



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

ARCHITECTURAL CONSULTANCY SERVICES

NO:- 35 /ARC / 2013 – 14

NAME OF WORK : PROVIDING ARCHITECTURAL SERVICES FOR THE WORK OF “CONSTRUCTION OF 48 NOS OF NEW ‘D’ TYPE QUARTERS (1 BLOCK – GROUND + 8 FLOORS – 6 FLATS IN EACH FLOOR) AT IIT MADRAS”

COVER 1

ELIGIBILITY DOCUMENT

Cost of Tender Schedule	: Rs	500.00	} DD drawn infavour of IIT Madras payable at Chennai to be enclosed along with Cover 1
VAT @ 5%	Rs	20.00	
Total	Rs.	525.00	

Last date for receipt of tender documents **13-11-2013 @ 03:00PM**

Date and Time of opening of Eligibility Document (Cover-1) **13-11-2013 @ 03:10PM**

Date and Time of opening of Technical and Financial proposals (Cover-2 and 3) will be intimated later to the eligible Architects.

Certified that this document contains 19pages (including this page)

**SUPERINTENDING ENGINEER,
ENGINEERING UNIT,
ADMIN BUILDING, 3RD FLOOR,
INDIAN INSTITUTE OF TECHNOLOGY MADRAS,
CHENNAI – 600036.**

Certificate by the Architect:

Certified that no addition and deletion has been made to the tender documents downloaded from the IIT Madras web site.

Signature of the Architect
Name & Seal



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

CHENNAI-600036

1. Notice Inviting Tenders

No:- 35/ ARC / 2013 – 14

ELIGIBILITY DOCUMENT – Cover 1

NAME OF WORK: Providing Architectural Services for the work of “Construction of 48 nos of new ‘D’ type Quarters (1 Block - Ground + 8 Floors – 6 Flats in each Floor) at IIT Madras”

1. Sealed bids are invited, upto 3.00 pm on **13- 11 - 2013** by the **Superintending Engineer**, Indian Institute of Technology Madras (IIT M), Chennai – 600 036 from eligible **Architectural firms / individuals who have registered with Council of Architecture** and satisfying the eligibility criteria prescribed in this tender document.
2. The bid documents can be downloaded from the IIT Madras web site (<http://tenders.iitm.ac.in/>).
3. All Bids, received within the stipulated date and time will be opened in the office of the Superintending Engineer, at third floor of the Administrative building, IIT Madras after 3:10 pm on **13-11-2013** in the presence of Architects or their authorized representatives.

1.0 Procedure for submission of Bids.

Architects who desire to be appointed as consultants for the work shall submit their bids in three covers as detailed below

- 1.1 Bids must be submitted in sealed covers and should be addressed to the Superintending Engineer, Engineering Unit, Administrative Building, 3rd Floor, Indian Institute of Technology Madras, Chennai – 600 036. The name of the Architect and the name of the work and tender number must be written on all the Covers.
- 1.2 The cover containing the **Eligibility document** should be marked as “**Cover-1 - Eligibility Document**”, **Technical Bid** “should be marked as “**Cover – 2 – Technical Bid**” and the cover containing the **Financial Bid** should be marked as “**Cover – 3 Financial Bid**”. All the covers shall be put in a third cover with the name of work and Date of opening written over it.

1.3 **Cover – 1 – Eligibility Document** – shall contain the following,

- 1) Cost of tender document Rs.525/- (Cost of tender Rs.500 + VAT @ 5%) (Non-Refundable) in the form of crossed demand draft drawn in favour of Indian Institute of Technology Madras, Chennai – 600 036 and payable at Chennai. **Bid submitted without the cost of tender document will be summarily rejected.**
- 2) Duly filled and signed copy of the Eligibility document downloaded from the IIT Madras web site along with necessary documents as prescribed in the eligibility document.

1.4 **Cover – 2 - Technical Bid** – shall contain the following,

- 1) Duly signed copy of the technical bid downloaded from the IIT Madras web site.
- 3) Conceptual Drawings (Floor plans, roof plan, elevation, 3D views and sections) of the proposed building along with a report on the salient features of the design.
- 4) Scale model or 3D view of the proposed building in color printout (A3 size).
- 5) Preliminary cost estimate of the proposed building, generally as per Plinth Area Rates of Central Public Works Department (CPWD) with prevailing cost index for the building portion and market rate for specialized services.

