

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Design Cell

**EXPRESSION OF INTEREST DOCUMENT
(E.O.I)**

**E.O.I Notice No 1 IIT(B)/Design Cell/Architect Empanelment /2022 dated
21 September 2022**

**Subject: Empanelment of Architects for Landscape works carried out
by Design Cell of IITB for Indian Institute of Technology Bombay,
Powai, Mumbai 400 076**

CONTENTS

SR.N O	TITLE	PAGE
1	SECTION I : BRIEF PARTICULARS OF THE WORK	2
2	SECTION II: INFORMATION & INSTRUCTIONS FOR APPLICANTS	2 TO 7
3	SECTION III: EMPANELMENT INFORMATION & LETTER OF TRANSMITTAL	8
4	FORM 'A'-FINANCIAL INFORMATION	9
5	FORM 'B'-DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF MONTH March 2022	10
6	FORM 'C'-PROJECTS UNDER EXECUTION OR AWARDED	11
7	FORM 'D'-PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"	12
8	FORM 'E', E1-STRUCTURE & ORGANISATION MAIN OFFICE	13-14
10	FORM 'F'- DETAILS OF AVAILABLE IN HOUSE SERVICE	15
11	FORM 'G'- DETAILS OF PROPOSED ASSOCIATE SERVICE	16
12	FORM 'H'-DETAILS OF TECHNICAL&ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK	17
13	FORM "I" -DETAILS OF CONSULTANCY EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK	18
11	NOTICE INVITING TENDER	19-20

Name of Agency & Address

SECTION I
BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which Expression of Interest applications are invited are as under:

Item	Brief Particulars
Name of Assignment	Empanelment of Architects for landscape works carried out by Design Cell of IITB for Indian Institute of Technology Bombay, Powai, Mumbai 400 076 <u>E.O.I Notice No 1 IIT(B)/Design Cell Architect Empanelment/2022 dated 21 September 2022</u>

2. Location: The works are proposed within the existing campus of Indian Institute of Technology Bombay at Powai, Mumbai- 400076.

3. General features and major components of the work are as under:

Design cell in IITB was setup in 1988 with the intension of revamping the Interior and exterior built spaces in the Institutes to suite the changing needs of the Institute. It has been carrying out Interiors, renovations, retrofitting, addition and alterations to department & Administrative buildings including space design. The scope also includes electrical design & structural input as per project requirement.

Institute has completed its 75 years and growing dynamically. Built spaces for Administration, laboratories, residential, sport facilities, auditoriums and seminar rooms have to constantly be reconfigured and upgraded to suite the current requirements.

The need for expertise in landscape is also foreseen as campus has lot of spaces under green cover/gardens/ecological trails.

Considering the growing magnitude of work it is felt that the Design cell requires additional help from outside Architects who will take up such works in consultation with Design cell
The scope of work for the **Architect** include designing **landscape** layout plans for the works carried out by Design cell, providing the specifications of the materials, assisting the Design cell in finalizing the contractor and supervision of the Landscape works, Some time the panel architects services will also be availed for **planning, designing and execution of open spaces owned by IITB**

Dean(IPS) ,1st Floor , Main Building, Indian Institute of Technology Bombay (IIT B),Powai Mumbai -76 ,on behalf of Director, IIT (B) invites Applications in the prescribed format for Designing and executing the **Landscape works carried out by Design cell of IITB**. For maintaining separate panels of **Architects** for Design Cell for a minimum of 3 years .

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 General:

- 1.1 Letter of transmittal and forms for empanelment are given in Section III.
- 1.2 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 are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, not providing information required under Section III and in the Forms "A" to "I" duly signed with date and seal may result in the applicant being summarily disqualified. Applications received late will not be entertained.
- 1.3 The application should be typewritten. The applicant should sign & stamp each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the empanelment document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 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 EOI document unless the Employer calls it for.
- 1.7 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 **IIT Bombay**.
The E.O.I document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover super scribed **"Expression of Interest document for landscape works carried out by Design Cell of IITB for Indian Institute of Technology Bombay, Powai, Mumbai 400 076 shall be received by Design Cell, 3rd floor, Main Building of IIT Bombay Powai Mumbai 76 up to 15:00 Hrs on 18-10-2022."** Documents submitted in connection with empanelment will be treated confidential and will not be returned.
- 1.8 All Architects empanelled with design cell need to re apply for empanelment.
- 1.9 Prospective applicants may request clarification related to process of empanelment of architects and Expression of Interest (EOI) document. Any clarification provided by IITB shall be uploaded on the official website of IITB. No request for clarification will be considered after **28 September 2022**.

