



सिद्धिमूलं प्रबन्धनम्  
भा. प्र. सं. इन्दौर  
IIM INDORE

# भारतीय प्रबंध संस्थान इंदौर

**INDIAN INSTITUTE OF MANAGEMENT INDORE**

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453556  
(M.P.), India

Ph. 0731-2439620 Email: [projectdept@iimidr.ac.in](mailto:projectdept@iimidr.ac.in)

Tender Notice No. IIMI/Project/01/2026/174 File no. 520

## REQUEST FOR PROPOSAL

FOR

**Providing Architectural consultancy  
Services for renovation and refurbishing of  
New Auditorium at IIM Indore.**

Sd/-  
Tender Inviting Authority

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# Definitions

- The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of the IIM Indore and the Contractor/architect, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer-in- Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:
  - (i) The expression “works” or “work” or “service” or “services” shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
  - (ii) The “Site” shall mean the land, places on, into or or where work is to be executed under the contract or any adjacent land, path or street or where work is to be executed under the contract or any adjacent land, path or street which may be temporally allotted or used for the purpose of carrying out the contract.
  - (iii) The “Contractor” / “architect” shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
  - (iv) The “Competent authority” of IIM Indore means the Director of IIM Indore and his authorized representative(s).
  - (v) The “Engineer-in-charge” means the Chief Officer Engineering who shall supervise and be in charge of the work.
  - (vi) “Accepting Authority” shall mean Director, IIM Indore.
  - (vii) “Tendered value” means the value of the entire work as stipulated in the letter of award.
  - (viii) “Date of commencement of work”: The date of commencement of work as communicated in the Letter of Commencement or from the date of handing over of the site, as notified by the Engineer-in-Charge, whichever is later, in accordance with the phasing if any, as indicated in the tender document.
  - (ix) “GST” shall mean Goods and Service Tax - Central, State and Inter State.

**CHAPTER 1**

**Invitation to RFP  
&  
Instructions to Bidders**

## CHAPTER 1

### Invitation to RFP & Instruction to Bidders

Director, Indian Institute of Management, Indore invites online bids in two bid system (i.e. Technical bid & Financial bid) from the eligible registered Architectural entity / entities for Providing Architectural Consultancy Services for renovation and refurbishing of New Auditorium at IIM Indore. Details are as follows: -

#### A.1 Information Related to Bid

A.1.1	NIT No.: IIMI / Project / 01/ 2026 / 174 file no. 520	
A.1.2	Name of Work	“Providing Architectural Consultancy Services for renovation and refurbishing of New Auditorium at IIM Indore.”
A.1.3	Contract period	<p>10.5 Calendar Months (including monsoon period) or Till the completion / Finalization / complete documentation of the Project, whichever is later. (Contract Period includes: A. Pre-Execution Stage (3.5 months): (i) 1.5 months for design, approvals, etc. (Detailed scope as defined in Chapter - 5) (ii) 2.0 months for tendering process till award of contract B. Execution period of 6 months (Detailed scope as defined in Chapter - 5) C. Post Execution period of 1 month (Detailed scope as defined in Chapter - 5)</p> <p>Note: There may be time gap between pre-execution stage &amp; start of execution period which the bidder shall consider in their offer. However, bidder will have to extend services as per the scope of work. No payment will be done on account of services in the time gap between pre-execution stage &amp; start of execution period.)</p>
A.1.4	Compensation delay for	@ 1.0% of the tendered value per week subject to a maximum of 10% of the accepted Tendered Value under this clause, to be computed on a per day basis. Further details for levying the compensation are as

		<p>follows:</p> <ul style="list-style-type: none"> <li>• If the Architect fails to adhere to the timelines for completion of respective deliverables as mentioned in this RFP on or before the period(s) mentioned or justified extended date of completion of the respective deliverables i.e. excluding any extension given without compensation, he shall, without prejudice to any other right or remedy available under the law to the IIM Indore on account of such breach, pay as compensation the amount calculated at the rates stipulated above.</li> <li>• Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10 % (ten percent) of the accepted Tendered Value of services. In case no compensation has been decided by the Director IIM Indore during the progress of contract, this shall be no waiver of right to levy compensation by the Director, IIM Indore if the services remain incomplete on final justified extended date of completion. If the Director, IIM Indore decides to give further extension of time allowing performance of services beyond the justified extended date, the Architect shall be liable to pay compensation for such extended period, in case reasons for delays are found attributable to the Architect.</li> <li>• Delay percentage of the Contract Price of the services mentioned in this RFP for every week of delay or part of a week will be arrived from the expiry of stipulated date till the period the respective undelivered services is delivered. While calculating part of week, the week will be considered as for 7 days irrespective of any week off / holidays etc.</li> </ul>
A.1.5	Mode of submission of Bid	On-Line mode only
A.1.6	Bid Security	<p>Rs. 3,60,000/-</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Bid Security shall be refunded after the selection process is over.</li> <li>2. Normally in the case of unsuccessful bidders it gets</li> </ol>

		<p>refunded on or before the 30th day after the award of the contract.</p> <p>3. The bid security deposited along with bid by the successful bidder shall be returned after receiving the requisite performance guarantee.</p> <p>4. Bid security may be forfeited -</p> <ul style="list-style-type: none"> <li>• if any bidder withdraws or modify their Bids during the period of validity, or</li> <li>• if the successful bidder, after being awarded the contract, fails to sign the contract, or to submit a performance Guarantee before the deadline defined in the RFP or as per the instruction of IIM Indore, whichever is later. In this case the action of forfeiture shall be undertaken without any notice. Also, the bidder shall not be allowed to participate in the re-tendering process of the services. Along with the aforesaid, they will be suspended for a period of two years from being eligible to submit Bids for contracts with IIM Indore.</li> </ul> <p>5. Bid not accompanied by the requisite bid security shall be considered as non-responsive and shall be rejected.</p>
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## A.2 Key Events and Dates

A.2.1	Publishing Date on CPP Portal	May 22, 2026
A.2.2	Document Download Start Date	May 22, 2026
A.2.3	Pre-Bid Meeting	03:00 PM on May 29, 2026, on the 2nd Floor, Conference Room, Administration Block, IIM Indore.
A.2.4	Uploading of clarifications on queries	By June 02, 2026, on IIM Indore website
A.2.5	Last date and time of submission of tender	Upto 03:00 PM on June 16, 2026.
A.2.6	Date & Time of online opening of technical bid	03:30 PM on June 17, 2026.
A.2.7	Date and time of online opening of financial bid	Will be intimated later

### A.3 Other Important Information Related to Bid

A.3.1	Security Deposit	5 % of accepted tendered value (as per definition (vii)) (Awarded Value) to be recovered from running bills. Alternatively, Bank Guarantee (BG) from a scheduled commercial bank may be submitted, to be payable at Indore and the security deposit must be valid up to 60 days after the final completion of the work's contract plus DLP. The Security Deposit will be released after 60 days of the successful completion of the works contract or issuance of completion certificate or payment of final bill, whichever is later plus DLP (2 years).
A.3.2	Performance Guarantee	<p>5 % of accepted tendered value (professional fees). The performance guarantee may be submitted in the form of bank guarantee OR demand draft from a scheduled commercial bank which shall be refunded after 60 days of completion of services as per complete scope of this RFP/issue of completion certificate whichever is later.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. The time period for submission will be governed by following clauses: <ol style="list-style-type: none"> <li>i. Time allowed for submission of Performance Guarantee will be 7 Days from the date of issue of letter of acceptance.</li> <li>ii. Maximum allowable extension will be with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above : 15 days</li> </ol> </li> <li>2. Performance Guarantee shall be forfeited <ul style="list-style-type: none"> <li>• if the successful bidder after being awarded the contract fails to start delivery of services as mentioned in this RFP or as directed by authority of IIM Indore.</li> <li>• Upon Determination / termination of the contract. In the case of determination / termination along with the performance guarantee, security deposit already recovered shall also be forfeited.</li> </ul> </li> <li>3. The decision of director IIM Indore shall be final &amp; binding in case of the forfeiture.</li> </ol>
A.3.3	Mode of payment of	Bidders will have to deposit the Bid Security through NEFT or RTGS only. Other instruments are not accepted on this account. Bank

	Bid Security	<p>Details for the same are as below:</p> <p>Name of beneficiary : Indian Institute of Management Indore  Address : Rau-Pithampur Road, Indore-453556, M.P.  <b>Account No. :53018623445</b>  Name of the Bank :State Bank of India  Address of the bank :IIM Indore Campus  IFSC Code :SBIN0030525  GST No. :23AAAJI0057R1Z3  PAN No. : AAJI0057R</p> <p>Bidders will have to upload scanned copy of Payment details towards cost of Bid Security during the submission of tender and the same will be accepted only on verification &amp; confirmation by the Institute. Any delay in credit will not be entertained by the Institute. In absence of these instruments the bids will summarily be rejected.</p>
A.3.4	Method of Selection	<b>Quality and Cost Based Selection.</b>
A.3.5	Indemnity Bond	Bidder to submit general indemnity insurance policy after award of job to indemnify the institute against losses and damages incurred due to Architect's act @100% of awarded value per annum till the agreement is active or period of 10 years whichever is earlier, to cover any potential claims arising due to the defective architectural services/ act.
A.3.6	Bid Validity	90 Days from the date of opening of the financial bid
A.3.7	Site Visit	<p>The prospective bidder has to undertake site visit for witnessing the existing new auditorium, its facilities and associated infrastructure for understanding the requirement.</p> <p>This condition is mandatory and the bid shall not be considered for evaluation in the case the bidder has not undertaken the site visit. Bidder has to upload the certificate of having undertaken site visit duly been issued by the project department.</p>
A.3.8	Hard Copy	The prospective bidder has to submit the hard copy of the design proposal as mentioned under clause 4.2 on page no. 24-25 along with the soft copy in CD/DVD by <b>June 23, 2026</b> , to the project department, IIM Indore. All drawings submitted in CD/DVD shall be in '.dwg' format, readable in latest Auto CAD and in readable 'pdf' format.

## **B. Guidelines for E-Tendering**

### **B.1 General Information and bid submission**

Online bids from amongst eligible registered Architectural entity / entities are invited under two bids system for providing Architectural consultancy services for renovation and refurbishing of new auditorium at IIM Indore.

The registered Architectural entity / entities having experience in providing services for a similar project during the last 05 years ending previous day of last date of submission of tender are requested to participate in the tendering process.

**A similar project here means “Providing Architectural consultancy services for planning / designing / project management consultancy services, supervision of planning & construction for Auditorium / Movie Theatre / convention centre, etc. having capacity not less than 500 seats.”**

Eligibility of bidding agencies shall be evaluated on the basis of their overall past performance, experience of similar projects, Presentation, document submission and their qualification & experience. The Bidders are requested to submit correct information and give documentary evidence as asked in the tender document in support of their eligibility.

B.2 It is mandatory for all the applicants to have class II or III digital signature certification from licensed certifying agency like NIC, MTNL, e-mudra, TCS, safescrypt, GNFC etc.

B.3 Detailed RFP can be viewed free of cost on IIM Indore website under the URL <http://www.iimidr.ac.in/tenders/> . Financial bid form can be downloaded only from <https://eprocure.gov.in/eprocure/app>. Uploading of the tender will be possible only after making payment of Bid Security.

B.4 The tender shall be submitted online in the prescribed format before the date and time as mentioned in RFP. Also, hard copy of only technical bid should be submitted by speed post only. It will be the prospective bidders' responsibility to post the hard copy in such a way / date so that it should reach IIM Indore by the given due date.

B.5 The applicant have to upload the details of e-payment of Bid Security before the last date & time and download the tender documents form the e-tendering portal <https://eprocure.gov.in/eprocure/app>.

B.6 Tenderer are advised to upload their documents well in time to avoid last minute rush on the server or complication in uploading. IIM Indore will not be responsible for any type of problem in uploading the documents. No hard copies for tender submission shall be entertained.

B.7 Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited e-Tender Bid Security and other documents scanned and uploaded are found in order.

B.8 Information and Instructions for bidders posted on the website shall form part of bid document.

B.9 The bid document consisting of plans and set of terms and conditions, etc. of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://eprocure.gov.in/eprocure/app> free of cost.

B.10 Those bidders not registered on the website mentioned above, are required to get registered beforehand. If needed the intending bidders may get acquainted with the process online from the [www.eprocure.gov.in](http://www.eprocure.gov.in) site itself.

B.11 On opening date, the bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.

B.12 Bidder can upload documents in the form of JPG format and PDF format.

B.13 The price bid format is provided in a spread sheet file like Financial bid.xls, the offer should be entered in the allotted space only and uploaded after filling the relevant columns. Financial Bid must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

B.14 Bidder must ensure to quote each item. 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) although the item have to be executed as per scope of contract.

B.15 The technical bid (stage-1) will be opened online first on due date and time, as mentioned above. The time and date of opening of Technical bid (stage-2) and financial bid of bidders qualifying the technical bid (stage-1) & financial bid respectively will be uploaded on CPPP.

B.16 Completed Tenders containing technical bid and Financial bid will be received ONLINE only on CPP Portal website <https://eprocure.gov.in/eprocure/app> at the fixed time and date indicated in the RFP. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.

B.17 If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.

B.18 It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

B.19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

B.20 The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. Tenderers are advised to upload their documents well in time to avoid last minute rush on the server.

