



EXPRESSION OF INTEREST

Abstract

*This is the draft Expression of Interest for appointment of Consultant for
Development of Strategy Plan – 2035 of IIT Kanpur*

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

EXPRESSION OF INTEREST (EOI)

For

Appointment of Consultant for Development of Strategy Plan – 2035 of IIT-Kanpur

1.0 Background:

Indian Institute of Technology, Kanpur is a premier institution established by the Government of India. The institute was enlisted under Registration of Society Act XXI of 1860 on 2nd November, 1959. Subsequently, it was recognized as an Institute of National Importance by an Act of Parliament in 1961. Later, in the period 1962-72, the Institute received technical assistance under Kanpur Indo-American Program (KIAP) from a consortium of nine leading Institutions of U.S.A. Under the program, faculty members from these Institutions assisted the Institute in the setting up of the academic programs and development of laboratories for instruction as well as research.

The residential campus is planned and landscaped with an aim of environmental freedom. Halls of residence, faculty and staff houses and community buildings surround the central academic area to provide flexibility in movement and communication. At present, it has approximately six lakhs sq.m. of built-up space for various requirements including classrooms, laboratories, offices, research spaces, residences for faculty, staff and hostels for students, etc.

The Institute now has its own sprawling residential campus, about 3408 undergraduate and 3029 postgraduate students, 417 faculty and more than 600 supporting staff.

IIT Kanpur houses 15 core departments, 6 interdisciplinary programs and 15 centres spanning various fields of Science, Engineering, Humanities, Social Sciences and Management which offer variety of academic programs, e.g. B.Tech., B.Tech.-M.Tech. dual degree, B.S., M.S., M.Tech., M.Des., MBA and PhD. Beside these, a large number of advanced level programs are offered which allow students to explore the depth and rigor of a specific field. In order to make higher education universally available, the institute participates extensively in developing online web-based and video-recorded courses under the national education missions like NPTEL, GIAN and others. It has also initiated academic exchange and collaboration with seventy Universities throughout the globe. IIT Kanpur also boasts of its highly versatile online

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

course management portal Brihaspati, several state of the art e-classrooms and large number of online journals accessible via high speed Internet throughout its campus. The Centre for Distance and Technical Education (CDTE) has been functioning very effectively in conducting courses for faculty members from other colleges and for industrial professionals. Similarly, under TEQIP program of MHRD, IIT Kanpur has been a leader in conducting workshops for faculty members from other engineering colleges and universities.

IIT Kanpur has several firsts to its credit. It holds the distinction of establishing the subject domains of Computer Science and Materials Science in the country. It is also the first academic institution in the country to install the first supercomputer. The seminal discovery of an algorithm for prime number testing is an example of its commitment towards excellence. IIT Kanpur houses a modern flight laboratory with a functional runway and the National Wind Tunnel Facility which has played a critical role in several national missions. The newly established National Centre for Flexible Electronics is an experiment in which academia, industry and research organizations will work together to create new ideas, develop them to products and finally commercialize the products for the greater benefit to the society. To promote interdisciplinary research and cross-fertilization of ideas, IIT Kanpur has taken several initiatives, e.g. CARE scheme, REACH symposium, adjunct professorship, etc. Over the years, IIT Kanpur has successfully carried out large number of projects sponsored by Government organizations, public and private industries that have directly benefitted the sponsors by transferring technologies. To promote the culture of entrepreneurship among students and faculty, the institute has established an Innovation & Incubation Centre, which mentors newly launched companies in technical, administrative and business matters and helps them establish an edge over their competitors. Since its inception in the year 2000 it has mentored over fifty companies with 26 graduations to its credit. It has filed 264 patents and commercialized 60 patents worth US\$ 350,000. The Bio-incubation Centre is a recent addition to this effort, which will particularly promote Bio-technological and Bio-pharmaceutical start-ups.

2.0 Purpose and service outcomes of the assignment:

- 2.1 Indian Institute of Technology Kanpur is desirous to appoint a Consultant for **Development of Strategic Plan-2035**.
- 2.2 The aim of the Institute is to develop a roadmap for construction of additional built-up spaces, in phases. This development will happen as per actual requirements from time to time along with the augmentation of the building services, utilities and mobility networks to support the target growth of the institute up to the 75th year of its existence, i.e., 2035, envisaging a residential

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

academic campus for 12000 students along with the requisite faculty, non-teaching staff and their families.

