



INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
Chennai 600 036



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### COST CONSULTANCY SERVICES

**e-TENDER NO: CE/RAVG/050/2023/COSTCONSULT**

**Dated: 06/11/2023**

GEM NAR ID: GEM/GARPTS/06112023/U34VQZA2L991

**NAME OF WORK: Rendering Cost Consultancy Services for the work of “Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode” in IIT Madras Campus.**

**e-ENVELOPE - 1**

#### ELIGIBILITY DOCUMENT & TECHNICAL BID

Pre-bid meeting through online	-	14-11-2023	04.00 PM
Last Date for Submission of e-Tender	-	20-11-2023	03:00 PM
Date and Time of opening of Eligibility Document and Technical Bid (e-Envelope-1)	-	21-11-2023	03:00 PM

Date and Time of opening of Financial bids (e-Envelope-2) will be intimated later to the eligible Consultants.

Certified that this document contains 30 pages (including this page)

**SENIOR MANAGER (PROJECT PURCHASE),  
2<sup>ND</sup> FLOOR, ANNEXURE HALL,  
OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH,  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS,  
CHENNAI – 600036.**

Certificate by the Consultant:

Certified that no addition and deletion has been made to the tender documents uploaded to the e-Tender web site.

Signature of the Consultant

Name & Seal

(to be signed during concluding agreement)



**NOTICE INVITING E-TENDERS**

**e-TENDER NO: CE/RAVG/050/2023/COSTCONSULT**

**ELIGIBILITY DOCUMENT & TECHNICAL BID – e-Envelope 1**

**NAME OF WORK: Rendering Cost Consultancy Services for the work of “Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode” in IIT Madras Campus (the “Project”).**

1. Sealed e-Tenders are invited up to 3.00 pm on 20-11-2023 by The Senior Manager (Project Purchase), Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras (IITM), Chennai – 600 036 from eligible agencies satisfying the eligibility criteria prescribed in this tender document.
2. The bid documents can be seen on the e-Tender website <https://etenders.gov.in/eprocure/app>
3. All e-Tenders, submitted within the stipulated date and time, will be opened on the stipulated date of opening of the e-Tender. Only e-Envelope 1 will be opened on that day. The Date and Time of opening of financial bids (e-Envelope-2) will be intimated later to the eligible Consultants.

1)	<b>Pre-bid Meeting Details</b>	:	14.11.2023 @4 PM, Before joining this meeting, bidders should send email with details of person who will attend this meeting and their company details along with your queries to <a href="mailto:jestinbaby@gmail.com">jestinbaby@gmail.com</a> on or before 13.11.2023 @ 03:00 PM. Bidders will be intimated on the time schedule and venue details through email.
2)	<b>Bid Submission Starting date</b>	:	15.11.2023 @ 9AM
3)	<b>ICSR Vendor Registration</b>	:	<b>Vendor registration Id:</b> Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders.  <b>** For Vendor Registration &amp; Guidelines, please follow the website:</b> <a href="https://icandsr.iitm.ac.in/vendorportal/">https://icandsr.iitm.ac.in/vendorportal/</a> ; Helpdesk: <a href="mailto:vendorhelpdesk@icsrpis.iitm.ac.in">vendorhelpdesk@icsrpis.iitm.ac.in</a>  Telephone: [044] 2257 9775

## **1 Procedure for viewing and submission of e-Tender**

The agency that desires to be appointed as Cost consultant for the work “Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode” shall submit their e-Tender in two e-Envelopes as detailed below.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/e procure/app>. The bidders who have not enrolled/registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/e procure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “Help for contractors”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal]. Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/e procure/app> as per the schedule attached.

### **1.1 Instructions for submission of online bid:**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <URL:https://etenders.gov.in/e procure/app> by clicking on “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge.

