



REQUEST FOR PROPOSALS

**Indian Institute of Management Lucknow invites
RFP for Appointment of an architectural
consultant**

for

**Comprehensive architectural consultancy for the
Proposed campus works of IIM Lucknow,
Lucknow and Noida campus.**

**INDIAN INSTITUTE OF MANAGEMENT
LUCKNOW**

Table of Contents

S. No.	Title	Page No.
1	Section – I	03 to 08
2	Section – II, Terms and Conditions	09 to 17
3	Section – III, Scope of works and services	18 to 39
4	Section IV, Evaluation Process	40 to 53
5	Section – V, Additional details	54 to 57
6	Section – V, Forms and Annexures	58 to 71
7	Financial bid	72-73

SECTION – I
INDIAN INSTITUTE OF MANAGEMENT
LUCKNOW

Tender No.- IIML/PROJ/4631 dtd. 25.09.2026

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e- REQUEST FOR PROPOSAL (RFP Notice)

The Dean of Infrastructure, IIM LUCKNOW (Phone No:-0522-6696625), on behalf of the Indian Institute of Management, Lucknow invites online Requests for proposals from eligible and experienced architectural firms for the following works:

SL. No.	RFP No.	Name of Work	Earnest Money (In Rs.)	RFP Fees (In Rs.)	Tenure of Appointment
1	No.- IIML/PROJ/4618	Appointment of an architectural consultant for providing Comprehensive, Architectural & Engineering Consultancy Services	Rs. 10,00,000/- (To be returned after deposition of P.G.)	Nil	3 years/ completion of works under execution, whichever is later, and extendable by mutual consent.

Clarification on Tenure of Appointment: One dedicated Architect for the Project is needed to be stationed at the Architect's office. The Engineer, with sufficient experience and A-CAD knowledge, will be deputed to the site during construction, with daily attendance required. Construction is expected to start in Feb 2027 and may continue until work completion. If the delay is beyond the architect's scope, the decision on the engineer's salary will be based on the party at fault for the delay and, accordingly, can be distributed among the respective PMC/ contractor. The decision of the Engineer-in-charge/ competent Authority in this regard will be final and binding. The Engineer-in-Charge/ Competent Authority will decide the responsibility of the Architect/ PMC/ Contractor

Last date and time of submission of the financial & Technical bid: 19.10.2026 up to 3:30 pm (online) Date and time of opening of technical bid: 20.10.2026 at 3.30 pm (office of the Executive Engineer, IIM Lucknow).

Eligible bidders qualifying at the technical stage (those obtaining 32 marks out of 40 marks allocated for the technical criteria) will be called for the Presentation. 15 days' time will be given from the date of publication of the notice to eligible bidders who are advanced to the presentation stage.

The price bids of qualified bidders, as per the RFP, shall be opened at a later date after complete scrutiny of the technical bids and Presentation.

Opening of financial bid: Will be informed on the CPP portal to the qualified bidders
The Institute reserves the right to limit or exclude all qualified bidders from the presentation and opening of the financial bid.

1 Invitation of RFP

1.1 Introduction

Indian Institute of Management Lucknow (IIML), established by an Act of Parliament, is located at Prabandh Nagar, IIM Road, Lucknow – 226013, Uttar Pradesh, India. The current main campus covers approximately 204 acres, and the extension campus in Noida Sector-62 covers approximately 20 acres. The Institute is recognized as one of the centers of academic excellence for India's training, research and development in Management Studies. It is planned to make improvements to keep the Institute at par with the best institutions in the world.

The infrastructure enhancement includes the construction of new buildings in the academic area, student hostels, general facilities buildings, horticultural designs, roads, gardens, and playgrounds, along with related utilities such as water supply, electricity supply, and a firefighting system for the whole campus. The scope of work may be increased upon the Board's approval for the addition of infrastructure at the latter stage of the execution of the project, depending upon the progress of the work, in such case, the same Architect will be asked to continue on the same terms and conditions provided that the additional scope is awarded within the time frame allotted else the contract/scope can be extended on the mutual consent. IIM Lucknow has been provided with the following land parcels:

- IIM Lucknow Main campus at Prabandh Nagar, IIM Road, Lucknow – 226013, Uttar Pradesh, India, with an approximate area of 204 acres.
- Extension campus at Noida Sector-62, with an area of approximately 20 acres.

The Institute is desirous of creating a state-of-the-art smart campus that promotes a learning environment that is functionally suitable, safe, convenient, and pleasant to live and work in. The proposal is to create a student-centric learning environment where individuals will be encouraged and supported to achieve their educational, professional, and personal goals, and to develop a spirit of intellectual curiosity, management, innovation, and commitment to lifelong learning.

The institute is seeking proposals from qualified architectural and engineering consultancy firms for the appointment to provide comprehensive architectural services. This will include planning, design and execution for a range of projects within the institute.

1.2 Purpose of the Request

The purpose of this request is to appoint a renowned architectural consultant to provide comprehensive design and consultancy services for the construction and development of the infrastructure, including redevelopment projects, at IIM Lucknow. This initiative aims to align with IIM Lucknow's vision to become a pioneering, eco-smart, state-of-the-art campus. The selected firms will be instrumental in integrating cutting-edge research and learning environment with sustainable practices, while preserving the institute's historic architectural heritage.

Objectives:

- Selection of Expertise: Appoint a highly qualified and reputable architectural consultant with proven experience in architectural and engineering design for educational and research institutions.
- Design Excellence: Ensure the chosen firm delivers design excellence by integrating advanced technologies and sustainable practices into state-of-the-art infrastructure

at IIM Lucknow, while enhancing functionality, aesthetic appeal, and preserving the campus's historic architectural integrity.

- **Alignment with Mission:** Guarantee that the architectural and engineering designs align with the institute's goals of sustainability, technological advancement, and environmental stewardship.
- **Comprehensive services:** Secure firms capable of providing full-spectrum design and consultancy services, from conceptualization through detailed design and project execution.
- **Collaboration and Integration:** Facilitate a collaborative approach between the firms, IIM Lucknow, and other stakeholders to ensure seamless integration of the design with the Institute's strategic vision and objectives.

1.3 Eligibility

- i. Bidder/agencies who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted.
- ii. The bidders/agencies must have successfully rendered services in the role of architectural consultant for the works/projects of magnitude as follows during the last 10 years from the date of publication of this tender.
 - (a) Value of consultancy fee of not less than Rs. 400 Lakhs for one similar work.
 - or
 - (b) Value of consultancy fee of not less than Rs. 300 Lakhs for two similar works.
 - or
 - (c) Value of consultancy fee of not less than Rs. 200 Lakhs for three similar works.Evidence of consultancy fees received needs to be enclosed. A client certificate confirming completion of the work is required. For fees and turnover verification, a certificate from a C.A. with a valid UDIN may be accepted.
- iii. Should have completed at least one similar institutional campus Masterplan of 100 Acres or two Institutional Masterplans of 75 Acres, for a Higher Education/Institutional campus of National importance during the last 10 years, as on the last date of submission of the bid, which has been implemented and the campus is operational.
- iv. Bidders should provide documentary evidence for their services in the design of residential buildings and institutional/ Research/ building of National importance of built-up area at least 40,000 sqm in a single work or 30,000 sqm in each of two works, or 25,000 sqm in each of three works.
 - For further details, please refer to the detailed Eligibility criteria outlined in Point 4.1 of Part 4 in section IV.

1.4 Submission Guidelines

1.4.1 Technical Submission

Below is the list of documents to be submitted along with the additional documents and annexures, as specified in section IV, Paragraph 4.1, under eligibility criteria.

- **Cover Letter:** Introduce the firm and express interest in the project.
- **Company Profile:** Overview of the firm, including history, structure, and areas of

expertise.

- Experience and Case Studies: Detailed account of relevant projects, including project descriptions and client references.
- Team Composition, including details of Architects and other technical experts working with the firm.
- Technical Proposal: Proposed approach and methodology for delivering the required services.
- Compliance Documents: CoA License, GST certification along with updated returns, ITR's of the last 3 years, ESI/ EPF details, ISO certification (if any), Form 16 of the employees of the firm, and other necessary compliance-related documents

1.4.2 Financial Submission

The list of documents to be submitted along with the Annexures is specified in Section IV, Paragraph 4.1, under eligibility criteria. In addition, the following further information is required.

1. The successful bidder shall be required to submit a performance guarantee. In the event of the bidder/agency failing to submit the performance guarantee within the specified period, the full earnest money will be forfeited, and the RFP shall be treated as void. The performance guarantee shall be initially valid until completion, plus 06 (six) months thereafter. Further, the agency is required to renew the performance guarantee in case of an extension of the work or a delay in the submission of statutory compliances.
2. Earnest money of Rs. 10,00,000/- in the form of Banker's cheque/ Demand draft / fixed deposit / NEFT receipt of a scheduled bank drawn in favour of the **Indian Institute of Management Lucknow**. No relaxation in EMD will be allowed for MSMEs and MSEs. To avoid non-serious bidders and unnecessary waste of time, no EMD exemptions will be granted.

If the EMD is made through NEFT/RTGS, a copy of the receipt should be uploaded. NEFT/ RTGS to be as per the following bank details:

Bank Account No.	07231450000294
IFSC Code	HDFC0000723
Name of Bank &Type of Account	HDFC/Savings

1.5 Other details and Guidelines

1. The intending bidders must read the terms and conditions carefully. They should submit a bid only if they consider themselves eligible and possess all required documents.
2. Information and instructions for bidders posted on the website shall form part of the bid document.
3. The bid document, consisting of terms and conditions of the contract to be complied with and other necessary documents, can be viewed and downloaded from the CPP portal IIML website free of cost.
4. The firms/ bidders that do not have a DSC (Digital signature)/ experience of filling the e-bid on the CPP portal for bidding are required to get their DSC beforehand. If needed, they can receive training on the online bidding process

as per the details available on the CPP portal.

5. Work means work only under the Government/ Central public Sector Undertaking / State Public Sector under Central Autonomous bodies/ State Autonomous bodies/ City Development authority/ Municipal Corporation of a city formed under any act by the Central/ State Government and published in the Central/ State Gazette.

As mentioned in clause 2.4 above, if the International

6. The intending bidder must have a valid Class-III digital signature to submit the bid.
7. Bidders can upload documents in the form of JPG and PDF formats.
8. The bidder must ensure to quote the rate of each item. When selecting any cell, a warning appears stating that if any cell is left blank, it will be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, the rate of such item shall be treated as "0" (ZERO).
9. The institute reserves the right to reject any or all prospective bidders without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it.
10. In e-RFP, the intending bidders can quote rates in figures only. The rates in words for each item are generated automatically. Therefore, the rate quoted by the bidder in figures needs to be checked thoroughly by the bidder, and the same will be taken as final.

11. The bid submitted shall become invalid if:

- a. The bidder is found ineligible. If he/she fails to upload the required documents.
 - b. The bidder does not upload all the documents (including GST registration) as stipulated in the bid document, including the undertaking/ uploading the details of the scanned copy of EMD deposition, etc.
 - c. Any discrepancy is noticed between the documents uploaded at the time of submission of bid and hard copies submitted physically by the lowest bidder in the office of the tender opening authority, or if the discrepancy is observed even after award of the work to the eligible bidder, then also the awarded work can be terminated as per the decision of the Director, IIM Lucknow,
 - d. The Rank I bidder does not deposit physical EMD within a week of the opening of the tender.
12. Bid validity shall be **120 days** from the last date of opening of the financial bid. The Institute reserves the right to reject any or all proposals without assigning any reason. The validity period may be further extended by mutual consent.

**Dean Infrastructure,
For & on Behalf of, IIM Lucknow**

Copy to: -

1. E-tendering Web <https://eprocure.gov.in/eprocure/app> OR <https://www.IIML.ac.in>

Schedule

Name of Organization		Indian Institute of Management, Lucknow
Tender Type (Open/Limited/RFP/Auction/Single)		Request for Proposal
Tender Category (services/Goods/works)		Services/works
Type/Form of Contract (work/supply/ Auction/ Service/ Buy/ Empanelment/ Sell)		Consultancy Service.
Product Category (Civil works/electrical Works/Fleet Management/ Computer Systems)		Others
Source of Fund (Institute/project)		Institute
Is Multi-Currency Allowed		No
Date of Issue/Publishing		25.09.2026 (11.30 Hrs)
Document Download/Sale Start Date		25.09.2026 (11.30 Hrs)
Document Download/Sale End Date		19.10.2026 (15.30 Hrs)
Date for Pre-bid Conference		07.10.2026 (15.30 Hrs)
Venue of Pre-bid Conference		Office of the Executive Engineer, IIM Lucknow and Online Zoom Link (Bidders to may contact on email mentioned below for online zoom link)
Last Date and Time for Uploading of Bids		19.10.2026 (15.30 Hrs)
Date and Time of Opening of Technical Bids		20.10.2026 (15.30 Hrs)
RFP Fee	Nil	(Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II) <u>or as per the RFP notice above</u>
EMD	Rs. 10,00,000/-	
No. of Covers (1/2/3/4)		02
Bid Validity days (180/120/90/75/60/30)		120 days
Address for Communication		Office of the Executive engineer, Indian Institute of management Lucknow.
Contact No.		05226696922, 9648995131
Email Address		<u>project@iiml.ac.in,</u> <u>anshuman.gupta@iiml.ac.in</u>

SECTION – II

TERMS AND CONDITIONS

2. Terms and Conditions

2.1 Definitions

Unless the context otherwise requires, the following terms, whenever used in this document, have the following meaning:

1. 'IIML' means the Indian Institute of Management Lucknow.
2. 'Applicable Law' means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
3. 'services' means the work that is intended to be performed by the appointed architect/ consultant.
4. 'Employer' means Indian Institute of Management Lucknow acting through its director / or his authorized representative.
5. 'Applicant' means the individual, proprietary firm, firm in partnership, limited company, private, public or corporation.
6. 'Year' means 'financial year' unless otherwise specified.

2.2 General features and components of the work

The upcoming projects at IIM Lucknow involve the planning and design of various facilities, including academic buildings, student hostels, offices, as well as associated Electrical, STP, Plumbing, fire Fighting, Horticulture and MEP designs. If the board allows later, the residential quarters can also be added (as mentioned above in this tender document). These projects will also cover essential service facilities, including water supply, firefighting systems, sewerage systems, internal and external electrical installations, HVAC systems, IT services, and landscaping.

Additionally, the scope includes revising the master plan/Layout plan as per the proposed infrastructure Development, obtaining the necessary pre- and post-construction statutory approvals, and addressing any other required components. Master/Layout planning for the campus premises, in whole or in part, may also be undertaken if deemed necessary by the institute. The scope of work can be referred to from the relevant section.

