

**NOTICE INVITING EXPRESSION OF INTEREST**  
**FOR**  
**APPOINTMENT OF CONSULTANT FOR ARCHITECTURAL AND**  
**ENGINEERING DESIGN SERVICES**  
**FOR**  
**KOTAK SCHOOL OF SUSTAINABILITY AT IIT KANPUR**



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**G.T. ROAD, KALYANPUR, KANPUR-208016**  
**UTTAR PRADESH, INDIA**

## Indian Institute of Technology Kanpur

### SHORT NOTICE INVITING EXPRESSION OF INTEREST FOR

#### Appointment of Consultant for Architectural and Engineering Design Services for Kotak School of Sustainability at Kanpur

**No.: IITK/KSS/2024**

**Date: 29 January 2024**

Indian Institute of Technology Kanpur (IITK), an autonomous institute under the Ministry of Human Resource Development, Government of India, is desirous of appointing a consulting firm or consortium of maximum three (3) consulting firms, for rendering comprehensive architectural and engineering design services for development of a Kotak School of Sustainability Building in its campus at Kanpur, Uttar Pradesh, India. The gross built up area of the proposed Sustainability School Building is envisaged to be about 1,20,000 square feet. The construction of Sustainability School Building is proposed to commence by August 2024.

Indian Institute of Technology Kanpur invites Expressions of Interest (EOI) from eligible firms to prepare a 'short list' of maximum of fifteen (15) applicants who may be eligible to participate in the next stage of the selection process. Complete document is available for download on the web site of IITK at <https://www.iitk.ac.in/new/tenders-notice>

The EOI offer duly completed as per prescribed format must reach the office of Head of Department Sustainability Energy Engineering, Room C-107, Prefab Building Media Center Near Kargil Crossing, Indian Institute of Technology Kanpur, GT Road, Kalyanpur, Kanpur-208016 on or before 1700 hrs on ~~15/02/2024~~ **29/02/2024**.

**HOD**  
**Dept. of Sustainable Energy Engineering**  
**IIT Kanpur**

**Indian Institute of Technology Kanpur**  
**NOTICE INVITING EXPRESSION OF INTEREST FOR**

**Appointment of Consultant for Architectural and Engineering Design Services  
for Kotak School of Sustainability at Kanpur**

**No.: IITK/KSS/2024**

**Date:29/01/2024**

**1. Introduction**

- 1.1 Indian Institute of Technology Kanpur (IITK), an autonomous institute under the Ministry of Human Resource Development, Government of India, is desirous of appointing a consulting firm or consortium of maximum three (3) consulting firms, hereinafter referred to as 'Applicant', for rendering architectural and engineering design services for development of a Research Complex in its campus at Kanpur, Uttar Pradesh, India.
- 1.2 The gross built up area of the proposed Kotak School of Sustainability building is envisaged to be developed on about 11,253 square meters. The construction is proposed to commence by August 2024.
- 1.3 **Design Intent of Kotak School of Sustainability**

As multi-disciplinary studies, research and practice take a central position in the institutional landscape of science, engineering, and technology, this new School of Sustainability building is expected to serve as a model of development for the IITK campus as well as the larger ecosystem of higher education. The intent of the design is therefore structured through three main drivers, namely:

- 1.3.1 **An imaginative and appropriate response to the campus context:** inclusivity towards the increasing social diversity in the campus, instituting different ways that different stakeholders may engage with the building, and imagining a landmark with global appeal.
- 1.3.2 **An efficient and effective approach to the programs envisaged in the building:** configuring the building as per the program needs, imagining a future-ready building that can cater to expansion or contraction of programs and activities, integrating high-end technical services into spaces (especially for the laboratories) and integrating attractive and diverse interaction and breakout spaces.
- 1.3.3 **High adherence to green building norms and practices:** achieving net-zero status through appropriate net-zero rating systems while developing a model for IITK to achieve high levels of environmental sustainability across the campus in the future.
- 1.4 The broad scope of work includes planning and designing of the School of Sustainability building, including its structural engineering, water supply installations, sewerage systems, internal and external electric installations (high-side and low-side), technical laboratory services and provision for machine/equipment installations, ventilation and HVAC, firefighting, IT services, landscaping, green building/net-zero systems, and any other requirements that may emerge after the shortlisting stage, or may be required by IITK. The scope of work includes all documentation of the above designs and development stages, including as-built drawings.

- 1.5 Indian Institute of Technology Kanpur, hereinafter referred to as 'The Institute', invites. Expressions of Interest (EOI) from applicants, with experience of providing comprehensive architectural and engineering design services for similar type of buildings, to prepare a 'short list' of maximum of fifteen (15) applicants who may be eligible to participate in the next stage of the selection process.
- 1.6 The selection process, based on Combined Quality Cum Cost Based System (CQCCBS) consists of two stages. Stage-1 comprises of the present invitation for EOI. Stage-2 will seek technical and financial proposals in response to Request for Proposal (RFP) issued to applicants declared selected for further participation. after Stage-1.
- 1.7 The primary aim of the selection process is to appoint a consultant who can demonstrate ability to conceive an innovative design that:
  - 1.7.1 is practical and sustainable from an economic as well as environmental standpoint.
  - 1.7.2 can be developed in modular format, and
  - 1.7.3 provides flexibility in terms of services as well as spaces for future uses.
- 1.8 The broad scope of services of the selected Consultant shall include:
  - 1.8.1 planning and design for the whole research complex, to be developed in consultation with stakeholders of the Sustainability School.
  - 1.8.2 detailed architectural and engineering designs of buildings and all allied engineering services, working drawings, estimates, bill of quantities, specifications, tenders, and all other services as required for execution of the construction phase of the project.
  - 1.8.3 developing guidelines for good construction practices and for the health and safety of workers and visitors to the site.

## **2 Schedule for Submitting Expression of Interest**

- 2.8 The prescribed form for submitting the Expression of Interest offer can be seen and downloaded from The Institute's website by clicking on the link <https://www.iitk.ac.in/new/tenders-notice> "**EOI for Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability Building at Kanpur**".
- 2.9 The applicants should submit the EOI offer in a sealed envelope marked "EOI for Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur" in bold capital letters on top center of the envelope.
- 2.10 The EOI offer duly filled in along with all supporting documents may be sent to the following address by registered post / speed-post or may be dropped in the box available in the office of:

Head of Department,  
Sustainability Energy Engineering,  
C- Block Room No 107 PREFAB Building,  
Media Center, Kargil crossing  
Indian Institute of Technology Kanpur,  
GT Road, Kalyanpur, Kanpur - 208016  
Uttar Pradesh, India

**2.11 The EOI offer duly completed as per prescribed format must reach the above address on or before 1700 hrs on ~~15/02/2024~~ 29/02/2024.**

2.12 The Institute takes no responsibility for delay, loss, or non-receipt of the EOI offer sent by post/courier.

2.13 The Institute takes no responsibility for any expense incurred by any Applicant in connection with the preparation & delivery of the EOI offer to The Institute.