- 2.3 The roadmap must essentially strategize such construction for the most optimal management of available land and efficient use of energy and natural resources in an ecologically sustainable manner while maintaining the character and ambience of the existing environment, which is recognized as an outstanding feature of IIT-Kanpur.
- 2.4 The strategy shall include reviewing and updating the existing Master Plan of IIT-Kanpur, documentation of the existing services like roads, water supply, sewerage, solid waste disposal, electricity supply, HVAC etc., meeting with various stakeholders to understand the vision and future functional requirements of the institute and preparing Zonal plans for the various developmental activities in the updated master plan to accommodate these requirements along with Urban Design Guidelines for the various zones.
- 2.5 The proposed plan should be in consonance with the long term academic and research vision of the Institute.

3.0 Scope of Work

Broadly, the assignment would be to develop a **Strategic Plan**, which will include, but will not be limited to, the following:

- 3.1 Understand the growth plan of the institute through relevant documents and meetings with stakeholders such as Administration, faculty, students, alumni, non-teaching staff and dependent residents of the campus.
- 3.2 Revise the existing master plan to accommodate this growth without compromising the existing facilities and services, so that they remain operational with minimal disruption at all times during the growth period.
- 3.3 Study the existing buildings and facilities and assess their potential for future use in view of growth plan.
- 3.4 Advise the institute to augment/alter/demolish the structures to meet the incremental requirements of built-up area, in a phased program.
- 3.5 Advise the Institute regarding security in the research laboratories
- 3.6 Advise the institute to dismantle redundant services, add new services or upgrade existing services with the latest technological advancements, commensurate with the phased program.
- 3.7 Propose the locations for future utility nodes such as underground water storage tanks, WTP, STP, electrical sub-stations, HVAC plants and any other allied services required by the institute along with alignments of their respective distribution/collection networks.
- 3.8 Prepare a comprehensive Traffic and transport management plan to ensure zero conflict in multi-modal movement across the network that is pedestrian and cyclist friendly.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- 3.9 Propose alignments and cross-sections of roads and paths for various categories of pedestrian and vehicular traffic, parking areas and entry/exit gate locations for universal accessibility to ensure a barrier-free and disabled (Divyang)-friendly campus.
- 3.10 Prepare an overall landscape strategy and landscape plans complementing the zonal plans, maintaining the existing flora and fauna to enhance and enrich the existing environment
- 3.11 Suggest judicious ways to build up the infrastructure for non-conventional and renewable sources of energy, increase self-sufficiency in energy and water, to develop a net-zero campus, expandable to a net-positive campus.
- 3.12 Prepare a Fire-fighting and disaster management plan
- 3.13 Prepare guidelines to create an urban identity harmonizing with the existing master plan and urban design of the campus, including desirable foot-prints and heights of future buildings, ground and sky connection typologies, open space hierarchy and morphology, visual axes and their integration with landscape and mobility networks, material and colour palette, etc.

The Consultant shall undertake all activities as above and any other as may be necessary to fulfil the purpose and service outcomes of the assignment.

4.0 Schedule for completing the assignment: The time period of contract for designing shall be twenty-six (26) weeks.

5.0 Expected minimum requirement of key professionals and kind of expertise: The Consultant should have the team of experts and supporting professionals as follows:

- 5.1 Team Leader should be an Architect with specialization in Urban Design, having experience of more than 15 years in the related field of campus planning and infrastructure development for organizations of national and international repute.
- 5.2 Urban planner – (1) with experience of more than 10 years' of handling urban planning projects.
- 5.3 Landscape Architect – (1) with experience of more than 10 years' of handling large campus projects.
- 5.4 Architects– (3) each with 5 -10 years experience
- 5.5 Services consultants for various types of services (Electrical/ HVAC/ Plumbing & Sanitation/ Fire-fighting and Life Safety/ Solid Waste management/ Traffic & Transportation etc.)
- 5.6 Structural Design consultant
- 5.7 Land and Building Surveyor

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

6.0 Schedule of deliverables and period of performance: The Consultant shall submit the following reports in “editable softcopies” and one (1) no. signed hard copy. The report shall be in both word and pdf files and all the drawings/maps shall be in both high resolution pdf and editable soft forms (such as AutoCAD format or any industry standard editable format).

6.1 Inception Report: This report shall be submitted **withinsix (6) weeks** of commencement date. It shall include data collected by the Consultant from various documents in the public domain or made available to them by the institute and including reports of meetings with stakeholders, analysis of data and inferences drawn therefrom in respect of the existing campus, infrastructure and its growth plan. It will present a work plan for area-wise and phase-wise presentation of the consultant's proposal.