B.21 The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

B.22 The maximum size of file to be uploaded during submission of tender through online mode will be governed by the CPP Portal provisions.

B.23 For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Additionally, for any further queries, the bidders are asked to contact over phone: 0120-4200462, 0120-4001002, 91 8826246593 or send a mail over to [cphp-nic@nic.in](mailto:cphp-nic@nic.in)

## C. Other Information and terms & conditions

### C.1 Time schedule

Time for completion of services, as per the scope detailed in this document will be as per the clause A.1.3 of this RFP. The contract will remain valid for the period covered under the referred clause A.1.3 or till the completion / Finalization / complete documentation or actual date of handing over/completion of service whichever is later. The basic consideration and the essence of the contract shall be adherence to the time schedule for performing the services as detailed under the scope.

### C.2 Technical Bid

The Technical Bid need to be submitted by the bidder after duly considering the requirements stipulated in this RFP.

### C.3 List of Documents for Technical Bid to be uploaded on CPP Portal

#### ➤ Technical Bid Stage-1:

The following documents should be duly attested, and scanned copies uploaded on CPP portal on or before the due date mentioned in RFP:

- Letter of transmittal (form-01)
- Technical bid (RFP duly signed and sealed to be uploaded)
- E-payment details towards cost of bid security and proof of site visit as is mentioned under clause A.3.7.
- Should have had average annual financial turnover of Rs. 1,00,00,000/- exclusively on architectural / construction management works during last three consecutive financial years. (Scanned copy of certificate from CA with Unique Document Identification Number (UDIN) to be uploaded.
- Audited Profit & loss account: the bidder should not have incurred any loss (before tax) in more than two years during the last five consecutive P&L accounts, duly audited and certified by the Chartered Accountant.
- Solvency certificate from scheduled commercial bank for an amount equal to min. Rs. 72,00,000/- i.e., Rs. Seventy-Two Lakhs only. (Date of issue should be during the period of this RFP submission or else the validity period should be mentioned on the Solvency Certificate & this should cover up the RFP submission period).
- Completion certificate where in contract value, job value on completion, scheduled and actual completion date should be mentioned, has to be uploaded for this purpose. Certificates of Work Experience/Completion Certificates issued by officer of the Department not below the rank of an Executive Engineer in case of

PSUs/Government or senior officer/ manager in case of an autonomous body / organization / Institutions. (Sample/indicative format for Completion certificate(s) for similar projects completed during last five years is given for reference purpose under forms section of the RFP).

- Litigation & Arbitration cases Completed & Pending/in progress with details during last 5 Years.
- Certificate(s) in respect of LEED/GRIHA/IGBC certified projects.
- PAN (Permanent Account Number) & GST (Goods & Services Tax) Registration Certificate.
- Income Tax Return for last five financial years.
- Certificate of architectural entity / entities registration.
- EPF/ESI registration certificates.
- Authorization letter of officer(s) who is uploading the tender & who will be signing agreement / making communication etc. To be filled in attached format "Format for Power of Attorney for signing of BID" as attached in this RFP.
- Undertaking on the letter head having gone through and its acceptance for the RFP terms & conditions and corrigendum (if any).
- Integrity Agreement (as prescribed in the RFP should duly be signed and sealed by the authorized signatory and uploaded. However, the actual execution of agreement on non-judicial stamp paper of requisite value will be done immediately after furnishing of performance guarantee).
- Bank details for refund of bid security (format attached).
- Any other document that bidder felt necessary in support of his candidature.

➤ Technical Bid (Stage-2) (Presentation) -

All those Bidders, who qualify in Technical Bid (Stage-1) will have to make a presentation before the committee constituted by IIMI as per the details / heading explained in chapter-3. The copy of presentation to be uploaded on the CPP portal while submission of technical bid (stage-2) envelope. The presentation by each bidder should be of a maximum of 30 minutes in duration. Bidders have to make their own arrangements for making the presentations.

The following documents should be duly attested, and scanned copies uploaded on CPP portal on or before the due date mentioned in RFP.

Copy of presentation proposed to be made before committee (time limit - within or maximum 30 minutes; language - Hindi/English).

➤ Financial Bid

- The Financial Bid shall be for Providing Architectural Consultancy Services for renovation and refurbishing of New Auditorium at IIM Indore & other requisites as per this RFP. The Consolidated Price shall be for the total Scope of works as detailed in the RFP. The Bidders are required to quote a consolidated amount quoted for the entire scope of this RFP excluding GST. GST would be reimbursed, as applicable at actuals during currency of this contract.
- The price shall remain firm during the currency of the contract.
- The quoted amount shall be deemed to include inter alia the cost of necessary Plant & equipment, Qualified Technical staff, Expert technical consultants, third party proof check by IIT, skilled & un-skilled labour, necessary liaising approvals, insurances, policy, labour compliances, CAR Policy, WCP policy, BOCW, Labour Cess and all other expenditures, which the architect may incur in the course of the execution of the contract. The architect shall not be entitled to any payment or remuneration, whatsoever, over and above the Agreed Contract Price, only GST shall be reimbursable as per actual.
- All necessary statutory deductions as per laws of the Local Bodies / State Government/ Government of India shall be made from the bills payable to the architect and No extra payment / claim will be entertained in this regard.
- In the event of delay attributable to the architect & if there is an increase in GST, then the reimbursement towards GST may be restricted to the rate as prevailing during currency of the original contract.

C.4 Signature of Bidder

The bid must contain the name and place of business of the Bidder. Significant evidence of the authority of the person signing on behalf of the Bidder shall be furnished with the bid as per the prescribed format in FORMS of this RFP. All the pages of this document must be initialed/signed by the Authorized Signatory as a token of acceptance of all terms & conditions of this RFP and submitted online.

C.5 Validity

The bid shall remain valid for a period of 90 (Ninety) days from the date of opening of the financial bid.

C.6 The bid submitted shall become invalid if:

- i The Bidder is found ineligible.
- ii The bidder does not submit the bid security.
- iii The Bidder does not upload all the documents as stipulated in the RFP.
- iv If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted.
- v If the bidder is found irresponsive at any stage of evaluation.
- vi If a debarred OR blacklisted bidder submits the bid.
- vii If Bidder is bankrupt or with legal cases (under IBC) registered under the principal and parent company.
- viii If a bidder happened to have worked as an agency with IIM Indore and due to its non-performance its contract got determined or terminated or its deposit got forfeited.

C.7 IIM Indore reserves the right to reject any bid(s) or all bids or this RFP, without assigning any reason at any stage. IIM Indore also does not bind itself to accept H1 or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

C.8 IIM Indore also reserves the right to restrict the list of qualified bidders to any number deemed fit by shortlisting the bids with higher marks in order of merit.

C.9 Any discrepancy, error, ambiguity in the RFP and its contents must be brought to the notice of the project department, IIM Indore in writing through e-mail to [projectdept@iimidr.ac.in](mailto:projectdept@iimidr.ac.in) or in pre-bid meeting. No communication in this regard will be entertained after the pre-bid meeting.

C.10 No individual response shall be given to any of the communication. Clarification for all the prospective bidders, if any will be notified on the institute website after the date of pre-bid meeting.

C.11 Request for change of date or terms and conditions shall not be entertained.

C.12 All provisions in this document are supplementary and complementary to each other and are not to be read in isolation.

C.13 If any information furnished by the Bidder is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/ taking up works in IIM

INDORE for a period of 2 years or as per the central govt. notifications issued in this respect, whichever is later besides forfeiture of bid security and performance guarantee as mentioned in this RFP.

C.14 Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation committee of experts, constituted by IIM Indore, if required.

C.15 Canvassing, whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the bidders who resorts to canvassing will be liable for rejection.

C.16 The bid for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of the financial bid. If any bidders withdraw his bid before the said period or issue of letter of intent/acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the IIM Indore, then the IIM Indore shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said bid security as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.

C.17 This notice inviting the Bid shall form a part of the contract. The successful Bidders, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of: -

- This RFP and corrigendum if any, all the documents including additional conditions, specifications, General Conditions of Contract and Tender drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the accepted price and acceptance thereof together with any correspondence leading thereto.
- Any other Standard C.P.W.D. Form / other forms as required by IIM Indore.

C.18 For any queries regarding e-tendering process, the bidders are requested to contact as provided in the RFP Document.

C.19 The specifications, Terms & Conditions, other regulations which are not herein mentioned will be guided by relevant CPWD guidelines, latest NBC guidelines, manual, specifications/ BIS / IS/ Other Central Govt. norms to the extent applicable for IIM Indore & the decision in this regard will be guided by the decision of the respective competent authority of IIM Indore which shall be final and binding to the architect.

C.20 The documents submitted by the successful bidder shall be verified with the originals before the award of work.

C.21 The bidder should not have been blacklisted or debarred by any Central/ State/ Autonomous/ Public Agency during the last five financial years. In case blacklisted/ debarred bidder fills/ submits the bid/ being successful in bidding process awarded the job or during the execution of job the fact of being blacklisted/ debarred surfaced then:

- Bid (during the evaluation process) will be considered as invalid
- During the execution, if the fact of debarment/ blacklisting emerges and is established, then the contract will be liable to be terminated at risk and cost of the bidder.

C.22 Joint Venture, consortium, subletting, sub-contracting, outsourcing is not permitted.

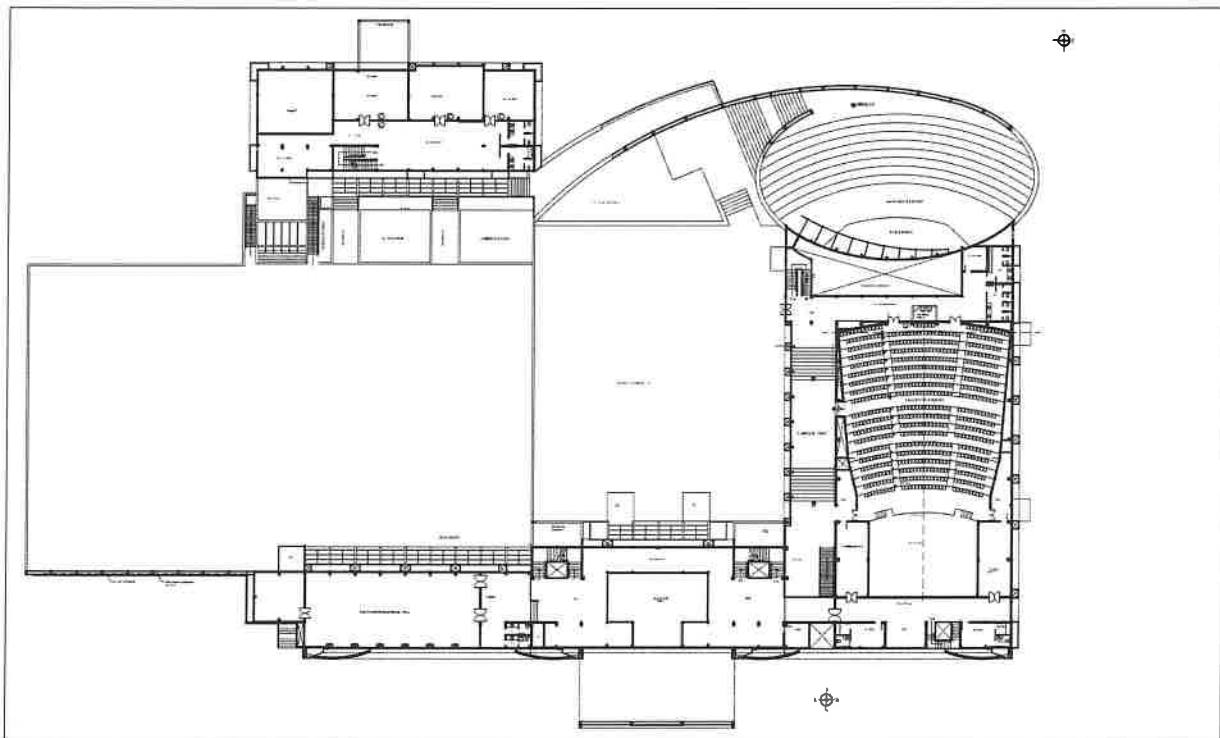
## **CHAPTER 2**

### **BRIEF DETAIL & OBJECTIVE OF THE WORK**

## CHAPTER 2

### Brief Detail and Objective of the Work

With the vision to make facilities of Indian Institute of Management Indore state of the art, it has been envisioned to bring institute's new Auditorium (Auditorium-2) compatible with the new era requirements. The indicative plan is as follows: -



## **CHAPTER 3**

# **Eligibility Criteria, Evaluation and Selection of Architect**

**CHAPTER 3**  
**Eligibility Criteria, Evaluation and Selection of Architect**

1. **Eligibility Criteria:** Prospective bidder should have the following for making oneself eligible for participation in the bidding process -
  - a. Should be registered Architectural entity / entities
  - b. Should possess the experience in the field of Architectural Services and project management
  - c. Should have the requisite experience of providing Architectural Services as per the requirement of the RFP in the field of Providing Architectural consultancy services for planning / designing / project management consultancy services, supervision of planning & construction for Auditorium / Movie Theatre / convention centre, etc. having capacity not less than 500 seats.
  - d. Should be able to qualify as per the requirement of different stages of evaluation given in the RFP.

