



प्लाज़्मा अनुसंधान संस्थान
Institute for Plasma Research

भाट, इंदिरा पुल के पास , गांधीनगर - 382 428

Bhat, Nr Indira Bridge,
Gandhinagar – 382 428. GUJARAT (INDIA)

Tel. : + 91 – 23962000 /2016

Fax : + 91 – 23962277

TENDER DOCUMENT (Two Part) **(Item Rate Tender Document)**

Part -I TECHNICAL BID

E-Tender Notice No.: IPR/TN/CIVIL-PR/04/2019

Name of Work:

Providing Consultancy Services (Comprehensive) for Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Interior, Acoustic, Obtaining Statutory approvals for **Proposed Construction of Shed Building at FCIPT campus of IPR, GIDC, Sector -25, Gandhinagar, Gujarat.**

Name and Address of

**Tender Inviting Authority: Chairperson, Infrastructure Campus Development Committee (I-CDC),
Institute for Plasma Research (IPR),
Near Indira Bridge, Bhat,
Gandhinagar -382428**

Contact Person –Secretary, I-CDC

Phone no. 079 2396 2016.

Fax No.: 079 2396 2277

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Tender Notice (Newspaper Advertisement)

(Providing Design Consultancy services)

E-Tender Notice No. IPR/TN/CIVIL-PR/04/2019

Online item rate tenders (Two Part bid) are invited through e-tendering mode by Chairperson I-CDC on behalf of The Director, Institute for Plasma Research, **Nr. Indira Bridge, Bhat, Gandhinagar – Gujarat - 382 428**, from eligible Design Consultants for the following work:

Name of Work:	Providing Consultancy Services (Comprehensive) for Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Interior, Acoustic, Obtaining Statutory approvals for Proposed Construction of Shed Building at FCIPT campus of IPR, GIDC, Sector -25, Gandhinagar, Gujarat.
Estimated Cost of Construction works (Rs.)	Rs.1.25 Crores (Approx.)
Completion Period	24 Months (Including Designing, Tendering & Construction works)
Document available for view and downloading on website www.tenderwizard.com/DAE	From 10:00 Hours on 13/08/2019 Up to 17:00 Hours on 28/08/2019 (15 days)

Detailed tender notice along with Eligibility criteria and Tender Document is available on website www.tenderwizard.com/DAE for free view and downloading. To participate in e-tendering process, it is mandatory to get registered on the above e-tender portal. The interested agencies are required to scan/fill in and upload the specified documents along with processing fees and Earnest money deposit on or before the closing date.

The Director, IPR reserves the right to accept or reject tender in full or part of any or all Bidders or to cancel the tender in toto without assigning any reason thereof.

Detailed NIT & Tender Document are also available on the Institute's website <http://www.ipr.res.in/documents/tenders.html> for reference purpose only. For further information, contact person : Secretary I-CDC , 079 2396 2016, Fax: 079 2396 2277

INFORMATION AND INSTRUCTIONS FOR e-TENDERING AND ONLINE SUBMISSION

1.	The services for e-tendering in IPR/DAE is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, # 24, 1st Floor, Sudha Complex, Near Havanoor Circle, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore - 560 079, Ph:91-80-40482000, Telefax: 91-80-40482114, Email: daehelpdesk@tenderwizard.co.in
2.	In order to participate in online e-tendering process, it is mandatory for the applicants to have user ID & password to get access to the website www.tenderwizard.com/DAE . The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in the website, www.tenderwizard.com/DAE . Validity of online registration is for one year from the date of its issuance and may be renewed by paying the applicable amount. For assistance/clarifications please contact Mr. Sunil K Patel at mobile 09624981992, e-mail: twhelpdesk426@gmail.com or nodalofficer.et@ipr.res.in or All India Help line No: 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in
3.	The applicants, who are not registered on www.tenderwizard.com/DAE website, are required to get registered. The applicants, who have already obtained valid user ID and password from M/s ITI Limited, for any other tender of DAE, need not obtain fresh user ID and password for the purpose of participation.
4.	It is mandatory for all the applicants to have class-III digital signature certificate from any of the licensed Certifying Applicant to participate in e-tendering
5.	To participate in the tender, Bidders are requested to download the Excel formats, after login in the Home page of the website www.tenderwizard.com/DAE with User id/ Password /Class III Digital Signature Certificate . Steps to Download the excel formats of particular tender: a: Click on UNAPPLIED button b: Click on REQUEST button c: Pay Tender Processing fee online via e-payment through electronic mode d: Click on SUBMIT button, e: Click on INPROGRESS button (In status column bidder will find the tender as RECEIVED) f: Bidder will be able to download required Tender Documents by clicking EDIT attachment button for any number of times till last date of submission.
6.	On successful e-payment of tender processing fees, the applicants can download the Tender document from the e-tendering portal. The Bidder have to make e-payment towards tender processing fees, before the last date & time and download the Tender documents (including Excel sheets, if any) from the e-tendering portal only, otherwise, it will not be possible for them to upload the e-tender documents on the e-tendering portal. Bidders are advised to upload their documents well in time, to avoid last minutes rush on the server or complications in uploading. IPR, in any case, will not be responsible for any type of problem in uploading the documents.
7.	Prospective Bidder has to fill Excel Documents and upload the same without renaming it. Please refer Help Manual for Tender submission or contact ITI Helpdesk.
8.	The bid can only be submitted after uploading scanned documents such as Demand Draft or Pay order or Fixed Deposit Receipts of any Scheduled bank towards requisite EMD in favour of “Institute for Plasma Research” and Tender Processing Fee in favour of “ITI LIMITED, NEW DELHI” .
9.	The intending bidder must read the terms and conditions in the notice inviting tender and eligibility criteria carefully. The bidder must satisfy himself about the eligibility and be in possession of all the documents required as given in the tender document before submitting the bid.

10.	Submission of bid shall mean acceptance of undertaking to be furnished online by bidder as per Tender Document.	
11.	Information and Instructions for bidders posted on website shall form part of the tender document. The tender is to be downloaded and uploaded only on www.tenderwizard.com/DAE after paying requisite processing fee.	
12.	The bidders are solely responsible to keep their email and bank account active and to update their profile in case of change. This is essential as communication shall preferably be done by e-mail by the Institute. Moreover, all the auto generated mails by e-tendering portal shall be sent on this e-mail address.	
13.	Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in YELLOW colour and the moment rate is entered, it turns SKY BLUE . If any cell is left blank the same shall be treated as "0" . Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). The bidder shall be required to execute such items at his quoted rate of zero as per specifications, bill of quantity and Conditions of Contract.	
14.	The Tenders shall be submitted online. No other mode of submission is acceptable.	
15.	Submission of the Tender after the due date and time shall not be permitted. Time being displayed on e-tendering portal shall be final and binding on the applicant.	
16.	Applicants are advised to submit their Tender well before the due date. IPR shall not be responsible for any delay in submission of documents for any reason including server and technical problems.	
17.	The detailed NIT and Technical bid shall be part of agreement. If the bidder at any stage refuses to accept the same, the bid shall be rejected and Earnest Money Deposit shall be forfeited. Further disciplinary action is liable to be taken.	
18.	On opening, the Bidders can see their bid status. The authorized representative of Bidders may remain present (if so desires) during opening of Bid. The authorized representative should have valid photo identity and original authority letter issued by competent authority of their company.	
19.	In case of any problem with the submission of the Tender, the bidder may have the assistance of help desk or use the help manual given on the said website or mobile and e-mail mentioned elsewhere.	
20.	Help Desk for e-tendering related queries /services	<p>a) Representative of M/s ITI Shri Sunil K Patel Mobile No. 09624981992 e-mail : twhelpdesk426@gmail.com, daehelpdesk@tenderwizard.co.in nodalofficer.et@ipr.res.in</p> <p>b) All India Help line No: 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in From 10.00 AM to 6.00 PM on all working days.</p>
21.	Institute reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any conditions including conditional rebate shall be rejected forthwith.	

Detailed Tender Notice Inviting Tender (NIT)

1	NIT No.	<u>IPR/TN/CIVIL-PR/04/2019</u>
2	Name of work	Providing Consultancy Services (Comprehensive) for Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Interior, Acoustic, Obtaining Statutory approvals for Proposed Construction of Shed Building at FCIPT campus of IPR, GIDC, Sector -25, Gandhinagar, Gujarat.
3	Estimated cost of Construction works (Rs)	Rs.1.25 Crores (Approx.)
4	Earnest Money Deposit (EMD)	EMD of Rs. 10,000/- (Rupees Ten Thousand Only) to be submitted in the form of Demand Draft / Pay order / Fixed Deposit Receipt issued by Scheduled banks in favour of Institute For Plasma Research , Bhat, Gandhinagar- 382428 Note: 1) EMD in the form of cheque will not be accepted. The bid can only be submitted after uploading the scanned copy of EMD Documents and original should be deposited in office of Tender Inviting Authority within the period of bid submission as mentioned. Bids received without requisite EMD shall be summarily rejected.
5	Completion period	24 Months (Including Designing, Tendering & Construction works)
6	Fee of Tender Document	NIL
7	Tender Processing Fee	Rs. 590/- should be paid only by e-payment through electronic mode to M/S ITI Limited
8	Performance Guarantee	5% of Tendered Value to be provided upon issue of Letter of Acceptance and before placing Work Order
9	Availability of Tender Documents for view and download on website www.tenderwizard.com/DAE	From 10:00 Hours on 13/08/2019 Up to 17:00 Hours on 28/08/2019 (15 days)
10	Seeking pre-bid clarification on Tender document	The applicant can seek clarifications regarding Tender document up to 15:00 Hours on 03/09/2019 by uploading their queries on website www.tenderwizard.com/DAE . The clarifications will be uploaded on the same web portal by 15:00 Hours on 09/09/2019.
11	Last date and time of closing of online submission of tenders	17/09/2019 up to 17:00 Hours

12	Last date for submission of Original Instrument (DD, etc.) towards EMD.	On or before 13:00 Hours on 18/09/2019 in the Office of Secretary , I-CDC, Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar -382428 Phone no. 079 23962016
13	Date and time of online opening of Technical Bid.	On 18/09/2019 at 15:00 Hours Tender will be opened at Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar - 382428 at the stipulated date and time above
14	Date of opening of Financial Bids of qualified bidders	Will be notified at a later date.
15	Help Desk for e-tendering related queries /services	b) Representative of M/s. ITI Shri. Sunil K Patel Mobile No. 09624981992 e-mail : twhelpdesk426@gmail.com, daehelpdesk@tenderwizard.co.in nodalofficer.et@ipr.res.in b) All India Help line No: 91-80-40482000, e-mail: daehelpdesk@tenderwizard.co.in From 10.00 AM to 6.00 PM on all working days.

