

**Indian Institute of Technology Bombay  
Invites**

**Appointment of Project Management Consultant  
(PMC) for the Proposed Main Entrance Gate  
Redevelopment Project at IIT Bombay**

**Part I: Expression of Interest (EOI)**

**Reference Number: EO/A/INFRA/WKS-120/26-27**



**EOI Invited by**

**Dy. Superintending Engineer, Indian  
Institute of Technology Bombay  
Powai, Mumbai 400076.**

## Part I: Expression of Interest (EOI)

### 1 Background

#### 1.1 Important Information

|          |                                                                         |                                                                                                                                                   |
|----------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Name of Work</b>                                                     | Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.                       |
| <b>2</b> | Anticipated cost of construction work on which consultancy is required: | ₹16,00,00,000/- (Rupees Sixteen Crore Only), exclusive of GST.<br><i>The estimated cost is indicative only and may vary during execution.</i>     |
| <b>3</b> | Duration of the Consultancy                                             | Construction Phase: 09 Months<br><br>Project close out + post construction support: 03 Months<br><br><b>Total Consultancy Duration: 12 Months</b> |
| <b>4</b> | Performance Guarantee                                                   | 5% of the Accepted Contract Value                                                                                                                 |

|                                                                                               |                                                                                                                     |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Date of publication in CPP Portal/ IITB Website                                               | <b>01<sup>st</sup> September, 2026</b>                                                                              |
| Pre-bid meeting                                                                               | <b>08<sup>th</sup> September, 2026 at 03:00 p.m.</b>                                                                |
| Complete Tender (Technical + Financial bid) hard copy has to be submitted at Estate office on | <b>16<sup>th</sup> September, 2026 between 09:15 a.m. to 11:15 a.m.</b> in the conference room of the Estate Office |
| Opening of Technical bid                                                                      | <b>16<sup>th</sup> September, 2026 at 11:30 a.m.</b>                                                                |
| Opening of Financial bid                                                                      | Date & time of opening of financial bid shall be communicated after the eligibility criteria verification           |

#### A. Pre-bid queries

For seeking more information or clarifications on the Notice Inviting EOI, interested firms may send their queries in writing by email [drestate@iitb.ac.in](mailto:drestate@iitb.ac.in) **before the stipulated date** mentioned above, from the firm's official email id. The responses to the queries received as well as those queries received in writing during the pre-bid meeting from all the interested firms shall be uploaded on IITB website.

All expenditure incurred in this regard towards travel, lodging and boarding shall be borne by the Firm. In case a firm decides not to attend the above pre-bid meeting, it can ask questions through its authorized representative in the format given in **Annexure I.9 of Part I. EoI** document. In no case, questions will be entertained after the Pre-Bid Meeting. IIT Bombay shall issue a Corrigendum/Addendum, wherever necessary, incorporating clarifications arising out of the pre-bid meeting. Such Corrigenda/Addenda shall form an integral part of the tender documents.

## **B. General**

1. This *Notice Inviting EOI and RFP* will be uploaded on the (a) CPP portal, and (b) IIT Bombay website.
2. Definition of certain short forms.

|      |                                                         |
|------|---------------------------------------------------------|
| AAI  | Airport Authority of India                              |
| BOQ  | Bill of Quantities                                      |
| CMS  | Construction Management Supervision (part of PMC scope) |
| CPM  | Critical Path Method                                    |
| CPWD | Central Public Works Department                         |
| CTE  | Chief Technical Examiner                                |
| CVC  | Central Vigilance Commission                            |
| CVO  | Chief Vigilance Officer                                 |
| DBR  | Design Basis Report                                     |
| EIA  | Environment Impact Analysis                             |
| EMD  | Earnest Money Deposit                                   |
| GCC  | General conditions of contract                          |
| GFR  | General Financial Rules of Government of India          |
| IITB | Indian Institute of Technology, Bombay                  |
| MEP  | Mechanical, Electrical and Plumbing                     |
| MOEF | Ministry of Environment, Forest and Climate Change      |
| PERT | Program Evaluation and Review Technique                 |
| PG   | Performance Guarantee                                   |
| PMC  | Project Management Consultancy                          |
| DLP  | Defect Liability Period                                 |

### **1.2 About IIT Bombay**

IIT Bombay, through the Dy. Superintending Engineer, invites proposals from experienced Project Management Consultancy (PMC) firms for providing comprehensive construction management and supervision services for the proposed Main Entrance Gate Redevelopment Project. The PMC shall function as the Engineer-in-Charge's representative for day-to-day contract administration in accordance with the Consultancy agreement and shall coordinate with the Institute, Architect, Contractors, statutory authorities and other stakeholders for timely and quality completion of the works.

#### **Main Entrance Gate Project**

The proposed redevelopment project is envisaged as a landmark gateway infrastructure project incorporating security screening facilities, visitor management systems, pedestrian and vehicular access control systems, and associated civil, structural, electrical, plumbing, and low-voltage systems. The project shall be executed within a fully operational academic campus while ensuring uninterrupted movement of pedestrians, visitors and emergency vehicles.

### **1.3 Brief Scope of work**

The following brief is provided to guide the PMC service provider regarding the contractual obligations.

- The PMC shall be responsible from the date of commencement of consultancy

services till successful completion, commissioning, handing over, settlement of final bills and Project close out and support.

- The PMC service provider shall be responsible for the site supervision, quality assurance & control, safety, and complete documentation of all records of testing of materials as per the latest BIS standards.
- The PMC service provider shall provide all the relevant information and reports sought by the CVC team for the inspection. For all queries raised by CVC, the draft replies are to be furnished to IIT Bombay till the closure of the case.
- The PMC shall deploy competent technical and managerial personnel for effective construction supervision, quality assurance, contract administration and stakeholder coordination.
- The PMC service provider shall actively coordinate with IIT Bombay, the Architect and statutory authorities for finalization of drawings, Bills of Quantities, statutory approvals and GRIHA certification.
- The PMC service provider must ensure a smooth and uninterrupted flow of working drawings to the construction agency so that the construction activity will not get hindered.
- The PMC service provider must organize weekly site meetings with all the stakeholders to monitor the progress of work and to sort out bottlenecks if any.
- The PMC service provider shall maintain the required Senior, Mid-management, and Junior staff at the site of work, replacement of Key Personnel shall require prior written approval of IIT Bombay.
- The PMC shall submit a Monthly Progress Report covering physical and financial progress, site photographs, delay analysis, quality status, safety performance, key risks, mitigation measures, and any other information as required by IIT Bombay.
- PMC shall exercise delegated powers under the Consultancy Agreement and obtain prior approval of IIT Bombay wherever required.
- PMC service shall abide by all the procedures, rules, and regulations set by the IIT Bombay.
- The PMC shall maintain all records, drawings, correspondence, registers, inspection reports, test certificates and contract documents in both physical and digital form and hand over the complete project records to IIT Bombay upon completion of the consultancy.
- The PMC shall maintain strict confidentiality of all project-related documents, drawings, security layouts, access control systems and information obtained during the course of the assignment.

## **2 Information and Instructions to the Applicants**

Firms interested in participating in the EOI may submit their applications along with the required information in the prescribed forms (as per the format specified in section 3) (cover letter, Form A, B, C, D, E, F, Checklist, EMD) along with relevant documents and attachments subject to the following:

- (1) All information should be provided duly and correctly filled in all respects. If any information sought is not relevant or not applicable, the response to that item shall be Not Applicable, and if no information is to be given, the response to that item shall be None. And, if a firm does not answer any question, the application shall be considered incomplete and the firm is likely to be rejected.
- (2) The application and all the relevant documents shall be typewritten, and the authorized signatory of the firm shall sign at the bottom of every page of the application, its forms and attachments with a seal of the firm.
- (3) References, information, and certificates from respective clients or any other document shall be authenticated by the signature of the authorized signatory of the firm.
- (4) The applicant firm may submit any additional information if it thinks necessary to establish its credentials. However, use of such information is subject to the discretion of the Evaluation Committee duly constituted by IIT Bombay.
- (5) However, IITB reserves its right to seek more details from the applicants regarding the submissions made as above.
- (6) No joint venture/ Consortiums shall be considered.
- (7) IIT Bombay reserves the right to accept or reject any or all applications, or to annul the EOI/RFP process at any stage without assigning any reason whatsoever, and no applicant shall have any claim against IIT Bombay on this account.

## **2.2 Evaluation of the Applications**

The applications shall be examined by an Evaluation Committee duly appointed by the Dean (IPS), IIT Bombay. The committee will evaluate the proposals based on the criteria given in this document and submit the recommendation to the Dean (IPS), IIT Bombay. The recommendations of the Evaluation Committee shall be final. Notwithstanding this, Dean (IPS), IIT Bombay, reserves the right of accepting or rejecting any or all the applications.

## **2.3 Criteria for Eligibility**

The applicants to be eligible for the next stage of selection process shall meet the following eligibility criteria.

### ***A. Experience in Project Management Services***

The firms should have satisfactorily completed the projects in India with Project Management Services consultancy for construction management and supervision for educational institutes/ universities/ commercial complexes/ residential complexes/ townships during the **last 7 years** ending previous day of last date of submission, with at least:

- One assignment with a project construction completion cost of **Rs. 13 crores**, or
- Two assignments with a project construction completion cost of **Rs. 10 crores**; or
- Three assignments with a project construction completion cost of **Rs. 7 crores**.

The experience shall be supported with performance certificate of each completed work issued by the employer or his authorized representative.

For the purpose of this EOI/RFP, "**Similar Work**" shall mean *Project Management Consultancy (PMC) / Construction Management & Supervision (CMS) services for Institutional, Educational, Commercial, Office, Residential or Public Infrastructure Projects involving Civil, Structural, MEP Services, External Development, Roads, Landscaping, Security Systems, Testing & Commissioning and Project Close-out, executed under a single contract.*

The completion cost shall be brought to current costing level by enhancing the actual value at simple rate of **7% per annum**, calculated from the date of completion to previous day of last date of submission

### ***B. Experience with Government***

The firms should have satisfactorily completed at least one assignment (either from above or separately) of minimum quantum of work with project cost of **Rs 7 Crore**, for Central Government, State Government, Public Sector Undertaking (PSU), Autonomous Body or Institution of National Importance.

### ***C. Average Annual Turnover***

As per the audited financial statements duly certified by a Chartered Accountant, the following criteria shall be met by the firms:

- The average consultancy fee received by the firm shall not be less than Rs 1.25 Crores in the last 3 financial years ending on **31-3-2026**, and
- The firm should not have incurred any loss in more than 2 years during last 5 financial years ending on 31-3-2026.

### ***D. Experience***

The firms should have experience in field for **at least last 10 financial years ending 31-03-2026**. The above information shall be submitted along with supporting documentary evidence in the form of certificates duly authenticated by the authorized representative of the firm. IIT Bombay reserves the right to verify the documents and the firms, if requested, shall enable IIT Bombay to interact with their clients in this matter.

## **2.4 Earnest Money Deposit**

The submissions by the Firms invited as per this RFP should be accompanied by an Earnest Money of **Rs. 1.25 Lakhs (Rupees One lakh twenty-five thousand only)**, in form of a Demand Draft of any scheduled bank or a bank guarantee drawn in favor of, **"The Registrar, Indian Institute of Technology Bombay"** payable at **Mumbai 400076**. Any bid not accompanied by a valid Earnest Money Deposit shall be treated as non-responsive and shall be rejected. The Earnest Money will be returned to the Firms at the end of:

- (a) Firm does not qualify for EOI.
- (b) Firm does not qualify Competition.
- (c) Remaining firms after the award of work order except to the winner.

## **1. Submission of Application**

The submission will have Four envelopes: one for the EoI, second for the RFP, the third for the Price-Bid, and the fourth containing the first three.

