



## **INDIAN INSTITUTE OF TECHNOLOGY INDORE**

### **Enlistment of Consultants for Comprehensive Architectural Services**

**Superintending Engineer & Project Incharge  
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## **1. TITLE: ENLISTMENT OF ARCHITECTS**

### **2. APPLICABILITY**

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for enlistment as an “Architect” in IIT Indore under these clauses provided the eligibility criteria and other conditions are satisfied. The enlisted “Architects” have to abide by all the clauses made herein and as amended from time to time, during the tenure of their enlistment.

### **3. SCOPE OF WORK**

The scope of work includes but is not limited to site survey and soil investigation, preparation of concept /preparation of detailed architectural design, preparation of preliminary / working drawings, preparation of tender documents, BOQ and detailed specifications, interior designs, landscape architecture, planning, rehabilitation of structures, public health Engineering, internal and external electrical works, shop electrics, clean rooms, HVAC, fire fighting system, low voltage systems (CCTV, Fire detector & Alarm, Access Control Computer Network etc), Utilities and periodic inspection and evaluation of works. Submission of “as built drawing” etc. Site visit twice a week, high level supervision, rectification of extra items, excess saving statement, bill of contractor, issue of completion certificate, submitting, checking of required documents for statutory approvals, participation in tendering process of work ,attending the meeting etc.

### **4. SCOPE OF ENLISTMENT**

The enlistment in IIT Indore will entitle the “Architect” to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). It shall not confer any right on the architect either to be necessarily issued with the tender documents or for award of work. **Limited tender would be invited for various works among the enlisted consultants defining scope of works and services required.**

### **5. ENLISTMENT PROCEDURE**

The architect has to submit the prescribed application, complete with all documents to IIT Indore.

5.1 Incomplete applications and application without prescribed documents are liable to be rejected.

5.2 IIT Indore will have the right to independently verify the details furnished by the architect and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose IIT Indore may constitute necessary inspection team(s).

## 6. VALIDITY OF ENLISTMENT

The enlistment will be valid for a period of three years from the date of enlistment. The enlistment shall be open for review by the IIT Indore and liable to termination, suspension, or any other such action at any time, if considered necessary, by the IIT Indore after issue of due notices to the architect(s).

## 7. CATEGORIES OF ENLISTMENT

The enlistment shall be done for the following categories:

**Table-1**

| S. No. | Name of Category | Estimated Cost                                   | Processing Fees |
|--------|------------------|--|-----------------|
| 1)     | Category A       | Works with estimated cost up to Rs.5.0 Crores.   | Rs.5,000        |
| 2)     | Category B       | Works with estimated cost up to Rs.10.00 Crores. | Rs.10,000       |
| 3)     | Category C       | Works with estimated cost up to Rs.20.00 Crores. | Rs.15,000       |
| 4)     | Category D       | Works with estimated cost up to Rs.40.00 Crores. | Rs.20,000       |

## 8. CHANGE IN CONSTITUTION OF FIRM

The enlisted architect / firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of IIT Indore. If any change in partners in partnership firms and change in constitution of firms must be immediately inform to IIT Indore and if failing for which the enlistment will be cancelled.

## 9. CHANGE OF ADDRESS

While Applying for enlistment the architect should mention address of his registered office as well as Head office, if different. All documents viz. Bankers certificate etc should bear one of the addresses; otherwise the same shall not be accepted. The architect shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Service Tax authorities etc. Failure to do so may result in removal from the approved list of architects.

## 10. SUBMISSION OF TENDERS

Enlisted architect shall take part in the tendering process of IIT Indore along with others. Architects are liable to be removed from approved list if they do not secure works in IIT Indore / do not take part in tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

## 11. ANNUAL CONFIDENTIAL REPORTS OF ARCHITECTS

An annual confidential report shall be written by the Engineer-in-charge of IIT Indore in respect of each and every work carried out by an architect for IIT Indore. The report shall be in the prescribed form. This report shall be written in respect of each and every work immediately after completion.

13.1 The report shall be reviewed every year by IIT Indore and architects, whose performance is found to be lower than the expected performance, shall be removed from the approved list. The decision of IIT Indore in this regard will be final and binding on architect.

13.2 The revalidation of enlistment shall be done on the basis of evaluation of the Annual confidential reports of the works.

## **12. ARCHITECT'S OBLIGATIONS**

The "Architect" should fulfill all his obligations specified under these clauses within the time and in the manner as specified. Some of the obligations are

- a) Prior approval shall be obtained before modifying the constitution of the firm/ company.
- b) Intimation regarding change of address should be given in advance or within one month along with documentary proof from bankers, Income Tax Department, Sales Tax Department and service tax etc.
- c) Architect should be registered with Council of Architecture, India during the period of enlistment / revalidation.
- d) Enlisted architect shall maintain good conduct while carrying out work and shall not Indulge in unethical practices.
- e) The works awarded should be executed strictly as per terms and conditions of contract.
- f) Top priority should be accorded for timely submission of drawings, tender document and BOQ etc.

