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Corr.No.	Corrigendum Title	Corrigendum Description	Published Date	Document Name	Doc Size (in KB)
1	Revised EOI cum RFP Document	Revised EOI cum RFP Document after incorporating points raised during Prebid Meeting	21-Dec-2023 07:40 PM	Corrigendum.pdf 	4720.76

CORRIGENDUM

This is with reference to the EXPRESSION OF INTEREST (EOI) CUM REQUEST FOR PROPOSAL (RFP) for the engagement of PMC for the construction of various infrastructure works at IIT Bhubaneswar published vide Ref. No.: IITBBS/SE/ENGGCELL/21/2023-24 dtd. 11.12.2023.

The necessary amendments in the EOI cum RFP after having regard to the queries raised by the bidders during the Pre-bid Meeting held on 19.12.2023 have been incorporated in the revised document which is published with this corrigendum. The prospective bidders are advised to thoroughly examine the revised clauses before submission of the bid.

Sd/-
(Registrar)

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

(An Institute of National Importance, Ministry of Education, Govt. of India)

Ref. No.: IITBBS/SE/ENGGCELL/21/2023-24

Date: 21st Dec. 2023

REVISED INVITATION OF EXPRESSION OF INTEREST (EOI) CUM REQUEST FOR PROPOSAL (RFP)

Indian Institute of Technology Bhubaneswar invites EOI cum RFP through Central Public Procurement portal (CPPP) (<https://eprocure.gov.in/eprocure/app>) in two bids system from Central Public Sector Undertakings (PSUs) eligible as per GFR, 2017 u/s 133(3) for **PMC for the construction of various infrastructure works at IIT Bhubaneswar** to be undertaken under EPC mode III.

The PMC Agency shall be selected /Appointed based on Quality-cum-cost based selection system (QCBS) as per GFR 2017 and as defined in this document:

IMPORTANT INSTRUCTIONS

- 1) 'Owner' /Institute : Director, Indian Institute of Technology, Bhubaneswar, Arugul, Jatni
- 2) Estimated Cost (Indicative of the complete Project) : **Rs.404 Crores (Approx.) including all charges & taxes.**
(This estimated cost is for guidance only. No claim shall be entertained for variation in this cost by Owner)
- 3) Completion Time : 30 Months (06 months for planning and 24 months for execution.)
- 4) Earnest Money Deposit (in the form of DD/NEFT/RTGS/Bank Guarantee in favor of Registrar, IIT Bhubaneswar payable at Bhubaneswar, Odisha) : Rs 35 Lakhs (Thirty-Five Lakhs only)

TIME SCHEDULE FOR VARIOUS TENDER RELATED EVENTS

Date of Publishing(in CPP & Institute website)	12 th December 2023, 11:00 AM
Bid Document Download Start Date	12 th December 2023, 11:00 AM
Date of Pre-Bid Meeting at IIT Bhubaneswar	19 th December 2023, 11:00 AM
Bid Submission End Date	30 th December 2023, 3:00 PM
Technical Bid Opening Date	1 st January 2024, 03:00 PM
Presentation of Concept Note (Tentative)	8 th January 2024, 11:00AM
Date of Opening of Financial Bid (Tentative)	15 th January 2024.
Address For Communication	The Registrar, IIT Bhubaneswar, Arugul, Jatni, Khurda, Odisha - 752050, E-mail: registrar@iitbbs.ac.in

PROPOSAL SUBMISSION INFORMATION

- 1) **'Owner'** / Institute reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- 2) Bid for PMC, the RFP supported by prescribed annexure shall be uploaded in CPP Portal. However, the original copy towards payment of the EMD should reach IIT Bhubaneswar within the last date fixed for submission of the bids.
- 3) Bidders are advised to keep visiting the IIT Bhubaneswar website from time to time (till the deadline for bid submission) for any updates in respect of the RFP document notice, if any. Failure to do so shall not absolve the bidder of his liabilities to submit the RFP document complete in all respect including updates thereof, if any. An incomplete bid may be liable for rejection.
- 4) All events will be as per the timeline given in the schedule. All queries by the bidders shall be submitted to the Registrar, IIT Bhubaneswar in the given due date.
- 5) Authorized Signatory: Any Regular Officer of the bidding organization who is authorized by the competent authority Viz C.M.D/ Head of organization. The scanned copy of the authorization letter must be uploaded along with the bid.
- 6) The bidding process shall consist of Two Bid System. The bid must be submitted in two parts comprising:
 - Part-I: Technical Bid & Part-II: Financial/Commercial/Price Bid (all have same meaning).
 - The Part-I (Technical bid) should contain the EMD, Technical details of the organization required as per the RFP document, financial information along with other desired information/certificate as per the Annexures of this proposal document.
 - The Part-II (Financial Bid) shall only contain the price offered in the Bid format provided in the document.
 - The Part-I (Technical Bid) will be opened on the date of the tender opening and the Part-II (Financial Bid) after evaluation of Part-I. The Part-II (Financial Bid) of only technically qualified bidders shall be opened, as decided by the Technical Evaluation Committee. The decision of the Technical Evaluation Committee (TEC) shall be final and binding on all the bidders.

EXPRESSION OF INTEREST (EOI) cum REQUEST FOR PROPOSAL (RFP)**FOR****PROVIDING COMPREHENSIVE PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES FOR THE CONSTRUCTION OF VARIOUS INFRASTRUCTURE WORKS AT IIT BHUBANESWAR,****Information to Bidders (ITB)**

- 1) **Indian Institute of Technology, Bhubaneswar** is willing to engage the Project Management Consultant (PMC) from amongst Central Public Sector Undertakings (CPSUs) eligible as per GFR,2017 u/s 133 (3) for **Construction of various infrastructure at IIT Bhubaneswar, Arugul, Jatni, Khurdha, Odisha** under **EPC Mode III**. The Institute will select the PMC agency on the basis of Quality- cum-cost based selection system (QCBS) as per GFR 2017. The estimated cost of the proposed infrastructure includes but not limited to academic buildings, residential buildings, student facilities, campus development, Research Park, over ground Reservoir etc. as given in the document.
- 2) **DEFINITIONS:**

Unless context or consistency demands, the following terms shall have the meaning assigned to them as given below. However, in case of any doubt arises the decision of Institute shall be final and binding on all the parties.

 - 2.1) **'Owner' / 'Institute'** shall mean **Indian Institute of Technology Bhubaneswar** and shall include their legal representative, successor and permitted assigns.
 - 2.2) **'PMC'** shall means the agency (PSU/Central Govt. Organization) engaged by the Institute as the Project Management Consultant and shall be fully responsible for the Construction, development and all other works assigned by the Institute.
 - 2.3) **'Authorized Representative'** shall mean the representative of Project Management Consultant (PMC).
 - 2.4) **"Projects"** shall mean Construction of various infrastructure works at IIT Bhubaneswar, Arugul, Jatni, Khurda,Odisha.
 - 2.5) **"Services"** shall mean the Comprehensive Design & Engineering, Project Management Consultancy services to be rendered by the PMC as mentioned in this document and assigned by the Institute from time to time to make the campus fully functional.
 - 2.6) **"Contractor"** means the contractor or contractors or suppliers or agencies employed by the Executing Agency (PMC) for the works or any connected

Works/Services, including the Executing Agency itself in case any work is done directly by the Executing Agency.

- 2.7) **“Completion”** means when the Building(s), amenities, utilities, etc. are complete in all respects along with associated services i.e. ready to occupy and are actually handed over to the **‘Owner’**.
- 2.8) **“CTE”** means Chief Technical Examiner.
- 2.9) **“CVC”** means Central Vigilance Commission, Government of India.
- 2.10) **“CAG”** means Comptroller and Auditor General, Government of India.
- 2.11) **“EPC”** means Engineering, procurement and Construction mode.
- 2.12) **“IIT”** means Indian Institute of Technology.
- 2.13) **“HEFA”** means Higher Education Financing Agency.
- 2.14) **“MoE”** means Ministry of Education.
- 2.15) **“Applicant/Bidder/Tenderer”** can be used interchangeably and shall have the same meaning. Similarly, Tender/Bid also shall have same meaning.

3) **ELIGIBILITY CRITERIA:**

- 3.1) As per clause 7.1 of this document.

4) **THE BROAD SCOPE OF THE WORKS / PROJECT DESCRIPTION SHALL BE:**

- 4.1) The Execution of the project shall be undertaken on behalf of IIT Bhubaneswar on **EPC Mode III**
- 4.2) Construction of infrastructure works includes all civil works, external development, electric work, associated services etc. at IIT Bhubaneswar, Jatni, Khurda in compliance with all applicable laws/rules/guidelines issued by Govt. of India/Govt. of Odisha.
- 4.3) Execution and Supervision of all the project related activities such as civil, architectural, Structural, Plumbing, Electrical, HVAC, Firefighting etc. under EPC mode III where Engineering, Procurement, and Construction would be fully contracted.

- a) The broad category of Infrastructure works is as given below:

S. No.	Buildings	Approx Area (Sq.Mtr)	Proposed No. of Storeys
1	Kendriya Vidyalaya.	3855	G+2
2	Research & Entrepreneurship Park	13500	G+4
3	600 seater boys' Hostel	14298	G+7
4	600 seater girls' Hostel	12498	G+7
5	Housing (Type-I & II, Type-III & Type -IV (S))	21479	G+8
6	Extension of School of Humanities, Social Sciences &	1643	G+2

	Management		
7	Road ,Cycle track & other development	30890	
8	Overground tank (01 Million liter) & water supply connections.		
9	Miscellaneous Face-lifting Works.		
Miscellaneous works includes but not limited to face lifting work of Administrative Building, Entry Plaza & Art work towards façade of Main Gate, accessibility between old & new wings of School of Infrastructure & other external development works etc.			