1.4 The **Cover 3 - Financial Bid** shall contain the quoted Architectural fees for the work as a lumpsum amount and duly filled and signed copy of the Financial bid document downloaded from the IIT Madras web site.

1.5 If the bid is made by an individual, he / she shall sign it with his/her full name and his/her address shall be given. If it is made by a firm it shall be signed by a member of the firm (under the seal of the firm), who shall also enter his/her name and address. Name and address of other members of the firm shall also be indicated. If the same is made by a corporation, it shall be signed by a duly authorized officer who shall produce with the bid, satisfactory evidence of his/her authorization.

1.6 For any further clarification the Superintending Engineer of the Institute may be contacted.

2.0 Receipt and opening of bids.

2.1 The bids will be received upto 3.00 PM on the stipulated date of opening at the Office of the Superintending Engineer, Engineering Unit, Indian Institute of Technology, Madras

2.2 Bids will be opened on the same day after 3.10PM in the presence of the Architects or their authorized representatives.

2.3 Only Eligibility document will be opened on that day.

3.0 Power point presentation

All Architects who will be satisfying the eligibility criteria prescribed in the eligibility document will be required to present their respective concept in a Power point presentation on a date to be intimated later. The presentation shall include all the salient features of the building, viz. its form, layout within the site constraints, conceptual details of specialized services like fire fighting and green building features etc.

4.0 **Evaluation Procedure.**

4.1 The Architectural firms who have satisfied the eligibility criteria prescribed in this eligibility document (Cover 1) shall be shortlisted for opening of their respective technical bids (Cover – 2).

4.1 The technical bids, conceptual schemes and drawings and the Power point presentation by the Architects will be evaluated by a committee for maximum 100 marks.

4.2 The financial bids of only those Architects who secure a qualifying mark of 70 will be opened on a date to be intimated later.

4.3 Un-opened Financial Bids of those Architects who failed to secure the qualifying marks shall be returned, if requested by the respective Architect.

4.4 **The successful Architect will be selected based on Combined Quality cum Cost Based System (CQCCBS)**

4.4.1 Under CQCCBS, the technical proposals will be allotted weightage of 70% and the financial proposals will be allotted weightages of 30%.

4.4.2 Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.

4.4.3 The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up.

The calculation for arriving at the total combined score (Quality and Cost) is given below.

Marks obtained by a Bidder for the technical bid	= M
Amount quoted by the lowest bidder	= L1
Amount quoted by a Bidder	= L
Points for Financial proposal of the bidder	= $(L1/L) \times 100 = F$
Combined technical and financial score (H) of the bidder	= $M \times 0.7 + F \times 0.3 = H$

4.4.5 The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H will be selected as the successful Architect.

4.4.6 The contract will be awarded to the successful bidder at his/her quoted /negotiated amount.

4.4.5 The Architect whose bid is accepted shall sign a written agreement with the IITM, Chennai.

4.4.6 **The Superintending Engineer** or other accepting authority of IITM reserves the right to reject any bid or all the bids without assigning any reason.

5.0 Validity

The Validity period of the bids will be **Three months** from the date of opening of the Eligibility document.

6.0 Eligibility Criteria

6.1 The applicant should be eligible to participate as per the Council of Architecture, India norms
Necessary details should be enclosed.

6.2 The applicant should have successfully completed works as follows during the last 5 years
ending 31.03.2013

a. Three similar works each costing not less than Rs.699 Lakhs

or

b. Two similar completed works each costing not less than Rs.1048 Lakhs

or

c. One similar completed work costing not less than Rs.1397 Lakhs

“Cost of work” in this criterion shall mean completed cost as mentioned in the final bill including internal electrical works, if any, carried out under single contract.

“Similar work” in this criteria means RCC framed structure.

6.3. Should have an average annual financial turn over of Rs 524 lakhs during the last 3 years ending 31 – 3 –2013. This should be certified by a chartered accountant.