## **13. DISCIPLINARY ACTIONS**

The "Architect" shall have to abide by all the clauses of enlistment and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. IIT Indore shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by IIT Indore after issue of a show cause notice. Decision of IIT Indore shall be final and binding on the architect.

### **14.1 SUSPENSION OF BUSINESS**

IIT Indore may suspend business with the architect for a period, decided by it, pending full enquiry in to the allegations, if IIT Indore is, prima facie of the view that the architect is guilty of an offence in relation to business dealings, which when established would result in his removal / banning business and it is not considered desirable to entrust new works or continue business with the contractor. IIT Indore may also suspend business with an enlisted architect for a period decided by it, if the architect fails to start a work awarded to the agency.

### **14.2 REMOVAL FROM APPROVED LIST**

The name of the "Architect" may be removed from the approved list of architects by IIT Indore, if the architect

- a) Has more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b) Is proved to be responsible for major mistakes in drawings or tender document for two or more works; or
- c) Persistently violates any important conditions of contract; or d) Fails to abide by the conditions of enlistment; or
- d) Is found to have given false particulars at the time of enlistment; or
- e) Has indulged in any type of forgery or falsification of records; or
- f) Changes the constitution of the firm or individual without prior approval of IIT Indore) Changes permanent address / business address without intimation to IIT Indore; or
- g) Is declared or is in the process of being declared as bankrupt, insolvent, wound up, Dissolved or partitioned; or
- h) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- i) Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc; or
- j) Has already been demoted for other reasons; or
- k) Is considered not required to be in the approved list for any other reason considered by IIT Indore.

## **15. Conflict of Interest**

**A.** IIT Indore requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below:

- a.** Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment.
- b.** Conflicting relationship i.e. business/relationship with a member of client's staff involved in the job.
- c.** The consultants shall be required to observe the highest standard of ethics during rendering of professional services.

## **ARCHITECTURAL SERVICES, ELIGIBILITY CRITERIA & RELATED DETAILS**

Interested organizations who have rendered Architectural Services for Institutional Building Projects and Residential Building Projects may submit their offer in the manner indicated below.

### **ELIGIBILITY CRITERIA**

The “Architects” should satisfy the minimum eligibility criteria specified in table-2.

**1.1 The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an architect during the last 7 years. The works should have been executed in same name and style in which the enlistment is sought.**

**1.2 The financial soundness shall be judged on the basis of the average annual business turnover (in terms of consultancy fees received) in the last 3 years.**

**1.3 The “Architects” shall have to pay a non-refundable processing fee by crossed demand draft in favour of “REGISTRAR IIT INDORE” payable at Indore from any nationalized or schedule bank as prescribed. The processing fee for category-’A’,’B’,’C’ and category-’D’ is as per table -1.This fee has to be submitted along with the application form.**

**1.4 A duly attested photocopy of the PAN number, service tax registration number and registration with council of architecture under the architect act 1962 to be submitted along with the application.**

**1.5 In case of works carried out for private Organization’s / persons copies of TDS certificate along with copy of performance report with work order / agreement should be enclosed. Private works without performance report and TDS certificates shall not be considered for evaluation.**

**1.6 All the documents as desired to be submitted along with tender document. Incomplete tender document will be summarily rejected. IIT Indore reserves the right to accept or reject any application without assigning any reason.**

2. Architect has to apply separately for different categories, if interested. In case an application is found suitable for enlistment in category lower than the one applied for, the enlistment may be done in the eligible category in respect of such architect. However, the difference in processing fee will not be refunded.

3. The enlistment shall be valid for a period of 3 (three) years. The period of enlistment may be extended further at the discretion of IIT Indore.

4. Applicants who have successfully provided Comprehensive Architectural Consultancy Services for Works / Projects of values mentioned below, during the last 7 years and fulfill specified minimum Criteria shall be eligible to apply.

5. Architect(s) / Firms having experience in designing Green Buildings as per GRIHA norms or Equivalent recognized international norms should give details of such works carried out by them in the last five years.

6. The Application should be on the prescribed form. All annexures duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for Architectural Consultancy for the last three years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc should be enclosed.

7. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
8. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
9. Enlisted Architectural Consultants would be entitled to tender for Architectural consultancy works in IIT Indore and work shall be awarded to successful tenderers on General Terms and Conditions of the bid.

