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भारतीय प्रौद्योगिकी संस्थान धारवाड

**Indian Institute of Technology Dharwad**

Near High Court, PB Road, Dharwad-580011

TEL NO: +91 836 2212 839

Expression of Interest (EOI) for Comprehensive Services of Consultancy Organization (MEP for Renovation works, future buildings and facilities)

**EOI no.: IITDH/MMD/IPS/2019-20/95**

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1.

## TEXT OF ADVERTISEMENT

**Indian Institute of Technology Dharwad**  
**WALMI campus Near High Court,**  
**PB Road, Dharwad-580011**

### INVITATION FOR EXPRESSION OF INTEREST

**Indian Institute of Technology Dharwad** invites sealed Expression of Interest (EOI) from Indian consulting agencies for undertaking consultancy services -MEP for Renovation works, future buildings and facilities.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.iitdh.ac.in](http://www.iitdh.ac.in).

Further details, if any, may be obtained from  
The Assistant Registrar (Works)  
Near High Court, P B Road Dharwad-580011  
E-mail: [arrrmm@iitdh.ac.in](mailto:arrrmm@iitdh.ac.in) during working hours.

Last date for submission of EOI is 28<sup>th</sup> July, 2020 upto 1000 hrs. Sealed envelope marked to the captioned address, containing EOI and relevant forms, documents may be submitted mentioning “EOI for consultancy services –MEP for Renovation works, future buildings and facilities” on the top cover:

The Assistant Registrar (Works)  
**Indian Institute of Technology Dharwad**  
Near High Court, P B Road Dharwad-580011  
E-mail: [arrrmm@iitdh.ac.in](mailto:arrrmm@iitdh.ac.in)

Issue of bid documents	Date: 14 <sup>th</sup> July 2020
Last date for submission of bid:	Date: 28 <sup>th</sup> July, 2020
	Time: 10.00 AM
Opening of bid	Date: 28 <sup>th</sup> July, 2020
	Time: 10.30 AM

Encl.: EOI Document.

**Important Notice:** Those agencies which are facing problems related to Courier/Postal services in their area due to the current situation (lockdown/Coronavirus impact etc.), are hereby intimated to send their complete proposal (scanned & signed softcopy via email to the address [arrrmm@iitdh.ac.in](mailto:arrrmm@iitdh.ac.in)). In all such cases, the evaluation may take place after the date of opening.

Note: IIT Dharwad or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and IIT Dharwad reserves the right to amend/add further details in the EoI.

2.

**SECTION I**  
**BRIEF PARTICULARS OF THE WORK**

Salient details of the work for which Expression of Interest applications are invited are as under:

<b>Item</b>	<b>Brief Particulars</b>
Name of Assignment	The work consists of Consultancy-(MEP) Services for renovation works of existing buildings, services works, future prestigious buildings and facilities likely to be taken over next three years for Indian institute of Technology Dharwad at WALMI Campus.

Location: The works are proposed within the existing campus of Indian Institute of Technology Dharwad WALMI Campus.

General features and major components of the work are as under:

The works generally consist of design services for creation of new facilities such as academic, residential buildings, workshops, parking lots etc. electrical, mechanical services such as internal and external electrification, HVAC, Acoustics, Fire Fighting Audio Visual systems, water supply system, sewerage etc. It is expected that these shall be of modern state of the art standards with sustainability and conforming to GREEN norms.

**The interested Firms are required to furnish the following documents along with “Expression of Interest Document”:**

- a) Proof of Constitution of the Organization & Year of incorporation:
- b) Organizational Structure
- c) PAN No:
- d) List of similar works carried out by them for the last five years indicating, the Organization for whom executed, indicating Value of work, Completion time (Stipulated and Actual)
- e) List of similar works in hand indicating, the Organizations for whom the work is executed, Value of work, Completion time: Stipulated and Actual present status of the work,
- f) List of Technical staff they possess
- g) Name and details of Associates of Services of structural design to whom the job is proposed to be assigned if in house facility not available.