REQUIREMENTS AND ELIGIBILITY CRITERIA

The applicant shall fulfil the following eligibility requirements on their own. Joint ventures are not accepted.

Sr. No.	Eligibility Criteria	Documentary proof for the eligibility (To be Scanned and Uploaded)
1.	<p>Should have satisfactorily completed consultancy services (comprehensive services for Architectural, Civil & Structural, Plumbing, Electrical, HVAC, Fire detection, Fire Fighting & Safety, Interior, Acoustic, Statutory approvals, etc.) for the similar projects of magnitude & value as mentioned below during last five years ending on 30th April, 2019.</p> <ol style="list-style-type: none"> 1. Three projects each costing not less than 40 % of the estimated cost i.e. Rs.0.50 Crores (or) 2. Two project each costing not less than 60 % of the estimated cost i.e. Rs.0.75 Crores (or) 3. One project each costing not less than 80 % of the estimated cost i.e. Rs. 1.00 Crores <p>Note:</p> <ol style="list-style-type: none"> 1. Similar work means designing of Shed building with structural steel work. 2. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum, calculated from the date of completion to last date of receipt of tender. 	<p>Work orders and Completion certificates issued by the authority concerned</p> <ol style="list-style-type: none"> i) To establish work experience of comprehensive services ii) Having executed similar nature and of comparable magnitude. <p>Documentary Proof:</p> <ol style="list-style-type: none"> 1. Work Orders & Completion certificate for qualifying completed work(s) issued by Engineer-in-Charge or Owner should be attached. 2. Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates.

2.	Should have satisfactorily completed at least one consultancy work costing not less Rs. 0.50 Crores for Government / Semi Government / Government Undertaking / Autonomous Bodies of Government during the last five years ending on 30 th April , 2019.	Work order and Completion certificate issued by the authority concerned to establish work experience.
3	Should have minimum of Seven years of experience as on 30 th April, 2019 for providing Design Consultancy services.	At least one Work order / Agreement copy of work undertaken before Seven Years.
4	Should have valid minimum Bank solvency of a Scheduled Bank of Rs. 2 Lakhs.	Annexure Form “C”- Form of Bankers Certificate from a scheduled Bank
5	Should have minimum average annual turnover of Rs. 5 Lakhs of the Consultancy works during the last three years ending 31 st March, 2018. For the purposes of turnover only the “consultancy fee” received on account of relevant consultancy services shall be taken in account.	Annexure -Form “B”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet need not be uploaded.
6	Should not have incurred any loss in more than two years during the last five years ending on 31 st March, 2018.	Annexure -Form “B”: Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet need not be uploaded
7	The owner, Proprietor or Partner(s) of company should have valid registration with Council of Architecture.	Valid Registration certificate with Council of Architecture.
8	The firm should have their full-fledged establishment in Ahmedabad/ Gandhinagar.	1. Property Tax bill or Valid Rent Agreement 2. Annexure Form “D”: List of Equipment and Infrastructure facilities available with applicant 3. Annexure Form “E (I)” Information about total Administrative and Technical staff available. 4. Form of Curriculum Vitae (CV) of Key Professionals (Architect) to be deployed for proposed work.
9	The Consultant firm should be registered with local body like Municipal Corporation.	Registration certificate of Firm with Local Body like Municipal corporation.
10	The consultant should be agreeing to provide comprehensive services for the proposed project	Form “J” undertaking for providing comprehensive services.

Documents to be Scanned and Uploaded

Prospective Bidders shall satisfy themselves of fulfilling all the eligibility criteria and in possession of all the documents required before submission of online tender document. The interested Bidders are required to scan / fill in and upload the documents as per following lists within the period of bid submission.

Scanned Copy of the following documents shall be submitted along with Technical Bid, Failing which the Bidders (Consultants) are liable to be rejected.

Note: The Bidders (Consultants) are requested to fill up the facts & figure in the prescribed format. Simply filling like Yes or No shall not be accepted.

1	Proof of Eligibility Criteria No.1, Work orders and Completion certificates issued by the authority concerned i) To establish work experience of comprehensive services ii) Having executed similar nature and of comparable magnitude as per eligibility criteria
2	Proof of Eligibility Criteria No.2, Work orders and Completion certificates issued by the authority concerned to establish work experience.
3	Proof of Eligibility Criteria No.3, At least one Work order / Agreement copy of works undertaken before Seven Years.
4	Proof of Eligibility Criteria No.4, Annexure Form “C”- Form of Bankers Certificate from a scheduled Bank
5	Proof of Eligibility Criteria No.5 & 6 - Annexure -Form “B”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet need not be uploaded.
6	Proof of Eligibility Criteria No.7, Valid Registration certificate with Council of Architecture.
7	Proof of Eligibility Criteria No.8 1. Property Tax bill or Valid Rent Agreement 2. Annexure Form “D”: List of Equipment and Infrastructure facilities available with applicant 3. Annexure Form “E (I)” Information about total Administrative and Technical staff available 4. Form of Curriculum Vitae (CV) of Key Professionals (Architect) to be deployed for proposed work.
8	Proof of eligibility Criteria No.9, Registration certificate of Firm with Local Body like Municipal corporation.
9	Proof of Eligibility Criteria No.10 – Form “J” undertaking for providing comprehensive services.

10	Annexure Form “ E(I) ”: Information about total Administrative & Technical staff available. and/or Annexure Form “F” along with Agreement (s) with Associate firms for specialized services and completion certificates and work orders for the consultancy works executed by Associate firms.
11	Form “G” Details of all Consultancy works completed during last 5 years ending on 30 th April, 2019. No works shall be left out. Completion certificates and Work Order issued by the authority concerned to establish work on hand shall be uploaded.
12	Form “H” Details of all Consultancy works On Hand Under Execution (Ongoing project) No consultancy works shall be left out Work Order issued by the authority concerned to establish work on hand shall be uploaded.
13	PAN (Permanent Account Number) Registration / TAN Registration details
14	NEFT/RTGS Mandate Form for Payment as per Format given.
15	GST Registration Certificate
16	Undertaking as per Form “P” Undertaking by Bidders (Consultant)
17	Form “A”- Information about Organization
18	E-payment towards tender processing fees in favour of M/s. ITI Ltd , New Delhi.
19	Earnest Money Deposit of Rs. 10,000/-
20	Letter of Transmittal as per Format in this Tender.
21	Declaration by the Bidder as per Format in this Tender.
22	Additional documents if any to meet the eligibility criteria

Note:

1. The applicant may furnish any additional information, which they think necessary to establish their eligibility and capability to successfully complete the envisaged work. No information shall be entertained after last date of online submission of tenders unless it is called by the competent authority. If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from tendering /taking up of work in IPR. IPR reserves the right to verify the particulars furnished by the applicant independently and reject any application without assigning any reason. Prospective bidders shall satisfy themselves of fulfilling all the eligibility criteria before

submission of the tender. The Institute reserves the right to not consider the tender documents of the bidders not fulfilling the stipulated criteria .

2. It is binding on the bidder to fill the data required for assessment of eligibility criteria in the excel sheet uploaded for the purpose. The technical evaluation shall be done based on the data provided in excel sheet and the relevant documents uploaded to support the same. In case where the relevant information is not filled in the uploaded excel sheets while commensurate supporting documents are uploaded, the supporting documents shall not be considered in evaluation. Therefore the bidders in their own interest shall fill all the relevant information in excel sheets and upload relevant documents. IPR shall not accept any new document after bid opening. IPR may ask for clarification and submission of documents in support of documents/information already submitted.

BID Evaluation Method

On opening of Technical bid, further detailed scrutiny / evaluation will be carried out. During the evaluation of technical bids, the documents furnished by the Bidders will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be summarily rejected and such offers will not be considered for further processing.

The Bidders who satisfies the eligibility criteria mentioned as above shall be considered as technically qualified and eligible for further processing.

The price bid of only those Bidders who have been technically qualified will be opened separately on a specified date (with due intimation to the qualified bidders) and further processed, as per tender procedure/ stipulations of Tender.

INFORMATION & INSTRUCTIONS FOR BIDDERS

1. The tender document may be downloaded from e-tendering website www.tenderwizard.com/DAE by **registering** with tender wizard and paying **tender processing fee**. The procedure for vendor registration is displayed in the above website. Tender processing fee is payable to M/s. ITI Ltd. through E-gateway. Bidders may contact Mr. Sunil Patel (representative from M/s. ITI Ltd) at Mob. No. 09624981992 in case of difficulty.

Downloading of tender documents alone will not make a bidders eligible for participating in the bidding. The documents uploaded by the bidders will be subjected to verification subsequently by Department. If found not meeting the requirement, such offers will be rejected.

2. Tenders will be opened on the stipulated date and time specified in NIT details Sr. No. 13 above.
3. On opening of Technical bid, further detailed scrutiny / evaluation will be carried out. During the evaluation of technical bids, the documents furnished by the Bidders will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be summarily rejected and such offers will not be considered for further processing.

The Bidders who satisfies the eligibility criteria mentioned as above shall be considered as technically qualified and eligible for further processing.