The area and the number of storeys are indicative and may vary with Institute requirements, soil and other conditions. However, norms of the Institute/MoE have to be complied.

- b) Description of Site: Refer to Site Layout plan at Annexure-XII (Inside IIT Bhubaneswar permanent campus at Arugul, Jatni, Khurda, Odisha).
- 4.4) Obtaining statutory approvals, local body approvals etc. wherever applicable.
- 4.5) The project shall comply with GRIHA-III or above.
- 4.6) Design shall comply with local architecture, applicable bye laws and NBC-2016
- 4.7) Obtaining completion / occupancy certificate, & other statutory approval related to same as applicable.
- 4.8) Handing over the completed works/project with quality and compliance of all rules and regulations to IIT Bhubaneswar.
- 4.9) Defect liability period will be of 18 months from the date of handover (work wise).
- 4.10) Appointment of EPC contractor: PMC shall appoint EPC contractor based on design proposal finalized by Design Consultant through design finalization stage as per GOI norms/GFR norms.
- 4.11) PMC shall appoint design consultant for the preparation of proposal good for bidding of EPC contractor. The broad scope of Design consultant shall include:
- Preparation of Master plan incorporating the new constructions.
 - Architectural design for the works.
 - Structural design and drawings etc.
 - Mechanical, Electrical & Plumbing (MEP) services and drawings.
 - Low voltage systems (CCTV/LAN etc) facilities and drawings.
 - Landscaping and horticultural development least affecting the natural flora and fauna of the site and drawings.
 - The statutory clearances for commencement, during construction & at completion of the construction for handing over of the Infrastructure.

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- 4.12) PMC shall involve IIT Bhubaneswar in selection of Design Consultant along with other experts.
- 4.13) The proposal of design consultant presented at the time of selection of Design Consultant shall be tentative and IIT Bhubaneswar is at its liberty to accept/change or ask for alternative design during design finalization stages.
- 4.14) PMC shall ensure that Design consultant completes the design and drawing proposal in less than 3 months through following design finalization stages:
- i) Concept design alternatives.
 - ii) Final concept.
 - iii) Detailed design with model/3D walkthrough.
 - iv) Design shall be cost effective and efficient in fund utilization
 - v) Design consultant shall interact with IIT Bhubaneswar team to get detailed understanding of the requirements and has to follow the directions issues.
 - vi) The responsibilities of Design Consultant shall be consistent with the responsibility of architect as given in Council of Architecture (COA) handbook of professional practices.
 - vii) Design consultant shall be responsible for design coordination and technical support during EPC contract stage within the finalized design.
- 4.15) EPC contractor shall be appointed by the PMC following the due procedure. However, the required financial/rate analysis documents and credentials of the contractor(s) & other information as desired by IIT Bhubaneswar shall be shared by the PMC during the tendering process.

5) **BID CONDITIONS:**

The estimated cost of the project is as mentioned and duration is 30 Months (6 months for planning & tendering process and 24 months for execution). The Bidders shall provide their services as PMC for a period of 30 Months or till the completion of the project whichever is later.

- 5.1) Owner reserves to itself the authority to reject any or all of the bids received and change the scope of the work without assigning any reason. The Owner also reserves the right to itself to terminate the bidding process at any stage without assigning any reason.
- 5.2) The offer, in which any of the prescribed conditions is not fulfilled or where the bidder puts any condition including that of conditional rebate, shall be liable to be summarily rejected.
- 5.3) Canvassing whether directly or indirectly, in connection with the bid is strictly prohibited and the bid submitted by the bidder who resorts to canvassing in any form would be liable to rejection.

- 5.4) The offer shall remain open for acceptance for a period of **90 days** from the date of opening of 'Bids'.
- 5.5) Bidder must ensure before submitting the bid that each and every page of the bid documents is signed by the authorized officer of the organization. The bid document shall form a part of the contract agreement. The successful bidder on acceptance of his bid by the Accepting Authority, and issue of letter of intent/ award shall sign the contract agreement / MOU as required by the Owner.
- 5.6) To obtain first-hand information on the assignment and on the local conditions, bidders may have to visit the actual site of the project. Bidders must be informed themselves of local conditions and take these into account while preparing their bids.

6) SUBMISSION OF BID:

Bids to be submitted on the date mentioned in this document.

The Agency (PMC) charges will be all-inclusive but excluding GST for Providing Comprehensive Design Engineering and Project Management Consultancy (PMC) Services. The PMC charges shall be quoted in percentage (figures) in the prescribed format provided. GST, as applicable, shall be paid extra.

The owner shall reimburse/ pay any fees payable to Govt. /Authority for obtaining statutory clearances of the project as per actual.

Bids without EMD shall be rejected summarily.

The bank details for RTGS/NEFT are as under:

Account Name: IIT BHUBANESWAR.

Account No. 006101055198

IFSC code. ICIC0001985

Branch. ICICI Bank, Main Branch, Main Road, Jatni- 752050

The EMD shall be refunded to the unsuccessful bidders after the finalization of the bid and the EMD of the successful bidder shall be refunded after the signing of the MoU.

7) EVALUATION CRITERIA:

Combined Quality cum Cost Based Selection (QCBS) as detailed in the tender.

7.1) Minimum Eligibility Criteria:

The Agencies who fulfill the following minimum eligibility requirements shall be eligible to bid. Ineligible bids shall be rejected outright and no further action/technical consideration shall be given to such bids:

- i) Any Public Sector undertaking set up by the Central Govt. to carry out Civil and Electrical works as per GFR clause 133(3) can participate in the bid. Other Central PSUs notified by the Ministry of Urban Development for such purpose can participate in the bid. Memorandum of Understanding (MOU) to be submitted along with the tender as documentary evidence for this purpose.
- ii) The bids received as a joint venture or consortium are not eligible for participation. Only sole bidders are allowed to participate in the bid.
- iii) The bidder must be a Government company registered under the company's act 2013/1956 or a corporation setup by an act of parliament or a department of the central Government. The certificate of incorporation or the gazette notification of the incorporation of the body must be enclosed with the bid.
- iv) Should have satisfactorily completed as PMC for works as mentioned below during the last **Seven (07)** years ending previous day of last date of submission of tenders.

Three (03) similar works each costing not less than 40% of the estimated cost of the project

Or

Two (02) similar works each costing not less than 60% of the estimated cost of the project

Or

One (01) similar work costing not less than 80% of the estimated cost of the project.

Similar works means experience in ***Providing Comprehensive Project Management Consultancy (PMC) Services for Construction & Development of various Academic/Hostels/Residential buildings in Institutional Campus/Government organizations including Electrical, Plumbing, HVAC, Firefighting, Water Supply, CCTV, External Development/Face-lifting works etc***”.

- v) Average annual financial turn over during the immediate last 3 consecutive financial years should be at least 75% percent of the estimated cost of proposed project.
- vi) The agency should not have suffered any financial losses during last 3 Financial Years.
- vii) A notarized Certificate is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by
 - 1) Any department of MoE to participate in the bids.
 - 2) Department of Expenditure (DoE), Ministry of Finance to participate in the bids invited by any Govt. department/ministry.

In case, it is found at later stage that the bidder is a blacklisted/debarred

under the 02 conditions mentioned above, then the works shall be withdrawn, and EMD/bid security will be forfeited.

- viii) The bidders fulfilling the minimum eligibility criteria will be notified of the date and venue for the presentation to be given before the Technical Evaluation Committee (TEC) constituted by the Institute. The qualified firms will cover the following aspects in their presentations. The presentation by each firm should be of 30-45 minutes duration.

The Presentation must include following points:

- Organization structure.
- Key performance indicators of PMC for EPC projects.
- Reporting and recording systems.
- Quality management plan of past similar projects.
- Strength & weakness of the organization in terms of PMC.
- Design and execution plan of qualifying projects.
- Methodology, Understanding of Project, etc.
- Typical project schedule of past project of similar nature (preferably qualifying projects)
- Conceptual plan for the proposed Infrastructure works/Proof of concept.
- Manpower support for supervision and quality control.

Printed copy of the presentation duly signed by the authorized representative is to be submitted to the TEC during the presentation.