### **1.1 Mode of Submission of the EoI (Envelope 1)**

The firm shall submit the following documents:

- (1) *Covering Letter* on the Letterhead of the firm,
- (2) Form A Financial Information,
- (3) Form B Details of assignments completed,
- (4) Form C Details of assignment in progress,
- (5) Form D Performance Report,
- (6) Form E Organization Structure
- (7) Form F Details of Technical Staff
- (8) Demand Draft/Bank Guarantee for EMD (Ref. Section 2.4)
- (9) Check List.

The application along with all the required documents as per the above list shall be placed in a sealed envelope super-scribed **Envelope–1: Expression of Interest (EOI) for Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project, IIT Bombay.**

### **1.2 Mode of Submission of the RFP (Envelope 2)**

Refer to section 3 of RFP document (Part II) for details of submission of RFP.

### **1.3 Mode of Submission of the Price Bid (Envelope 3)**

Refer to section 7.2 of price bid (Part III) for details of submission of Price Bid.

### **3.3 Mode of Submission Complete Application (Envelope 4)**

Envelope 1, 2, and 3 shall be placed in the fourth Envelope, sealed and super-scribed "**Envelope 4, EOI, RFP and Price-Bid for the Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay**". All the envelopes should have the sign and address of the authorized signatory of the firm. Refer to section 1.1 of Part I. EOI document for the last date for submission and other important information. The application should be submitted in the Tender Box located on the first floor of the Estate Office Conference Room, Indian Institute of Technology Bombay, Powai, Mumbai – 400076.

**Annexure I.1**  
**Cover Letter**

Date: \_\_\_\_\_

**To:**

**Dy. Superintending Engineer,  
Indian Institute of Technology  
Bombay, Powai, Mumbai, 400076.**

**Subject:** EOI for the *Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.*

**Reference:** EO/A/INFRA/WKS-120/26-27

Dear Sir:

In response to the Invitation of EOI, published on the website of the Institute / the CPP Portal, I/We hereby:

- (1) Submit the pre-qualification document along with relevant information.
- (2) Certify that all the statements made, and information supplied in the enclosed Forms A to F, the checklist and accompanying statements are true and correct.
- (3) Certify that all information and details necessary for pre-qualification have been furnished and no further pertinent information is left to be supplied.
- (4) Submit the following certificates in support of our suitability, technical capability for having successfully completed the following works:

| <i>Sl. No.</i> | <i>Name of Work</i> | <i>Certified by</i> |
|----------------|---------------------|---------------------|
| 1              |                     |                     |
| 2              |                     |                     |
| 3              |                     |                     |
| .              |                     |                     |

Thanking  
you.

Yours  
sincerely,

Name and Signature (s) of the Authorized Signatories

Seal of the Firm

## Annexure I.2 Financial Information (Form A)

Date: \_\_\_\_\_

**Financial Analysis:** Details to be furnished by duly supported figures from the Balance Sheet or Profit and Loss Account for the last five years duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department, along with copies of the IT returns for the said years

| Sl. No. | Particulars                                                    | Financial Year |         |         |         |         |
|---------|----------------------------------------------------------------|----------------|---------|---------|---------|---------|
|         |                                                                | 2021-22        | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
| 1       | Gross Annual Turnover on consultancy fees ( <i>Rs. Lakhs</i> ) |                |         |         |         |         |
| 2       | Profit/Loss                                                    |                |         |         |         |         |
| 3       | Certified by                                                   |                |         |         |         |         |

The following certificates are enclosed:

- (1) Copy of the PAN Card of the Firm,
- (2) Copy of GST Payment Statement, and
- (3) Audited Financial Statements

Name and Signature(s) of the Chartered Accountant

Office Seal

Name and Signature(s) of the Authorized Signatories

Seal of the Firm

### Annexure I.3 Completed Works (Form B)

Date:\_\_\_\_\_

Details of all eligible works/assignment completed during past 7 years ending previous day of last date of submission of tender. Add more columns, if needed.

#### Project Management Services Assignments

| Sl. No. | Particulars of the Work                                                                                                                         | Completed Works of Similar Nature |   |   |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---|---|
|         |                                                                                                                                                 | 1                                 | 2 | 3 |
| 1       | Name of the Work and its Location                                                                                                               |                                   |   |   |
| 2       | Name of Organization and its Address                                                                                                            |                                   |   |   |
| 3       | Cost of work and built-up area (Rs. Crores & m <sup>2</sup> )                                                                                   |                                   |   |   |
| 4       | Date of Commencement as per contract                                                                                                            |                                   |   |   |
| 5       | Stipulated date of Completion                                                                                                                   |                                   |   |   |
| 6       | Actual date of Completion                                                                                                                       |                                   |   |   |
| 7       | Details of Litigation or Arbitration pending or in progress (including gross amount claimed and amount awarded by the Arbitrator, in Rs. Lakhs) |                                   |   |   |
| 8       | Name, address, and telephone number of Officer to whom reference may be made                                                                    |                                   |   |   |
| 9       | Scope of Consultancy Contract and Remarks                                                                                                       |                                   |   |   |

Name and Signature(s) of the Authorized Signatories

Seal of the Firm

**Annexure I.4**  
**Works Awarded or Under Execution (Form C)**

Date: \_\_\_\_\_

Details of all eligible works awarded or under execution. Add more columns, if needed.

**Project Management Services Assignments**

| S. No. | Particulars of the Work                                                      | Ongoing Works of Similar Nature |   |   |
|--------|------------------------------------------------------------------------------|---------------------------------|---|---|
|        |                                                                              | 1                               | 2 | 3 |
| 1      | Name of Work and its Location                                                |                                 |   |   |
| 2      | Name of the client, organization, and its address                            |                                 |   |   |
| 3      | Cost of work and built-up area (Rs. Crores & m <sup>2</sup> )                |                                 |   |   |
| 4      | Date of Commencement as per contract                                         |                                 |   |   |
| 5      | Stipulated date of Completion/<br>Expected Date of Completion                |                                 |   |   |
| 6      | Progress of work till date of application (percentage)                       |                                 |   |   |
| 7      | Name, address, and telephone number of Officer to whom reference may be made |                                 |   |   |
| 8      | Scope of Consultancy Contract and Remarks                                    |                                 |   |   |

Names and Signature(s) of the Authorized Signatories

*Seal of the Firm*

### **Annexure I.5**

#### **Performance Report of Works referred to in Forms B & C (Form D)**

Date:\_\_\_\_\_

Performance Report of works referred to in Forms B and C should cover the aspects given below. One Form D shall be filled for each Work referred to in Forms B and C. The person giving this Certificate should be of senior and responsible officer of the Client Organization.

| <i>Sl. No.</i> | <i>Particulars of the Work</i>        | <i>Remarks</i> |
|----------------|---------------------------------------|----------------|
| 1              | Name of Assignment                    |                |
| 2              | Project Location                      |                |
| 3              | Estimated Cost                        |                |
| 4              | Consultancy Fee Cost                  |                |
| 5              | Date of Start                         |                |
| 6              | Date of Completion                    |                |
| 7              | Overall Performance of the Consultant |                |
| 8              | Quality of Works                      |                |
| 9              | Safety Performance                    |                |
| 10             | Time Consciousness                    |                |
| 11             | Technical Proficiency                 |                |
| 12             | Resourcefulness                       |                |
| 13             | Innovativeness                        |                |

Name and Signature(s) of the Authorized Signatories of the Client

*Seal of the Client*

**Annexure I.6**  
**Organizational Structure (Form E)**

|    |                                                                                                                                                                                                        |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1  | Name & Address of the Applicant with Telephone No./ Fax No./ Email ID                                                                                                                                  |  |
| 2a | Year of Establishment                                                                                                                                                                                  |  |
| 2b | Date & Year of commencement of practice                                                                                                                                                                |  |
| 2c | Address of local office (in Mumbai)                                                                                                                                                                    |  |
| 3  | Legal status of the Applicant (attach copies of original document defining the legal status)                                                                                                           |  |
| 3a | A proprietary firm                                                                                                                                                                                     |  |
| 3b | A firm in partnership                                                                                                                                                                                  |  |
| 4  | Names of Directors & other Executives with designation                                                                                                                                                 |  |
| 5  | Designation of individuals authorized to act for the organization.                                                                                                                                     |  |
| 6  | Total No. of Technical Staff:                                                                                                                                                                          |  |
| 6a | Project Manager (BE Civil degree or equivalent + 15 Years of experience)                                                                                                                               |  |
| 6b | Sr. Civil Engineer (BE Civil + 10 Years of experience)                                                                                                                                                 |  |
| 6c | Jr. Engineer Civil (BE Civil + 3 Years or Diploma Engineer + 7 Years of experience)                                                                                                                    |  |
| 6d | Quantity Surveyor (BE Civil Degree + 5 Years or Diploma Engineer + 10 Years of experience)                                                                                                             |  |
| 6e | Sr. Engineer Electrical/ Mechanical (BE Electrical/ Mechanical + 10 Years of experience)                                                                                                               |  |
| 6f | Jr. Engineer Electrical (BE Electrical+ 3 Years or Diploma Engineer + 7 Years of experience)                                                                                                           |  |
| 6g | Safety & Labour welfare officer (Degree with certificate on Safety with 3/5 years of experience)                                                                                                       |  |
| 6h | Administrative Assistant (Degree with 3 Years' experience)                                                                                                                                             |  |
| 6i | Project BIM Coordinator (Degree Civil Engineering with three years of experience in development of BIM models)                                                                                         |  |
| 6j | Project Schedule Coordinator (Degree/ Diploma Civil Engineering with three years of experience in development of Primavera Schedules)                                                                  |  |
| 7  | Was the bidder ever needed to suspend the project for more than six months continuously after the commencement the project, if so, give the name of the project and reasons for suspension of project. |  |
| 8. | Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, given name of the project and reason for abandonment.                  |  |
| 9. | Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/ blacklisted for competing in any organization at any time? If so, give details.                         |  |

|     |                                                                                                                                        |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|--|
| 10. | Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. |  |
| 11. | In which field of consultancy, the applicant has specialization & interest.                                                            |  |
| 12. | Any other information considered relevant but not included above.                                                                      |  |

Names and Signature(s) of the Authorized Signatories of the Firm

*Seal of the Firm*

**Annexure I.7**  
**Details of Technical Staff (Form F)**

| Sl. No. | Details of Technical Personnel*       | Experience       |                 |                   | Total No. of Personnel | Remarks |
|---------|---------------------------------------|------------------|-----------------|-------------------|------------------------|---------|
|         |                                       | 10 Years & above | 5 Years & above | Less than 5 Years |                        |         |
| 1       | Project Manager                       |                  |                 |                   |                        |         |
| 2       | Structural Engineering                |                  |                 |                   |                        |         |
| 3       | Project BIM Coordinator               |                  |                 |                   |                        |         |
| 4       | Project Schedule Coordinator          |                  |                 |                   |                        |         |
| 5       | Public Health Engineering             |                  |                 |                   |                        |         |
| 6       | Electrical Engineer                   |                  |                 |                   |                        |         |
| 7       | Mechanical Engineer                   |                  |                 |                   |                        |         |
| 8       | HVAC                                  |                  |                 |                   |                        |         |
| 9       | Fire Fighting/ Engineering            |                  |                 |                   |                        |         |
| 10      | Safety & Labour Welfare officer       |                  |                 |                   |                        |         |
| 11      | Administrative/ Support Staff         |                  |                 |                   |                        |         |
| 12      | List major Office Equipment available |                  |                 |                   |                        |         |
| 13      | List of major Software available      |                  |                 |                   |                        |         |

\*Indicate persons served/ retired from central/ state government services.