**TABLE-2: CATEGORY-‘A’,’B’,’C’ &’D’  
ENLISTMENT OF ARCHITECT AT IIT INDORE**

| <b>Past Experience of completed works in last 7 years</b>  | <b>Financial soundness (Average annual Turnover)</b>  | <b>In-House Consultant</b>  | <b>Service Tax/IT PAN</b>                                 |
|--|---|---|---|
| <p>(a) Should be registered with Council of Architecture, India</p> <p>(b) Experience of having successfully completed similar consultancy works in CPWD, MES, P&amp;T, Railways, Defence &amp; other government departments, state PWD, Central Autonomous Bodies/ State Autonomous Bodies/or reputed private sector during last seven years ending March-2015 should be either of the following:</p> <p>i) Three consultancy works (under separate work order) completed for the project each costing not less than 40% of tender limit or</p> <p>ii) Two consultancy works (under separate work order) completed for the project each costing not less than 60% of tender limit or</p> <p>iii) One consultancy work completed for the project each costing not less than 80% of tender limit.</p> | <p>Should have had average annual business turnover from Architectural consultancy services (as shown in table below) in the last 3 years ending current March-2015. Balance sheet for the last 3 years ending current March- 2015 should be enclosed</p> | <p>If the principal Architect does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to IIT Indore. However, this is subject to approval of the IIT Indore.</p> | <p>Should have valid Service tax No. &amp; IT PAN No.</p> |

- Tender limit indicates the the cost of the work or project for which consultancy services were provided (not the consultancy fees)

| <b>S.No.</b> | <b>Cost of Work</b> | <b>Turnover</b> |
|--------------|---------------------|-----------------|
| 1            | Up to Rs 5 crores   | Rs 7.50 Lacs    |
| 2            | Up to Rs 10 crores  | Rs 15 Lacs      |
| 3            | Up to Rs 20 crores  | Rs 30 Lacs      |
| 4            | Up to Rs 40 crores  | Rs 60 Lacs      |



**APPLICATION FORM FOR ENLISTMENT  
INFORMATION TO BE FURNISHED BY THE APPLICANTS**

| <b>Category of work applied for: Enlistment of Architects<br/>Category A ,B,C &amp;D</b> |   | <b>Name of category</b>              |
|--|---|--------------------------------------|
| <b>S.No.</b>   | <b>Particulars</b>  | <b>Details</b>                       |
| 1  | Name of Organization  |                                      |
| 2  | Address<br>CORPORATE<br>&<br>LOCAL  |                                      |
|  | Mobile No.  |                                      |
|  | Telephone No.   |                                      |
|  | Fax No.   |                                      |
|  | E-mail ID   |                                      |
| 3  | Organization Details  | To be filled as per Annexure-I       |
| 4  | Details of Directors / Partners /Proprietors  | To be filled as per Annexure-II      |
| 5  | List of Architectural Consultancy<br>Assignments undertaken   | To be filled as per Annexure-III     |
| 6  | List of Architectural Consultancy<br>Assignments in progress  | To be filled as per Annexure-IV      |
| 7  | Financial Status  | To be filled as per Annexure-V       |
| 8  | List of permanent professional Employees<br>and Key Personnel mentioning their<br>specialization, qualifications, experience<br>and association with the firm | Self-certified copies to be enclosed |
| 9  | List of award winning entries (during last<br>five years)   | To be filled as per Annexure-VI      |
| 10   | List of consultants associated on regular<br>basis  | To be filled as per Annexure-VII     |
| 11   | List of works for which GRIHA /<br>International ratings for Green buildings<br>earned  | To be filled as per Annexure-VIII    |
| 12   | List of equipments available with the firm  | To be filled as per Annexure-IX      |
| 13   | Affidavit   | To be filled as per Annexure-X       |

**Signature of applicant**

**Name & Designation**

**Place:**

**Date:**

**ORGANIZATIONAL DETAILS**

| <b>S. No.</b> | <b>Parameter</b>  | <b>Details</b>                                  |
|---------------|---|---|
| 1             | Organizational Set-up:<br>- Year of Establishment<br>- Status of Firm<br>(Proprietorship/Partnership/Any other)<br>- Name of Directors/Partners/Proprietors<br>- Enlistment with Govt. Organizations<br>- (Mention names along with copies of Certificates) | To be filled as per Annexure-II                 |
| 2             | Staff Strength<br>- Architects (nos.)<br>- Structural Engineers (nos.)<br>- Civil Engineers (nos.)<br>- Plumbing / sanitary engineers<br>- Electrical Engineers (nos.)<br>- Environmental Engineers (nos.)<br>- HVAC Engineers (nos.)                       |   |
| 3             | Proof Checking arrangement  | Details of tie-up if any to be given            |
| 4             | Details of Office Automation  |   |
| 5             | ISO Certification   |   |
| 6             | Outsourcing jobs<br>- Plumbing, Sanitary & water supply<br>- Electric Schemes & Design<br>- Fire Fighting and fire detection<br>- Environmental<br>- Air conditioning<br>- Mechanical<br>- Any other  | Details of sub-consultants (if any) to be given |