7.2) **Evaluation of Technical Bid**

The duly constituted Technical Evaluation Committee (TEC) shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria. The bid shall be evaluated as per the following criteria:

S. No.	Criterion	Evaluation Criteria
A.	Technical Manpower (Presence of in-house professionally qualified staff in the organisation on regular payroll in indicated categories)	Max. 10 Marks
(a)	Civil Engineers (Minimum 5 years of experience)	Max. 05 Marks Number of Civil Engineers. (Min. Qualification - B. Tech from CFTIs/ AICTE approved Institutions) i) 151 and Above: 5 marks ii) 76 to 150 Engineers: 4 marks. iii) 50 to 75 Engineers: 3 marks

(iii)	Electrical Engineers (Minimum 5 years of experience)	Max. 03 marks Number of Electrical Engineer (Min. Qualification- B. Tech from CFTIs/ AICTE approved Institutions) i) 10 and Above: 3 marks ii) Between 1 to 9 Engineers: 2 marks
(iv)	Architect (Minimum 5 years of experience)	Max. 02 marks Number of Architect (Minimum Qualification – B.Arch from CFTIs/ AICTE approved Institutions) i) 5 and above: 2 marks ii) Between 1 to 5: 1 marks
B.	Methodology, Understanding of Project and presentation on Concept Design and execution plan (based on the presentation made before TEC)	Max. 40 Marks <ul style="list-style-type: none"> • Past project with focus on special features (03 marks), quality aspects (04 marks) along with some photos, and some special project management techniques (03 marks) that might have been used to execute the project speedily and within initial budgeted cost. (Max Marks : 10) • Technical Approach and Methodology towards this project with respect to the nature of typology, structure, orientation, kind of finishing, approaches for green building, sustainability , energy efficiency/ overall savings safety measures, innovations etc. and innovative idea of technology/ PEB/ Modular construction for faster construction. (Max Marks : 20). • Project Management approach for this project – Work plan including time schedule (02 marks), quality Assurance (02 marks), HSE/ Risk system (02 marks), project organization (02 marks), responsibility of Key Personal (02 marks). (Max Marks :10)
C	Past Experience of the organization.	Max.25 marks
i	Experience of similar nature of works during last Seven years: Projects successfully completed.	Max.10 marks. i) 07 Marks for minimum eligibility criteria (as per clause 7.1) ii) 10 Marks for twice or more than the minimum eligibility criteria or more.

ii	Maharatna Navratna MiniRatna	Max. 05 Marks i) 05 marks for Maharatna. ii) 04 marks for Navratna. iii) 03 marks for Miniratna.
iii	MOU Rating of the PSUs MOU Rating for the last Seven years issued by DPE, GoI. MOU Rating for the Seven Consecutive years issued by DPE, GoI as per the formula Given below: "MoU Rating marking to be considered for the last 7 consecutive years as follows: (a) Excellent - 1 points (b) Very Good - 0.8 points (c) Good - 0.6 points (d) Fair-0.4 points The marks shall be awarded based on the following formula: Obtained marks = (Total points for 07 years) x (5/7)	Max. 05 marks
iv	Experience in Green Building	Max. 05 marks i) 05 marks for at least single project successfully completed with 05 Star GRIHA/Gold LEED rating. ii) 04 marks for at least single project successfully completed with 04 Star GRIHA/Gold LEED rating. iii) 03 marks for at least two projects successfully completed with 03 Star GRIHA/Gold LEED rating.
D	Financial Capability	Max. 25 marks
i)	Average Annual Financial turnover in last three financial Years.	Max.15 marks i) 10 Marks for minimum eligibility criteria. ii) 15 Marks for twice the minimum eligibility criteria or more.
ii)	Average Annual Profit before tax (PBT) in last three financial years	Max. 5 marks i) Between Rs. 20 – Rs. 50 Cr: 3 Marks ii) Between Rs. 50 – Rs. 100 Cr: 4 marks iii) Above Rs. 100 Cr: 5 marks
iii)	Net worth as on 31 March of previous Financial Year	Max. 5 marks i) Above Rs. 500 Cr: 5 marks ii) Between Rs. 200 – Rs. 500 Cr: 4 marks iii) Between Rs. 100 – Rs. 200 Cr: 3 mark
Total		100 Marks

- a) The Technical Evaluation shall be carried out based on the signed documents submitted by the bidder for technical bid.
- b) The evaluated Bid will be given a **Technical Score (TS)**. The minimum technical score required to qualify technical evaluation (Stage – I) is 70%. A bid will be considered unsuitable and will be rejected at this stage if it fails to achieve the minimum technical score. OWNER will notify bidders who fail to score the minimum technical score and the Financial Bids of such failed bidders will not be opened.
- c) Owner will notify the bidders who secure the minimum qualifying technical score, indicating the date and time set for opening of the Financial Bids. The notification will be displayed on the Institute website and will be sent by the electronic mail on the email-id provided by the bidder.

7.3) Opening and Evaluation of Financial Bid

The Financial Bids will be opened only of those bidders who secure 70% marks and above in technical bid (Stage-I). The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services and should be stated in percentage (%) only on the actual project cost or estimated preliminary project cost, whichever is lower. The financial bid is excluding GST as applicable.

7.4) Award of contract:

Selection of Bidder for Award of Work: The final selection of the bidder for the award of work will be based on the scores secured in the Technical Bid (Stage-I) and the price quoted in the Financial Bid (Stage-II) as detailed below:

- i) 70 % weightage will be considered for **Technical Score (TS)** obtained in the Technical bid (stage-I).
- ii) 30 % weightage will be considered for the price quoted by the bidder in the financial bid, this will be termed as **Financial Score (FS)**. Financial score of the proposals will be determined using the following formula:

$$FS = 100 \times (FL/F)$$

Where,

“**FS**” is the financial score of an applicant,

“**FL**” is the lowest Financial Proposal among all and

“**F**” is the financial proposal of the particular applicant.

- iii) For the purpose of calculation of **Composite Score (CS)** for each bidder, the weightage shall be 70 % for the Technical Score (TS) and 30% for Financial Score (FS) of the respective applicants. The Composite Score shall be calculated using the following formula:

$$CS = TS \times 0.70 + FS \times 0.30.$$

The technically qualified bidders will be ranked accordingly to their **Composite Scores** and will be listed in the order of merit as H1, H2 and H3 and so on. The top scorer bidder (H1) shall be eligible for the award of the work as PMC.

- iv) Even though a bidder may satisfy the above requirements, the bidder would be liable to disqualification if he has:
 - a) Made misleading or false representation or deliberately suppressing the information in the forms, statements and enclosures required in the pre-qualification document.
 - b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
- v) Empanelment of the PSUs shall be subjected to thorough verification of their credential and inspection of similar works carried out / in progress by them, through a Technical Committee constituted by IIT Bhubaneswar.
- vi) The decision of the Institute/BoG shall be final and binding on all in all respect.

7.5) Memorandum of Understanding (MOU)

The MOU between PMC and Owner will be executed with mutually agreed terms and conditions. This document/relevant terms and condition will be part of MoU as decided by the Institute/Owner. However, the minimum requirements of GFR 2017 and other related GOI directions for such project shall be complied with.

7.6) PERFORMANCE SECURITY:

The selected PMC shall furnish within 10 days of the date of issue of Letter of Intent (LOI), an unconditional Bank Guarantee. The Bank Guarantee shall be issued by any nationalized bank for an amount equivalent to 3% of the PMC Fee. The Performance guarantee shall remain valid for a period till the completion of the defect liability period of Project. The format of the Bank guarantee is at **Annexure (IX)**

8) TERMS & CONDITIONS OF ENGAGEMENT:

8.1) Responsibilities of PMC

- A) Subsequent to signing of the MoU, PMC shall take possession of encumbrance free site from the 'Owner' and shall appoint a single Design Consultant (Architectural and Engineering Consultancy) commensurate with the size and nature of work after following the due process & in **consultation with the Owner**.
- B) **Approval of Final design through design finalization stage in consultation with Design Consultant and Detailed Project Report (DPR)/ Preliminary Estimate (PE)**
 - i) Preliminary Project Report (PPR) shall be prepared by (PMC) based on the functional and space requirement as intimated by the "OWNER" and shall

be submitted to "OWNER" for its approval.

- ii) Based on the approved PPR, "PMC" shall prepare a Detailed Project Report (DPR/ Preliminary Estimates (PE) consistent with their norms and standards, containing milestones and commensurate activities to be accomplished against each Milestones and Baseline Program in the form of CPM network depicting clearly Dates of start and completion of the work and submit it to the OWNER along with all the relevant input information, documents and Drawings etc. for approval of the OWNER. PMC shall use C.P.W.D Plinth Area Rate/DSR (as applicable) for framing the DPR/PE. NON DSR items shall be incorporated in the detailed estimates only when these are not readily available in the DSR. OWNER shall accord approval to the DPR/PE containing milestone and baseline program in the form of CPM network and issue administrative approval (A/A) and Expenditure Sanction (E/S) after the submission of the same by PMC. The preliminary Estimate as well as actual expenditure/cost shall not exceed the approved project cost.

C) Release of Funds, Payment of Bills.

- a) After the signing of MoU with PMC for carrying out the work, OWNER shall release initial Deposit of 10 % of the estimated cost.
- b) OWNER shall release additional 10 % of approved preliminary estimated cost to PMC after the award of EPC contract. However, in no case the total amount to be released as per Clause "a" & "b" above should exceed 20% of the approved preliminary cost.
- c) After the Initial and Additional Deposit as per clause "a" and "b" above, subsequent release of Fund shall be in the form of recoupment of the expenditure made by 'PMC' on the work as per monthly expenditure statements which shall be submitted in Monthly Expenditure Statement (MES) in a form similar to CPWD Form – 65 (Account of Deposit works). While submitting MES, and placing demand for release of fund in the form of recoupment of the monthly expenditure already incurred on the work, 'PMC' will also submit a comprehensive report on the progress of physical completion of various activities and Milestones vis-a-vis earlier planned activities/ Milestones for the overall completion of the specific work mutually decided between 'OWNER' & 'PMC' for enabling "OWNER" to keep an effective check on utilization of fund as well as physical progress of the work.
- d) The fund subsequent to Initial Deposits shall be released by 'OWNER' to 'PMC' after submission of request by 'PMC' along with all documents as described in Clause – "C" above. As per the monitoring of physical and financial progress indicators, 'OWNER' will take necessary steps for recoupment of the monthly expenditure incurred on the basis of the Fund Utilization Certificate.