**2. OVERALL EVALUATION PROCESS & SELECTION OF ARCHITECT**

Bidding Process will be a two-bid system which comprises of technical bid and financial bid. Further the technical bid will be subdivided into two stages namely technical bid stage-1 and technical bid stage-2. The ratio of weightages for cost and technical score will be 20:80 (Twenty: Eighty) respectively

The Method of selection will be Quality and Cost Based Selection (QCBS). As specified supra, the Technical bid will be evaluated in two stages. Stage-1 will be based on bidder's Profile / credentials / work experience and stage - 2 would be based on bidder's vision / approach towards the prospective assignment & the same will be evaluated through the presentation made by bidder before the committee.

After that the financial bid will be opened for the qualified bidders of the respective stage only. The weightage would be as follows.

- a. Technical Bid
  - Stage-1 (Bidder's profile/credentials/work experience) =10%
  - Stage-2 (Presentation) =70%
- b. Financial Bid (i.e. cost) =20%

The entity / entities scoring the highest marks after final evaluation will be selected as the Architect.

### 3. TECHNICAL BID (STAGE-1)

1.1 The eligible entity / entities will be shortlisted by IIM Indore based on the marks obtained against the under-mentioned parameters.

S. No	Criteria	Maximum Marks
i)	Experience of the similar Projects completed during the last five years.	35
ii)	-do-	40
iii)	Green building/ campus for any institutional work certification.	5

iv)	Financial Credential	A. Average annual financial turnover of Rs. 1,00,00,000/- exclusively on architectural / construction management works during last three consecutive financial years. (Scanned copy of certificate from CA with Unique Document Identification Number (UDIN) to be uploaded. (Marking based on average of above three years) <ul style="list-style-type: none"> <li>• 05 marks for <math>\geq 100</math> lakhs and <math>&lt; 150</math> lakhs</li> <li>• 10 marks for <math>\geq 150</math> Lakhs and <math>&lt; 180</math> lakhs</li> <li>• 15 marks for <math>\geq 180</math> Lakhs</li> </ul>	20
		B. Solvency certificate from scheduled commercial bank for an amount equal to min. Rs. 72,00,000/- i.e., Rs. Seventy-Two Lakhs only. (Date of issue should be during the period of this RFP submission or else the validity period should be mentioned on the Solvency Certificate & this should cover up the RFP submission period). <ul style="list-style-type: none"> <li>• 02 marks for <math>\geq 0.72</math> crore and <math>&lt; 1.44</math> crore</li> <li>• 04 marks for <math>\geq 1.44</math> crore</li> </ul>	
		C. Audited Profit & loss: the bidder should not have incurred any loss (before tax) in more than two years during the last five consecutive P&L accounts, duly audited and certified by the Chartered Accountant. <ul style="list-style-type: none"> <li>• 01 marks</li> </ul>	
		<b>Total Marks</b>	<b>100</b>

Note: The requirement of minimum turnover of Rs. 1.0 Cr., solvency of Rs. 0.72 Cr. & profit after tax be positive in more than two years under the financial credential head in the above table is mandatory. Incase bidder does not comply with these requirements then their bid will be considered as non-responsive and will be summarily rejected.

- 1.2 All those who score 60% and above marks in the Evaluation of Technical Bid (stage-1) will be invited for making a presentation before the Committee / committee constituted for the purpose.
- 1.3 The weightage of the Technical Bid (Stage-1) towards final evaluation shall be 10%.

#### 4. Technical bid (STAGE-II)

- 4.1 **The tentative project detail as given in chapter-2 to follow but not limited to that.** All participating entity / entities are advised to visit the site before submitting their proposal for Architectural services. The prospective bidders are requested to give prior intimation for their site visit on any of the working days during the office hours. Normally the working hours observed in the Institute is 9.00 AM to 05.30 PM & the working days are Monday to Friday. The communication can be made on [projectdept@iimidr.ac.in](mailto:projectdept@iimidr.ac.in)

The prospective bidders is required to give a **multi-media presentation** along with Design Proposal. The Bidder will be required to make presentation of maximum 30 minutes duration duly supported by computer generated 3D animations, walk through etc. **The Bidders will present their conceptual understanding of the project in the form of a design proposal/ design scheme along with their vision on the planning of a Modern-State of the Art Auditorium and modus operandi of construction management.**

**The broad Concept Architecture design and theming should encompass the following:**

- a. **Functional Distribution and Activity Pattern**
- b. **Movement and Accessibility**  
Universal access for all spaces.
- c. **Services and Infrastructural system**  
(Efficiently dove-tailed with form and function considering sustainable practices)

The detailed architectural schemes should be able to demonstrate aesthetic appeal, experiential quality, building expression, use of innovative technology, design in terms of sensitivity to location, appropriate materials, seismic factors and response to requirement of space. The final scheme (Urban Design and Architecture) should represent the nature of development envisaged for the proposal through relevant drawings, images, sketches, walkthrough, 3D models etc.

- 4.2 The bidder will upload on CPPP & submit the hard copy of following documents for a comprehensive planning & design of the proposed infrastructure but not limited to:

- i) A Detailed Report (bound in A-4 pages, along with a soft copy) containing Architect visualization of the project, design proposal including features relevant to design scheme with sketches/3-D rendering to explain concepts and innovations, diagram of designed general functional arrangements showing inter-linkage/ distribution of activities at different levels, summary schedule of usable and gross areas expressed in metric system.

- ii) Drawings as given below and all the drawings will have a maximum A0 size (1140 mm × 840 mm):
- **Concept Sheet/s**
  - **Master/Lay out Plan (1:750):** This shall indicate layout of the Auditorium as per requirements along with corresponding sections.
  - **System Plans (1:750)**
    - ✓ Use and Activity- This shall indicate functional distribution.
    - ✓ Movement- This shall indicate details of access to various sections of the Auditorium.
    - ✓ Open Space and Natural System- This shall indicate distribution and use of open spaces.
    - ✓ Built Form- This shall indicate formal and spatial distribution highlighting typological variations
    - ✓ Services and Infrastructure- This shall indicate infrastructure layouts as part of overall planning
    - ✓ Ecological and Environmental considerations of the Project- This shall indicate key aspects and details for a sustainable campus.
  - **Internal Landscape Plan**
  - **Development Controls and Architectural character**
  - **Perspective / 3D views**
  - **Development Controls and Architectural guidelines as part of the overall Report**
- iii) **Drawings and Documents for the following:**
- Detailing of Auditorium
  - Technical details
- iv) **List of Drawings for each of the above areas:**
- Concept Sheet/s
  - All Plans
  - All Elevations
  - Two Sectional Elevations
  - Sections (Min 2)
  - Perspective / 3D Views
  - Energy and Environmental Considerations
  - Any other details

**Note:** The entire Design Proposal shall also be submitted in CD/DVD. All drawings submitted in CD/DVD shall be in '.dwg' format, readable in latest Auto CAD and in readable 'pdf' format.

#### 4.3 Marking System for Technical Bid Stage-II:

The presentation by each bidder should be of maximum 30 minutes duration. Bidder have to make their own arrangements for making the presentations. The presentation should cover the following aspects:

Sl. No.	Category	Description	Maximum Marks	
			Marks	Total
1	Architect's Capability	i. Overview of the Architect's capabilities in handling a project of this nature, specifically the extent to which the Architect can offer value addition to the project	5	21
		ii. Submission of documents & drawings as explained above i.e. para 4.1 & 4.2	16	
2	Design Scheme	i. Overall internal Plan of Auditorium with integration of open and built spaces including landscape	15	19
		ii. Optimum use and efficiency	2	
		iii. Movement system articulation	2	
3	Environment and energy strategy	Energy efficiency parameters in terms of:		10
		i. Range and level of sustainability processes and environmental systems	5	
		ii. Extent and mode of adoption of green building norms	5	
4	Architectural Design	Each detailed architectural scheme for will be evaluated for:		30
		i. Aesthetic Appeal, Building expression, Innovative Technology and space utilization keeping in mind future modifications etc.	10	
		ii. Response to functional requirement of space while developing floor plan	5	
		iii. Utility and Service Plan	5	
		iv. Most cost effective design: to be elaborated as to why his design be considered as most cost effective.	10	
5	Construction Management	i. Monitoring Mechanism to overcome time & cost overrun. Salient elements/ features and its respective advantages to be presented.	10	20

	ii	Methodology adopted for handling construction management of a project of similar type, size and magnitude bringing out the complex nature of the project and the expertise in handling it, including the client management interface and progress reporting process to be illustrated through sample reports from successfully executed projects in the past.	10
<b>Total Marks</b>			<b>100</b>

4.4 IIM Indore reserves the right to go for site inspection of the completed works involving Architectural services of the prospective bidder and it may have the bearing on the selection decision. The expenditure in this connection shall be borne by the IIM Indore.

4.5 The weightage of marks scored in the Presentation shall contribute 70% towards the final evaluation.

**5. Financial Bid**

The weightage of marks scored in the financial bid shall contribute 20% towards the final evaluation.

**CHAPTER 4**  
**LIST OF PERSONNEL**

**Chapter- 4**  
**Manpower Schedule**

D. During pre-execution stage of the Project (first 3.5 months of the contract period or the date of start of actual execution of the Project whichever is earlier) the architect should deliver as per the scope with his own setup. But for discussion / detailing / explanation on various dimensions of the project, the architect has to come with the respective manpower, as required by the Engineer-in-charge, to the IIM Indore campus.

E. Minimum number of Personnel to be deployed on site (full time) by architect during actual execution stage of the Project.

Sl. No.	Requirement of technical staff			Qualification	Minimum experience (for similar works)
	Designation	Personnel	Nos.		
1	Team Leader	Civil Engineer	1	Degree in Civil Engineering	20 years
2	Assistant Project Manager	Civil Engineer	1	Degree in Civil Engineering	10 years
		MEP	1	Degree in Electrical /Electrical & Electronics Engineering	10 years
		Planning & Scheduling, Billing Engineer	1	Degree in Civil Engineering with expertise in MS Projects/Primavera	10 years
3	Site Engineer	Civil	1	Degree in Civil Engineering	6 years
		Electrical / Electrical & Electronics	1	Degree in Electrical / Electrical & Electronics Engineering	6 years
		Mechanical	1	Degree in mechanical Engineering having 5 years' experience in Air conditioning	6 years
		Safety	1	Degree in Fire & Safety Engineering (Or Diploma in Fire & Safety Engineering)	6 years(10 years)
<b>Total Number of Staff</b>			<b>8</b>		

**Note:** Apart from the above, architect has to come along with the respective manpower like, structural designer, principal architect, etc. as required by the Engineer-in-charge, to the IIM Indore for discussion / detailing / explanation on various dimensions of the project. Also, architect is bound to give support of additional manpower in case of requirement / asked by the Engineer-in-charge without any additional financial implication on the institute.

**C. Minimum number of Personnel to be deployed on site by architect during post execution stage of the Project (for last 1 month of contract)**

Sl. No.	Requirement of technical staff			Qualification	Minimum experience (for similar works)
	Designation	Personnel	Nos.		
1	Team Leader	Civil Engineer	1	Degree in Civil Engineering	20 years
2	Assistant Project Manager	Civil Engineer	1	Degree in Civil Engineering	10 years
		MEP	1	Degree in Electrical /Electrical & Electronics Engineering	10 years
		Planning & Scheduling, Billing Engineer	1	Degree in Civil Engineering with expertise in MS Projects/Primavera	10 years
<b>Total Number of Staff</b>			<b>4</b>		

**Note:** Apart from the above, architect has to come along with the respective manpower like, structural designer, principal architect, etc. as required by the Engineer-in-charge, to the IIM Indore for discussion / detailing / explanation on various dimensions of the project. Also, architect is bound to give support of additional manpower in case of requirement / asked by the Engineer-in-charge without any additional financial implication on the institute.

**Note:**

1. Team Leader should not preferably be changed till the contract period is over & He/She should be deployed from the first day of the execution of contract.
2. The manpower proposed for execution & post-execution need to be deployed on a full-time basis on site for proper and effective monitoring from the date of commencement of the respective stage.
3. These deployments will be with the prior approval of IIMI. Any replacement / change in manpower deployment done by the architect without prior approval of IIM Indore shall be considered as non-presence of the respective manpower & in accordance penal provision as mentioned for absenteeism shall be applicable.
3. IIM Indore reserves the right to take interview of the aforesaid manpower before/ during actual deployment and can reject & demand replacement. In this regard decision of IIM Indore will be final and binding.
4. For any absenteeism (except national holidays and one week off) of the aforesaid respective manpower during the execution of the contract period, the deduction will be made as per the following rates on monthly basis (to be computed on per day basis of the respective absenteeism):

For Table-B above

- For Sr. No. 1- Rs. 1.5 Lakhs per person per month
- For Sr. No. 2- Rs. 1 Lakhs per person per month
- For Sr. No. 3- Rs. 0.6 Lakhs per person per month

For Table-C above

- For Sr. No. 1- Rs. 1.5 Lakhs per person per month
- For Sr. No. 2- Rs. 1 Lakhs per person per month

5. In case of Poor performance of any of the aforesaid manpower, action will be taken by architect as directed by IIM Indore.

# **CHAPTER 5**

## **SCOPE OF WORK**

## **Chapter- 5** **Scope of works**

### **5.1 General Scope of Works**

The Architect shall function completely as per the direction as well as specific principles & guidelines laid down by IIM Indore. IIM Indore will have the final authority in all selection and decision processes related to the project. The Architect shall chalk out complete listing & planning of activities.

