



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

**EXPRESSION OF INTEREST (EOI) IS INVITED
FROM ARCHITECT PLANNERS FOR
IIM SIRMAUR CAMPUS DESIGN**

No.: Project/tender/1/2018

May 11, 2018

Last date for submission of EOI: June 12, 2018

INDIAN INSTITUTE OF MANAGEMENT, SIRMAUR
भारतीय प्रबन्ध संस्थान, सिरमौर

Rampur Ghat Road,
Paonta Sahib, Sirmaur.
Himachal Pradesh-173025, India.

रामपुर घाट रोड,
पांवटा साहिब, सिरमौर।
हिमाचल प्रदेश-173025, भारत।

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INDIAN INSTITUTE OF MANAGEMENT, SIRMAUR, HP

EXPRESSION OF INTEREST IS INVITED FROM ARCHITECT PLANNERS FOR IIM SIRMAUR- CAMPUS DESIGN

Indian Institute of Management, Sirmaur, Himachal Pradesh invites Expression of Interest (hereinafter 'EOI') from qualified and reputed Architects for developing a fully equipped Residential/Academic Campus on land measuring 210 acres at Village Dhaula Kuan, Tehsil Paonta Sahib, District Sirmaur, Himachal Pradesh, India.

1. INTRODUCTION

Indian Institute of Management Sirmaur (hereinafter, referred to as IIM Sirmaur or IIMS or the Institute) is an autonomous Institute established by Government of India to provide quality management education in the country.

A Project Development Brief for the Campus (including project phasing) is available at www.iimsirmaur.ac.in/projectbrief for the reference of the applicants. The applicants are expected to go through the Project Development Brief, before acting in furtherance of the present EOI.

The overall project is intended to be developed in three phases. The scope of work under this EOI is for Phase one.

2. SCOPE OF WORK:

IIM Sirmaur intends to develop master plans of residential educational campus along with necessary infrastructure facilities. The broad scope of work includes:

- a) Preparation of Comprehensive Master Planning, layout, infrastructure, urban and landscape design for developing Campus of over 210 Acres of land with a footprint of about 1,15,800 square meters catering to the following design requirements
 - 1120 students of the 2 year Post Graduate Programme (PGP)
 - 50 students of the Fellowship Programme
 - 150 participants of the executive development programme and short term courses
 - 118 full time faculty members
 - 130 non-academic staff

- All students are to have single seated hostel accommodation. A full-fledged mess facility is required to cater to the student population.
- b) Preparation of Comprehensive Architectural Design (Site Layout, building layout plan, building design, structural design, service design and preparation of working drawings) for development of Institutional and allied buildings mentioned in Phase 1 development, including preparation of cost estimates, bills of quantities, Obtaining the statutory approval, assistance to institute in framing the tender document for project execution and periodic site supervision of project.

The construction of IIM Sirmaur is planned to be carried out in three phases. In the first phase construction will be of 60,000 SqM. In the second phase the construction will be of 37,000 SqM. Third phase will be constructed in 19000 SqM, along with allied infrastructure for each phase. The figures given above are indicative.

3. WHO CAN APPLY

The applicant may be an Architect planner, Architect planner firm or Architect Planner Company. The aforesaid applicant must have a legal right to practice in India with valid certification of practice from Council of Architecture (CoA) of India. Certified copy of registration with Council of Architects should be submitted.

Application can also be made by a consortium of two or more firms. Such a consortium may include a foreign partner if so desired.

The consortium may take the form of a Joint Venture (JV) or a sub consultancy agreement and the relevant details for each firm forming part of JV should be given with details of the areas of work they will be responsible for in the project work.

In case of a Joint Venture/Consortium, the lead member should be indicated and should be registered with the Council of Architecture in India.

In case of foreign applicant, at least one office of the applicant shall be located in India and have consultants/architects registered with the Council of Architecture, India.

4. CONTACT INFORMATION

Applicants may submit their applications with all relevant enclosures in the prescribed format in sealed cover clearly marked "**Expression of Interest for IIM Sirmaur Campus Design**", so as to reach the 'Director's Office, of IIM Sirmaur, on or before June 12, 2018 by 1600 hrs.