2.14 All dates, place and time are subject to change and the latest information and clarifications, if any, shall be posted on The Institute's website ([www.iitk.ac.in](http://www.iitk.ac.in)). Applicants are advised to visit the website regularly.

### **3 Primary Eligibility Criteria**

#### **3.1 Entity and Experience:**

3.1.1 Applicant may be a consulting firm, involved in rendering architectural and engineering design services with minimum of ten (10) years of experience or a consortium of maximum three (3) consulting firms led by a firm rendering architectural and engineering design services with minimum seven (7) years of experience preceding the date of the submission of the EOI offer.

3.1.2 Applicants must have at least one functional office in India in operation for the preceding at least five (5) years from the date of the submission of the EOI offer.

3.1.3 Applicants should not be under liquidation, court receivership or similar proceedings.

3.1.4 Applicant is ineligible to submit a proposal, if it or any of its constituents has been barred or blacklisted by any Central and/or State Government / autonomous institutions / university / public sector organization in India.

3.1.5 Applicant should have, during the preceding five years from the date of the submission of the EOI offer, neither failed to perform on any agreement, nor been expelled from any project or agreement nor have any agreement terminated for breach by the Applicant.

#### **3.2 Annual Turnover:**

3.2.1 Applicant (lead firm in case of the Consortium) shall have minimum annual turnover of Rs. One (1) crore as per audited financial results of at least three (3) of the preceding five (5) financial years from the date of the submission of the EOI offer. For the purposes of turnover only the 'fee' received on account of relevant consulting services shall be considered.

#### **3.3 Work Experience:**

3.3.1 The Applicant (lead firm in case of consortium) should have successfully completed rendering of architectural and engineering design services for "building works" of contract value not less than Rupees five (5) Crores in one or more contract work with each single contract being of value not less than Rupees Two (2) Crores during last three financial years.

3.3.2 The Applicant (lead firm in case of consortium) must have rendered architectural and engineering design services for **research laboratory** 'building works' of Educational Institutes / Universities / Public Sector Research organizations /

Industry / other reputed organizations. Only those research laboratory 'building works' with gross built up area not less than 10000 sq. m. in one or more buildings of area not less than 2000 sq. m. each, and for which rendering of consultancy services have been successfully completed or are near completion since January 2002 shall be considered. **Undergraduate teaching labs shall not be counted on for this purpose.**

- 3.3.3 Work done for Industry and/or other reputed organizations shall be considered only if proper documentary proof like income tax deductions at source made by such organizations for the respective works is furnished to corroborate the facts, along with a certificate from client.
- 3.3.4 'Building works' for above purposes means permanent buildings of two or more floors with all building shell and interiors works including but not limited to all services, utilities, electrical, HVAC, internal landscaping, parking, facade lighting, Green Building Certification etc.
- 3.4 The decision of The Institute for considering eligibility shall be final and binding. No reasons shall be furnished for rejecting eligibility.
- 3.5 Failure to meet the Primary Eligibility Criteria as listed in this document will render the EOI offer to be summarily rejected.
- 3.6 Applicants should, in their own interest, furnish complete documentary evidence in support of the legal status of the firm or self by way of registered partnership deed, registration deed under Companies Act, sole proprietorship etc., copies of work orders, work completion certificates, experience certificate of personnel, TDS certificates, solvency certificate from Banker, and Balance sheets and Profit and Loss accounts statement audited by Chartered Accountant in support of their eligibility.
- 3.7 In case of consortium, such details shall be provided for each of the constituents of the Consortium besides the requisite deed of formation/ association/ registration/ service tax registration etc. of the Consortium so that the legal entity/ credentials can be established in full. The applicant should also furnish the Letter of Consortium in the prescribed format as given at Annexure-6.
- 3.8 References and certificates from various organizations as submitted should be signed by an officer not below the rank of Executive Engineer / Under Secretary in the case of Government Department, and General Manager in case of private bodies.
- 3.9 Applicants are required to file an affidavit in respect of para 3.1.3, para 3.1.4, para 3.1.5 on a non-judicial stamp paper of Rs.10/-so as to authenticate the facts as stipulated in these paragraphs. A copy of the proposed affidavit (as applicable for individual applicant/consortium) is given at Annexure-5.
- 3.10 Applicants shall explicitly mention all contracts with the state/central government that are in arbitration/dispute if any and shall provide details of all such cases as a separate annexure.
- 3.11 The Institute reserves the right to complete the primary eligibility check based on details furnished in the application without seeking any additional information.

#### **4 STAGE-1–Preparation of List of Applicants for Stage-2**

- 4.1 The applicants found eligible as per the primary eligibility criteria mentioned at Para 3.0 above shall be further evaluated for their experience, human resource, strength, capabilities, and financial credentials, **by allocation of marks for various criteria according to the table available at Annexure-1.** Director IITK will appoint a

Committee for evaluation and allocation of marks and its decision shall be final and binding on all.

- 4.2 Based on the marks obtained in the evaluation as indicated at para 4.1 above, all eligible applicants shall be ranked in the order of descending merit i.e. the applicant obtaining highest marks shall be ranked as one and so on. Applicants securing equal marks will obtain the same rank.
- 4.3 The Institute will, based on the merit list mentioned in para 4.2 above, prepare a list of maximum of fifteen (15) applicants selected for participating in the next stage. Only those applicants who score a minimum of 50% in each section and 60% in total out of the respective maximum marks prescribed in evaluation table shall be declared as selected. In case the number of applicants obtaining the minimum qualifying marks as above is less than ten (10), then The Institute may relax the criteria to the extent of inviting minimum of ten (10) applicants.
- 4.4 Applicants selected after evaluation in the Stage-1 as described above may be invited to participate in the Stage-2 of the selection process.