- e) 'PMC' shall intimate '**OWNER**' about any excess expenditure likely to be incurred over and above the approved Projected Cost and also about possibility of time overruns, as soon as it comes to the knowledge along with reasons and justifications thereof for necessary approvals from '**OWNER**' before continuing/ incurring the extra/ additional expenditure.
- f) The 'PMC' shall be responsible for certifying and making payment of Bills of the Contractors/ Agencies engaged by them and make available Final Statement of Accounts in Standard Format to '**OWNER**' & also provide copies of Final Bills for all Contract Packages and other expenditure incurred related to Project Construction after the Completion of the Work. In addition, should '**OWNER**' ask for any other details from 'PMC' regarding Utilization of Fund at any stage, Detailed Estimates, Technical Sanctions, Award of Works, Running Bills etc., the same shall be provided by '**PMC**' readily.
- g) The '**OWNER**' shall settle compensation/ levies, if so required to be paid based on recommendation by '**PMC**' related to the Project works, under Workmen's Compensation Act or any other Act or Law of the Central or the State Government.
- h) **PMC** Shall also indemnify IIT Bhubaneswar on infringement of any patent/copyright/intellectual property/royalty issue and also for any disputes due to any violation of labor laws. The indemnity bond duly registered shall be submitted before commencement of work.

D) Execution of Work

- a) The '**PMC**' shall obtain necessary Statutory Approvals/ Permission/ Clearances/ Certificates from the concerned Local Bodies & Statutory Authorities like District Authorities, Municipal Corporation, Panchayati Raj Institutions, Town Planning Board, Electricity Board/ Fire Department, State/ Central Pollution Control Boards, State Environmental Authorities, Forrest and Wild-life authorities etc (for e.g. removal of trees, re-locating utilities; conversion of railway level crossings, laying of railway sidings needed by the work; traffic control; mining of earth and stone; interfering protected monuments; blasting permission, environmental/ forest/ wild-life clearances; and shifting of religious shrines etc) to start the work have been obtained.
- b) '**OWNER**' shall make the work site available free from encumbrances to 'PMC'.
- c) '**PMC**' shall permit "**OWNER**" to inspect or monitor the works, either itself or through Third party as and when it desires for assessing actual progress and quality of construction and any other aspects.
- d) '**OWNER**' shall provide security clearance and ensure free access for '**PMC**' staff/ Employees and their workers working at Work site in case these are required. '**PMC**' shall provide necessary support in this process.

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- e) **'PMC'** shall ensure adequate availability of men & material by their contractors.
 - f) **'PMC'** shall ensure that the Contractor(s) implement required Health, Safety & Environmental (HSE) practices at the Construction Sites and they also comply with all statutory obligations related to workmen deployed at the Construction Site. **'PMC'** will act as Principal **'Owner'** in respect of all Statutory Obligations related to workmen deployed at the site in execution of the work.
 - g) Water & Electricity connection, subject to availability, will be provided from the nearest available locations on chargeable basis as per actual tariff prevailing at that time. Further distribution arrangement, if any, has to be done by the PMC.
 - h) As soon as the work is allocated, **'PMC'** shall prepare and submit to **"OWNER"** an Integrated Programme Chart for the execution of work showing clearly all activities from the start of work to completion with details of manpower and other input information required for the fulfilment of the timelines given therein. **'PMC'** will intimate **"OWNER"**, Project Team, both on - site and off-site, starting from Chief Engineer to Junior Engineer associated with execution of the work. The Programme Chart should inter-alia include descriptive note explaining sequence of the various activities, CPM Network Milestones etc. This will form Base Line Programme and the subsequent progress of the work shall be reviewed with reference to this during periodic Progress Review Meeting preferably monthly. Any increase in time period from the Base Line Value shall be construed as Time Overrun.
 - i) **'PMC'** shall be responsible for providing Physical Progress Reports to **"OWNER"** in the form of CPM (Critical Path Method) Network on monthly basis for reviewing of the progress of the work vis - a vis Base Line Programme and taking all necessary remedial actions, after considering **"OWNER"**'s observations made in respect of quality and progress of the work during the monthly/ periodic Project Review Meetings. To ensure timely completion of work as per the approved time-schedule/ milestones and within the approved Cost.
 - j) **'PMC'** shall also be responsible for providing to **'OWNER'** Financial Progress Reports of the project and up to date Expenditure incurred on the work on monthly basis along with Certificate of Utilization of Fund against Fund earlier released to **'PMC'** by **"OWNER"**.
 - k) **'PMC'** shall be responsible for total Project Management including day-to-day supervision of works, maintenance of all project records and executing the works as per prescribed guidelines, Works Manual, Codes, Books of Specifications etc. and also in accordance with relevant and extant provisions of General Financial Rules (GFR) 2017.
 - l) **PMC** shall be solely responsible for the quality of work, compliance of

directions issued by the Institute, additional cost for reconstruction/ modification of any work not adhering to the quality as necessary.

E) Project Management, Cost and Time Control

- a) **'PMC'** shall implement a system of 'Project Team Concept' with dedicated group of Engineers under single and unified command for implementation of projects from concept to completion and call composite tenders to reduce the number of packages for better management. **'PMC'** shall be obliged to adopt all the above-mentioned measures to successful completion of the works within approved Cost and time period.
- b) **'PMC'** shall be responsible for managing the Project from concept to commissioning effectively and efficiently to ensure desired/ proportionate pace of progress and completion of work is achieved progressively vis-à-vis approved Plans & Specifications and in Terms and Conditions of the MOUs and mutually agreed milestones and timelines and approved cost, taking with due diligence all required pro-active remedial measures including provision of stringent and elaborate enforceable Clauses to this effect and also making time as the essence of contract in the Bid and Contract Documents. **'PMC'** shall provide for clauses in the contract and established procedure to recover liquidated damages from their contractors/ agencies. The liquidated damages recovered from the contractors for delay, if any, shall be credited to **"OWNER"** in the project accounts.
- c) PMC shall also ensure regular site visit of the appointed Design Consultant for ensuring that the work is being executed as per the conceived plan & released drawings.
- d) The approved Initial Project Cost & Timeline should not exceed during execution of the Project except for reasons like revised specifications or extra work over approved estimate carried out at the request of **'OWNER'** etc. No additional expenditure over and above the earlier approved Project Cost shall be incurred by **'PMC'** without prior approval of **"OWNER"**. Upward Revisions in either Cost or Timeline should be an exception rather than a rule and for achieving this objective, all required efforts shall be made by **'PMC'**.
- e) At any time, if it appears to **"OWNER"** that the actual progress of the work does not confirm to the approved programme referred above and intimated to **'PMC'** by **"OWNER"**, detailed reasons and justifications for such delays shall have to be provided by **'PMC'**, which shall be examined by **"OWNER"** to re-Schedule the Programme, if any. Progress Review Meetings preferably monthly shall be held between **'PMC'** and **"OWNER"** for reviewing the progress of works based on Baseline Programme/ Milestones etc. and also for resolving co-ordination issues, if any including fixing priority of some works, facilities and services for their early completion and handing over to **"OWNER"** for putting item to use for

intended purpose. A&E Consultants may also participate. **'PMC'** will also designate a nodal officer in respect of specific work for coordinating with **'OWNER'** and design Consultant. Such designated nodal officer shall be suitably empowered and authorized to take decisions in work related issues so that delays are minimized for achieving timely completion of work.

F) Completion and Handing-over of Completed Work and Facilities

- a) **'PMC'** shall obtain work Completion/ Occupancy Certificates & Clearances for completed Work and Facilities before handing over the same to **'OWNER'** for putting them to functional use. **"OWNER"** shall provide all assistance in this process.
- b) **'PMC'** shall hand over the project to **"OWNER"** or its Authorized Representative completed Work including all Services and Facilities constructed in accordance with the Approved Plans, Specifications fulfilling all techno-functional requirements agreed with **"OWNER"** along with Inventory, As built - Drawings, Maintenance Manual/ Standard Operating Procedure (SOP), for Equipments and Plants, Warranty certificate by the manufacturer, if any, for the installed equipment/fixtures, all clearances /Certificates from Statutory Authorities, Local Bodies etc.
- c) On completion of the work, a Project Completion Report (PCR) shall be submitted by **'PMC'** duly bringing out the Final Project Completion Cost, Total Time period taken to complete the work and also completed Project Components as against the approved Cost, Time and Project Components. The Project Completion report (PCR) shall be submitted along with Final Project Accounts including return of unspent balance amount to **"OWNER"** within one month of settlement of final bills of the contractors/ other agencies deployed on the work by **'PMC'**.

(G) Additional responsibilities of PMC

- a) PMC shall prepare preliminary cost estimates based on approved architectural concept /other services drawings & specifications given by the **'Owner'**/appointed design consultant. Preliminary cost estimates shall be prepared based on CPWD plinth area rates / DSR (as applicable) enhanced by the cost index of the area and market rate analysis for items which are not included in CPWD, PAR, for financial sanction / approval of the Owner.
- b) PMC shall prepare tender documents comprising the technical specification, BOQ, general terms and conditions, special conditions etc. and decide on inviting tenders on engineering procurement construction (EPC) mode. For efficient Project execution, if required, PMC shall decide on sub packaging of the entire work. PMC shall invite open tender based on prevalent / established prequalification criteria. PMC shall award the work within sanctioned cost (excluding agency charges) to the technically

qualified lowest bidder.