- I. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- II. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- III. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
- IV. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- V. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

- VI. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- VII. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- VIII. The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in technical bids in pdf format for evaluation purpose.
- IX. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document
- X. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- XI. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- XII. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- XIII. The uploaded tender documents become readable only to public view after the tender opening by the authorized bid openers.
- XIV. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- XV. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## 1.2 Assistance to bidders

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- II. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120- 4001005]
- 1.3 e-Envelope 1 – Eligibility application documents (for the technical evaluation) shall be uploaded with
    - I. Necessary supporting documents as prescribed in the tender document (Section 10).
    - II. Scanned copy of the Letter of Transmittal as prescribed in the tender document.
    - III. The agency shall upload a detailed methodology proposed for the scope of work indicated in the Technical bid document. The file size of each document proposed to be uploaded to the e-tender website should not be more than 5MB.
    - IV. The Price Bid should not be quoted in the technical bid.
  - 1.4 e-Envelope 2 - Financial Bid
    - I. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. The price bid should be submitted in excel format (BoQ) as per the proforma (**Annexure - IV**) uploaded in the e-Tender 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 In accordance to Rule 173 of GFR,2017 and relevant provisions thereof in Procurement Manuals, 2022, IC&SR, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case to case basis shall be recorded in minutes of meetings suitably for records.
  - 1.7 The bids of agencies with Joint venture and Amalgamation will be summarily rejected.
  - 1.8 For any further clarification, the SENIOR MANAGER (PROJECT PURCHASE) of the Institute may be contacted.

## **2 Receipt and opening of bids.**

- 2.1 e-Tenders can be uploaded in the e-tender website till the stipulated date and time of submission.
- 2.2 e-Tenders of only those tenderers, whose documents scanned and uploaded are found to be in order will be opened.
- 2.3 Only e-Envelope 1 containing the eligibility application and the Technical Bid will be opened on the date of opening of tender. The tenderers who qualify in the eligibility document and the technical bid verification will be invited for the presentation (Section 7). The date of technical presentation will be intimated later.
- 2.4 The e-Envelope 2 of only those tenderers who qualify as per the Eligibility criteria and obtain minimum marks as per the technical evaluation will be opened on a date which will be intimated later.

## **3 Eligibility Criteria**

- 3.1 The applicant should have successfully rendered Cost Consultancy services for works as follows during the last 5 years ending the previous day of last date of submission of tender.

One Similar Work completed for a project costing not less than Rs. 16000 Lakhs

Or

Two Similar Works completed for projects costing not less than Rs. 12000 Lakhs each

Or

Three Similar Works completed for projects costing not less than Rs. 8000 Lakhs each

Project cost in this criterion shall mean the completed project cost including building services and taxes.

“Similar Work” in this criterion means **“Rendering Cost consultancy services for supply and installation of multi-storied buildings / infrastructure project including MEP (Mechanical, Electrical, Plumbing and HVAC services)”**

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. For the works carried out for private firms, the agency shall enclose copy of the TDS certificate in addition to the completion certificate.

- 3.2 Should have an average annual financial turnover of Rs 100 lakhs during the last 3 years ending 31-03-2023. This should be certified by a chartered accountant.
- 3.3 The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. Non-submission of self-declaration (enclosed as Annexure-I) will lead to rejection of bid out rightly
- 3.4 Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma as per Annexure-II. Non-submission of self-declaration will lead to rejection of bid out rightly and the bidder will be treated as non-local supplier.

#### **4 Project summary**

The Project involves fast track construction of a hostel with a maximum capacity of about 2000 beds with related toilets and other facilities. The rooms are planned to accommodate two persons during institutional needs. The building is expected to be made up of two or three blocks of Ground+11 floors inside IIT Madras campus in Adayar, Chennai. The structural system being planned is of precast columns, beams, slabs and façade panels. The rooms are being planned as prefinished volumetric modules that will be placed in parallel with the construction of the main structure. The toilets are also expected to be precast prefinished and installed with minimum construction activity at the site. The estimated project cost is Rs. 200 Crores.

The Project will seek GRIHA rating and may also seek Indian Green Building Council (IGBC) certification with the goal of obtaining gold rating as determined by the Institute.

#### **5 Responsibilities of the consultant**

The Cost Consultant shall arrive the justifiable market rate for the entire project based on available drawings / BoQ provided by the institute. Detailed scope of work is provided below.