## **5 STAGE-2-Request for Proposals (RFP) for Competitive Selection Process**

- 5.1 The detailed selection procedure for Stage-2 shall be given in the RFP document. RFP shall be issued to only those applicants as declared selected for further participation after Stage-1. A summary of the process is outlined below for the general awareness of the applicants. However, the detailed information to be outlined later in the RFP document shall be final and binding.
- 5.2 Applicants invited for participation in Stage-2 of the selection process will be required to participate in a 'Pre-Submission Conference' at The Institute as per the place, date and time specified by The Institute. The conference will also include a visit to the site of the proposed development.
- 5.3 Thereafter, the invited applicants will be required to submit their respective Technical Proposals and Financial Proposals in the form and manner as will be specified in the RFP document. Submission of Technical proposals shall be on lines of a 'design competition'.
- 5.4 The Technical Proposals shall be evaluated by an independent 'Jury' as per the broad evaluation criteria given in the RFP. The Jury shall be appointed by The Institute and shall comprise of a diverse range of expertise and perspectives. The Jury shall be blind to the identity of the Applicants whose Technical Proposals are being judged by them. Based on the marks awarded for the Technical Proposals, the Jury will prepare a merit list in the order of descending merit.
- 5.5 The Financial Proposals of maximum of top three applicants as recommended by the Jury, who score higher than or equal to 60% of the prescribed maximum marks shall be opened. The financial proposals may be opened by the Jury, or a separate committee appointed for the purpose by The Institute in front of those present. The marks awarded to the applicants whose financial proposals are recommended to be opened shall be announced before opening of the financial proposals.
- 5.6 The final selection will be based on Combined Quality Cum Cost Based System (CQCCBS). The Technical Proposal and Financial Proposal will carry 70% and 30% weight respectively for the purposes of arriving at a composite mark. The applicant with the highest composite marks (H1) shall be declared the successful bidder and may be invited for further negotiation, as may be deemed fit by the institute, and thereafter may be recommended for award of contract and appointment as 'Consultant'.
- 5.7 If there is a tie amongst two or more applicants at the stage of composite marks, then

priority shall be given to the applicant with higher marks in the Technical Proposals. Such an applicant shall be offered an award for work at the price offered by the lowest financial proposal amongst those in the 'tie'.

- 5.8 The selection as per para 5.7 and para 5.8 above, does not, in any way, automatically confer any right, whatsoever, on any applicant for award of whole of the work or part thereof.
- 5.9 The Institute reserves the right to award whole of the work or part thereof to any other shortlisted applicant(s) or its constituents or its consultants or sub-Consultants, or any individual or agency other than those shortlisted, as it may deem fit.
- 5.10 After final selection and further negotiation if any, The Institute shall issue a Letter of Intent (LOI) to the applicant recommended for appointment as consultant.
- 5.11 The selected Consultant shall, within twenty-one days of the issue of LOI, enter into an agreement with The Institute.
- 5.12 All applicants who submit technical proposals 'complete' as per the submission requirements outlined in the RFP, will be eligible for an award of a fixed amount of Rupees Fifty Thousand (Rs.50,000/-) each, and it will be accepted by each applicant as the full compensation for all labor and expenses towards submission of all proposals during the selection process. The decision of The Institute with regards to the 'completeness' of submissions at various stages shall be final and binding on all applicants.
- 5.13 Maximum of top three applicants listed in the order of merit as recommended by the Jury shall be eligible for additional prize money of Rupees Three (3) Lacs, two (2) Lacs and One (1) Lacs respectively, subject to their Technical Marks at Stage-2 being at least 60% of the prescribed maximum marks.
- 5.14 The awards and prize money shall be payable only after the completion of the selection process.
- 5.15 All Intellectual Property Rights of the schemes and proposals submitted during the process of selection and ownership of all concepts, ideas and materials developed in the preparation of the same and set forth there in, and for which any prize money/award/reward has been accepted by any applicant, shall rest with The Institute.

## **6 Other Conditions**

- 6.1 Applicants may be a firm or a consortium of firms. As per General Financial Rules 2005, consultants may associate with each other to form a consortium to complement their respective areas of expertise, or for other reasons. Such an association may be for the long term (independent of any assignment) or for a specific assignment. The consortium may take the form of a joint venture or of a sub consultancy. In the case of a joint venture, all members of the joint venture shall sign the contract and shall be jointly and severally liable for the entire assignment. Even after the short list is finalized, and Request for Proposals (RFPs) is issued, any association in the form of joint venture or sub consultancy among short-listed firms shall be permissible. Under such circumstances, one of the shortlisted consultants must become the lead member of the consortium and the Institute shall only deal with the lead member for all the purposes.
- 6.2 Applicants are eligible to submit only one EOI either individually or as a consortium.
- 6.3 Applicants shall submit all documents in the form and manner specified including the **Integrity Pact** on a 100/- non-judicial stamp paper.



- 6.4 Applicants should sign each page (which should be numbered) of the EOI offer. Additional pages should also be numbered and signed.
- 6.5 The Institute reserves the right to seek more details regarding the proof of qualifications, experience, and capabilities of the key personnel.
- 6.6 The Institute reserves the right to reject any or all applications/proposals without assigning any reason thereof.
- 6.7 The documents and other information provided by The Institute or submitted by the Applicants to The Institute shall remain or become the property of The Institute.
- 6.8 All Applicants are to treat all information provided as strictly confidential.
- 6.9 The Institute reserves the right to amend, alter, modify, add and/or delete in part or full any requirements or terms and conditions contained in the EOI and subsequent Request for Proposal including, but not limited to, the deadlines for submission, the submission requirements, and the information provided within the design brief etc., at any time during the selection process, which shall be binding on all applicants.
- 6.10 The Institute reserves the right to issue corrigenda and addenda to this EOI and subsequent Request for Proposal which shall be binding on all applicants.
- 6.11 The Institute reserves the right to cancel or withdraw this EOI or subsequent Request for Proposal at any time.
- 6.12 In view of the tight project schedule, applicants are requested not to seek any extension in due date of submittals at any stage.
- 6.13 **Disqualifications:** The Institute may, at its sole discretion and at any time during the process of selection, reject any application, debar the applicant, or terminate the agreement with the selected consultant, if:
- 6.13.1 The Applicant has made misleading statements; or any of the documents / certificates as submitted are found to be fabricated or false; or a material misrepresentation is made or discovered; or the Applicant does not provide the responses sought by The Institute within the stipulated period.
- 6.13.2 The applicant submits a proposal that is incomplete or not accompanied by such documents as are required by The Institute; or the applicant fails to provide clarifications related thereto, when sought.
- 6.13.3 The applicant fails to submit document(s) that are sought as a part of this EOI, strictly in the form and manner specified by The Institute.
- 6.13.4 The applicant has been declared ineligible by the Government of India/State/UT Government / public sector organization / autonomous institution / university for corrupt and fraudulent practices or blacklisted.
- 6.13.5 The applicant is found to be indulging in activities that may directly or indirectly attempt to influence the process of selection either in their own favour or against any other participants.
- 6.13.6 All provisions in this document are supplementary and complementary to each other and are not to be read in isolation.