2.3 Information and Guidelines for Bidders

2.3.1 General

1. All information requested on the enclosed forms should be furnished in the relevant columns in the forms. If, for any reason, information is furnished on a separate sheet, this fact should be mentioned in 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 the case of the bidder, they should be stated as 'Not applicable'. The bidders are cautioned that not providing complete information called for in the application forms, not providing it in clear terms, making any changes to the prescribed forms, or deliberately suppressing information may result in the bid being summarily rejected.
2. The bidder (s) must sign each page of the application, including all the

supporting documents submitted.

3. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating, and rewriting. The pages of the eligibility criteria documents are to be numbered. Additional sheets, if any, added by the bidder should also be numbered by him. They should be submitted as a package with a signed letter of transmittal.
4. References, information, and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.
5. The bidder may provide any additional information that he/she thinks is necessary to establish his/ her capabilities to successfully complete the envisaged work. He/she is, however, advised not to furnish unnecessary information. No information shall be entertained after the submission of the eligibility criteria document unless called for by the Institute.

2.3.2 Instructions for submission and Authorization requirements for tender Applications.

1. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typed name and the full name of his firm with its current address.
2. If the bidder is a limited company or a corporation or a private limited company, the bid shall be signed by a duly authorized person holding a power of attorney for signing the application, and a certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of the Memorandum of Articles of Association, duly attested by a public Notary.
3. If the bidder is a partnership firm and not all tender documents are signed by all partners, a Power of Attorney authorizing the individual who has signed the tender must be uploaded with the tender documents.
4. Tender, not duly signed as mentioned above or by an unauthorized signatory, shall be treated as non-responsive and shall be summarily rejected.
5. If any information furnished by the applicant is found incorrect at a later stage, the bidder shall be liable to be debarred from tendering/taking up of works in IIM Lucknow. The department reserves the right to independently verify the particulars furnished by the applicant.

2.3.3 Final Decision-Making Authority

The Institute reserves the right to accept or reject any bid and to annul the process and reject all bids at any time without assigning any reason or incurring any liability to the bidders, or allow limited bidders to be called for the next stage of presentation / financial bid/ top ranking declaration for the Appointment of Architect.

2.3.4 Provisional Particulars

Details of work given are provisional. They are liable to change and must be considered only as advance information to assist the bidder(s).

2.3.5 Site Visit

Bidders are advised to visit the site of work at their own expense to examine the site and its surroundings. This will help them gather all necessary information for a thorough assessment of the assignment. Additionally, bidders may visit the IIML, Executive Engineer's office on working days to check the information available with the Institute.

2.4 Eligibility and Award Criteria

Eligibility criteria, including the required undertakings, price bid details, and the awarding process, are outlined in Section IV. Only bidders who fulfil these requirements are eligible to apply. Please note that joint ventures will not be considered. The Tender evaluation committee, at its discretion, may allow, as a special case, a joint venture between a highly prestigious international Architect and a national counterpart, only if the international Architect does not have Indian GST and other taxation credentials that would restrict it from bidding in India. In such a case, the joint venture should be legally binding as per Indian Law. In such a case, the credentials of the Indian counterpart may also be scrutinized.

2.5 Quality Management

1. **Quality Control:** The appointed architectural consultant shall provide comprehensive integrated architectural and engineering consultancy services in accordance with the highest industry standards and practices. The consultant must adhere to all relevant national and international standards, guidelines, and codes of practice applicable to the scope of work.
2. **Project Deliverables:** The consultant is responsible for ensuring that all project deliverables, including but not limited to designs, reports, specifications, and documentation, meet the agreed-upon requirements, quality standards, and deadlines as specified in the project scope and contract.
3. **Verification and Acceptance:**
 - a. **Design Reviews:** The consultant shall conduct regular design reviews and design quality checks throughout the project lifecycle. These reviews must include internal assessments and evaluations to ensure compliance with project requirements and quality standards.
 - b. **Client Acceptance:** All key deliverables and milestones must be submitted to the Institute for review and approval. The consultant shall revise the drawings as many times as required until they are approved. Further, if any revision is required, even after approval or during work execution, as per the site requirement or the Institute's requirement, the Consultant shall promptly and comprehensively address such feedback or revisions. No additional charges will be paid for such revisions.
4. **Firm Competency:** The consultancy shall ensure that all personnel assigned to the IIM Lucknow project are adequately trained and possess the necessary skills, qualifications, and experience to perform their roles effectively. This includes professionals such as architects, structural engineers, and MEP (mechanical, electrical, and plumbing) engineers. The CVs of all assigned personnel must be shared with the Institute for review and approval. Additionally, the Institute reserves the right to ask for the replacement of any expert in the event of unsatisfactory performance. In such cases, the consultant must appoint or replace the expert within ten (10) days of receiving communication from the Institute.
5. **Future Improvement:** The consultant is encouraged to continuously improve their quality management practices and processes. The consultant shall regularly review and update their QMS to incorporate lessons learned and best practices.

2.6 Changes in RFP

1. **Right to Change:** "IIM Lucknow" reserves the right to modify, amend, or withdraw this Request for Proposal (RFP) at any time. Such modifications or amendments may include, but are not limited to, changes in the scope of work, requirements, deadlines, or other relevant terms and conditions.
2. **Notification of Changes:**
 - a. **Issuance of Corrigenda:** Any modifications, amendments, or clarifications to the RFP will be issued in writing as an addendum to the original RFP. These addenda will be posted on the official IIM Lucknow procurement website or communicated directly to all bidders who participated in the tender/ pre-bid meeting.
 - b. **Acknowledgement:** Bidders are required to acknowledge receipt of all addenda by including the acknowledgement with their proposal submission.
3. **Timeline Implications:**
 - a. **Extended Deadlines:** If a modification or amendment significantly impacts the RFP, the Institute may extend the submission deadline to allow bidders adequate time to address the changes. The new deadline will be communicated to all bidders through an official addendum.
 - b. **No Liabilities:** IIM Lucknow is not obligated to provide individual notification to bidders regarding changes made after the initial RFP release. Bidders are responsible for regularly checking the official procurement website or their registered contact information for any updates or changes.
4. **Bidder's Liability:**
 - a. **Review of Amendments:** It is the responsibility of each bidder to review the RFP and any issued addenda carefully. Bidders must ensure that their proposals comply with the latest requirements as specified in the RFP and any modifications.
 - b. **Proposal cost:** Bidders may need to adjust their proposals in response to modifications or amendments. The Institute will not be responsible for any costs incurred by bidders as a result of changes to the RFP.

2.7 Professional Code and Ethics

1. **Adherence to Professional Standards:**
 - a. **Compliance:** The consultant (architect or architectural firm) shall adhere to all applicable professional standards, regulations, and ethical guidelines relevant to the provision of architectural and engineering consultancy services.
 - b. **Industry Codes:** The Consultant must comply with the codes of conduct established by recognized industry bodies such as the Council of Architecture (CoA), the Indian Institute of Architects (IIA), the National Building Code and any other relevant professional association as Applicable.
2. **Ethical Conduct:**
 - a. **Integrity:** The Consultant shall conduct their services with the highest degree of integrity, honesty, and transparency. They must avoid conflicts of interest and disclose any potential conflicts to the Institute immediately.

- b. Fair practices:** The consultant shall engage in fair and equitable practices, ensuring that their conduct does not involve bribery, corruption, or any form of unethical behavior.
3. **Professional Duty of Care:**
- a. Duty of Care:** The consultant shall perform their duties with due diligence, skill, and care, ensuring that their work is of the highest quality and meets the agreed-upon specifications and standards.
- b. Confidentiality:** The consultant must maintain the confidentiality of all sensitive information received from the Institute and ensure that such information is not used for any unauthorized purpose.
4. **Accountability:**
- a. Responsibility:** The consultant shall be accountable for their actions and decisions and shall take responsibility for any errors, omissions, or deficiencies in their work.
- b. Reporting:** The consultant is required to report any issues, discrepancies, or potential conflicts that could impact the project or violate the code of ethics to the Institute promptly.
5. **Compliance with Laws:**
- a. Legal Requirements:** The Consultant must comply with all applicable laws, regulations, and legal requirements relevant to the performance of their services, including labour laws, environmental regulations, and safety standards.
- b. Regulatory Clearances:** The Consultant is responsible for obtaining any necessary permits, licenses, or approvals required for the work, though the statutory fees, if any, on an actual basis will be borne by the Client.
6. **Actions against:**
- a. Breach of ethics:** Any breach of the professional code of ethics or failure to comply with the terms of this clause may result in disciplinary actions by IIM Lucknow, including but not limited to, contract termination, penalties, or legal action.
- b. Assessment and Rectification:** IIM Lucknow reserves the right to review and resolve ethical issues or disputes that arise during the course of the project, including engaging in discussions or investigations to determine appropriate actions.
7. **Training and Awareness:**
- a. Ethics Training:** The Consultant shall ensure that all personnel involved in the project are trained in and adhere to the ethical standards and codes of conduct specified in this clause.
- b. Continuous Improvement:** The Consultant is encouraged to engage in ongoing professional development and training to remain updated on best practices and ethical standards in the industry.

2.8 Bidder's Obligation and Integrity Pact Bidder's Obligation

- **Compliance with Requirements:**
 - **Submit Complete Documentation:** Ensure all required documents, including technical and financial proposals, are complete and submitted in the prescribed format.
 - **Adherence to specifications:** Comply with the technical specifications, scope of work, and other requirements outlined in the bid documents.
- **Accuracy:**

- Provide Accurate information: Ensure that all information provided is accurate, truthful, and up to date.
- Avoid Misrepresentation: Refrain from making any false statements or misrepresentations about your capabilities or the project.
- **Integrity and Fair Practices:**
 - No Bribery or Corruption: Abstain from offering, giving, or receiving bribes, kickbacks, or other forms of corruption.
 - Avoid Conflicts of Interest: Disclose any potential conflicts of interest and take steps to mitigate them.
- **Compliance with Laws and Regulations:**
 - Follow Legal Requirements: Adhere to all applicable laws, regulations, and standards related to the project, including environmental, labour, and safety regulations.
- **Ethical Conduct:**
 - Maintain Professionalism: Conduct all activities related to the bid and project with the highest level of professionalism and integrity.
 - Address Issues Promptly: Report any unethical behavior or issues that arise during the bidding process or project execution.

Integrity Pact

Key elements of the Integrity Pact include:

- **Commitment to Integrity:**
 - No Corruption: Both parties agree to refrain from engaging in any corrupt practices, including bribery, kickbacks, or favoritism.
 - Fair Competition: Ensure that the bidding process is conducted fairly and transparently, with equal opportunities for all bidders.
- **Declaration of Transparency:**
 - Disclosure of Relationships: bidders must declare any personal, financial, or professional relationships with individuals or entities involved in the procurement process.
 - Transparency in Transactions: Ensure that all transactions and communications are transparent and documented.
- **Monitoring and Enforcement:**
 - Independent monitoring: An independent authority or committee may be appointed by the Institute to monitor the implementation of the Integrity Pact and ensure compliance.
 - Reporting Mechanism: Establish a mechanism for reporting violations or breaches of the Integrity Pact, with clear procedures for investigation and resolution.
- **Sanctions for Violations:**
 - Consequences for Breach: Define the consequences for violating the integrity Pact, which may include disqualification from the bidding process, termination of contracts, or legal action.
 - Remedies for Losses: Specify remedies for any losses incurred as a result of violations, including compensation or restitution.
- **Duration and Scope:**
 - Duration of Pact: The integrity Pact typically remains in effect throughout the bidding process and the duration of the contract.
 - Scope of application: Apply the Integrity Pact to all aspects of the project, including contract negotiations, execution, and any amendments.

2.9 Maintenance of records

The Consultant/ architect is required to maintain all records, documentation, and data related to the project for a period of ten (10) years following the expiration or termination of the agreement. This obligation includes all project-related files, drawings, designs, approvals, NOCs, communications, and other relevant materials. If IIM Lucknow requests access to these records during this ten-year period, the consultant must promptly provide the requested information, regardless of whether the original agreement has expired or been terminated. The responsibility to maintain and provide these records is critical for ensuring continuity, addressing potential future inquiries, and supporting any post-project evaluations or audits.

The consultant will also cooperate/ coordinate and provide the required information if any external enquiry agency of the Institute or the Government of India requires it.

2.10 Milestones of Designed Works

The major milestones and deliverables for the project are outlined in this document and should be adhered to. These milestones will also determine the release of fee instalments.

2.11 Duration of Agreement

The Duration of this agreement is intended to be initially for a period of 3 years/ or shall be in line with the progress of the projects, and shall be concluded after completion of the projects in all respects, irrespective of the above-mentioned completion period. The work may be extended beyond the completion period stated above if mutually agreed upon by both parties. Construction is expected to start in Feb 2027, but this may vary depending on the design, etc.

1. Extension of time during which a party shall, pursuant to this contract, complete any action and/or tasks shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure or for reasons not attributable to such Party. Also, an extension of time will be granted if the work is executed beyond the stipulated date(s) of completion.
2. For the period beyond the completion period of the Architect, if the architect is not at fault, then the decision on the engineer's salary stationed at the site by the Architect Consultancy will be based on the party at fault for the delay and, accordingly, can be distributed among the respective PMC/contractor. The decision of the Engineer-in-charge/ competent Authority in this regard will be final and binding. The Engineer-in-Charge/Competent Authority will determine the responsibility of the Architect/PMC/contractor for the Delay.
3. The award of work to appoint an architectural consultant will be subject to the receipt of sanction from the Government of India/ BOG of IIM Lucknow.

2.12 Termination of Agreement

The performance of the Architectural consultant shall be reviewed by the Institute periodically. The consultant with unsatisfactory performance, or who does not respond to three consecutive notices to work, shall be terminated without further notice, and no correspondence will be entertained in this regard.

This Agreement may be terminated at any time by either party by giving a written notice of one month. Even after the termination, the Architectural Consultant shall remain liable and shall be responsible for the service provided by them in respect of the work executed before the termination of the Architect's appointment.

In the event of the termination of the agreement by the Institute, the architectural

consultant shall **not** be entitled to **any compensation or damages** by reason of such termination, but **only to the fees for the milestones of services actually achieved** (Based on actual submissions) up to the date of notice. In the event of termination by the Institute for the architectural consultant's non-performance, or by the agency on its own initiative, the Performance Guarantee, along with the Security deposit, will be forfeited.

The agency will be evaluated by an internal committee of IIM Lucknow. Part or Full work may be withdrawn if the Architectural Consultant's performance is found to be unsatisfactory, upon one month's notice.