The price bid of only those Bidders who have been technically qualified will be opened separately on a specified date (with due intimation to the qualified bidders) and further processed, as per tender procedure/ stipulations of Tender.

4. The tender accepting authority is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
5. The tender accepting authority also reserves the right to alter the scope/ or reduce quantum of work before issue of work order and the bidders shall not have any claim what so ever on this account.
6. The tender accepting authority reserves the right of accepting the whole or any part of the tender and the bidders shall be bound to perform the same at the rate quoted.
7. The bidders shall not be permitted to tender for works in the Group / Division of that of Institute responsible for award and execution of contracts for which his/her near relative is working. He/she shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives. Any breach of this condition by the Bidders would render him liable for rejection of tender or cancellation of contract.
8. Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable for rejection. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the Institute would result in rejection of his bid.
9. The tender should be valid for **minimum period of 120 days** from the due date of receipt of the tender specified in NIT above. If any bidder withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Institute, the bidder shall not be allowed to participate in the retendering process of the work. And EMD submitted by the consultant shall be forfeited.
10. On concluding the tender, an agreement shall be drawn with the successful bidder.

11. Earnest Money Deposit (EMD) :

EMD of Rs. 10,000/- (Rupees Ten Thousand Only) to be submitted in the form of Demand Draft / Pay order / Fixed Deposit Receipt issued by Schedule banks in favour of Institute For Plasma Research , Bhat, Gandhinagar- 382428

Note: EMD in the form of cheque will not be accepted. The bid can only be submitted after uploading the scanned copy of EMD Documents and original should be deposited in office of Tender Inviting Authority within the period of bid submission as mentioned. Bids received without requisite EMD shall be summarily rejected.

12. Performance Guarantee :

- i) The successful consultant shall submit an irrevocable Performance Guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (notwithstanding and/or without prejudice to any other provisions in the contract) within 7 days of issue of Letter of Acceptance. This guarantee shall be in the form of fixed deposit / Pay order / Demand Draft / Guarantee bonds of any Scheduled Bank as per the format given in this tender document.
- ii) The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest.
- iii) The Engineer-in-Charge shall make a claim under the performance guarantee for amounts to which the Director, IPR is entitled under the contract (notwithstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
 - a) Failure by the consultant to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.
 - b) Failure by the consultant to pay the Director, IPR any amount due, either as agreed by the consultant or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by the Engineer-in-Charge.
- iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Director, IPR

13. Contract Agreement shall be drawn with the successful bidder incorporating Terms & Conditions of Contract along with full set of documents, every page of which should be signed by the Bidders. Bidders shall quote his rates as per various terms & conditions of tender which will form part of the Agreement.

14. Bidders should submit the scanned copy of the documents mentioned in Technical bid, failing which the bidders are liable to be rejected. A check list attached in Excel format shall also be filled by the bidders indicating 'Yes/No' against each column.

15. Price Bid is to be separately uploaded.

Rates shall be quoted after taking into account of the following notes.

- (i) The rates quoted shall include all taxes and levies payable under respective statutes.
- (ii) The offered rates shall exclude GST payable under the respective statutes. **GST on Consultancy fees shall be paid at actuals as per the prevailing rates** The rate quoted shall abide all the provisions

mentioned in Terms & Conditions of Tender and other general guidelines mentioned in this tender. The rates quoted shall be in decimal coinage.

16. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "Nil" or "no such case" entry should be made in that column. If any particulars /queries are not applicable in case of the applicant, it should be stated as "Not Applicable". The applicants may please note that giving incomplete/ unclear information called for in the forms, or making any change in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily. Applications duly filled in / scan copies of original shall be uploaded in web site: www.tenderwizard.com/DAE before closing date and time of online submission of tender. **No applications shall be received in physical form.**
17. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless the Institute calls for it.
18. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in **IPR**.
19. If any clarification is required should be obtained before filling Tender Document.
20. Any clarification given by the Institute on the basis of queries raised by the applicants shall be uploaded and shall become part of the tender condition.
21. The applicant can seek clarifications regarding Tender document up to **03/09/2019 (15:00 Hours)** by uploading their queries on website www.tenderwizard.com/DAE. The clarifications will be uploaded on the same web portal by **15:00 Hours on 09/09/2019**. No request for clarification will be considered after **15:00 Hours on 03/09/2019**.
22. Prohibition against use of **IPR's** name without permission for publicity purposes: The consultants, or associates, or the employees engaged by the consultants or associates shall not use **IPR's** name for any publicity purpose through any public media like Press, Radio, TV or Internet without the prior written approval of IPR.
23. **Definitions:**
 - 23.1 In this document the following words and expressions have the meaning hereby assigned to them.
 - 23.2 **Applicant/ Tenderer/ Consultant/Bidder** means the firm who is filling tender / one retained for consultancy.
 - 23.3 **Year** means "Financial Year" unless stated otherwise
 - 23.4 **Employer or IPR or Institute** means Director of Institute for Plasma Research, Bhat, Gandhinagar
 - 23.5 **Director, IPR** means Director, Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar.
 - 23.6 **The Chairperson I-CDC** means Chairperson, Infrastructure and Campus Development Committee, Bhat Gandhinagar

24. **Final Decision Making Authority:**

The Director, IPR reserves the right to accept or reject any application/s and to annul the tender process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

The Director, Institute for Plasma Research reserves the right to accept or reject the tenders in full or part without assigning any reason thereof.

25. The bidders who do not fulfil all or any of the tender conditions or if the tender is incomplete in any respect, will be summarily rejected.

26. Filled in Tender document with Counter terms & conditions may be rejected.
27. All documents relating to the bid shall be in the English or Hindi language, unless stated otherwise
28. **One bid per bidder**

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause the bidder's participation to be disqualified for all the proposals.

29. **General:**

- i. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "Nil" or "no such case" entry should be made in that column. If any particulars /queries are not applicable in case of the Bidder, it should be stated as "Not Applicable". The Bidders may please note that giving incomplete/ unclear information called for in the forms, or making any change in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the Bidder summarily. Applications duly filled in / scan copies of original shall be uploaded in web site: www.tenderwizard.com/DAE before closing date and time of online submission of tender. **No applications shall be received in physical form.**
- ii. The Bidder should sign each page on the application along with enclosures with rubber stamp before scanning / uploading.
- iii. Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the Tender document are numbered. Additional sheets, if any added by the Bidder, should also be numbered by him. They should be uploaded along with letter of transmittal.
- iv. References, information and certificates from the respective clients certifying suitability, technical know how or capability of the Bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.
- v. The Bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless the Institute calls for it.
- vi. Any information furnished by the Bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in **IPR**.
- vii. Any clarification given by the Institute on the basis of queries raised by the Bidders shall be uploaded and shall become part of the tender condition.

GENERAL RULES & DIRECTIONS

1.0 Scope of bid :

The Institute for Plasma Research (referred to as IPR in these documents) invites bids for the work. The successful bidder should provide the services during the period of work as per the terms and conditions specified in the NIT, Terms and conditions and schedules mentioned in the tender document.

2.0 Eligible bidders

2.1 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in tender. Bidders are advised to note the eligibility criteria specified in the notice inviting tender.

2.2 Incomplete bids and bidders not meeting the eligibility criteria shall be summarily rejected. It may be noted that mere submission of bid does not imply that your offer shall be considered. Tenders are considered only after IPR themselves assess the document submitted along with the bid by the bidder meets the eligibility criteria as specified in notice inviting e-tender during evaluation of bid.

2.3 The bidder who has been blacklisted / de-registered by IPR/ DAE, or any other government department shall not be eligible for participation in tenders of IPR.

3.0 One bid per bidder

3.1 Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause the bidder's participation to be disqualified for all the proposals.

4.0 Cost of bidding

4.1 The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case be responsible and liable for these costs.

5.0 Deleted.

6.0 Content of bidding documents

6.1 Submission of a bid by a bidder implies that he has read this notice and all other contract documents, clarification, addendum, corrigendum and has made himself aware of the scope and terms and conditions of the work to be executed.

6.2 The bidder shall submit the bid, which satisfies each and every condition laid down in the bid documents, failing which, the bid is liable to be rejected.

6.3 The documents listed below comprise one set of bid document:

- Technical Bid
- Price Bid

7.0 **Pre-bid Clarification:** As per NIT Sr No 10.

8.0 Amendment of bid documents

8.1 Before the deadline for submission of bids, the IPR may modify the bidding documents by issuing addenda on web site.

8.2 Any addendum so issued shall be part of the bid documents as well as contract document.

8.3 To give prospective bidders reasonable time to take an addendum into account in preparing their bids, the IPR may extend the date for submission of bids, if necessary.

8.4 Corrigendum, addendum or any other information regarding tender shall be uploaded only on web site. Hence, the bidders are requested to visit the web site (www.tenderwizard.com/DAE) regularly. The above documents shall become part of bid and agreement. Submission of bid shall imply that bidder has noted and accepted content of all the corrigendum/addendum/clarifications and affect of same has been included in price bid.

9.0 Language of the bid

9.1 All documents relating to the bid shall be in the English & Hindi language, unless stated otherwise.

10.0 Earnest Money Deposit

10.1 The Earnest Money Deposit amount may be paid in the modes described in this Document. The IPR shall not pay interest on the same in any case. The bidder is responsible for timely payment of Earnest Money Deposit, so that IPR receives the same before stipulated date and time. Even if the payment made by the bidder within the stipulated date and time is not received by the IPR due to reasons beyond control of the bidder, bid will be considered as non-responsive and rejected..

The bid can only be submitted after uploading the scanned copy of DD etc and original should be deposited in office of Tender Inviting Authority within the period of bid submission. The bidder is solely responsible for timely deposition of Earnest Money Deposit in the correct account.

10.2 EMD exempted – Not applicable

10.3 (a) The Earnest Money Deposit of technically unqualified bidders after technical evaluation shall be returned.