Any major inconsistency in the Terms of Reference, staffing problems, or deficiency in Institute's assistance that have become apparent during this period shall be included. The inception report shall be designed to give the Institute confidence that the assignment can be carried out as planned and as agreed upon in the contract and should bring to its attention major problems that might affect the direction and progress of the work.

6.2 Progress Report(s): These reports shall keep the Institute regularly informed about the progress of the assignment. The Consulting agency may also provide the warnings of anticipated problems or serve as a reminder for payment of invoices due. The progress reports shall be delivered fortnightly.

The first Progress Report shall be submitted within eight (8) weeks of commencement date. It shall include the updated Master Plan incorporating all existing structures, the projects proposed and already planned, if any, along with the present status of services infrastructure. Thereafter, Progress Reports shall be submitted every four (4) weeks and will include any additional or amended data, comments received on any earlier report(s) submitted and the proposal of the Consultant, starting with the Design Philosophy and proposed Development Strategy, as per the work-plan envisioned in the Inception Report.

6.3 Draft Final Report: This report shall be submitted **within twenty-four (24) weeks** from the commencement. It shall include all proposals and plans as described in the Scope of Work. This will be discussed with the institute in respect of the quantitative and qualitative outcomes expected.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

6.4 **Final Report:** The final report shall be due at the completion of the assignment; i.e. twenty-six (26) weeks from the date of commencement. It will include the comments or recommendations by the institute made during discussion of the Draft Final Report. The consultants shall alone be responsible for their findings, although the institute may have suggested changes during the course of discussion. If the Consultant does not accept a comment or recommendation from the Institute, these should be noted in the report along with the reasons for not accepting the same.

7. Background material, data, reports and record of previous surveys and so on, available and to be provided to the Consultant:

The data, surveys, materials, reports, survey-reports etc. required to fulfil the scope of work which are available with the institute shall be provided to the consultant. It will be the responsibility of the appointed Consultant to verify it on the ground.

8. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the consultant by the procuring entity:

Local conveyance within the campus shall be provided by the Institute, as required for conducting surveys, meetings with stakeholders, etc. The agency will be provided local hospitality in the guest house(s) of the institute on the chargeable basis.

9. Institutional and organisational arrangement:

The Superintending Engineer IWD, IITK and nominated officers shall administer the contract.

10. Procedure for review of the work of consultant after award of contract:

The work shall be reviewed by a group of experts to be constituted by the Institute.

11. Contact Information:

The Superintending Engineer
Institute Works Department
Indian Institute of Technology Kanpur-208016, India
Tel.: 0512-2597714, 0512-2597725

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Applicants will submit their applications with all relevant enclosures in the prescribed format in sealed cover clearly marked "**Expression of Interest for Appointment of Consultant for Development of Strategy Plan – 2035 of IIT-Kanpur**", so as to reach the Superintending Engineer, IIT Kanpur, on or before **1500 hours on 10.05.2018** at the above address. Any delay on account of courier/post etc. shall not be entertained by the institute.

12. DOCUMENT PROCESSING FEES

The EOI document must be submitted along with a processing fees of Rs 5000/- (Rs five thousand only) in the form of demand draft drawn on a nationalised bank in favour of "Registrar IIT Kanpur" payable at SBI IIT Kanpur.

13. HOW TO APPLY

The documents as listed below (but not limited to) should be submitted in two respective sealed envelopes, clearly marked on the envelope its contents, as given below.

Envelope 1:-

Demand Draft towards document processing fees.

Envelope 2:-

- a) Covering letter as well as Authority letter as per Annexure 1
- b) Affidavit for registration of firm/company as per Annexure 2
- c) An undertaking of not being black listed as per Annexure 3
- d) Organization structure as per Annexure 4
- e) Details of In-house services as per annexure 5
- f) Details of Associates/ Consultants as per annexure 6
- g) Brief bio-Data of Key professionals as per annexure 7
- h) The copies of valid registration/incorporation certificate of the firm(s) along with the copies of relevant documents.
- i) Copy of the valid certificate of registration with Council of Architecture, Government of India of the Team Leader.
- j) The document establishing that the applicant has a work experience of more than ten (10) years in the related field of campus planning and/or infrastructure development for organizations of national and international repute. The details be submitted as per annexure 8

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- k) The applicant shall attach work experience certificates of the works completed as per the requirement of minimum qualification criteria as per para 18(b) below. The details be submitted as per annexure 9.
- l) Copy of the audited balance sheet for last three (3) financial years starting 2014 – 2015. The details be submitted as per annexure 10
- m) Income tax returns of last three (3) financial years i.e. 2014 – 2015, 2015 - 2016 and 2016 – 2017 certified by a chartered accountant.