Protecting the interests of the work and the institute in case of termination.

Since the work is of importance to the Institute's image, any delay for whatsoever reason has to be avoided. So, in the event of termination of the work, or in the event of an extraordinary delay by the architect in delivering the required drawings/details/other services mentioned in the contract, the Institute will engage the services of other technically qualified bidders as per the ranking achieved in the overall bid evaluation. i.e., the rank 2nd bidder will be asked to do the balance or any parallel work at the lowest of the rates quoted by the rank 1st and rank 2nd bidders. Similarly, if the rank 2nd refuses or is unable to do the part/whole work (as awarded), then the rank 3rd will be asked to do the same, with the lowest of the 1st and 3rd ranks, and so on. The process will continue till the last-ranked bidder.

2.13 Penalty

In the event of a delay in submission or submission of non-standard designs, the following penalties will be imposed.

- A. **Penalty for Delay of submission:** A minimum penalty of 1% or as decided by the Director IIM Lucknow will be imposed for delays. For delays exceeding 30 days, an additional penalty of 1% per month will be charged weekly. However, in no case would the total penalty for delays in submissions exceed 10% of the total consultancy fee payable. Further, the Institute reserves the right to terminate the agreement for a delay of more than 3 months, in addition to the penalty.
- B. **Penalty for Non-Standard Design:** A penalty of 10% of the Rectification cost per fault will be imposed. However, in no case would the total penalty exceed 5% of the total consultancy fee payable. This penalty applies when the designs fail to meet the standards required for approval by the LDA/NOIDA/NBC/fire authority, local bodies, or other relevant authorities.

The Institute reserves the right to recover liquidated damages and compensation from the agency's gross valuation and may also take measures, including debarment from future projects with the Institute.

Additionally, if construction delays occur and the contractors dispute liquidated damages for not receiving detailed architectural or related drawings, the architect will be responsible for covering the liquidated damages in dispute. Additionally, if work completed in accordance with the architect's drawings requires alteration or demolition due to errors by the architect or their consultant, the architect must cover the associated costs unless the contractors agree to forgo them.

If the consultant fails to perform their duties diligently, resulting in delays or non-cooperation, they will be liable for any damage incurred by the Institute. This is without prejudice to the Institute's right to terminate the agreement and pay any fees required at the time of termination, at the Institute's discretion.

2.14 Transfer of Interest

So long as the Agreement subsists, the agency shall not assign, sublet, or transfer its interest in this Agreement without the Institute's written consent.

2.15 Ownership of Material

The ownership of all submitted materials of all bidders at whichever stage shall lie with the Institute. The Executing agency shall not use any information or document without the written permission of the Institute.

All Intellectual Property Rights of the schemes and proposals submitted in fulfilment of the scope of services shall rest with IIM Lucknow, and no claim whatsoever shall be admissible against the Institute in respect of any proprietary rights or copyrights of the same on the part of the Consultant. The Consultant shall indemnify IIM Lucknow from any claims, including but not limited to third-party claims relating to violation of any copyright or Intellectual Property Rights, in the discharge of this design agreement. But the consultant shall reserve the right to be acknowledged as an Author of the schemes and proposals.

2.16 Dispute Resolution

The Institute will designate an Officer at the minimum level of Executive Engineer/Superintending Engineer/Senior Consultant to handle this agreement. In case a dispute arises between the agency and the Executive Engineer/Superintending Engineer/Senior Consultant, it will be referred to the DRC (Dispute Resolution Committee) nominated by the Director, IIM Lucknow, for resolution. If the **dispute persists**, the Director will refer the matter to a Sole Arbitrator appointed by the Director, IIM Lucknow, and the proceedings will be conducted in accordance with the Arbitration and Conciliation Act, 1996 (as amended). For any appeal to legal authorities, the jurisdiction will be that of the Court at Lucknow.

SECTION – III

SCOPE OF WORKS AND SERVICES

3 Scope of works and services

3.1 Salient features of the Scope of work

The appointment of a consultant is for Architectural and liaison consultancy services required for various upcoming projects at the IIM Lucknow/Noida campus.

3.2 Need for Architectural Consultancy at IIM Lucknow

The Indian Institute of Management Lucknow (IIM Lucknow), a premier autonomous Management institute established in 1984, has earned global. The main campus is situated at Prabandh Nagar, IIM Road, Lucknow – 226013, Uttar Pradesh, India.

The development initiatives at IIM Lucknow are focused on two major areas: academic and residential infrastructure. In the academic realm, the projects encompass the construction of state-of-the-art classrooms, advanced laboratories, and multifunctional auditoriums, all designed to support IIM Lucknow's pioneering role in management and research. These facilities aim to foster an innovative learning environment and accommodate the latest advancements in teaching methodologies and research practices. Concurrently, the residential development projects are critical to addressing the increased demand for hostel, etc., due to the expanding academic programs and growing community at the Institute. This includes constructing new hostels, and related facilities to ensure that students and faculty have adequate, comfortable, and functional living accommodations that support their academic and professional activities. These efforts collectively aim to enhance the overall academic experience and ensure that IIM Lucknow continues to thrive as a leading institution of higher learning.

The need for architectural consultancy at IIM Lucknow can be categorized into several critical areas:

1. SCOPE OF WORK OF THE ARCHITECTURAL CONSULTANT

- The consultant shall undertake a comprehensive study, planning, design, and development exercise covering the buildings for vertical expansion, the New Hostel building, renovation works initially approved by the Board and associated infrastructure, civil, electrical, electromechanical, plumbing, HVAC, horticulture and other associated works.-The vertical extension to the existing structures is to be checked by IIT Kanpur, and as-built drawings of the existing structures are not available. However, hard copies of either tendering drawing/ GFC/ Advance drawing for general information are available. The architect will need to generate the A-CAD copy (after on-site verification) from these hard copies for future design work, etc.
- Maximum possible FAR to be obtained.
- Taking all Applicable initial statutory NOC/ clearances before the start of the work and all Applicable statutory NOC/ clearances/ Occupation certificate/ completion certificate, etc. Post construction.
- The scope shall broadly include, but not be limited to, the following:

1.1 Existing Campus Assessment

- The consultant shall undertake a detailed assessment of the existing campus, including:
- Existing site conditions and land ownership. : As built drawings are not available. However, blueprints (GFC/Tendering/Advance copy) of drawings) are available. The architectural agency executing the work will be required to verify the drawings on site and may then prepare the required building drawings.
- Existing buildings and their uses.
- Building-wise area statements and built-up areas.
- Existing FAR and ground coverage.
- Existing open spaces and landscaped areas.
- Roads, pedestrian pathways, parking, and circulation.
- Existing utilities and infrastructure networks. Any available drawings will be shared by the Institute.
- Water supply, drainage, sewage, storm-water management, and electrical infrastructure.
- Existing landscape, vegetation, ecological features, and natural assets.
- Existing academic, administrative, residential, recreational, and support facilities.
- Condition assessment and functional suitability of existing buildings.
- Identification of buildings/facilities to be retained, renovated, retrofitted, relocated, redeveloped, or replaced.
- Identification of development constraints and opportunities.

1.2 regulatory and statutory Assessment

- The consultant shall review all applicable:
- Building byelaws and development control regulations.
- Master plan/zonal plan provisions.
- FAR and ground-coverage provisions.
- Height restrictions.
- Setback requirements.
- Fire and life-safety regulations.
- Accessibility and universal-design requirements.
- Environmental and sustainability regulations.
- Parking and mobility norms.
- Airport/defence/heritage/environmental restrictions, wherever applicable.
- Applicable national, state, local, and institutional guidelines.
- The consultant shall prepare a **Development Potential Statement** establishing the permissible development capacity of the campus and identifying the maximum permissible FAR and other applicable development parameters.

1.3 Campus Development Potential

- The consultant shall undertake a detailed land-use and development-capacity analysis and establish:
- Total site area.
- Existing built-up area.
- Existing FAR utilization.
- Permissible FAR. The consultant must provide the required information in accordance with the applicable Bye-Laws.
- Balance development potential.

- Permissible ground coverage.
- Permissible building heights.
- Development capacity of individual zones/parcels.
- Potential for vertical and horizontal expansion.
- Future development requirements up to 2047 can be asked for (if required by the institute).
- The consultant shall prepare alternative development scenarios, wherever necessary, and recommend the most appropriate development strategy.

1.4 Integration of existing and Proposed buildings

- All existing and proposed building designs made available by the Client shall be incorporated into the master plan.
- The consultant shall review their:
 - Location,
 - Building footprint,
 - Height,
 - Massing,
 - Area,
 - Functional relationships,
 - Circulation,
 - Parking,
 - Services,
 - Landscape integration, and
- Compliance with the overall campus development strategy.
- Where required, the consultant shall recommend modifications to ensure that individual building proposals function cohesively as part of the overall campus.
- The Façade of the new construction shall merge/ enhance the existing façade of the Campus.

1.5 Architectural and Urban Design Framework

- The consultant shall establish an overall architectural and urban-design framework for the campus, including:
 - Building massing principles.
 - Building height hierarchy.
 - Campus gateways and arrival zones.
 - Building-to-open-space relationships.
 - Streetscape guidelines.
 - Public-realm design.
 - Landscape character.
 - Signage and wayfinding.
 - Street furniture.
 - Lighting strategy.
 - Material and colour palette.
 - Architectural character and identity.
 - Design guidelines for future buildings.
- The framework shall ensure that future individual projects remain architecturally coherent while allowing flexibility and innovation.

1.6 Mobility and Circulation Plan

- The consultant shall prepare an integrated mobility plan addressing:
 - Vehicular circulation.
 - Pedestrian movement.
 - Universal accessibility.

- Cycling and non-motorised transport.
- Parking requirements and management.
- Service and maintenance vehicle movement.
- Emergency access.
- Public transport connectivity.
- Drop-off and pick-up areas.
- Traffic conflict points.
- Future mobility requirements, including electric mobility.
- The objective shall be to progressively establish a **safe, pedestrian-friendly, accessible, and sustainable campus mobility system**.

1.7 Landscape and Open-Space Strategy

- The consultant shall prepare a campus-wide landscape and open-space strategy incorporating:
 - Existing green assets.
 - Tree preservation.
 - Green corridors.
 - Central open spaces.
 - Plazas and courtyards.
 - Recreational spaces.
 - Outdoor learning areas.
 - Biodiversity enhancement.
 - Native and climate-responsive planting.
 - Rainwater management.
 - Heat-island reduction.
 - Shaded pedestrian routes.
 - Sustainable landscape practices.
- Open spaces shall be planned as an interconnected system rather than isolated landscape parcels.

1.8 Sustainability and Climate Resilience

- The Vision 2047 master plan shall incorporate strategies for:
 - Energy efficiency.
 - Renewable energy and solar integration.
 - Water conservation.
 - Rainwater harvesting.
 - Wastewater treatment and reuse.
 - Solid-waste management.
 - Stormwater management.
 - Low-impact development.
 - Climate-responsive architecture.
 - Passive design.
 - Reduction of heat-island effects.
 - Biodiversity conservation.
 - Carbon reduction.
 - Disaster and climate resilience.
- The consultant shall identify measurable sustainability targets and recommend strategies for achieving them.

1.9 Infrastructure and Utility master plan

- The consultant shall assess existing infrastructure and prepare a future infrastructure strategy covering, as applicable:
 - Electrical systems.
 - Water supply.

- Sewerage.
- Storm-water drainage.
- Solid waste.
- ICT/data infrastructure.
- Fire-fighting systems.
- Gas networks.
- Renewable-energy systems.
- District cooling/heating systems, where applicable.
- Utility tunnels/corridors.
- Future expansion requirements.
- The infrastructure network shall be planned with adequate capacity and flexibility for phased campus growth up to 2047.

1.10 KEY DELIVERABLES

- The consultant shall, as applicable, submit the following:
- Existing campus Assessment Report.
- Site and Context Analysis.
- Statutory and regulatory Analysis.
- Existing Land-Use and building Inventory.
- Development Potential and FAR Analysis.
- Institutional Growth and Demand Assessment.
- Alternative master plan Options, where required.
- Recommended campus master plan – Vision 2047.
- Land-Use plan.
- Building Development and Massing plan.
- Existing–Proposed building Integration plan.
- Mobility and Circulation plan.
- Parking Strategy.
- Landscape and Open-Space master plan.
- Infrastructure and Utilities master plan.
- Sustainability and Climate-Resilience Strategy.
- Architectural and Urban design Guidelines.
- Phasing and Implementation plan.
- Development Control/Planning Guidelines for Future projects.
- 3D Massing Model and campus Visualization.
- Indicative area statements and FAR calculations.
- Presentation drawings and diagrams.
- Final master plan Report.
- Digital/CAD/GIS/BIM files, as specified by the Client.

1.11 Procurement and construction management agency Mode Considerations

The current works will be carried out by the project management and construction agency (PSU). The architect will be required to provide the necessary drawings, architectural designs, etc., for the vertical extension, and to complete the structural & architectural design and drawings, including HVAC, MEP, Electrical, sewerage, firefighting, horticulture, etc. The architectural consultant is solely responsible for developing the conceptual design, Drawings, 3D views, etc., of the project, in coordination with the structural designer (currently IIT Kanpur for the vertical expansion of the building), as per the requirements of the Institute. IIT K is also providing a cost estimate for the vertical expansion of the buildings. However, the rest of the buildings, such as a 510-room hostel (which can be single- or double-

seater) with common washrooms and mess, substation, STP, Rainwater harvesting pit, etc., will all be structurally and architecturally designed by the architect, along with associated services. The building name, approximate built-up area, and tentative cost are enclosed as Annexure D. This design must be comprehensive and detailed, covering all aspects necessary for design and execution. Upon completion of the conceptual design, the architectural consultant is required to provide all related concept design documents and specifications in editable formats. These editable files must be transferred to either the Institute or the firms authorized by the Institute, enabling seamless integration, modification, and implementation during the construction phase.