(b) Earnest Money Deposit of qualified unsuccessful bidders will be returned to them within a month (30 days) from the date of acceptance of bid of the successful bidder.

(c) Earnest Money Deposit of successful bidder will be returned after submission of the performance guarantee amount.

(d) Earnest Money Deposit of the bidder who has withdrawn the bid before opening shall be returned after opening of the bid.

10.4 The Earnest Money Deposit shall be forfeited, if;

a) The bidder withdraws / modifies his bid or any item thereof after opening of bid.

b) The successful bidder fails within the specified time limit to submit the performance guarantee and commence the work.

10.5 The IPR at its discretion shall refund the Earnest Money Deposit by RTGS/NEFT or through any other electronic mode to the account number as registered by the bidder himself on e –tendering portal.

11.0 Bid prices, rates & taxes

11.1 The bidder should quote in percentage in figures only.

11.2 In the case of item rate tenders, only rates quoted shall be considered. In case of lump sum tender, only lump sum quoted amount shall be considered.

11.3 Tax deduction at source

At the time of its payments due to the contractor under this contract, the statutory deduction of income tax at source (IT TDS) shall be made from time to time as may be required by the government of

IPR shall provide the necessary withholding tax certificates to the contractor within the time stipulated by the relevant law to enable the contractor to file the same with the government.

12.0 Currencies of bid and payment

12.1 The unit rates and the prices shall be quoted by the bidder in Indian rupees, unless otherwise specified in the Tender.

13.0 Bid validity

13.1 The bids submitted shall remain valid for acceptance for a period of **120 days** from the date of opening of the bid. The bidder shall not be entitled during the period of validity, to revoke or cancel his bid or vary / modify the bid given or any item thereof. In case of bidder revoking or cancelling his bid, varying any terms in regard thereof, the full amount of Earnest Money Deposit paid by the bidder along with the bid shall be forfeited by IPR.

13.2 In exceptional circumstances, prior to expiry of the original bid validity period, IPR may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting its Earnest Money Deposit but his bid will not be considered. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its Earnest Money Deposit for the period of the extension.

14.0 Alternative proposals by bidders

14.1 Bidders shall submit offers that comply with the requirements of the bidding documents.

15.0 Submission of the bids

15.1 The date and time of on-line bid submission shall remain unaltered even if the specified date for the submission of the bid is declared as holiday for the office inviting tender.

15.2 The IPR may extend the deadline for submission of bids by issuing an amendment, in which case, all rights and obligations of the corporation and the bidders previously subject to the original deadline will then be subject to the new deadline.

15.3 Any bid received by the IPR after the deadline prescribed above will be rejected.

15.4 The bidders shall note the following before submission of bid

- (a) If the digital signature certificate (DSC) holder is sole proprietor of the firm, power of attorney need not be submitted.
- (b) In case DSC holder is bidding on behalf of partnership firm, power of attorney or any other legally acceptable document viz. partnership deed, board resolution etc authorizing DSC holder to bid on behalf of the bidder is to be uploaded. In case of non-submission the bid shall be summarily rejected.

16.0 Bid opening

16.1 Tender opening shall be done on-line. On opening, the Bidders can see their bid status. The authorized representative of Bidders may remain present (if so desires) during opening of Bid. The authorized representative should have valid photo identity and original authority letter issued by competent authority of their company. If the date of opening is declared as holiday then bid will be opened on next working day. In exceptional cases opening of tenders can be done on any day or time after scheduled date and time of opening. Corrigendum issued for opening of tender shall be uploaded on website.

16.2 The bids without stipulated Earnest Money Deposit amount and other mandatory documents as per NIT shall be summarily rejected.

16.3 In two part tenders financial bids of only technically qualified bidders shall be opened.

17.0 Clarification of bids

17.1 To assist in the examination and comparison of bids, the IPR may, at its discretion, ask any bidder for clarification of his bid, including breakdown. The request for clarification and the response shall be in writing or by email / fax, but no change in the price or substance of the bid shall be sought, offered, or permitted. If the bidder does not respond within the stipulated time, then the bid of the bidder will be evaluated on its own merit.

17.2 Bidder shall not contact the IPR on any matter relating to his bid from the time of the bid opening to the time the contract is awarded.

17.3 Any effort by the bidder to influence the IPR bid evaluation, bid comparison or contract award decisions, may result in the rejection of his bid.

18.0 Examination of bids and determination of responsiveness

18.1 Prior to detailed evaluation of bids, the IPR will determine whether each bid(s) meets

- (a) The Eligibility criteria
- (b) Is accompanied by the required Earnest Money Deposit
- (c) Is responsive to the requirements of the bidding documents
- (d) Has been properly signed by authorized signatory as per clause-15.4.

18.2 A responsive bid is one which conforms to all the terms and conditions.

19.0 Notification of award and signing of agreement

19.1 The bidder whose bid has been accepted will be notified of the award by the IPR prior to expiration of the bid validity period by issue of work order. The notification may also be made through letter of intent, wherein the work order shall follow.

19.2 The details of award can be seen on web site.

19.3 An agreement shall be made and signed by both the parties. The agreement will incorporate all correspondence between the IPR and the successful bidder, bid documents etc. The bid document as uploaded on website www.tenderwizard.com/DAE shall be forming part of agreement. The successful bidder shall be responsible for compliance at his own cost with the stamp duty act of the state where the agreement is being executed. The non-judicial stamp paper of appropriate value after adjudication shall be submitted by the successful bidder at his own cost.

20.0 Corrupt or fraudulent practices

20.1 The IPR requires that bidders under this contract, observe the highest standard of ethics during execution of this contract. In pursuance of this policy, the IPR:

(a) defines, for the purpose of these provisions, the terms set forth below as follows:

- (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the IPR, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the IPR of the benefits of free and open competition.

(b) will reject a proposal for award of work if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract / contracts if at any time it determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

20.2 The bidder may make representation in connection with processing of tender directly and only to the competent authority (calling tender) as mentioned in the tender document. However, if such representation is found to be un-sustentative and/ or frivolous and if the tender has to be closed because of the delays / disruptions caused by such representations and the job has to be re-tendered, then such bidder will not be allowed to participate in the re-invited tender.

In case, any bidder while making such representation to competent authority also involves other officials of IPR and / or solicits/ invokes external intervention other than as may be permitted under the law and if the tender has to be closed because of the delays / disruptions caused by such interventions and has to be re-tendered, then the particular bidder will not be allowed to participate in the re-invited tender.

21.0 Disclosures

21.1 Any change in the constitution of the Consultants 's firm, where it is a partnership firm, as declared in the bid should be disclosed to the IPR, at any time between the submission of bids and the signing of the contract.

22.0 Estimated Cost is given merely as a rough guide.

23.0 The bid submitted shall become invalid and cost of bid & e-Tender processing fee shall not be refunded if:

- (i) The bidders is found ineligible.
- (ii) The bidders do not upload all the documents as stipulated in the TENDER document.
- (iii) If any discrepancy is noticed between any submitted documents by the bidder.

24.0 The contractor shall not be permitted to bid for works in the IPR, responsible for award and execution of contracts, in which his near relative is posted as equivalent to Accounts Officer or as an officer in the capacity of grades Scientific Officer "C" and above. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any officer in the Institute for Plasma Research. Any breach of this condition by the contractor would render him liable to be barred from tendering in the Institute.

25.0 No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of **one** year after his retirement from Government Services, with out the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

26.0 The rate(s) must be quoted in decimal Percentage.

In case the lowest tendered amount (worked out on the basis of quoted rate of individual items) of two or more Consultants is same , then such lowest Consultants may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub sections /sub heads as the case may be ,but the revised quoted rate of each item of schedule of quantity for all sub sections /sub heads should not be higher than their respective original rate quoted already at the time of submission tender. The lowest tender shall be decided on the basis of revised offer.

If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more consultant received in revised offer is again found to be equal, then the lowest tender, among such Consultants, shall be decided by draw of lots in the presence of the lowest consultants those have quoted equal amount of their tenders.

In case of any such lowest Consultants in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest consultant or case of refusal to submit revised offer by the lowest consultant shall be treated as withdrawal of his tender before acceptance and 50 % of his earnest money shall be forfeited.

In case all the lowest consultants those have same tendered amount (as a result of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% EMD of each lowest consultants.

Consultants, whose earnest money is forfeited because of non-submission of revised offer or quoting higher revised rate(s) of any item (S) than their respective original rates quoted already at the time of submission of bid shall not be allowed to participate in the retendering process of work.

BRIEF PARTICULARS OF THE WORK

The Institute desires to construct following Building at existing Institute's FCIPT campus situated at GIDC , Sector -25 , Gandhinagar, Gujarat.

Construction of a Shed Building (Aprox. 360 Sqm) with structural steel works , Walls and roof of metal Roof sheets with General Civil & PH works, Electrical works, provision for 5T EOT crane , RCC Road.

The above particulars of work is tentative and liable to change.

Letter of Transmittal

From:

To
Chairperson ICDC,
Institute for Plasma Research,
Bhat,
Gandhinagar – 382428

Kind Attention: Secretary I-CDC

Subject: Providing Consultancy Services (Comprehensive) for Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Interior, Acoustic, Obtaining Statutory approvals for Proposed Construction of Shed Building at FCIPT campus of IPR, GIDC, Sector -25, Gandhinagar, Gujarat.

Reference: **E-Tender Notice No.: IPR/TN/CIVIL-PR/04/2019**

Sir,

Having examined the details given in tender document for the above work, I/We hereby submit the document and other relevant information.