14. Please note:

14.1 Incorrect, incomplete, inadequate information may lead to rejection of the application. Canvassing in any form may lead to summary rejection of application.

14.2 Applicants shall submit self-attested copies of certificates, work orders, appointment letters, agreements, references etc. as proof of eligibility.

14.3 All documents, drawings, maps and other information provided by IIT Kanpur for the EOI shall continue to remain a property of IIT Kanpur. All information and documents submitted by the applicant as part of the EOI submission shall become a property of IIT Kanpur.

14.4 IIT Kanpur reserves the right to reject any application without disclosing the reasons.

14.5 IIT Kanpur also will not provide any explanation to the applicants related to the short listing and selection process. The decision of IIT Kanpur in this respect shall be final and binding on all applicants.

15. Validity of Eoi

The Eoi shall be valid for 60 days from the date of submission

16. **Pre- Bid Meeting:** A pre-bid meeting shall be held on **01.05.2018 at 11.30 AM** in conference room, PBCEC Visitors hostel, IIT Kanpur campus.

17. Opening of Eoi

The Eoi document will be opened on **10.05.2018 at 1530 hours** in the presence of the representatives of the applicant carrying authority letter for the purpose. The representative a maximum of two will be allowed to attend.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

18. CRITERIA FOR QUALIFICATION

- (a) The applicant should be an organization engaged in the practice of Architecture or a consortium (not more than two partners) wherein the principal member should be an organization engaged in the practice of Architecture. The consortium may include an international partner wherein the lead partner must have a registration of practice in India, under the rules and regulations defined by the Government. A minimum of ten (10) years of practice in India is mandatory.
- (b) The applicant must have completed the campus planning and/or infrastructure development in the last ten (10) years ending March 2018, of educational campus comprising of Academic area, Hostels, Faculty staff housing, etc having a site area of at least 400 Acres, or two such campuses each having site area of at least 300 acres, or three such campuses each having a site area of at least 200 acres.
- (c) The applicant must have a minimum of 5 qualified architects /Urban Planner/ Urban Designer employed full time in business and consultants for various types of services (Electrical/ HVAC/ Plumbing & Sanitation/ Fire-fighting and Life Safety/ Security/ Solid Waste management/ Traffic & Transportation etc.) employed either full time in business or association with applicant.
- (d) The applicant must be a profit making organisation continuously for last three years ending March 2017.
- (e) The applicant must have an average annual turnover from architectural services of at least Rs1.25 Crores in the previous three years ending Mar 2017.
- (f) The applicant who is barred or black listed by any Central/State Government in India or abroad will not be eligible for qualification.
- (g) Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
 - i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the prequalification document.
 - ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
- (h) Short listing of the consultants can be subject to thorough verification of their credential and inspection of similar works carried out / in progress by them, through a Technical Committee of experts to be constituted by IIT Kanpur

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- (i) Persons who are individually or institutionally in any manner involved with the selection/ screening process of the EOI and employees of IIT Kanpur are ineligible for applying.
- (j) Conflict of Interest - Persons or consultants who are involved in preparation of the EOI / RFP, short-listing and the evaluation process, will not be eligible to participate as applicant or as a proxy.

19. SELECTION PROCEDURE OF Consultant

Two Stage Selection Process shall be carried out for the finalization of the Consultant by the institute.

The two stages are described briefly as under:

Stage	Description
Stage 1	<p>Eol: Applicants who will submit Eol application as per the prescribed Proforma (annexure 1) along with Annexure 2 to 10 will be qualified on the basis of the criteria for qualification as laid in para 18 of this document.</p>
Stage 2	<p>RFP :-</p> <p>All applicants who qualify based on the eligibility criteria will be issued the Request for Proposal (RFP).</p> <p>At this stage the evaluation of applicants shall be based on the response of RFP and presentation before the institute committee. It will follow a two-tier system, with separate evaluation of technical capability and financial bid. The weightage for the same will be 80:20 respectively.</p> <p>The following broad details will have to be submitted by the applicant as part of the RFP.</p> <ul style="list-style-type: none"> • Approach to design including drawings, sketches, diagrams and any other information that can concisely and yet comprehensively explain the applicant's concept psychology and design approach for development of the Strategy Plan – 2035 of IIT-Kanpur. • The technical submission would be analysed on the following parameters: <ul style="list-style-type: none"> ➤ Consultancy Firm's specific experience ➤ Methodology <ul style="list-style-type: none"> ○ Adaptability to site and response to context ○ Regional ethos