It may be noted that the current Approved works mostly include the vertical expansion of various existing buildings, either by one or two Floors, as well as some renovation and interior works. The architect has to ensure that the expansion façade matches the existing one; he has to calculate and verify whether the existing infrastructure is sufficient to meet the increased population demand, or whether additional infrastructure is needed. In such a case, the complete strategic design for the addition of electric/sewage/plumbing/water supply capacity, etc., without significantly disturbing the existing infrastructure, has to be prepared by the architect. Since the expansion will be done in the buildings that are currently in use, strategic execution plans, including the shifting & enhancement of electrical, HVAC, Solar power generation plant, plumbing, I.T./networking, etc., with minimal disturbance to the user, have to be planned by the architect. Currently, the vertical expansion is planned as a composite of light-gauge steel-framed (LGSF) and Slab wall, etc., but this may change based on the structural stability test conducted by IT Kanpur and the final design they provide, which may also require retrofitting. So, the architect will also be required to accommodate the retrofit to match or enhance the surrounding façade. There is also one new 510-room hostel to be constructed (planned Stilt +18), which will be fully designed, including Structure (**Soil testing to be arranged for this by the architect only to avoid any miscommunication and confusion**) and Architectural design which include all the infrastructure associated with the hostel, such as Electricity, water supply, sewage, firefighting systems, roads, drains, rainwater harvesting, I.T./networking infrastructure, substation, cabling, feeder pillar, CCTV, etc. to complete this infrastructure expansion. Details at Annexure D. The hostel will have approx. 510 rooms. Stilt + 18 floors with a mess at UGF, common washrooms on each floor. The Rooms can have a single/ double bed. Rooms to be appropriately sized. The payment to the architectural consultant will be contingent upon the successful handing over of these designs, ensuring that they meet the required standards and facilitate further development by the Project management and construction Agency or the contractor or the Institute. This arrangement ensures clarity in scope, responsibility, and financial transactions throughout the project lifecycle.

1.12 Role of the consultant

1. Comprehensive consultancy services: Provide end-to-end consultancy services from project conceptualization through to commissioning and handing over of the buildings/facilities.

Services include, but are not limited to, space utilization, functional requirements, and master/Layout planning/revising. Building architectural design & 3d designs, structural (where IITK is not giving the STR. Design), MEP, HVAC, Firefighting, horticulture, infrastructure, I.T./ networking infrastructure, road, drain, RWHP, etc. design, project cost estimation (where IITK is not giving cost estimation), engineering design and revisions, detailed project reports

preparation, tender document preparation, facilitation, design specifications assistance, computer-based energy analysis, and documentation for GRIHA rating.

The Architect will have to do Structural design, estimation, and associated works for a 510-room hostel and associated buildings such as substation, STP, Overhead water tank, rainwater harvesting, and other associated works. The design of drainage, road, etc., will also need to be done by the Architect. **It may be understood that IITK's services are being taken only for the vertical extension of the buildings and are limited to the structural design of these buildings only**, as listed in Annexure I. The Architectural designs, including the initial architectural expansion plan for the preparation of the structural design associated with HVAC, MEP, Plumbing, etc., are within the Architect's scope only.

It may be clear to the architect that, to ensure the best design and to understand what is to be constructed, the Architect is being engaged separately by the Institute. So the architect will have to make revisions to the architectural and other drawings as per the requirements, which, importantly, include preparing the 3D views (internal and external). The architect should not have any objection to any no. of revisions being made.

- Collaborate to achieve at least a four-star GRIHA rating.

Statutory approvals: Secure all necessary statutory approvals from applicable statutory and regulatory authorities, including the Ministry of Environment, Forest and Climate Change (MoEFCC), Central Ground water authority (CGWA), Central Pollution Control Board (CPCB), State Pollution Control Board (SPCB), LDA, UP Jal Nigam, UP fire services, Central electrical authority (CEA) and other relevant Central/State/local authorities, as applicable to the project. This includes preparing and submitting all required documentation, including drawings, materials, and models, and obtaining completion certificates. This also includes liaison with the above department officials, excluding the official Fees for the required NOC. In cases where the project is located in another state or the Approving authority is in Delhi, the architect must ensure compliance with the relevant state authority or local body, as necessary. The responsibility for obtaining these approvals rests with the Architect consultant.

It may be clarified that there is no EIA/ Environmental Clearance for the existing campus. The applicability of the EIA for the new expansion must be determined by the architect, and the institute's decision on whether to proceed with the EIA will be final and binding. If the institute decides to go for an EIA, the official fees will be borne by the institute; all other expenses will be borne by the Architect.

2. Legal and Statutory Compliance: Adhere to all applicable laws, bylaws, and statutory provisions throughout the consultancy and project execution.

3. Environmental Impact Assessment: Conduct and submit all required Environmental Impact Assessments (EIAs) in accordance with applicable regulations. The consultant is responsible for securing the terms of Reference (ToR), Environmental Clearance (EC), CTO (Consent to Operate), CTE (Consent to Establish), etc. and for preparing and submitting half-yearly compliance reports. The architectural consultant must appoint an environmental consultant with the Institute's prior approval. The environmental consultant is responsible for conducting all necessary studies for the Environmental Clearance (EC) of the entire campus. Data available with the Institute will be provided for reference, if available. This clause applies exclusively to the scope of work for building design and development. It may be clarified that there is no EIA for the existing campus. The applicability of EIA for the proposed new works, which are vertical extension and new construction, needs to be determined by the architect. Completing the work within the timelines is the institute's priority. So, if it is envisaged that the EIA will require an extraordinary time

or cause an extraordinary delay, the institute's decision will be final. This will not mean that the EIA is outside the Architect's scope, anyhow.

4. Design Collaboration: Work in coordination with the structural consultant (in case of vertical expansion works), contractor and PMC (project management construction Agency) and services proof consultants etc. to establish design philosophy, parameters, and prepare preliminary designs, drawings, and specifications, assuring full responsibility of correctness of structural design and design for all services and installations, according to the said designs and specifications.

5. Inception plan: Submit an Inception plan within **15 days** of the award, outlining the scope of work, milestones, and implementation strategy for the project.

6. Team Structure: Provide details of the Team Leader supported by experienced professionals having their roles, responsibilities, and inter-relationships of each team member. **The bidder will also submit the escalation matrix so that any issue not addressed at a given level can be escalated to the next higher level.**

7. Structural Analysis: Obtain proof of consultant approval for structural analysis (in case of a new building and associated infrastructure) and design. Submit detailed design notes and philosophy to the Executive Engineer-in-Charge of the work/Superintending Engineer. Proof checking of the structural design must be conducted by IITs/ NITs as approved by the IIML. Fees for the proof checking will be reimbursed by the Institute, and the consultant shall obtain prior approval for the same from the Institute. For new construction and associated infrastructure, the Architect must arrange a soil testing agency to avoid any miscommunication or confusion.

8. Regular Interaction and Coordination: Maintain continuous and regular communication with the engineer-in-Charge. PMC, contractors, and other stakeholders throughout the project lifecycle. During the project development phase, conduct weekly/ daily visits to IIM Lucknow (as per the requirement) for in-person meetings and updates. Following project finalization, schedule monthly visits to IIM Lucknow, or as & when called by IIML authorities. Senior (decision-making) representatives of the consultant shall attend these meetings.

9. Presentation Support: Assist the Engineering division of IIML in preparing presentations and presentation materials as required for the Board presentation.

10. Tender Documentation: Prepare bid documents for tendering, including detailed estimates, measurement sheets, BOQs, draft tender documents, and rate analysis where required. Address corrections or observations as per departmental feedback until final approval.

11. Site Survey: Perform a topographical survey and assess existing services and constraints at the site for design and service augmentation. Reference drawings, which are available from the Institute, shall be shared for preliminary insights only; all information must be verified through on-site evaluation by the consultant.

12. Professional performance: Execute services in an efficient, orderly, and professional manner, deploying qualified and skilled personnel as needed.

13. Design Philosophy and Methodology: Develop and submit the design philosophy and methodology, including relevant codes, references, and sound engineering practices. All these documents will need to be submitted to the Institute.

14. Site Visits and Site Supervision: Conduct site visits for designer supervision during construction to ensure adherence to approved designs and provide advice on site-related modifications, where required.

15. IT Connectivity: Ensure I.T. connectivity between the consultant's office and the IIM Lucknow office throughout the consultancy period.

16. Approval Process: Present design concepts through physical models, 3d views,

computerized/ Animated walkthroughs, and other methods as required. Incorporate client feedback and revise the concept design until it is finalized.

17. Concept drawings: Develop and submit concept design and drawings for each building to statutory authorities, incorporating any required changes and obtaining necessary approvals.

There can be any number of revisions, and the architect will have to make them without any additional charges.

18. Service Integration: Ensure that building and engineering services are integrated and economically designed, avoiding discrepancies between structure, finishes, and service installations. Prepare coordinated drawings depicting all services in the building and external services, and present them to the Institute for feedback and approval.

The institute is planning to install a complete building management System (BMS). In such case the Architect will coordinate with the BMS agency and will provide full support related to the plans and drawings etc.

1.13 Deliverables by the Institute

- a. To provide detailed requirements of the project.
- b. To provide property lease/
- c. ownership documents, if required.
- d. To provide the location of the site. However, the data must be verified by the architectural consultant on site before design work begins.
- e. Since the vertical expansion design is being done by IITK, only structural details will be provided by IITK, but for the new construction of a 510-room hostel and associated infrastructure, all such design, etc., shall be done by the architect; the soil testing will be arranged by the architect at its own cost.
- f. To pay all the fees, levies, security deposits and such other expenses in respect of statutory sanction.

1.14 General Services

1. All reports, drawings, 3D visual renderings, and presentations. Animated walk-through and other documents to be submitted in fulfilment of the scope of services shall be as follows:
 - a. **Four sets of printed copies of each design stage, except for the Good for construction (GFC) stage, for which six printed copies are required.** All submissions must be in the formats and scales as directed by the Institute or its authorized representative from time to time. In case the Institute requires additional hard copies, payment shall be made at the rate of Rs. 50 for each A1-size copy and Rs. 100 for each A0-size copy. Deductions shall also be made in case of failure of the required quantities at the same rate. No extra payment shall be made for drawings or documents below A1 size.
 - b. One set of drawings shall be provided with each running bill submitted by the consultant as supporting documentation for the work completed.
 - c. **Soft Copies of drawings in Editable Format:** Provide soft copies of all drawings at every stage of the project in CAD format or any other software format in which the drawings were prepared. Ensure that all drawings are editable to facilitate future modifications and updates.

It may be clarified that the Institute has just completed its existing master plan in A-CAD drawing. Agencies selected for the presentation stage can be (depending on the permission of the competent Authority) provided with the soft copy of the master plan on specific request. In such a case, the agency will have to submit an undertaking that the Institute's drawing will be used only to prepare the

presentation of the architectural bid and not elsewhere.

- d. **Soft Copies of drawings in Digitally Signed PDF Format:** Submit soft copies of all drawings at every stage of the project in digitally signed PDF format. Avoid using scanned copies; ensure the PDF files are clear and legible and accurately represent the original drawings. Failure to do this, the stage cannot be considered completed.
- e. **Soft Copies of Walkthroughs:** Provide soft copies of walkthroughs for the complete expansion plan/ buildings, new buildings infrastructure, including key buildings in the Academic zone, boundary walls, and associated buildings, etc. and as per the requirement of the Institute.
- f. **Hard copy of 3-D views-** submit 3-D views of the design after receiving clearance from the Institute. The 3-D views must clearly showcase the buildings and other elements in their respective phases. In the case, the institute requires a physical 3D model, an additional payment shall be made based on the decision at the time of finalization.

The Institute may also require 3D visualization of plumbing, drainage, firefighting, and HVAC drawings to understand the detailing of piping & fixtures (valves, reducers, etc.). The same shall be provided by the architect without any additional cost.

2. All documents, drawings, reports, and any other documents submitted in fulfilment of the scope of services shall be prepared strictly as per statutory provisions and guidelines issued by the Central/ State Government/local authorities, and also in accordance with the best international practices and codes as applicable to such development.
3. The consultant shall obtain all statutory approvals/NOC, before and after the construction, etc., from the concerned competent authorities/agencies/offices as per the applicability. To obtain statutory approvals, the consultant shall prepare and submit all necessary documents and drawings; undertake the associated liaison; and incorporate necessary changes or modifications to the designs based on inputs received from the statutory authorities.
4. All fees/ charges relating to statutory approvals (including accreditations/green rating), payable to local bodies and other authorities and agencies, shall be paid initially by the architectural firm and subsequently the same shall be reimbursed by the Institute upon production of original official receipts of payment as issued by the concerned authorities/agencies. In case the said bodies demand payment directly from the Institute, it shall be the duty of the consultant to bring it to the notice of the Institute well in time to do the needful.

This is to clarify that the official fees of the respective departments may be paid directly by the Institute, upon the Architect's intimation, but the rest of the liaison must be handled by the Architect.

5. The consultant shall comply with at least a 4-star GRIHA LD (Large Development) or its equivalent rating in the Educational and institutional category for the site to be developed and for all buildings covered in the scope of work. This factor shall be used in evaluating the applicants. .

This is to clarify that the GRIHA for the new scope of work is mandatory, and the institute also needs the GRIHA rating for the complete campuses. So the Architect will be required to inspect the Noida and LKO campuses and recommend the necessary actions to obtain the GRIHA rating. Official Fees for obtaining the GRIHA Audit and related services shall be paid by the Institute. Rest is within the Architect's scope for the entire campus and new constructions.

6. The scope of the consultant shall include but not be limited to integrating the green features; associated liaison; preparation and submission of all reports, drawings,

and all other documents as may be required at various stages of construction; and incorporating necessary changes or making modifications in the designs based on inputs received from the regulatory/ratings authorities/agencies concerned, including the requisite audit one year after completion.

7. The Institute shall provide the necessary authority/ power of attorney, etc., if and when required, to the consultant for obtaining statutory approvals or green rating. If required, the Institute shall provide/authenticate the necessary documents to be submitted by the consultant to the statutory authorities and other regulatory/ratings authorities/, and other agencies.
8. The consultant shall be responsible for getting the detailed structural analysis and designs of New Hostel buildings/ structures and getting them vetted by structural engineers from reputed Institutes/ agencies as decided by the Institute. The charges for such vetting shall be borne by the Institute.
9. The consultant shall provide, without question or failure, all information within the purview of the scope of services as sought by all committees and other agencies appointed by the Institute for the purpose. Support and assistance, if any, to the extent required by such committees and other agencies, shall also be provided by the consultant as and when desired by the Institute.
10. The consultant shall, without question or failure, provide knowledge transfer and handover of all aspects of the scope of services to the Institute and/or implementing and management agencies appointed by the Institute, as and when required.
11. The Consultant may, at the discretion of the Institute, aid and advise in matters relating to all aspects covered under the scope of services, as and when required.
12. The consultant shall provide a complete Design and Drawing-related Management and monitoring and manpower involvement plan in the desired format, for all the initiatives and milestones identified for the fulfilment of their respective scope of services.
13. The consultant shall hire suitable branch office space in Lucknow for carrying out their activities after the award of the contract, if they don't have space in Lucknow, or engage someone who has an office in Lucknow.
14. The Consultant shall depute to this office at least one (1) full-time competent, qualified architect/Engineer (minimum level of Manager) for the entire duration of the project, to ensure that clarifications on the design and performance intent are efficiently met. The architect should have at least 10 years' experience. The Engineer should have good knowledge of AutoCAD/relevant software to make the necessary changes/ prepare detailed on-site drawings as per the requirement to avoid any delay. Periodic design supervision shall be required by qualified and experienced professionals (minimum 10 years' experience) from different disciplines to monitor the progress/quality of design work. The Engineer will be deputed to the site during construction, with daily attendance required.

