



EXPRESSION OF INTEREST

Abstract

This is the draft Expression of Interest for Appointment of Architect Consultant for comprehensive Architectural planning & designing for the Residential & Non residential buildings at IIT Kanpur.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

EXPRESSION OF INTEREST (EOI)

For

Appointment of Architect Consultant for comprehensive Architectural planning & designing for the Residential & Non residential buildings at 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:

Indian Institute of Technology Kanpur is desirous to appoint an Architect Consultant for the **Comprehensive Architectural planning & design for the following buildings likely to be taken up for construction at IIT Kanpur campus:**

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

S.No.	Name of the Building	Approximate Cost (In Rs.)
1	Hall of residence for boys of 1200 seats	90 Crores
2	Hall of residence for girls of 800 seats	60 Crores
3	Building for common dining facility for the above	20 Crores
4	Building for common rooms like TV room, Multipurpose room , canteen , etc. for these Hall of residences.	20 Crores
5	Type IV apartments - 200 nos. (Out of this about 50% may be repetitive in nature	For original work: 60 Crores For repetitive :60 Crores
6	Convention Centre	25 Crores
7	Additional sports facilities	20 Crores

3.0 Scope of Work

Broadly, the assignment would be to develop **a comprehensive architectural & structural design with all required services, civil, Electrical, HVAC, Sewage, Water supply, Horticulture, approach path & roads excluding external services of Electrical, Water supply, HVAC and Sewage for the buildings mentioned in para 2.0 above,** which will include, but will not be limited to, the following:

3.1 The scope of Services to be performed relates to the design, construction and completion of the proposed <name of the building works>.

3.2 The scope of services includes comprehensive Architectural and engineering design services including but not limited to preparing all drawings, design basis reports, details, estimates, specifications, bill of quantities, working drawings, as required for execution of the project and to the complete satisfaction of the Institute / the Project Manager for each of the following components:

3.2.1 Architectural Designs

3.2.2 Civil and Structural Design

3.2.3 Heating, Ventilation and Air Conditioning (HVAC), Electrical, Plumbing and Sanitary and Sewerage, Water Supply, Fire Fighting, Acoustics, Illumination and all other Mechanical and Electrical electronic and communication systems.

3.2.4 Landscape Designs

3.2.5 Interior Designs

3.2.6 Graphic Designs and Signage

3.3 Preliminary Services:

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- 3.3.1 The Architect shall take the Institute/Project Manager's instructions as to the Institute's requirements and brief, assessing them, giving advice and rendering services for the successful completion of the Project.
- 3.3.2 The Architect shall examine the Site and its surroundings including the constraints thereof and advise the Institute and/or the Project Manager on the manner by which these may affect the Project.
- 3.3.3 The Architect shall advise on the need for any special surveys, investigations, model tests or feasibility studies and propose the appropriate action.
- 3.3.4 The Architect shall carry out such studies as may be necessary pursuant to the Institute's requirements, reviewing the Institute's requirements and advising the Institute and/or the Project Manager on the need to obtain planning permissions and building approvals through the local architect from the relevant authorities and to comply with other requirements.

