

# Indian Institute of Technology Jodhpur

NH-62, Nagaur Road, Karwar, Jodhpur-42037

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No. IITJ/OIE/2022-23/39

Date: 13 October-2022

## **NOTICE INVITING TENDER**

**Name of Work: Providing Architectural Services on Retainership basis for various Interior/ Renovation/ Additional/ Alteration and New works including landscaping and allied works at IIT Jodhpur.**

Superintending Engineer, IIT Jodhpur invites ONLINE tenders from reputed and experienced Architects for "Providing Architectural Services on retainership basis as Institute Architect for interior/ renovation/ additional/ alteration and new works at IIT Jodhpur."

The prescribed bid document can be downloaded from Central Public Procurement Portal (CPPP) or from IIT Jodhpur website at 11:00 Hrs on 13/10/2022. The last date and time for the submission of online bids is 27/10/2022 up to 15:00 Hrs and date for Opening of bids is 28/10/2022 at 16:00 Hrs in presence of the authorised representatives of the Architects. The financial bids shall be opened after scrutiny of the technical bids which will be notified to all the eligible bidders.

Authorities of IIT Jodhpur reserve the right to reject any or all the quotation or accept them in part or reject lowest quotation without assigning any reason.

**Superintending Engineer**

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## NOTICE INVITING QUOTATION

**Name of Work: Providing Architectural Services on Retainership basis for various Interior/ Renovation/ Additional/ Alteration and New works including landscaping and allied works at IIT Jodhpur.**

### Terms and Conditions:

#### 1. Objectives

The institute requires the Architectural services for new works, interior, addition, alteration works, landscaping and allied work for which the detailed drawings, perspective views etc. are required in order to get the approval of the user's/ competent authority. As such the Institute intends to appoint an architect on retainership basis who could provide these services.

#### 2. Eligibility Criteria

- The applicant or the proprietor of the firm must be a qualified Architect.
- They should be registered with Council of Architecture of India.
- They should have an office in Jodhpur.
- They should be registered with GST, Income Tax, ESI/EPF Authorities.
- They should have carried out providing Architectural services to any educational institutions or local body for Interior Design/ Landscaping/ Renovation/ Addition and Alteration work/ New works in the last 5 years. Attach satisfactory completion certificate issued by the educational institution.
- The value of the single work executed must be a minimum of Rs. 40 Lakhs or the value of two works must be more than Rs. 30 Lakhs each and the value of three works must be more than Rs. 20 Lakhs each in the last 7 years.

#### 3. Scope of Work

The Architect shall be required to provide all services in respect of the following as may be required for obtaining necessary approval of the competent authority or statutory approvals.

- a) Taking the instruction from user/ institute authorities regarding the requirement of the project on the whole.
- b) Visiting the site for evaluation/ assessment of feasibility of the project requirements as given by user/ institute authorities.

- c) Preparing, consultation with the user/ institute authorities, programs of user's requirements, examining quotes and standards, preparing draft notes sufficient to explain architect general understanding of the client requirements and the outline of its plan.
- d) Discussing the draft sketches with the client and making such modifications as may be desired by the users/ institute authorities.
- e) Preparing of architectural, structural, interior, exterior, façade, electrical, sanitary, drainage, communications, HVAC drawings, perspective views of the building/ room/ halls, landscaping internal, external area boundary wall, fascia etc. and other engineering drawings required for execution of the project as required.
- f) General supervision with a minimum of 4 (four) visit in a month to meet the users/ competent authority for design discussion and visit the site to ensure that the work being executed is as per drawings and specifications.

#### 4. Stages of Payment

4.1 Following shall be the stages of the payment for New Works: -  
(Value of work is up to Rs 20 Crore)

S. No.	Description of stage of payment	Fee Payable
4.1.1	After submission of conceptual drawings.	5% of total fee payable
4.1.2	After submission of preliminary estimate. (Fee shall be based on the preliminary estimate cost)	5% of total fee payable
4.1.3	On approval of concept drawings i/c preliminary estimate. (Fee shall be based on the estimate cost)	10% of the total fee payable less already paid
4.1.4	On approval of building plan from local body.	10% of the total fee payable less already paid
4.1.5	On the approval of Environmental clearance, if any.	10% of the total fee payable less already paid
4.1.6	On submission of working drawings and structural drawings and detailed estimate good for inviting tender. (Fee shall be based on the estimated cost up to tender)	10% of total fee payable less already paid

4.1.7	On a boarding the work for execution. (Fee shall be based on the estimated cost put to tender or tendered cost whichever is less)	10% of total fee payable less already paid
4.1.8	On pro rata bases on progress of work. (Fee shall be based on the estimated cost or tendered cost whichever is less)	10% of total fee payable less already paid
4.1.9	On completion of work. (Fee shall be based on the estimated cost or tendered cost or completed cost whichever is less)	10% of total fee payable less already paid
4.1.10	On the approval of fire, local bodies for O.C. and other statutory approval, if any.	10% of total fee payable less already paid
4.1.11	After one year from date of obtaining O.C. and fire clearance	10% of total fee payable less already paid