Names and Signature(s) of the Authorized Signatories of the Firm

*Seal of the Firm*

## Annexure I.8 Check List

Date: \_\_\_\_\_

| Sl. No. | Requirement          | Specific Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Documents Required                                                                                   | Documents Enclosed   |
|---------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------|
| 1       | Legal Entity         | The firm should be registered under <i>The Companies Act, 2013</i> . partnership firm registered <i>Indian Partnership Act, 1932</i> , or a proprietorship Firm.                                                                                                                                                                                                                                                                                                                                                                                | Copy of certificate of Incorporation                                                                 | Yes/No               |
|         |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Copy of registration certificate(s)                                                                  | Yes/No               |
| 2       | Turnover             | Average Annual Turnover of the firm for the last three financial years (namely 2023-24, 2024-25, and 2025-26) Should be at least Rs.1.25 Crores, as per the last published & audited balance sheets                                                                                                                                                                                                                                                                                                                                             | <i>Certificate of Chartered Accountant</i> with Registration Number and Seal                         | Yes/No               |
|         |                      | The firm should not have incurred losses in more than two (2) financial years during the last five (5) financial years, namely 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26.                                                                                                                                                                                                                                                                                                                                                                  | <i>Certificate of Chartered Accountant</i> with Registration Number and Seal                         | Yes/No               |
| 3       | Technical Capability | The firm should have completed satisfactorily at least one assignment of minimum quantum of work specified, for for Central Government, State Government, Public Sector Undertaking (PSU), Autonomous Body or Institution of National Importance. The firm shall have completed Similar Works as defined under Clause 2.3(A). ending 31.3.2026, with at least: (a) One assignment with a minimum cost of Rs 13 crores., OR (b) Two assignments with a minimum cost of Rs 10 crores, OR (c) Three assignments with a minimum cost of Rs 7crores. | Work Completion Certificates from the Client, or Work Order, <i>plus</i> Self-Completion (Certified) | Yes/No               |
| 4       | Tax Registration     | The firm should have a registered number of:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Copies of relevant certificates of Registration:                                                     |                      |
|         |                      | (1) GST where the firm is located<br><br>(2) Income Tax Number, or PAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (1) GST<br><br>(2) IT Number                                                                         | Yes/No<br><br>Yes/No |

## Annexure I.9 Format for Asking Questions

On the letterhead of the Firm:

Date: \_\_\_\_\_

To,

**Dy. Superintending Engineer**  
**Indian Institute of Technology Bombay**  
**Powai, Mumbai 400076**

**Subject** RFP for *Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.*

**Reference** EO/A/INFRA/WKS-120/26-27

Dear Sir:

Please answer the following question(s) in connection with the said EOI-RFP-PB:

| Q. No. | Question |
|--------|----------|
| 1.     |          |
| 2.     |          |
| 3.     |          |

Thank you.

Yours  
sincerely,

Name and Signature(s) of the Authorized Signatories

Seal of the Firm

## Annexure I.10 DEFINITIONS

1. The **Contract** means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of the **Director of Indian Institute of Technology Bombay** and the Contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer-in-Charge and all these documents were taken together, shall be deemed to form one contract and shall be complementary to one another.
2. In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them: -
  - i. Construction Work shall mean the physical execution of the facilities that are subject of this PMC.
  - ii. The expression work shall, unless there be something either in the subject or context repugnant to such consultancy, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.
  - iii. The **Site** shall mean the land, places on, into or where construction work is to be executed under the contract or any adjacent land, path or street or where work is to be executed under the contract or any adjacent land, path or street which may be temporally allotted or used for the purpose of carrying out the contract.
  - iv. The **Firm** shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
  - v. The Institute/IITB means Indian Institute of Technology Bombay an Autonomous institute of the Government of India
  - vi. The Director means Director of Indian Institute of Technology Bombay and his successors.
  - vii. Engineer-in-Charge means the Dy. Superintending Engineer or any officer authorized by the Institute.
  - viii. Dy. Superintending Engineer, appointed by Director IITB ,he shall also exercise the powers and duties of Engineer in Charge or his successors.
  - ix. The Architect/ Architectural consultant means the agency and its sub-consultants appointed by Dy. Superintending Engineer for comprehensive architectural design of any facility is subject matter of this work
  - x. **Accepting Authority** shall mean the Dy. Superintending Engineer on behalf Director, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
  - xi. **Excepted Risks** are risks due to riots (other than those on account of contractor's employees), war (whether declared or not) invasion, act of foreign enemies, hostilities, civil war, rebellion revolution, insurrection, military or usurped power, any acts of Government, damages from aircraft acts of God, such as earthquake,

lightning and unprecedented floods, and other causes over which the contractor has no control and accepted as such by the Accepting Authority or causes solely due to use or occupation by Government of the part of the works in respect of which a certificate of completion has been issued or a cause solely due to IITB faulty design of works.

- xii. **Institute** means IITB which invites tenders on behalf of Director of Indian Institute of Technology.
- xiii. **Quoted Amount** means the value of the entire work of construction based on the % quoted in the price bid and on Estimated cost of the project.
- xiv. **Date of commencement of work:** The date of commencement of work shall be the date of start from the 15<sup>th</sup> day of issue of work order
- xv. **GST** shall mean Goods and Service Tax - Central, State and Inter State
- xvi. **Final Accepted Construction Cost:** The final certified value of the Works accepted by IIT Bombay after settlement of the Final Bill under the Works Contract, including approved variations, extra items and substituted items, but excluding recoveries, liquidated damages, price escalation and payments disallowed by IIT Bombay.
- xvii. **Completion Certificate:** The certificate issued under the Works Contract confirming completion of the Works in accordance with the contractual provisions.
- xviii. **Virtual Completion Certificate:** The certificate, where applicable under the Works Contract, recording that the Works have reached a stage of substantial completion and are fit for their intended use, subject to completion or rectification of minor outstanding items.
- xix. **Project Close-out:** The activities undertaken for orderly closure of the Project, including completion of documentation, reconciliation of records, submission of as-built documents, assistance in settlement of the Final Bill and closure of pending contractual matters.
- xx. **Post-Construction Support:** Technical and contract administration assistance provided by the PMC after completion and handing over of the Works, as specified in the RFP.

**Indian Institute of Technology Bombay  
Invites**

**Appointment of Project Management Consultant  
(PMC) for the Proposed Main Entrance Gate  
Redevelopment Project at IIT Bombay.**

**Part II: Request for Proposal (RFP)**

**Ref: RFP No. EO/A/INFRA/WKS-120/26-27**



**RFP Invited by**

**Dy. Superintending Engineer Indian  
Institute of Technology Bombay  
Powai, Mumbai 400076.**

## Part II: Request for Proposal (RFP)

### 1 Brief of the Assignment

This project is proposed within an operational INFRAemic campus having continuous pedestrian and vehicular movement. The selected PMC shall therefore ensure uninterrupted campus operations, phased construction planning, stakeholder coordination, temporary traffic diversions, utility protection, safety management and minimum disruption to Institute activities throughout the execution period.

#### PROJECT INFORMATION

- Name of Work: Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.
- Location: Indian Institute of Technology Bombay, Powai, Mumbai – 400076.
- Architect: M/s Sameep Padora & Associates (SP+a).
- Estimated Cost of Construction: **₹16 Crore excluding GST (Approx.).**
- Broad Components: Architectural Works, Structural Works, Landscape Development, Plumbing Works, Air Conditioning Works, Electrical Works, Security Infrastructure, Access Control Systems, Traffic Management Infrastructure, Visitor Processing Facilities, Utility Diversions and Integration, External Development Works etc.
- Construction Period: 09 Months
- Total PMC Assignment Duration: **12 Months**

### 2.1 OBJECTIVE OF APPOINTMENT

The objective of this consultancy is to engage a competent Project Management Consultant (PMC) to provide comprehensive construction management and supervision services for the successful execution of the Main Entrance Gate Redevelopment Project. The PMC shall be responsible for ensuring timely completion of the project in accordance with approved drawings, specifications, quality standards, safety requirements, statutory provisions, and contractual obligations. PMC shall function as an independent professional advisor to the Employer and shall exercise due diligence, impartiality and professional judgment. The PMC shall act as the Engineer-in-Charge's for day-to-day administration of the construction contract. PMC shall also facilitate effective stakeholder coordination, contract administration, cost and progress monitoring, integration of security infrastructure, traffic management arrangements, testing and commissioning, and successful project handover to IIT Bombay.

### 2.2 CRITICAL NATURE OF PROJECT

The Institute recognizes that the Main Entrance Gate Redevelopment Project is a critical operational infrastructure project involving security systems, access control, visitor management, traffic circulation, pedestrian movement, emergency access, and stakeholder coordination. As the primary gateway to the IIT Bombay campus, the project must be

executed while ensuring uninterrupted campus operations, security, and safe movement of all users. Accordingly, the Project Management Consultant (PMC) shall possess demonstrated experience in managing projects involving complex stakeholder coordination, operational continuity, security-sensitive infrastructure, and traffic management requirements.

### **1.1 Project Management Consultancy (PMC) Service**

The Project Management Consultant (PMC) shall provide comprehensive Construction Management and Supervision Consultancy Services for the Proposed Main Entrance Gate Redevelopment Project from commencement of consultancy services till successful completion, testing & commissioning, handing over of the works, settlement of final accounts and completion of the Project Close out and Post Construction Support phase.

The PMC shall function as the Engineer-in-Charge's for day-to-day administration of the construction contract and shall exercise due diligence, impartiality and professional judgment while discharging its duties.

The Consultant/Consultancy Agency shall be required to provide its services **during night hours**, whenever required, as per the instructions/advice of the Engineer-in-Charge. The Consultant shall make necessary arrangements for deployment of the required personnel during such hours to ensure timely and uninterrupted provision of the consultancy services as directed by the Engineer-in-Charge.

The services of the PMC shall broadly comprise pre-construction services, construction management & supervision services during execution, and post-construction services as detailed below.

- **Pre-Construction Services**

The PMC shall provide all necessary consultancy services required before commencement of construction, including but not limited to:

- a. Administer the Architectural Consultancy Agreement on behalf of IIT Bombay.
- b. Review and coordinate architectural, structural, MEP and other consultant drawings, specifications, Design Basis Reports (DBRs), Bills of Quantities (BOQs) and construction methodology.
- c. Carry out design review, constructability review and value engineering (where applicable) and provide recommendations to IIT Bombay.
- d. Coordinate with the Architect and statutory authorities for obtaining all necessary approvals, permissions, GRIHA certification and statutory clearances.
- e. Review, verify and finalize BOQs, tender drawings and tender documents for execution of construction works.
- f. Assist IIT Bombay in preparation of tender documents, invitation of bids, pre-bid meetings, technical evaluation, financial evaluation and appointment of contractors.
- g. Review the Contractor's proposed construction methodology, work programme, CPM schedule, resource deployment plan and mobilization schedule.
- h. Identify project risks during the pre-construction stage and recommend appropriate mitigation measures.