The broad scope of work of Architect to the satisfaction of competent authority of IIM Indore includes, but not limited to:

1. "Providing Architectural Services as stipulated in the RFP document & as per the requirement flagged by IIM Indore authorities in respect of project & or as per the requirement of the site not mentioned herein."
2. Construction management
3. Post construction management for closure

### **5.2 SCOPE OF SERVICES**

Architect will have to prepare a scheme, designs, and layout for captioned Auditorium. Architectural services will include but not limited to Architectural, theming, designing, detailing and developing of interiors, acoustical, aesthetical, simulation, MEP & other services as per the need, etc., broadly covering the following:

- Design & drawings both in hard and soft copy with copyright transferred to IIM Indore,
- Formulating schemes/designs for internal and external services including Civil works, PHE upgradation, Interior Design, Mechanical works, Electrical works, Air conditioning works, Firefighting, etc. (Internal Electrification, LT / HT Cabling and Networks, Lifts, etc.),
- Internal Landscaping,
- Furniture Design, seating layout (existing / proposed) including accessible seating
- all systems for Information and communication enabled Technology
- Integrated Building Management System (IBMS),
- Data and Tele-Communication Service & Design,
- Overall Acoustic design (with detailed feature for wall, ceiling, floor, stage, etc.) with due consideration of reverberation time, vibrations, etc.,
- Complete state-of-the-art Audio Visual system
- Special Lighting as per the specific requirement of spaces,
- Renewable Energy System with Networks,
- Connecting the network to existing systems,

- Other development works, etc. as well as issue of ‘Good for construction’ drawings. Necessary schemes for making a barrier free spaces are also included in the scope.

The Architect shall provide Architectural services broadly described above. However, it should be clearly understood that the description of services is only indicative and the Architect shall be required to perform any other services which may be required whether or not expressly mentioned hereinafter for “renovation and refurbishing of New Auditorium at IIM Indore” to the satisfaction of IIM Indore.

**Brief scope is as follows:**

Scope of Works	Description
Finalization of spaces required	Discussions with IIM, Indore and finalization of project brief including illustrating requirements of IIM Indore with regards to the entire scope of work that is to be implemented.
Formulation of design concept	Design basis Report, Concept & detailed design and drawing details to be prepared by Architect and to be submitted for Review by IIMI & After incorporating the comments the same to be finalized, based on which approval may be given by IIMI.
Preparation of documents, simulations, etc.	It is under the scope of Architect to prepare all the necessary documents/drawings to enable IIMI to start construction activities for the project. Consultant Charges, expert charges, preparation of simulation / documentation, etc. and other incidental expenses for preparation of documents, simulations etc. would be borne by Architect.
Preparation of DPR, detailed Estimate & drawings	Preparation of DPR, Detailed Estimate based on detailed drawing based on applicable CPWD DSR for the Items of DSR and based on Rate Analysis for Non-DSR items. Architect will frame detailed estimate duly supported with takeoff sheets, abstract of cost segment wise, fully developed drawings for different dimensions of the project, services layouts of all floors, specification and terms and conditions in conformity with the applicable Central Government regulations/ generally based on provisions of CPWD Manual by following applicable government procedures. Architect shall present a copy of these documents to the IIM Indore for approval. The approval thus conveyed is in principle and not a certificate to the correctness of drawing or detailed estimate or specification or legality.

To ensure if design is satisfying all the norms	With regards to the correctness of the Architectural design, drawings, measurements, estimate and execution process etc., the Architect will be solely responsible for their correctness and technical soundness. Architect shall ensure compliance of all architectural norms, statutory and regulatory norms of their own.
Exploring the possibility & thereafter designing the catwalk for maintenance of services	<p>The Architect shall have the overall responsibility for exploring the possibility &amp; thereafter designing the catwalk for maintenance of services.</p> <p>The catwalk so designed should be got vetted from any of the IITs for its structural soundness.</p>

5.3 In addition to these, the scope of works includes making presentations/documents for getting approvals from the authorities and commencing the construction works.

#### 5.4 GREEN BUILDING DESIGN

The Architect shall adhere to highest standards of environment and energy sustainability. Holistic integration of the environmental sustainability brief in design, materials, construction, services, processes and maintenance concerns should be strictly addressed in planning and design to achieve a Green auditorium equivalent to GRIHA 5 Star/ LEED Platinum standards. Nothing extra shall be paid on this account.

5.5 The Architect's role and responsibility will include:

- Providing Design / Architectural services in project conceptualization covering space utilization, functional requirements, preparation of LOP, Project cost estimation, Detailed Architecture drawings, The Preliminary project report shall cover all project components. The Architect shall provide Architectural design philosophy and the design methodology etc. for the entire Architectural design scheme of the auditorium.
- The Architect shall get the approval of the conceptual scheme from IIM INDORE through presentations, computer walk-through etc. Comments and suggestions or alternate proposal of the IIM INDORE shall be evaluated and suitably incorporated till the concept design is accepted and frozen.
- Preparation and submission of drawings / material sample / 3D- walkthrough as per the requirement for obtaining approvals from competent authority will be done by the architect at no additional cost. The architect shall prepare all

reports, drawings, simulations, and assessment reports etc. which are required for approval from authorities.

- The Architect shall have constant and regular interaction with the IIM INDORE for formulating the design philosophy and parameters, preparation of preliminary estimate, designs/ drawings and specifications.
- The Architect shall ensure that the various building/engineering services are suitably and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation. And it should also be kept in mind that the proposal shall aesthetically / structurally gel with the requirement & existing construction.
- The Architect shall prepare tender and all the associated documents required for call of tenders by the IIM Indore for execution of work in suitable packages as required/approved by IIM INDORE. If any corrections / observations are made by the IIM INDORE, the same shall be complied by the Architect till final approval by the competent authority.
- The Architect shall have to perform in an efficient, orderly and professional manner and shall deploy necessary qualified and skilled persons according to the requirement of the services.
- All basic/ detailed drawings by Architect wherever special services or equipments are required, and all the drawings for the structure will be checked and approved by Architect before submitted for approval to IIM INDORE. The decision of IIM INDORE for the drawings to be submitted for special equipment or services or structure will be final to this effect.
- The Architect shall comply with all applicable laws, bye-laws, and statutory provisions etc. in the performance of the assignment
- The Architect shall comply with all the applicable norms/codes/guidelines/regulations/bye-laws/statutes of local as well as Central Govt. Bodies for development of designs.
- The Architectural services shall be provided through a Team Leader supported by experienced professionals. The entity / entities will deploy adequate number of professionals and other staff to deliver the requisite services as per time schedule.
- The Architect shall ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included. He shall also ensure that the various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.
- The Architect shall have to co-ordinate with the IIM INDORE and attend meetings as and when required by IIM INDORE.
- **Project Report:** Preparation of Project Report and Project cost estimate covering all project components including any equipment, machineries required etc.

- **Approval Stage**

- i. Development of the Submission of Plans including all MEP, associated services, Fire Fighting arrangement & details, etc.
- ii. Submission of the Architectural design, drawing, simulation and related document
- iii. Modifications of the design, drawing etc. taking into account the comments, suggestions etc.
- iv. Re-Submission and obtaining approval of the Architectural design, Drawing etc.

- **DETAILED ARCHITECTURAL SERVICES**

- i. Prepare tender drawings. The tender drawings & documents shall include detailed plan, detailed drawings including floor plans, elevations, schedules, finishing schedules, fitting schedules, color schemes, flooring patterns, reflected ceiling plans, ironmongery, joinery, installation details, wall profiles, steps, ramp and lift details, internal landscape & horticulture details etc. As far as possible standards of quality performance requirement and descriptive names shall be used rather than specific products or brand names.
- ii. Drawings shall be adequately detailed and shall contain enough information to enable execution, full measurement, pricing, etc. The drawing shall include:

- Layout /concept Plan showing Coordinated services

- a. **Detailed Drawings of:**

- Floor plans, fully coordinated with all services/disciplines
- Elevations
- Sections
- Wall profiles
- Doors & Window details
- Steps/Ramps/Lifts details
- Details of building parts, areas, critical special treatments.
- Flooring pattern and details
- Dado details
- Detailed designed and drawing of all types of furniture, all equipments / machineries, etc.
- Detailed drawing of art work.
- Signage
- Any other detailed require by the Engineer-In-charge.

**b. Landscape & Horticulture**

- Drawings of landscape including blow up of critical areas / landscapes / plantation schemes in detailed coordination with all services
- Horticulture details

**c. Any other details required for completion of the work.**

**d. ELECTRICAL ENGINEERING SERVICES**

The electrical system should be state of the art and shall be designed in accordance with GRIHA norms and it should conform to GRIHA 5 Star Rating/ Platinum-LEED Rating. The services to be provided by Architect shall include Design Basis Report, Preliminary & Detailed Estimates, Load Calculation, Design and Drawings, specifications.

**(i) Internal and External Electrification**

- ✓ Design of internal electrification network with adequate sizing of cables, wires, switchgears, distribution boards, panels, electrical fittings, fixtures etc.
- ✓ Earthing protection system to be planned in accordance with latest IS standards.
- ✓ Lifts and escalators shall be designed to make barrier free spaces including relevant norms and provisions for Persons with Disabilities (IIM INDORE).
- ✓ Calculation and Simulation required conforming to GRIHA 5 Star Rating/ Platinum-LEED Rating for complete electrical lightning system for the best illumination level (foot candles), uniformity, layout, and aesthetic considerations such as color rendition shall be taken into account.
- ✓ Measures for energy conservation
- ✓ provision of communicable electrical billing system.

**(ii) External Electrification- other works**

- ✓ Evaluation of electrical load and assessment of requirement. System should have redundancy and should not depend on single power source.

- ✓ Design of power backups with Diesel Generator to be planned with Automatic mains failure panel, synchronization scheme and load shedding scheme.
  - ✓ Internal landscape lightning to be provided in accordance with GRIHA.
  - ✓ Suitable Automatic Power Factor correction system to be provided.
- e. Energy/Building Management System (BMS)**
- ✓ Building management system shall be the backbone of services it should be planned on open protocol. It shall integrate all the necessary services of the auditorium for close operation and monitoring of the services from a single window.
  - ✓ Schematic design of BMS system with complete IO summary showing proper integration of all the services.
- f. Telephone, Intercom & Communication System**
- ✓ Telephone layout and telephone equipment including conduit and accessories layout for the telephone system and any protective devices battery back-up required.
  - ✓ Design the EPABX/EPBX room. Prepare conduit layout of cables and terminals inclusive of a fiber optic or other special data transmission cables for system required.
  - ✓ Intercom layout and intercom equipment including conduit and accessories layout for the intercom system and any protective devices required.
  - ✓ Topology of networking, LAN (Structured Cabling), cables, conduits, raceways, sockets, layout drawings floor wise.
  - ✓ Prepare the specifications and bills of quantities.
  - ✓ Latest IP based telephony system
- g. Cable TV/Dish Antenna System.**
- ✓ Prepare working drawings indicating the locations of TV points, Central panel/racks of dish antenna.
  - ✓ Prepare specifications and bills of quantities.
- h. Lightning Protection and Earthing System**

Lighting protection system shall be an advanced integrated lighting protection system. The work shall include, but not limited to, the following:

- ✓ Prepare plans showing internal/external earth grid, earth electrodes and lightning protection with size of conductors and details of each electrical and lightning arrestors along-with details of earthing pits.
- ✓ Earth system shall be as per relevant Indian Standards and Indian Electricity rules.

**i. UPS back-ups**

- ✓ Prepare the plan indicating the locations of UPS, UPS room layout, Floor wise UPS power distribution drawings, Single line diagram/Power flow diagram.
- ✓ Prepare specifications and bills of quantities;

**j. CCTV, Public Address system, Access Control system, Audio-Visual System, etc.**

- ✓ Planning & Designing of CCTV, Public Announcement, Access Control system & Equipments with high level integration.
- ✓ Audio-Visual system, sound re-enforcement system, projection system, Amplifier speakers, mixers, acoustics, floor use layout control system drawings and system layout drawings.
- ✓ State of the art Screen provisioning, placement & necessary structural, as required, including its control
- ✓ Stage lighting provisions to cater as per the various requirements like conferences, cultural programs, seminars, plays (plays with lighting and for darkout plays), workshops, screening movies, exhibitions, etc. It should have the provision of different dimming controls and various grid lighting provisions including focus lights.

**k. IT and LAN Networking System**

- ✓ Design and drawing of multi core optical fiber cable distribution network system for easy and stable accessibility of intranet and internet services of the building.
- ✓ The design should incorporate detailed planning of all active and passive components for high level and low level networking.

- ✓ Design of LAN network of the auditorium, Access points, WI-FI, etc.

#### **I. MECHANICAL ENGINEERING SERVICES**

A detailed assessment has to be made for planning the mechanical services of the auditorium conforming to Platinum- LEED/ GRIHA 5 Star Rating. The services to be provided by Architect shall include Preliminary & Detailed Estimates, Design Basis Report, Load Calculation, Design and Drawings.