Director's Office

Indian Institute of Management Sirmaur
Rampur Ghat Road,
Paonta Sahib, Sirmaur,
Himachal Pradesh - 173025, India
Tel: +91-7832901806, 7832901801

It is hereby clarified that the Institute shall not entertain any delay on account of courier/post etc. and any request for extension of time for submitting application will not be entertained.

5. CRITERIA FOR QUALIFICATION

Applicants who submit EOI application will be qualified as per the eligibility criteria listed below:

- a) The applicant must have, at the minimum, continuous practice in the field of architectural planning, design and preparation of detailed architectural drawings for the last ten (10) years till the year ending 31 March 2018. Documents are required to be submitted in this regard before the last date, mentioned in Clause 5 above. Certificates of work experience should be submitted by the applicant.
- b) The applicant must have been awarded/designed and completed, in the last five years ending March 2018, at least one Campus of Higher Education comprising of academic area, hostels, faculty staff housing, etc. Such work may comprise of either –
 - A single campus of at least 90,000 SqM, or
 - Two such campuses of built up area of 60,000 SqM each or more, or
 - Three such campuses having 45,000 SqM area each or more.The details of such completed works must be submitted by the applicant.
- c) The applicant must have architects with relevant qualifications and experience working in-house on a full-time basis either as employees/retainers/consultants/associates.
- d) The applicant must be a profit-making organization continuously for last five years ending March 2018. Profit for this purpose means PROFIT BEFORE TAX (PBT).
- e) In case of a consortium, an MOU signed by each party clearly indicating the lead partner and the Authorized Representative, shall be submitted along with other documents. The lead partner must have a registration of practice in India, under the rules and regulations defined by the Government. In case of JV, all members of the JV shall be jointly and severally liable/ responsible for the entire assignment.

- f) An applicant shall submit only one proposal, either individually or as a member of consortium.
- g) The applicant, (lead partner in case of consortium) must have an average annual turnover in the form of fees from architectural services of at least Rs 3.0 Crores (Three Crores) in the last five (5) years ending March 2018. A financial year in which no financial turnover exists will still be counted for the particular year for calculating the average. The turnover should be duly certified by a Chartered Accountant.
- h) The applicant must have experience in designing sustainable green buildings conforming to GRIHA or LEED ratings.

6. CONDITIONS FOR DISQUALIFICATION

Even though an applicant may satisfy the above requirements, the same would be liable to disqualification if it has:

- Made misleading or false representation or has deliberately suppressed the information in the forms, statements and enclosures submitted for the prequalification.
- Any applicant who is barred or black listed by any Central/State Government in India or PSU's, Autonomous Bodies or a multi-lateral funding agency in India or by any agency abroad cannot participate.
- Persons who are individually or institutionally involved with the preparation / selection/ screening process of the EOI/ short-listing and the evaluation process will not be eligible to participate either as applicant or as a proxy.
- Canvassing in any form will lead to summary rejection of application.
- Applicant should not be under liquidation, court receivership or similar proceedings and should not be or have been subject to any disciplinary action by any professional body or Hon'ble Court in India or abroad. Suppression of such information may result in disqualification of the applicant.

7. DOCUMENT PROCESSING FEES

The EOI document must be submitted along with a processing fees of **Rs 5000/- (Rs five thousand only)** in the form of demand draft drawn on a commercial bank in favour of "Indian Institute of Management Sirmaur" payable at Paonta Sahib.

8. HOW TO APPLY

The documents as listed below should be submitted in two separate sealed envelopes, clearly marking on the envelope its contents, as given below.

Envelope 1:- Demand Draft

Demand Draft towards document processing fees for Rs 5000/- (Rs Five thousand only) in favour of the "Indian Institute of Management Sirmaur" payable at Paonta Sahib, HP.

Envelope 2:- Documents/Annexures

All documents/annexures from 1 to 12 are to be filled and executed by all the applicants along with covering letter. **No blank is to be left empty**, In case the blank is not applicable then that should be mentioned as **"NOT APPLICABLE"**.