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

	<ul style="list-style-type: none">○ Environmental consciousness○ Sustainability and maximum use of renewable energy.➤ Qualification and relevant experience of key staff <p>Depending on the marks obtained in the technical evaluation of the RFP a merit list will be generated for the applicants as T1, T2, T3...</p> <p>A maximum of top five applicants of the technical evaluation will be invited for opening of their financial bids.</p> <p>A composite score will be worked out considering the technical and financial score. Based on this composite score, the project will be awarded to the applicant who scores the highest.</p>
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20. Annexure

All Annexure from 1 to 10 are to be filled, signed and executed by all the applicants. No blank is to be left empty, In case the blank is not applicable then that is to be mention "NOT APPLICABLE".

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 1

Format of Letter of Expression of Interest

[On Company's/Firm's letterhead]

Reference:

Date:

The Superintending Engineer
Institute Works Department
Indian Institute of Technology Kanpur, 208016, India
Tel.: 0512-2597714, 0512-2597725

SUBMISSION OF EXPRESSION OF INTEREST

Consultancy Services for:

Appointment of Consultant for Development of Strategy Plan – 2035 of IIT

Dear Sir

We hereby submit our expression of interest for consultancy services as explained in the Invitation for Expression of Interest for the aforementioned project. In support we submit all the necessary information and relevant documents (one original and one copy) for our participation in the procedure for short listing of applicants as a part of the selection process.

The submission is made by us, on behalf of In the capacity of duly authorized to submit the expression of interest.

We hereby submit our willingness to get shortlisted for our participation in the process for identifying the Consultant by the aforementioned Design.

We understand that IIT Kanpur reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:

Name of Signatory:

Designation:

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Name and address of firm:

Contact number:

Fax:

Email:

Enclosures:

Copy of Board Resolution/ Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company/firm as the case may be.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 2

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/-

AFFADAVIT

*I/we*Director/Proprietor/Partner of(mention name of organization and its complete address) do hereby solemnly affirm and declare as under:-

1. That *I/we *am/are registered as (mention name of *firm/company) vide Registration No..... under the provisions of (mention the name of the Act).

2. That *I/we have applied in response to the Invitation for Expression of Interest of Superintending Engineer, IITK Kanpur for appointment of *Consultant for Development of Strategy Plan – 2035* of Indian Institute of Technology, Kanpur.

DEPONENT

VERIFICATION

I/we the above-named deponent do hereby verify that the contents of the aforesaid paragraphs 1 and 2 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from.

Verified at(place) this Day of 2018

(Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Applicant

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 3

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/-

AFFADAVIT

*I/we

.....*Director/Proprietor/Partner of
.....(mention name of organization and its
complete address) do hereby solemnly affirm and declare as under:-

1. That (mention name of organization) is eligible to submit the aforesaid proposal as neither the applicant has been barred and/or blacklisted by the Central Government and/or any State Government of India at any time prior to the date of submitting this affidavit.
2. That (mention name of organization) or any of its constituents during the last three years has neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicants or any of its constituents.
3. That an annexure attached to this affidavit gives list of all contracts of (mention organization) or any of its constituents with the state / central government that are in arbitration.

DEPONENT

VERIFICATION

*I/we the above named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 3 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from.

Verified at (place) this Day of 20.....

(Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Applicant

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 4

Pro forma: ORGANISATIONAL STRUCTURE

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member / sub consultants who would be associated with this project work)

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status) A proprietary firm A firm in partnership A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization	
6	Total No. of professional staff (In house):- Architects/Urban planner/Urban designer: Service Consultants: Quantity Surveyors: Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

9	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Address of local office if any	