**Short listing shall be done after verification of the credentials and inspection of works carried out.**

**IIT(Dh) reserves the rights to restrict 05 (Five) Consultant/Firms on relative merit based on evaluation scoring criteria stipulated in the EOI documents.**

**INFORMATION & INSTRUCTIONS TO CONSULTANTS****3.1 General:**

Letter of transmittal and forms for pre-qualification are given in Section III.

**All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars /queries are not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, not providing information required as per Section III and in the Forms "A" to "H-A" duly signed with date and seal may result in the applicant being summarily disqualified.**

The application should be typewritten. The applicant should sign each page of the application.

Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer.

The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless the Employer calls it for.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in **IIT Dharwad**.

The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover super scribed "**Expression of Interest document**" with the "**EOI Notice no.**" shall be received by The Assistant Registrar(Works) of IIT Dharwad or his authorized representative up to **1000 Hrs on 28.07.2020**. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.

Prospective applicants may seek any clarification of the Expression of Interest document. Any clarification given by the IITDH shall be put on the website. No request for clarification will be considered after **21.07.2020**.

**3.2 Definitions**

In this document the following words and expressions have the meaning hereby assigned to them.

**Employer:** Means Indian institute of technology Dharwad (in short IITDh) acting through its Director.

**Applicant:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

**"Year"** means "Financial Year" unless stated otherwise.

**3.3 Method of Application:**

If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address **proof of experience in the field** to

be furnished

If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a **certified copy of the power of attorney** should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

If the applicant is a limited company or corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the **Memorandum of Articles of Association** duly attested by a Public Notary.

### **3.4 Final Decision Making Authority.**

IITDh reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

### **3.5 Campus Visit**

The applicant is advised to visit the IITDh WALMI campus at his own cost and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

### **3.6 Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIT Dharwad, detailing the conflict in writing as an attachment to this Bid.

IIT Dharwad will be the final arbiter in cases of potential conflicts of interest. Failure to notify IIT Dharwad of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

### **3.7 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. IIT Dharwad reserves the right to withdraw EOI and or vary any part thereof at any stage. IIT Dharwad further reserves the right to disqualify any bidder, should it be so necessary at any stage.

**INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION:****4.1 ORGANISATION:**

- a) MEP consultant shall be either in single firm or in association. In case, of association, they shall have a single office address and IITDh shall co-ordinate with only the registered office.
- b) Shall have experience in the field for not less than 5 years as on March 2020.
- c) Shall furnish name and details of various services in house or Participant Associates to whom job is proposed to be assigned with the relevant details of the Participant Associates.
- d) Shall furnish name of Key personnel to be associated with their qualifications and Experience.
- e) Minimum qualification of the Engineers in the respective fields shall be as follows –
  - i. Electrical Engineer – B.E/B. Tech. – 1 no. – 10 years of minimum experience for electrical work

In case of M. Tech Engineers, Management Training experience shall carry additional weightage. Work experience as Electrical Project shall carry additional weightage.

**4.2 EXPERIENCE:**

- a) The agencies should have completed similar Consultancy assignment during the last 5 years, as on 31-03-2020 of value/ area built up as listed below: The applicant should have satisfactorily completed following similar works
  - i) At least one project costing not less than Rs. 1 Crores approximately, **or**
  - ii) Two projects, each costing not less than Rs. 0.5 Crore approximately, **or**
  - iii) Three projects, each costing not less than Rs. 0.25 Crore approximately.
- b) Similar assignment means comprehensive services for planning & designing of Electrical, Mechanical, HVAC.

**4.3 FINANCIAL CAPABILITY:**

- a) The applicant should have had average annual financial turnover of Consultancy Fees (Associated) of **Rs.15 lakhs** during the last three years ending **31st March 2019**. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- b) The applicant should not have incurred any loss in more than two years during the last five years ending **31st March 2019** duly certified by the Chartered Accountant.
- c) The applicant should not be under liquidation, court receivership or similar proceedings.

The applicant should have the full functioning office to deal independently with Services Projects required for the proper and timely execution of the work.

The applicant should have sufficient number of technical and administrative employees for the proper planning & designing of the Consultancy work. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

5.

## SECTION-IV

For short listing, the applicant must secure at least sixty percent in criteria (A) (i.e Experience), fifty percent marks in criteria (B) and **sixty** percent marks in **aggregate**.