Covering letter as per format attached along with Check list in the given format

| | |
|-------------------|--|
| Annexure 1 | Authority letter |
| Annexure 2 | Brief Profile of the organization |
| Annexure 3 | Brief Bio data of Key Professionals with names of full time in-house architects/retainers/consultants/associates |
| Annexure 4 | An affidavit of not being black listed |
| Annexure 5 | Copy of the valid certificate of registration with Council of Architecture (CoA), India. |
| Annexure 6 | The certificate establishing that the applicant has continuous work experience for the last ten years in the area of architectural services from the date of this EOI. |
| Annexure 7 | The certificate establishing that the applicant has a current JV agreement (Consortium). |
| Annexure 8 | The document establishing that the applicant has an experience in designing green buildings conforming to GRIHA/LEED. |
| Annexure 9 | Details of similar projects awarded/designed and completed during the last five years with names and addresses of clients, supported by drawings, sketches, photographs, etc. in hard copies as well as soft copies. |

Annexure 10 Copy of the audited balance sheets, Profit and Loss statement for last five financial years showing annual financial turnover for the last five years starting 2013 – 2018.

Annexure 11 Income tax returns of last five years i.e. FY 2013-14, 2014-2015, 2015 – 2016, 2016 – 2017 and 2017 – 2018 certified by a chartered accountant.

Any other relevant document.

All the above documents should be hard bound together, with each page clearly numbered, stamped and initialed by the authorized signatory.

Once the documents are submitted, the applicants shall not have any right to modify/rectify the documents.

Applicants shall submit self-attested copies of certificates, work orders, appointment letters, agreements, references, etc. as proof of eligibility where ever required.

9. RIGHT TO INSPECT

The Institute reserves the right to inspect/verify the credentials of similar works carried out/in progress by the Applicant.

10. VALIDITY OF EOI

The EOI document submitted by the applicant shall be valid for **120 days** from the date of submission.

11. OPENING OF EOI

The EOI documents will be opened on June 13, 2018 at 11 AM at IIM Sirmaur Campus, Paonta Sahib, Distt. Sirmaur, Himachal Pradesh in the presence of the authorized representatives of the Applicants, who may choose to be present and carrying authority letter for the purpose. A maximum of two representations per Applicant will be allowed to attend.

12. POST EOI, SELECTION PROCEDURE

All applicants who qualify at the EOI stage will be shortlisted and will be issued Request for Proposal (RFP) document containing the scope of work, terms and conditions, evaluation process and financial bid form etc. The contents of the RFP shall take precedence over the requirement stated elsewhere in the EOI.

The final selection shall be based on 80:20 QCBS (Quality & Cost Based Selection) weightage for technical and financial evaluation respectively.

13. MISCELLANEOUS

All documents, drawings, maps and other information provided by IIM Sirmaur in connection with this EOI shall continue to remain property of IIM Sirmaur. All information and documents submitted by the applicant as part of the EOI submission shall become a property of IIM Sirmaur.

IIM Sirmaur reserves the right to reject any/all application(s) without assigning any reason. The decision of IIM Sirmaur in this respect shall be final and binding on all applicants.

For the purpose of this EOI any legal discrepancy (if any) shall be under the jurisdiction of the court of Sirmaur.

COVERING LETTER FOR EXPRESSION OF INTEREST (EOI)

[On Lead Company's/Firm's letterhead]

Reference No:

Date:

Director's Office,

Indian Institute of Management, Sirmaur
Rampur Ghat Road,
Paonta Sahib, Sirmaur,
Himachal Pradesh - 173025, India

SUBMISSION OF EXPRESSION OF INTEREST

Selection of Architect Planner of the proposed campus of IIM Sirmaur at Dhaula Kuan, Paonta Sahib, District Sirmaur, HP

Dear Sir,

We hereby submit our expression of interest for architectural services as explained in the Expression of Interest for the aforementioned project. In support we submit all the necessary information and relevant documents (one original and one copy) for our participation in the procedure for prequalification of applicants.

We hereby confirm that all clauses of this EOI have been read and fully understood by us.