2.0 Definitions

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2 **Employer:** Means Indian institute of technology Bombay acting through its Director/ or his authorised representatives.
- 2.3 **Applicant:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- 2.4 **"Year"** means "Financial Year" unless stated otherwise.

3.0 Method of Application:

- 3.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- 3.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address **proof of experience in the field** to be furnished.
- 3.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a **certified copy of the power of attorney** should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 3.4 If the applicant is a limited company or corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the **Memorandum of Articles of Association** duly attested by a Public Notary.

4.0 Final Decision Making Authority.

The employer reserves the right to accept or reject any application and to annul the empanelment process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

5.0 Particulars Provisional

The particulars of the work given in "Section I" are provisional. They are liable to change and must be considered only as **advance information** to assist the applicant to **apply for proposed work**.

6.0 Site Visit

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

7.0 ELIGIBILITY CRITERIA FOR EMPANELEMENT:

7.1 A. ORGANIZATION.

- a) Architects firms shall have inhouse Architects having presently valid registration from the Institution of Architects / Indian Council of Architects.
- b) Constitution of the Organization & Year of incorporation.
- c) Should have the full functioning office to deal independently with Landscape projects -located in and around Mumbai (i.e. within 80 km radius of IITB since last 5 years)
- d) Having experience in the field for not less than 7 years as on December 2021.
- e) Name and details of various services in house or Participant Associates to whom job is proposed to be assigned.
- f) Name of Key personnel to be associated with their qualifications and Experience.

7.2 B. EXPERIENCE:

- a) Have completed similar Consultancy assignment during the last 5 years, as on **31.12.2021** of value as listed below: The applicant should have satisfactorily completed following similar works:
 - i) At least one project costing not less than **Rs. 1 Crores, or**
 - ii) Two projects, each costing not less than **Rs.0.75 Crores or**
 - iii) Three projects each costing not less than **Rs.0.50 Crores.**
- b) At least should have two project costing not less than Rs. 0.5 Crores shall be

for **Government / Semi Government/ Government Undertaking/ Government Autonomous Bodies** etc. in India.

c) Similar assignment means planning ,designing and execution of Landscape projects including civil, electrical, surface drainage, plant selection executed by the agency for Academic/Institutional/Residential/Student Residential buildings incorporating all the required services

d) The applicant' shall support with performance certificate of each work completed in the last **five** years issued by the Employer or his Authorised representative

7.3 . FINANCIAL CAPABILITY

- a) The applicant should have had average annual financial turnover of Consultancy Fees (gross) of **Rs. 20 lakhs** Consultancy fees during the last **5 (Five)** years prior to **31st March 2022**. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- b) The applicant should not have incurred any loss in more than two years during the last five years ending **31st March 2022** duly certified by the Chartered Accountant.
- c) The applicant should not be under liquidation, court receivership or similar proceedings.

7.4 LOCATION OF OFFICE

The applicant Should have the full functioning office to deal independently with Projects located in and around Mumbai (**within 80 Km radius of IITB**) required for the proper and timely execution of the work.

Note: All documentary proof of para 7.1 , 7.2 , 7.3 & 7.4 shall be submitted for evaluation and in absence shall be considered as incomplete application.

- 7.5** The applicant should have sufficient number of Technical and Administrative employees for the proper planning & designing of the Consultancy work. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

8.0 EVALUATION CRITERIA FOR EMPANELMENT OF CONSULTANTS WHO MEET ELIGIBILITY CRITERIA SPECIFIED AS ABOVE

- 8.1 For the purpose of shortlisting, applicants will be evaluated in the following manner:
- 8.1.1 The agencies will be shortlisted for presentation on basis of documents submitted with respect to eligibility criteria prescribed in Para 7.1 to 7.4 above in respect of organization details, experience of similar class of works, financial capability and location of office.
 - 8.1.2 The final evaluation will be based on presentation by agencies qualifying the eligibility criteria prescribed in Para 7.1 to 7.4 above on the basis of presentation of the relevant works of similar nature(Landscape Projects including civil, electrical, surface drainage, plant selection) executed by the agency during last five years **as on 31.12.2021**. The applicant is required to make presentation to the Evaluation Committee formed by the Institute at his own cost. Evaluation by the committee will be based on the following broad parameters with equal weightage i.e. maximum 25 marks each:
 - i) Aesthetics
 - ii) Functional Suitability
 - iii) Cost Effective Design
 - iv) applicant's experience, plan & capability to carry out such assignments

The applicant scoring minimum 75% or more marks shall be considered eligible for empanelment by the institute.