**6.14 The Institute must be informed in writing [mail id: office\_kss@iitk.ac.in] about any discrepancy, error, ambiguity in the EOI and its contents at least 7 days before the last date of submission of the EOI offer. The Institute reserves the right not to entertain and/or answer any communication. Corrigendum, addendum if any shall be posted on the web site of the Institute. All applicants are advised to visit the site regularly for updates about the EOI.**

# ANNEXURES

## LIST OF ANNEXURES

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## ANNEXURE-0

### Appointment of Consultant for Architectural and Engineering Design Services for Kotak School of Sustainability at Kanpur

Preparation of List of Eligible Applicants

#### CHECK LIST FOR PRIMARY ELIGIBILITY CRITERIA

**NAME OF THE APPLICANT:**

**ADDRESS:**

**CONTACT**

**DETAILS:**

Primary Eligibility Criteria	Details of Documentary Evidence to be Submitted in support of statement / claim	Submitted Y / N
<p>Para 3.1.1 Applicant may be a consulting firm involved in rendering architectural and engineering design services with minimum of ten (10) years of experience or a consortium of maximum three (3) consulting firms led by a firm rendering architectural and engineering design services with minimum seven (7) years of experience preceding the date of the submission of the EOI offer.</p>	<ul style="list-style-type: none"><li>• Letter of consortium as per Annexure-6 (only in case of consortium)</li><li>• Proof of primary involvement in rendering architectural and engineering design services. Any one of the following:<ul style="list-style-type: none"><li>(i) Service tax registration certificate for the applicant firm</li><li>(ii) Service tax registration certificate for lead member (in case of consortium)</li><li>(iii) Legal status of the applicant firm or lead applicant (in case of consortium) by way of registered partnership deed, registration deed under Companies Act, sole proprietorship etc.</li><li>(iv) Copies of work orders</li><li>(v) Work completion certificates</li></ul></li><li>• Proof of continued operations for required number of years (7or10yrs as applicable). Any of the following:<ul style="list-style-type: none"><li>(a) Service / income Tax returns</li><li>(b) Bank statement in case of proprietorship</li><li>(c) Audited balance sheet</li></ul></li></ul>	

<p>Para 3.1.2 Applicants must have at least one functional office in India in operation for the preceding at least five (5) years from the date of the submission of the EOI offer.</p>	<ul style="list-style-type: none"> <li>• Proof of continued operations for last 5 years in India.</li> <li>Any of the following: <ul style="list-style-type: none"> <li>(i) Service /income Tax returns Legal status of the applicant firm or Any one constituent member (in case of consortium) by way of registered partnership deed, registration deed under Companies Act</li> <li>(ii) (iii) Bank statement in case of proprietorship</li> </ul> </li> </ul>	
<p>Para 3.1.3 Applicant should not be under liquidation, court receivership or similar proceedings.</p>	<ul style="list-style-type: none"> <li>• Solvency certificate from Banker</li> <li>• Affidavit as per annexure 5 on a non-judicial stamp paper of Rs.10/-</li> </ul>	
<p>Para 3.1.4 Applicant is ineligible to submit a proposal, if it or any of its constituents has been barred or blacklisted by any Central and / or State Govt in India.</p>	<ul style="list-style-type: none"> <li>• Affidavit as per annexure 5 on a non-judicial stamp paper of Rs.10/-</li> </ul>	
<p>Para 3.1.5 Applicant should have, during the preceding five years from the date of the submission of the EOI offer, neither failed to perform on any agreement, nor been expelled from any project or agreement nor have any agreement terminated for breach by the Applicant.</p>	<ul style="list-style-type: none"> <li>• Affidavit as per annexure 5 on a non-judicial stamp paper of Rs.10/-</li> </ul>	
<p>Para 3.2.1. Applicant (lead firm in case of the Consortium) shall have minimum annual turnover of Rs. One (1) crore as per audited financial results of at least three (3) of the preceding five (5) financial years from the date of the submission of the EOI offer.</p> <p><i>For the purposes of turnover only the 'fee' received on account of relevant consulting services shall be considered.</i></p> <p><i>The year means Financial Year from 1st April to 31st March.</i></p>	<ul style="list-style-type: none"> <li>• Complete audited balance sheet for the five financial years duly certified by the Chartered Accountant, clearly highlighting the 'fee' received on account of relevant consulting services</li> </ul>	

<p>Para 3.3.1 The Applicant (lead firm in case of consortium) should have successfully completed rendering of architectural and engineering design services for 'building works' of contract value not less than Rupees Five (5) Crores in one or more contract work with each single contract being of value not less than Rupees Two (2) Crores during last three financial years.</p>	<ul style="list-style-type: none"> <li>• Complete audited balance sheet for the five financial years duly certified by the Chartered Accountant</li> <li>• Copies of work orders</li> <li>• Work completion certificates</li> <li>• TDS certificates for the respective works</li> </ul> <p><i>TDS certificate is mandatory in case of industry or reputed organizations other than Educational Institutes / Universities /Public Sector Research organizations</i></p> <p><i>References and certificates from various organizations to be signed by an officer not below the rank of Executive Engineer/ Under Secretary in case of Govt. Department, and General Manager in case of private bodies</i></p>	
<p>Para 3.3.2 The Applicant (lead firm in case of consortium) must have rendered architectural and engineering design services for <b>research laboratory</b> 'building works' of Educational Institutes / Universities / Public Sector Research organizations/Industry/other reputed organizations.</p> <p><i>Only those research laboratory 'building works' with gross built up area not less than 10000 sq. m. in one or more buildings of area not less than 2000 sq. m. each, and for which rendering of consultancy services have been successfully completed since January 2002 shall be considered.</i></p> <p><i>Undergraduate teaching labs shall not be counted for this purpose.</i></p>	<ul style="list-style-type: none"> <li>• Copies of work orders</li> <li>• Work completion certificates</li> <li>• TDS certificates for the respective works</li> </ul> <p><i>TDS certificate is mandatory in case of industry or reputed organizations other than Educational Institutes / Universities /Public Sector Research organizations</i></p> <p><i>References and certificates from various organizations to be signed by an officer not below the rank of Executive Engineer/ Under Secretary in case of Govt. Department, and General Manager in case of private bodies</i></p>	

**Note:**

- Please read in this annexure in conjunction with Annexure-3
- Please provide sufficient information and valid proof for each parameter/factor assigned in the Primary Eligibility Criteria. If sufficient information and valid proof is not available about some parameter/factor during eligibility check, the applicant may be rendered ineligible for evaluation.
- Indian Institute of Technology Kanpur reserves the right to take decisions at its sole discretion in case of any doubt regarding any eligibility criteria and the proof thereof.