We understand that IIM Sirmaur reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:

Name of Signatory:

Designation:

Name and address of firm:

Registration Number:

GST Number:

Contact number:

Fax:

Email:

Check List

| S.NO. | Type of Document | Attached Yes /No | Page No. |
|-------|--|------------------|----------|
| 1. | Authority letter | | |
| 2. | Brief Profile of the Organization | | |
| 3. | Brief Bio data of Key Professionals with names of full time employees/ retainers/ consultants/ associates with date of joining/association | | |
| 4. | An affidavit of not being black listed | | |
| 5. | Copy of the valid certificate of registration with Council of Architecture | | |
| 6. | The document establishing that the applicant has continuous work experience for the last ten years in the area of architectural services. | | |
| 7. | The certificate establishing that the applicant has a current JV agreement (consortium) | | |
| 8. | The document establishing that the applicant has an experience in designing green buildings conforming to GRIHA/LEED. | | |
| 9. | Details of similar projects awarded/designed and completed during the last five years with names and addresses of clients, supported by drawings, sketches, photographs, etc. in hard copies as well as soft copies. | | |
| 10. | Copy of the audited balance sheet for last five financial years towards the annual financial turnover for the last five years starting 2013 to 2018. | | |
| 11. | Income tax returns of last five years i.e. FY 2013- 2014, 2014 – 2015, 2015-2016, 2016 – 2017 and 2017 – 2018 certified by a chartered accountant. | | |
| 12. | Any other document. | | |

ANNEXURE 1

AUTHORITY LETTER

[On Lead Architect/Company's/Firm's letterhead]

Date:

Director's Office,

Indian Institute of Management, Sirmaur
Rampur Ghat Road,
Paonta Sahib, Dist Sirmaur,
Himachal Pradesh - 173025, India

Subject: Authority Letter

Reference: EOI notice no. _____, dated _____ 2018

Dear Sir,

Mr./Ms. _____ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said notice for EOI.

(in case of a consortium, following paragraph should be added)

This submission is made on behalf of the consortium/JV comprising and (applicant to state the name of each member) of which (applicant to insert name of lead member of consortium /joint venture) is the lead member.

We hereby submit our willingness to get shortlisted for our participation in the process for "Appointment of Architect Planner" against the said EOI.

We understand that IIM Sirmaur reserves the right to reject the submission, without assigning any reason.

Specimen Signature:

The undersigned is authorised to issue such authorisation on behalf of us.

For M/s _____ (Name of the applicant)

Signature and company seal

Name

Designation

Email

Mobile No.

Note: Where ever applicable, a copy of Board Resolution/Power of Attorney may please be attached.

Annexure 2

BRIEF PROFILE OF THE ORGANISATION

(This form to be furnished by the Architect/Architect Planner/lead member of the consortium applying for the prequalification for this project work)

| | | |
|----|---|--|
| 1. | Name & Address of the applicant with Telephone No. / Fax. No. / Email ID | |
| 2. | a. Year of Establishment b. Date & Year of the commencement of practice. | |
| 3. | Legal status of the applicant (attach copies of original document defining the legal status) a. A proprietary firm b. A firm in partnership c. A limited company or corporation/ Joint venture/Consortia d. Others (Explain) | |
| 4. | Names of Directors & other executives with designation | |
| 5. | Designation of individuals authorized to act on behalf of the applicant. | |
| 6. | Total No. of professional staff (in house): - a. Architects b. Structural Engineers c. MEP Engineers d. Quantity Surveyors e. Others | |
| 7. | In which field of Consultancy the applicant has specialization & interest. | |
| 8. | Any other information considered necessary but not included above. | |

Annexure 3

BRIEF BIO- DATA OF KEY PROFESSIONALS WITH NAMES OF FULL TIME ARCHITECTS/RETAINERS/CONSULTANTS/ASSOCIATES WITH DATE OF JOINING/ASSOCIATION WHO WILL BE INVOLVED IN PROJECT WORK

(This form is to be furnished by the Lead Architect/Architect Planner/each member of the consortium applying for the prequalification for this project work)

Name of Firm: _____

Name of the Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications: Give an outline of staff member’s experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. You may use up to half a page but not more.

Education: Summarize college/university and other specialized education of staff member, giving names of college/university, and degree(s) obtained. Use up to a quarter page.