The applicant selected through presentation shall be considered eligible for empanelment by the institute. The Institute, however, reserves the right to restrict the short listing of firms upto 10(Ten) on relative merit based on evaluation of eligibility criteria mentioned herein as above.

- 8.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the empanelment document.
 - (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc.
- 8.2.1 Short listing of the consultants shall be subject to thorough verification of their credentials and inspection of similar works carried out /in progress by them, through a Technical Committee of assessors to be constituted by IIT Bombay.

9.0 FINANCIAL INFORMATION

Applicant should furnish the following financial information:

Annual financial statement for the last five years (**in Form " A"**)

10.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

- 10.1 Applicant should furnish the following:
- (a) List of all works of similar class successfully completed during the last five years (**in Form"B"**)
 - (b) List of all the projects under execution or awarded (**in Form "C"**).
- 10.2 Particulars of completed works and performance of the applicant duly authenticated /certified by an officer not below the rank of Executive engineer or equivalent or issued by the employer should be furnished separately for each work completed or in progress (**in Form " D"**).

11.0 ORGANIZATION INFORMATION

Applicant is required to submit the following information in respect of his organization (Main and Branch Office) (in Forms "E" & "E1")

- (a) Name & Postal Address, including Telephone, fax & Telex Numbers etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorised to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorisation for employer to seek detailed references.
- (f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (**in Form "F"**).

12.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with Expression of Interest document.

13.0 SELECTION OF CONSULTANT

- 1.0. **After evaluation of empanelment applications, a list of qualified Consultants will be prepared. Short listing of the consultants shall be done on basis of presentation by Architects fulfilling eligibility criteria and full verification of their credentials and inspection of similar works carried out/in progress by them if**

found necessary, through a Technical Committee of assessors to be constituted by IIT Bombay. The shortlisted consultants will be empanelled by IITB. Decision of the Institute regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Architects will only be informed by post.

14.0 Any effort on the part of the applicant or his agent to exercise influence or to pressurise the employer would result in rejection of his application. Canvassing of any kind is **strictly** prohibited.

15.0 Validity for Empanelment shall be 3 (three) years.

SECTION III
EMPANELMENT INFORMATION
LETTER OF TRANSMITTAL

From :M/s_____

E.O.I Notice No 1 IIT(B)/Design Cell/Architect Empanelment /2022 dated
21 September 2022

To,
Dean IPS, First Floor, Main Building,
Indian Institute of Technology Bombay,
Powai, Mumbai,
400076.

Subject : Empanelment of Architects for Comprehensive Architectural Consultancy for the upcoming Academic& Residential Projects for Indian Institute of Technology Bombay, Powai, Mumbai

Sir,

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

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "I" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified Annual Turnover certificate and authorise the Dean IPS, IIT Bombay, to approach the Bank to confirm the correctness thereof. I/we also authorise Dean IPS, IIT Bombay to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following works:

Sr.No.	Name of work	Certified by	Performance certificate (to be enclosed)
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO

Enclosures.

FORM 'A'
FINANCIAL INFORMATION

- I. 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				
	2017-18	2018-19	2019-20	2020-21	2021-22
i) Gross Annual turnover on Consultancy Fees (In Rs. Crores)					
ii) Profit/Loss					
iii) Certified by					

- II. Financial arrangements for carrying out the proposed work.**

- III. The following certificates are enclosed:**

- (a) Current Income Tax Clearance Certificate
- (b) Profit & Loss account for last 3 years

Signature of Chartered Accountant with seal

Signature of Applicant(s)

FORM 'B'
**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE
LAST FIVE YEARS ENDING LAST DAY OF THE MONTH December 2021**

(Note: Attach more sheet if required as per this format)

SIMILAR NATURE OF ASSIGNMENT COMPLETED				
Sr. No	Description	1	2	3
1	Name of work /project and location & Estimated cost of work			
2	Name & Address of Employer/ organisation Contact Person & phone/mobile No			
3	Cost of Fees in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details*			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks			

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

Signature of Applicant(s) with date & seal

FORM 'C'
PROJECTS UNDER EXECUTION OR AWARDED

(Note: Attach more sheet if required as per this format)

Sr. No	Description	1	2	3
1	Name of work /project and location & Estimated Cost of work			
2	Name & Address of Employer/ organisation			
3	Cost of Fees in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Up to date percentage progress of work			
7	Slow progress if any and reasons thereof			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks			

Signature of Applicant(s) with date & seal

FORM'D'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"

1. Name of work/ Project & Location
2. Agreement No.
3. Estimated Cost
4. Consultancy Fees Cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Delayed completion, if any.
8. Performance Report.