**Note:** - If work of any stage as mentioned above is not required by institute than same shall not be payable.

**4.2** Following shall be the stages of the payment for Renovation/ Upgradation/ Allied Works: -

S. No.	Description of stage of payment	Fee Payable
4.2.1	On submission of Concept Architectural Drawing	15% of total fee payable
4.2.2	On approval of Concept Architectural Drawing	15% of total fee payable
4.2.3	On submission of detailed Architectural Drawing including Elevation, Section etc. and services details, if any	15% of total fee payable
4.2.4	On submission of detailed estimate along with specification of items, AOR, services details, if any	15% of total fee payable
4.2.5	On approval of detailed estimate	15% of total fee payable
4.2.6	On completion of 50% of work	15% of total fee payable
4.2.7	On completion of work	10% of total fee payable

**Note:** - Payment shall be made only for work done against each stage.

## 5. Execution of the Assignment

- 5.1 For the successful discharge of duties of the architect the architect shall have to make visit to the institute/ site of works. For that the architect shall be paid as per the rates quoted in price bid.
- 5.2 The architect shall keep the institute informed about the progress of drawing work assigned to him.
- 5.3 The architect shall appoint specialised consultants, if required, with the prior approval of the institute.
- 5.4 The architect shall be responsible for the direction and integration of the consultants' work it appointed and shall assume the overall responsibility of work including that of his consultants.
- 5.5 The architect shall supply to the institute free of cost sufficient no of drawings and documents as and when required.
- 5.6 The architect shall exercise all responsible skill care and diligence in the discharge of his duties.

## 6. Time Schedule

The architect shall in consultation with the institute, prepare a time schedule in respect of various services to be rendered by him.

## 7. Duration

The contract shall be for **2 (two) years initially which may be renewed annually based on the performance up to a maximum 5 (five) years.**

## 8. Termination of Agreement

- 8.1 Agreement between the architect and the institute may be terminated by either one giving the other a written notice of not less than 30 (thirty) days should either fail substantially to perform his part of responsibilities/ duties so long as the failure is not caused by the one initiating the termination.
- 8.2 When termination of this agreement is not related or attributable directly or indirectly to any act omission neglect or default on the part of the architect The architect shall be entitled to professional fees as stipulated as per price bid.
- 8.3 In the event of architect firm closing its business or the client having terminated the agreement, the client shall have the right to employ another architect to complete the work after making payment to the previous architect's firm.

## Financial/Price Bid

S.No.	Description of work/item	Professional fees in percentage	
		In figures	In words
1	For rendering the architectural services for New Work for which the detailed drawings, perspective views etc. is to be prepared and submitted as per the requirement of IIT Jodhpur on retainership basis.		
2	For rendering the architectural services for Interior/ Addition/Alteration works/Landscaping/ Allied work for which the detailed drawings, perspective views etc. is to be prepared and submitted as per the requirement of IIT Jodhpur on retainership basis.		

**Note 1:** Professional fees shall be worked out on the basis of the approved detailed estimated cost, tendered cost or completed cost of work whichever is less at various stages of the work as given clause - 4 of NIQ. The rates shall be applicable for 5 years.

**Note 2:** Any tax levied by law, such as GST etc., contingent to professional services rendered by the architect, shall be payable by the institute over and above the gross fees charged by the architect in relation to the services provided and shall be reimbursed on production of the original deposit receipt for the same.

**Note 3:** Earnest money of Rs. 5,00,000/- in the form of banker's cheque or Demand Draft or fixed deposit receipt of a schedule bank drawn in favour of Director, IIT Jodhpur. For Online payment through RTGS/NEFT IIT Jodhpur Bank details are as under:

Name of the Bank A/C : Director IIT Jodhpur  
Canara Bank A/C No. : 3399101000631  
Name of the Bank : Canara Bank IIT Jodhpur,  
IFSC Code : CNRB0003399  
MICR Code : 342015501

**Note 4:** Tender Fee of Rs. 1,500/- in favour of IIT Jodhpur to be deposited in IITJ Canara Bank (A/c No. - 3399101000631 & IFSC - CNRB0003399) and receipt copy to be scanned & uploaded in tender (technical bid) or this fees can be directly RTGS to Director IIT Jodhpur and its proof to be uploaded in technical bid

**Note 5:** Financial Bid of Technically qualified bidder shall only be opened in due course.

**Signature of the Architect with Date and Seal**

**CHECKLIST FOR DOCUMENTS TO BE ENCLOSED BY THE BIDDERS**  
**(Sealed & signed copy by the bidders for submission of following documents**  
**to be enclosed)**

<b>S. No.</b>	<b>Document Name</b>	<b>Enclosed (Yes/No)</b>
1	Documents of Registration with Council of Architecture of India	
2	Details of Architects employed by firm including supporting documents	
3	Office Located in Jodhpur	
4	Registration Certificate of GST	
5	ESIC Registration Certificate	
6	EPFO Registration Certificate	
7	Past experience certificate of any educational institute or local body for Interior Design/ Landscaping/ Renovation/ Addition/ Alteration work/ New Works in the last 5 years	
8	Scanned Copy of EMD of Rs. 5,00,000/- (Rupees Five Lakh only) in favour of the Director, IIT Jodhpur	
9	Scanned Copy of Tender Fee of Rs. 1,500/- (Rupees One Thousand Five Hundred only) in favour of the Director, IIT Jodhpur	