## ANNEXURE-1

### Appointment of Consultant for Architectural and Engineering Design Services for Kotak School of Sustainability at Kanpur

Preparation of List of Applicants for Stage-2

#### ELIGIBILITY CRITERIA

**NAME OF THE APPLICANT:**

**ADDRESS:**

**CONTACT DETAILS:**

S.No.	Criterion	Maximum Marks	Marks Awarded
<b>A</b>	<b>Organizational Strength of the Applicant</b>	<b>30</b>	
(i)	<p>Cover Letter</p> <p>Cover letter with description of intent and motivation to work on this project.</p> <ul style="list-style-type: none"><li>• 5 marks for adequate and purposeful representation of reasoning to work with IITK and on the School of Sustainability</li><li>• 0-5 marks for outlining design philosophy of the firm with a focus on interdisciplinary institutional and research building design approaches or frameworks</li></ul>	10	
(ii)	<p>Presence of in-house professionally qualified staff in the firm (in case of single applicant) or with the constituents of the consortium in following indicative categories:</p> <ul style="list-style-type: none"><li>• Architects</li><li>• Urban Designers</li><li>• Mechanical Engineers</li><li>• Electrical Engineers</li><li>• Public Health Engineers</li><li>• Environmental Engineers</li><li>• Civil Engineers</li><li>• Structural Engineers</li><li>• Landscape Architects</li></ul>	20	

	<ul style="list-style-type: none"> <li>• Other Professional / Scientific Staff</li> </ul> Marks 'per employee' on experience: <p style="text-align: center;"> &gt;15 years: 1 mark  &gt;7 and upto15 years: 0.5 marks  &gt;3 and up to 7years: 0.25 marks </p> <p><i>IMPORTANT:</i></p> <ul style="list-style-type: none"> <li>• List of all such persons with their field of specialization and tenure of work with the firm to be furnished as per prescribed formats given in the annexure.</li> <li>• Only qualified staff employed on a regular / contract basis for more than two continuous years as on date of submission of EOI offers shall be considered. Please provide separate details for each office location [as defined in serial (ii) above].</li> </ul>		
<b>B</b>	<b>Experience of Work</b>	<b>50</b>	
(iii)	<b>Experience in Design Consulting for High-tech buildings and research laboratories, with clear design intent and outcomes</b>  Project data sheets and narratives to be submitted in (max.) 20-page A4 document, as described in <b>Annexure 9</b>	25	
(iv)	<b>Experience in Green Building Design Consulting</b>  Self-attested copies of IGBC/LEED Platinum building certification/s and the associated engagement certificate from the client that clearly mentions the architect and/or sub-consultant's name/firm name. <ul style="list-style-type: none"> <li>• 15 marks for one such certification as described in Section 3.4 Eligibility Criteria - Technical</li> <li>• 5 marks for every additional such building of at least 5,000 sqm. built up area, subject to a maximum of 10 marks.</li> <li>• If any such building has a built-up area of more than 15,000 sqm., 10 marks shall be awarded forthright</li> </ul>	25	
<b>C</b>	<b>FINANCIAL CAPABILITY</b>	<b>20</b>	
(v)	Gross Financial turnover in the last five financial years Up to Rs. 1 crore – Marks 0  More than Rs.1crore–0.5 Marks for every Rs. 0.25 crore (or part thereof) above Rs. 1crore subject to a maximum of 20 marks. <p><i>IMPORTANT:</i></p> <ul style="list-style-type: none"> <li>• Audited financial results of all relevant years and summary to be submitted as per Annexure – 12 Gross Financial turnover shall mean the total of the Annual Financial turnovers in last five financial years (Add for all consortium members in case of consortium)</li> </ul> <p><i>For the purposes of turnover only the 'fee' received on account of consulting services shall be considered</i></p>	20	
	<b>TOTAL A to C</b>	<b>100</b>	



**Note:**

- Please provide sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, zero (0) marks may be assigned to that parameter/factor.
- Information as sought is to be given by individual applicants or each member of the consortium including lead firm separately as per the prescribed formats given in annexures.
- On-going projects and/or virtual completion shall be considered for evaluation only wherever specified in the evaluation criteria.
- Gross Built-up Areas mentioned are for one single project unless stated otherwise in the evaluation criteria.
- Wherever sought, “experience” as on date of submission of EOI offer shall be considered for all purposes unless stated otherwise in the evaluation criteria.
- The Committee appointed by the Indian Institute of Technology Kanpur at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the committee on such interpretation and awards of marks shall be final and binding on all. No reasons whatsoever shall be furnished regarding award of marks.

**FORMAT OF COVER LETTER TO BE SUBMITTED WITH EOI OFFER**

Dated:

From:

.....  
.....

To:

Director,  
Indian Institute of Technology Kanpur  
G. T. Road, Kalyanpur, Kanpur Uttar  
Pradesh, India

Subject: **Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur**

Dear Sir,

- 1.) We have examined the details given in Expression of Interest (EOI) Document provided by Indian Institute of Technology Kanpur for the afore-mentioned subject work.
- 2.) We have incorporated all the requirements of the EOI document in our offer.
- 3.) We also agree that Indian Institute of Technology Kanpur, or their authorized representatives can approach individuals, employers, and organisations, to verify our competence and general reputation.
- 4.) We agree to abide by the terms and conditions of the selection process.
- 5.) We give consent for public exhibition and publication of the material submitted by us and shall not claim any royalty from Indian Institute of Technology Kanpur in this regard.
- 6.) We are submitting our complete set of documents listed in Annexure 13 as attached.
- 7.) We are keen to work with IITK on the Kotak School of Sustainability, because..... *(please outline clear reasons what motivates your firm to work on the School of Sustainability with IITK)*
- 8.) Our design philosophy is based/has the tenets ... *(please outline some key aspects of your approach to the practice of design, and how IITK and the School of Sustainability will benefit from the same)*

Thank you. Yours faithfully,

Signature of Applicant/Authorized signatory: Name of Signatory:

Designation:

Name and address of Applicant: Contact number:

Fax:

Email:

Seal of the Organisation

**APPLICANT'S PROFILE:**

1.	Name of Applicant:
2.	<p>State the structure of the applicant's organization: (indicate as appropriate)</p> <p>Public Sector Organization/Educational Institute</p> <p>Individual company</p> <p>Firm</p> <p>Consortium</p>
3.	<p>Individual applicant or lead member (in case of consortium) to provide this information:</p> <ol style="list-style-type: none"> <li>1. Name of the company/firm:</li> <li>2. Individual applicant company/lead member of consortium:</li> <li>3. Legal status of company:</li> <li>4. Registration No. with the Country of Registration:</li> <li>5. Year of Registration:</li> <li>6. Registered address:</li> <li>7. Principal place of business:</li> <li>8. Address of Branch Offices(own):</li> <li>9. Whether wholly /partially owned subsidiary of foreign company: Yes/No (give details)</li> <li>10. Name and address of Principal/Parent Company (if applicable):</li> <li>11. Name of contact person:</li> <li>12. Contact person's designation:</li> <li>13. Address, telephone, fax no., email address of contact person:</li> </ol>
4.	<p>For applicants in consortium, state the following information for each member of consortium other than lead member (include additional sheet if required):</p> <ol style="list-style-type: none"> <li>1. Name of Company/Firm:</li> <li>2. Legal status of company:</li> <li>3. Registration No. with the Country of Registration:</li> <li>4. Year of Registration:</li> <li>5. Registered Address:</li> <li>6. Principal Place of Business:</li> <li>7. Address of Branch Offices(own):</li> <li>8. Whether wholly /partially owned subsidiary of foreign company: Yes/No (give details)</li> <li>9. Name and address of Principal/Parent Company (if applicable):</li> <li>10. Name of contact person:</li> <li>11. Contact person's designation:</li> <li>12. Address, telephone, fax no., email address of contact person:</li> </ol>

5.	<p>Does the EOI offer contain the Board Resolution/ Power of Attorney/ Authority Letter, which empowers the person or persons to sign the EOI offer?</p> <p>Yes/No</p> <p>If no, give reasons</p>								
6.	<p>State the number of years the applicant (or each constituent member in case of consortium) has been in business under the business name appearing in the answer to question 3 and 4 above.</p> <table border="0" data-bbox="316 427 722 607"> <thead> <tr> <th data-bbox="316 427 395 456">Name</th> <th data-bbox="571 427 722 456">No. of year</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 479 341 508">1.</td> <td></td> </tr> <tr> <td data-bbox="316 530 341 560">2.</td> <td></td> </tr> <tr> <td data-bbox="316 582 341 611">3.</td> <td></td> </tr> </tbody> </table>	Name	No. of year	1.		2.		3.	
Name	No. of year								
1.									
2.									
3.									
7.	<p>State the number of years the applicant (or each constituent member in case of consortium) has been in business undertaking work similar in scope and nature of work for which short listing is sought.</p> <table border="0" data-bbox="316 775 722 954"> <thead> <tr> <th data-bbox="316 775 395 804">Name</th> <th data-bbox="571 775 722 804">No. of year</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 826 341 855">1.</td> <td></td> </tr> <tr> <td data-bbox="316 878 341 907">2.</td> <td></td> </tr> <tr> <td data-bbox="316 929 341 958">3.</td> <td></td> </tr> </tbody> </table>	Name	No. of year	1.		2.		3.	
Name	No. of year								
1.									
2.									
3.									
8.	<p>Individual applicant/each member of consortium should compile a list showing their previous experience of work as per Annexures 8 and 9 in the manner and for the period indicated in the annexures (attach separate sheets duly referred as in response to question 8)</p> <p>Do you authorize Indian Institute of Technology Kanpur to make enquires with any of the clients listed by the applicant?</p> <p>Yes/No</p> <p>Have you (each constituent member in case of consortium) provided information regarding previous experience of work as per Annexures 8 &amp; 9?</p> <p>Yes/No</p>								
9.	<p>Whether Individual applicant or members of consortium have in-house facility of all services and related staff?</p> <p>Yes/No</p> <p>If yes, whether necessary documents regarding staffing with various services consultancy organizations are attached with this EOI offer?</p> <p>Yes/No</p>								

**Note:**

- Indian Institute of Technology Kanpur reserves the right to seek additional documentary evidence from applicants in support of their respective statements.

## ANNEXURE-4

### Format of Letter of Consent

[On Company's/Firm's/Lead Member's (in case of Consortium) letterhead]

Reference:

Date:

Director,  
Indian Institute of Technology Kanpur  
G.T. Road, Kalyanpur, Kanpur  
Uttar Pradesh, India

#### LETTER OF CONSENT

#### **Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur**

Dear Sir,

We hereby submit our consent and our willingness for participation in the process of Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur, for Indian Institute of Technology Kanpur as explained in the EOI. In support, we submit all the necessary information and relevant documents in the manner and format as required for our participation in the selection process for the same.

The submission is made by us, on behalf of.....in the capacity of  
.....duly authorized to submit the EOI offer.

(in case of a consortium, following paragraph should be added)

This submission is made on behalf of the proposed consortium comprising.....and..... (applicant to state the name of each member) of which ..... (applicant to insert name of lead member of joint venture) has agreed to act as lead member.

We understand that Indian Institute of Technology Kanpur reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:

*(Should be signed by authorized representative of Applicant or the lead member in case Applicant is a consortium)*

Name of Signatory:

Designation:

Name and address of firm:

Contact number:

Fax:

Email:

#### **Enclosures:**

1. Copy of Board Resolution/Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company / Firm or the Consortium as the case may be.
2. Confirmation by the Consortium members authorizing the Lead Member to sign on behalf of the Consortium.