- c) If there is an increase in L-1 tendered cost vis-a-vis sanctioned cost (excluding agency charges) then PMC shall put up a proposal to the '**Owner**' for sanction of the revised cost with supporting documents and technical justification. However, the same is subjected to the approval of the appropriate authorities of the Institute.
- d) PMC shall make all the statutory payments to the government or any other statutory body or bodies relating to the Project from the Project Fund. The amount thus paid towards statutory expenditure shall be reimbursed by the Owner as per actual.
- e) PMC shall unless otherwise specified be fully responsible for procurement of all materials through contractors/agencies for the Construction activity and be liable for compliance of statutory laws/rules/regulations of the appropriate authorities.
- f) PMC shall be wholly responsible for any observations and/or comments and, if any, defects pointed out by C.T.E/C.V.C/C.A.G./ Statutory Authorities/local bodies/municipal corporation etc. pertaining to work under intimation to owner in the planning & procedures of execution of the Project. PMC shall provide all work-related information promptly to '**OWNER**' for replying to parliament questions, queries from various constitutional and statutory authorities
- g) PMC shall have the absolute authority to grant extension of time, cancel or determine cancellation of contract, either in full or parts, if the Contractor fails to perform / complete the work, due to inferior workmanship etc. PMC shall get the balance work completed at the risk and cost of the Contractor / subcontractor. No additional payment shall be made by the Owner on any account. The risk and cost tender shall be concluded with due diligence to minimize the risk and cost liabilities.
- h) Any defects discovered and brought to the notice of the PMC during the period aforesaid shall be rectified by the Contractor appointed by the PMC. PMC shall ensure that in the event of the failure on the part of the Contractor, the same may without prejudice to any other rights available to it in law, be rectified by the PMC at their own cost and expenses.
- i) PMC shall submit the schedule for completion of work as per approved preliminary drawings and preliminary estimate to Owner for approval. The PMC will submit Quality Assurance Plan (QAP) to the "**Owner**" after award of work.
- j) In the intervening period of submission of financial bid and opening of financial bid, the PMC shall prepare market rate analysis of the expected bids in complete confidence. The same shall be submitted to the '**Owner**' for information.

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- k) The bids received from EPC contractor (s) shall be analysed, justified with respect to the market rate analysis with reasons for variations and presented to the '**Owner**' as a due diligence report with specific recommendations of the award of tender including retendering if bids received are unreasonably high.
 - l) The PMC shall invite the bids for the EPC contractor strictly in compliance with the CVC and GFR guidelines on open tender to ensure wide participation and solicit of adequate number of bids.
 - m) The qualifying project (s) of the EPC contractor shall be presented in the technical qualification document to assess a suitability of the bidder. The '**Owner**' shall be at the liberty to get the satisfaction report from the owner of such qualifying projects through PMC if necessary. The qualifying project submitted should also include the detailed time and cost overrun and litigation, if any.
 - n) Quality shall be the sole responsibility of PMC. PMC shall maintain all record of QA/QC with respect to various items as per specifications and practices and shall be responsible for providing the comprehensive report on timely basis to the owner.
 - o) PMC shall satisfy itself for the adequacy of the quality compliance as well as the safety measures on the projects. PMC shall present all such documents to independent QA/QC agency, if appointed by the '**Owner**'.
 - p) PMC shall periodically assess itself with regard to the laboratory facilities of various onsite laboratories tests including calibrations.
 - q) In case of any claim or difficulties experienced by EPC contractor which may eventually precipitate, as disputes shall be immediately resolved without accruing any liabilities on the institute whatsoever.
 - r) In case of any such claims leading to liabilities on the institute, the institute/ '**Owner**' shall be informed immediately with necessary recommendation by PMC. In the interim period in anticipation of the decision of the '**Owner**' PMC shall take all necessary safeguard to limit the extent of liabilities as much as possible.
 - s) The PMC shall appoint a design consultant for architectural, structural, MEP and such other services as necessary for the project in consultation with the owner.
 - t) As a part of technical presentation by the design consultant, the detailed presentation of the qualifying bidder shall be placed before the TEC (Technical Evaluation Committee).
 - u) The bidding design consultant has also to give presentation of conceptual understanding of project and tentative design approach.
 - v) The design shall be in line with the architectural identity suited to Geographical Consideration like the climatic condition, nature of terrain

and local culture.

- w) Design consultant shall demonstrate the experience of having designed buildings commensurate with the requirement of the project. It shall be incumbent on the PMC/ Design consultant shall require to survey area beyond the site to assess the implications on the buildings and sites.,
- x) For executing contract on EPC methodology, PMC shall ensure the following important provisions to be considered while framing estimate, preparing Notice Inviting Tender (NIT), etc.:
 - i) Enabling estimate can be submitted as per Owner requirement for carrying out pre-construction activities wherever required for conceptual planning purpose to assess the precise requirement of the scope of work.
 - ii) The Design Consultant appointed by the PMC shall prepare the concept design, preliminary drawings and specifications based on detailed requirement of the work in consultation with the Owner before preparation of Preliminary Estimate.
 - iii) Detailed Geotechnical Investigation/ Geophysical/Geological etc. of the proposed site and layout shall be the responsibility of the Executing Agency (PMC).
 - iv) The responsibility of investigations, designing, planning, procurement, construction, safety & security, quality and risk of engineering lies with the PMC and the same will be incorporated in the Notice Inviting Tender (NIT) by the PMC.
 - v) Mode of measurements for payment purpose will be decided by the Owner on recommendation of the PMC.
 - vi) PMC shall follow the general guidelines of EPC contracts **as specified in SOP (Annexure - X) enclosed.**
 - vi) No additional item/amount shall be charged without prior approval of the owner.
 - viii) The Design Consultant or any other consultant required and engaged by the PMC for successfully completion of the project shall be appointed by the PMC under intimation to IIT Bhubaneswar with all the relevant connected documents before issuance of the work order to the consultant.
 - ix) The Executing Agency (PMC) shall appoint single design consultant whose responsibilities include architectural planning, designing, structural design, vetting, design of internal utilities and communication system, firefighting, water supply, detailed Geotechnical Investigation, Green Rated Integrated Habitat Assessment (GRIHA 3 star Minimum) etc. till the completion of the

- project. The structural drawings, MEP shall be got proof checked by institute of repute like IITs/IISc, and certified GRIHA Consultant.
- x) The PMC shall ensure sufficient and qualified manpower at site to oversee the effective execution of the project by the contractor. An adequate number of qualified engineers from CFTIs/AICTE approved institutions are to be deputed on the site and office of the PMC.
 - xi) PMC shall be responsible for successful execution of performance specifications like leakage/ seepage free, structural defect free and full functioning of various fittings/ fixtures etc commensurate to prestigious project of National Importance. PMC shall ensure drafting of these specifications and their supervision of successful execution accordingly. Penalties shall be recovered to the full cost of repair/ replacement of the same in case of violation.
 - xii) The PMC shall maintain a fully functional office at the site during the entire period of execution till handing over of the project. PMC has to make his own arrangement for office for which land inside the campus may be given by the owner.
 - xiii) The PMC shall ensure Project Management on BIM (Building Information Management) platform level 3.0 or higher /M.S Projects/Primavera and will ensure training for smooth completion of the project. The PMC shall ensure availability of weekly reports on deployment of resources and progress.
 - xiv) The PMC must comply with the CVC Circular No 05/01/22 dated 25.01.2022, regarding the applicability of the Integrity Pact in its contract with the contractor. The same is to be done as per extant guidelines in this regard and complied in full.

8.2) Responsibilities of Owner:

- i) The Owner shall provide to PMC all Project related requirements for planning/designing pertaining to the Project.
- ii) Owner shall handover the site, free from all encumbrances or charges to PMC.
- iii) Owner shall release the funds/payments, as agreed, as and when required by PMC to ensure that the progress of work is not hampered due to non-availability of funds. However, the release of the fund shall be subjected to the progress and milestone/work completed.
- iv) Owner shall have right to inspect and check the 'construction work' from time to time to examine that the construction works during execution. If during the inspection, any defects or variation without the written request of the Owner are found, then the same shall be rectified by the PMC through its deployed contractors at his own cost.
- v) Owner must ensure to communicate any change in Scope, Extra items to be

incorporated in the awarded work well in time. Further, no separate approval for deviations in quantities in the awarded work to the Contractor will be obtained by PMC from the Owner where the deviations are within the prescribed limits as per Contract and /or within the approved sanctioned cost (including agency charges) of the 'Owner'. However, the PMC has to comply with all the specification given by the Owner from time-to-time along with maintaining the norms, standards, bye laws applicable to the project.

