



## **INDIAN INSTITUTE OF TECHNOLOGY INDORE**

### **Enlistment of Consultants for Comprehensive Structure Design Services**

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## ENLISTMENT OF STRUCTURAL DESIGNER CONSULTANT IN IIT INDORE

### CLAUSES FOR ENLISTMENT

#### 1. TITLE

These clauses shall be called Clauses of Enlistment for Structure Consultant in IIT Indore,2015.

#### 2. APPLICABILITY

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for enlistment as a “Structure Consultant” in IIT Indore under these clauses provided the eligibility criteria and other conditions are satisfied. The enlisted “Structure Consultant” has 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 structural analysis and design, preparation of Detailing of every structure component, Detailed Design Report, GFC drawings, rehabilitation of structures, Risk Assessment, Safety Standards, Structural Integrity and periodic inspection and evaluation of works etc.

#### 4. SCOPE OF ENLISTMENT

The enlistment in IIT Indore will entitle the “Structure Designer Consultant” to be considered for structure design of structures subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). It shall not confer any right on the structure designer 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 consultant defining scope of works and services required.**

#### 5. ENLISTMENT PROCEDURE

The structure designer consultant has to submit the prescribed application, complete in all respects along 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 structure designer consultant and to get the works completed by the structure designer, 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. However, the enlistment may be revalidated, in accordance with the clauses in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous enlistment / revalidation. 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 structure designer consultant(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
a)	Category A	Works with estimated cost up to Rs.5.0 Crores	Rs.5,000
b)	Category B	Works with estimated cost up to Rs.10.00 Crores	Rs.10,000
c)	Category C	Works with estimated cost up to Rs.20.00 Crores	Rs.15,000
d)	Category D	Works with estimated cost up to Rs.40.00 Crores	Rs.20,000

## 8. CHANGE IN CONSTITUTION OF FIRM

The enlisted consultant / 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 structure designer consultant 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 structure designer consultants.

## 10. SUBMISSION OF TENDERS

Enlisted structure designer shall take part in the tendering process of IIT Indore along with others. Structure designers are liable to be removed from approved list if they do not take part in tendering process against three consecutively NIT. 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 STRUCTURAL CONSULTANT**

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 a structure designer 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.

11.1 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.

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

## **12. STRUCTURAL CONSULTANT OBLIGATIONS**

The "Structure Consultant" should fulfil 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) Structure Consultant should have valid license and it must be valid up to enlisted period.
- d) Enlisted Structure Consultant 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 detailed design report and drawings etc.

## **13. DISCIPLINARY ACTIONS**

The "Structure Consultant" 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 structure designers 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 structure consultant.

### **14.1 SUSPENSION OF BUSINESS**

IIT Indore may suspend business with the structure consultant for a period, decided by it, pending full enquiry into the allegations, if IIT Indore is, prima facie of the view that the structure consultant 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 structure consultant for a period decided by it, if the structure consultant fails to start a work awarded to the agency.

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

The name of the "Structure Consultant" may be removed from the approved list of structure designers by IIT Indore, if the structure consultant

- 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 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
- e) Is found to have given false particulars at the time of enlistment; or
- f) Has indulged in any type of forgery or falsification of records; or
- g) 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
- i) Is declared or is in the process of being declared as bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- k) Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc;or
- l) Has already been demoted for other reasons; or
- m) 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.

## **STRUCTURAL CONSULTANCY SERVICES, ELIGIBILITY CRITERIA & RELATED DETAILS**

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

### **ELIGIBILITY CRITERIA**

The “Structure Consultant” 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 structural designer 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 “Structure Consultant” 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 valid license copy 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 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. Structure Consultant 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.

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 Structure Consultancy Services for Works / Projects of values mentioned below, during the last 7 years and fulfil specified minimum Criteria shall be eligible to apply.

5. Structure Consultant(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 Structural 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 Structure Consultants will be entitled to participate in tender process for Structure 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 STRUCTURE CONSULTANT AT IIT INDORE**

<b>Past Experience of completed works in last 7 years</b>	<b>Financial soundness (Average annual Turnover)</b>	<b>Service Tax/IT PAN</b>
<p>(a) Should have valid license                      (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:                      i) Three consultancy works (under separate work order) completed for the project each costing not less than 40% of tender limit or                      ii) Two consultancy works (under separate work order) completed for the project each costing not less than 60% of tender limit or                      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 structural consultancy fee (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>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 Structure Consultant 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 CORPRATE & 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 Structure Consultancy Assignments undertaken	To be filled as per Annexure-III
6	List of Structure Consultancy 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 and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9	List of award winning entries (during last five years)	To be filled as per Annexure-VI
10	List of equipments available with the firm	To be filled as per Annexure-VII
11	Affidavit	To be filled as per Annexure-VIII

**Signature of applicant**

**Name & Designation**

**Place:**

**Date:**

**Annexure-I****ORGANIZATIONAL DETAILS**

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

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**

**Annexure-II**

**DETAILS OF DIRECTORS/PARTNERS / PROPRIETORS**

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

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**

**Annexure-III**

**LIST OF STRUCTURE CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 7 YEARS**

S. No	Name of Work / Project with address	Short description of Structure Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

Note:  
 The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

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

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

**Annexure-IV**

**LIST OF MAJOR STRUCTURE CONSULTANCY PROJECTS / ASSIGNMENTS IN PROGRESS**

<b>S. No.</b>	<b>Name of Work / Project in Progress with Address</b>	<b>Short description of Structure Consultancy</b>	<b>Name and address of Owner</b>	<b>Value of Work/ Project executed</b>	<b>Date of Start of Work / Project</b>	<b>Stipulated time of completion</b>	<b>Status of work</b>	<b>Expected date of completion</b>	<b>Any other relevant information</b>

Note:  
The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**

**Annexure-V**

**FINANCIAL STATUS**

<b>S. No.</b>	<b>Financial year</b>	<b>Turnover (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:**

**Annexure-VI**

**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:**

**Annexure-VII**

**LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM**

<b>S.No.</b>	<b>Name of Equipment</b>	<b>Type</b>	<b>No's.</b>
1	Computers		
2	Printers		
3	Plotters		
4	Software's		

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**



**Annexure-VIII**

**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 STRUCTURAL DESIGNER CONSULANT'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 demands 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**