- **Construction Management & Supervision Services**

During construction, the PMC shall provide full-time supervision and contract administration including but not limited to:

- a. Supervise all civil, structural, architectural, MEP, AC, plumbing, electrical, firefighting, ELV, security systems, landscaping and external development works.
- b. Ensure compliance with approved drawings, specifications, contract conditions, relevant IS Codes, CPWD Specifications and statutory requirements.
- c. Implement Quality Assurance and Quality Control (QA/QC) procedures including inspection of incoming materials, approval of material sources, witnessing tests, review of laboratory reports, maintenance of quality records and timely closure of non-conformities.
- d. Review and approve shop drawings, material submittals, method statements and construction sequences before execution.
- e. Verify measurements, certify contractor's running account bills with 100% accuracy, recommend payments, evaluate extra/substituted items, deviations, variations and contractor's claims.
- f. Review progress through CPM scheduling, milestone monitoring, delay analysis, recovery planning and regular progress review meetings.
- g. Maintain all project records, site registers, correspondence, inspection reports, test certificates, photographs and documentation in accordance with CPWD, CVC and IIT Bombay requirements including digital document management and record archiving.
- h. Coordinate with IIT Bombay, the Architect, Structural Consultant, MEP Consultants, Traffic Consultant, Security Section, Estate Office, utility agencies, security agencies and all other stakeholders.
- i. Monitor implementation and integration of security infrastructure including CCTV, access control systems, RFID systems, FASTag systems, boom barriers, visitor management systems and associated infrastructure.
- j. Ensure uninterrupted pedestrian and vehicular movement through appropriate traffic diversion plans, temporary arrangements and coordination with campus authorities without compromising emergency access to the campus..
- k. Monitor construction safety, environmental management and statutory compliance through regular inspections, audits, incident reporting and corrective actions.
- l. Submit Weekly Progress Reports, Monthly Progress Reports and other reports as required by IIT Bombay. Monthly reports shall include physical progress, financial progress, photographs, delay analysis, quality status, safety performance, key risks, mitigation measures and action plans.
- m. Maintain a Project Risk Register throughout the project and periodically review and update the same.
- n. Exercise delegated powers within the limits specified in the Consultancy Agreement and obtain prior approval of IIT Bombay wherever required.

● **Post-Construction Services**

Upon completion of construction, the PMC shall provide the following services:

- a. Supervise testing, commissioning and performance testing of all systems and services.
- b. Conduct joint inspections, prepare snag lists, monitor rectification of defects and recommend completion certification.
- c. Verify as-built drawings, operation and maintenance manuals, warranties, guarantees

- and all project documentation prior to handover.
- d. Assist IIT Bombay in handing over the completed project together with inventories, manuals, statutory approvals and completion records.
  - e. Certify final measurements, recommend settlement of final bills and assist IIT Bombay in closure of the construction contract.
  - f. Coordinate with the Architect and statutory authorities for obtaining completion certificates and other statutory approvals, wherever applicable.
  - g. Monitor rectification of defects and certify satisfactory completion of all defect rectification works.
  - h. Assist IIT Bombay in arbitration, dispute resolution, litigation support and preparation of technical documentation whenever required.
  - i. Prepare and submit the Final Project Completion Report together with all physical and digital project records before closure of the consultancy assignment.

## **1.2 Scope of the Architectural Firm (For the information to the PMC bidder)**

The selected PMC shall coordinate with the Architect appointed by IIT Bombay. The broad responsibilities of the Architect shall generally include:

1. Preparation of concept, schematic, preliminary and detailed architectural designs.
2. Site survey, geotechnical investigation and collection of site-related data.
3. Preparation of Design Basis Reports (DBRs) for architectural, structural, MEP and allied services.
4. Preparation of tender drawings, Good for Construction (GFC) drawings, detailed working drawings and technical specifications.
5. Preparation of Bills of Quantities (BOQs), tender documents and engineering estimates.
6. Design coordination with structural, MEP, landscape, lighting, traffic and other specialized consultants.
7. Obtaining statutory approvals and clearances required for execution and completion of the project.
8. Review and approval of materials, mock-ups and samples in consultation with IIT Bombay.
9. Issuance of revised drawings, clarification drawings and as-built drawings.
10. Coordination during testing, commissioning, occupancy certification, GRIHA certification and project completion.

## **2 Information and Instructions to the Bidding Firms**

### **2.1 Call for Proposal**

The invited Firms are requested to participate in this competition as per this RFP document and submit their proposals along with the required information in the prescribed forms (as per the format specified in Section 3 of Part I. EoI document along with documents and attachments mentioned therein.

### **2.2 Proposal Submission**

The following shall be borne in mind:

- 1) All information shall be provided correctly and duly filled in all respects. Incomplete proposals shall be likely to be rejected.
- 2) The proposal and all the relevant documents shall be *type-written* and the authorized signatory of the Firm shall sign at the bottom of every page of the proposal, its forms and attachments.
- 3) The Firm may submit any additional information, if it thinks necessary to establish its credentials. But, the use of such information is subject to the discretion of the evaluation committee duly constituted by IIT Bombay.
- 4) The RFP document is sent along with the EOI document. The bidders may note that the RFP of only those firms who fulfil the eligibility criteria shall be considered for further processing.

### **2.3 Mode of Submission**

The proposal along with all the required documents shall be submitted in the prescribed format of Section 3 of the Part I. EOI document.

### **2.4 Pre-bid meeting and Questions from the Participating Firms**

Refer to Section 1.1 of the Part I. EOI document for details.

### **2.3 Evaluation of the Proposals**

The proposals received in response to this RFP will be examined by a committee duly appointed by the Director, IIT Bombay. The recommendations of the duly constituted committee shall be submitted to Director, IIT Bombay, for approval. The Director, IIT Bombay, reserves the right to accept or reject any proposal.

### **2.4 Criteria for Assessment**

The proposals of Firms will be examined for their technical merit on the appropriate parameters as mentioned in Table 1. Firms that have submitted RFP are required to give a PowerPoint presentation as to how they have provided Project Management Consultancy services for a Completed qualifying work and how they propose PMC services for Construction of the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay. The Bidder shall secure a minimum overall technical score of **70% in each category of evaluation criteria** to qualify for opening of the Financial Bid. The evaluation shall be carried out in accordance with the criteria and weightages specified in Table 1. Firms that obtain 70% or above will be considered for opening of their financial proposals. After opening of financial proposal, the *Winner* shall be identified based on **Quality-cum-Cost Basis, the weightages for technical and financial quote will be 80:20**. The details of the assessment procedures and calculations are given in section 4 of Part II. RFP document.

### **2.5 Important Notes**

Firms submitting proposals to participate in the competition shall strictly adhere to:

- 1) Only the *Authorized Representative* of the Firm can send questions on the

competition. Communications from others shall not be entertained.

- 2) The checklist as given in section 3 of Part I. EoI document should be used to ensure that all items requested have been submitted.

## 2.6 Details of the Evaluation Criteria

The duly constituted Expert Evaluation Committee shall evaluate the proposal of each based on parameters mentioned under Part A, B and C. The firm shall submit detailed technical proposal covering separately each of the 18 parameters mentioned in this table. In addition, all the Firms meeting the eligibility criteria will be invited to make a presentation for evaluation purpose.

**Table 1: Details of the Evaluation Criteria**

| Part | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Max. Marks | Qualifying Marks |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|
| A    | Competence of the Consultant firm evaluated based on the following five parameters having equal weight <ol style="list-style-type: none"> <li>1. Company profile, experience, resources including manpower, attrition rate, etc.</li> <li>2. Progress monitoring capability based any one of the qualifying completed works</li> <li>3. Total Quality Management based on the same completed work</li> <li>4. Safety Management based on the same completed work</li> <li>5. Innovation and value addition offered on the same completed work</li> </ol>                                                                                                                                                                                                                                                                                                                                                              | 25         | 17.50            |
| B    | Proposed Project Management Service offered to IITB evaluated based on the demonstrated competence and proposed strategies/ methodologies of the PMC team/organization on the following parameters <ol style="list-style-type: none"> <li>1. Manpower deployment for the PMC and their competence (10 marks)</li> <li>2. Design review &amp; value engineering, vetting the overall work methodologies (5 marks)</li> <li>3. Traffic &amp; Security Management Strategy (5 marks)</li> <li>4. Post-project activities, Documentations as per CPWD/CVC, Adherence to Government Procedures, Capability in dispute handling and legal issues. (10 marks)</li> <li>5. Value addition to the work methodologies, risk assessment and mitigation techniques, etc. (5 marks)</li> <li>6. Innovation &amp; Digital Project Management (5 Marks)</li> <li>7. Project Management Approach for the project (5 Marks)</li> </ol> | 45         | 31.50            |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |      |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|
| C | Proposed Construction Management and Supervision services Main Entrance Gate Redevelopment Project on the following parameters with equal weights.<br>1. Manpower deployment plan and their competence<br>2. Evaluation and monitoring of the quality assurance and quality control aspects of the contractors<br>3. Monitoring of construction safety management and environmental management procedures of the contractor<br>4. Documentation procedures, measurements and bill certification process<br>5. Project Scheduling, Monitoring, Delay Analysis and Recovery Planning using CPM/BIM-based approaches.<br>6. Bringing value addition and innovation to specific work methods and designs. | 30  | 21.0 |
|   | Total Maximum and Minimum Marks for Qualifying                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 100 | 70   |

Note:

1. The firms must obtain overall 70% or above in the evaluation to be considered for opening their financial bids.
2. The winning firm will be declared as per quality-cum-cost-based calculation, the details of which are given in section 4 of Part II. RFP document.

## 2.6 Disqualification from the Competition

Firms invited through this Request for Proposal are liable to be disqualified if it

- 1) Makes misleading or false representation, or deliberately suppresses the information in the forms, statements, technical submissions and enclosures required;
- 2) Has a record of poor performance, such as abandoning projects, not properly completing the assigned projects, undue delays in completion of work or financial failure/weaknesses, etc., and
- 3) Employs any unethical means to influence any member of IIT Bombay community or of the duly constituted Committee of the Competition.

## 2.7 Termination of the Competition

If against all expectations entertained by the Institute, the result of the competition is such that none of the participants could be declared as the winner of the competition, then the competition will be regarded as terminated. The decision of IIT Bombay shall be final and binding on all the participating Firms.

## 2.8 Disclaimer

It shall not be assumed that there shall be no deviation or change in any information mentioned herein. While this document has been prepared in good faith, IIT Bombay shall bear no responsibility or liability whatsoever in respect of any statement or omission.

## 3 Submission of Proposal

### 3.1 Mode of Submission of the RFP (Envelope 2)

The firm shall submit detailed technical proposal covering separately each of the 18 parameters mentioned in Table 1 (i.e. five parameters of Part A, seven parameters of Part B, and six parameters of Part C). The proposal should be as specific as possible, especially the proposed manpower deployment for the PMC (Table A) along with their Curriculum Vitae (CV).

The technical proposal as per the above list (Table 1) along with attachments if any shall be placed in a sealed Envelope super-scribed "**Envelope 2, RFP for the Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project, IIT Bombay.**"

### 3.2 Presentation during the Evaluation

Firms meeting the eligibility criteria will be called for a presentation before the evaluation committee. The firms thus called must submit the soft copy of the power point presentation in advance. Three hard copies of the presentation signed by the authorized representative with the seal of the firm on all pages must be submitted before the presentation and the presentation will form part of the agreement. All Firms should also be ready with a virtual presentation of their office with the facilities they possess, total staff available with them with the qualification and experience. Details regarding the presentation including the day, time, duration, etc. will be communicated by to the authorized email id of the firm.

## 4. Evaluation of Proposals

### 4.1 Preamble

Under **Quality cum Cost Based Selection (QCBS)**, the weightage for technical proposal and the financial proposal will be as decided by IITB. **For this RFP 80% is the weightage for technical and 20% is the weightage for financial.** The Firm quoting the lowest fee (as bid by the Firm in the Financial Offer) shall be given a Financial Score of 100 and other firms shall be given Financial Scores as a fraction of their cost bids with respect to the lowest financial offer. Then, the Financial Score of each firm shall be multiplied with 0.20. Similarly, the Firm securing the highest technical marks (as allotted by the evaluation committee) shall be given a Technical Score of 100 and the other firms shall be given Technical Score as a fraction of their Technical Score with respect to the highest technical marks. Then the Technical Score shall be multiplied with 0.80.