One dedicated Architect for the Project is needed to be stationed at the Architect's head office, who should promptly respond to calls from the Site. The consultant shall maintain an organizational/ governance structure, including in-house and outsourced personnel, to the satisfaction of the Institute, to ensure the effective delivery of the scope of services.

15. The decision of the Institute shall be final in all matters relating to the interpretation of architectural design and related architectural details. The consultant shall be bound to execute such decisions to the Institute's satisfaction.
16. The Institute, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit

to render the whole or part of the services covered in this RFP in the interest of timely and qualitative completion of campus development works.

17. The consultant shall carry out this assignment with diligence and adopt the best professional practices, so as to achieve a landmark campus while avoiding ostentation in materials and finishes.
18. Regardless of the Institutes and other authorities' approvals, the safety and serviceability of the buildings and utilities in this assignment are the sole responsibility of the consultant.
19. The consultant should unconditionally and fully indemnify the Institute against any legal action/s by any national or international company or body regarding software and systems used by the Consultant in carrying out this design Assignment.

1.15 Integrated Approach Requirements

The Architectural consultant needs to address several key requirements spanning across various aspects of the project to ensure a cohesive, functional, and sustainable campus design.

1. Understanding the Client's Vision and Requirements

- Client Consultation: Engage with the Institute to understand their vision, goals, and specific requirements for the campus, including academic, research, administrative, and residential needs.
- Program Development: Define the scope of the project, including the number of buildings, types of facilities, and any special requirements.

2. Site Analysis and Planning

- Site Assessment: Conduct a thorough analysis of the site, including topography, climate, soil conditions, and existing infrastructure.

3. Integrated Design Approach

- Architectural Design: Create innovative and sustainable architectural solutions that reflect IIM Lucknow's identity and meet functional requirements.
- Engineering Services: Provide comprehensive engineering services including structural (New building), mechanical, electrical, plumbing, civil engineering etc.
- Sustainability: Incorporate green building practices, energy-efficient systems, and sustainable materials.

4. Regulatory Compliance

- Local Regulations: Ensure the design complies with local building codes, regulations, and standards.
- Safety Standards: Integrate safety features into the design, including fire safety, accessibility, and emergency response systems.

5. Coordination and Integration

- Cross-Disciplinary Coordination: Facilitate effective communication and coordination between architects, engineers, contractors and other consultants.
- Integrated Systems: Ensure that architectural and engineering systems are seamlessly integrated to avoid conflicts and inefficiencies.

6. Project Management

- Scheduling: Develop a detailed project timeline with milestones for design, approvals, and construction.
- Budget Management: prepare a comprehensive budget, including design, engineering, and construction costs, and monitor expenditures.

7. Sustainability and Environmental Impact

- Energy Efficiency: design buildings to minimize energy consumption, use

renewable energy sources, and implement energy-efficient systems, fittings & fixtures.

- Water Management: Plan for efficient water usage, including rainwater harvesting and wastewater recycling.
- Materials and construction: Use sustainable materials and construction practices to reduce the adverse environmental impact.

8. Stakeholder Engagement

- Community Involvement: Engage with stakeholders, including faculty, students, and staff, to gather input and ensure the design meets their requirements.
- Public Presentations

1.16 Stages of Work and Deliverables

The Comprehensive Architectural, Structural, MEP and allied services etc. will be provided by the Consultant in the following stages.

1. Conceptual design for approval
2. Approval of preliminary design, drawings and Design Basis Report (DBR).
3. 3D views and animated walk-through.
4. Pre-construction Statutory approvals
5. Final design
6. Detailed drawings and documents for tender, including specifications and BOQs
7. Good for Construction (GFC) drawings
8. Construction stage
9. Post-construction stage, submitting As-built Drawings along with post-construction statutory approvals like Occupancy certificate, CTO, fire clearances, and other clearances which are required to run the building.

1.16.1 Conceptual Design for Approval

- a. Ascertain the detailed requirements, examine campus Master/Layout Plan, site constraints and potential; Study the topographical report and soil report (when available) and prepare an architectural brief for approval from the Institute.
- b. Furnish a report on measures required to be taken to mitigate adverse impact, if any, of existing and/or proposed (announced) development on its immediate environment.
- c. Prepare conceptual, general arrangement drawings and alternate conceptual designs.
- d. As per inputs from IIM Lucknow, modify the design alternatives as many times as may be required.

1.16.2 Approval of Preliminary Design, Drawings and DBR.

- a. Subsequent to the incorporation of all the comments as received from the Institute, the preliminary design drawing is to be submitted for approval along with the DBR (Design basis report) for various components. The DBR has to be submitted to the Institute.

1.16.3 Pre-construction Statutory Approvals

- a. Prepare and submit reports, drawings and submissions necessary for statutory approvals and ensure compliance with codes, standards, local requirements and legislation, as applicable.

- b. Obtain all statutory approvals from the concerned competent authorities/agencies/offices, including associated liaison, CTE, EC, Lift license, Fire clearance, building layout plan, LDA, and other authorities, Tree cutting permission along with tree survey, as well as/Forest norms, etc.
- c. Incorporate necessary changes or make modifications in the designs based on inputs received from the statutory authorities.
- d. Obtain clearance certificates from the proof-checking agencies, if any, appointed by IIM Lucknow. CTO (Consent to Operate) /CTE (Consent to Establish) /OC (Occupancy certificate).

1.16.4 Final Design Stage

- a. Prepare and submit designs for final approvals.
- b. Prepare preliminary cost estimates.
- c. Prepare detailed structural design calculations sufficient for vetting
- d. The Final Design Stage and Statutory Approvals must be carried out in parallel wherever possible.
- e. Prepare and submit service coordinated drawings/designs for approval.

1.16.5 Detailed drawings and Documents for the tender stage for various buildings, Including Specifications and BOQs, etc.

- a. Prepare detailed drawings, specifications and bills of quantities to develop a detailed estimation of cost and tender documents.
- b. The consultant should complete all “Good for construction” drawings for each building/item to be included as part of the tender documents.
- c. GFC Structural drawings, Structural arrangements etc.

1.16.6 Good for Construction Drawings Stage

- a. Prepare and submit complete sets of “Good for construction” drawings, including but not limited to detailed structural drawings (New building) with all details and specifications for each building/construction item as per the work schedule for approval of IIM Lucknow.

1.16.7 Construction Stage

- a. Make revisions and issue drawings if required, based on site conditions for proper execution of works during construction.
- b. Assist the Institute/ executing agency to approve samples of various materials, items and components to meet the desired finish/ elevation/ facade.
- c. Check and approve shop drawings submitted by the contractor/ vendors.
- d. Provide periodic supervision by a competent Consultant/ Engineer for project supervision/ quality control.
- e. Evaluate the Construction Works whenever sought by the Institute, and where necessary clarify any decision, offer interpretation of the drawings/ specifications, attend meetings to ensure that the project proceeds in accordance with the conditions of contract and keep the Institute informed and render advice on actions, to the extent desired by the Institute/executing agency.

1.16.8 Post-construction Stage

- a. Prepare and submit the completion reports and As-Built architectural drawings, structural designs and drawings, services coordinated designs and

drawings for the project as required and obtain "completion/Occupancy certificate" from statutory authorities, as applicable, including Occupancy certificate, CTO, fire certified compliance report etc.

- b. Share soft copies of As-Built drawings and documents to facilitate contractor(s) and executing agency to furnish as-built drawings of entire project to the Institute.
- c. Conduct an audit after one year of completion, for green building certification.

Comprehensive Architectural Services

The Consultant/architect shall, after receiving instructions from the Authority, render the following services as set out in the table below.

S. No.	Stages	Details of Services
1	Concept design (stage 1)	Carry out a site analysis and furnish a site appraisal report on the site's potential vis-à-vis the required activities. Prepare drawings and documents to enable the Institute to conduct a detailed survey, including a soil investigation, at the project site. Furnish a preliminary scheme for site planning. Prepare conceptual design with reference to requirements given and prepare rough estimate of cost & revise the design for the proposed building so as to keep the cost of construction within the Approved sanction cost 9 as far as possible) Submit concept/block, model
2	Preliminary Design, Drawings and Design Basis Report (DBR). (stage 2)	Modify the conceptual design, incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Institute's approval, along with estimated cost as per the design of the new building and keeping the cost within the sanctioned amount (as far as possible) and DBR for various components. Coordination with IIT K for the Vertical expansion drawings and keeping the estimated cost within the sanctioned amount (as far as possible).
3	Drawings for Authority's/statutory Approvals (stage 3)	Prepare the drawings necessary for Authority/statutory approvals, ensure compliance with codes, standards, and legislation, as applicable, and assist the Authority in obtaining the statutory approvals, if required. Submit preliminary model, virtual and/or physical as may be required. A copy of the application form submitted to the authority, along with supporting documents and drawings uploaded on the portal in both hard and soft copies, has to be submitted to the Institute for records.

4	Working drawings, Tender drawings and documents (stage 4)	Prepare working drawings, specifications, and a schedule of quantities sufficient to prepare an estimate of cost and tender documents, including a code of practice covering aspects such as mode of measurement, method of payments, quality control procedures for materials & works, and other conditions of contract. The details may need to be finalized in coordination with the Project Management and Construction (PMC) agency.
5	On Award of work and start of work (stage 5)	Provide necessary support to the PMC agency and contractor for the award of work and the start of work.
6	Construction Stage Activities [stage 6]	Construction & Commissioning The Architectural consultant shall help the Institute, its PMC agency, and the contractor of the PMC agency execute and commission the work and ensure the construction of the project facility in accordance with the approved designs. Construction Supervision The Senior architectural consultant (manager Level) shall be responsible for visiting the site of work and providing periodic visits weekly/ fortnightly for the first three months and monthly thereafter to clarify any decisions or interpretations of the drawings and specifications that may be necessary and to ensure that the project proceeds generally in accordance with the conditions of the contract. The Architect's engineer must be stationed at the site and shall visit daily to check that the works are being executed as per the drawings. The engineer has to make the necessary changes/ prepare the required drawings/detailing as per the site requirement during the construction to avoid any delay/hindrance during the construction.
7	Completion (stage 7)	Prepare and submit the completion reports and drawings for the project as required in coordination with the PMC agency and contractor, and assist the authority in obtaining completion/Occupancy certificate, CTO, fire certified compliance report, etc. from statutory authorities, wherever required A copy of the application form submitted to the authority, along with supporting documents and drawings, was uploaded to the portal. Both hard and soft copies have to be submitted to the Institute for the records. Issue two sets of "As-built drawings" including services, structures and landscaping.

Note- Architectural consultant to ensure that the design aligns with the approved master/Layout plan of the Institute, if any. Any updates or changes to the master/Layout plan must be incorporated accordingly.

The above architectural services can also be utilized by IIM Lucknow without Project Management Consultancy agency.

1.17 Financial terms

1.17.1 Fee for the Project

The fee for a consultant appointed to undertake projects for the Institute will be based on a percentage of the actual project completion cost. **The final project fee will be determined by the Actual completion cost of the project, though intermittent payments will be based on the lowest of the following three factors: the Estimated Cost, the Tendered Cost, or the Actual completion cost.** Billing for Different buildings should be done separately or mentioned separately to ease later calculation of the actual cost of each building.

The estimated cost of the project, with a breakdown of vertical expansion and new construction, is provided in Annexure I.

There is also part B in the financial bid to obtain the rates for the master plan revision. This will not be considered in the overall selection of the bidder. Only the Percentage fees quoted in part A will be considered for the over-QCBS selection. Part B is just to obtain the rates for the master plan revision to avoid any confusion later. The revised master plan preparation/survey work must be performed by a single agency (i.e., the agency awarded the entire work).

GENERAL CONDITIONS OF THE CONTRACT

General conditions of the Contract are available at the IIM Lucknow website and at the Project Division Office. These conditions shall be a part of this contract. The successful Bidder shall be required to submit a signed hard copy of these General Terms and Conditions after the issuance of the LOI and before starting the work.

Additional terms & conditions are as follows:

1.17.1.1 The fee shall include all charges, i.e., all taxes, including duties, levies, out-of-pocket expenses, professional fees, vetting charges except structural vetting and GST @ 18%, etc. In the event of a future increase in GST, an additional payment will be made, and conversely, if the GST rate decreases, a proportional amount will be deducted. Since the structural design of the 510-room hostel and the associated buildings is being carried out by the Architect, the vetting of these structural drawings will need to be done by a reputed IIT/ NIT (as decided by the institute). So the structural vetting Fees for the same shall be borne by the Institute. As clarified, all the official fees of the respective departments shall be paid by the Institute.

1.17.1.2 The fee is inclusive of fees payable by the Consultant to any other sub-consultant and associated consultant; nothing extra shall be payable by the Institute.

1.17.1.3 The Consultant will have to make all arrangements for the staff at their own cost.

1.17.1.4 The Consultant shall acquaint itself with all the legislation, courts and standards prescribed from time to time.

1.17.1.5 The cost of the project shall be calculated on the actual cost of structural/ civil, landscaping, sanitary and electrical fittings and fixtures, including Lifts and DG sets, mechanical equipment, etc., on all items on which the consultant renders professional services.

Time Schedule for Assignment

The following time schedule shall be generally followed by the architect for his important stages of the consultancy assignment, unless otherwise specified separately in the work order, according to the nature of the work:

S.no.	Stages of Assignment	Time schedule
1.	Preparation and Submission of the Existing plans and Planned extension of Floors for enabling IIT Kanpur to prepare the structural designs	Within 30 Days from the date of the LOI.
2.	Submission of the Initial Scheme, concept drawings, etc., after the date of LOI.	Within 45 days from the date of LOI
3.	Finalization of the drawings, concept, etc. and detailed drawings	Within 30 days after approval of initial drawings/ concept.
4.	Submission of Final estimates/scheme	Within 15 days of approval of the corrected Initial scheme
5.	Approval from Local authorities and obtaining of pre-NOC for fire, CPCP etc. as Applicable	30 days after point 3 1 month is enough for the pre-NOC. If any practical difficulty arises, it can be notified, and the Institute can take an appropriate decision.
6.	Submission of a draft detailed estimation, draft tender document with BOQ and drawings	Within 7 days of approval of the final scheme.
7.	Submission of the progress report of the drawings and Design related to the Project	Every fortnight, / As per Client requirement.
8.	Review the meeting of the project, its design and drawings with contractor, consultant and IIM Lucknow's engineer	Every week,/ As per the requirement
9.	Certification of the RA Bill of the contractor that the work is executed as per the architectural and structural design. The architect is required to certify that the work has been executed in accordance with the Architectural Drawings only, not the measurements.	Within 3 days of the submission of the RA Bill

10.	Certification of the Final Bill of the contractor that the work is executed as per the architectural and structural design. The architect is required to certify that the work has been executed in accordance with the Architectural Drawings, not the measurements.	Within 7 days of the submission of the final Bill.
11.	Submission of AS BUILT drawings	15 Days after virtual completion of the work.
	Obtaining an Occupation certificate/ completion certificate and other applicable NOCs, such as fire, CPCB, CEA, etc.	30 days after virtual completion of the work.