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

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc.

5.1.4 Short listing of the consultants shall be subject to thorough verification of their credentials and inspection of similar works carried out /in progress by them.

### 5.2 FINANCIAL INFORMATION

Applicant should furnish the following financial information:

Annual financial statement for the last three years (**in Form " A"**).

### 5.3 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

Applicant should furnish the following:

- (a) List of all works of similar class successfully completed during the last five years (**in Form "B"**)
- (b) List of all the projects under execution or awarded (**in Form "C"**).

Particulars of completed works and performance of the applicant duly authenticated /certified by an officer or issued by the employer should be furnished separately for each work completed or in progress (**in Form " D"**).

### 5.4 ORGANISATION INFORMATION

Application is required to submit the following information in respect of his organization (Main and Branch Office) (in Forms "E"&"F")

- (a) Name & Postal Address, including Telephone, fax & Telex Numbers etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorization for employer to seek detailed references.
- (f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involving in this work (**in Form "F"**).

### 5.5 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with Expression of Interest document.

### 5.6 SELECTION OF CONSULTANT.

**After evaluation of pre-qualification applications, a list of empaneled consultants shall be prepared. Short listing of the consultants shall be done after full verification of their credentials and inspection of similar works carried out/in progress by them. The short listed consultants will be empaneled by IITDH.**

Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is **strictly** prohibited.



**INFORMATION  
LETTER OF TRANSMITTAL**

From: M/s \_\_\_\_\_

To,

**The Assistant Registrar (Works),  
Indian Institute of Technology Dharwad,  
WALMI Campus, Near High Court,  
PB Road, Dharwad-580011**

**Subject: Submission of Expression of Interest.**

Sir,

Having examined the details given in EOI press notice and Empanelment document for the above work, I/We hereby submit this application and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "H-A" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified Annual turnover certificate and authorize The Assistant Registrar(Works), IIT Dharwad, to approach the Bank to confirm the correctness thereof. I/we also authorize The Assistant Registrar(Works), IIT Dharwad to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following works:

Sl. No.	Name of work	Certified by	Performance certificate (to be enclosed)
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO

Enclosures.

Seal of applicant

Date of submission: --

Signature(s) of Applicant(s)

**FORMS**  
**FORM 'A'**  
**FINANCIAL INFORMATION**

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

Particulars	Financial Year		
	2016-17	2017-18	2018-19
i) Gross Annual turnover on Consultancy Fess (In Rs. Crores)			
ii) Profit/Loss			
iii) Certified by			

**II. The following certificates are enclosed:**

- (a) Current Income Tax Clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

**FORM 'B'**  
**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING**  
**THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH OF MARCH 2019**

<b>SIMILAR NATURE OF ASSIGNMENT COMPLETED</b>				
<b>Sl. No</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>1</b>	<b>Name of work /project and location</b>			
<b>2</b>	<b>Name &amp; Address of Employer/ organization</b>			
<b>3</b>	<b>Cost of Fees in Rs. Crores</b>			
<b>4</b>	<b>Date of commencement as per contract</b>			
<b>5</b>	<b>Stipulated date of completion</b>			
<b>6</b>	<b>Actual date of completion</b>			
<b>7</b>	<b>Litigation /arbitration pending /in progress with details*</b>			
<b>8</b>	<b>Name and address/ telephone number of officer to whom reference may be made.</b>			
<b>9</b>	<b>Remarks</b>			

\*Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant(s) with date & seal

**FORM 'C'**  
**PROJECTS UNDER EXECUTION OR AWARDED**

<b>Sl. No</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>1</b>	<b>Name of work /project and location</b>			
<b>2</b>	<b>Name &amp; Address of Employer/ organization</b>			
<b>3</b>	<b>Cost of Fees in Rs. Crores</b>			
<b>4</b>	<b>Date of commencement as per contract</b>			
<b>5</b>	<b>Stipulated date of completion</b>			
<b>6</b>	<b>Up to date percentage progress of work</b>			
<b>7</b>	<b>Slow progress if any and reasons thereof</b>			
<b>8</b>	<b>Name and address/ telephone number of officer to whom reference may be made.</b>			
<b>9</b>	<b>Remarks</b>			

Signature of Applicant(s) with date & seal

Signature of Agency with seal

**FORM 'D'**  
**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"**

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Consultancy Fees Cost
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. Delayed completion, if any.
8. Performance Report.