(1) Quality of work	Very Good/Good/Fair/Poor
(2) Financial soundness	Very Good/Good/Fair/Poor
(3) Technical Proficiency	Very Good/Good/Fair/Poor
(4) Timely delivery of working drgs/ obtaining statutory approvals	Very Good/Good/Fair/Poor
(5) Resourcefulness	Very Good/Good/Fair/Poor
(6) General behaviour	Very Good/Good/Fair/Poor

Dated:

Authorised Signatory of Employer

#Note:-Certificate for each work completed/under execution shall be obtained as per "FORM D" or the certificate issued by the employer to be enclosed.

FORM "E"
STRUCTURE & ORGANISATION OF MAIN OFFICE*

1	Name & Address of the applicant: (Furnish details of Main office Details with Tel & \Fax /email id)		
2	Telephone No./mobile No./Fax No & email id		
3	Legal status of the applicant (<u>attach copies of original document defining the legal status</u>) i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy) if any	Organisation /Place of registration	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work:		
6	Designation of individuals authorised to act for the organisation		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8	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.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.		
10	Has the applicant, or any consultant partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which fields of Consultancy assignment the applicant has specialisation and interest?		
12	Details of Technical Personal available as on date		
13	Any other information considered necessary but not included above.		

FORM "E1"

STRUCTURE & ORGANISATION OF MAIN & *BRANCH OFFICE*

(Full details of Branch Office to be furnished -if required attach additional sheet)

1	Name & Address of the applicant: (Furnish details of Branch office Details with Tel & \Fax /email id) (Note: Should have the full functioning office to deal independently with Architectural Projects located in and around Mumbai Empanelment)		
2	Telephone No./mobile No./Fax No & email id		
3	Legal status of the applicant of branch Office <u>(attach copies of original document defining the legal status)</u> i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy)if any	Organisation /Place of registration	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work: at Branch Office		
6	Designation of individuals authorised to act for the organisation at Branch Office		
11	In which fields of Consultancy assignment the applicant has specialisation and interest?		
12	Details of Technical Personal available as on date at Branch Office		
13	Any other information considered necessary but not included above.		

FORM 'F'
DETAILS OF AVAILABLE IN HOUSE SERVICE

Sr.No.	IN HOUSE SERVICE	AVAILABILITY OF SERVICE (STRIKE OUT WHICH EVER IS NOT AVAILBLE)
1	ARCHITECTURAL-CIVIL	YES / NO
2	STRUCTRUAL ENGG	YES / NO
3	PUBLIC HEALTH ENGINEERING	YES / NO
4	ELECTRICAL	YES / NO
5	MECHANICAL	YES / NO
6	HVAC	YES / NO
7	ACOUSTIC	YES / NO
8	FIREFIGHTING/ENGG	YES / NO
9	LAND SCAPING	YES / NO
10	AUDIO-VISUAL	YES / NO
11	INFORMATION TECHNOLOGY(IT)	YES / NO

FORM 'G'
DETAILS OF PROPOSED ASSOCIATE SERVICE

Sr.No.	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE	YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT
1	ARCHITECTURAL-CIVIL			
2	STRUCTRUAL ENGG			
3	ELECTRICAL			
4	ACOUSTIC			
5	LAND SCAPING			
6	AUDIO-VISUAL			

FORM'-H'

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL

[illegible]

*Note: (Bio data of Key personnel available for this work to be enclosed)

FORM ' I''
DETAILS OF CONSULTANCY/OFFICE EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

Sr. No	Name of Equipment	Nos.	Capacity or Type	Age	Condition	Ownership status			Current Location	Remarks
						Presently owned	Leased	To be purchased		
1	2	3	4	5	6	7	8	9	10	11
A	CONSULTANCY <u>1. Hardware</u> i) Computers ii) Plotters iii) iv) <u>2. SOFTWARE</u> (mention the software proposed to be used in this work along with Licence details etc.)									
2	Any other Office Equipments. (mention the equipments proposed to be used in this work)									

WEB SITE PUBLICATION
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
DESIGN CELL

EXPRESSION OF INTEREST DOCUMENT **(E.O.I)**

E.O.I Notice No 1 IIT(B)/Design Cell/Architect/Empanelment /2022
dated 21 September 2022