1. **I/We hereby certify that all the statements made and information supplied in this Tender and Forms and accompanying statements and proofs are true and correct.**
2. **I/We have furnished all information and details necessary for Eligibility and have no further pertinent information to supply.**
3. **I/We submit the requisite certified solvency certificate and authorize IPR to approach the Bank issuing the solvency certificate to confirm the correctness thereof.**
4. **I/We also authorize IPR officials to approach individuals, employers, firms and corporation to verify our competence and general reputation.**
5. **I/We submit the following document / certificates in support of our Eligibility for having successfully completed the following works:**

S. No.	Name of work	Certified by/from

Seal & Signature and date:

To be filled and uploaded the scanned copy by the applicant

FORM "A" INFORMATION ABOUT ORGANISATION:

Sr. No.	Particulars	Details to be filled
1.	Name of Bidder	
2.	Postal Address	
3.	Contact Nos.	
	Office	
	Mobile	
	Fax No	
	e-mail ID	
4.	Details of Branch Offices and their Address,	
	Telephone No	
	Fax No.	
	Email ID	
5.	Address of Local Office (Ahmedabad / Gandhinagar),	
	Telephone No	
	Fax No	
	Email ID	
6.	Name & Designation of Individual authorized to act for the Organization	
	Mobile No.	
	E – mail ID	
7.	a. Year of establishment	
	b. Date and year of commencement of Practice	
8.	Experience as Consultant	_____ Years _____ Months

9.	Legal status of Bidder : (Please attach attested copies of original document defining the legal status)		
	1. An Individual		Yes / No
	2. A Proprietary firm		Yes / No
	3. A Partnership firm		Yes / No
	4. A Pvt. Ltd. Company		Yes / No
	5. A Public Ltd. Company or Corporation.		Yes / No
10.	Organization PAN No. details		
11.	Organization GST No.		
12.	Details of Registration with Council of Architecture	Name :	
		Registration No.	
		Valid up to:	
13.	Names of Directors and other executives with designation	1.	
		2.	
		3.	
14.	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the work? If so, give the name of the project and reasons of suspension of project		
15.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
16.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so give details.		
17.	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.		
18.	Enlistment / Empanelment / Registration with Government / Public sector		

19.	Any other information considered necessary but not included above.	
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Note: Bidder should attach separate sheets if required and if space given in the formats is not sufficient but strictly as per above formats only.

To be filled and uploaded the scanned copy by the Bidder

FORM “B”: FINANCIAL INFORMATION

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

Particulars	Financial Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
i) Gross Annual turnover on Consultancy works in Lakhs					
ii) Profit/Loss (In case of Loss, figure should be entered with negative sign)					
iii) Certified by					

2. The following certificates are enclosed:
Profit & Loss account certified by CA as submitted to Income Tax Department

Signature of Bidder (Consultant)

Signature of Chartered Accountant with seal & date

To be filled and uploaded the scanned copy by the Bidder

FORM “C”: FORM OF BANKER’S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s. _____
(with address) a customer of our bank are / is respectable and can be treated as good for any engagement up to
a limit of Rs. _____ (Rupees _____).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

NOTE:

1. Bankers certificates should be on letter head of the Bank.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

To be filled and uploaded the scanned copy by the Bidder

FORM “D”

List of Equipment and Infrastructure facilities available with applicant

Infrastructure Details					
	Office (s)	Address	Approx. Carpet Area (in Sqm)	Ownership	Attach copy of Property Tax Bill / Lease Agreement
1				Rented / Owned	Yes/No
2				Rented / Owned	Yes/No
3...				Rented / Owned	Yes/No
Sr. No.	Equipment available with firm in working condition	Nos.	Current Location	Remarks	
1	Computer				
2	Printer				
3	Plotters				
4.	Scanners				
5.	Software				
	a. Architectural Design and drawing software				
	b. Structural Design & Analysis				
	c. Electrical related software				
	d. HVAC related software				
	e. Any Other				

To be filled and uploaded the scanned copy by the Bidder

FORM "E"

(I) INFORMATION ABOUT TOTAL ADMINISTRATIVE & TECHNICAL STAFF AVAILABLE WITH THE APPLICANT:

Sr. No.	Name	Qualification	Designation	Total Experience (In years)	Since when working in your firm	Located at Ahmedabad/ Gandhinagar/ Others (name to be indicated)	Remarks
Architects							
1.							
2...							
Total number of Architect with the Firm							
Structural Engineers							
1							
2....							
Total number of Structural Engineer with the Firm							
Electrical Engineer							
1.							
2....							
Total number of Electrical Engineer with the Firm							
HVAC Engineers							
1.							
2....							
Total number of HVAC Engineer with the Firm							
Fire Detection and Fire Fighting Services and Safety Engineers							
1.							
2....							
Total number of Fire Detection and Fire Fighting Engineer with the Firm							
Civil Engineers (Quantity Surveyors)							
1.							
2....							
Total number of Civil Engineer(Quantity Surveyors) with the Firm							
Interior Designers							
1.							
2....							
Total number of Interior Designer with the Firm							
Draftsman							
1...							
2....							
Total number of Draftsman with the Firm							

Note: Bidder should attach separate sheets if required and if space given in the formats is not sufficient but strictly as per above formats only.

(II) Format of Curriculum Vitae (CV) of Key Professionals

(This form to be furnished by bidder for In house and also furnish separately for each Associate consultants who would be associated with this project work)

Details of KEY PROFESSIONAL

Sr No.	Name of Firm	
1	Professional	
2	Date of Birth	
3	Years with Firm	
4	Nationality	
5	Membership in professional societies	
6	Detailed Task Assigned	
7	Key Qualifications	

Education:

TITLE	BOARD / UNIVERSITY	GRADE	YEAR OF PASSING

Employment Record:

Name of the firm	Position Held	Years of Employment

Languages:

Language	Speaking	Reading	Writing

Project / Experience:

Name of Work	Year	Type Building	Special features of project (if any)	Brief work done details

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe qualifications, experience.

Signature of Bidder (consultant)

FORM ‘F’

DETAILS OF SERVICES TO BE PROVIDED BY BIDDER INHOUSE / ASSOCIATES FOR PROPOSED WORK

Sr No.	Description of Services	To be provided In-house / Associates *
1	Architectural	In-house / Associates
2	Structural (including Proof Checking)	In-house / Associates
3	Electrical	In-house / Associates
4	HVAC	In-house / Associates
5	Plumbing	In-house / Associates
6	Fire Detection and Fire Fighting	In-house / Associates
7	Acoustic	In-house / Associates
8	Interior (if required)	In-house / Associates
9	Approval from Statutory Authorities	In-house / Associates

• Strike off which is not applicable

Sr. No.	Proposed Associates for this work	Name of Associate	Address and contact No.	Have they rendered consultancy service in the past to Bidder	Total Experience (In years) of Associate	Years of Association with Bidder	Copy of Agreement / MOU attached Yes / No	Copy of Work order and Completion certificate of Associate firm attached Yes / No
1.	Structural			Yes / No			Yes / No	Yes / No
2.	Plumbing			Yes / No			Yes / No	Yes / No
3.	Electrical			Yes / No			Yes / No	Yes / No
4.	HVAC			Yes / No			Yes / No	Yes / No
5.	Fire detection and Fire Fighting			Yes / No			Yes / No	Yes / No
6.	Acoustic			Yes / No			Yes / No	Yes / No
7.	Interior			Yes / No			Yes / No	Yes / No
8.	Statutory Approvals			Yes / No			Yes / No	Yes / No
9.	Any Other			Yes / No			Yes / No	Yes / No

To be filled and uploaded the scanned copy by the Bidder

FORM “G”:

DETAILS OF ALL WORKS OF CONSULTANCY WORKS COMPLETED DURING LAST FIVE YEARS ENDING ON 30th April 2019

Sr No.	Details	Work -1	Work -2	Work 3.....
1	Name of work / project and Location			
2	a. Name and Address of Employer / Organization , Telephone No. of Officer to whom reference may be made			
	b. Client			
3	Cost of Work in Rs. Lakhs (Attach copy of Work Order / Contract Agreement)			
4	Date of Commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Services rendered by Bidder (Consultant)			
	Architectural	Yes / No	Yes / No	Yes / No
	Structural	Yes / No	Yes / No	Yes / No
	Plumbing	Yes / No	Yes / No	Yes / No
	Electrical	Yes / No	Yes / No	Yes / No
	HVAC	Yes / No	Yes / No	Yes / No
	Fire detection and Fire fighting	Yes / No	Yes / No	Yes / No
	Interior	Yes / No	Yes / No	Yes / No
	Acoustic	Yes / No	Yes / No	Yes / No
	Obtaining Statutory approvals	Yes / No	Yes / No	Yes / No
	Services rendered by Bidder through, A) In house teams	Yes / No	Yes / No	Yes / No
	Name of the Services rendered In House mentioned in Sr. No. 7 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
	Services rendered by Bidder through B) Associated Consultants	Yes / No	Yes / No	Yes / No

	Name of the Services rendered Through Associates mentioned in Sr. No. 7 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
8	Name of the Project In charge and key staff and nos. of staff involved			
9	Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies:	Yes / No	Yes / No	Yes / No
10	Any Penalty imposed	Yes / No	Yes / No	Yes / No
11	Any Litigation/Arbitration/claim/Dispute	Yes / No	Yes / No	Yes / No
12	Copy of Completion certificate & Work order received from Employer to be attached			

Note: List of all the works completed to be furnished during past five years ending on 30th April 2019 and no work shall be left-out.