6.4 Should not have incurred any loss in more than two years during the last five years ending 31–3–13

6.5 Should have a solvency of Rs 524 Lakhs certified by the bankers of the **applicant dated not earlier than date of publication of this tender document.**

6.6 The applicant should have sufficient number of Technical and Administrative staff for the proper execution of the work. The applicant should submit a list of these employees stating clearly how they would be involved in this work.

6.7 The applicant’s performance in respect of completed works should be certified by an officer not below the rank of Executive Engineer in case of Government works and Project Manager or equivalent officer for other works.

6.8 Self-certified in house facilities / Infrastructure of the firm.

7.0. DOCUMENTS TO BE ENCLOSED WITH ELIGIBILITY DOCUMENT

The following documents in support of experience and financial standing shall be enclosed with the application for eligibility.

1. Solvency certificate from the bankers in the enclosed format
2. Financial information in the form – ‘A’ enclosed
3. Details of similar works carried out in the past in form – ‘B’ enclosed
4. Details of works in progress in form – ‘C’ enclosed
5. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
6. Details regarding the structure of the organization in form - ‘E’ enclosed
7. Details of technical and Administrative personal in form – ‘E1’ enclosed
8. Details of Establishment & Infrastructure Facilities in form – ‘F’ enclosed.

8.0 EVALUATION OF APPLICATIONS FOR ELIGIBILITY

8.1 The applications received along with the required cost of tender shall be evaluated for eligibility to take part in the further tendering process.

8.2 The applications will be evaluated for conformity to the eligibility criteria prescribed in 6.1 to 6.7.

8.3 All those applications found eligible will be further evaluated for selection by the following scoring method based on the details submitted by the applicants.

1. Financial Strength (Form “A”)	Maximum 20 Marks
2. Experience in similar nature of work during the last Five Years. (Form “B”)	Maximum 30 Marks
3. Performance on works (Form “D”)	Maximum 35 Marks
4. Personnel and Establishment (Form “E” and “E-1”)	Maximum 10 Marks
5. In-house Facilities / Infrastructure of the Firm (Form “F”)	Maximum 5 Marks
Total	100 Marks

8.4. To qualify, the applicant must secure at least 50% (Fifty percent) marks in each one of the above criteria and 60% (Sixty percent) marks in aggregate

8.5. The Indian Institute of Technology Madras reserves the right to restrict the list of eligible contractors to any number deemed suitable.

8.6. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he/she has:

1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
 2. Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or technical / financial failures/ weaknesses etc.
- 8.7 The employer reserves the right to accept or reject any application and to annul the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

9.0 INFORMATION AND INSTRUCTIONS TO APPLICANTS

8.1. Definitions:

The following words and expressions have their meaning here by assigned to them.

1. EMPLOYER means IIT Madras, Chennai -36 acting through the Superintending Engineering./Executive Engineer, Engineering Unit.
2. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and Public Corporation (as per the norms of the Council of Architecture)
3. Engineer-in-charge means **Superintending Engineer**, IITM

8.2 Information and Instructions

1. The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.
2. The application should be type-written. The applicant should sign in each page of the application. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
3. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'.
4. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
5. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute
6. Applications made by Fax and those received late after the prescribed date and time will not be considered
7. Clarifications, if any, or any additional information needed may be requested for in the Pre bid meeting. The clarifications given and additional information furnished by IIT M during pre-bid meeting will form part of the contract.
8. Documents submitted in connection with the tender will be treated as confidential and will not be returned

8.3 Authority to sign the application:

- 1 If an individual makes the application, it shall be signed by him above his full type-written name and current address.
2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
3. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

8.4. Clarification on tender document,.

A prospective Tenderer requiring any clarification on the Tender Document may notify Superintending Engineer, IITM at Chennai. The Superintending Engineer will respond to any request for clarification, which he receives earlier than 8 days prior to the deadline for submission of Tenders.

8.5. Pre-bid meeting.

No pre-bid meeting will be conducted.

8.6 Amendment to tender documents

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda which shall be part of the Tender Documents.

8.7 Instructions for filling up the forms A,B,C,D,E&E1

1. Financial Information

The applicant should furnish the Annual financial statement for the last 5 years in form – A

2. Information about works the

1. List of all works of similar class successfully completed during last the 5 years in Form – B
2. List of projects under execution or awarded in Form – C
3. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form – D. TDS Certificate should be enclosed incase the work was executed for private firms.