The Total Score shall be obtained by adding Technical and Financial Scores. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the Total Score obtained. The Firm securing the highest Total Score will be ranked as H1 followed by the Firms securing lesser marks in the order as H2, H3, .... The Firm securing the highest Total Score and ranked H1 will be invited for negotiations, if required, and shall be recommended for the award of contract. In the event, two or more bids have the same Total Score, the bid with highest technical score will be H1 and the other H2.

### 4.2 Calculation Details

An Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, which permits a comprehensive assessment of the bid price and the technical merits of each bid:

$$B = \frac{F_{LOW}}{F} W + \frac{T}{T_{High}} (1 - W)$$

where,  $F$  is the quoted bid price,  $F_{Low}$  is the lowest of all the quoted bid prices among all the responsive bids,  $T$  is the total technical score awarded to the bidder,  $T_{High}$  is the technical score achieved by the bid that was scored best among all responsive bids and  $W$  is the weightage for the price as specified in section 4.1 above. The bid with the best evaluated bid score (B) among responsive bids shall be the winning bid.

### 4.3 Example Calculation

As an example, the following procedure shall be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 70 (Seventy) and the weightage of technical bids and financial bids was kept as 80:20 (Eighty: Twenty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

- A: 75 Marks
- B: 80 Marks
- C: 90 Marks

The minimum qualifying marks were 70 (Seventy) thus, all the three proposals were found technically suitable. Using the formula  $T/T_{High}$ , the following technical points are awarded by the evaluation committee:

- A:  $75/90 = 83$  points
- B:  $80/90 = 89$  points
- C:  $90/90 = 100$  points

The final proposals of each qualified consultant were opened and after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated them at a percentage rate as under:

- A: 4.69
- B: 3.9
- C: 4.28

Using the formula  $Flow/F$ , the committee gave them the following points for financial proposals:

- A:  $3.9/4.69 = 83.16$  points
- B:  $3.9/3.9 = 100$  points
- C:  $3.9/4.28 = 91.12$  points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

- Proposal A:  $83.16 \times 0.20 + 83 \times 0.80 = 83.03$  points.
- Proposal B:  $100 \times 0.20 + 89 \times 0.80 = 91.20$  points.
- Proposal C:  $91.12 \times 0.20 + 100 \times 0.80 = 98.22$  points.**

The three proposals in the combined technical and financial evaluation were ranked as under:

- Proposal A: 83.03 points H-3
- Proposal B: 91.20 points H-2

Proposal C: 98.22 points H-1

**Proposal C at the quoted rate of 4.28%, therefore declared as winner and recommended for negotiations/approval, to the competent authority.**

**Note: Financial Proposal**

Financial proposal shall be in accordance with the 'Part III. Price Bid' document and the details and the relevant terms and conditions and mode of price-bid submission are available in 'Part III. Price Bid' document.

## **Annexure II.1**

### **Cover Letter for RFP Submission**

On the letterhead of the  
Firm:

Date: \_\_\_\_\_

**To,**  
**Dy. Superintending Engineer,**  
**Indian Institute of Technology**  
**Bombay Powai, Mumbai 400076**

Subject: *Submission of Technical Proposal for "Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay."*

Reference: EO/A/INFRA/WKS-120/26-27

Dear Sir:

In response to the above RFP, we hereby submit our Technical Proposal for appointment as Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.

I/We hereby certify that:

- a) all the Terms and Conditions (as mentioned under this RFP document) are agreeable to us, and therefore submit our proposal for the scope of work mentioned in this RFP document;
- b) All work submitted as part of the proposal in envelopes is original work of the firm, and not of any other firm, individual, organization or agency in India or abroad;
- c) All material and details necessary for competition have been furnished and no further pertinent material or information is left to be submitted; and
- d) Requisite Earnest Money Deposit has been submitted as prescribed.

Thank  
you.

Yours  
sincerely,

Name and Signature(s) of the Authorized Signatories

Seal of the Firm

## Annexure II.2

### Format of Performance Bank Guarantee

(On legal paper)

- 1) In consideration of IIT Bombay (hereinafter called "*The Institute*") having agreed under the terms and conditions of this Letter of Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ made between *The Institute* and \_\_\_\_\_ (hereinafter called "the PMC service provider") for the work of "Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay". (hereinafter called "*the Letter of Agreement*") having agreed to production of an irrevocable bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), as a guarantee from the PMC service provider for compliance of his obligations in accordance with the *Terms and Conditions* in the said agreement, we \_\_\_\_\_ (Indicate the name of the Bank) (hereinafter referred to as "*the Bank*") hereby undertake to pay to the Institute an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), on demand by the Institute.
- 2) We \_\_\_\_\_ (Indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Institute stating that the amount claimed is required to meet the recoveries due or likely to be due from the said PMC service provider. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. But, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
- 3) We, *the Bank*, further undertake to pay to *the Institute* any money so demanded notwithstanding any dispute or disputes raised by the PMC service provider in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the PMC service provider shall have no claim against us for making such payment. We \_\_\_\_\_ (Indicate the name of the Bank) further agree that the guarantee contained herein shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Institute under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Dy. Superintending Engineer or his/her authorized representative on behalf of the Institute certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said PMC service provider and accordingly discharges this guarantee.
- 4) We \_\_\_\_\_ (Indicate the name of the Bank) furthermore agree with the Institute that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said PMC service provider from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute against the said PMC service provider and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said PMC service provider or for any forbearance, act of omission on the part of the Institute or any indulgence by the Institute to the said PMC service provider or by any such matter or thing whatsoever which under the law relating to

sureties would, but for this provision, have effect of so relieving us.

- 5) This guarantee will not be discharged due to the change in the constitution of the *Bank* or the PMC service provider.
- 6) We \_\_\_\_\_ (Indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the *Institute* in writing.
- 7) This guarantee shall be valid up to \_\_\_\_\_ unless extended on demand. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged. Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . (Indicate the name of the Bank).

## **Annexure II.3**

### **Documents to be maintained at the site office for inspection.**

1. Original contract with Architectural consultant / contractor.
2. Guarantee Bond etc. towards security for work, machinery/ mobilization advances etc. including extension of validity.
3. Insurance policies for work, materials equipment, men etc. including extension of validity.
4. Guarantee for water tightness, termite proofing etc.
5. Standard specifications.
6. Standard schedule of rates.
7. Drawings – Architectural, Structural and Services. (One copy of tender drawing & all latest good for construction drawing and a copy of drawings approved by statutory authorities.
8. All connected measurement book, level books field books, lead charts and bar bending schedule
9. All running account bills with all connected statements / vouchers.
10. Statements showing details of check of measurements by superior officers-copies of order laying down such requirements.
11. Materials at site accounts/cement, steel, bitumen, paints, water proofing compound, pig lead, anti-termite chemical etc.
12. Stage Passing Register, Site order book, test records/ logbooks, working out Standard Deviation
13. Details of extra / substituted items and of deviated quantities being executed / considered for execution in the work along with analysis of rates.
14. Hindrance registers, NCR Register
15. Material Approval Register
16. Document Transmittal Register
17. Office, correspondence files and inspection note, if any, issued by inspection officer.
18. Any other documents relevant to the works including the documents that are to be maintained as per CVC/CPWD/CTE the same needs to be maintained as per the format
19. The Project Management Consultancy service provider shall maintain the following detailed documents
  - a. Daily Labour report employed by contractor and the activities of work
  - b. Daily Safety report of the labour employed
  - c. Project Review Meeting Minutes (both soft/Hard copy)
  - d. Receipt of Drawings
  - e. Approval of Construction/Service materials, test reports of all construction material
  - f. Site Hindrance
  - g. RFI Register, Shop Drawing Register, Risk Register

- h. Statement of payment of wages to contract labour (Ref General conditions of contract)
  - i. Status of GRIHA compilation
  - j. Quality Assurance plan
- 20.** The Project Management Consultancy service provider shall submit Weekly/Monthly report (both soft and hard copy) with following details:
- a. Details of Project
  - b. Project Report a) Physical during the period B) Financial during the period c) Details payment made)
  - c. Milestone achievements
  - d. Hindrance/ Risks
  - e. Cost control & Planning a) Variation approved /proposed b) Extra/Substitute/Deviation items
  - f. RA Bill/Mobilization/Secured Advance details
  - g. Quality Assurance/Safety measure a) Tests results during month b) Mandatory test carried out, sample/agency approved
  - h. Status of drawings
  - i. Labour Welfare
  - j. Safety Measures at site
  - k. Manpower deployed
  - l. Site Inspection
  - m. GRIHA Points
  - n. Important Point's affecting Progress and Action Taken
  - o. Previous PRM Minutes
  - p. Excavated Hardrock Statement
  - q. CVC documents & Registers to be submitted to IITB for counter signature & monthly report for maintenance & updating of documents.

## **Annexure II.4**

### **Draft Consultancy Agreement (On Rs. 100 Stamp Paper)**

This Project Management Consultancy (PMC) services provider agreement (hereinafter called the "PMC") is made the .....<sup>th</sup> day of the month of ....., Year Two Thousand .....

between,

on the one hand, Director, Indian Institute of Technology Bombay (IITB) acting through his duly authorized representative, Dy. Superintending Engineer, Indian Institute of Technology Bombay, and, on the other hand, the PMC Service Provider, M/s. .... hereinafter called the "PMC" which expression shall, unless repugnant to the context, be deemed to include its successors and assigns).

#### **WHEREAS**

- a. IITB has requested the PMC to provide certain Project Management Consultancy services (hereinafter called the "Services") as defined in the Conditions of PMCA Contract attached to this Document.
- b. PMC, having represented to the IITB that they have the required professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this Agreement.

Now Therefore the Parties hereto agree as follows:

The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a. Offer letter from M/s .....
  - b. Letter of Acceptance from IIT Bombay Dated .....
  - c. Part I- EOI along with Annexures **I.1** to **I.8**.
  - d. Part II: RFP along with all annexures Contract Document, Technical Bid, Conditions of Consultancy Contract (hereinafter called "CCC"), including Annexures **II.1** to **II.4**.
  - e. Part III: Price Bid along with Annexure **III.1**.
  - f. The PMC shall carry out the Services in accordance with the provisions of the Contract;
- and
- g. IITB shall make payments to the PMC in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as on this day ..... of ..... of the year 20..... .

Dy. Superintending Engineer

For & On Behalf of the Director, Indian Institute of Technology Bombay

In presence of Witness:

1. 2.

(Authorized Signatory)

For & On Behalf Of [Name of Consultant]

In presence of Witness:

1. 2.

## **General Conditions of Consultancy Contract**

### **General Provisions**

#### **1 Performance Guarantee**

- 1.1 The PMC shall submit an unconditional and irrevocable Performance Bank Guarantee equivalent to 5% (Five Percent) of the Accepted Contract Value within fifteen (15) days from the date of issue of the Letter of Acceptance. The Performance Bank Guarantee shall be issued by a Scheduled Commercial Bank in the format prescribed by IIT Bombay (Annexure II.2). IIT Bombay may, at its discretion, extend the time for submission by a maximum of seven (7) days upon receipt of a written request from the PMC stating valid reasons for the delay. The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets extended, the PMC shall get the validity of Performance Guarantee extended to cover such extended time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the PMC, without any interest.
- 1.2 The Engineer-in-Charge shall not make a claim under the performance guarantee except for amounts to which the IITB is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
  - a Failure by the PMC to extend the validity of the Performance Guarantee as described herein above, in which event the Dy. Superintending Engineer or his/her authorized representative may claim the full-amount of the Performance Guarantee.
  - b Failure by the PMC to pay IITB any amount due, either as agreed by the PMC or determined under any of the Clauses/Conditions of the agreement, within 30 days of the serving of notice to this effect by Dy. Superintending Engineer or his/her authorized representative.
- 1.3 In the event of the contract being determined or rescinded on account of default on the part of PMC under provision of any of the Clause/Conditions of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the IITB.
- 1.4 If the PMC fails to perform the Services in accordance with the provisions of this Agreement, resulting in delay, financial loss, quality deficiencies, non-deployment of approved personnel or any adverse impact on the interests of IIT Bombay, IIT Bombay may, after giving ten (10) days' written notice, invoke the Performance Bank Guarantee partly or wholly, without prejudice to any other rights available under the Contract.