#### **6 Scope of work**

##### **Consultant scope of Services**

The Consultant will be responsible for preparing a construction cost estimate for all aspects of the Project at the contractor selection stage, including but not limited to the following:

- 6.1 Preparation of justified market rate statement for all the items involved in the project. The detailed Market Rate Analysis (MRA) to be arrived based on the Drawings /Quantity take off /specifications/ RFP conditions provided by the Institute. The items include the supply and installation of Civil, MEP, HVAC, Firefighting, external development works, roads, BMS, CCTV, Smart solutions and any other miscellaneous works involved in the project. Necessary supporting quotations shall be collected by the consultant for all the items involved in the work to arrive the justified market rate applicable at Chennai. Wherever applicable, the cost will be inclusive of spares and Annual Maintenance Contract (AMC). The consultant can follow the DAR of CPWD format for preparing the rate analysis. The Market Rate Analysis statement should be submitted to the Engineer in-charge for review, discussion and finalization of justified market rate. The Market rate analysis for each item shall be prepared with reference to the BoQ specifications, Structural / Architectural drawings and as per the relevant terms and conditions of the contractor's agreement. The Rate analysis shall be prepared based on the prevailing market rates of Materials, Equipment, Machineries and Manpower required to complete each items indicated in drawing / BoQ. The consultant shall arrive the overall project cost including contractor profit, overhead charges, taxes, levies, patents, cess, statutory approvals needed etc.,
- 6.2 The quantity take off sheet provided by IITM shall be verified by the consultant for its compliance with the drawings and specifications provided by the institute/IITM.
- 6.3 Provide comments on specifications given by Institute.
- 6.4 Detail the construction cost estimate based on detailed design package provided by the Institute.
- 6.5 Preparation of cost analysis of rates for key items. The rates should be backed up with required supporting documents, quotations etc.
- 6.6 It is anticipated that project meetings will be held bi-weekly in Chennai with video conference attendance for non-Chennai based consultants, and all production meetings will be held in Chennai, with in-person attendance. The consultant to attend all meetings via video conference, or in person in case of specific requirement by the Architect and approval by the Institute/DM.
- 6.7 The Cost Consultancy services shall be rendered until the successful appointment of EPC (Engineering, Procurement, and Construction) contractor for the above work. The deliverables should be completed within one month from the submission of inputs (Drawings, specifications, Quantity take off sheets) by IIT Madras to the consultant.
- 6.8 The details of the projects for which the Cost Consultancy services to be provided are enclosed in Annexure 3.
- 6.9 Note: In case of additional scope, the terms will be agreed upon after mutual discussion and agreement.



## **7 Power point presentation**

7.1 All agencies who satisfy the eligibility criteria prescribed in the eligibility document will be required to present their respective plan of work and concept in a Power point presentation on a date to be intimated later at IC&SR, IIT Madras. The presentation shall include all the salient features as listed below;

7.1.1 Overall plan for the proposed consultancy services as indicated in the scope of work.

7.1.2 Methodology proposed to be adopted for the Cost Consultancy Services for the building construction including services like MEP, Firefighting & HVAC, road work, water supply system, solid waste management system, external developments, Sewerage lines etc. included in the project

## **8 Evaluation Procedure**

The applications received through e-tender portal along with the required document shall be evaluated for eligibility to take part in the further tendering process.

8.1 The applications will be evaluated for conformity to the eligibility criteria prescribed in section 3.1 & 3.2 and only those who satisfy the eligibility criteria will be considered for further evaluation.

8.2 The technical bids, conceptual schemes, proposed methodology and the Power point presentation by the Consultants will be evaluated by a committee for a maximum of 100 marks as detailed below:

Parameter	Weightage
Suitability of the proposal	20%
Organisational structure proposed to be deployed	20%
Plan of work & detailed methodology	25%
Previous experience in similar nature of work	25%
Innovative plan and procedures to be adopted	10%

The financial bids of only those agencies who secure a qualifying mark of 70 in the technical bid evaluation will be opened on a date to be intimated later.

- 8.3 The contract will be awarded to the lowest quoted successful bidder at his/her quoted negotiated amount
- 8.4 The agency whose bid is accepted shall sign a written agreement with the IITM, Chennai
- 8.5 The Indian Institute of Technology Madras reserves the right to restrict the list of eligible agencies 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:
  - 8.6.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility
  - 8.6.2 Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or technical / weaknesses etc.
- 8.7 The tender accepting authority of IITM reserves the right to reject any bid or all the bids without assigning any reason
- 8.8 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 Validity**

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

## **10 DOCUMENTS TO BE UPLOADED WITH e-ENVELOPE 1**

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

- I. Financial information in the form – ‘A’ enclosed
- II. Details of similar works carried out in the past in form – ‘B’ enclosed
- III. Details of works in progress in form – ‘C’ enclosed
- IV. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
- V. Details regarding the structure of the organization in form - ‘E’ enclosed
- VI. Details of technical and administrative personnel in form – ‘E1’ enclosed
- VII. Details of Establishment & Infrastructure Facilities in form – ‘F’ enclosed.
- VIII. Letter of transmittal