9) PAYMENT TERMS & RELEASE OF FUNDS

- 9.1) PMC shall execute the Project on "Deposit work basis" on behalf of Owner and shall be paid the actual cost of Project plus the quoted Agency fees towards all Services provided for planning, designing, Project Management, Supervision Services and all connected miscellaneous items on the estimated cost/actual cost whichever is lower. GST, as applicable, shall be reimbursed on actual.
- 9.2) The expression 'actual cost of Project' shall include the following:
- i) All the final payments made to the contractor(s), sub-contractor(s), vendors / supplier(s), TPQM agency etc. as agreed upon in the tender for the construction of all the buildings, services, related facilities etc.
 - ii) All the cost incurred to obtain the GRIHA rating certification as communicated to the OWNER.
 - iii) All payments made to the design consultant towards the services provided for master planning and comprehensive architectural/engineering services as agreed upon in the tender.
 - iv) All costs of materials acquired for the Project and used on the work, either directly or through the contractor(s) including storage charges, carriage and any other incidental charges connected with such materials but excluding the material not incorporated or not handed over to the Owner.
 - v) All cost of labour and manpower deployed on the Project works by the PMC on its own or through labour contractors or even its own manpower provided to contractors for execution of the works.
 - vi) Actual cost of site survey, soil testing charges, laboratory charges for testing of any material, manufactured or built items including the cost of cartage of samples to and from the laboratory.
 - vii) The cost towards vetting of design/drawings from the reputed institutes as mentioned and/or their services for consulting any matter concerning the Project.
 - viii) All liabilities arising out of any court decree or arbitration award and /or any additional costs transpiring due to the direction of any court/tribunal /statutory body and/or any other legal costs including but not limited to the cost of hiring advocates, getting legal opinions, filing of pleadings etc. for the

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- purpose of initiating on behalf of, or defending, itself or the **'Owner'** in any suit or arbitration, in respect of any dispute arising out of the Project works done or to be done and/or freeing the site of all encumbrances and/or charges.
- ix) This sub-clause only addresses disputes/arbitrations/suits with any or all of the contractors or any other person(s) body/authority. Nothing in this sub-clause shall be construed to cover any disputes/arbitrations/suits between the **'Owner'** and the PMC, in which case, each party shall bear its own costs.
- x) The cost of the project shall include all direct and indirect taxes and also any other statutory payments on account of cess etc. to the State/Central Government.
- 9.3) The actual cost of work shall not include:
- i) Cost of land; and
- ii) Cost paid by the **'Owner'** to government or any other statutory body or bodies for getting approvals for the Project etc. No fee shall be admissible to PMC for such deposits although deposits made by the PMC shall be reimbursed to PMC by IIT BBS.
- iii) The PMC charges and GST thereon.
- 9.4) All tax liabilities including Applicable Taxes on payments to contractors & PMC and any further tax liability arising out of statutory amendments in laws, government notifications etc. shall be paid by **'Owner'** to PMC.
- 9.5) In case of non-receipt of the payment, any extra cost incurred by PMC on operation of GST law applicable from time to time including but not limited of reversal of Input tax credit and interest thereon, such extra cost shall have to be reimbursed to PMC by the **'Owner'**.
- 9.6) The payments by the **'Owner'** shall be made by transfer of funds in ESCROW/Project account opened by the PMC for this purpose through demand draft/cheque/RTGS/NEFT.
- 9.7) The **'Owner'** shall give initial deposit of 10% (Ten percent only) advance of the estimated cost on signing of the Agreement to PMC. This initial deposit will be adjusted against the expenditure as per actual.
- 9.8) The PMC shall give to the **'Owner'**, their Monthly Expenditure Statement (MES) for recoupment preferably showing description of work done, quantity & value of services rendered and Applicable Tax along with their expenditure claim (including agency charges) duly certified by a representative of PMC on the Project, for reimbursement of expenditure incurred. The **'Owner'** shall release the payment as per Ministry guidelines based on the invoices/ reimbursement bill by the PMC.
- 9.9) On completion of work, the accounts of the works shall be closed, and a final statement shall be submitted for settlement along with refund of excess deposit received, if any, audited by a Chartered Accountant. All government rules &

regulations pertaining to Applicable Taxes shall be applicable and binding on both 'Owner' & PMC.

10) LIQUIDATED DAMAGES

- 10.1) PMC shall be required to complete the construction of Project within the period stipulated. In case of delay, which may occur due to the reasons beyond the control of PMC, PMC would intimate the 'Owner' with full details of extension in time limit for completion of the works and keeping the contract alive.
- 10.2) **If the delay in completion is solely attributable to the PMC, the PMC shall be liable to pay as damages to "Owner" a sum calculated @ 0.25% (Zero-point Two Five percent) of the Agency Charges for the balance work for each month of delay, subject to a maximum of 5% (Five percent) of the Agency Charges of balance work.**
- 10.3) In the event of delay due to Force Majeure causes resulting in the extension of the completion schedule for a length of time equal to the period of force majeure, PMC shall not be entitled for extra payment.

11) DISPUTE REVIEW PANEL (DRP)

The parties shall use their best efforts to resolve amicably all disputes arising out of or in connection with the contract or the interpretation thereof.

In case of any dispute between PMC & Owner, the matter will be referred to the DRP in writing within a period of 30 days from the starting time of the dispute.

The DRP shall comprise of three members, each party shall appoint one member from their respective organizations & both parties shall jointly agree on the appointment of the third member who shall chair the DRP.

12) ARBITRATION

If either the PMC or the Owner is dissatisfied with the decision of the DRP, then either party may give notice to the other party of its intention to commence arbitration.

Arbitration and settlement of disputes shall be done through the applicable Govt. of India policy applicable for Central Government Organizations.

- i) If the dispute is not settled amicably, the dispute settlement shall be done by the sole arbitrator to be appointed by the Director, IIT BBS with the consent of the PMC who will decide the case in accordance with and as per the provision of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force and proceedings of such arbitration shall be held in IIT Bhubaneswar. In case of non-settlement, the concerned Courts in Odisha shall have the jurisdiction over the dispute.
- ii) As dispute resolution mechanism for implementation of the provisions of this MoU, at the first instance the issues involved shall be brought before the

- “**OWNER**” and concerned Chief Engineer of ‘**PMC**’ for their resolution. In case, however, disputes/ differences between the parties do not get resolved, the matter shall be escalated to higher level in “**OWNER**”, and ‘**PMC**’, who shall be above the level of CE in the respective organizations. They shall submit a comprehensive report and recommendation to “**OWNER**” and ‘**PMC**’ for facilitating final decision in the matter.
- iii) ‘**PMC**’ shall be responsible for observing due diligence and adopting all possible measures at various stages of work execution to avoid Arbitration/ Litigation and other hindrances and the work is completed within optimum cost and time in hassle free environment.
- iv) ‘**PMC**’ shall be responsible for defending all Arbitration and Court Cases arising out of execution till the works and examining the Arbitration Award/ Decree of Court or Law/ liability by appropriate authority in ‘**PMC**’ and forwarding the same along with a comprehensive report on the circumstance leading to the Arbitration/ Court Cases and the reasons and justification as to why an appeal against such awards/ decree was not considered necessary briefing out inter-alia details of the award and clear cut recommendations.
- v) ‘**PMC**’ shall be responsible for redressing and complying with the observations of CTE/ CVC, Auditors, Statutory Authorities, Local Bodies, Municipal Corporation etc. pertaining to the work under intimation to “**OWNER**”. Providing all work-related information promptly to “**OWNER**” for replying to Parliament Questions, queries from various Constitutional & Statutory Authorities.
- vi) The PMC shall be fully responsible to defend any suits or arbitration / Court cases and also any writ petitions/SLPs on behalf of 'Owner', as per the legal opinion of Ministry of Law & Justice for resolution of disputes, if cropped up between the PMC and its Contractor(s), for the above work during the construction stage of post completion of work, and any award/decreed of work, shall be payable from the Project Fund / Owner with the approval of the competent authority on legal opinion of Ministry of Law & Justice. However, PMC shall not be paid any Agency Charges on such Arbitration award(s)/ court decree(s) in the favour of contractor(s). However, if the competent authority directs to challenge the award/decreed in higher court, the PMC has to comply with the directions issued by the Institute.

13) **FORCE MAJEURE**

PMC shall not be considered in default if delay in completion of work occurs due to causes beyond its control including but not limited to cause beyond its control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and acts of unsurpassed power. The PMC shall notify ‘OWNER’ in writing within ten days from the date of such occurrence. In the event of delay due to such causes, the completion schedule will be extended for a length of time equal to the period of force majeure.

Suitable force majeure clause shall be incorporated in all the agreement entered into by the PMC with the contractors/ agencies.

(Annexure-I)

LETTER OF TRANSMITTAL

From:
.....
.....

To,

The Registrar,
IIT Bhubaneswar,
Arugul, Jatni
Dist. - Khurda,
Odisha - 752050.

Sub: BID FOR PROVIDING COMPREHENSIVE PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES FOR THE CONSTRUCTION OF VARIOUS INFRASTRUCTURE WORKS AT IIT BHUBANESWAR AT ARUGUL, JATNI, KHURDA, ODISHA.

Sir,

Having examined the details given in bid document for the above work, I / We hereby submit the Bid. I/We hereby agree with the terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature, Name and Designation
of authorize person with complete
address of PSU)

(Please affix seal)

(ANNEXURE - II)**DETAILS ABOUT BIDDING AGENCY**

S. No.	Particulars	Details
1.	Full name of the Bidder PSU/Organisation (In capital letters)	
2	Full address of the Bidder PSU/Registered Office	
3	(a) Telephone No: (b) Email ID:	
4	Names and details of the Authorized Signatory of the RFP/Bid (Name, Designation, Address, contact telephone Number, Mobile number, Email ID)	
5	Has the bidder PSU been blacklisted by any organization at any time? If so, attach the details of the same.	
6	PAN	
7	TAN	
8	Corporate Identification Number (CIN)/ Firm Registration Number (FRN)	
9	Date of incorporation and number of years of experience in relevant area	
10	GST registration No.	
11	MOU Ratings for the past Five years as per DPE, GoI	

12	Green Building Experience				
13	No. of full-time employees in the Organization	Graduate Engineers	Supporting Staff (Technical)		
14	Financial strength of the Organization for the last 3 years. (Attach photocopies of audited balance sheets and CA certified calculation statements)				
	Turnover (IN CRORE)	2020-21	2021-22	2022-23	Average
	Annual Profit PBT (Before Tax)	2020-21	2021-22	2022-23	Average
	Net Worth	2020-21	2021-22	2022-23	

Note: Attach attested copies of all the documents in support of above-mentioned points.