1.17.2 Cost of the Project to be excluded from payment to the Consultant

The cost of the following items shall not be included in the cost for the purpose of working out of the consultant's fee.

1.17.2.1 Land including its existing development and its development charges, lease charges, etc.

1.17.2.2 Statutory fees incurred on plan approval and services connection deposits and fees payable to local and/or statutory bodies by the Institute.

1.17.2.3 Incurred on any other services, fittings and fixtures which are not planned and designed by the Architect, except lift, DG Sets, etc., as the design of these items is to be provided by the consultant only along with applicable norms.

1.17.2.4 Any incidental expenditure as a result of demolition, etc., suggested by the architect and the cost of such work.

1.17.2.5 Incurred on supervisory, PMC and other establishments employed on work by the Institute.

1.17.2.6 Other contingent expenditures like press advertisement, publicity, cost of foundation stone, inauguration ceremonies of building, stationery, etc.

1.17.2.7 Escalation in the cost of work due to an increase in the rates of labour and materials paid to the contractors.

1.17.2.8 Incurred on fee and travelling expenses paid to the Architect for this work.

1.17.2.9 Incurred on demolition of existing buildings or their portion and development services, if any.

1.17.2.10 Incurred on arbitration proceedings and the cost of the award given by the arbitrator, if any.

1.17.2.11 Fee paid for vetting of designs.

1.17.2.12 Survey cost (for example, soil testing, geotechnical survey, contour survey, survey related to utilities if required), in consultation/in principle approval with the Institute.

1.18 Payment Terms

In continuation of paragraph 3.7, the payment terms for the work are further categorized based on the schedule of services outlined in that paragraph. This section provides a detailed breakdown of payments against deliverables to clarify the project's requirements and payment structure.

Building Design and Development/ Work through procurement and construction management agency:

S. No.	Key Activities/Milestones	Payment % of the total payable value for a particular building, which will be the percentage of the work value of that building (as defined above).
1	Stage 1- Conceptual design On submitting conceptual designs and a rough Estimate of cost.	10%
2	Stage 2- Preliminary Design, Drawings and Design Basis Report (DBR). On submitting the required preliminary design for the Institute's approval, along with the estimate of cost and DBR	10 %
3	Stage 3- drawings for authority's/ statutory approvals 3a. Construction Approvals Incorporate the Institute's suggestions, submit the revised drawings for approval, and obtain the necessary clearances to commence construction from the LDA, DUAC, fire Department, AAI, and other relevant statutory authorities. A copy of the application form submitted to the authority, along with supporting documents and drawings uploaded on the portal in both hard and soft copies, has to be submitted to the Institute for records.	10 %
	3b. Environmental Approvals (If Applicable) Incorporate the Institute's suggestions, submit the updated drawings for approval, and obtain the required clearances, including environmental clearance, tree cutting permission, CTE, ToR, and other necessary approvals from the relevant statutory authorities. A copy of the application form submitted to the authority, along with supporting documents and drawings uploaded on the portal in both hard and soft copies, has to be submitted to the Institute for records. The Institute can take an appropriate decision as per the actual challenges. The payment for this stage will be decided by the institute	2.5 %

4	Stages 4- Working drawings, Tender drawings and tender documents, BOQ Upon preparation of working drawings, specifications and a schedule of quantities sufficient to prepare an estimate of cost and preparation of tender documents	10 %
5	Stages 5- Appointment of contractors by the PMC on the award of work to the contractor and start of work	5 %
6	Stage 6- Construction a. On submitting the working drawings and details required for commencement of work at site.	12.5 %
	b.(i) On completion of 20% of the work	5 %
	b. (ii) On completion of 40% of the work	5 %
	b.(iii) On completion of 60% of the work	5 %
	b.(iv) On completion of 80% of the work	5 %
	b.(v) On Virtual Completion	5%
7	Stage 7- Completion 7a. On submitting completion report and drawings for issuance of completion/ occupancy certificate by statutory authorities including clearances from LDA, fire Department, AAI, and other relevant statutory authorities, wherever required. A copy of the application form submitted to authority along with supporting documents and drawings uploaded on the portal in both hard and soft copy has to be submitted to the Institute for records.	5 %

7b. On submitting the completion report and drawings for issuance of CTO by statutory authorities, wherever required. A copy of the application form submitted to the authority, along with supporting documents and drawings uploaded on the portal in both hard and soft copies, has to be submitted to the Institute for records.	5 %
7c. On the issue of “As-built drawings” and completion of the Defect liability period of 12 months.	5 %
If the architect is unable to depute the required manpower as mentioned above, the Institute may deduct an amount equivalent to the salaries of the above-mentioned manpower from the architect's payable amount.	

SECTION – IV

EVALUATION PROCESS

4. Evaluation/selection process

4.1 Eligibility Criteria

- i. Bidders/agencies that fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted.
- ii. The bidder/agencies must have successfully rendered services in the role of architectural consultant for the works/ project of magnitude as follows during the last 10 years from the date of publication of this tender.
 - (a) Value of consultancy fee of not less than Rs. 400 Lakhs for one similar work.
 - or
 - (b) Value of consultancy fee of not less than Rs. 300 Lakhs for two similar works.
 - or
 - (c) Value of consultancy fee of not less than Rs. 200 Lakhs for three similar works.
- iii. Should have completed at least one similar institutional campus Masterplan of 100 Acres or two Institutional Masterplans of 75 Acres, for a Higher Education/ Institutional campus of National/ International Importance during the last 10 years, as on the last date of submission of bid, which has been implemented and the campus is operational.
- iv. Bidders should provide documentary evidence for their services in the design of residential buildings and institutional/ Research/ building of National Importance of built-up area at least 40,000 sqm in a single work or 30,000 sqm in each of two works, or 25,000 sqm in each of three works.

The architectural consulting firm should have at least 15 years of experience in the desired field.

Any firm (whether titled as an architectural firm or not) that fulfils the laid down eligibility criteria defined herein shall be permitted to take part in the bidding process. Architectural firms shall be permitted to engage engineers with appropriate qualifications and experience to fulfil the eligibility criteria and participate in the bidding process. The architectural consultant shall be allowed to engage/associate a sub-consultant, whose credentials, manpower, and experience details shall be given along with the bid. The sub-consultant shall be entitled to get an experience certificate for the work rendered by them in their own capacity through the main consultant. The Architectural consultants must be registered with the Council of Architecture (CoA)/Members of the Indian Institute of Architecture and should have experience in architectural planning, designing & drawings, structural design & drawings and MEP design & drawings, in organization of Central Govt./State Govt./Central public Sector Undertaking/ State public Sector Undertaking /Central Autonomous bodies/reputed private organization/firm for providing Comprehensive integrated architectural & Engineering consultancy services.

The proprietor, partner, or director of a firm must be registered with the CoA, and their registration must be active and not in default on the last day of bid submission. This is the minimum requirement. However, the markings will be given based on the qualified staff available with the Architectural agency.

4.1.1 A “Similar work” means the agency must have executed projects in the role of project consultant cum architect or equivalent for the construction of residential/ Hostel building and academic building/building of National/ International Importance, including institutional campus development works. A component of one academic/Research building must have been executed in any one certificate submitted by them for a building area of at least 25000 Sqm. The Completion certificates are issued by an officer not below the rank of Executive Engineer for similar works completed by the agency.

4.1.1 b “Satisfactorily Completed consultancy work” shall mean completion of the construction of the project for which the consultancy assignment has been executed.

4.1.1 c The executed works should be in the sole name of the firm/bidder, and the works executed in joint ventures shall not be accepted.

However, an International architectural firm with considerable credentials can be considered by the evaluation committee. This will be the committee's sole discretionary power, and no one will have any claim. In such a special case, all Indian Laws and taxation will be applicable.

4.1.1 d The value of executed works shall be brought to the current costing level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to the previous day of the last date of submission of bids.

4.1.1 e The bidder's performance for each work completed in the last ten years from the date of publication of this tender should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

4.1.1 The Institute may choose to carry out a physical inspection of the works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of work.

4.1.2 Should have had an **average Annual financial Turn Over of Rs 250 lakhs** on consultancy works during the immediate last three consecutive financial years ending 31st March 2026, duly certified by Chartered Accountants. The year with no turnover would also be considered when working out the average.

Only the company's credentials as a bidder will be considered. If the company's trade name has been revised, the proper documentation with the taxation department should be submitted. No subletted work will be entertained.

4.1.3 Should have a minimum solvency of **Rs. 250 lakhs** given by his Bankers, as per Annexure-II or UDIN-generated certificate by a chartered accountant.

4.1.4 Blacklist undertaking

The agency must not be blacklisted /debarred by any Government department / Organization / Institution during the last three years on grounds of dissatisfaction as on the last date of submission of bid.

4.1.5 **Financial Information:** Bidder should furnish the following financial information:

- Annual financial statement for the last five years in Annexure-I and
- Solvency certificate in Annexure-II or UDIN-generated certificate by a chartered accountant

4.1.6 Experience on Similar Works: Bidder should furnish the following:

- List of eligible works of a similar nature successfully completed during the last ten years in Annexure-III and ongoing works in Annexure-III-A
- Particulars of completed works and performance of the bidder, duly authenticated/ certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent, should be furnished separately for each work completed in Annexure-IV.

4.1.7 Organization information: Bidders must submit their organizational details using Annexure-V, along with a brief CV and a summary of the key personnel's experience using Annexure-V-A for evaluation. The bidder should also demonstrate sufficient Technical and Administrative staff to effectively execute the contract. Within 15 days of receiving the work award, the bidder must provide a detailed list of these employees, specifying their roles and involvement in the project.

4.1.8 Undertaking: An undertaking shall be provided by the firm/consultancy on a Rs. 100 stamp paper, written as follows:

I/We, [name(s)], hereby certify that the information provided is accurate and true to the best of my/our knowledge. I/We acknowledge that if any information is found to be incorrect at any stage, I/We shall be subject to a three-year suspension from the institute, disqualification, and forfeiture of the earnest Money Deposit (EMD) and/or Performance guarantee (PG). Additionally, such findings may lead to further disciplinary action.

4.1.9 Price Bid:

- a) The bidders should download the BOQ.xls from the CPP portal and fill in the blank spaces provided for mentioning the name of the bidder and rates. Bidders should not modify any other text or background shown in the BOQ template, or replace it with any other copy, and should keep the BOQ in .xls format. The Central Public Procurement portal (<https://eprocure.gov.in/e-procure/app>) will accept only the BOQ template; hence, the rate should not be quoted anywhere other than the BOQ template.
- b) If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in an Excel sheet, and only numerical values will be used for calculations.
- c) The percentage fee quoted by the bidder is inclusive of all other charges, etc., excluding GST. GST shall be reimbursed in addition upon submission of proof of payment.
- d) This agreement may be extended by IIM Lucknow for a maximum of until the completion of works. In case the work is not completed by the executing agency within the stipulated period.
- e) The price bid should include the cost of all the works as detailed in the terms of reference and other additional activities as felt necessary by the consultant/architect for completing the job.
- f) The price bid shall also include the cost of all visits to be made by the consultant/architect to the Institute and the site of work, stationing of the architect/ engineer as mentioned in the RFP above. The cost of office

expenses, stationery, travel, meeting attendance, and related expenses shall also be deemed included in the price bid. The quoted fee will cover all project services through to completion, including statutory approvals and a 24-month defect liability period.

4.1.10 Letter of Transmittal: The bidder should submit the letter of transmittal (Annexure-B) attached with the document.

4.2 Bid opening and Evaluation

- a. The Institute shall follow the QCBS (Quality Cum Cost-based Selection) method for selecting the successful bidders.
- b. The system is based on a two-bid system where the technical bid and financial bid shall be submitted and evaluated separately.
- c. Technical bids will be opened first as per the schedule and will be examined by a technical committee. Technical evaluation shall be done only for eligible bidders who have submitted bids as per the eligibility criteria, and technically qualified bidders (the Bidders who will achieve equal to or more than 32 marks out of 40 marks allocated for the technical criteria) shall be called for presentation for further evaluation as per the RFP. The presentation will carry 60 of the total 100 marks for the technical part of the QCBS selection.
- d. The financial bids will be opened only for technically qualified bidders who have an overall score of 75% or higher out of the total 100 marks allocated for the technical bid. These bidders may be appointed and must agree to the fee determined from the quotations submitted, as outlined in section 4.2.2.
- e. The details given in the PowerPoint presentation of the successful bidders will form part of the agreement.
- For a broad understanding of the bidders, the presentation is related to the capacity and capabilities of the bidder to execute such a reputable Institute and such a type of vertical extension and multistoried building within a short span with the help of new construction technologies such as composite steel and R.C.C., Precast structure and LGSF, etc. construction technology. Manpower and resources to be mobilised for the said project, and a monitoring system for the timely delivery of the drawings, designs, estimates, BOQ, etc., without any miscommunication between the PMC and Contractor and unnecessary delays. Corrective measures to be taken in case any delay occurs in completing the project within the stipulated timelines. If possible, this presentation should contain the Concept design proposed work and technology of the proposed construction for the timely completion of the work (some advantage in marks for the preparation and concept design may be given)

The concept design should be such that the proposed structure will provide a significant aesthetic enhancement to the main façade/ ensure seamless architectural blending with the existing campus for the new construction

4.2.1 Technical Bid Evaluation

Technical bids received complete in all respects will only be opened as per the schedule.