To be filled and uploaded the scanned copy by the Bidder

FORM ‘H’

DETAILS OF ALL CONSULTANCY WORKS ON HAND UNDER EXECUTION (ONGOING PROJECT)

Sr No.	Details	Work -1	Work -2	Work 3.....
1	Name of work / Project and Location			
2	a. Name and Address of Employer / Organization , Telephone No. of Officer to whom reference may be made b. Client			
3	Type of the building			
4	Construction area of building (s)			
5	Cost of Work in Rs. Lakhs			
6	Date of Commencement as per contract			
7	Stipulated date of completion			
8	Present status of completion of work in Percentage			
9	Anticipated date of completion			
10	Services rendered by Bidder (Consultant)			
	Architectural	Yes / No	Yes / No	Yes / No
	Structural	Yes / No	Yes / No	Yes / No
	Plumbing	Yes / No	Yes / No	Yes / No
	Electrical	Yes / No	Yes / No	Yes / No
	HVAC	Yes / No	Yes / No	Yes / No
	Fire detection and Fire fighting	Yes / No	Yes / No	Yes / No
	Interior	Yes / No	Yes / No	Yes / No
	Acoustic	Yes / No	Yes / No	Yes / No
	Obtaining Statutory approvals	Yes / No	Yes / No	Yes / No

	Services rendered by Bidder through, A. In house teams	Yes / No	Yes / No	Yes / No
	Name of the Services rendered In House mentioned in Sr. No. 10 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
	Services rendered by Bidder through, B. Associated Consultants.	Yes / No	Yes / No	Yes / No
	Name of the Services rendered Through Associates mentioned in Sr. No. 10 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
11	Name of the Project In charge and key staff and nos. of staff involved			
12	Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies:	Yes / No	Yes / No	Yes / No
13	Slow progress if any and Reasons for Delay, if any:			
14	Any Litigation/Arbitration/claim/Dispute	Yes / No	Yes / No	Yes / No
15	Copy of Work order received from Employer to be attached			
16	Any other information			

Note: List of all ongoing works to be provided and no work shall be left-out.

To be filled and uploaded the scanned copy by the Bidder

FORM ‘T’

UNDERTAKING FROM BIDDER

I/We undertake and confirm that eligible works(s) has / have not been executed through another agencies on back to back basis. Further that, if such a violation comes to the notice of the Institute, then I/we shall be debarred for bidding in the Institute in future forever. Also, if such a violation comes to the notice of the Institute before date of start of work, the Institute shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Date:

Signature with Seal of the company

To be filled and uploaded the scanned copy by the Bidder

FORM “ J”
UNDERTAKING FROM BIDDER (CONSULTANT) FOR PROVIDING
COMPREHENSIVE SERVICES FOR PROPOSED WORK

We hereby agree & confirm to provide comprehensive consultancy services for all services such as Architectural, Structural (incl. proof checking) , Electrical, HVAC, Plumbing, Interior, Acoustic, approval from statutory authorities (GUDA, Fire department, Civil Aviation (AAI) , Forest department , Environmental and Pollution control board. Etc.)

We shall engage/ deploy Architect registered with council of Architecture & Licensed Structural Engineer throughout the Project and keep them valid till completion of said work.

Signature of Bidder:

Date :

MANDATE FORM FOR ELECTRONIC PAYMENT THROUGH RTGS/NEFT/ECS

To,
Accounts officer,
Institute for Plasma Research
Near Indira Bridge, Bhat
Gandhinagar - 382 428

Dear Sir,

Sub: Authorization for release of Payment due from **Institute for Plasma Research** through Electronic fund transfer RTGS/NEFT/ECS

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of the Party :

2. Address of the Party :-

.....

.....

City:.....Pin Code:.....

E-mail Id:.....

Permanent Account Number:.....

3. Particulars of Bank :

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR NO			
(9 Digits code number appearing on the MICR Band of the Cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the Cheque Book)			
RTGS / IFSC Code			

4. Date from which the mandate should be effective:

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, **IPR** shall not hold responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose credit of amount through RTGS /NEFT/ECS

Place :

Date : _____ Signature of the Party / Authorized Signatory

Certified that particulars furnished above are correct as per our Records

Bank's Stamp :

Date : _____ (Signature of the Authorized Official from the Bank)

N.B : RTGS Charges, if any, will be borne by the Party

Form of Performance Security (Guarantee) Bank Guarantee Bond

Inconsideration of the Director ,IPR (hereinafter called The Institute) having offered to accept the terms and conditions of the proposed agreement between **Institute For Plasma Research, Bhat, Gandhinagar**and _____ (hereinafter called “the said Contractor(s)”) for the work of _____ (hereinafter called „the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred to as”the Bank”) hereby undertake (indicate the name of the Bank) to pay to the Institute an amount not exceeding Rs. _____ (Rupees only) on demand by the Institute.
2. We, _____(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Institute /Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only)
3. We, the said bank further undertake to pay the Institute / Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Institute / Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the Institute / Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, _____(indicate the name of the Bank) further agree with the Institute / Government that the Institute / Government) shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute/Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of theInstitute/Government or any indulgence by the Institute/Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, _____(indicate the name of the Bank) agree that in case of encashment of this Bank Guarantee, the requisite amount shall be drawn in favour of “ Institute for Plasma Research, Bhat, Gandhinagar” or any other authority as demanded by him and shall be payable by demand draft at location specified by him at such time.
8. We, _____(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Institute / Government in writing.
9. This guarantee shall be valid upto _____ unless extended on demand by the Institute / Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees_____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ____ day of _____ for _____ (indicate the name of the Bank)

Terms & Conditions

DEFINITIONS

Tenderer/ Consultant/ Applicant/Bidder means	The firm that applies for Appointment / the one retained for consultancy.
Institute/ IPR means	Institute for Plasma Research Bhat, Gandhinagar – 382 428 represented by the Director or any authorized representative.
Work/Said Work/ Project means	Proposed construction of Shed Building at FCIPT campus, GIDC, Sector -25, Gandhinagar, Gujarat.

1. Fee and reimbursement:

The Institute shall pay to the Consultant as remuneration for the professional services to be rendered, by the Consultant in relation to the said work and in particular for the services hereinafter mentioned, fees as quoted in price bid – Fees for Consultancy services for Design & Detailed Engineering Design) the said fees being hereinafter called the ‘Fees’.

2. Scope of services of Consultant:

In consideration of the fees, Consultant as aforesaid, the Consultants shall faithfully, expeditiously and honestly perform the following services appertaining to the said work.

2.1 Consultant will provide the following services within the consideration of the fees hereby agreed to be paid to the Consultant, as aforesaid.

- (a) Consultant will Provide Architectural Design services.
- (b) Consultant will provide Structural Designing services.

- (c) Consultant will provide Poof Checking for Structural Design.
- (d) Heating, Ventilation, Air-Conditioning, Acoustic and Electrical Design services will provide by consultant.
- (e) Consultant will provide Interior Designing services (if required).
- (f) Consultant will provide Plumbing & sanitary, Sewerage, Drainage, Water supply, Fire Fighting etc. Design services.

- (g) Consultant will provide all the Services and Utilities including, Roads & street lighting & External services & other engineering aspects as may be necessary.
- (h) Consultant will provide the Landscaping services (if required).
- (i) Pre design study including requirement analysis, location & site analysis etc.
- (j) Consultant will provide services to get all permissions from Statutory Authorities.
- (k) Consultant will provide services for Periodical Supervision.

In addition to the above-mentioned services, Consultant will also provide the following additional special services (Clause 2.2 to 2.12) within the consideration of the fees.

Consultant shall provide managerial, administrative, design and engineering services and any other items related to the said work within the consideration of the fees.

2.2

- a) Consultant will take Institute's instructions regarding the requirements of the project as a whole.
- b) Consultant will visit the site.
- c) Consultant will prepare in agreement with Institute a program of accommodation and requirements.
- d) Consultant will examine legislation, code and standards as they affect the project, and give appropriate advice to the Institute.
- e) Consultant will obtain the requirements & prepare a preliminary design for the Institute's approval or comments (if any) by way of drawings and notes adequate to explain the general planning and nature of the works with basic dimensions and inclusive of ducts, shafts and other features required for services.
- f) Consultant will prepare a list of preliminary basic materials proposed & Proposed Schedule of finishes.
- g) Consultant will furnish a preliminary estimate cost on a cubic content or area basis.
- h) Consultant will discuss the preliminary design with the Institute and modify (e), (f), and (g) above if necessary and obtain the Institute's final approval to the same.

2.3

Consultant will obtain approvals from all Statutory Authorities/ Bodies including construction permission, local and other interested parties (GUDA, Fire Department, civil Aviation (AAI) , Forest Department, Environment and Pollution control board, any other bodies , etc.) and provides & submits necessary drawings and details for the same. Consultant will obtain Building Use permission.

All the expenses incurred for obtaining approvals from statutory authority like all statutory charges and fees, bonds, printing and lamination of drawings etc. will be paid by IPR at actual. The consultant should submit original payment receipts/ documents to IPR.

2.4

- a) Consultant will appoint Consultants (Preferably local) (Structural, Interior, HVAC, Electrical, Fire Safety, Plumbing, Acoustic, Interior, Landscaping & all Utilities etc.) duly approved by Institute where ever necessary.
- b) Consultant will get carried out the Geotechnical Investigations such as site boring, soil test and such other tests required (duly approved by Institute in prior) to provide essential design data from subsoil conditions. Tests shall be carried out as directed by the Structural Engineer and the quoted percentage fees is inclusive of the cost of same.
- c) Consultant will prepare at the Institute's expense a scale display model of the said work (duly approved by Institute in prior,) if required by IPR. The actual cost of preparing scale model will be reimbursed by IPR.
- d) Consultant will prepare working (GFC) drawings and details for all aspects of the work including Architectural, Interior, Structural, Electrical, Air-conditioning, Heating, Ventilation, Acoustic, Plumbing, Fire- Fighting & Safety, all utility services including Roads, Sewerage, Drainage, Water supply, street lighting, Landscaping and other utilities & services and obtain the approval of the Institute for the same.
- e) Consultant will coordinate overall designing, drawing and detailing work pertaining to Architectural, Interior, Structural, Electrical, Air-conditioning, Heating, Ventilation, Acoustic, Plumbing, Fire- Fighting & Safety, all utility services including Roads, Sewerage, Drainage, Water supply, street lighting, Landscaping, other utilities & services and other Engineering

aspects as may be necessary.

2.5

Consultant will prepare the specifications, the detailed schedule of quantities, work out the detailed Estimated Cost, Tender Documents and compile tender drawings for the said work, incorporating the structural and other aspects.