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 5

DETAILS OF IN HOUSE SERVICES AVAILABLE FOR THE ASSIGNMENTS

S.No.	In-house Service	Availability of Services	Nos. of In-house Staff with experience		
			Experience of 10 years & above	Experience of 5 -10 years	Experience of less than 5 years
1	Architectural	Yes/No			
2	Urban Designer	Yes/No			
3	Town/Urban planner	Yes/No			
4	Structural Engineering	Yes/No			
5	Public Health Engineering	Yes/No			
6	Electrical	Yes/No			
7	Mechanical	Yes/No			
8	HVAC	Yes/No			
9	Firefighting/Engineering	Yes/No			
10	Landscaping & Beautification	Yes/No			
11	Solar Energy & Water Harvesting Utilities	Yes/No			
12	Administrative/Support Staff, categories to be mentioned	Yes/No			
13	Office Equipments		Numbers Available		
	Computers	Yes/No			
	Plotters	Yes/No			

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

	Printers	Yes/No			
	Scanners	Yes/No			
	Photocopying machine	Yes/No			
14	Licensed Software's available (to be mentioned)	Yes/No			

Note:

Maximum two-page CV of each main member and key expert shall be furnished as per Annexure 7.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 6

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/-

AFFADAVIT

Details of Associates/Sub Consultant

*I/we

.....*Director/Proprietor/Partner of
(mention name of organization and its complete address) do hereby solemnly affirm and declare that the following will be our consultants/associates for the said project – *Appointment of Consultant for Development of Strategy Plan – 2035 of IIT-*. I/we are aware of the fact that any change in the name of the consultant without taking approval of IITKanpur may lead to termination of contract.

Details of the sub-consultants/Associates

S.No.	Proposed Associate for Sub-Consultant	Name & Address	Years of Experience	Years of Association with the Prime Applicant
1	Architectural			
2	Structural Engineering			
3	Public Health Engineering			
4	Electrical			
5	Mechanical			
6	HVAC			
7	Firefighting/Engineering			
8	Landscaping			
9	Interior Works			
10	Solar Energy & Water Harvesting Utilities			

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

11	Green Building/Energy			
12	Road Infrastructure			
13	Soil Engineering/Geotechnical Investigation			
14	Environment Statutory Compliances			

Signature of Applicant:

Name of Signatory:

Designation:

Name and address of firm:

Contact number:

Fax:

Email:

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 7

Brief Bio- Data of Key Professionals

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

Name of Firm: _____

Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications: [Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education: [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record: [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages: [Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification: I, the undersigned, certify that to the best of my knowledge and belief, these biodatas correctly describe my qualifications, my experience and myself.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Annexure 8

DETAILS OF QUALIFYING PROJECTS HANDLED/COMPLETED DURING THE LAST TEN (10) YEARS.

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS				
S.No.	Description	Work No.1	Work No. 2	Work No. 3
1	Name of work / Project and location			
2	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3	Cost of work in Rs. Lakhs (Attach copy of Work Order) and the Site Area			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation / arbitration pending / in progress with details *			
8	Service rendered			
	In-house teams Associated Consultants/Consortia Members			
9	Names of Project In charge & Key staff & nos. of staff involves.			
10	Any other information			

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

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The Applicant may provide in this annexure, details of maximum 3 projects which in his opinion best present his ability to do justice to this Design (qualifying project referring to the project)

This should consist of the following:

One sheet giving a brief description of the project and the data sheet with the following information:

Name of the project

Location:

Land area:

Built up area:

Footprint (Plinth area):

Area of roads:

Connected electrical load:

Population of the campus:

up to 3 A3 size sheets giving the layout, detailed drawings (as samples)

up to 2 A3 size sheets giving the utilities distribution network and

up to 2 A3 size sheets of visuals/photographs graphics of the project.

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Annexure 9

CLIENT WISE PERFORMANCE REPORT OF WORKS

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	Stipulated date of completion	
	Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	Quality of work	Very Good/Good/Fair/Poor
	Financial soundness	Very Good / Good / Fair / Poor
	Technical Proficiency	Very Good / Good / Fair / Poor
	Resourcefulness	Very Good / Good / Fair / Poor
	General Approach & Behaviour	Very Good / Good / Fair / Poor

Dated:

Signature & Seal of

Executive engineer or equivalent

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Annexure 10

AVERAGE ANNUAL FINANCIAL TURN OVER (GROSS) OF LAST THREE YEARS

Financial Analysis –

Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	Year 2014-15	Year 2015-16	Year 2016-17
Gross Annual turnover on construction work. (In Lakhs)			
Profit / Loss			
Certified by			

Financial arrangements for carrying out the proposed work.

The following certificates are enclosed:

Current Income Tax clearance Certificate / Profit & Loss account

Signature of Chartered Accountant with seal