(1) Quality of work	Very Good/Good/Fair/Poor
(2) Financial soundness	Very Good/Good/Fair/Poor
(3) Technical Proficiency	Very Good/Good/Fair/Poor
(4) Timely delivery of working drawings/ obtaining statutory approvals	Very Good/Good/Fair/Poor
(5) Resourcefulness	Very Good/Good/Fair/Poor
(6) General behaviour	Very Good/Good/Fair/Poor

Dated: \_\_\_\_\_ Executive engineer or equivalent

**#Note:** -Certificate for each work completed/under execution shall be obtained as per "FORM D" or the certificate issued by the employer to be enclosed.

**FORM 'E'**  
**STRUCTURE & ORGANISATION OF MAIN & \*BRANCH OFFICE\***

(Full details of Branch Office to be furnished -if required attach addl sheet)

1	<p><b>Name &amp; Address of the applicant:</b> (Furnish details of Main &amp; Branch office Details with Tel &amp; \Fax /email id)</p> <p>(Note: Should have the full functioning office to deal independently with Architectural Projects located in and around Dharwad for pre-qualifying)</p>		
2	Telephone No./Telex No./Fax No		
3	<p>Legal status of the applicant (<b><u>attach copies of original document defining the legal status</u></b>)</p> <p>i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation</p>		
4	Particulars of registration with various Government bodies (attach attested photocopy) if any	Organization /Place of registration	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work:		
6	Designation of individuals authorized to act for the organization		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.		
10	Has the applicant, or any consultant partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which fields of Consultancy assignment the applicant has specialization and interest?		
12	Any other information considered necessary but not included above.		

Signature of Applicant(s) with date & seal

Signature of Agency with seal

**FORM 'F'**  
**DETAILS OF AVAILABLE IN HOUSE SERVICE**

Sr.No.	IN HOUSE SERVICE	AVAILABILITY OF SERVICE (STRIKE OUT WHICH EVER IS NOT AVAILABLE)
1	PUBLIC HEALTH ENGINEERING	YES / NO
2	ELECTRICAL	YES / NO
3	MECHANICAL	YES / NO
4	HVAC	YES / NO
5	ACOUSTIC	YES / NO
6	FIREFIGHTING/ENGG	YES / NO
7	AUDIO-VISUAL	YES / NO

**FORM 'G'**  
**DETAILS OF PROPOSED ASSOCIATE SERVICE**

<b>Sr. No.</b>	<b>PROPOSED ASSOCIATE FOR</b>	<b>NAME &amp; ADDRESS OF ASSOCIATE PROPOSED</b>	<b>YEARS OF EXPERIENCE</b>	<b>YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT</b>
1	PUBLIC HEALTH ENGINEERING			
2	ELECTRICAL			
3	MECHANICAL			
4	HVAC			
5	ACOUSTIC			
6	FIREFIGHTING/ENGG			
7	AUDIO-VISUAL			



### FORM 'H'

#### DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

Sl. No	Designation	Total Number	Number available for this work *	Name	Qualifications.	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

\*Note: (Bio data of Key personnel available for this work to be enclosed)

**FORM 'H-A'**  
**DETAILS OF CONSULTANCY/OFFICE EQUIPMENT LIKELY TO BE USED IN CARRYING**  
**OUT THE WORK**

Sr. No	Name of Equipment	Nos .	Capacity or Type	Age	Condition	Ownership status			Current Location	Remarks
						Presently owned	Leased	To be purchased		
1	2	3	4	5	6	7	8	9	10	11
A	<b>CONSULTANCY</b> <u><b>1. Hardware</b></u> i) Computers  ii) Plotters  iii)  iv)  <u><b>2. SOFTWARE</b></u> (mention the software's proposed to be used in this work)									
B	Any other Office Equipment. (mention the equipment proposed to be used in this work)									