Names of architects/retainers/consultants/associates with date of joining/association with the firm

1

2

15

Signature of the authorised signatory with stamp:

Annexure 4

AFFIDAVIT OF NOT BEING BLACK LISTED

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF Rs 100/-

AFFADAVIT

*I/we*Director/Proprietor/Partner/owner of
.....(mention name of your organization and its complete address)

do hereby solemnly affirm and declare as under:-

1. That (mention name of organization) is eligible to submit the aforesaid proposal against the EOI No.....Dt..... as neither the applicant has been barred and/or blacklisted by the Central Government and/or any State Government of India/others at any time prior to the date of submitting this affidavit.
2. That (mention name of your organization) or any of its constituents during the last three years has neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicants or any of its constituents.
3. That an appendix attached to this affidavit gives list of all contracts of (mention name of organization) or any of its constituents with the state/ central government/others that are in arbitration.
4. That (mention name of your organization) or any of its constituents has not suppressed the information in the forms, statements and enclosures submitted for the prequalification.
5. That (mention name of your organization) or any of its constituents has never been abandoned for any work either due to poor performance or financial failure

DEPONENT

VERIFICATION

*I/we the above named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 5 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from.

Verified at(place) this Day of 20.....(Strike off whichever is not applicable)

DEPONENT

Note : Deponent will be the authorized signatory of the Applicant

Annexure 5

REGISTRATION CERTIFICATE FROM COUNCIL OF ARCHITECTURE (CoA)

Copy of valid CoA registration certificate (Self Attested) from all the Architects involved in the project needs to be attached.

Annexure 6

WORK EXPERIENCE FOR THE LAST TEN YEARS IN THE AREA OF ARCHITECTURAL SERVICES

Work Experience Certificate (Self Attested on Individual/company's/firm letter head, what so ever applicable) certifying experience for the last ten years in Architectural Services

Annexure 7

DOCUMENT ESTABLISHING THAT THE APPLICANT HAS A CURRENT JV AGREEMENT (CONSORTIUM)

Applicable, if an applicant is applying as a Joint Venture or Consortium

Annexure 8

DOCUMENT ESTABLISHING THAT THE APPLICANT HAS AN EXPERIENCE IN DESIGNING GREEN BUILDINGS CONFORMING TO GRIHA/LEED

Valid Certificate/Document establishing the experience in designing green buildings conforming to GRIHA/LEED

Annexure 9

DETAILS OF MAJOR PROJECTS AWARDED/DESIGNED AND COMPLETED IN HIGHER EDUCATION DURING THE LAST FIVE YEARS (ENDING MARCH 31, 2018).

| SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS | | |
|--|--|-------------------------------------|
| S.No. | Description | Put Separate Sheet for each project |
| 1. | Name of work / Project and location | |
| 2. | Cost of work in Rs. crores (Attach copy of Work Order) | |
| 3. | Area of the Project (in SqM) | |
| 4. | Scope of the work (Services Offered) | |
| 5. | Date of commencement as per contract | |
| 6. | Stipulated date of completion | |
| 7. | Actual date of completion | |
| 9 | Service rendered a) In house teams b) Associated Consultants / Consortia Members | |
| 10 | Names of Project in Charge & Key Staff & No. of Staff involved. | |
| 11 | Any other information | |

Annexure 10

CERTIFICATE REGARDING TURN OVER (GROSS) AND PROFITABILITY OF LAST FIVE YEARS

1. Financial Analysis

Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

| Particulars | Financial Year | | | | |
|---|----------------|---------|----------|---------|-----------|
| | 2013-14 | 2014-15 | 2015-16, | 2016-17 | (2017-18) |
| i. Gross Annual turnover (Architectural Fee Income) (In Crores) | | | | | |
| ii. Profits/Loss (PBT) | | | | | |

Copies of Balance Sheet and P&L Statement are attached

Signature of Chartered Accountant with seal

Annexure 11

**INCOME TAX RETURNS OF LAST FIVE YEARS I.E. FY 2013 -14, 2014 -2015
2015 – 2016, 2016 – 2017 AND 2017 – 2018**

Income tax returns of last five years i.e. FY 2013 – 2014, 2014 – 2015, 2015 – 2016, 2016 – 2017 and 2017 –2018 certified by a chartered accountant need to be attached.