Each bidder shall be assigned marks out of 100, as per the criteria specified below:

i)	Works experience		Maximum Marks (5)
	Firm having experience of 15 years of experience	3 marks	
	Extra marks for firm having experience of 15 to 25 years	1 marks	
	Extra marks for firm having experience of more than 25 years	1 marks	
ii)	Works of a similar nature during the last 10 years		Maximum Marks (5)
	a) Value of consultancy fee of not less than Rs. 600 Lakhs for one similar work.	5 marks	“Similar work” means the agency must have executed projects as an architectural firm for residential buildings/hostels & institutional/research buildings/buildings of National Importance, including institutional campus development Works.
	Or		
	b) Value of each consultancy fee of not less than Rs. 450 Lakhs for two similar works.		
	Or		
	c) Value of each consultancy fee of not less than Rs. 300 Lakhs for three similar works.		Self-attested photocopies of documentary evidence towards the above, supported by relevant satisfactory job completion certificates, should be submitted.
	a) Value of consultancy fee of not less than Rs. 450 Lakhs for one similar work.	4 Marks	
	Or		

	b) Value of each consultancy fee of not less than Rs. 350 Lakhs for two similar works. Or c) Value of each consultancy fee of not less than Rs. 250 Lakhs for three similar works		
	a) Value of consultancy fee of not less than Rs. 300 Lakhs for one similar work. Or b) Value of each consultancy fee of not less than Rs. 225 Lakhs for two similar works. Or c) Value of each consultancy fee of not less than Rs. 150 Lakhs for three similar works.	3 marks	
	Experience in providing architectural Planning and designing of completed projects.		Maximum Marks (7.5)
	No relaxation in cooling tonnage mentioned. However, VRF/VRV air conditioning can also be considered. The bidders are required to provide self-attested information clearly stating the department in which the required HVAC/VRF system capacity was installed. The tender analysis committee may seek confirmation of the information provided from the respective department, and if the department is unable to confirm the bidder's satisfactory completion of the work mentioned, the information will not be considered.		The definition of works of a similar nature is the same as above. Work should have been completed. Self-attested copies of experience certificates for completed work issued by the awarding organization should be submitted.

iii)	a) 60,000 sqm in a single work with a Central AC plant ≥ 800 TR	7.5 Marks	
	or		
	b) 50,000 sqm in each of two works with a Central AC plant ≥ 600 TR		
	or		
	c) 40,000 sqm in each of three works with a Central AC plant ≥ 400 TR	5 Marks	
	a) 45,000 sqm in single work with a Central AC plant ≥ 450 TR		
	or		
	b) 38,000 sqm in each of two works with a Central AC plant ≥ 350 TR		
	or		
	c) 30,000 sqm in each of three works with a Central AC plant ≥ 300 TR		
	a) 30,000 sqm in single work	2.5 marks	
	or		
	b) 25,000 sqm in each of two works		
	or		
	c) 20,000 sqm in each of three works		
iv)	Average Annual Financial Turnover	Maximum Marks (5)	

	Average Annual Financial turnover of Rs. 250 Lakhs for consultancy works in last 3 (three) consecutive financial years.		Chartered Accountant Certified copy to be uploaded.
	2022-2023, 2023-2024, 2024-2025	5 Marks	
	(For more than Rs.500 Lakhs)		
	2022-2023, 2023-2024, 2024-2025	2.5 Marks	
	(For Rs.250 Lakhs to Rs. 500Lakhs)		
v)	Profit & loss certificate for the last five financial years.		Maximum Marks (2.5)
	2022-2023 to 2024-2025	2.5 Marks	Chartered Accountant Certified copy to be uploaded.
	(If agency is in profit for all last 5 financial year).		
	2022-2023 to 2024-2025	1 Marks	
	(If the agency is in profit at least 3 financial years out of 5 financial years).		
vi)	Solvency Certificate by bankers or by Chartered Accountant with UDIN.		Maximum Marks (2.5)
	Solvency certificate by bankers or by Chartered Accountant with UDIN of Rs. 250 lakhs to Rs.	1.5 Marks	Solvency certified by his Bankers in Annexure-II with UDIN
	500Lakhs.		

	Solvency certificate by bankers or by Chartered Accountant with UDIN of more than Rs. 500 lakhs.	2.5 Marks		
vii)	Organization Strength & Manpower		Maximum Marks (12.5)	
	Designation	Min. Qualification	No	Marks
1	Team Leader and Architect	B. Arch with more than 15 years of experience and must have handled large projects. Should be registered with the Council of Architects. The minimum association with the firm should be 10 years.	1	1
			2	2.5
2	Architect	B. Arch with more than 10 years of experience, and must have handled large projects. Should be registered with the Council of Architects. Minimum association with the firm should be 5 years.	2	1
			More than 2	2.5
3	Junior Architect	B. Arch with 3-8 years of experience and must have handled large projects. Should be registered with the Council of Architects. Minimum association with the firm should be 2 years.	2	1
			More than 2	2.5

4	Civil Engineer	Degree (Civil) with 10-15 years of experience in the same field.	1	0.5
			More than 2	1.5
5	AutoCAD	Relevant qualification with experience of 05-10 years of experience	2	0.5
	/Revit certified Draftsmen			
		Relevant qualification with experience of 05-10 years of experience	More than 2	1
6	Plumbing/mechanical engineer	Relevant qualification with experience of 05-10 years of experience	1	0.5
		Relevant qualification with experience of 05-10 years of experience	More than 1	1
7	Electrical engineer	Relevant qualification with experience of 05-10 years of experience	More than 1	0.5
8	Structural engineer	Relevant qualification with experience of 05-10 years of experience	1	0.5
		Relevant qualification with experience of 05-10 years of experience	More than 1	1

Please note that the Proof of salary credited to the employees, in support of the above, shall be submitted along with the bid for the last 2 financial years. In addition, the employer shall furnish an undertaking confirming that the

person has been a regular employee of the firm for the last Two Years. For this, the employee's Form 16 needs to be submitted. The manpower on the Bidder's payroll will only be considered for the markings. It may be clarified that this is the requirement for the bidder's technical marking in determining overall eligibility to proceed to the next stage.

Those achieving equal to or more than 32 marks out of 40 will qualify for the Presentation stage.

	Presentation by the bidders	Maximum Marks (60)		
viii)	Marks to be allotted by the Institute's evaluation committee /team based on the presentation made by the Consultant. (Note- A hard copy of the presentation should also be submitted at the time of presentation to the evaluation committee. The 60 marks shall be allotted against the following published sub-criteria: (a) Concept design for the proposed works, including aesthetic enhancement of the main facade and architectural blending with the existing campus – 10 marks; (b) Design methodology and construction technology proposed (composite steel and R.C.C., precast, LGSF and the like) for timely completion – 15 marks; (c) Manpower and resources to be mobilised, and the monitoring system for timely delivery of drawings, designs, estimates and BOQ and for coordination with the PMC and contractor – 20 marks; (d) Understanding of the Institute's requirements, campus master planning approach, and corrective measures proposed in the event of delay – 15 marks.			
	CALCULATING THE TECHNICAL SCORE A Bidder must secure a minimum of 75% marks (i.e. 75 out of a total of 100 marks) in the Technical evaluation in order to be shortlisted for the opening of financial bids. If no one achieves 75 marks, the competent Authority will determine the cutoff marks for shortlisting to open the financial Bid.			

4.2.2 Opening of Price Bid

The financial bids will be opened for bidders who score at least 75% in the technical evaluation, or as decided (in the absence of ID scoring, a minimum of 75 marks). The bids shall be opened at the notified time, date and place as per RFP.

An architect cum consultant will be selected on a QCBS (Quality and Cost-Based selection) basis, with 80: 20 weightage on technical marks obtained and price quoted in financial bids, respectively. The agency that will obtain the highest marks (i.e., weighted Marks obtained for technical bid + weighted Marks obtained for financial bid) will be awarded the work of architect cum consultant.

The marks obtained out of 100 for technical Qualification in technical bid will be multiplied by 0.8. Marks for financial bid will be calculated as Follows:

Marks for financial bid = (Lowest tender price X 20)/ (tender price quoted by respective firm/ bidder)

Based on the total marks obtained the ranks of the bidder will be decided.

Work will be awarded to the 1st ranked bidder.

In the event that there is more than one first-ranked bidder, the firm's financial capability (Average Turnover for the last three years) will be considered to finalize the qualified Vendor for the award of the work. Decisions taken by the committee, in this regard, shall be binding to all the Applicants

The revised master plan preparation/survey work must be performed by a single agency (i.e., the agency awarded the entire work). Part B is just to avoid any confusion later regarding the rates of master plan revision. If the main architectural consultant's master plan revision rates are extraordinarily high compared to other vendors', the Institute will negotiate with the main architectural consultant; if the main architectural consultant refuses, the Institute may obtain the master plan revision from another vendor. In such a case, the main architectural agency will have to cooperate and assist with the revision of the master plan at no additional charge.

NOTE: Only Part A of the financial bid will be considered for the overall selection of the bidder. Part B is to get the rates for the revision of the master plan to avoid any confusion later.

4.3 Award criteria

4.3.1 The successful bidders will be informed of the acceptance of their bids and shall be required to furnish a "performance guarantee". Necessary instructions with regard to the amount and time of depositing the performance guarantee will be specified in the letter of offer.

In case the successful architect consultant is unable to submit the performance security and execute the agreement within the specified period or the extended time if allowed by the competent authority, then the work will stand terminated by itself, and the procedure for appointing another architect consultant in the ranking order. i.e the Institute will engage the services of other technically qualified bidders as per the ranking achieved in overall bid evaluation. i.e., the rank 2nd bidder will be asked to do the balance or any parallel work at the lowest of the rates quoted by the rank 1st and rank 2nd bidders. Similarly, if the rank 2nd refuses or is unable to do the part/ whole work (as awarded), then the rank 3rd will be asked to do the same on the lowest of 1st and 3rd rank, and so on. The process will continue till the last-ranked bidder. The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled, or any condition, including that of conditional rebate, is put forth by the tenderer, shall be summarily rejected.

4.3.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

4.4 Signing of Agreement:

The Architectural consultant appointed will be required to sign the Contract agreement on stamp paper within 15 days of the issue of the award letter. The award letter shall be issued only after submission of the Performance Guarantee in the Institute's format. The RFP documents, along with the price bid, General conditions of Contract, shall be deemed to form parts of the Contract.

4.5 Earnest money and Security Deposit

The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft, Pay order, Banker's Cheque, or Deposit at call Receipt, or Fixed Deposit Receipts, and towards the cost of EMD in favour of the **Indian Institute of Management Lucknow**. No relaxation in EMD will be allowed for MSMEs and MSEs. In case the EMD is being done through NEFT/ RTGS, then the following are the bank details:

Bank Account No.	07231450000294
IFSC Code	HDFC0000723
Name of Bank & Type of Account	HDFC/Savings

- The physical EMD of the scanned copy of EMD uploaded shall be deposited by the successful bidders within a week after the opening of the financial bid, failing which the bid shall be rejected.
- The following undertaking in this regard shall be up-loaded by the intending bidders: ***“the physical EMD shall be deposited by me/us with the authority inviting the RFP, in case I/we become the lowest bidder/ 1st ranked/ Qualified bidder for award of work, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me/us from bidding in any form in IIM Lucknow”.***
- A copy of the certificate of work experience and other documents as specified in the RFP shall be scanned and uploaded to the e-Tendering website within the period of bid submission. However, a certified/original copy of all the scanned and uploaded documents as specified in RFP shall have to be submitted by the qualified bidder for the award of work, along with a physical EMD of the scanned copy of EMD uploaded within a week physically in the office of the e-tendering authority, and it shall be the sole responsibility of the qualified bidder.
- EMD shall be released after the award of the appointment letter and performance guarantee submitted by the lowest bidder in the form of a Bank Guarantee or F.D.R from a Nationalized/scheduled bank.
- Security deposit of 2.5% will be retained from each running bill and will be released after one year from the completion of work, as recorded by the executing agency/PMC or the Institute. The release of the deposit is contingent upon the satisfactory verification of the As-built drawings, Occupancy certificate, and submission of all necessary statutory approvals from relevant authorities, including but not limited to the Occupancy certificate, fire clearance, CTO, and CTE, and other documents related to the project, whichever is later.
- The Performance security for the respective building/project can be released 60 days after completion of all stages, including as-built drawings and statutory approvals, such as occupation certification, as applicable.

4.6 Performance Bank Guarantee

1. The successful bidder shall be required to submit a performance guarantee at two stages-
 - a. At the time of Appointment: Before signing the agreement, the agency must submit a performance bank guarantee from a scheduled bank amounting to Rs. 3,00,000, in the standard format provided by IIM Lucknow. This must be submitted within 15 days of the issue of the letter of award.
 - b. On Award of work: Upon the award of work, the architectural consultant are required to submit a performance guarantee of 5 % of the consultancy fee to be paid for the complete project (which is currently Rs 283.64 Cr) minus the amount already paid in the form of EMD and 4.6 (1a) above. The EMD deposited by the successful bidder will be converted into performance security, or the total performance security should be 5% of the fee payable. In case the bidder requires (due to some accounting procedure) to deposit the complete 5% value

at one time, then the EMD can be returned on submission of the complete 5 % performance security upon special request of the bidder and Approval from the competent Authority. This guarantee must be submitted within 15 days of the issue of the award letter.

- The performance guarantee of respective buildings/ projects shall be released after getting a satisfactory project completion by PMC/ Executing agencies i.e. CPWD/ RITES/NBCC/EIL/MEACON/ Any other state and central PSUs, etc. (as appointed by IIML), obtaining completion certificate and all the necessary statutory approvals from relevant authorities, including but not limited to the Occupancy certificate, fire clearance, CTO, and CTE, etc. as applicable.
- It must be clearly noted that the work shall be considered completed only after all necessary statutory approvals have been obtained from relevant authorities, including the Occupancy certificate, Fire clearance, CTO, and CTE, etc., as applicable.

SECTION – V

ADDITIONAL DETAILS

5 Instructions for Online Bid Submission

As per the directives of the Department of Expenditure, this RFP/tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in](https://eprocure.gov.in) / <https://www.iiml.ac.in>). The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature certificates. The instructions below are intended to assist bidders in registering on the CPP portal, preparing their bids in accordance with the requirements, and submitting them online on the CPP portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: CPP Portal, IIML website, Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by clicking on the link “Click here to Enroll”. Enrolment on the CPP portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital signature certificate (Class II or Class III certificates with signing key usage) issued by any Certifying authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra, etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that bidders are responsible for ensuring they do not lend their DSCs to others, as this may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

5.1 Searching for Tender Documents

- 1) There are various search options built in the CPP portal to facilitate bidders in searching active tenders by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc. to search for a tender published on the CPP portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My tenders’ folder. This would enable the CPP portal to inform bidders via SMS/e-mail if a corrigendum is issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

5.2 Preparation of Bids

- 1) Bidder should take into account any corrigendum published on the RFP/tender

document before submitting their bids.