##### **Heating, Ventilation and Air Conditioning System**

- ✓ Objective of air conditioning is to provide thermal comfort for the Air-conditioned spaces in a cost-effective manner considering both capital and operation costs. Temperatures and Indoor Air Quality shall be maintained in accordance with standards and practices.
- ✓ The heat load calculation in summers and monsoon shall be furnished along with the detailed design and drawing of plant rooms, water piping, air ducts, HVAC equipments, piping and instrumentation drawing.
- ✓ Due consideration of noise & vibration isolation and ventilation plan should be made

##### **m. Fire Detection and fire alarm system.**

- ✓ Design the FDA Control Room layout
- ✓ Prepare working drawings (Floor wise) indicating the zones, location of the fire alarm sensors, Response Indicator, Manual call points, Hooters, their conduits and wiring and location/details of FDA control panels, evacuation plans

##### **n. Lifts and Escalators**

- ✓ Specify the capacity and type of lifts/escalators to be provided and prepare layout for the necessary machine areas.
- ✓ Finalize the design for lifts and escalators installation as per the Statutory/local regulations.
- ✓ Prepare specifications and bills of quantities.
- ✓ Lift and escalators shall be designed in accordance with person with disability and old age person to make the space barrier free.

- o. **Fire Fighting & Fire Suppression System**
  - ✓ Design and prepare working drawings for internal and external fire protection and suppression system including hydrant, sprinkler system, CO<sub>2</sub> flooding system, pressurization system, fire extinguisher system, Underground Tanks, fire pump rooms etc. in line with the statutory requirements.
  - ✓ Size all equipment required and prepares detailed specifications and bill of quantities.
- p. **DEVELOPMENT WORKS**
  - i. prepare working drawings (longitudinal & cross section) for steps, etc.
  - ii. prepare working drawings of internal landscape & horticulture.

## 5.6 Construction Management

Stage	Scope of Works	Description
Pre, During & Post execution Stage	Deployment of Manpower	Deployment of minimum required manpower as desired by IIM Indore (as detailed in chapter-4 of this RFP) and any additional in case the prospective bidder feels necessary, as is stipulated in this RFP for different phases.
Pre-execution Stage	Preparation of Programme Chart	After signing of agreement with IIMI, architect shall prepare an integrated programme chart in MS Project/Primavera software for the execution of work, showing clearly all activities from the start of work to completion, with details of manpower, equipment and machinery required for the fulfillment of the programme within the stipulated period or earlier and submit the same for approval to the IIM Indore within ten days of award of the contract. Also detailed scrutiny in respect of sequence & methodology of execution submitted by the bidder / contractor in view of milestone to be done. A recovery of Rs. 1000/- shall be made on per day basis in case of delay in submission of the above programme.
	Preparation & Checking of the Drawings / Designs / Take off Sheets / BoQ / GFC/ Tender document of Contract	Architect will have to prepare & Check the Drawings / Designs / Take off Sheets / BoQ / Tender document of Contract prepared by its team of Architects & issue certificate of completeness & correctness in view of the BIS / Other statutory codal provisions to the IIM Indore
	Detailed study of design concept	Thorough study of the Design basis Report, Concept design and drawing details prepared by its team of Architects & issue certificate of correctness to the IIM Indore

<b>Development of Structural design &amp; drawing and its vetting by IIT.</b>	Architect has to develop detailed Structural design and drawing for catwalk / associated structure, as per the direction and relevant latest codal stipulations & in line with the Drawings/grids/ numerations prepared by their team of architects / experts. After the development the same, it need to be vetted by any of the IIT for its correctness, stability, safety, durability, etc. This activity has to be carried out by the Architect on its own risk and cost.
<b>Framing of RFP for the appointment of Contractor</b>	Architect will have to frame NIT duly supported by detailed estimate with takeoff sheets, abstract of cost segment wise, fully developed drawings of building, services layouts of all floors, tender document covering specification and terms and conditions in conformity with the applicable Central Government regulations/ generally based on provisions of CPWD Manual by following applicable government procedures. Also they need to issue certificate of correctness to the IIM Indore
<b>To ensure if design is satisfying all the norms</b>	With regards to the correctness of the design, drawings, measurements, estimate and execution process etc. as submitted by its team of Architects, the architect will be solely responsible for their correctness and technical soundness. Architect shall ensure compliance of all architectural norms, statutory and regulatory norms of their own and that of architectural consultant.
<b>Analysis of activities</b>	Architect will be responsible for analysis of various project related activities with reference to time frame, resource allocation and scheduling using latest techniques and software as approved by the IIMI and submission of monthly report to IIMI.
<b>Preparation of Cash flow requirements</b>	Architect shall prepare Cash flow requirements & submit to IIMI every month.
<b>Monthly/Fortnight Progress Report</b>	Prepare and submit an execution plan and methodology and submission of monthly/Fortnight progress report as required by the institute. A recovery of Rs. 1000/- shall be made on per day basis in case of delay in submission of the aforesaid.
<b>Other works to be done during tendering stage</b>	<ol style="list-style-type: none"> <li>a. Assist IIM Indore in holding pre-bid meetings &amp; ensure clarity on queries generated. Compile queries &amp; their respective responses &amp; put up for uploading after due vetting by IIM Indore.</li> <li>b. Support in analysis of the received bids for awarding of the Contracts.</li> <li>c. Submission of technical evaluation reports of bids &amp; prepare documentation.</li> <li>d. Submission of financial evaluation reports of bids &amp;</li> </ol>

		<p>prepare documentation.</p> <p>e. Other requisite support required by IIM Indore time to time for fulfilment of requirements not mentioned herein but necessary to accomplish the pre-execution stage.</p>
<b>Execution Stage</b>	<b>Construction Management Plan</b>	<p>Architect shall ensure execution of the project in a time-bound manner &amp; as per the approved programme chart. They shall ensure that no time and cost overruns occur. In case of any cost overrun occurs for which architect is responsible then the architect will be penalized as per decision of the Competent Authority of the institute. Decision in this regard will be final &amp; binding.</p>
	<b>Coordination with all the agencies involved in the project</b>	<p>Architect shall provide Construction Management Services from the start of actual execution up to commissioning and handing over of the entire project to IIM in safe &amp; usable condition. It shall also be the responsibility of the architect to liaise and coordinate with various agencies for smooth execution of the project. Responsibilities of architect for execution stage shall, inter-alia, be as under:</p> <ol style="list-style-type: none"> <li>a) Assemble a multi-disciplinary construction management team as approved by IIM and have detailed interaction with the Contractor's Project Team to initiate all preliminary actions and mobilization.</li> <li>b) Prepare detailed coordinated construction schedule.</li> <li>c) To ensure that the Good for construction drawings are finalized after coordination with other disciplines</li> <li>d) Check and finalize Contractor's detailed programme of activities commensurate with the Tender provisions.</li> <li>e) Monitor, supervise and manage execution of works at site and to ensure quality in all dimensions of work, quantity of consumables used, workmanship and progress. Carryout mandatory tests on materials and finished product.</li> <li>f) Ensure compliance of statutory and regulatory orders on health, safety and environmental (HSE) guidelines stipulated under these categories by CPWD/ other Central Government Authority which is mandatory for observance.</li> <li>g) The construction will be happening inside the campus which is protected by the compound wall. Entries and exits are regulated by security. All the construction workers including architect employees should produce police clearance and an ID card issued by them. Security/project department of IIM will randomly check the police clearance and if anyone employed without a clearance will be debarred from entry.</li> </ol>

<b>Conduction of Meetings</b>	Conduct weekly site meetings and coordination meetings with all Agencies for timely completion of the project. Architect shall prepare minutes of meetings, requisite follow up of compliances / resolutions of hindrances & keep the records of same for Inspection by IIMI at any point of time.
<b>Quality control</b>	Carry out quality assurance checks and adhere to maintain quality. Records should be maintained for inspection by IIMI at any point of time during or after execution.
<b>Checking</b>	Fully responsible for getting the project work executed as per drawings and specifications and should also ensure completion of job, fulfillment of quality norms in all dimensions of work, within sanctioned cost outlay of the project. In case of any deviation happens in respect of design, drawing, specification, procedure, methodology, timelines etc. from the approved one & without the respective approval of IIM Indore then in that case onus lies with architect and the respective cost will be borne by the architect.
<b>Expenditure control</b>	Rendering timely advice for implementing special measures for effecting cost / quality / time benefit for the project.
<b>In case of necessity of change(s)</b>	Provide detailed justification for necessity of changes, if any required in terms of design, quantities, and specifications etc., and obtain approval thereof from IIM INDORE.
<b>Quality and safety assurance plan</b>	Drawing up and putting in place a Quality Assurance Plan as well as a Safety Assurance Plan along with an appropriate and efficient mechanism to ensure their effective implementation at site. Non adherence to the aforesaid plan attributable to architect will attract penalty as decided by the competent Authority of the institute, which shall be final & binding.

<p><b>Checking of all the bills submitted by contractors</b></p>	<p>Checking and Certification of Contractors running, and final bills of the works executed for the purpose of payment to be released to the Construction Agencies &amp; that too within a 10 days' time after the submission of the bill by the respective contractor. The architect shall ensure submission along with every running bill (on account or interim bill) item-wise/ material-wise (wherever applicable) consumption statement supported by complete calculations. In case of any variation reasons thereof. Architect shall have to certify the correctness of the same and submit report of this essence to the IIM Indore. The architect should also record justification for difference in bill submitted by the contractor &amp; recommended payment by architect. In case of delay in checking and certification, architect shall be liable to a penalty @ 5 % (simple interest) per annum from the date of expiry of prescribed time limit which will be compounded on yearly basis.</p>
<p><b>To answer the queries raised by investigation agencies</b></p>	<p>To reply and settle the observations / objections / paras (if any) of the CVC/Chief Technical Examiner, CAG audit or any other checking / investigating agency of the Government. Architect will be fully responsible for consequences of any audit / investigation para &amp; its respective observation. If at all any financial implication arisen during or after the execution work in respect of the aforesaid observation/ settlement, then architect will have to bear the full cost of the financial implications subjected the reason is attributable to architect (However, whether the reason is attributable to architect or not, will be governed by the decision of Construction Committee of IIM Indore and same will be final &amp; binding to the architect).</p>
<p><b>Checking of system completion</b></p>	<p>Final inspection, snagging, supervision of testing and commissioning of various systems and assisting IIM in taking over of various parts of works and of various systems.</p>
<p><b>Preparation of documents and getting approvals for all the services</b></p>	<p>The architect shall have the overall responsibility of getting the approvals / NOC's / connections etc. for all services from respective authorities. Architect will ensure that all or other such connections or clearances are obtained well in time before handing over to IIM, INDORE.</p>
<p><b>Preparation of Daily / weekly / fortnightly /</b></p>	<p>Architect shall also apprise IIM of the progress and / or activities of the project on daily / weekly / fortnightly /</p>

	<p><b>monthly progress reports</b></p>	<p>monthly basis as deemed fit by IIM, INDORE, by preparing and submitting monitoring reports. The reports shall inter-alia include the following:</p> <ol style="list-style-type: none"> <li>a. Name of Project / Contractor</li> <li>b. Scope of Works</li> <li>c. Date of Commencement / Date of Completion: Scheduled and Actual</li> <li>d. Major Issues and Decisions Pending including Drawings Constraints (if any), Site Constraints (if any), Equipment Constraints (if any).</li> <li>e. Status of Progress of Work: Cash Flow Chart, L.O.B. Chart and Bar Chart</li> <li>f. Areas of Concern</li> <li>g. List of Registers Maintained</li> <li>h. Labor Deployment Chart</li> <li>i. List of Equipment Mobilized at Site</li> <li>j. Materials/Personnel at Site</li> <li>k. Status of Payment to Contractor</li> <li>l. Quality of Material / Tests</li> <li>m. Cost Split Up of the Package</li> <li>n. Photographs of the Site</li> <li>o. Site Order Book</li> <li>p. Visitor's Site Inspection</li> <li>q. Consumable materials such as cement, steel, paint, primer, putty and admixtures, brought to site by the contractor will be recorded at the gate. Non-consumable type which would get covered up later will also have to be accounted at the gate.</li> </ol> <p>Note: 1. Apart from the above, some sample formats for monitoring is also hereby enclosed for compliance at Annexure-2</p> <p>1. A recovery of Rs. 1000/- shall be made on per day basis in case of delay in submission of the aforesaid report as required by the institute.</p>
	<p><b>Bill Payments</b></p>	<p>Architect will be responsible for 100% checking of detailed measurement of work executed during the month for recommendation of RA / Final bill payment of Contractor. This in turn may be checked by IIMI to the extent deemed fit to IIMI, if required. During checking by IIM Indore if any deviation found (billed v/s actual) then architect will be penalized accordingly. Amount of penalty will be decided by IIM Indore as per the nature/ extent of deviation &amp; it should be binding on the architect. In case of any excess payment found recommended / made to the Contractor, the excess amount of payment made will be recovered from the architect from his payment. If the due payment amount of the</p>