#### **2 Relation between the Parties**

The PMC accepts the relationship of trust and confidence established between him and IIT Bombay by this Agreement. He covenants with IIT Bombay to furnish his best skills and judgement and to co-operate with the Architect, Contractor, Consultants and other stakeholders in furthering the interests of IIT Bombay. He agrees to furnish efficient business administration and superintendence and to use his best efforts to complete all the project in the best and soundest way and in the most expeditious and economical manner

consistent with the interests of the IIT Bombay. The PMC, subject to this Agreement, has complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

### **3 Scope of Work & Description of the Services to be rendered**

The Scope of work and the services to be rendered by PMC is as mentioned in the document of EOI and RFP.

### **4 Notices**

- 4.1 Any notice, request or communication under this Agreement shall be in writing and may be delivered by hand, Registered Post, Speed Post or official e-mail to the addresses specified in the Contract. Such notice shall be deemed to have been duly served upon delivery or acknowledgement of receipt, as applicable.
- 4.2 The notice shall be deemed to have been served in accordance with the provisions of this Agreement.

### **5 Authorized Representatives**

- 5.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the IITB or the PMC may be taken or executed by the officials specified in the contract.
- 5.2 For IITB: Dy. Superintending Engineer or any officer authorized by IIT Bombay.
- 5.3 For the PMC.....(Enclose Authorization by Authorized Signatory of the PMC Agency)

### **6 Taxes and Duties**

- 6.1 The PMC shall be responsible for payment of all applicable taxes, duties, levies and statutory dues under the applicable laws. GST shall be payable separately at the applicable rate against submission of valid tax invoices, subject to statutory deductions, if any.

## **Commencement, Completion, Modification & Termination of Contract**

### **7 Effectiveness of PMC Contract**

- 7.1 This Consultancy Agreement shall become effective from the date of issue of the Letter of Acceptance (LoA) by IIT Bombay or such other date as may be specified therein. Within seven (7) days of the Letter of Acceptance, the PMC shall submit the bio-data and credentials of all Key Personnel proposed for deployment. Deployment of Key Personnel shall commence only after their approval by IIT Bombay.

### **8 Commencement of Services**

- 8.1 The PMC shall commence the Services immediately upon receipt of the Letter of Acceptance or the written instructions issued by IIT Bombay. The PMC shall mobilize all approved Key Personnel and establish the Site Office within fifteen (15) days from the date of commencement, unless otherwise directed by IIT Bombay.

### **9 Expiration of PMC Contract**

- 9.1 The anticipated Consultancy Period shall be twelve (12) months from the date of commencement of the Consultancy Services, comprising the Construction Phase and

Project Close-out & Post-Construction Support, as specified in the Contract.

- 9.2 The Consultancy Services shall continue during the stipulated Consultancy Period of twelve (12) months. If continuation of the Consultancy Services beyond twelve (12) months becomes necessary for reasons not attributable to the PMC, such continuation shall be considered by IIT Bombay on mutually agreed commercial terms and conditions. The Agreement shall remain in force until completion of the Consultancy Services or earlier termination in accordance with the provisions of this Contract.

## **10 Entire Agreement**

- 10.1 This PMC Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

## **11 Modification**

- 11.1 Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or Consultancy Contract Price, may only be made by written agreement between the Parties.

## **12 Termination by IITB**

- 12.1 IITB may terminate this PMC Contract, by not less than thirty (30) days' written notice of termination to the PMC, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause **12.1** and sixty (60) days in the case of event referred to in (e) below:

- a If the PMC fail to remedy a failure in the performance of their obligations and deployment of technical personnel as stipulated under the Contract within thirty **(30) days** of receipt after being notified or within such further period as IITB may have subsequently approved in writing. This action is without prejudice to other penal provisions in the agreement.
- b If the PMC become insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take- advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary.
- c If the PMC submit to IITB a statement which has a material effect on the rights, obligation or interests of IITB and which the PMC know to be false.
- d If, as the result of Force Majeure, the PMC are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

If IITB, in its sole discretion and for any reason whatsoever, decides to terminate this PMC Contract. During such suspension, the PMC shall protect the interests of IIT Bombay and shall comply with all directions issued by IIT Bombay regarding the suspended Services.

- e Also, if the PMC is involved in fraud, corruption, conflict of interest or unethical practices affecting the execution of the Consultancy Services.
- f If the PMC is found to have submitted false information, forged documents or

misrepresentation during the bidding process or during execution of the Agreement.

- g The PMC shall not undertake any assignment which may result in a conflict of interest with the services being rendered under this Agreement without prior written approval of IIT Bombay.
- h If the Performance Bank Guarantee is not submitted or maintained in accordance with the provisions of this Agreement.

### **13 Termination by the PMC**

13.1 The PMC may, by not less than thirty (30) days' written notice to IITB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause **13.1**, terminate this Contract:

- a If IITB fails to pay any money due to the PMC pursuant to this PMC Contract and not subject to dispute pursuant to Clause **14.6** hereof within forty-five (45) days after receiving written notice from the PMC that such payment is overdue;
- b If, as a result of Force Majeure, the PMC are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **14 Payment upon Termination**

14.1 Upon termination of this Contract pursuant to Clauses **12.1** or **13.1** hereof, IITB shall make the following payments to the PMC (after offsetting against these payments any amount that may be due from the PMC to IITB):

- a Remuneration pursuant for Services satisfactorily performed prior to the effective date of termination; and
- b Reimbursable expenditures pursuant for expenditures actually incurred prior to the effective date of termination.

14.2 The IITB shall not be liable to pay any bonus, damage or other claims of the PMC for the loss of expected profit or interest in uncompleted portions of the work and services.

14.5 The PMC shall hand over all drawings, calculations, reports, correspondence, approvals, test reports, photographs, digital records, BIM models (where applicable), schedules, databases and all other project-related documents prepared up to the date of termination.

14.6 Amicable settlement of Disputes: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

14.7 **Dispute Settlement Mechanism:** Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt of a notice by one Party, the request for such amicable settlement may be submitted by either Party for settlement in accordance with the following provisions:

14.8 Any dispute or difference at any time arising between the IITB and the Consultant as to the construction, meaning or effect of the Contract or as to any clause, matter or thing herein contained or as to the rights and liabilities of the parties hereto shall be referred to a Sole Arbitrator to be appointed by the Chairman, Board of Governors, IITB, who shall decide the case in accordance with the contract provisions and subject to the provisions of the Indian Arbitration & Reconciliation Act, 1996 or any statutory modifications or re-

enactment thereto or thereof for the time being in force and all proceedings in any such Arbitration shall be held in Mumbai.

### **Obligations of the PMC**

- 15** General Standard of Performance: The PMC shall perform the Services and carry out their obligations with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment machinery, materials and methods. The PMC shall always act, in respect of any matter relating to this PMC Contract or to the Services, as faithful advisers to the IITB, and shall at all times support and safeguard the legitimate interests of IITB in any dealings with sub-Consultant or Third Parties. Safety precautions to be observed and shall be followed strictly as per General Condition of Contract agreed with the Contractor. The PMC shall always act independently, impartially and in the best interest of IIT Bombay while discharging its contractual obligations.
- 16** Confidentiality: The PMC, his Sub-consultants and the Personnel of either of them shall not disclose any information and data furnished to him by IITB to any third party nor shall disclose any drawings, reports, specification, manuals and other information developed and prepared for IITB by the PMC and his Sub-consultants and the Personnel of either of them, without prior written approval of IITB. The confidentiality obligation shall survive termination of the Agreement.
- 17** Insurance to be taken out by the PMC.
  - a The PMC shall take out and maintain, at his own cost but on terms and conditions approved by the IITB, insurance against the risks, and for the coverage of Employer's liability and workers' compensation insurance in respect of the personnel of the PMC in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate and copy shall be provided as evidence showing that such insurance has been taken out and maintained and that the current premiums thereof are timely paid.
- 18** PMC's Actions requiring prior approval of IITB
  - 18.1** The PMC shall obtain the prior approval of IITB in writing before taking any of the following actions:
    - a The Key Personnel specified in Table A shall be subject to review and approval by IIT Bombay. IIT Bombay may, where considered necessary, interview the proposed Key Personnel prior to approval of their deployment.
    - b Any other action that may be specified in the special conditions of contract.
    - c Additional Financial expenditure of project due to deviations/extra/variations of constructions contract provisions.
- 19** Reporting Obligations: The PMC shall submit all reports, records, registers, certificates and deliverables specified in Annexure II.3 within the prescribed timelines. Failure to submit the reports may be considered as non-performance of the Services.

**20 Documents prepared by the PMC to be the property of IITB**

- 20.1 All plans, drawings, specifications, designs, detailed measurement estimates, reports and other documents prepared by the PMC in performing the Services shall become and remain the property of the IITB, and the PMC shall, not later than upon termination or expiration of this PMC Contract, deliver all such documents to IITB, together with a detailed inventory thereof. IITB reserves the right of repetitive use of these designs, drawings, specifications etc. without any financial obligation to the PMC. The PMC shall maintain complete digital backups of all project records throughout the consultancy period and shall hand over the same to IIT Bombay before closure of the consultancy.
- 20.2 The PMC shall also return, along with the detailed inventory the plans, drawings, specification, reports etc. made available by IITB for performing the Services, upon termination or expiration of the PMC Contract.
- 20.3 Copyrights and all proprietary rights of all design, drawings, specifications, software, program, reports, formats, manuals, documents etc. developed and prepared by the PMC for this assignment shall vest with IITB and shall not use these for any other purpose/assignment without the written permission of IITB. Any deviation to this effect will be dealt with in accordance with law.

**PMC's Personnel**

- 21 General: The PMC shall employ and provide such qualified and experienced Personnel approved and agreed by the IITB, to carry out the Services. The PMC shall also bond his Personnel to the confidentiality of the Services performed by them under this PMC Contract.
- 22 Appointing of the Key Personnel: The Project Manager/ Senior Engineer- Civil/ Senior Engineer- Electrical & Engineer in charge for BIM Modelling & Project management tools have to be got interviewed & cleared by IITB before deploying them on the job.
- 23 Description of Personnel: The titles, agreed job descriptions, minimum qualification and estimated periods of engagement in the carrying out of the Services of each of the PMC's Key Personnel are to be furnished. If any of the Key Personnel has already been approved by IITB his/her name is listed as well. No change in the approved Key Personnel shall be made without prior written approval of IIT Bombay.
- 24 Removals and/or Replacement of Personnel
- 24.1 Except as IITB may otherwise agree no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the PMC, it becomes necessary to replace any of the Personnel, the PMC shall forthwith provide as a replacement a person of equivalent or higher qualifications and experience acceptable to IIT Bombay
- 24.2 If the Engineer-in-charge (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the PMC shall, at the written request of IITB specifying the grounds therefor, forthwith provide as a replacement a person with qualifications and experience acceptable to IITB. Failure to do so shall be construed to be a default for which IITB could terminate the PMC Contract.

24.3 The PMC shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

### **Obligations of IITB**

25 Assistance and Exemptions: The IITB shall use its best efforts to:

- a Provide the PMC, Sub-consultant and Personnel with work permits, pertinent data and such other documents as shall be necessary to enable the PMC, Sub-consultant or Personnel to perform the Services;
- b Issue of instructions to officials, agents and representatives of IITB all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- c Give decisions on all matters laid before IITB by the PMC in such a reasonable time as not to delay the work of the PMC.