- 2) Please go through the tender/RFP advertisement and the tender/RFP document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers on which the bid documents must be submitted, the number of documents, and the names and contents of each document to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender/RFP document/schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents that are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be submitted directly from the "My Space" area when submitting a bid and need not be uploaded repeatedly. This will reduce the time required for the bid submission process.

5.3 Submission of Bids

- 1) Bidder should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. The bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "online" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever EMD / RFP fees is sought, bidders need to pay the RFP fee and EMD separately on-line through RTGS (Refer to schedule, Page No.8).
- 4) A standard BOQ format has been provided with the bid document. Bidders are requested to note that they must submit their financial bids in the provided format on the CPP portal; no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details are complete, the bidder should save and submit it online without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Or

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using 128-bit Secure Sockets Layer (SSL) encryption. Data storage encryption of sensitive fields is done.
- 7) The uploaded RFP documents become readable only after the RFP opening by the authorized bid openers.

- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

5.4 Assistance to Bidders

- 1) Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting authority or the relevant contact person indicated in the RFP.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

5.4.1 General Instructions to the Bidders

- 1) The RFP will be received online through the CPP portal on the IIML website. For the technical bids, bidders must upload all documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of a smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital signature certificates can be obtained from the authorized certifying agencies; details are available on the website <https://eprocure.gov.in/eprocure/app> under the link "information about DSC".
- 3) Bidders are advised to follow the instructions provided in the 'instructions to the bidders for the e- submission of the bids online through the Central Public Procurement portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

ONLINE BID SUBMISSION DETAILS

The Online bids (complete in all respects) must be uploaded online in **two parts** as explained below: -

as explained below.

Part – 1 (technical Bid)			
(Following documents to be provided as single PDF file)			
Sl. No	Documents	Content	File Type
1.	Technical Bid	Scan Copy Demand Draft/Pay order or Banker`s Cheque/Deposit at Call, Receipt/FDR of any scheduled bank against EMD.	.PDF
2.		Self-attested certificate of work experience and Area details of projects executed.	.PDF
3.		Certificate of Registration of GST and Acknowledgement of the filled return of GST.	.PDF
4		Copy of Turnover, Copy of Solvency.	.PDF
5		Undertaking as per the firm's letterhead. “The physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of t h e financial bid, Otherwise, the department may reject the bid and also take action to debar me/us from bidding in any form in IIM Lucknow”	.PDF
6		Annexures and Forms (duly filled & signed by the bidders)	PDF
7		Any other documents specified in RFP required for Eligibility Criteria / Technical evaluation	PDF
8		ESI/ EPF as per applicable rules	PDF
9		Undertaking of debarment	PDF
Part – 2 (financial Bid)			
Sl. No	Document	Content	File Type
1.	Financial Bid	Price bid should be submitted in BOQ format.	.Xls

All above documents shall be as per RFP Notice

SECTION – VI

FORMS AND ANNEXURES

Annexure-I **FINANCIAL INFORMATION**

Name of the firm / Bidder.....

1. Financial Analysis-details to be furnished duly supported by figures in the certificate issued by the registered balance sheet/profit & loss account for the last five financial years duly certified and audited by the Chartered Accountants, as submitted by the applicant to the Income Tax Department (Copies to be attached).

S. No. (Fig in Lakhs Rs.)	Particulars	Financial Years				
		2021-22	2022-23	2023-24	2024-25	2025-2026
	Gross Turnover on consultancy works.					

2. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

SEAL & SIGNATURE OF BIDDER(S)

Annexure - II

FORM OF SOLVENCY

BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./Shri.....
..... having marginally noted address, a customer of
our bank are / is respectable and can be treated as good for any engagement up to
a limit of Rs.....(Rupees...only).

This certificate is issued without any guarantee or responsibility on the bank or any of
the officers.

Seal & Signature for the Bank

NOTE:

- a. Bankers certificate should be on letter head of the Bank, addressed to Director, Indian Institute of Management Lucknow.
- b. In case of partnership firm, certificate should include names of all partners as recorded with the bank.

**DETAILS OF ELIGIBLE SIMILAR WORKS COMPLETED DURING THE
LAST TEN YEARS**

S. No.	Description	Remarks
1	Name of work /project and location	
2	Owner or sponsoring organization	
3	Cost of Project in Crores of rupees	
4	Cost of consultancy work in crores of rupees	
5	Date of commencement as per Consultancy Work	
6	Built up area of project including Type/ Category of project (residential/ Academic/ Hostel)	
7	Stipulated date of completion of consultancy work	
8	Actual date of completion of consultancy work	
9	Name and address/telephone No. of officer to whom reference may be made	

Annexure-III-A
DETAILS OF ELIGIBLE SIMILAR WORKS IN PROGRESS / ONGOING

S. No.	Description	Remarks
1	Name of work / project and location	
2	Owner or sponsoring organization	
3	Cost of work / Project in Crores of Rupees	
4	Cost of consultancy work	
5	Date of commencement of consultancy work as per contract	
6	Built up area of project including Type/ Category of project (residential/ academic/ Hostel)	
7	Stipulated date of completion of consultancy work	
8	Percentage of fees received	
9	Name and Address (Postal Address & E-mail) / telephone number/Mobile number of officer to whom reference may be made	

Annexure-IV
PERFORMANCE REPORT OF WORKS REFERRED TO IN ANNEXURE-III

S.no.	Description	
1	Name of work/project & location	
2	Project Cost.	
3	Name of Executive Agency for Consultancy work	
4	Total fees for Consultancy work as per agreement.	
5	Date of start of Consultancy work	
6	Stipulated Date of completion of Consultancy work	
7	Actual Date of completion of Consultancy work (For completed work)	
8	Total Consultancy fees paid as on date	
9	Performance Report considering technical proficiency, Quality of inspection and General Behavior	Outstanding/Very Good/ Good/Satisfactory/poor
10	Contact details of officials to confirm the executed work details	
11	Built up area	
12	Type of building	
13	Mode of execution by executing Agency	EPC/ Item rate/ Percentage rate/ Lumpsum

Dated:

Stamp with Signature of Executive Engineer Or Equivalent officer

Note: Completion certificate having above information shall be considered for evaluation process otherwise bidder has to submit performance report as per the above format duly signed and stamped by Client.

Annexure-V

STRUCTURE & ORGANIZATION

1.	Name & Address of the bidder	
2.	Telephone No. / Email id /Mobile No./Fax No.	
3.	Legal status of the bidder (Attach copies of original document defining the legal status).	
	a)	An Individual
	b)	A proprietary firm
	c)	A firm in partnership
	d)	A limited company or Corporation
4.	Particulars of registration with various Government bodies (attach attested photo - copy).	
	ORGANIZATION/PLACE OF REGISTRATION	REGISTRATION No.
	1.	
	2.	
5.	Names and Titles of Directors & Officers with designation to be concerned with this work.	
6.	Designation of individuals authorized to act for the organization.	
7.	Has the bidder or any constituent partner in the case of partnership firm limited company or Corporation ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	

8.	Has the bidder, or any? blacklisted/debarred in last 3 years. convicted by the court of law. If so, give details.	
9.	In which field of building construction, the bidder has specialization and interest?	
10.	Any other information considered necessary but not included above.	

Signature of bidder(s) with seal & stamp

Annexure-V-A

Format for furnishing CV of Key personnel proposed to be engaged in the Consultancy.

S. No	Name of Personnel	Position Held (at Present)	Field Specialization	Educational Qualification			Professional experience in years *	Remarks
				Post- Graduate	Graduate	Diploma		
1.								
2.								
3.								

* An attested copy of the Degree/Diploma certificate of each person is to be uploaded by the bidder for evaluation.

(Authorized Signatory)

<< Organization Letter Head >> DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this RFP document are true and complete to the best of my/ our knowledge. I / we have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

1	Name & Address of the bidder	
2	Phone	
3	E-mail	
4	Contact person name	
5	Mobile number	
6	GST number	
7	PAN number	
8	UTR no. with date [for payment of EMD] or DD No. with date	
	BANK DETAILS	
9	Bank name	
10	Branch address	
11	Branch telephone no.	
12	MICR Code of the bank	
13	IFSC code	
14	Bank Account no.	
15	Type of account	

We further declare that our organization has not been blacklisted / delisted or put on holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years and all the information furnished in this proposal is true.

[signature of the bidder]

LETTER OF TRANSMITTAL

From:

-

To,
Executive Engineer
Indian Institute of Management
Lucknow,

Subject: Appointment of architectural consultant / architectural firms for Comprehensive architectural consultancy for the Proposed campus works of IIM Lucknow, Lucknow and Noida campus.

Sir,

Having examined the details given in bid document for the above work, I/we hereby submit the relevant information.

- i. I/We hereby certify that all the statements made and information supplied in the enclosed Forms Annexure-I, II/UDIN generated certificate, III, III-A, IV, V and V-A accompanying statement are true and correct.
- ii. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
- iii. I/we submit the requisite certified solvency and authorize Registrar Indian Institute of Management Lucknow to approach the bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Registrar Indian Institute of Management Lucknow to approach individuals, employers, firms, and corporation to verify our competence, work experience, and general reputation.
- iv. I/we also declare that our firm is not subjected to any disciplinary action by any central government agency/institute or Hon'ble court or debarred from practice during the last 5 years.
- v. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work	Certificate from

Certificate

It is certified that the information given in the enclosed eligibility bid is correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us found to be incorrect.

Enclosures:

Date of submission

Seal & Signature(s) of bidder(s)

List of documents in support of eligibility criteria

Sl. No	Technical Parameters	Figure duly filled by the bidders	Page No. of submitted documents.	Status of Submission (Indicated Yes/No).
A	Experience of Completed Similar works.			
A.1	Value of consultancy fee of not less than Rs. 400 Lakhs for one similar work. Or			
	Value of each Consultancy fee of not less than Rs. 300 Lakhs for two similar works. Or			
	Value of each Consultancy fee of not less than Rs. 200 Lakhs for three similar works.			
A.2	Area of project works completed.			
	40,000 sqm in single work Or			
	30,000 sqm in each of two works, Or			
	25,000 sqm in each of three works.			
A.3	At least one Institutional campus Masterplan of 100 Acres, or two Institutional Masterplans of 75 Acres, for a Higher Education / Institutional campus of National / International Importance, completed during the last 10 years, implemented and operational.			
A.4	List of eligible similar works completed during the last ten years in Annexure-III, and ongoing works in Annexure-III-A.			
A.5	Performance report for each completed work, duly certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent, in Annexure-IV.			
B	Financial Information			

B.1	Average Annual financial turnover of Rs. 250 Lakh for consultancy works in last 3 (three) consecutive financial years. Note 1: Supporting Documents include a certificate from the Chartered Accountant.			
	2023-2024			
	2024-2025			
	2025-2026			
B.2	Profit & loss account for the last five financial years in Annexure-I duly certified and audited by the Chartered Accountants,			
	2021-2022			
	2022-2023			
	2023-2024			
	2024-2025			
	2025-2026			
B.3	Minimum solvency of Rs. 250 lakhs certified by his Bankers in Annexure-II or UDIN generated certificate by Chartered accountant			
C.	Documents as specified in RFP.			
C.1	Scan Copy of Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled bank against EMD.			

C.2	Undertaking as per on firm's letter head. "The physical EMD shall be deposited by me / us with the authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIM Lucknow"			
D.	GST Registration Certificate			
E.	PAN Card			
F.	Blacklisting undertaking			
G.	An architectural consulting firm in existence for a minimum of 15 years in the desired field (documentary proof of date of establishment).			
H.	Registration of the proprietor/partner / director with the Council of Architecture (COA) / Indian Institute of Architects, active and not in default as on the last date of bid submission.			

LIST OF CONSTRUCTION WORKS

S.no.	Name of the building	Existing floors	No. of floors to be extended	Estimated cost (In Cr.)
A.	IIM Lucknow Campus:			
1	Bodhigrih-I	G+	1	16.94
2	Bodhigrih-II	G+	2	29.77
3	Bodhigrih-III	G+	2	23.6
4	Chintan	G+	1	8.5
5	Library	G+	1	14.29
6	Hostel 17-18	G+	1	14.42
7	Aryabhata building	S+	2	14.71
8	Patanjali Guest house	G+	1	9.84
9	Chanakya Guest house	G+	1	11.74
10	Umang	G+	1	4.61
				148.42
B.	IIM Lucknow Noida Campus:			
1	IPMX hostel Building	G+	2	15
2	Dining hall building	1	1	5.39
3	A2 building	G+	2	11.76
				32.15
	Total		18	180.57
C.	New Construction Works at IIM Lucknow Campus			
1	New Hostel with 510 AC Rooms and Mess (Stilt+15 Floors)	-----	-----	72.71

FINANCIAL BID

Name work: Comprehensive architectural consultancy as per the RFP above for the Proposed campus and building Works of IIM Lucknow and Noida campus.

SCHEDULE OF PRICE PROPOSAL PART-A

GST will be paid extra as Applicable.

S. No.	Description	Consultancy fee to be quoted in Unit		
		Qty/unit.	(In figures) AMOUNT Without GST	(In words) Without GST
Part-A				
1	Consultancy Service FOR VARIOUS WORKS OF CIVIL/MEO/HVAC/ STP /Substation/Electrical ENGINEERING, DESIGN. Drawing AND COST ESTIMATION FOR NEW/ REPAIRS/ RENOVATION/ OF OFFICE, RESIDENCE, HOSTELS, GUEST HOUSE, ACADEMIC BLOCK, COMMON UTILITUIES ETC. including new construction and vertical expansion of existing buildings, as detailed in the tender documents, all works to be completed as per the Tender Document and SCOPE of Work. Coordination and cooperation with the PMC agency and other agencies in preparation of the architectural designs and execution. Including taking of all pre and post construction statutory Approvals. Rates to be quoted % age of cost of respective work for which the above services are provided. GST will be paid extra as Applicable.	01 Job	Percentage to be quoted in price bid	

Signature of Authorized Representative with seal

PART-B

S. No.	Description	Consultancy fee to be quoted in Unit GST will be paid extra as Applicable		
		Qty/unit.	(In figures) AMOUNT Without GST	(In words) Without GST
Part-B				
1	Revision of Master Plan for Noida and Lucknow campus as per the Approved plans for Approval from the Local Authorities and As Built after construction completion for Occupation certificate/ Completion certificate from the local Authorities.	1 JOB		

NOTE: Only Part A will be considered for the overall selection of the bidder. Part B is to get the rates for revision of master plan to avoid any confusion later.

Signature of Authorized Representative with seal