- IX. GST registration.
- X. TDS Certificate
- XI. Declaration as enclosed in Annexure I & Annexure II

## **11 INFORMATION AND INSTRUCTIONS TO APPLICANTS**

### 11.1 Definitions:

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

- I. EMPLOYER means Indian Institute of Technology Madras (IITM or IIT Madras), Chennai - 36 acting through the SENIOR MANAGER (PROJECT PURCHASE), Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras (IITM),.
- II. APPLICANT / AGENCY / CONSULTANT / FIRM means individual, proprietary firms, firm in partnership, limited company – private and Public Corporation.
- III. Engineer-in-charge means SENIOR MANAGER (PROJECT PURCHASE), IITM.
- IV. Tender means “**e-Tender**” which will be submitted online through dedicated website.

## 11.2 Information and Instructions

- 11.2.1 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.
- 11.2.2 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 uploaded in the e-Tender website. 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'
- 11.2.3 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.
- 11.2.4 The applicant may upload 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.
- 11.2.5 Applications made by email, Fax / any other electronic media other than through e-Tender website and those received late after the prescribed date and time will not be considered.
- 11.2.6 Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 11.2.7 Any addenda / corrigendum will be uploaded only in the e-Tender website and all of those documents uploaded in the e-Tender website will become part of the agreement.
- 11.2.8 Originals of all the scanned and uploaded documents as specified shall have to be submitted only by the successful tenderer within a week physically in the office of SENIOR MANAGER (PROJECT PURCHASE), Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras (IITM).

11.2.9 Tenderer can upload documents in the form of JPG format and PDF format. The size of individual file should not exceed more than 5MB.

11.2.10 Tenderer must ensure to quote rate of each item.

11.2.11 Tenderers are requested to comply following instructions:

- I. After submission of the online bid the tenderer can re-submit revised online bid any number of times but before last date and time of submission of tender as notified.
- II. While submitting the revised bid, tenderer can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of tender as notified.

11.2.12 The rate(s) must be quoted in decimal coinage. Tenderers must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO)

11.2.13 The tender submitted shall become invalid if:

- I. The tenderer is found ineligible.
- II. The tenderer does not upload all documents as stipulated in the tender document including letter of transmittal.
- III. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the lowest tenderer in the office of SENIOR MANAGER (PROJECT PURCHASE), IIT Madras
- IV. The lowest tenderer does not deposit the originals of all the scanned and uploaded documents as specified.

11.2.14 No intimation shall be given to the successful tenderer for submission of originals of all the scanned and uploaded documents to the Office of SENIOR MANAGER (PROJECT PURCHASE), Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras (IITM).

### 11.3 Authority to sign the application:

11.3.1 If an individual makes the application, it shall be signed by him above his full type-written name and current address.

11.3.2 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.

11.3.3 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.

11.3.4 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.

### 11.4 Clarification on tender document.

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email id. [jestinbaby@gmail.com](mailto:jestinbaby@gmail.com) addressed to Mr. Jestin Baby P, Project Officer, IC&SR, IITM at Chennai up to the date of prebid meeting. All clarifications will be provided along with the minutes of prebid meeting. No further communication regarding clarification/queries will be entertained after the prebid meeting.

### 11.5 Pre-bid meeting.

The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting through video conferencing with the tender inviting authority on 14.11.2023 at 4PM. The link to join the prebid is <https://meet.google.com/ywg-frpw-rhg>. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that meeting. Non- attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer.

### 11.6 Amendment to tender documents

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

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

### 11.7.1 Financial Information

The applicant should furnish the Annual financial statement for the last 3 years up to 31<sup>st</sup> March 2023 in form – A

### 11.7.2 Information about the works

- I. List of all works of similar class successfully completed during last the 5 years in Form – B
- II. List of projects under execution or awarded in Form – C
- III. 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 in case the work was executed for private firms.

### 11.7.3 Information about the organisation

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

- I. 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.
- II. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- III. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- IV. Authorization for employer to seek detailed references from clients to whom works were carried out.
- V. Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E 1

### 11.7.4 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

### 11.7.5 Letter of Transmittal

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

## 11.8 OPENING OF TECHNICAL BIDS

The Technical bids of the eligible applicants shall be opened on the date and time to be intimated later.