3.4 Preliminary Design Phase

- 3.4.1 The Architect shall consult with the Institute and/or the project manager to (i) establish the design criteria, parameters and basic considerations with respect to the general image and character desirable for the Project and (ii) ascertain accurately the requirements of the Project, including timescale and any financial limits, submittal dates and project phasing or schedule in relation to the Project.
- 3.4.2 The Architect shall prepare design studies on the Project and submit a preliminary designs consisting of scaled drawings and design basis reports for all components of the project for approval by the Institute and/or the project manager.
- 3.4.3 The preliminary design shall include
 - 3.4.3.1 The Architectural and interior design concept, furniture layout, finishes, colour scheme, light fixtures, reflected ceiling plan design intent and perspective sketches.
 - 3.4.3.2 Proposed concepts for indoor and outdoor landscaping, street furniture, signage etc
 - 3.4.3.3 Proposed structural systems including construction systems and methods
 - 3.4.3.4 Schematic layouts of all services and utilities including but not limited to Mechanical, Electrical (both high and low voltage), and Plumbing (MEP), Networking, Fire-fighting, security and alarm systems, building management services, etc.
- 3.4.4 The Architect shall prepare the preliminary sketch designs to interpret the design brief and shall prepare preliminary estimates of the probable construction costs based on current area, volume or other unit costs.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- 3.4.5 The Architect shall prepare all necessary drawings and finishes schedules and other details as required for preparation of preliminary estimates and in consultation with the quantity surveyor prepare and submit to the Institute and/or the project manager for approval a preliminary cost estimate of the Project.
- 3.4.6 Upon obtaining the approval of the Institute and/or the project manager for the said preliminary design and the said preliminary cost estimate, the Architect shall prepare all calculations and prepare such amendments and further drawings and documents as may be necessary to proceed with the Works.

3.5 Statutory Approvals and GRIHA certifications

- 3.5.1 The Architect shall ensure that all designs and drawings comply with the statutory provisions. The Architect shall coordinate with such architect and provide in soft copy editable format like .dwg, .docx, .xls or any other format as directed by the Institute, of all the basic drawings, calculations other documents sufficient enough for Institute to obtain the requisite sanctions. The Architect if so required shall also attend meetings with the relevant authorities.

3.6 Design Development Phase

- 3.6.1 The Architect shall, on the basis of the preliminary design as approved by the Institute (and/or the project manager) and the relevant authorities, prepare for the approval of the Institute and/or the project manager, the programme of services and the design development documents of all components of the project which shall consist of drawings showing plans, elevations and cross-sections and all other drawings necessary for the implementation of the Project and which serve to illustrate the size and character of the entire Project in sufficient detail.
- 3.6.2 The Architect shall also submit detailed design basis reports of all components of the project to enable the Institute to review / vet the designs internally or through professionals appointed by the institute for the purpose. The Architect shall coordinate with such professionals, attend meetings and provide all necessary information drawings and details sufficient enough for systematic review/vetting of the design proposals.
- 3.6.3 The Architect shall prepare construction costs estimates at each stage of the design development process. The Architect shall ensure that all the architects and sub-architects appointed for the purpose by the Architect shall provide similar drawings, information and details in respect of design and other specialist work undertaken by them along with the cost

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

estimates. The Architect shall also ensure that all the said drawings comply with the requirements of the relevant statutory authorities and are in accordance with the cost estimates approved / budgeted by the Institute.

- 3.6.4 The design development phase may consist of numerous iterations and consultative meetings with the Institute's various committees. The Architect upon receiving comments / feedback from the Institute and/or the project manager on the said design development documents and cost estimates, shall make changes amendments and again submit the same till the designs and details are approved by the Institute for the purposes of preparing the drawings and documents in sufficient detail for preparation of the bill of quantities and tender documents.

3.7 Documentation and Tender Phase

- 3.7.1 Upon receiving the approval of the Institute for the design development documents, the updated costs estimates and the programme of services, the Architect shall co-ordinate the work of all the other architects / sub-architects appointed by him and/or by the Institute to provide various services under this agreement and prepare and submit the following:
- 3.7.1.1 Review the design and drawings to ensure compliance with the applicable laws and with the requirements of the statutory authorities
 - 3.7.1.2 Prepare a detailed bill of quantities based on the approved design;
 - 3.7.1.3 Prepare the technical specifications and drawings;
 - 3.7.1.4 Attend meetings and provide information to the Institute/the project manager to prepare, co-ordinate the detailed design with the other professional architects if any appointed by the Institute to achieve a fully integrated and co-ordinated design for the Project;
 - 3.7.1.5 Develop floor-by-floor and room-by-room data sheets and review with the Institute's requirements;
 - 3.7.1.6 Ensure that all documentation produced is clear, precise and unambiguous and is in a simplified format easily comprehensible by the Institute.
 - 3.7.1.7 Amend the design development documents as and when directed by the Institute and as necessitated by any functional or financial requirements;
 - 3.7.1.8 Produce, when required by the Institute, addenda relevant to the specific trade packages or tender documents;