**ANNEXURE-5**

**(For Consortium)**

**Format of Affidavit**

TO BE SWORN ON NON-JUDICIAL STAMP PAPER OF RS.10/-DULY NOTARIZED

**AFFIDAVIT**

\*I.....am the\*Director/Proprietor/Partner of  
..... (mention name of firm/company and its complete address) do here by  
solemnly affirm and declare as under: -

1. That our Firm / company i.e. .... (mention name of \*firm/  
company) is registered vide Registration No.....under the provisions of  
..... (mention the name of the Act).
2. That the present affidavit is executed on behalf of the proposed consortium  
comprising.....and..... (applicant to state the name of each member)  
of which ..... (applicant to insert name of lead member of joint venture)  
Has agreed to act as lead member.
3. That I, on behalf of our proposed consortium have applied in response to the EOI for  
Appointment of Consultant for Architectural and Engineering Design Services of Kotak  
School of Sustainability at Kanpur for Indian Institute of Technology Kanpur.
4. That..... (mention name of firm/company/Consortium) is eligible to submit  
the aforesaid proposal on behalf of the consortium as neither the applicant nor any of its  
constituents is under liquidation, court receivership or similar proceedings.
5. That neither ..... (mention name of firm/company/Consortium) nor any  
of its constituents 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 Applicant should not be.
6. That neither (mention name of firm/company/Consortium) nor any of its constituents  
has, during the last five years, either failed to fulfil any agreement or was expelled from  
any project or agreement or any agreement terminated for any breach by the  
applicants or any of its constituents.
7. That neither (mention name of firm/company/Consortium) nor any of its constituents  
has any contracts with the state/central government that are in arbitration. *(In case  
some contract(s)are in arbitration give the details of such contract in a schedule to be  
attached with this affidavit)*

DEPONENT

VERIFICATION

\*I/we ..... the above-named deponent do here by verifying that the contents of the  
aforesaid paragraphs 1 to 7 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 ..... 2024.

(\*Strike off whichever is not applicable)

DEPONENT

**Note: Deponent will be the authorized signatory of the Applicant**

**ANNEXURE-5**  
**(For Individual applicant)**

**Format of Affidavit**

TO BE SWORN ON NON-JUDICIAL STAMP PAPER OF RS.10/-DULY NOTARIZED

**AFFIDAVIT**

\*I.....am the\*Director/Proprietor/ Partner of ..... (mention name of firm/company and its complete address) do here by solemnly affirm and declare as under: -

- 1..... That our Firm/company i.e..... (mention name of \*firm/company) is registered vide Registration No.....under the provisions of..... (mention the name of the Act).
  
2. That our Firm/company i.e..... (mention name of \*firm/company) has applied in response to the EOI for Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur for Indian Institute of Technology Kanpur.
  
3. That..... (mention name of firm/company) is eligible to submit the aforesaid proposal as it is not under liquidation, court receivership or similar proceedings.
  
4. That ..... (mention name of firm/company) has not 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.
  
5. That ..... (mention name of firm/company) has, during the last three years, neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicant.
  
6. That ..... (mention name of firm/company) has no contracts with the state/central government that are in arbitration. (Incase some contract(s) are in arbitration give the details of such contract in a schedule to be attached with this affidavit)

DEPONENT

**VERIFICATION**

\*I/we..... the above-named deponent does hereby verify that the contents of the aforesaid paragraphs 1 to 6 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 2024.

(\*Strike off whichever is not applicable)

DEPONENT

**Note: Deponent will be the authorized signatory of the Applicant**

## ANNEXURE-6

### Format for Letter of Consortium

(On each Company/Firm's letterhead)

Reference:

Date:

To:

Director,

Indian Institute of Technology Kanpur

G.T. Road, Kalyanpur, Kanpur

Uttar Pradesh, India

### SUBMISSION OF EXPRESSION OF INTEREST

#### Appointment of Consultant for Architectural and Engineering Design Services of Kotak School of Sustainability at Kanpur

Dear Sir,

We wish to confirm that our company / firm has formed / intends to form a consortium with.....and..... (members to insert names of all other members of the group) for undertaking the assignment including participating in the selection process for the same.

The consortium will be led by..... (name of the lead firm) whom we hereby authorize to act on our behalf for the purpose of applying for the EOI for the aforementioned subject work. In the event of our group being invited for the aforementioned subject work, we agree to be jointly and severally liable to Indian Institute of Technology Kanpur, its successors and assigners for all obligations, duties and responsibilities arising or imposed by any contract subsequently entered between Indian Institute of Technology Kanpur and our group.

Yours faithfully,

Signature of Applicant:

Name of Signatory:

Designation:

Name and address of firm:

Contact number:

Fax:

Email:

#### Enclosures:

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



## ANNEXURE-7

### Applicant's Proposed Management Structure:

Individual applicant or lead member of the consortium should provide details of the **Proposed Management structure** for the Architectural and Engineering Design Services of Kotak School of Sustainability at Indian Institute of Technology Kanpur. This should include:

- i.) An Organizational Chart clearly communicating proposed organization of the design team for the project. In the case of consortium overall communication relationships, role and responsibilities defined for each constituent/ partner must be given.
- ii.) List of key personnel in the order of departmental/function-wise hierarchy according to the Organizational Chart. This information should be presented in the format below.

Serial No.	Name	Specialization	Qualifications	Experience in years	Designation proposed	Duties proposed	Remarks
		<ul style="list-style-type: none"><li>• Architects</li><li>• Urban Designers</li><li>• Mechanical Engineers</li><li>• Electrical Engineers</li><li>• Public Health Engineers</li><li>• Environmental Engineers</li><li>• Civil Engineers</li><li>• Structural Engineers</li><li>• Landscape Architects</li><li>• Other Professional / Scientific Staff (mention expertise)</li></ul>					

**APPLICANT'S EXPERIENCE: DATA CHART**

Details of major works (maximum fifteen) executed since January 2012, in support of Evaluation Criteria at Annexure-1. Applicants must choose the best works as per their priority.

**NAME OF THE CONSORTIUM:**

**NAME OF THE ORGANIZATION:**

	<b>Serial No.</b>	
	<b>Relevant Evaluation Criteria</b> (mention serial nos. in chronological order as at Annexure-1)	
	<b>Name of Work</b>	
	<b>Nature of work</b> (academic/research/institutional/commercial/anyother(mention type)	
	<b>Govt./PSU/autonomous body</b>	<b>Client Profile Client Profile (Tick relevant box)</b>
	<b>Private</b>	
	<b>Address and contact detail of client</b>	
	<b>Award (DD/MM/YYYY)</b>	<b>Date of award and completion</b>
	<b>Completion (DD/MM/YYYY)</b>	
	<b>Whether participated as single firm/Lead member/member of consortium</b>	
	<b>Total Project Cost [exclude land cost] (Rupees in crores)</b>	
	<b>External Development component Cost (Rupees in crores)</b>	
	<b>MEP component cost (Rupees in crores)</b>	
	<b>Consultancy fee (Rupees in crores)</b>	
	<b>Total Site area(acres/hectares)</b>	
	<b>Total</b>	<b>Built-up area (square meters)</b>
	<b>Ongoing</b>	
	<b>Near Completion</b>	
	<b>Handed over</b>	<b>Current Status of Project (Tick relevant box)</b>
	<b>Ongoing</b>	
	<b>Near Completion</b>	
	<b>Completion</b>	
	<b>Handed over</b>	
	<b>Name of Green certification registered/awarded</b>	
	<b>Name of R&amp;D Labs certification registered/awarded</b>	
	<b>Radioactive Materials Laboratories</b>	<b>Desired Project Features (Tick relevant box)</b>
	<b>Labs for Radiation producing Machines</b>	
	<b>Non-Ionizing radiation Labs</b>	
	<b>Biosafety Level 2 Laboratories</b>	
	<b>Storages for Pressure vessels</b>	
	<b>Storages for Hazardous materials</b>	
	<b>Industrial Gases Supplies</b>	
	<b>Hazardous Wastes management</b>	
	<b>List of all supporting documents attached (per project)</b>	