## 12 Time schedule

The Cost Consultancy services shall be rendered until the successful appointment of EPC (Engineering, Procurement, and Construction) contractor for the above work. The deliverables should be completed within one month from the submission of BOQ by IIT Madras to the consultant.

## 13 Payment Schedule

S.No	Milestone	Payable amount
1	Upon submission of complete costing for the project with rate analysis and supporting document	50% of the agreement amount
2	Upon acceptance of the market rate statement by IITM	40% of the agreement amount (90 Cumulative)
3	Upon award of the work to the EPC contractor	10% of the agreement amount (100% Cumulative)

## 14 Additional Conditions

1. The services shall not be sub-contracted without written permission of the SENIOR MANAGER (PROJECT PURCHASE) nor shall transfer be made to power of Attorney authorizing others to receive payment.
2. The agency shall report only to the Engineer-in-charge or his nominated site in-charge.
3. The agency shall communicate any information to the stakeholder of the project only through the Engineer-in-charge or his nominated site in-charge. The Consultant shall avoid direct communication to any stakeholder of the project.
4. The agency whose bid is accepted shall comply with the provisions of all Acts, Statutes, Rules, Regulations etc. of the Central and State Government/ Local body and applicable codes as the case may be and as may be applicable in this case and if necessary, get himself duly registered as required by the said Acts, Statues, Rules, Regulations etc.
5. All taxes, duties which are to be deducted as per Govt. Rules shall be deducted from the bills.
6. The amount quoted in financial bid shall be all inclusive and nothing extra towards travel and stay or any other claim is payable.
7. The drawings, all other documents, data and communications pertaining to the project should not be published, disclosed and communicated to any other person without the written permission of the IITM.
8. The amount admissible shall be paid by 22nd working day after the day of presentation of the bill by the Consultant in the prescribed format to the Engineer-in-Charge.
9. **Dispute Resolution** - In case a dispute arises between the Consultant and Project In-charge, it will be referred for resolution to IC&SR Dean or his nominee. If the dispute persists, Director will refer the matter to a Sole Arbitrator and proceedings will be as per



Arbitration & Conciliation Act 1996 (with latest amendments). For any appeal to legal authorities, the legal jurisdiction will be at Chennai in Tamil Nadu only.

10. **Termination of Agreement** - The Agreement may be terminated at any time by either party by giving a written notice of one month to the other. In the event of the termination of the agreement by IITM, the Consultant shall not be entitled to any compensation or damages by reason of such termination but shall be entitled only to the fees for the services actually rendered. In the event of termination of contract by the Consultant no further payment other than that has /have already been made shall be paid.

11. **Transfer of Interest** - So long as the Agreement subsists, the Consultant shall not assign, sublet or transfer his / her interest in this Agreement, without the written consent of the IITM

## 15 FORMS

### LETTER OF TRANSMITTAL

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

To

**The Senior Manager (Project Purchase),**

Industrial Consultancy and Sponsored Research,

IITM, Chennai – 600 036

**Sub: Rendering Cost Consultancy Services for the work of “Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode” in IIT Madras Campus.**

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 authorize the Senior Manager (Project Purchase) 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 knowhow 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.
7. The original documents which was scanned and uploaded in the e-Tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the successful tenderer within a week of the opening of financial bid otherwise department may reject the tender.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

**# should be filled by the applicant; Attach separate sheet if required.**

**FORM 'A'**

**FINANCIAL INFORMATION**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

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).

Name of the organisation : \_\_\_\_\_

SI No	Details	Year ending 31 <sup>st</sup> March of		
		2021	2022	2023
1	Gross annual turnover in (from consultancy fees collected)			
2	Profit (+) / Loss (-)			

II. Income Tax PAN details /GST Registration

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

**This form must be filled and signed by the Chartered Accountant**

**FORM 'B'**

(To be duly filled, signed, scanned and uploaded along with e-envelope1 by the tenderer)

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work /type of construction*	Cost of work in Crores	Cost of consultancy services provided by the bidder	Date of commencement 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	13

\* Indicate the number of storeys in super structure

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

Signature of Applicant

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 without TDS certificates shall not be considered for valuation.

**FORM 'C'**

(To be filled, signed, scanned and uploaded along with the e-Envelope 1 by the tenderer.)