		architect is less than the excess payment amount, the same will be recovered from the Performance Guarantee / Security Deposit amount submitted by the architect and in case found further deficient, the same will have to be deposited by the architect.
	<b>Arrangement of inspections</b>	Ensure all statutory inspections and checks.
	<b>Settlement of litigation and arbitration cases</b>	Architect shall be fully responsible for dealing with court litigation and arbitration cases, if any, for Contracts entered between various agencies w.r.t the captioned work. Architect will prepare claims / counter claims, attend hearings and provide all necessary assistance to the advocates, court or arbitrator till final settlement of disputes as per law including Arbitration and Conciliation (Amendment) Act, 2015 or latest law as passed / enforced by the Government. It shall be the sole responsibility of architect to defend the case provided there is no fault / negligence / delay on the part of IIM on any matter whatsoever for which dispute has arisen between two parties. The cost of arbitration / court litigation, and award if any, arising out of any arbitration/ court litigation due to reasons attributable to architect shall be borne by architect . Architect shall take all necessary steps to safeguard IIM, INDORE's interest while dealing with the Contractor.
	<b>Preparation &amp; submission of statement of all the consumables.</b>	<ul style="list-style-type: none"> <li>• The architect shall submit a consumption statement of all consumable material or materials getting covered up periodically along with demand for funds.</li> <li>• any kind of consumables such as cement, admixtures, paint or paint related materials, steel reinforcement while being brought inside the campus will have to be got recorded at security gate by producing the invoice or load tally. The nominated qualified person from the architect will make the entry in a register and issue a pass. This pass shall be preserved and submitted along with the consumption statement. Any short fall on the quantity at gate register with that of theoretical consumption will be fined/ recovered from the architect at double the price of that material to extent of shortfall or deficiency.</li> </ul>
<b>Post-execution Stage</b>	<b>Payment settlement</b>	Settlement of all due accounts of the Contractors after due comprehensive checking & certifying the correctness of the work done. The architect shall be sole responsible for recommended payments.
	<b>Checking &amp; Handing over</b>	Witness testing and commissioning of all utilities and certify

		the same. The architect shall check all the provisions for durability of the structures & installations including furniture's, equipment's etc. and submit a detailed report on the same.
	<b>Preparation of completion report</b>	Provide project completion report which shall contain all technical and financial information of the project. architect to also obtain, submit & certify Completion Reports & drawings, getting structural stability/sufficiency certificate from the Designer/Architect/Contractor (as the case be) and obtaining completion/occupancy certificate from Statutory authorities/body wherever required through Contractor, issue of as built drawings from Contractor & handing over all the assets to IIMI.
	<b>Preparation of manual for the maintenance</b>	Co-ordinate with Contractors/OEMs and arrange for user operation and maintenance manuals and training to client's representatives. Architect shall ensure that technician of IIM get sufficient training and for this they shall seek an authentication from IIM Indore. In the absence of authentication, it will be presumed that training not conducted or imparted. In respect of highly specialized instruments if any, the supplier has to deploy an operator for three months at site of installation. All warranties and guarantees on equipments/ fixtures etc. procured by the Contractors shall be in the name of IIM and incorporation of appropriate clauses in the tender documents to be ensured by architect. All warranties and guarantees shall be in the name of IIM, INDORE. The architect shall submit a report on operation & maintenance schedule for the facilities.
	<b>Arrangement of inspections &amp; rectification of problems during the DLP</b>	Provide adequate engineering and supervisory staff for inspection / monitoring of works on communication from IIMI, during Defect Liability Period and issue of timely notice to vendors / agencies for rectification of defects, if observed.
	<b>Settlement of Audit/CTE's observation/arbitration cases</b>	To reply and settle the observations / objections / paras (if any & at any stage pre/during/post construction & at any point of time) of the CVC/Chief Technical Examiner, CAG audit or any other checking / investigating agency of the Government. Architect will be fully responsible for consequences of any audit / investigation para & its respective observation. If at all any financial implication arisen during or after the execution work in respect of the aforesaid observation/ settlement, then architect will have to

		<p>bear the full cost of the financial implications subjected the reason is attributable to architect (However, whether the reason is attributable to architect or not will be governed by the decision of Construction Committee of IIM Indore and same will be final &amp; binding to the architect ).</p>
	<p><b>Others</b></p>	<p>Any other activity that is necessary for accomplishment of the Job but not mentioned herein is deemed to have been included in the scope of architect. And the decision of IIM Indore shall be final in this regard and binding to the architect.</p>

**CHAPTER 6**

**MILESTONE PAYMENT  
OF  
PROFESSIONAL FEES**

**CHAPTER 6**  
**Milestone payment of Professional Fees**

**A. Professional fees for Project**

Stage	Services to be recorded	Stages of Payments	Cumulative fee payments	Time Period for completion of the respective Services
1	After signing of agreement, Preparation of Architectural conceptual design scheme & rough estimate of cost & their submission and written approval from the IIMI.	1% of total Professional Fees	1% of total Professional Fees	15 days
2	On submitting the required component wise / service wise scheme & its estimate for the IIMI approval.  On incorporating Client's suggestions and submitting drawings for approval to the authorities.	3% of total Professional Fees	4% of total Professional Fees	10 days (cumulative total 25 days)
3	Preparation of detailed Architectural design, structural design, drawings, complete take off sheet, services drawings and quantities of all services with detailed technical specification, working drawings and details required for commencement of work at site, interior design/drawing, numeration plans & sections in order to achieve fully functional space / services, detailed estimate etc. Approval to be taken from IIMI at all stages of preparation of the aforesaid. All kind of assistances not mentioned herein but required to commence the project and as demanded by IIMI.	11% of total Professional Fees	15% of total Professional Fees	20 days (cumulative total 45 days)
4	Preparation of program schedule in the form of Primavera /MS Project & their submission and written approval from the IIMI & fulfilling the deliverable for Pre-execution Stage (till floating of RFP for Contract of work execution) & All kind of assistances not mentioned herein but required to fulfil the deliverable to	1% of total Professional Fees	16% of total Professional Fees	5 days (cumulative total 50 days)

	take off the project and as demanded by IIMI.			
<b>5</b>	Fulfilling the deliverable for Pre-execution Stage (after floating of RFP & till the time of award of Contract for execution of work), Obtaining detailed program chart from the Contractor & All kind of assistances not mentioned herein but required to take off the project and as demanded by IIMI.	1% of total Professional Fees	17% of total Professional Fees	55 days (cumulative total 3.5 months)
<b>6</b>	During the execution of work, fee will be released on pro rata basis of the physical progress of the work on ground. Physical progress of the work is assessed based on the certified value of the running account bill (as per the stipulation in the work's Contract) and photographs/visuals/ other documentations required duly certified by Architect.	78% of total Professional Fees on pro-rata basis	This process of release of fee will continue till the value of the work reached 95% of the awarded cost.	6 months (cumulative total 9.5 months)
<b>7</b>	On Completion Reports & drawings, getting structural stability/sufficiency certificate from the Designer/Architect/Contractor & duly counter signed by Architect and obtaining completion/occupancy certificate from Statutory authorities/body wherever required through Contractor, issue of as built drawings obtained from Contractor & handing over all the assets to IIMI	5% of total Professional Fees	100% of total Professional Fees	1 months (cumulative total 10.5 months)
<b>8</b>	After 60 days of completion of DLP of works contract OR receiving clearance from audit/CAG/CTE or conclusion of arbitration (if any) etc. OR If there is an audit para happened during the course of time, till clearance of the audit para OR if there is no audit para, Security Deposit will be released after 24 months of Defect liability period of	Release of Security Deposit		

	works contract, whichever is later.		
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**Note:** In case of foreclosure, the payment will be made for the services actually rendered as per milestone of payment. The claim for the same shall be submitted by the architect along with supporting documents and the same shall be examined by IIM Indore. Decision of IIM Indore as regards to services rendered and corresponding eligible payment shall be final and binding on the architect.

**CHAPTER 7**  
**OTHER CONDITIONS**

## CHAPTER 7 OTHER CONDITIONS

1. Provide copies of all other relevant drawings & details, as requested by the Institute.
2. Provide all the drawings in readable hard copy with blow ups as and where required / necessary and along with proper electronic format suitable for use, modification, and analysis. In addition, wherever possible, provide drawings in pdf format. All drawings and documents in electronic format will be provided on a CD/DVD/HD as required by IIM Indore.
3. The intellectual property rights of all the works created under this Contract/RFP shall vest with IIM Indore.
4. IIM Indore shall have the right to request Architect in writing to make any changes, modifications, deletions and/or additions to Architect scope of SERVICES. Architect shall consider such written requests and will work out the estimate of price and time adjustment on account of such changes, modifications, deletion and/or additions sought by IIM Indore.
5. IIM Indore shall use all drawings, designs, specifications and documents including transparencies prepared by Architect for the purposes of construction, operation and maintenance of buildings.
6. Architect should ensure that the SERVICES as specified/described under the scope of Architect in this CONTRACT, and technical documents to be developed by Architect shall be in accordance with sound and established engineering practices, using International Standards, Indian Codes and Government Regulations, wherever applicable, for the purpose(s) specified, State of the Art and suitable for respective uses intended.
7. The parties agrees that all information of a confidential nature identified, in writing, as confidential by the other party, or manifestly confidential, required to be disclosed to the parties for the purposes of this Contract/RFP is confidential information. The parties shall use confidential information which is disclosed to it only for the purposes of this Contract/RFP and shall not disclose such confidential information to any third party, without the prior written consent of the other party.
8. **INDEMNITY:** The Architect shall hold harmless and indemnify IIMI, against any claims or liability because of personal injury including death of any employee of the Architect and arising out of or in consequence of the performance of this CONTRACT.
9. The IIM Indore shall not be responsible for any loss or damage to property of any kind belonging to the Architect or its employees, servants or agents.
10. The tenderer shall acquaint himself with the proposed site of Contract.
11. The Architect may be allowed extension of time for completing the Contract as deemed fit by the competent authority of IIMI & the Architect shall also not be entitled to any compensation for any loss suffered by him and revision in the rates quoted by him.
  - a. On account of delay in commencing the Contract by the Architect.
  - b. On account of suspension of Contract or abandoned after award of Contract.

12. The Architect shall make his own arrangement for obtaining any facility, services etc. required for execution of Contract and make necessary payments directly to the concerned departments and nothing extra shall be payable on this account.
13. The Architect shall provide, at his own cost instruments for surveying, weighing and measuring purpose at the site of Contract as may be necessary for execution of the Contract. Further, the architect has to produce material samples on their risk and cost and nothing extra shall be paid by the institute on this account.
14. The Architect shall take care of all safety precautions pertaining to execution of Contract.
15. On account of security consideration, some restrictions may be imposed by the security staff on the Contracting and/ movement of men and materials etc. The Architect shall be bound to follow all such restrictions/ instructions and he shall organize his Contract accordingly. No claim on this account, whatsoever, shall be payable.
16. The Architect shall take all precautions to avoid accidents by exhibiting necessary caution boards day and night, speed limit boards, red flags, red lights and providing barriers. He shall be responsible for all damages and accidents caused to existing/ new Contract due to negligence on his part. No hindrance shall be caused to traffic during the execution of the Contract.
17. The Architect shall be responsible for the watch and ward of all materials brought by the Architect to site against pilferage and breakage during the period of execution.
18. The Architect shall take all preventive measures against any damage caused by rain, snowfall, floods or any other natural calamity, whatsoever during the execution of the Contract. The Architect shall be fully responsible for any damage to the Owners property and to the Contract for which the payment has been advanced to him under the contract. However, the Architect shall maintain an equal to the payment received against the Contract done, at his own cost. This will also cover the defect liability period. This shall be favoring the Director, Indian Institute of Management Indore. Nothing extra on this account shall be payable to the Architect for maintaining such insurance Policy.
19. The Contract will be carried out in the manner complying, in all respects, with the requirements of relevant laws of the local body under the jurisdiction of which the Contract is to be executed or as directed by the Engineer-in-Charge and nothing extra shall be paid on this account.
20. The Architect shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges which may be liable.

21. The Architect shall give due notices to Municipal Corporation, Police and/or other authorities that may be required under the law/rules under force in the area and obtain all requisite licenses for and pay all charges which may be leviable on account of his execution of Contract under the agreement. Nothing extra shall be payable by IIMI on this account.
22. All materials to be incorporated in the Contract shall be arranged by the Architect and shall be in accordance with the specifications laid down.
23. The Architect shall suggest use of materials bearing ISI Certification Mark unless otherwise specified or allowed in writing by the Engineer-in-Charge. Any material banned by the department shall not be used in the Contract.
24. The Architect shall be responsible for completing the Contract and for satisfying all terms and conditions of the Contract without any extra payment over his quoted rates unless otherwise specified.
25. The rate shall be inclusive of making design, pattern and execution of Contract as per Architectural drawings, at all levels and heights.
26. The Architect shall continue to maintain watch and ward to safeguard the IIMI property in his possession until the same is formally handed over as per directions of the Engineer-in-charge. Nothing extra over agreement rates shall be paid on this account.
27. The Architect shall protect the adjoining buildings or Contracts and the Contract under execution from fire and shall make adequate arrangements for fire protection and firefighting and if any property is damaged, by fire due to the negligence of the Architect, the same shall be made good by the Architect at his own cost, to the entire satisfaction of Engineer-in-charge.
28. The Architect shall provide adequate lighting arrangements as approved by the Engineer-in-charge for carrying out the Contract during night time, if so required and as per direction of Engineer-in-Charge.
29. In order to achieve the targeted date of completion the Architect may have to work in multiple shifts, round the clock and nothing extra shall be paid on this account.
30. All materials, articles and workmanship shall be of respective best quality.
31. The Architect shall be responsible for compliance of all statutory provisions towards ESI, PF or any other applicable laws, as the case may be, from time to time i.e. all statutory levies and taxes shall be borne by the Architect. However, GST as applicable during the pendency of the contract shall be paid extra. The applicable TDS towards GST and Income tax or any other statutory levies/taxes shall be deducted from the running account bills/final bill, as applicable at the time of payment. No claim in this regard shall be entertained.

