manufacturer?</p> <p>Yes/No</p> <p>If yes, does the Applicant agree to limit the Applicant's role only to that of an Independent Engineer/ adviser to the Authority and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from this Work/Project in any other capacity?</p> <p>Yes/No</p>
1.6	<p>Does the Applicant intend to borrow or hire temporarily, personnel from contractors, manufacturers or suppliers for performance of the Consulting Services?</p> <p>Yes/No</p>

	<p>If yes, does the Applicant agree that it will only be acceptable as Independent Engineer, if those contractors, manufacturers and suppliers disqualify themselves from subsequent execution in relation to this Work/Project (including tendering relating to any goods or services for any other part of the Work/Project) other than that of the Independent Engineer?</p> <p>Yes/No</p> <p>If yes, have any undertakings been obtained (and annexed) from such contractors, manufacturers, etc. that they agree to disqualify themselves from subsequent execution related to this Work/Project and they agree to limit their role to that of Independent Engineer/ adviser for the Authority only?</p> <p>Yes/No</p>
--	---

(Signature, name and designation of the authorized signatory) For  
and on behalf of

### 13.8 APPENDIX - II

#### PARTICULARS OF KEY PERSONNEL

S. No .	Designation of Key Personn	Name	Education al Qualificati	Length of Profession al	Present Employment		No. of Eligible Assignmen
					Name of Firm	Employee	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10							
11							

**13.9 APPENDIX - III****DEPLOYMENT OF PERSONNEL AT SITE FOR THE DURATION OF CONSULTANCY**

Sr. No.	Designation	Name	Man Days (MD)	Week Numbers																			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Key Personnel (Time to be spent on site as per TOR)																							
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
7.																							
8.																							
9.																							
10.																							
11.																							
	Total Man Days																						



**13.10 APPENDIX – IV****Annexure – I**

<b>Sr. No.</b>	<b>Name of Firm</b>	<b>Entity</b>	<b>Details</b>			
			Registration	Dep't.	GST No.	PAN

**Annexure – II for Single Work**

Please refer Mandatory Eligibility Criteria.

<b>Sr. No.</b>	<b>Name of Work</b>	<b>Value of Work (Rs. in Crores)</b>	<b>100%</b>	<b>Page No.</b>	<b>Status</b>	<b>Remarks</b>
					<b>Ongoing / Completed</b>	

**Annexure – III for Single Work**

Please refer Mandatory Eligibility Criteria (Financial Criteria).

<b>Annual Turnover</b>			<b>Remarks</b>
<b>I</b>	<b>II</b>	<b>III</b>	
<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	

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### **13.11 FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION**

(To be notarized)

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us/ the Lead Member of our Joint Venture and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for the \*\*\*\*\* Work proposed or being developed by the \*\*\*\*\* (the "Employer") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre- Applications and other conferences and providing information/ responses to the Employer, representing us in all matters before the Employer, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bid, and generally dealing with the Employer in all matters in connection with or relating to or arising out of our bid for the said Work and/ or upon award thereof to us and/or till the entering into of the Contract with the Employer.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our

said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON

THIS ..... DAY OF ..... 2.....

Witnesses:

1.

2.

Accepted

..... (Signature)

For

..... (Signature, name, designation and address)

(Notarized)

(Name, Title and Address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

## **14.0 FINANCIAL FORMS**

### **14.1 FIN - FORM - I**

#### **FINANCIAL PROPOSAL COVERING LETTER**

(On Firm's Letter Head, to be attached to cover containing 'Financial Proposal') (Date and Reference)

To,  
Registrar  
IISC, Bangalore.

Dear Sir,

Subject: Request for Proposal for **Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”**. - Regarding Financial Proposal.

I/We \_\_\_\_\_ Bidder/Bidder firms  
herewith enclose the Financial Proposal for selection of my/our firm  
as General Consultant for  
above.

Yours  
faithfully,  
Signature  
Full Name  
Designation  
Address  
(Authorized  
Representative)

Note: The Financial Proposal is to be filled strictly as per the forms  
given in Consultancy proposal documents.

**14.2 FIN - FORM - II**

**FINANCIAL PROPOSAL**

Subject: Request for Proposal for **Appointment of Design and Project Management Consultant for “Construction of Institutional Buildings with development of onsite infrastructure works within Campus of IISc, Bangalore”**

The above offer is excluding GST.

(Rupees (in words) \_\_\_\_\_ )

Signature of Bidder with Seal

**14.3 Form for Quotation of Rates for Key Personnel to be valid for 24 months i.e. Contractual Period and an additional of 3 months buffer period**

**(Refer Clause No.6.10. on Sl.Pg.No.44**

<b>Sr. No.</b>	<b>Personnel Position</b>	<b>Man Rate</b>	<b>Month</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Signature of Bidder with Seal

\_\_\_\_\_  
Signature of Bidder

Date :

\_\_\_\_\_  
Registrar, IISc

Date :