3. Information about the organisation

Applicant is required to submit the following information in respect of his organization in form E and E1

1. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
2. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
3. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
4. Authorization for employer to seek detailed references from clients to whom works were carried out.
5. Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E 1

4. In-house Facilities & Infrastructure of the firm

Applicant should furnish the list of In-house Facilities & Infrastructure of the firm likely to be used for carrying out the work (in form F). Details of any other facilities not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

5. Letter of Transmittal

The applicant should submit the letter of transmittal as per the format attached.

9.0 OPENING OF TECHNICAL BIDS

- 9.1 The Technical bids of the eligible applicants shall be opened on the date and time to be intimated later.
- 9.2 The Technical and Financial bids (Tender) of the non-eligible applicants shall be returned unopened if written request received from that firms.

8. FORMS

1. LETTER OF TRANSMITTAL

To

The Superintending Engineer,
Engineering Unit,
IITM, Chennai – 600 036

Sub: Providing Architectural Services for the work of “Construction of 48 nos of new ‘D’ type Quarters (1 Block - Ground + 8 Floors – 6 Flats in each Floor) at IIT Madras”

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender for the work duly filled in.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. . We have no further information to supply.
3. I / We submit the requisite solvency certificate and authorize the Superintending Engineer, Engineering Unit, IITM, Chennai to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize the Superintending Engineer to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

#Name of work

#Certificate from

5. I/We certify that that the tender documents downloaded and submitted is the exact replica of the document published by the IITM and no alterations and additions have been made by me / us in the tender document.
6. I am / We are aware that the Technical and Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

should be filled by the Architect

FINANCIAL INFORMATION**I Financial Analysis –**

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl No	Details	Year ending 31 st March of 2013				
		2008-09	2009-10	2010-11	2011-12	2012-13
1	Gross annual turnover in (from consultancy fees collected)					
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details

IV. Solvency certificate from Bankers of Applicant.

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

This form must be filled and signed by the Chartered Accountant

FORM 'B'

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS
ENDING BY 31st MARCH 2013.**

S L N O	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commencem ent as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* indicate Number of stories in super structure.

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works with out TDS certificates shall not be considered for valuation.

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address along with contact person & contact No.
4. Consultants name and address.
5. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
 - c. Height of the building.
 - d. Plinth area / Built up area.
 - i. Basement.
 - ii. Superstructure
6. Type of foundation.
7. Type of Superstructure.
8. Time taken for
 - i. Foundation.
 - ii. Superstructure.
 - iii. Total Project.
9. Specialized service provided, with cost details, if available
(If any, specialized services provided through associate's - Particulars of the Associate's)
 - i. Communication, LAN.
 - ii. UPS.
 - iii. Water proofing Treatment
 - iv. Interior Design.
 - v. Fire Detection and Fire Fighting.
 - vi. Landscaping.
 - vii. Any other.
10. Project Management organization structure.
11. Number of shift and its duration adopted in execution.
12. Systems adopted for timely completion of the project.

SIGNATURE OF APPLICANT(S)

FORM 'C'

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks(Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

Signature of Applicant(s)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of the work / Project & Location.
2. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - a. Stipulated date of completion.
 - b. Actual date of completion.
9. Amount of compensation levied for delayed Completion if any.
10. Performance report based on Quality of Work, Time Management, and Resourcefulness : Very Good / Good / Fair

DATE

**EXECUTIVE ENGINEER /
PROJECT MANAGER OR
EQUIVALENT**

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend construction for a period of more than six months continuously after the construction was commenced?
If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
10. In which field of Civil Engineering Construction, specialization and interest is ?
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM 'EI'

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

SL NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Signature of Applicant(s)

FORM - 'F'

DETAILS OF IN-HOUSE & INFRASTRUCTURE FACILITIES LIKELY TO BE USED IN CARRYING OUT THE WORK.

SL NO	In-house Facility / Infrastructure	Ownership status	Current location	Remarks
		Leased / Outsourced		
1	2	9	10	11
1				
2				

Certified that the Application for Eligibility as published on the web contains 19 pages.

Superintending Engineer
Engineering Unit.
Administrative Building,
3rd Floor, Engineering Unit,
IIT Madras, Chennai – 600 036.