- It is hereby certified that----- (The bidding PSU herein) has never been black-listed by Central/ State Governments/ PSUs.
- It is hereby submitted that all the terms and conditions of this RFP are acceptable to the Bidder PSU.

I hereby certify that the above-mentioned particulars are true and correct. If any fact/information is found incorrect/misleading, the bid shall be rejected, and the bidder is liable for legal action.

(Signature of Authorized Signatory.

Name of Authorized Signatory)

(Organisation Stamp)

(Annexure III)**DETAILS OF PERSONNEL**

S. No.	Category	No. of persons
1	Graduate Engineers	
	a) Civil	
	b) Electrical	
	c) Architect	
2	Supporting Staff (Technical)	
TOTAL		

(Signature of Authorized Signatory.
Name of Authorized Signatory)

(Organisation Stamp)

(ANNEXURE - IV)

DETAILS OF WORKS / PROJECTS EXECUTED DURING LAST SEVEN YEARS

S. No.	Name of Owner Department	Name of project	Exact location On site of the project	Approved cost of project (in lakhs)	Date of commencement of project	Timeline fixed For completion	Actual date of Completion	Final cost Of project (in lakhs)	Is there any dispute/ Legal case/arbitration case pending in Respect of The project	Remarks
1										
2										
3										
4										
5										
6										
7										

(Signature of Authorized Signatory.
Name of Authorized Signatory)

(Organisation Stamp)

(Seal & Signature of the Bidder)

(Annexure - V)

DETAILS OF OFFICES IN ODISHA AND SURROUNDING AREA

S. No.	Location With full address and contact details	No. of personnel		Details of Office Space (In Sqft)	Details of Infrastructure
		Graduate Engineer	Supporting Staff (Technical)		
1					
2					

(Signature of Authorized Signatory.

Name of Authorized Signatory)

(organisation Stamp)

(Seal & Signature of the Bidder)

(Annexure - VI)

EMD Bank Guarantee Format

(To be Submitted in Stamp Paper of appropriate value)

LETTER OF GUARANTEE

To,
 Director,
 Indian Institute of Technology,
 Bhubaneswar
 737139

IN ACCORDANCE WITH YOUR RFP No: dated.....for , M/s. (hereinafter called the "Bidder") having its Registered Office at, wish to participate in the said RFP for the..... as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees.....) valid up to..... (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Institute on:

- (1) the withdrawal or revision of the offer by the bidder within the validity period,
- (2) Non-acceptance of the Letter of Intent by the Bidder when issued within the validity period,
- (3) failure to execute the contract as per contractual terms and condition with in the contractual delivery period and
- (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee: We,(Bank name) having its registered Office at guarantee and undertake to pay immediately on first demand by the amount of Rs..... (Rupees) without any reservation, protest, demur and recourse. Any such demand made by IIT Bhubaneswar shall be conclusive and recourse. Any such demand made by the Institute shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder. The Guarantee shall be irrevocable and shall remain valid up to (180 days from the date of issue of Bank

Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction form the Bidder, on whose behalf the is Guarantee is issued. Notwithstanding anything contained herein :

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees)
 2. This Bank Guarantee shall be valid up to (date).
 3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee Only and only if you serve upon us a written claim or before..... (date).
- This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at..... ..(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank: Address:

Date:

(Seal & Signature of the Bidder)

(Annexure - VII)**AFFIDAVIT FOR NON-BLACKLISTING**

(To be submitted in Stamp Paper of appropriate value)

I/We undertake and confirm that I/We/ our firm/ company/ JV have not been barred or blacklisted by any of the central/ state government departments, Undertakings, Autonomous bodies, Institutions, Applicant, Societies, Enterprises and Companies. Further that, if such information comes to the notice of the institute I/we shall be debarred for bidding at IIT Bhubaneswar in future forever. Also, if such information comes to the notice of institute on any day before start/or during the work, the Director, IIT Bhubaneswar shall be free to cancel the agreement and to forfeit the entire amount of Earnest money deposit /performance guarantee.

(Notarized affidavit to be furnished at the time of submission of bid)

NOTE: Affidavit to be furnished on a 'Non-judicial' stamp paper of appropriate value.

signature of applicant(s) or
an authorized officer of the firm with stamp
Signature of Notary with Seal

(Seal & Signature of the Bidder)

Annexure-VIII

Validate

Print

Help

Item Price BoQTender Inviting Authority: **The Registrar, IIT Bhubaneswar**Name of Work: **Providing comprehensive Project Management Consultancy (PMC) services for the construction of various infrastructure works at IIT Bhubaneswar, Argul, Jatni, Khurda, Odisha**Contract No: **IITBBS/SE/Engg.cell/21/2023-24**Name of the Bidder/
Bidding Firm
/ Company :

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PRICE SCHEDULE**Bidders are allowed to enter the Bidder Name and percentage as PMC fee only)**

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Percentage To be entered by the Bidder
1	2	4	5	7
1.01	Percentage as PMC Charges for the Project Management Consultancy (PMC) for construction of various infrastructure works at IIT Bhubaneswar, Argul, Jatni, Khurda, Odisha	1.00	Nos	

Note:

- 1) PMC shall execute the work on “EPC Mode” on behalf of Owner.
- 2) Fee (Agency Charges) is exclusive of GST which shall be payable on actual basis as applicable on submission of documentary evidence.
- 3) The PMC charges shall be payable on the actual project cost or estimated preliminary project cost, whichever is lower.

(Signature of Authorized Signatory. Name of Authorized Signatory)

(PSU Stamp)

(ANNEXURE - IX)

Format of Performance Bank Guarantee

(To be Submitted in Stamp Paper of appropriate value)

- 1) In consideration of IIT Bhubaneswar (hereinafter called "The Institute") having agreed under the terms and conditions of this Letter of Agreement No. ___ dated _____ made between

The Institute and _____ (hereinafter called "the PMC service provider") for the work of providing Program Management Consultancy services for the proposed Infrastructure works for a period of 30 months in the campus of IIT Bhubaneswar. (here inafter called "the Letter of Agreement") having agreed to production of an irrevocable bank Guarantee for Rs. ____ (Rupees _____ only), as a guarantee from the PMC service provider for compliance of his obligations in accordance with the Terms and Conditions in the said agreement, we _____ (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the Institute an amount not exceeding Rs. ____ (Rupees _____ only), on demand by the Institute.

- 2) We _____ (Indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Institute stating that the amount claimed is required to meet the recoveries due or likely to be due from the said PMC service provider. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. But, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ____ (Rupees _____ only).

- 3) We, the Bank, further undertake to pay to the Institute any money so demanded notwithstanding any dispute or disputes raised by the PMC service provider in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the PMC service provider shall have no claim against us for making such payment. We _____ (Indicate the name of the Bank) further agree that the guarantee contained herein shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Institute under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the Institute certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said PMC service provider and accordingly discharges this guarantee.

- 4) We _____ (Indicate the name of the Bank) furthermore agree with the Institute that the Institute shall have the fullest liberty without our consent and

(Seal & Signature of the Bidder)

without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said PMC service provider from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute against the said PMC service provider and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said PMC service provider or for any forbearance, act of omission on the part of the Institute or any indulgence by the Institute to the said PMC service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

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

Signed and sealed dated the ___ day of ___ the Year 2023
for _____(Indicate the name of the Bank)

(ANNEXURE - X)

STANDARD OPERATING PROCEDURE (SOP)**Execution of Works on EPC Contract Basis**

- 1) As per OM No 28012/11/2016 – W.3 dated 29th November 2016, of MoHUA's Works division and DG, CPWD's OM No DG/MAN/Misc./09 dated 9th May 2017, works of value more than Rs 100 crores or as notified from time to time are taken up under EPC (turnkey) mode.
- 2) As per the OM of NITI Aayog dated 5th September 2016, the model EPC bidding document published by the erstwhile Planning Commission suitably revisited or modified wherever required, to suit the requirements of the work, is adopted by the Owner.
- 3) After the receipt of requisition for the work, the owner is advised that they need not engage Design/Structural Consultants as the same would-be part of the EPC tender. The detailed planning is the responsibility of the contractor but the monitoring is done by the Engineer in Charge of PMC. For works undertaken in the EPC mode, sanction is obtained on the basis of Detailed or Preliminary Project Report as per feasibility and requirement and submitted as per understanding with the Owner.
- 4) The concept design, preliminary drawings and specifications based on detailed requirements of the work, in consultation with the Owner, is prepared before framing of the preliminary estimate (PE). The PMC concerned Architectural unit prepares the concept design, preliminary drawings and specifications based on detailed requirements of the work, in consultation with the Owner.
- 5) The Preliminary Estimate (PE) or any other document submitted for obtaining Administrative Approval and Expenditure Sanction defines accurately the scope of the work in terms of outcomes and performance parameters.
- 6) The following details are obtained to enable Preliminary Project Planning (PPP) (both Engineering and Architecture) for preparation of the PE: (i) Document showing ownership of land duly certified by the owner that the same would be in a position to be handed over to the contractor upon award of work free from all encumbrances and encroachments. (ii) Boundary of the plot(s) either constructed or demarcated and free from dispute. (iii) Topographical Map of the site. (iv) Geotechnical Data (which includes a study of foundation system of structures including private structures - in the vicinity and is as per codal provisions for the proposed structures). (v) Sources of the Bulk Services required as well as approved waste dumps for waste disposal. (vi) Mandatory (e.g. fire, lift, EI, WS and SI etc.) as well as optional (HVAC, STP, RO, UPS, DG, SPV, Solar water heating etc.) services for each building/structure required by the Owner and found feasible. (vii) Statutory Approvals required.