**Note:**

- In case of consortium, projects most suited for evaluation purposes and done by any member of the consortium may be included.
- The list of works is to be compiled as per the format above giving reference to specific evaluation criterion for which the work is being listed.
- Copy of supporting documents should be enclosed (in the form of self-attested certificates / agreements / appointment orders/contract/ Certification provided by the Project owners/relevant agencies.
- Where currency conversion is used, specify the exchange rate and its date.

## ANNEXURE-9

### APPLICANT'S EXPERIENCE:PROJECT SHEET (MAXIMUM 20 A4 PAGES TOTAL)

(For each project as listed in Annexure-8)

**NAME OF THE CONSORTIUM:**

**NAME OF THE ORGANIZATION:**

1.	<b><i>Project name:</i></b>
2.	<b><i>Location:</i></b>
3.	<b><i>Name of client:</i></b>
4.	<b><i>Address:</i></b>
5.	<b><i>Name of contact person:</i></b> <b><i>Title: Telephone no: Email:</i></b>
6.	<b><i>Approx. value of total contract (Rupees in crores):</i></b> <b><i>Total Built-up Area. Please specify designed carpet area, built-up area and 'super' built-up area separately.</i></b>
7.	<b><i>Approx. value of the services provided by your firm under the contract (Rupees in crores):</i></b>
8.	<b><i>Start date(month/Year): Completion date(month/year):</i></b>
9.	<b><i>Name of associated consultants, if any:</i></b>
10.	<b><i>Name of senior professional staff of your firm involved and functions performed: (indicate Key profiles such as project Director /Coordinator, Team Leader)</i></b>
11.	<b><i>Project Narrative Focusing on the Context of the Project and your Firm's Design Intent. Please add photographs, illustrations, or diagrams to support your narrative</i></b>
12.	<b><i>Please describe the special features relevant for this EOI. These should cover:</i></b> <b><i>1. High tech features as defined in the EOI</i></b> <b><i>2. Green building features and innovations</i></b> <b><i>3. Assimilation of research labs and other academic/public functions (as may be relevant)</i></b> <b><i>Please support your narrative with diagrams, illustrations or photographs as required.</i></b>
13.	<b><i>Please describe the outcomes of your design.</i></b> <b><i>1. Current usage and feedback/post-occupancy studies</i></b> <b><i>2. Certificates from the client/user groups</i></b> <b><i>3. Awards or recognition</i></b> <b><i>Please support your narrative with photographs of current usage and other materials as relevant</i></b>

**Note:**

- The information is to be given by individual applicants or each member of the consortium including lead member separately.
- A copy of supporting documents (in the form of certificates received) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.



## ANNEXURE-11

### **CURRICULUM VITAE OF KEY PROFESSIONAL STAFF EMPLOYED:**

(with Applicant/each constituent member of consortium as on date of submission of EOI offer)

- A maximum two-page CV of each main member and key expert shall be furnished.
- CVs of Applicant/each constituent of consortium shall be attached behind relevant Annexure-10 sheet of each constituent.
- CVs of all main members and key experts should contain the following heads in the **exact chronological order** as below:
  1. Self-Attested Photograph
  2. Name
  3. Age
  4. Date of birth
  5. Qualifications
  6. Experience in years (separately for each individual field of expertise if more than one)
  7. Present Employment Details
  8. Previous Employment Details
  9. Name, nature, size of similar works handled.
  10. Duties and responsibilities therein
  11. Publications
  12. Personal awards and recognition
  13. Professional memberships
  14. Other professional involvements (in fields of expertise)
  15. Signature with date & place

## ANNEXURE-12

### Details of Gross Financial Turnover and Net Profit in Last 5 Years

Individual Applicants or Each Constituent Member of consortium (in case of consortium) should provide details of turnover for last five years.

<b>Year</b>	<b>Financial Turnover (Rupees in crores)</b>	<b>Net Profit (Rupees in crores)</b>
2022-23		
2021-22		
2020-21		
2019-20		
2018-19		
<b>Gross for Five Years</b>		

- Attach audited financial results.
- A complete balance sheet for the five financial years duly certified by the Chartered Accountant shall also be attached.
- For the purposes of turnover only the 'fee' received on account of relevant consulting services shall be considered.
- The year means Financial Year from 1st April to 31<sup>st</sup> March.

## ANNEXURE-13

### Check List of Documents to be provided with the EOI.

*NOTE: This checklist includes basic minimum documents to be provided with the EOI. Applicants are advised to augment the following list if required, to provide additional supportive documents that give requisite information for evaluation as per this EOI.*

<b>Details Required</b>	<b>Details of substantiating documents submitted (To be filled in by the Applicant)</b>	<b>Page Number(s)</b>
Covering Letter as prescribed in Annexure 2		
Documents establishing legal entity of Applicant's organisation (Individual or Lead Member in case of Consortium)		
Documents establishing formation of the Consortium		
Document establishing authority of the signatory to the Application in response to this EOI on behalf of the individual Applicant / Consortium		
Document certifying professional eligibility of the individual Applicant or each member of the Consortium w.r.t. blacklisting/bar or failure / expulsion / termination of agreement for breach		
Document establishing details of all contracts with the state / central government that are in arbitration / dispute if any		
Document establishing financial solvency of the individual Applicant or each member of the Consortium		

Audited Balance Sheets of last five financial years clearly stating annual turnover on account of consultancy fee as required for establishing financial credibility		
Narrative of previous experience as prescribed in Annexure 9		
List of presently employed professionals along with their qualifications, total experience, and tenure with the Applicant's organisation (separate list to be submitted for each member of the Consortium)		
Brief CV of each of the professional listed above duly signed by the employee		
Certificates / Documents establishing work experience as required for evaluation		