32. The Architect is supposed to abide the minimum wages act and shall produce all records to the Engineer-in-charge or any other statutory authority as and when called for. The Engineer-in-charge does not hold any responsibility on account of any lapses in this regard.
33. No extension of time shall be granted to the Architect on account of rains or inclement weather conditions.
34. For any clarification/ doubt, the Institute may organize regular meetings with Architect. The Architect shall attend such meetings invariably as and when required on his own risk & cost and nothing extra should either be claimed from Architect nor it will be entertained by the IIMI.
35. In respect of the Contract of other agencies, where the commencement or progress of such Contract of any other entity is dependent upon the completion of particular portions of the Architect's Contract or generally upon the Architect maintaining progress in accordance with the approved coordinated programme, it shall be the responsibility of the Architect to complete such portions and maintain such progress.
36. Should any difference arise between the Architect and the other agencies, these shall immediately be brought to the attention of the Engineer-in-Charge who after reviewing the matters causing the differences will give their decision which shall be final and binding on the Architect.
37. After completion of Contract and before issuance of certificate of completion the Architect shall submit eight (8) sets to the Engineer-in-charge, all drawing drawn at appropriate scale and with 2 copies on Compact disc.
38. All spaces allotted to the Architect as described above shall be vacated and all structures removed from site at any time as and when required and directed by the Engineer-in-charge, unconditionally and without any reservation. The Engineer-in-charge will not be obliged to give any reason for such removal. Upon receiving instructions to vacate the space, the Architect shall immediately remove all his structures, materials, etc. from the sources and clear and clean-up the site to the satisfaction of the Engineer-in-charge.
39. It shall be the responsibility of the Architect to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the Architect. Upon completion of the Contract or earlier as required by Engineer-in-Charge, the Architect shall vacate the land totally without any reservation.
40. The Architect will arrange to erect, at his own cost, appropriate fence around the area of operation, with entry/exit gates at suitable points.
41. The security of workmen, materials, equipment stores etc. within the area allotted to the Architect shall be the responsibility of the Architect.

42. **RESOLUTION OF DISPUTES AND DISAGREEMENTS** : If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Agreement or out of the breach termination or invalidity of this Agreement thereof, the parties shall resolve them by resorting to the following :
- The Party shall attempt within a period of 7 days after receipt of notice by the other party of the existence of a dispute, settle such dispute in the first instance by mutual discussions between the parties represented by the Architect and Chief Officer Engineering of the institute.
  - If the dispute cannot be settled by mutual discussion within 7 days the matter shall be referred to the Director IIMI, whose decision shall be full, final & binding on the parties.
43. **TERMINATION**: The Engineer-in-Charge may, without prejudice to IIM Indore's other rights or remedies against the Architect in respect of any delay, non-commencement, inferior workmanship, any claim for damages and / or breach of any provisions of this contract or otherwise, and whether the date for completion has or has not elapsed, by notice in writing determine / repudiate the contract.
44. **SUBLETTING/OUTSOURCING**: The Architect shall not assign or sublet or outsource any activity within its scope of work.
45. **After getting award**: Architect shall have to execute an agreement on non-judicial stamp paper of requisite value immediately on furnishing the performance guarantee in the format prescribed by IIM Indore and sign on all contract documents. (cost of stamp paper to be borne by the Architect)
46. **Integrity Agreement** : Architect shall have to execute an Integrity Agreement also on non-judicial stamp paper of requisite value immediately on furnishing the performance guarantee in the format prescribed by IIM Indore and sign on all contract documents. (cost of stamp paper to be borne by the Architect)
47. In case there is delay in completion of work except due to force majeure then the Architect will have to provide service for the extended period as well. However, they will submit their justification for reimbursement of expenses made towards providing services for such extended period. Decision of IIM Indore regarding justification & reimbursement will be final and binding.
48. **Foreclosure of contract due to Abandonment or Reduction in Scope of Work**
- If at any time after acceptance of the tender or during the progress of work, the purpose or object for which the work is being done changes due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope, the Engineer-in-Charge shall give notice in writing to that effect to the Architect stating the decision as well as the cause for such decision and the Architect shall act accordingly in the matter. The Architect shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

The Architect shall be paid at contract rates, full amount for the services actually

delivered and, in addition, may be paid a reasonable amount as certified by the Engineer-in-Charge for the items hereunder mentioned which could not be utilized on the work to the full extent in view of the foreclosure:

- (i) Any expenditure incurred on preliminary work, e.g. site office, etc.
- (ii) Reasonable compensation for repatriation of Architect's site staff and imported labour to the extent necessary. The Architect shall, if required by the Engineer-in-Charge, furnish to him, books of account, wage books, time sheets and other relevant documents and evidence as may be necessary to enable him to certify the reasonable amount payable under this condition. The reasonable amount of items on (i), above shall not be in excess of 2% of the cost of the services remaining incomplete on the date of closure, i.e. total stipulated cost of the services as per accepted tender less the cost of services actually executed under the contract. Provided always that against any payments due to the Architect on this account or otherwise, the Engineer-in-Charge shall be entitled to recover or be credited with any outstanding balances due, if any and any other sums which at the date of termination were recoverable by the IIMI from the Architect under the terms of the contract. In the event of action being taken to reduce the scope of work, the Architect may furnish fresh Performance Guarantee on the same conditions, in the same manner and at the same rate for the balance tendered amount and initially valid up to the extended date of completion or stipulated date of completion if no extension has been granted plus minimum 180 days beyond that. Wherever such a fresh Performance Guarantee is furnished by the Architect, the Engineer-in-Charge may return the previous Performance Guarantee.

#### **49. Time and Extension for Delay**

The time allowed for execution of the Services as specified in the contract or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the Service shall commence from such date as communicated in the Letter of Commencement or from the date of handing over of the site, as notified by the Engineer-in-Charge, whichever is later. If the Architect commits default in commencing the execution of the Service as aforesaid and such default continues even after time period specified in the notice in writing by the Engineer in charge then the performance guarantee shall be forfeited by the Engineer in Charge and shall be absolutely at the disposal of the IIMI without prejudice to any other right or remedy available in law.

The contract shall stand determined when such decision regarding the forfeiture of the performance guarantee is issued to the Architect.

49.1 The architect as soon as possible but within 7 (seven) days of issue of letter of award of Service shall submit a time and progress chart to the Engineer-in-Charge. Such chart shall be made in due consideration of:

(a) Schedule of handing over of site as communicated

(i) The Architect shall submit a Time and Progress Chart for each milestone. The Engineer-in Charge may within 7 (seven) days of receipt of such chart, make modifications thereafter, if any, and communicate the approved chart to the architect, failing which the chart submitted by the architect shall be deemed to be

approved by the Engineer-in- Charge.

The Chart shall be prepared in direct relation to the time stated in the Contract documents for completion of items of the Service(s). It shall indicate the forecast of the dates of commencement and completion of various trades of sections of the Service and may be amended as necessary by agreement between the Engineer-in-Charge and the Architect within the limitations of time imposed in the Contract documents.

(ii) In case of non-submission of time and progress chart by the architect, the chart prepared by the Engineer-in- Charge shall be deemed to be final.

(iii) Such program by the Engineer-in-Charge shall not relieve the architect of any of the obligations under the contract.

(iv) The architect shall submit the Time and Progress Chart containing upto date progress of Service using the mutually agreed software or in the format decided by Engineer-in-Charge. Such chart shall be submitted by the architect on or before 5th day of each month.

(v) While recording the hindrances in the progress of the Service, due consideration should be given to the cause of hindrance. The hindrances shall be segregated in following categories:

(a) delays due to reasons beyond the control of both parties (sub- clause 49.2)

(b) delays attributable to the Institute and concurrent delays (sub-clause 49.3).

(c) delays solely attributable to the architect (sub-clause 49.5)

49.2 Delays due to reasons beyond the control of both parties:

If the Service(s) are delayed by:

- (i) force majeure, or
- (ii) abnormally bad weather, or
- (iii) serious loss or damage by fire, or
- (iv) civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
- (v) delay on the part of other contractors or tradesmen engaged by Engineer-in- Charge in executing Service not forming part of the Contract, or
- (vi) any other cause like above which, in the reasoned opinion of the Engineer-in-Charge is beyond the Architect's control.

Then upon the happening of any such event causing delay, the architect shall within 03 (three) days give notice thereof to the Engineer-in-Charge but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in-Charge to proceed with the Service(s).

The architect shall have no claim on account of any hindrance in case notice(s) are not given by the architect.

The Engineer-in-Charge, on receipt of such notice(s) after considering the factual ground situation, shall either acknowledge or reject the notice(s).

In case of rejection, the reason(s) for rejection shall be communicated by

Engineer-in-Charge to the architect.

The decision of Engineer-in-Charge with regard to nature of event causing delay, its start date and end date, as has been finalized during acknowledgement of notice, shall be final and binding.

The end date of such events shall be recorded by Engineer-in-Charge either during acknowledgement of notice or subsequent to acknowledgement if end date of hindrance is after the date of acknowledgement of notice.

In absence of notice by the architect, Engineer-in-Charge or his representative(s) may record the events causing delay within 05 (five) days of occurrence of hindrance provided further that not recording of events causing delay by the Engineer-in-Charge does not ipso facto entitle the architect for any hindrance.

The architect shall have no claim of damages against the delays listed in this sub clause i.e. sub clause 49.2. The architect shall have no claim of damages for extension of time granted or rescheduling of milestone/s for events listed in sub clause 49.2.

#### 49.3 Delays attributable to the Institute and the Concurrent delays:

In case the Service is hindered, in the opinion of the architect, by the Institute or for any reason / event, for which the Institute is responsible, then upon the happening of such event causing delay, the Architect shall at the earliest, but within 3 (three) days give notice thereof to the Engineer-in-Charge but shall nevertheless use constantly his best endeavours to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in Charge to proceed with the Service.

The architect shall not be entitled for any hindrance in case notice(s) are not given by the architect.

The Engineer-in-Charge, on receipt of such notice(s) after considering the factual ground situation, shall either acknowledge or reject the notice(s).

In case of rejection, the reason(s) for rejection shall be communicated by Engineer-in-Charge to the architect.

The decision of Engineer-in-Charge with regard to nature of event causing delay, its start date and end date, as has been finalized during acknowledgement of notice, shall be final and binding.

The end date of such events shall be recorded by Engineer-in-Charge either during acknowledgement of notice or subsequent to acknowledgement if end date of hindrance is after the date of acknowledgement of notice.

In absence of notice by the architect, Engineer-in-Charge or his representative(s) may record the events causing delay within 05 (five) days of occurrence of hindrance provided further that not recording of events causing delay by the Engineer-in-Charge does not ipso facto entitle the architect for any hindrance.

Such extension of time or rescheduling of milestone(s) shall be without prejudice to any other right or remedy of the parties in contract or in law, provided further that for concurrent delay(s) under this sub clause and sub clause 49.2 to the extent

the delay is covered under sub clause 49.2, the architect shall be entitled to only extension of time and shall have no claim of damages.

#### 49.4 Rescheduling of milestone(s) and 'Justified extended date of completion'

The request for rescheduling the Milestone(s) and extension of time, shall be made by the Architect once in a month on the basis of hindrances accepted by Engineer-in-Charge under sub- clause 49.2 and sub-clause 49.3. The Architect shall indicate in such a request number of days by which rescheduling of milestone(s) and/or extension of time is desired.

The competent authority of IIM Indore, after examining the request, shall give a fair and reasonable 'justified extension of time for completion of Service and simultaneously reschedule the milestone(s), if required so. The authority shall consider all the hindrances accepted by Engineer-in-Charge as per sub- clauses 49.2, 49.3 and 49.5.

The authority shall decide rescheduling of milestone(s) and extension of time within 21 (Twenty One) days of the request submitted by the architect.

In the event of no request by the architect for rescheduling of milestone(s) and extension of time, the authority, after affording opportunity to the architect, may give fair and reasonable extension of time based on hindrances accepted by Engineer-in-Charge and reschedule the milestone(s) once in a month. Such justified extension of time shall determine the 'justified extended date' of completion of Service.

49.4.1 Provided that the end date of any event causing delay shall not fall beyond the date of request for extension of time or rescheduling of milestone(s) by the architect. In case end date of event falls beyond the date of submission of said request, then period for extension up to date of application shall be considered in the said request for events eligible for consideration and remaining period shall be applied in subsequent request of extension of time or rescheduling of milestone(s).

Engineer-in-Charge shall finalize/ reschedule a particular mile stone before taking action against subsequent mile stone. Such extension or rescheduling of the milestones shall be communicated to the architect in writing, within 21 (twenty one) days of the date of receipt of such request from the architect.

#### 49.4.2 Delays attributable solely to the architect

In case the Service is delayed by reasons solely attributable to the architect, then Engineer-in-Charge or his representative(s) may record the event causing delay within 05 (five) days of occurrence of delay. Architect shall take the notice of the same for necessary action. He may submit his version, if any within 05 (Five) days. Engineer-in-Charge, considering the version of the architect, will take decision on such recording of the event and the decision of the Engineer-in Charge shall be final and binding.

The architect shall be liable for levy of compensation for such delays i.e. for the period beyond the justified extended date of completion as determined in sub clause 49.4 and this default of architect shall be dealt in conjunction with other associated clause of the contract.

In case the Service is delayed, due to hindrances attributable solely to the architect, beyond the justified extended date (as stated in sub clause 49.4), the competent authority of IIM Indore, without prejudice to provisions to take action under this contract, may grant extension of time required for completion of Service without rescheduling of milestone(s) and extend the date of completion.