**PROJECTS UNDER EXECUTION OR AWARDED**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Cost of consultancy services provided by the bidder	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons thereof	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	12

**FORM 'D'**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B'**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

1. Name of the work / Project & Location.
2. Scope of work.
3. Scope of consultancy work.
4. Agreement No.
5. Estimated Cost of project
6. Cost of project at completion
7. Estimated Cost of consultancy services
8. Cost of consultancy services at completion
9. Tendered Cost for consultancy services
10. Value of work done (If work is under progress)
11. Date of Start of project
12. Date of completion of project
  - a. Stipulated date of completion.
  - b. Actual date of completion.
13. Amount of compensation levied for delayed Completion of consultancy scope of work if any/ if applicable
14. Performance report based on Quality of Work, Time Management, and Resourcefulness: Very Good / Good / Fair

DATE

**EXECUTIVE ENGINEER /PROJECT MANAGER OR EQUIVALENT**

## FORM 'E'

### STRUCTURE AND ORGANISATION

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

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. 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.
7. 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:
8. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
9. In which field of Architecture, specialization and interest is ?
- 10 Any other information considered necessary but not included above.

**SIGNATURE OF APPLICANT(S)**





**FORM –‘F’**

**(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)**

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

<b>S.No</b>	<b>In-house Facility /Infrastructure</b>	<b>Ownership status (Leased / Outsourced / Own)</b>	<b>Current location</b>	<b>Remarks</b>

(To be given on the letter head of the bidder)

No. \_\_\_\_\_

Dated: \_\_\_\_\_

**CERTIFICATE**  
(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

**OR**  
**(whichever is applicable)**

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. (Copy/ evidence of valid registration by the Competent Authority is to be attached)

Place:

Date:

Signature of the Tenderer  
Name & Address of the  
Tenderer with Office Stamp

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY (PREFERENCE TO MAKE IN INDIA) 2017**

Tender Reference

Number:

Name of the item / Service:

Date:

I/We \_\_\_\_\_ S/o, D/o, W/o, \_\_\_\_\_ Resident of \_\_\_\_\_ Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick ( ✓ ) and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under <b>“Class-I Local Supplier”</b> category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under <b>“Class-II Local Supplier”</b> category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in

Percentage

Percentage of Local content: \_\_\_\_\_ %\*\* .

Place of the local content value calculated : \_\_\_\_\_

**For and on behalf of ..... (Name of firm/entity)**

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

**This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.**

**\*\* Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition**

**DETAILS OF PROJECTS**

S. No	Description	Estimate cost put to tender (ECPT) Amount Rs. in Lakhs	Project Duration in month	Type of structure	No of Floor	Plinth area of the building in sqm	Specialized works	Execution Agency	Area development including any ancillary structure / services
A	Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode" in IIT Madras Campus	20000	15	Pre-fabricated pre finished Volumetric construction	Ground + 11 Floors	....	RCC prefabricated structure, water supply, sanitary installation, drainage, including MEP works, Network, CCTV, IBMS/SCADA, HVAC, Data voice, DG sets, Fire Fighting, Lifts, smart solutions	IIT Madras	Yes

Note:

- 1) The details shown above are indicative and approximate only to understand the project size and to estimate the effort required for the QA Consultancy services.
- 2) The actual plinth area of building may vary during execution of the work and any such variation neither be accounted for any additional claim nor deduction.

**Signature of the Applicant**

Date:

Name:

Seal: (to be signed during concluding agreement)

**Senior Manager (Project Purchase)**

**FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)**

**Item Name:** : Rendering Cost Consultancy Services for the work of “Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode” in IIT Madras Campus

It. No	Description of work	Quantity	Units	Basic Rate in INR	GST in Percentage	Total Amount with taxes in INR
1	<b>Charges towards rendering Cost Consultancy Services for the work "Construction of 2000-bed Vaigai hostel at IIT Madras with smart concepts in fast-track mode". The rate quoted shall be for the period effective from the date of award work to the cost consultant till the appointment of the EPC contractor by the Institute.</b>	1	Lump sum			
	Grand Total					

Total Amount Rupees in words \_\_\_\_\_

**Note:**

1. The agency shall submit documentary evidence to IITM for the GST actually paid by him / her to the Government of India. The successive running account bills of consultant will be released only after due verification of GST paid by the Consultant. In case the evidence is not submitted by the Consultant, necessary amount will be withheld against payment of GST. The withheld amount will be released only after payment of the GST and submission of documentary evidence to IITM.
2. The amount quoted shall inclusive of GST prevailing at the date of closing of the tender