26 Change in the Applicable Law: If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost or reimbursable expenses incurred by the PMC in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the PMC under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the contract price.

27 Payment: In consideration of the Services performed by the PMC under this Contract, the IITB shall make to the PMC such payments and in such manner as is as provided in Part III (Price Bid).

### **28 Payments to the Consultant**

28.1 Fees: The fees for the Services payable are set forth in the Financial Bid.

28.2 Mode of Billing & Payment: Billing and payments in respect of the services shall be made as follows:

28.3 The payment to the PMC will be made periodically as per the schedule of payment agreed upon. PMC shall submit his periodical bill in triplicate along with supporting documents. IITB shall cause the payment to the PMC to the amount indicated in the bill within thirty (30) days of receipt of the bill.

28.4 The final bill of the PMC under this Contract shall be raised only after the final report and a final statement identified as such, shall have been submitted by the Project Architect and PMC has completed verification of the final bill of contractor and the same is approved as satisfactory by the IITB. IITB shall cause the payment to the PMC to the amount indicated in the bill within thirty (30) days of receipt of the bill.

### **Settlement of Disputes**

29 Amicable Settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof. Deputy Director (FIA) will be the Chairman for settling disputes amicably, If the same is not settled within **30** days of referring to him, then the procedure followed would be as per **5.2**

below.

- 30** Dispute Settlement: Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement by arbitration in accordance with the following provisions: Any dispute or difference at any time arising between IITB and the PMC as to the construction, meaning or effect of the PMC Contract or as to any clause, matter or thing herein contained or as to the rights and liabilities of the parties hereto shall be referred to a Sole Arbitrator to be appointed by the Chairman, Board Of Governors, Indian Institute of Technology Bombay who will decide the case in accordance with and subject to the provisions of the Indian Arbitration & Reconciliation Act, 1996 or any statutory modifications or re-enactment thereto or thereof for the time being in force and all proceedings in any such Arbitration shall be held in Mumbai.

### **Suspension of Services**

- 31** IITB may, by written notice of suspension to the PMC, suspend all payments to the PMC hereunder if the PMC fails to perform any of their obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the PMC to remedy such failure within a period not exceeding thirty (30) days after receipt by the PMC of such notice of suspension.

### **Foreclosure of the Contract**

- 32** It shall be within the authority of IITB, at any time after acceptance of the bid or during the execution of the work, to foreclose or reduce the scope of the work, for any reasons whatsoever, either partly or wholly by giving the written notice not less than 15 days to the PMC. In such an event, the PMC shall have no claim whatsoever on account of any profits (s) or advantage (s) which the PMC might have derived from the execution of work in full but for the reasons of the foreclosure of the whole or part of the work. However, the PMC shall be paid at the contract rates for the Services performed by him and the amount certified by the 'IITB'.

### **Abandonment of Work**

- 33** In case, the work is abandoned by the PMC, without good and sufficient justification IITB is at liberty to encash the Performance Guarantee and impound any other amounts due to the PMC at the time of abandonment on account of this contract and engage another agency to complete the balance work without prejudice to any remedies available under this contract of Indian Law.

### **Liability of the Consultant**

- 34** Except in case of gross negligence or willful misconduct on the part of the PMC or on the part of any person or firm acting on behalf of the PMC in carrying out the Services, the liability of the PMC for all guarantees & warranties shall be limited to 5% (Five percent) PMC of the Contract Price.

### **Attendance, working hours, Overtime, Leave, etc.**

- 35.1 The PMC shall maintain the personnel daily attendance register maintained at site office and shall be signed and countersigned by OSD/representative of IITB obtained before 09:15 hrs. The working hours for each staff would be 48 hours per week.
- 35.2 The PMC, Sub-consultant or their Personnel shall not be entitled to any overtime payment and the same deemed to have been included in the Contract Price. Taking of leave by Key Personnel shall be subject to the prior approval by IITB. The PMC shall ensure that absence for leave purposes will not delay the progress and adequate supervision of the Services.
- 35.3 The PMC's personnel working at the Site shall observe the site construction working hours and declared national holidays. It's the responsibility of the PMC, in the event of works being executed during holidays suitable supervision and safety arrangements shall be made available.

### **Project Organization**

- 36 The PMC shall ensure that at all times during the PMC's performance of the Services a well-defined project set-up exists at his end. This set-up only will interact with IITB personnel in providing the Services.

### **Security Rules**

- 37 The PMC will follow the rules and regulation for the security framed by IITB from time to time regarding movement of personnel, materials and equipment to and from office/site, issue of identity cards, control of entry of personnel and all similar matters. The PMC will also follow all rules and regulations applicable to the area being declared/pronounced from time to time by the authorities or authority of existing IITB facilities in the vicinity of any other statutory orders. Nothing extra will be payable on account of stoppage/hindrance of the work due to the enforcement of security measures/ emergency conditions.

### **Rights of other Agencies**

- 38 Other agencies may also be simultaneously working within and around the locations/areas designated to carry out the Assignment. No extra claim during the tenure of the work will be entertained by IITB for hindrances on account of such interfaces with other/allied agencies.

### **Idle Claim**

- 39 No claims from the PMC will be entertained on account of idle work force, non-use of facilities due to stoppage of work, unprecedented rain, storm or any other unforeseen circumstances.

### **Fairness & Good Faith**

- 40.1 Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- 40.2 Operation of the Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the currency of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly

between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause 30 of GCC.

- 40.3 The PMC shall immediately disclose any actual or potential conflict of interest arising during the execution of the Consultancy Services. Failure to disclose such conflict may constitute grounds for termination.
- 40.4 The PMC shall obtain and maintain Professional Indemnity Insurance covering errors, omissions and professional negligence for the duration of the Consultancy Contract and for such further period as may be required under applicable law or specifically stipulated in the Contract.

## INTEGRITY PACT

To be signed by the bidder and same signatory competent/ authorized to sign the relevant contract on behalf of IITB.

### INTEGRITY AGREEMENT

This Integrity Agreement is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2026

BETWEEN

Director, Indian Institute of Technology Bombay, acting through the Dy. Superintending Engineer (Hereinafter referred as the Principal/ Owner, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

\_\_\_\_\_ (Herein referred to as the Bidder/ Consultant and which expression shall unless repugnant to the meaning or context hereof includes its successor and permitted assigns)

#### Preamble

WHEREAS the Principal / Owner has floated the Tender (RFP No) (hereinafter referred to as “Tender/Bid”) and intends to award, under laid down organizational procedure, contract for -

---

(Name of work)  
hereinafter referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

## **Article 1: Commitment of the Principal/Owner**

1. The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
2. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

## **Article 2: Commitment of the Bidder(s)/Contractor(s)**

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the IITB / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding

plans, technical proposals and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by orcausing damage to justified interest of others and/or to influence the procurement process to the detrimentof the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or itsestablished policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliabilityor credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/Performance Guarantee: If the Principal/Owner has disqualified the Bidder(s)from the Tender process prior to the award of the Contract or terminated/determined the Contractor has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a

Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subconsultants/Associates/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **Article 6- Duration of the Pact**

1. This Pact begins when both the parties have legally signed it. It expires for the Bidder with the tenure of the Contract.
2. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IITB.

#### **Article 7- Other Provisions**

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing.
3. If the Bidder is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a

representative duly authorized by board resolution.

- 4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

**Article 8- Legal and Prior Rights**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1 .....  
(signature, name and address)

2 .....  
(signature, name and address)

Place:

Dated:

---

# **Indian Institute of Technology Bombay**

## **Invites**

### **Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.**

#### **Part III: Price Bid**

**Reference Number: EO/A/AINFRA/WKS-120/26-27**



#### **Price Bid Invited by**

**Dy. Superintending Engineer Indian  
Institute of Technology Bombay  
Powai, Mumbai 400076.**

## Part III: Price Bid

### 1. PREAMBLE

The Bidder shall quote a single percentage (%) as the Consultancy Fee for providing comprehensive Project Management Consultancy (PMC) Services for the **Proposed Main Entrance Gate Redevelopment Project at IIT Bombay**, strictly in accordance with the Scope of Services, Consultancy Agreement and all conditions contained in this RFP.

The quoted Consultancy Fee shall be deemed to include all costs necessary for successful execution of the Consultancy Services, including but not limited to:

- Salaries, allowances and statutory benefits of personnel.
- Office establishment and administrative expenses.
- Computers, software, communication and stationery.
- Travel, local conveyance and logistics.
- Testing equipment and inspection instruments required by the PMC.
- Insurance.
- Deployment of additional technical experts whenever required under the Consultancy Agreement.
- Taxes, duties and levies (except GST, if quoted separately).
- Profit, overheads and contingencies.
- Any other expenditure necessary for satisfactory performance of the Consultancy Services.

No separate payment shall be admissible for any item not specifically provided for in the Consultancy Agreement.

### 2. BASIS OF QUOTATION

1. The Consultancy Contract shall remain valid for a maximum period of twelve (12) months from the date of commencement of Consultancy Services. This period shall include the entire Construction Phase together with testing & commissioning, snagging/de-snagging, handing over, settlement of the Final Bill, project close-out and Post-Construction Support as may be required by IIT Bombay during the said twelve (12) month period. The anticipated Construction Phase is nine (9) months; however, if the Construction Phase extends beyond the anticipated period but remains within the overall Consultancy Period of twelve (12) months, no additional payment shall be admissible and the remaining Post-Construction Support period shall stand correspondingly reduced.
2. The Construction Phase is expected to be completed within the above Consultancy Period. However, the actual duration may vary depending upon the progress of the Works Contract. Accordingly, the Bidder shall quote its Consultancy Fee considering the entire Consultancy Period of twelve (12) months.
3. For the purpose of financial evaluation, the Estimated Construction Cost of the Project shall be **₹16,00,00,000/- (Rupees Sixteen Crore Only), exclusive of GST.**
4. The Bidder shall quote a **single percentage (%)** on the Estimated Construction Cost.
5. The quoted percentage shall remain firm throughout the Contract Period.

6. The final Consultancy Fee payable shall be determined by applying the quoted percentage to the **Final Accepted Construction Cost** of the Project, including approved variations, extra items and substituted items accepted by IIT Bombay.
7. For the purpose of this Contract, "Final Accepted Construction Cost" shall mean the final value of the Works accepted by IIT Bombay after settlement of the Final Bill under the Works Contract, including approved variations, extra items and substituted items, but excluding recoveries, escalation, liquidated damages and any payments disallowed by IIT Bombay.
8. The quoted Consultancy Fee shall be deemed to include deployment of the minimum Key Personnel specified in **Table A** together with all resources, equipment, logistics, office establishment and services necessary for satisfactory execution of the Consultancy Services during the anticipated Consultancy Period of twelve (12) months.
9. The quoted rate shall be written both in figures and words.
10. Failure to deploy the Key Personnel specified in Table A shall attract penalties as specified therein unless otherwise approved in writing by IIT Bombay.
11. The Contractor's Defect Liability Period under the Works Contract shall remain **twelve (12) months**. The Post-Construction Support included under this Consultancy Contract is intended to assist IIT Bombay during project close-out and the initial Defect Liability Period. If IIT Bombay requires continued technical assistance during the remaining Defect Liability Period, the PMC shall provide such services through the approved Key Personnel as directed by IIT Bombay, on mutually agreed commercial terms and conditions.
12. If the Consultancy Services are required beyond the overall Consultancy Period of twelve (12) months for reasons not attributable to the PMC, continuation of the Consultancy Services shall be considered by IIT Bombay on mutually agreed commercial terms and conditions.
13. In the event of substantial modification in the scope, nature or extent of the Project resulting in significant increase or decrease in the Construction Cost or consultancy effort, IIT Bombay reserves the right to review the manpower deployment and Consultancy Fee through mutual agreement with the PMC.
14. Where continuation of Consultancy Services beyond the anticipated Consultancy Period becomes necessary, the decision regarding whether such delay is attributable to the PMC shall rest with IIT Bombay after recording the reasons thereof.