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- 3.7.1.9 Collate all schedules, information, technical data, etc on finishes, equipment, fittings, products, colours and specification as required to enable the interpretation of the services documentation and requirements to be integrated in the design;
- 3.7.1.10 Ensure that the products and materials specified are readily available and obtainable to achieve the requirements of the overall programme;
- 3.7.2 The Architect shall further ensure that all the tender documents set forth, describe and prescribe in detail the works to be performed so as to enable competitive quotations or tenders to be called. The Architect shall furnish to the Institute / the project manager, such plans, details, specifications, special conditions of contract and any other documents to enable the Institute / the project manager to prepare all tender and contract documents. The Architect shall provide overall supervision to ensure that all the said drawings, specifications, plans, details, specifications conditions of contract and documents comply with the requirements of the relevant authorities and are in accordance with the approved cost estimates.
- 3.7.3 The Architect shall (i) reply, in the form of written instructions any queries raised during the tender period in relation to the trade packages and/or the tender documents

3.8 Construction Phase

- 3.8.1 The Architect shall provide all necessary information to the Institute / the project manager so as to enable the main contractor, other contractors and suppliers to proceed with the Works. The Architect shall be available as and when required by the Institute, for co-ordination of the works throughout the construction period.
- 3.8.2 The Architect shall review and advise on the construction programme prepared by the main contractor, and such other aspects of the construction program as may be requested by the Institute / the project manager and shall clarify any ambiguities in the trade contract documents, specifications and drawings.
- 3.8.3 The Architect shall when required assist the Institute / the project manager to check and approve all samples, schedules, drawings and other submissions by the contractors, sub-contractors or suppliers to ensure that the same are suitable for the purpose of the Project and that these comply with the drawings, specifications and conditions stipulated in the contract documents.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- 3.8.4 The Architect shall visit the Site regularly at such frequency as may be necessary to determine whether the Works are proceeding in accordance with the drawings, specifications and conditions stipulated in the contract documents and with statutory and other requirements and shall provide technical supervision and issue all necessary and appropriate instructions and directions to be conveyed by the Institute / the project manager to the contractors and suppliers promptly so as to enable the expeditious and proper execution of the Works under the Project.
- 3.8.5 The Architect shall provide the project manager with such additional sketches or drawings as are required in relation to any variations or site instructions.
- 3.8.6 The Architect shall review all shop drawings, product data, samples, prototypes and mock-ups and approve these in a timely fashion to ensure minimal disruption to the progress of the Works on the Site.
- 3.8.7 The Architect shall provide advice on any alternatives and/or substitutions to the specifications whenever required.
- 3.8.8 The Architect shall ensure that all construction solutions are cost effective and practical to achieve and shall provide advice of a technical nature on any variations and site instructions.
- 3.8.9 The Architect shall provide all Architectural, engineering, landscape, services and all other drawings showing the building and other development 'as built' and all services and equipment 'as installed' including detailed written narrative in the form of reports. Six sets of hard copy of drawings as per the scales specified by the Institute / the project manager and two sets of soft copies in editable format like .dwg, .docx, .xls etc or as may be directed by the Institute / the project manager shall be provided.
- 3.8.10 The Architect shall perform all functions and duties required to be performed by him in accordance with the contracts for the execution of the Works and which are required or reasonably expected of the Architect whether the said functions and duties have been expressly listed in this Agreement or otherwise.

3.9 Post-Construction and Statutory Completion

- 3.9.1 The Architect shall attend all necessary interim and final inspections of the completed Project or any part thereof by representatives of all relevant authorities and/or the Institute.
- 3.9.2 The Architect shall provide all drawings / documents and details sufficient to apply and obtain for fire safety permits and all statutory certificates as

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

required for completion relating to the Project and occupation and use of the building.