Signature of the applicant

Place:

Date:

Name &amp; Designation

**DETAILS OF DIRECTORS/PARTNERS / PROPRIETORS**

| S.No. | Name of Partners/Directors/ Proprietors | Academic Qualifications | Designation | Address / Phone / Fax /e-mail |
|-------|---|-------------------------|-------------|-------------------------------|
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |
|       |   |                         |             |                               |

**Signature of the applicant  
Name & Designation**

**Place:  
Date:**





**FINANCIAL STATUS**

| <b>S. No.</b> | <b>Financial year</b> | <b>Turnover<br/>(in Rs. Lacs)</b> | <b>Profit / loss (-)</b> |
|---------------|-----------------------|-----------------------------------|--------------------------|
| 1             | 2011-2012             |                                   |                          |
| 2             | 2012-2013             |                                   |                          |
| 3             | 2013-2014             |                                   |                          |
| 4             | 2014-2015             |                                   |                          |

**Note:**

Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**

**LIST OF AWARD WINNING ENTRIES**  
**(DURING LAST FIVE YEARS)**

| <b>S. No.</b> | <b>Name of Client Department</b> | <b>Name of Project</b> | <b>Covered Area</b> | <b>Cost of Work</b> | <b>Detail of the Project (Salient Feature of the Project)</b> | <b>Stage of the Project</b> | <b>Institution &amp; Nature of Award</b> |
|---------------|----------------------------------|------------------------|---------------------|---------------------|---|-----------------------------|--|
|               |                                  |                        |                     |                     |   |                             |  |
|               |                                  |                        |                     |                     |   |                             |  |
|               |                                  |                        |                     |                     |   |                             |  |
|               |                                  |                        |                     |                     |   |                             |  |
|               |                                  |                        |                     |                     |   |                             |  |

**Signature of the applicant**  
**Name & Designation**

**Place:**  
**Date:**

**LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS**

| <b>S. No.</b> | <b>Nature of Consultancy</b>                         | <b>Name &amp; Address of Consultants</b> | <b>Name, Qualification &amp; Experience of Staff</b> | <b>Important Projects Handled</b> |
|---------------|--|--|--|-----------------------------------|
| 1             | Service Consultant                                   |  |  |                                   |
|               | (a) For Civil Services                               |  |  |                                   |
|               | (b) For Electrical Services<br>(External & Internal) |  |  |                                   |
|               | (c) Fire Fighting Services,<br>Fire alarm system     |  |  |                                   |
|               | (d) HVAC Services                                    |  |  |                                   |
|               | (e) Interior   |  |  |                                   |
|               | (f) Rehabilitation of<br>Structure                   |  |  |                                   |
| 3             | Landscape Consultants                                |  |  |                                   |
| 4             | Any other Consultant                                 |  |  |                                   |

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**



**LIST OF WORKS FOR WHICH GRIHA / INTERNATIONAL RATINGS  
FOR  
GREEN BUILDINGS EARNED**

| <b>S.No.</b> | <b>Name of Client</b> | <b>Name of Project</b> | <b>Covered Area</b> | <b>Cost of Work</b> | <b>Detail of the Project (Salient Feature of the Project)</b> | <b>Rating Earned</b> |
|--------------|-----------------------|------------------------|---------------------|---------------------|---|----------------------|
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |
|              |                       |                        |                     |                     |   |                      |

**Signature of the applicant  
Name & Designation**

**Place:  
Date:**

**LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM**

| <b>S.No.</b> | <b>Name of Equipment</b> | <b>Type</b> | <b>Nos.</b> |
|--------------|--------------------------|-------------|-------------|
| 1            | Computers                |             |             |
| 2            | Printers                 |             |             |
| 3            | Plotters                 |             |             |
| 4            | Softwares                |             |             |

**Signature of the applicant  
Name & Designation**

**Place:  
Date:**

**AFFIDAVIT**

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.100 DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr. ....S/o .....  
R/o.....

The deponent above named to hereby solemnly affirm and declare a under:

1. That I am the Proprietor / Authorized signatory of M/s. ....having its Head Office / Regd. Office at .....
2. That the information / documents / Experience certificate submitted by M/s.....along with this 'ENLISTMENT OF ARCHITECTS to IIT Indore are genuine and nothing has been concealed.
3. I shall have no objection incase IIT Indore verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case IIT Indore demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, IIT Indore at its discretion may disqualify / reject my application for enlistment outrightly and also debar me / M/s.....  
.....from participating in any future tenders / PQ.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s. ...., do herby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at .....this .....day of .....

**Deponent**