50. All disputes shall be subject to the exclusive jurisdiction of the Courts at Indore alone.
51. Engineer-in-charge referred in the document implies the Chief Officer Engineering of the IIM Indore.

# FORMS

Form -1

LETTER OF  
TRANSMITTAL  
[ON THE LETTER HEAD OF APPLICANT]

To,

Indian Institute of management, Indore  
Rau-Pithampur Road,  
Indore- 453536

SUB: Submission of bid for the work of “Providing Architectural Consultancy Services for renovation and refurbishing of New Auditorium at IIM Indore.”

Sir,

Having examined the details given in Notice and bid document for the above work, I/we hereby submit relevant document.

1. I/we hereby certify that all the statement made and information supplied in respect of the aforesaid bid and accompanying statements are true and correct.
2. I/we furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite bid security & documents / credentials / bonds, etc. and authorize the Institute i.e. IIM Indore or its officials to approach the bank issuing / issuing authority the same to confirm the correctness thereof. I/We also authorize IIM Indore and its officials to approach individuals, employees firms and corporation to verify our competence and general reputation.
4. I/We submit the certificates/ documents in support of our suitability, technical knowledge and capability for having successfully completed the said works (as mentioned / as attached in support of eligibility requirement)

Enclosures :

- 1.
- 2.
- 3.

Seal of bidder

Date of submission:

Signature(s) of Bidder(s)

Sample/indicative format for Completion certificate(s) for similar works' Architect job completed during last seven years

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

Date \_\_\_\_\_

Name & Address of the Client:

Name of the Firm:

1	Name of work with brief particulars	
2	Work Order No. & Date	
3	Agreement Amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay ( indicate amount) if any	
8	Gross amount of the work completed and paid	
9	Name and address of the authority under whom works executed	
10	Whether the Architect employed qualified Technical Manpower during execution of contract?	
11	i) Quality of work (Indicate grading) (Outstanding/ Very Good/ Good / Satisfactory/ Poor)	
12	i) Did the Architect go for arbitration ii) If yes, total amount of claim iii) Total amount awarded	
13	Comments on the capabilities of the Architect	
	a) Technical Proficiency (Outstanding/ Very Good/ Good / Satisfactory/ Poor)	
	b) Financial soundness (Outstanding/ Very Good/ Good / Satisfactory/ Poor)	
	c) Mobilization of adequate T&P (Outstanding/ Very Good/ Good / Satisfactory/ Poor)	
	d) Mobilization of manpower (Outstanding/ Very Good/ Good / Satisfactory/ Poor)	
	e) General behavior (Outstanding/ Very Good/ Good / Satisfactory/ Poor)	

Authorised Signatory

Format of Bank details for refund of bid security

1. Name of the Beneficiary :
2. Address :
3. Telephone Number (with STD code)/ Mobile No.
4. Bank Particulars
  - a. Bank Name :
  - b. Branch Address:
  - c. Branch Code :
  - d. MICR code (enclosed copy of a cancelled cheque):
  - e. 11 Digit IFS Code of the Bank
  - f. Bank Account Number
  - g. Bank Account Type :
5. Permanent Account Number (PAN):
6. Email Address for intimation regarding release of payments :

Seal of the Firm

Name & Signature of  
Authorised Signatory

(Format of Integrity Pact)

**INTEGRITY PACT**

Between

**Indian Institute of Management Indore** hereinafter referred to as “The Principal”  
and

..... hereinafter referred to as “The Bidder/Architect”

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The principal values full compliance with all relevant laws of the land, rules, regulations economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and / or Architect(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above

**Section 1 - Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles :
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for , or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the BNS/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder(s)/ Architect (s)**

- (1) The Bidder(s)/ Architect (s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Architect (s) commit

themselves to observe the following principles during participation in the tender process and during the contract execution.

- a. The Bidder(s)/ Architect (s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/ Architect (s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s)/ Architect (s) will not commit any offence under the relevant BNS/PC Act; further the Bidder(s)/ Architect (s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/ Architect (s) of foreign origin shall disclose the name and address of the Agents /representatives in India, if any. Similarly the Bidder(s)/ Architect (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/ Architect (s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/ representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at (page nos. 6-7).
  - e. The Bidder(s)/ Architect (s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) / Architect (s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s)/ Architect (s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future contracts**

- (1) If the Bidder(s)/ Architect (s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Architect (s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is placed at (page nos. 8-17).

### **Section 4 - Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Architect liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 - Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

### **Section 6 - Equal treatment of all Bidders / Architects**

- (1) In case of Sub-contracting, the Principal Architect shall take the responsibility of the adoption of Integrity Pact by the Sub- Architect.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Architects.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7 - Criminal charges against violating Bidder(s) / Architects**

If the Principal obtains knowledge of conduct of a Bidder, Architect or of an employee or a representative or an associate of a Bidder, Architect or Sub

Architect which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

## **Section 8 - Independent External Monitor**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders/ Architects as confidential. He/ she reports to the Director, IIM.
- (3) The Bidder(s)/ Architect(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Architect. The Architect will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub- Architect s.
- (4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Architect (s)/ Sub- Architect (s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Director, IIM INDORE and recuse himself / herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Architect. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The Monitor will submit a written report to the Director, IIM INDORE within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Director IIM INDORE, a substantiated suspicion of an offence under relevant BNS/ PC Act, and the Director IIM INDORE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

### Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Architect 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Director, IIM INDORE.

### Section 10 - Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and exclusive jurisdiction is the Registered Office of the Principal, i.e. Indore (M.P.).
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Architect is a partnership, this agreement must be signed by all partners.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For &, On behalf of the Principal)

(For &, On behalf of Bidder/ Architect)

(Office Seal)

(Office Seal)

Place .....

Date .....

Witness 1:

(Name & Address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2:  
(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Format of Bank Guarantee

(Format of Bank Guarantee)

## Bank Guarantee for Performance Security

(On letter head of the Bank with adhesive stamp / non-judicial stamp paper of appropriate value at the time of issue of Bank Guarantee)

THIS DEED OF GUARANTEE made on \_\_\_\_\_ day of \_\_\_\_ 2026, between [Name of Bank]., having Registered Office at [Address], (hereinafter called the "Bank" which expression shall unless repugnant to the context and meaning thereof include its successors) in favor of [Name of Owner] having its office at [Address] and Registered Office at [Address]. (hereinafter called "Owner" which expression shall unless repugnant to the context and meaning thereof include its successors and assigns).

WHEREAS \_\_\_\_\_ the Owner has issued a Letter of Acceptance / Work Order dated \_\_\_\_\_ to \_\_\_\_\_ having its Corporate office at \_\_\_\_\_ (hereinafter called the "Architect") which constitute a binding Contract (hereinafter called "Contract Agreement") for carrying out the "(Name of Work \_\_\_\_\_)" based upon the Tender submitted by the Architect and agreed between Owner and Architect and subject to the terms therein contained . The work to be carried out by Architect shall be supervised and implemented by M/s \_\_\_\_\_ (hereinafter called "Architect/Bidder")

AND WHEREAS in accordance with the terms and conditions of the contract agreement, the Architect has agreed to furnish a Bank Guarantee to Owner in the form of acceptable to \_\_\_\_\_ for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) to ensure timely and satisfactory performance by the Architect of its obligation under the Contract Agreement.

AND WHEREAS the Bank has at the request of the Architect agreed to furnish this irrevocable and unconditional guarantee in favor of Owner to secure performance by the Architect of its obligations under the Contract Agreement on the terms and conditions herein contained.

NOW THIS DEED WITHNESSTH AS FOLLOWS:

- i) The Bank hereby unconditionally and irrevocably guarantees the due and punctual performance and observance of and compliance by the Architect of the covenants, agreements, conditions and provisions expressed or implied on the part of the Architect to be performed observed or complied with under the Contract Agreement in accordance with the terms thereof and in the event of any non-performance and non-compliance of the same for any reason, the Bank shall absolutely irrevocably and unconditionally without any demur right of set off or counter claim, forthwith upon written demand by Owner and without demur or protest and without reference to the Architect pay to Owner a sum not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

\_\_\_\_\_ only). A demand so made by the Owner \_\_\_\_\_ shall be final and binding on the Bank.

- ii) The Bank's liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Lacs \_\_\_\_\_ Thousand \_\_\_\_\_ only).
- iii) The decision of Owner for the time being in force, or at any time thereafter as to the non-performance, non-observance and non-compliance by the Architect of the covenants, agreements, conditions and provisions, expressed or implied, on the part of the Architect, to be observed performed or complied with under the Contract Agreement shall be final, conclusive and binding upon the Bank and shall not in any circumstances be questioned by the Bank, under what so ever circumstances.
- iv) Any demand for payment under this Guarantee shall be made on the Bank by Owner in writing at [Bank Address] and shall be deemed to have been sufficiently made by Owner if the writing containing the demand is sent to the Bank by registered post to the address as aforesaid or sent to the Bank by hand delivery at such address and written acknowledgement obtained to such delivery.
- v) The guarantee obligations of the Bank hereunder shall continue in force and effect and be binding on the Bank in accordance with its terms upto \_\_\_\_\_ or until the due performance, observance and compliance by the Architect of all the covenants, agreements, conditions and provisions, expressed or implied, on the part of the Architect to be observed, performed or complied with under the Contract Agreement, the completion of the Defects Liability Period and issue of the Certificate of Final Completion by Owner in accordance with the Contract Agreement whichever is later.
- vi) As between the Bank and Owner (but without affecting the Architects' obligations) the Bank shall be liable under this Guarantee as if it were the sole principal debtor. The Bank's liability hereunder shall not be discharged nor shall its liability be affected by:
  - a. any time, indulgence, waiver or consent at any time given by Owner to the Architect.
  - b. Any amendment to the Contract Agreement,
  - c. The making or the absence of any demand by Owner on the Architect or any other person for payment.
  - d. The enforcement or absence of enforcement of the Contract Agreement or of any security or other defect in any provision of the Contract Agreement or of any of the Architects obligations there under;
  - e. The dissolution, amalgamation, reconstruction or reorganization or appointment of any Administrative Receiver of the Architect.

- vii) The Guarantee herein contained shall not be determined or in any way prejudiced or affected by any change in the constitution of the Bank/ Owner or by any merger, or amalgamation or reconstruction of the Bank / Owner but shall be enforceable against the merged, amalgamated or reconstructed body.
- viii) The Bank hereby expressly and irrevocably waives all claims of waiver, release, surrender or compromise and all defenses, set offs, counter claims recouplements, reductions, limitations and impairments, whatsoever.
- ix) Owner shall be at liberty to vary and alter or modify any of the terms and conditions of the Contract Agreement including without limitation to extend from time to time the time for the performance of the Contract Agreement by the Architect or to postpone from time to time any of the powers exercisable by \_\_\_\_\_ against the Architect, to forbear or to enforce any of the terms and conditions of the Contract Agreement, without in any manner affecting this Guarantee and without notice to or assent of the Bank.
- x) The Bank waives any right to require/proceeding first against the Architect or the realization first of any other security or other guarantee, if any.
- xi) The Bank agrees and confirms that its obligation to make payment to Owner on demand hereunder and discharge of such obligation shall not be delayed, exercised or avoided by reason of any act or omission on the part of Owner.
- xii) The bank declares and confirms that the Bank has taken all necessary corporate action to authorize the execution delivery and performance of this Guarantee in accordance with the terms hereof and that the Bank has full power to enter into and perform and discharge its obligations under taken hereunder and that this Guarantee constitutes legal, valid and binding obligation of the Bank, enforceable in accordance with its terms and any defects therein or in its execution shall not be a plea for non-payment or performance of its obligation.
- xiii) This guarantee shall be governed by and construed in all respects according to the laws of India and shall be subject to the jurisdiction of the courts in Indore.
- xiv) Any forbearance or indulgence on the part of Owner in the enforcement of the covenants, agreements, conditions and provisions, expressed or implied, on the part of the Architect to be observed, performed or complied with by the Architect under the contract agreement shall in no way relieve the Bank of its liability under the Guarantee.
- xv) Terms and expression defined in the contract agreement and used herein shall have the meanings assigned to them therein save and except where the context otherwise require.
- xvi) Notwithstanding anything contained hereinabove;
  - a. Our liability under this bank guarantee shall not exceed Rs. \_\_\_\_\_ (Rupee \_\_\_\_\_)
  - b. This bank guarantee shall be valid upto \_\_\_\_\_ or and

c. It is a condition to our liability for payment of the guaranteed amount or part any thereof arising under this Bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before \_\_\_\_\_ or as provided in clause 5 whichever is later failing which our liability under this bank guarantee will automatically cease.

xvii) All disputes subject to exclusive jurisdiction of the courts at Indore only.

IN WITNESS WHEREOF THE BANK HAS SET ITS HAND AND SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.

1. SIGNED for and behalf )  
Of the Bank by it's duly authorized )  
Representative Mr. )  
In the presence of )

2. SIGNED for and behalf )  
Of the Bank by its duly authorized )  
Representative Mr. )  
In the presence of )

# Financial Bid

For

**“Providing Architectural Consultancy Services for renovation and refurbishing of New Auditorium at IIM Indore.”**

**As per the Financial Bid available on the following link of e-procurement website**

**<https://eprocure.gov.in/eprocure/app>**