3.10 Specific Services

The following shall form the Services and to be read in conjunction with the above mentioned and to be mutually explanatory of one another:-

- 3.10.1 To prepare base drawings for all statutory approvals permissions with Government departments / agencies / boards/ undertakings/ local authority and assist the Institute or its authorized agency in getting the necessary approvals.
- 3.10.2 To prepare necessary drawings for NOC's.
- 3.10.3 To prepare all drawings, specifications, bill of quantities, contract conditions and all other documents for tender purposes for all components of the Project
- 3.10.4 To prepare preliminary and detailed estimates for each of the component and undertake value engineering to optimize the costs and minimize variation in costs.
- 3.10.5 To prepare and submit scaled working drawings on suitable scale as specified by the Project Engineer for all interior, Architectural, landscape, civil, structural, mechanical electrical, engineering services and all services and utilities and issue them for construction at least one month before the requirement of such drawings and details for construction at site.
- 3.10.6 To prepare revised drawings after making corrections, modifications, amendments and changes as directed by the Project Engineer at all stages including after issue of the working drawings and good for construction drawings and issue the same for construction / institute's record.
- 3.10.7 To prepare the coordinated drawings between Architectural, interiors, structural and all other mechanical, electrical, plumbing and all other services' drawings and issue them for execution of the works.
- 3.10.8 To coordinate at site and to attend scheduled meetings at site other places during the course of design development, construction and post construction stage.
- 3.10.9 On completion of structure, to prepare as-built Architectural, structural and mechanical, electrical and all other services' drawings for submission to Institute.
- 3.10.10 On completion of the building, to prepare necessary drawings for obtaining completion certificates as required for commissioning the

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

building as per CPWD norms and also permissions if any from relevant statutory authorities.

3.11 In the event of any conflict or inconsistency between the sections as mentioned above, the Institute's decision shall prevail.

4.0 Schedule for completing the assignment: The time period for completing the designing for inviting the tenders shall be as follows:

- I. Building costing up to 50 Crores --- 150 days
- II. From 50 Crore to 100 Crores --- 150 days
- III. Above 100 Cr --- 150 days

The time period for the construction shall be as per the size and cost of the building. The assignment shall be completed only after the completion of the construction of the particular building(s).

5.0 Expected minimum requirement of key professionals and kind of expertise: The Architects should have the team of experts and supporting professionals. The requirement shall be finalized at the time of preparation of EOI/RFP document based on grouping of the buildings. The Consultant should have the team of experts and supporting professionals as follows:

5.1 Building costing up to 50 Crores :

- 5.1.1 Team Leader should be an Architect having experience of more than 15 years.
- 5.1.2 Landscape Architect – (1) with experience of more than 10 years.
- 5.1.3 Architects– (2) each with 5 -10 years experience
- 5.1.4 Services consultants for various types of services (Electrical/ HVAC/ Plumbing & Sanitation/ Fire-fighting and Life Safety/ Solid Waste management, etc.)
- 5.1.5 Structural Design consultant
- 5.1.6 Quantity Surveyor

5.2 Building costing From 50 to 100 Crores:

- 5.2.1 Team Leader should be an Architect having experience of more than 15 years.
- 5.2.2 Landscape Architect – (1) with experience of more than 10 years.
- 5.2.3 Architects– (4) each with 5 -10 years experience

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

- 5.2.4 Services consultants for various types of services (Electrical/ HVAC/ Plumbing & Sanitation/ Fire-fighting and Life Safety/ Solid Waste management, etc.)
- 5.2.5 Structural Design consultant
- 5.2.6 Quantity Surveyor

5.3 Building costing above 100 Crores:

- 5.3.1 Team Leader should be an Architect having experience of more than 15 years.
- 5.3.2 Landscape Architect – (1) with experience of more than 10 years.
- 5.3.3 Architects– (6) each with 5 -10 years experience
- 5.3.4 Services consultants for various types of services (Electrical/ HVAC/ Plumbing & Sanitation/ Fire-fighting and Life Safety/ Solid Waste management, etc.)
- 5.3.5 Structural Design consultant
- 5.3.6 Quantity Surveyor

6.0 Schedule of deliverables and period of performance: As per the scope of work within the agreed stipulated time period for each component.