The consultant shall prepare detailed estimated cost based on the quantities worked from Tender drawings / Working Drawings and SOR (SAC -SOR/ CPWD SOR) , Items which are not included in SOR , estimate shall be prepared based on Market rate with supporting documents. The Consultant will be responsible to restrict the actual cost of the project & it should not exceed the Budget given by Institute. The Quantity Deviation in the quantities of each item shall not exceed 100 % for foundation works and 30 % for Superstructure works.

The Tender document shall be in line with the CPWD guide lines.

2.6

- a) Consultant will advise Institute and obtain approval on the form of contract and method of placing the main Contract.
- b) Consultant will provide the Surveyor, Engineering Consultants and other Consultants with all the necessary information to allow them to perform their specialist work.
- c) Prepare the necessary drawings and documents and undertake the agreed procedure in relation to nominated Sub-consultants and nominated suppliers.
- d) Consultant will prepare the necessary schedules and documents in relation to all materials and goods.
- e) Consultant will prepare documents in inviting and receiving tenders.
- f) Consultant will supply to the Contractor sufficient copies (at least 8 sets) of the working drawings, schedules, specifications, Bill of Quantities (if required) and other contract documents to enable him to properly fulfil his obligations under the conditions of the contract.
- g) Consultant will assist the Contractor to prepare a works progress schedules.

- h) Consultant will prepare and supply to the Contractor such further drawings, specifications or details which may be required for the proper execution of the work.

2.7

- a) Consultant will check and approve shop drawings submitted by Contractors & Drawings & Design submitted by them.
- b) Consultant will check and approve each & every samples (Civil, Electrical, HVAC, Plumbing, Fire Detection, Fire Fighting & Safety, Acoustic, etc.) submitted by Contractors & also G.A. Drawings & Design submitted by Contractor or any other sub-contractor.
- c) Consultant will give periodical supervision (at least Twice in fortnight and as and when called / required) and instruction as may be necessary to ensure that the works are being executed in accordance with the contract. Consultant should attend all the meeting related to the said work at Institute's office/ site as and when called.
- d) Consultant will advise the Resident Engineer/Technical Supervisor and other site Supervisory staff, if appointed, to provide constant superintendence to ensure that the work is carried out strictly in accordance with the working drawings and specifications.
- e) Consultant will advise Institute on the progress and quantity of work.
- f) Consultant will advise the Institute well in advance if the total of authorised expenditure is likely to be exceeded.
- g) Consultant will advise the Institute if the contract time is likely to be varied.
- h) Consultant will prepare Interim Valuations.
- i) Consultant will issue certificates that the work has been in accordance with specifications.
- j) Consultant will certify the final completion of the works.

2.8

On Completion of Consultant will submit three copies of as built Drawings along with soft Copies of all the Drawings (pdf and Autocad).

2.9 Deleted.

2.10

Wherever required Consultant will submit all the design calculations including design data of all the services including Structural, Electrical, HVAC, Plumbing, Fire Detection, Fire Fighting & Safety, etc to Institute & Consultant will be responsible for the safety & performance of the all the designs.

2.11

Institute may appoint Proof Checking Agency (Reputed University / IIT(s) etc.) for vetting of structural design and drawings. The Consultant will provide necessary details and get proof checked the Structural Design from the Proof Checking Agency. The consultant will incorporate the observations of Proof Checking Agency, and obtain the report stating that the Structural design is safe and obtain design approval with seal & Signature on all Working drawing /Good for Construction Drawings (GFC).

2.12 Deleted.

3.0 Fees:

3.1

The Institute shall pay to the Consultant fees quoted in price bid at all inclusive percentage rate of the actual cost of the said work, worked out in the manner described in clause 4 of hereof, subject to the ceiling hereinafter provided.

Provided further that in no case the Consultant shall be entitled to a total sum by way of fees, which exceeds of the first detailed estimates of the Consultant (as defined in Clause 2.5 above) multiplied by a factor of 1.2 (one point two). In the event of an increase in the detailed estimate in consequence of any increase in the scope of work and/or upgrading of specifications, the ceiling shall be increased in proportion to the increase in the detailed estimate on account of the factors mentioned above.

3.2 Schedule of payments:

Stage to be paid	Percentage payable
i) On Submission and approval of preliminary design and drawing & list of preliminary basic material and Preliminary Estimate cost.	20 % of total fees payable. (Calculated on Preliminary estimated cost of work).
ii) On submission and approval of Final Design, Model (If required), Layout of utility services	25 % of total fees payable less payment already made. (Calculated on Preliminary estimated cost of work).
iii) On submission and approval of detailed specification, detailed schedule of quantities, detailed estimated cost, tender Documents & tender drawings and all approvals from Statutory Bodies.	35 % of total fees payable less payment already made. (Calculated on detailed estimated cost of work)
iv) On preparation, furnishing and approval of detailed working (GFC) drawings and their details pertaining to Architectural, Interior, Structural, electrical, Fire Detection, Fire Fighting & Safety, HVAC, Plumbing & Sanitary, All utilities, Landscaping, and other engineering aspects as may be necessary including coordination of overall designing, drawing and detailing and Proof checking.	55 % of total fees payable less payment already made. (Calculated on detailed estimated cost of work)
v) On completion of tender procedure and placing of contract	70 % of total fees payable less payment already made. (Calculated on detailed estimated cost of work)
vi) During construction	80 % of total fees payable (Calculated on actual cost of work done) worked out in the manner described in Cause 4 or 80 % of total fees payable of 1.2 time the detailed estimated cost whichever is lower, less

	payment already made hereof to paid from time to time as work progresses but not more frequently than once in three months
vii) On completion of work & Obtaining Building Use Permission	Balance fees due based on complete cost of the work as finally worked out on the basis of actual cost as detailed in Clause 4 below but not exceeding 1.2 time the detailed estimated cost, payable after completion of work, adjustment for earlier payments being made.

3.3 Taxes will be deducted from Fees as per Government Rules.

3.4 GST

GST on Consultancy fees shall be paid at actuals as per the prevailing rates

4. Total Construction Cost:

4.1 The total construction cost will be based on the cost, as certified by the Consultant of Civil, Interior, Electrical, Fire Detection, Fire Fighting & Safety, Air-conditioning, Heating, Ventilation, Acoustic, Plumbing, & Sanitary and Mechanical works, Landscaping work and works, including site works custom built in furniture, installation and equipment executed in his direction subject to the following conditions.

4.2 The construction cost shall not include sub-contractor's/ sub-consultant's design fees.

4.3 In addition to the cost of all work executed under the building contract the total construction cost shall include the cost of any work which is excluded from the contract but otherwise designed by the Consultant.

4.4 Where appropriate the cost of old materials used in work will be calculated as if they were new.

4.5 The following shall also be excluded in construction the actual cost of work:

- (a) Cost of development of site including cost of land up to the stage of excavation of foundations.
- (b) Cost of installations and fixtures in their detailed layout is not designed by Consultant.
- (c) Cost of external services like drainage, Water, gas and electric supply if not designed by the

Consultant.

- (d) Cost of roads and external works not designed by the Consultants.
- (e) Cost of supervisory establishment employed on the building by the Institute.
- (f) Periodical payments made to the Consultant.
- (g) Cost of services which are not designed by the Consultants.
- (h) Cost of furniture, furnishing and works of art if not designed by Consultant.
- (i) Any other fees paid to other parties or Consultants appointed by the Institute.

5.0 Out of pocket Expenses:

5.1 No Out of pocket Expenses to be paid, Fees includes the same.

5.2 Drawing and documents :

- a) Consultant Should give Eight hard Prints of the each drawings & documents, Soft copies of all the documents & Drawings Autocad & pdf copies of all the drawings, Maps, Photographs & other records, The Fees includes the same.

5.3 Hotel and Travelling Expenses:

No Hotel and travelling expenses to be paid, quoted Fees includes the same.

- 6. The executive control of the work, as far as this agreement is concerned, on behalf of the Institute shall be with any officer/s who may be authorized or prescribed by Institute in that behalf. Consultant shall address communications to the officer who may be authorized in this behalf who shall cause appropriate action to be taken on them. Similarly, the Consultant shall act only on written communication of in an emergency, on oral communication to be confirmed thereafter in writing from the officer authorized in this behalf.

7. Drawings:

The Consultant shall supply free of charge to the Institute Four set of approved preliminary drawings and Eight sets each of tender drawings and Eight sets of execution drawings to Institute & Soft copies (Autocad & pdf) of all the Drawings & Documents to take out prints for his own use.

8. Copy Right:

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. IPR shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by IPR or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

9. Abandonment, Postponement or Curtailment of work:

In case it is decided to abandon, postpone or curtail the work at any stage, interim fees due to Consultant up to that stage will be paid based on the estimated cost of the work prior to the decision to abandon, postpone or curtail the work. Fees for subsequent work will be paid on the revised cost of the modified construction.

10. Discharge of Functions to be performed by the Consultant:

The Consultant hereby agree that the fees to be paid as provided herein will be in full discharge of functions to be performed by them and no claim whatsoever shall lie against the Institute in respect of any property rights on the part of any other party relating to the plans, models and drawings. The Consultants shall indemnify and keep indemnified the Institute against any such claims and against all costs and expenses paid by the Institute in defending itself against such claims. The Consultants shall always keep the Institute indemnified against any claims arising out of the Consultants consulting any other parties in connection with the discharge of their responsibilities under the Agreement.

11 Arbitration:

- a) In case of any dispute or difference arising between the parties during the progress of or after construction or abandonment of the work as to the meaning of construction of this contract or touching or relating either to the said buildings or works, or to any other matter or thing arising directly or indirectly under this contract, then and in such an event the same shall be referred to DIRECTOR, INSTITUTE FOR PLASMA RESEARCH who shall alone consider and determine the same, whose decision / award shall be binding and

conclusive upon both the said parties and this clause shall be deemed a submission within the meaning of Arbitration and Conciliation Act 1996 or Statutory modification or re-enactment there of.