**Empanelment of Architects for landscape works carried out by
Design Cell of IITB for Indian Institute of Technology Bombay, Powai,
Mumbai 400 076**

Dean IPS, 1st floor, Main Building, Indian Institute of Technology Bombay (IIT B), Powai, Mumbai 400076, on behalf of Director, IIT(B) invites **Expression Of Interest (EOI)** from qualified, experienced, competent and financially sound Architectural consultants **Empanelment of Architect in two categories**, for Designing and executing the **Landscape works carried out by Design cell of IITB**. For maintaining separate panels of **Architects** for Design Cell for Indian Institute of Technology Bombay, Powai, Mumbai **for a validity period of 3 (Three) years.**

Architects / Firms who will fulfil the following criteria supported with documentary proof shall only be considered for participation:

- (a) Architects/ Engineering Firms shall have in house Architects having presently valid registration from the Institution of Architects /Indian Council of Architects.
- (b) Should have the full functioning office to deal independently with Architectural Projects located in and around Mumbai (i.e within 80 km radius of IITB since last five years)
- (c) Have experience in the field for not less than 7 years, as on 31.12.2021.
- (d) *Average Annual turnover of fees not less than **Rs.20(twenty)** Lakhs as per ITCC or Profit & Loss statement issued by Chartered Account for the last **3(Three)** years as on 31.03.2022.
- (e) *Have completed similar Consultancy assignment during the last 5 years, as on 31.12.2021 of value listed below: The applicant should have satisfactorily completed following similar works
 - i) Have completed similar Consultancy assignment during the last 5 years, as on **31.12.2021** of value as listed below: The applicant should have satisfactorily completed following similar works:
 - I) At least one project costing not less than **Rs. 1 Crores, or**
 - ii) Two projects, each costing not less than **Rs.0.75 Crores or**
 - iii) Three projects each costing not less than **Rs.0.50 Crores.**
- (f) Should have completed at least two projects costing not less than 0.5 crores for Government/Semi Government/Government Undertaking/Government Autonomous Bodies, etc., in India.
- (g) Similar assignment means planning ,designing and execution of Landscape projects including civil, electrical, surface drainage, plant selection executed by the agency for Academic/Institutional/Residential/Student Residential buildings incorporating all the required services

*** values pertaining to any year shall be enhanced by 7% per annum till F.Y. 2021-22 to take care of inflation.**

The E.O.I document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover super scribed **"Expression of Interest document landscape works carried out by Design Cell of IITB for Indian Institute of Technology Bombay, Powai, Mumbai 400 076 shall be received by Design Cell, 3rd floor, Main Building of IIT Bombay Powai Mumbai 76 up to 15:00 Hrs on 18-10-2022.**

EOI Documents consisting of the set of terms and conditions complied with by the Consultant to be downloaded from IITB website <https://www.iitb.ac.in/deanpl/tender.html> from **21-09-2022 to 17-10-2022.**

The interested Firms are required to furnish the following documents along with "Expression of Interest Document" :

- a) Proof of Registration for members of Institution of Architects or Indian Council of Architects,
- b) Proof of Constitution of the Organization & Year of incorporation:
- c) Proof of Main/Branch Office in and around Mumbai (i.e within 80 km of radius of IITB since last five years)
- d) Organizational Structure
- e) PAN No:
- f) GST No.
- g) List of similar works carried out by them for the last five years indicating, the Organization for whom executed, indicating Value of work, Completion time (Stipulated and Actual)
- h) List of similar works in hand indicating, the Organizations for whom the work is executed, Value of work, Completion time: Stipulated and Actual present status of the work,
- j) Performance Certificate issued by the Employer
- k) List of Technical staff they possess
- l) Name and details of Associates of various Services to whom the job is proposed to be assigned if in house facility not available. **Shortlisting shall be done after verification of the credentials, Evaluation based on presentation by applicants and inspection of works carried out, if necessary through an Expert Committee constituted by IIT (B).**

IIT(B) reserves the rights to restrict 10 (Ten) Consultant/Firms on relative merit based on evaluation scoring criteria stipulated in the EOI documents.

Note: i) Architects currently empanelled with IITB also required to apply against this EOI for fresh empanelment. ii) Clarification related to empanelment process or EOI document, if any, shall be provided on the official website of IITB.

Dated : 21-09-2022

Dean(IPS) IIT(B)

Contact details: 02225767012

Email ID: sona1106@yahoo.com/designcell@iitb.ac.in