### 3. PAYMENT SCHEDULE

The Consultancy Fee shall be released as follows:

| Stage                                                                                                                                   | Payment |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------|
| Mobilization and deployment of approved Key Personnel (within 15 days of commencement of Consultancy Services)                          | 15%     |
| Construction Phase (released progressively in proportion to the certified value of work executed, subject to deployment of approved Key | 75%     |

|                                                                                                                                                                                                                                                                                                                                                   |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Personnel and satisfactory performance)                                                                                                                                                                                                                                                                                                           |            |
| Completion of all Project close-out and Post-Construction Support obligations assigned to the PMC under the Consultancy Agreement, including assistance in testing & commissioning, handing over, review of as-built documents, Final Bill and closure of contractual matters or any other work given by IIT Bombay related to Main Entrance Gate | <b>10%</b> |

## Notes

1. Payments during the Construction Phase shall be released periodically in proportion to the certified value of work executed during the respective billing period.
2. Release of payment shall be subject to deployment of the approved Key Personnel and satisfactory performance of the Consultancy Services.
3. The above payment schedule is based on the anticipated Consultancy Period of twelve (12) months. Construction work is likely to complete in 9 months and post which project close out and post construction support start. However, in case the work gets extended beyond 9 months but less than 12 months, the Table A shall remain valid.
4. If the Consultancy Period extends beyond twelve (12) months for reasons not attributable to the PMC, continuation of PMC Services shall be considered by IIT Bombay on mutually agreed commercial terms and conditions.
5. If construction activities are suspended or substantially affected due to reasons beyond the control of the PMC, IIT Bombay may review the manpower deployment during such period and determine the extent of Consultancy Services required. Payment during such period shall be governed by the decision of IIT Bombay based on the actual deployment and services rendered by the PMC.
6. If commencement of the Works is delayed after appointment of the PMC, deployment of Key Personnel shall be regulated by IIT Bombay depending upon the stage of the Project and the services actually required.
7. Release of the final 10% payment shall be linked to satisfactory completion of the obligations assigned to the PMC and shall not be withheld solely due to delay by the Works Contractor or any other agency in completing activities beyond the control of the PMC, provided the PMC has satisfactorily discharged its corresponding obligations under the Consultancy Agreement.

## 4. CONSTRUCTION PHASE

The PMC shall deploy all Key Personnel specified in Table A from the date of commencement of Consultancy Services until successful completion of the Works, including supervision of construction activities, testing & commissioning, snagging/de-snagging, issuance of the Completion Certificate/Virtual Completion Certificate, as applicable, and successful handing over of the Works to the respective internal units of IIT Bombay.

For the purpose of determining completion of the Construction Phase under this Consultancy, the Construction Phase shall be considered completed upon successful

completion of the Works in accordance with the Works Contract, completion of testing and commissioning, satisfactory rectification of major defects/snags, issuance of the Completion Certificate/Virtual Completion Certificate, as applicable, and handing over of the Works to IIT Bombay.

Submission, scrutiny, reconciliation or settlement of the Final Bill, and closure of other financial or contractual matters, shall not, by themselves, extend the Construction Phase.

The PMC shall, however, continue to provide the necessary technical and contractual assistance to IIT Bombay for scrutiny and settlement of the Final Bill and closure of pending contractual matters as part of the Project Close-out and Post-Construction Support services specified under this RFP.

The anticipated duration of the Construction Phase is nine (9) months. However, the actual duration shall be determined based on the certified completion of the Works in accordance with the provisions above and shall not be deemed to continue solely on account of delay in settlement of the Final Bill.

## **5. PROJECT CLOSE-OUT & POST-CONSTRUCTION SUPPORT**

Project Close-out and Post-Construction Support shall commence after successful completion and handing over of the Works. During this period, the PMC shall not be required to maintain full-time deployment of all Key Personnel. Deployment of the Project Manager and other Key Personnel during the Post-Construction Support period shall be regulated by IIT Bombay based on the actual requirements of the Project. They would be involved for the following works.

- Technical assistance to IIT Bombay.
- Certification of final bill.
- Periodic inspection of the completed works.
- Monitoring of rectification of defects by the Contractor.
- Certification of satisfactory rectification.
- Assistance in closure of contractual matters.
- Technical advice & related works during the Defect Liability Period.
- Any additional work required by IIT Bombay for Main Entrance Gate.
- Any other assistance specifically sought by IIT Bombay.

The personnel required during the Post-Construction Support period shall be decided by IIT Bombay from amongst the approved Key Personnel depending upon the nature and extent of the works involved. IITB may request for full team deployment or part of depending on the need, therefore, bidder should keep this in mind while quoting for the financial bid.

The Post-Construction Support included in the Consultancy Fee forms part of the overall Consultancy Period and shall not constitute an independent payment milestone.

## 7. Price Bid

### 7.1 Price Bid details

The Financial Bid shall consist of quoting a **single percentage (%)** of the Final Accepted Construction Cost of the Project exclusive of GST. The Bidder shall submit the Financial Bid strictly in the format prescribed in **Annexure III.1**.

| No | Description                                                                                                                                                                                                                                                                                                | Rate (%)                            | Rate (%)                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------|
| 1  | Project Management Consultancy (PMC) Services for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay, based on the Final Accepted Construction Cost of the Project, in accordance with the Scope of Services, Consultancy Agreement and deployment of Key Personnel specified in Table A. | X<br>(Rate to be quoted in figures) | X<br>(Rate to be quoted in words) |

### 7.2 Mode of Submission of the Price Bid (Envelope 3)

The firm shall submit the price bid document as per the format given in Annexure III. 1 of these documents. The price bid shall be placed in a sealed Envelope super-scribed " **Envelope 3 – Price Bid for Appointment of Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay**". Refer section 3 of the EOI document to complete the submission.

### 7.3 Additional Requirements for the Successful Bidder

IIT Bombay reserves the right to accept or reject any or all bids without assigning any reason, in accordance with the provisions of the Tender Documents and applicable Government guidelines.

## 8 Manpower deployment for PMC services (Table A)

**Minimum Key Personnel to be Deployed by the PMC.** The following Key Personnel constitute the minimum mandatory manpower deployment for the Consultancy Services during the twelve (12) month Consultancy Period. Penalty for non-deployment shall be applicable as specified in the table below and the Notes thereto.

| No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Deployment (Man-Months) | Penalty (In lakhs) * |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------|
| 1   | <b>Project Manager.</b> Graduate in Civil Engineering with <b>15 years</b> of experience in execution/construction management of institutional, commercial or infrastructure projects. Shall have experience in contract administration, project planning, quality management, stakeholder coordination, progress monitoring and Government projects. Postgraduate qualification in Construction Management/Project Management or certification such as PMP/RICS shall be preferred.                                                                                                                                                                                                                                                                                                                                       | 12                      | 1.5                  |
| 2   | <b>Senior Civil Engineer.</b> Graduate in Civil Engineering with 10 years of experience in supervision of civil, structural and finishing works for institutional, commercial or infrastructure projects. The Engineer shall be responsible for day-to-day site supervision, quality assurance and quality control, measurement and certification of works, review of construction methodology and method statements, coordination with the Architect, Contractor and IIT Bombay, monitoring of project progress, site documentation, contract compliance and timely resolution of site issues. The Senior Civil Engineer shall also function as the Site Safety Coordinator and monitor compliance with the approved Safety Plan and statutory safety requirements. Experience in Government projects shall be preferred. | 12                      | 1.0                  |
| 3   | <b>Project Controls &amp; Contracts Engineer (Civil).</b> Graduate in Civil Engineering with 8 years of experience in project planning, contract administration and project controls. The Engineer shall be responsible for project scheduling, verification of measurements and contractor's RA bills, quantity surveying, preparation of variation statements, monitoring of project progress, cost and cash flow monitoring, EOT and claims analysis, maintenance of project records, RFI management, preparation of MIS reports, Minutes of Meetings,                                                                                                                                                                                                                                                                  | 12                      | 1.0                  |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |     |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
|   | dashboard reporting and coordination with IIT Bombay, the Architect and the Contractor. Experience in Primavera/MS Project, BIM, Government projects and standard contract conditions such as CPWD/FIDIC shall be desirable.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |     |
| 4 | <b>MEP Engineer.</b> Graduate in Electrical or Mechanical Engineering with 8 years of experience in execution, supervision and coordination of Mechanical, Electrical and Plumbing (MEP) services for institutional, commercial or infrastructure projects. The Engineer shall be responsible for review of MEP drawings and shop drawings, coordination with the Architect and Contractors, supervision, inspection, testing & commissioning of Electrical, ELV, Access Control, CCTV, Fire Alarm, HVAC, Fire Fighting, Plumbing, Water Supply, Drainage, UPS, DG and other MEP services, quantity verification and monitoring compliance with MEP-related safety requirements. | 12 | 1.0 |
| 5 | <b>Document Controller/Office Assistant:</b> Qualification: Graduate with 5 years of experience in document management, correspondence, filing, MS Office, digital records, drawing registers and MIS reporting. Responsible for maintaining all project records, transmittals, approvals, inspection reports and meeting minutes.                                                                                                                                                                                                                                                                                                                                               | 12 | 0.4 |

#### Note

(a) Penalty for non-deployment shall be levied on a pro-rata basis for the actual period of non-deployment of the respective Key Personnel. Temporary absence of Key Personnel on approved leave shall not attract penalty, provided that the PMC makes suitable alternative arrangements and, where required by IIT Bombay, deploys a substitute having equivalent or higher qualifications and experience, subject to approval of IIT Bombay.

(b) The firm should ensure that the personnel are available when the work happens outside normal working hours.

(c) Each of the above resources are to be deployed after the award of the construction contract in consultation with IITB.

(d) The man-month deployment indicated in Table A represents the maximum anticipated deployment during the overall Consultancy Period. Upon completion and handing over of the Works, deployment of the Key Personnel shall be regulated in accordance with the Project Close-out and Post-Construction Support provisions of this RFP. During this period, the extent of deployment of the Key Personnel shall be at the sole discretion of IIT Bombay, based on the actual requirements of the Project. IIT Bombay may require deployment of all, some, or any of the Key Personnel, on a full-time or part-time basis, as considered necessary.

## **Annexure**

### **III.1**

#### **Financial**

#### **Quote**

On the letterhead of the  
Firm:

Date: \_\_\_\_\_

**To,**

**Dy. Superintending Engineer  
Indian Institute of Technology Bombay  
Powai, Mumbai 400076.**

Subject: Price Bid for providing *Project Management Consultant (PMC) for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay.*

Reference: EO/A/INFRA/WKS-120/26-27

Dear Sir:

We offer to provide the Project Management Consultancy services for the above project in accordance with the terms and conditions of this EOI, RFP document & Price bid document. Our Financial Proposal in the form of Financial Quote, inclusive of all taxes, duties, levies, overheads and expenses, but exclusive of GST, which shall be payable separately at the applicable rate, is as under:

| No | Description                                                                                                                                                                                                                                                                                                | Rate X (%) in figures | Rate X (%) in words |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|
| 1  | Project Management Consultancy (PMC) Services for the Proposed Main Entrance Gate Redevelopment Project at IIT Bombay, based on the Final Accepted Construction Cost of the Project, in accordance with the Scope of Services, Consultancy Agreement and deployment of Key Personnel specified in Table A. |                       |                     |

Thank you.

Yours sincerely,

Name and Signature(s) of the Authorized Signatories

Seal of the Firm