- b) It is specifically agreed that the Consultant shall continue (if Institute desires) to render its services provided herein with all due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration.
- c) The venue of Arbitration proceedings shall be Institute for Plasma Research, Bhat, Gandhinagar -382428.
- d) Gandhinagar Courts alone shall have the exclusive jurisdiction.

12. This agreement shall be terminable by one month notice delivered in writing by either party without being liable to pay and damage to the other party and further in the event of termination of this agreement by either party and this clause or in the case of suspension or abandonment of the said works due to cause beyond the control of either party no further payment except the payment or payments which have or has already been made, or which may become payable in accordance with the provisions of clause 9 here prior to the date of expiry of the period of such termination notice or the date of such abandonment of suspension as the case may be shall be made by the Institute to the Consultant.

13. Consultant will be responsible to restrict the actual cost of the project & it should not exceed the Budget given by Institute.

14. Consultant should prepare all designs confirming to relevant Bureau of Indian Standards, National Building Code & in accordance with byelaws / acts other regulations of Statutory Bodies.

15. Consultant will not make publicity / presentation of the Drawings / Project / Layouts to any other Parties or media without prior written consent of Institute.

16. **Compensation of Delay:**

If any delay in providing services agreed schedule, Institute shall be entitled to recover Compensation for Delay at the rate of 0.5% of the total fees per week of delay limited to maximum of 10% of the total actual fees payable.

In the event of the failure on the part of the Consultant to complete and do their work within a schedule and in a satisfactory manner or in the event of the Consultant committing a breach of any one or more of the terms and conditions, the Institute shall be entitled to rescind this agreement without prejudice to its right to claim damage or any other rights or remedies under the law.

17. Consultant shall keep all the information / procedures etc. fully confidential and he should not act to the detriment of the Institute either directly or indirectly.
18. No sub-letting of services shall be permitted by the Institute. Under no circumstances the CONSULTANT shall sublet the services.
19. In case the Consultant abandons the work during the course of the project, the Institute has the right to appoint an alternate Consultant or make an arrangement for carrying out the work of Consultant, at the risk and cost of the Consultant.

20. Secrecy:

The Consultant shall not disclose any information furnished to them by the employer nor any drawings, reports and any other information prepared by the Consultant without the prior written approval of employer except in so far as disclosure is necessary for the performance of Consultant's work and service under this agreement. The Consultant shall be subject to the provision of the official Secrets Act 1923, and amendments thereof pertaining to such information at all times.

TIME SCHEDULE FOR DESIGN CONSULTANCY SERVICES

The Consultant shall prepare the drawings & details at every stage keeping in view the priorities of the Employer and also according to requirements of drawings & details for actual execution of work at site. However, detailed schedules to be followed for the work shall be finalized as per the priorities of the employer at the time of taking up the work.

Sl. No.	Schedule of activity	Indicative time schedule to be stipulated for individual works
1	Furnishing of Users requirement by IPR	Within 01 week from issue of work order.
2.	Visit by Consultant to employer office and/ or site and discussion with employer and finalizing user requirements.	Within 01 week from Sl no 1 above.
3	Furnishing preliminary design drawing & list of preliminary basic materials & preliminary estimated Cost by Consultant for review by Employer.	Within 02 weeks from Sl No 2 above.
4	Perusal of preliminary drawings by IPR & furnishing comments.	Within 02 weeks from the Sl No 3 above.
5	Modifying preliminary drawings based on comments and furnishing to Employer along with proforma/ preliminary estimates.	Within 01 week from the Sl No 4 above.
6	Approval for the revised Preliminary drawings by the employer with or without further modifications.	Within 01 week from the Sl No 5 above.
7	Furnishing Final Design drawings, Model (if required), Layout of all utility services by Consultant.	Within 02 weeks from the Sl No 6 above.

8	Perusal of Final Design drawings by Employer & furnishing comments.	Within 02 weeks from the SI No 7 above.
9	Modifying Final Design drawings based on comments and furnishing to Employer	Within 01 week from the SI No 8 above.
10	Approval for the revised Final Design drawings by the employer with or without further modifications.	Within 02 weeks from the SI No 9 above.
11	Appointment of Proof Checking agency by IPR .	Within 02 weeks from the SI No 10 above.
12	Furnishing Structural Design Calculations and model Structural working Drawings for Proof checking of Structural Design.	Within 02 weeks from the SI No 10 above.
13	Modifying Structural working Drawings , Structural Design Calculations , based on the comments received from proof checking Agency	Within 01 week from receipt of comments from Proof checking agency.
14	Approval by Proof Checking Agency on Structural working Drawings , Structural Design Calculations	Within 02 weeks from the SI No 13 above.
15	Furnishing of detailed working (GFC) drawings and their details pertaining to Architectural, Interior, Structural, electrical, HVAC, Plumbing & Sanitary, All utilities, Landscaping, and other engineering aspects as may be necessary including coordination of overall designing, drawing and detailing.	Within 03 weeks from the SI No 14 above.
16	Perusal of detailed working (GFC) drawings and their details pertaining to Architectural, Interior, Structural, electrical, HVAC, Plumbing & Sanitary, All utilities, Landscaping, and other engineering aspects	Within 02 weeks from the SI No 15 above.

17	Modifying Working drawing (GFC) drawings based on comments received from Employer and furnishing to Employer	Within 01 weeks from the SI No 16 above.
18	Approval for the revised Working (GFC) drawings by the employer with or without further modifications.	Within 02 weeks from the SI No 17 above.
19	Furnishing the detailed specification, detailed schedule of quantities and detailed estimated cost and Tender Documents & Tender drawings and all approvals from Statutory Bodies.	Within 08 weeks from the SI No 18 above.
20	Perusal of detailed specification, detailed schedule of quantities and detailed estimated cost and tender Documents & tender drawings by Employer & furnishing comments	Within 02 weeks from the SI No 19 above.
21	Furnishing to Employer Modified detailed specification, detailed schedule of quantities and detailed estimated cost and Tender Documents & Tender drawings based on comments and furnishing to Employer	Within 01 week from the SI No 20 above.
22	Approval on Modified detailed specification, detailed schedule of quantities, estimated cost, Tender Documents & Tender drawings with or without further modifications.	Within 02 weeks from the SI No 21 above.
23	Furnishing to employer the working drawings(GFC) including details necessary for execution of work	Within 01 week from the SI No 22 above.
24	Furnishing of completion drawings / documents along with soft copy and issue of Final Completion certificate.	Within 02 weeks from completion of works by contractor.
25	Obtaining BU Permission	Within 08 weeks from the SI No 24 above.

DECLARATION BY THE BIDDER

1. I hereby declare that I have gone through clearly and understood the Terms & Conditions of Contract, relevant formats and Evaluation criteria mentioned in the Part-I Technical bid.
2. I also confirm that the offer now submitted is totally in agreement with the Terms & Conditions of Contract read in conjunction with the documents, terms & conditions issued for this particular tender.

(Seal & Signature of the Bidder)

Name :

Date

Check List to be filled by Bidder regarding submission of documents with Technical BID

Name of Bidder :		
Sr No.	Documents	Submitted Yes/ No
1	Proof of Eligibility Criteria No.1, Work orders and Completion certificates issued by the authority concerned i) To establish work experience of comprehensive services ii) Having executed similar nature and of comparable magnitude as per eligibility criteria	
2	Proof of Eligibility Criteria No.2, Work orders and Completion certificates issued by the authority concerned to establish work experience.	
3	Proof of Eligibility Criteria No.3, At least one Work order / Agreement copy of works undertaken before Seven Years.	
4	Proof of Eligibility Criteria No.4, Annexure Form “C”- Form of Bankers Certificate from a scheduled Bank	
5	Proof of Eligibility Criteria No.5 & 6 - Annexure -Form “B”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet need not be uploaded.	
6	Proof of Eligibility Criteria No.7, Valid Registration certificate with Council of Architecture.	
7	Proof of Eligibility Criteria No.8 1. Property Tax bill or Valid Rent Agreement 2. Annexure Form “D”: List of Equipment and Infrastructure facilities available with applicant 3. Annexure Form “E (I)” Information about total Administrative and Technical staff available 4. Form of Curriculum Vitae (CV) of Key Professionals (Architect) to be deployed for proposed work.	
8	Proof of eligibility Criteria No.9, Registration certificate of Firm with Local Body like Municipal corporation.	
9	Proof of Eligibility Criteria No.10 – Form “J” undertaking for providing comprehensive services.	

10	Annexure Form “E(I)”: Information about total Administrative & Technical staff available. and/or Annexure Form “F” along with Agreement (s) with Associate firms for specialized services and completion certificates and work orders for the consultancy works executed by Associate firms.	
11	Form “G” Details of all Consultancy works completed during last 5 years ending on 30th April, 2019. No works shall be left out. Completion certificates and Work Order issued by the authority concerned to establish work on hand shall be uploaded.	
12	Form “H” Details of all Consultancy works On Hand Under Execution (Ongoing project) No consultancy works shall be left out Work Order issued by the authority concerned to establish work on hand shall be uploaded.	
13	PAN (Permanent Account Number) Registration / TAN Registration details	
14	NEFT/RTGS Mandate Form for Payment as per Format given.	
15	GST Registration Certificate	
16	Undertaking as per Form “P” Undertaking by Bidders (Consultant)	
17	Form “A”- Information about Organization	
18	E-payment towards tender processing fees in favour of M/s. ITI Ltd , New Delhi.	
19	Earnest Money Deposit of Rs. 10,000/-	
20	Letter of Transmittal as per Format in this Tender.	
21	Declaration by the Bidder as per Format in this Tender.	
22	Additional documents if any to meet the eligibility criteria	

Date:

Signature with Seal of the company