The Architect Consultant shall submit the 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 in the required numbers for execution of work).

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. 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:

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

The Officers nominated by the Director, IIT Kanpur 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

Applicants will submit their applications with all relevant enclosures in the prescribed format in sealed cover clearly marked "**Expression of Interest for Appointment of Architect Consultant for comprehensive Architectural planning & designing for the * Specify the name of the building (s)* at IIT Kanpur**", so as to reach the Superintending Engineer, IIT Kanpur, on or before **1500 hours on 02.01.2019** at the above address. Any delay on account of courier/post etc. shall not be entertained by the institute.

*Please note that the applicant has to mention the name of the building for which the EoI is to submit

12. DOCUMENT PROCESSING FEES

The EOI document must be submitted along with processing fees of **Rs. 5900 (Rs five thousand Nine hundred only) (5000/- + 18% GST)** 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:-

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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 and other Architects.
- j) The document establishing that the applicant has a work experience of more than ten (10) years in the related field of Architecture. The details be submitted as per annexure 8
- 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 2015 – 2016. The details be submitted as per annexure 10.
- m) Income tax returns of last three (3) financial years i.e. 2015 – 2016, 2016 - 2017 and 2017 – 2018 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 IIT Kanpur reserves the right to reject any application without disclosing the reasons.

14.4 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

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

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 **20.12.2018 at 1200 Hrs.** in conference room, PBCEC Visitors hostel, IIT Kanpur campus.

17. Opening of EoI

The EoI document will be opened on **02.01.2019 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.

18. CRITERIA FOR QUALIFICATION

(a) The applicant should be an organization engaged in the practice of Architecture. A minimum of ten (10) years of practice in India is mandatory.

(b) The applicant must have completed the comprehensive Architectural planning as per the defined scope of work mentioned under para 3.0 to 3.10. ending last 10 years ending March 2018 as follows:

I. For the works up to 50 Crores:

- One work of 12000 Sq. Meter or 2 works of 9000 Sq. Meter each or 3 work of 6000 Sq. Meter each.

II. For the works from 50 to 100 Crores:

- One work of 18000 Sq. Meter or 2 works of 13500 Sq. Meter each or 3 works of 9000 Sq. Meter each.

III. For the above 100 Crores:

- One work of 24000 Sq. Meter or 2 works of 18000 Sq. Meter each or 3 work of 12000 Sq. Meter each.

(c) The applicant must have a minimum qualified architects detailed in para 5 of this document employed full time in business. The consultants for various types of services (Electrical/ HVAC/ Plumbing & Sanitation/ Fire-fighting and Life Safety/ Security/ Solid Waste management 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 2018.

(e) The applicant must have an average annual turnover from architectural services in the previous 3 years end March 2018 as follows:

- | | |
|---|------------------------|
| I. For the works up to 50 Crores: | Rs. 1.00 crores |
| II. For the works from 50 to 100 Crores: | Rs. 2.00 Crores |

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

III. For the above 100 Crores:

Rs. 5.00 Crores

- (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:
- (h) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the prequalification document.
- (i) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
- (j) 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**
- (k) 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.
- (l) 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	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 and elsewhere.
Stage 2	RFP :- All applicants who qualify based on the eligibility criteria will be issued the

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

	<p>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 the building (s) to be applied for 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 <i>and response to context</i>○ Regional ethos○ 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 for each building separately.</p> <p>A composite score will be worked out considering the technical and financial score. Based on this composite score, the work (s) 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".

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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 Sub-Consultant Associate for	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.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

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.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

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

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

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