- 7) The Preliminary Project Planning (PPP) is developed on the basis of above details and is submitted to the owner prior to the submission of the PE includes the following in respect of the buildings: (i) Scope of work (ii) Floor plans for building etc. and geometry for other works etc. (iii) Elevations/Sections/Perspectives (iv) Layout plan(s) (v) 3-D Block view (s) (vi) Area and/or Length statements as applicable (vii) Specifications in detail for each structure/building and its services to be included in the PE.
- 8) Soil investigation report is appended in the notice inviting tender (NIT) prepared by PMC for indicative purpose only.
- 9) The responsibility of investigations, designing, planning, procurement, construction, safety, quality, and risk of engineering lies with the contractor.
- 10) The PE submitted to the Owner includes, in addition to the PE, the following: - (i) Brief description of the Procurement Method (which also mentions the name of work). (ii) The obligations on the part of the Owner department, PMC, and the contractor with specified time limits for smooth execution of work. (iii) Architectural, Structural and MEP services specifications along with special conditions for execution of these jobs. (iv) In addition to the structures and their mandatory services (e.g. Internal Electrification, Fire Services, Lifts, Water Supply, Sewerage etc. where applicable) the list of optional services desired by the '**Owner**'. (v) Cost Estimate on simple Plinth Area or length basis where possible and detailed basis for others etc. including provision for cost of design development by contractor and risk devolving on the contractor. (vi) Provision is made separately for post completion operational cost (for 5 years or higher as agreed with the Owner) and maintenance cost (beyond free maintenance period and upto 5 years or higher as agreed with '**Owner**'). (vii) List of approved makes and models for components. (viii) Tentative time frame for completion, post completion operation and maintenance. (ix) List of three or more suitable agencies (proof check agencies) or parameters for the selection of the proof check agencies, tasked with checking and approving the design submitted by the contractor from engineering and architectural aspects. (x) Procedure and time frame for approval of implications of changes in scope of work requisitioned by the Owner as compared to that indicated in the sanctioned PE.
- 11) For works undertaken by in the EPC mode, the Contractor takes the full responsibility for the design and execution. Only the scope, description of work, specifications, approved conceptual drawings for engineering and architectural planning, and schedule of quantities (if available) and as provided in the contract document, is kept on record and a No Objection Certificate is recorded by the Engineer in Charge of the PMC for the drawings prepared and submitted by the contractor after proof check, before the same is released for execution.
- 12) The contractor gets NOC for the design from the Engineer in Charge of the PMC for functional aspects and aesthetics and from the approved proof check agency for

Engineering and architectural considerations. The officers of the PMC are responsible for broad oversight of these aspects without being expected to examine the design.

- 13) For EPC contracts, the Engineer in Charge of the PMC ascertains the reasonableness of prices using analytical methods such as tendered amount for similar works whose tenders were accepted in the recent past, and any other method approved jointly by the PMC and Owner for ascertaining the reasonability of the tendered amount of the L1 bidder. The acceptance of financial bid is jointly approved by the PMC and Owner to approve the financial bids for the work of EPC contracts.
- 14) Submission of measurements, in case of EPC contracts, is only for record purpose. Payment of bills of the contractor is made on basis of stage-wise completion of work as per terms of the contract.

(Annexure XI)**UNDERTAKING****(To be submitted in Stamp Paper of appropriate value)**

To,

**The Director
Indian Institute of Technology, Bhubaneswar
Arugul, Jatni, Khurda
Odisha - 752050.****Subject: RFP CUM EOI FOR PROVIDING COMPREHENSIVE PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES FOR THE CONSTRUCTION OF VARIOUS INFRASTRUCTURE WORKS AT IIT BHUBANESWAR, ARUGUL, KHURDA, ODISHA.**

Dear Sir,

I/We undertake that:

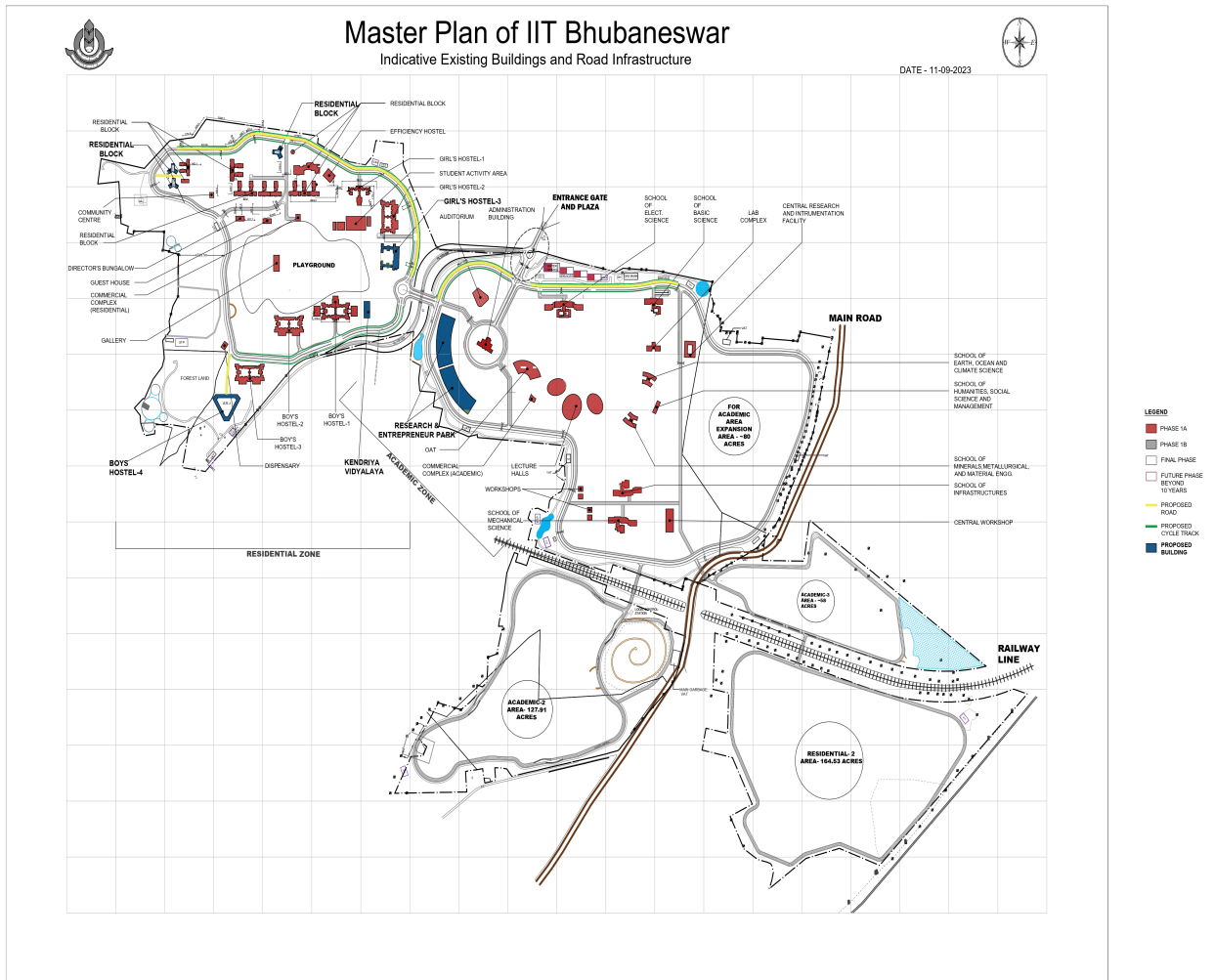
- (a) The EOI-cum-RFP can be cancelled by the Institute at any stage/time (including final stage) without assigning any reason and no claim of any kind shall be made by the agency/firm/organization.
- (b) If there is downscaling of the project cost in the final approved DPR, restricting the availability of funds, the PMC will undertake to uphold the same. The conditions described in the EoI cum RFP document herein under shall be agreed and complied with in all circumstances. Further, if there is any change in the statutory provisions as applicable in the project, the PMC shall comply with the same and shall not charge any extra amount.
- (c) The selected PMC shall accept the total project cost approved by the Ministry and for which the financial and administrative approval is granted by the Institute.

It is certified that the above undertaking is given on behalf of the agency/firm/organization and shall be fully complied with.

(Seal & Sign by Authorized Signatory)

(Seal & Signature of the Bidder)

Annexure XII



Master Plan showing tentative locations of proposed Infrastructure Works.

END OF THE DOCUMENT

(Seal & Signature of the Bidder)