

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
GOREGAON (EAST), MUMBAI**

**EXPRESSION OF INTEREST FOR**

**Appointment of an Architect Consultant for the installation of a  
Passenger Lift at IGIDR**

**NIT No:** IGIDR/EOI/2024/ED/10 Date: 20<sup>th</sup> May 2024

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

---

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 502. Fax: 022 6909 6399.

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH,  
MUMBAI  
Expression of Interest (EOI)**

“NAME OF THE SERVICE: **Appointment of an Architect Consultant for the installation of a Passenger Lift at IGIDR** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. The institute invites bids from reputed architect consultants for the following services:

<b>Name of Service</b>	<b>EMD Amount Rs.</b>	<b>Contract Period</b>
(1)	(2)	(3)
<b>Appointment of an Architect Consultant for the installation of a Passenger Lift at IGIDR</b>	<b>20,000.00</b>	<b>4 months</b>

2. The EOI is invited for the above-mentioned consultancy service. IGIDR reserves its right to shortlist the qualified bidder.
3. The bidder must deposit the Earnest Money amount of **Rs. 20,000/-** (Rupees Twenty Thousand Only) along with their bid.
4. The EOI bid in two bid systems are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) “**Email-1: EMD and Pre-qualification Bid**” and “**Email-2: Financial bid**”. The subject of emails should be mentioned as “**Email-1: EMD and Pre-Qualification Bid for Appointment of an Architect Consultant for the installation of a Passenger Lift at IGIDR**” and “**Email- 2: Financial bid for Appointment of an Architect Consultant for the installation of a Passenger Lift at IGIDR**” respectively. All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.
5. The last date of submission of the proposal shall be **on 3<sup>rd</sup> June 2024, at the end of the day.**
6. The institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION-A\***

LETTER OF OFFER

Date \_\_\_\_\_

To,  
The Registrar,  
Indira Gandhi Institute of Development & Research,  
Gen. A.K. Vaidya Marg, Film City Road,  
Goregaon (East), Mumbai 400065.

**Subject: EOI for Appointment of an Architect Consultant for the installation of a Passenger Lift at IGIDR, MUMBAI**

Reference: NIT No. IGIDR/EOI/2024/ED/10 Date: 20<sup>th</sup> May 2024

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our proposal in the required format along with Company Profiles and supporting documents.

Should this bid be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We will deposit the EMD amount of **Rs. 20,000.00** through NEFT/DD/FDR/BG or MSME Certificate as an exemption of the earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed, and I / We accept the same without any alterations/modifications.

Yours faithfully,

**Signature**

Name & seal of the bidder

*\*To be submitted on company letterhead with sign and stamp on it.*

## SECTION-B

### GENERAL INSTRUCTIONS TO BIDDER

The bid should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted ~ **EOI for “Appointment of an Architect Consultant for installation of a Passenger Lift at IGIDR,” Goregaon (E), Mumbai.**

1. Bidder has to deposit Earnest Money of **Rs. 20,000/-** (Rupees Twenty Thousand Only) through DD/FDR/BG to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account No.010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The EOI in two bid systems are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) **“Email-1: EMD and Pre-qualification Bid” and “Email-2: Financial bid”**. The subject of the email should be mentioned as **“Email-1: EMD and Pre-Qualification Bid for Appointment of an Architect Consultant for installation of a Passenger Lift at IGIDR” and “Email-2: Financial bid for Appointment of an Architect Consultant for installation of a Passenger Lift at IGIDR” respectively. All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.** In case the bidder cannot attach a single bid file to an email then they can split their bid and submit in multiple emails with mentioning in the email subject as Part-I, II, III... etc.
3. All the required documents should be scanned and merged either into a single PDF file or zipped into a single and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.**
4. The bids will be received till **3<sup>rd</sup> June 2024, at the end of the day.** Each copy of the EOI document is under their stamp and signature. No bid will be accepted after **3<sup>rd</sup> June 2024** under any circumstances whatsoever.
5. The E-mail bid with the subject **“EMD and Pre-Qualification Bid for Appointment of an Architect Consultant for installation of a Passenger Lift at IGIDR”** shall be opened by the tender opening committee on the next day **4<sup>th</sup> June 2024, at 02:30 PM** through the online meeting platform. The link to the meeting will be shared with participated bidders. In case the government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. The Email bid with subject **“Financial bid for Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR”** of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **In case the bid file is protected with a password,**

**then the bidders should provide the password of PDF/zip file during the opening of the bid. In case the bidder can NOT give the password for bid at the opening, then their bid shall be rejected.**

7. The bid shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.
8. The proposal must be filled in English. If any documents are missing or unsigned, the bid may be considered invalid by the Institute at its discretion.
9. Each Page of the EOI document should be stamped and signed by the authorized person or persons submitting the RFP in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc., as laid down. Any bid with any of the documents not so signed will be rejected.
10. The Institute does not bind itself to accept the lowest or any responsive bid and reserves the right to accept or reject any or all the proposals, either in whole or in part, without assigning any reasons for doing so.
11. The intending bidders are requested to visit the Indira Gandhi Institute of Development Research to understand the nature and scope of the work. The intending bidder can obtain any clarifications regarding the EOI document, scope of work, etc., if any, by contacting **Mr. Amit Gaikwad (Estate Officer) or Mr. Shyamkant Ahire (AEE)** by telephone- **022 6909 6502** or through e-mail at [estateofficer@igidr.ac.in](mailto:estateofficer@igidr.ac.in) or in the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute's working day from Monday to Friday.

I/We hereby declare that I/we have read and understood the above instructions, and the same will remain binding upon me/us.

Place:

Signature of the bidder with seal

Date:

## SECTION 'C'

### TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be shortlisted / appointed by the Institute, they shall be subject to the following terms and conditions that shall form part of the bidding executed with the Institute.

1. The appointed consultant shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of a breach of these conditions, the IGIDR may serve a notice in writing on the bidder.
2. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act, 1996, or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator mutually appointed by the Institute and the successful bidder. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.
4. Corrigendum, if any, issued for the RFP shall form part of the bidding process. Corrigendum will be posted on <http://www.igidr.ac.in/>. Hence, Applicants are requested to visit the website regularly, note the corrigendum / amendments to the EOI without fail, and submit the offer accordingly. The Institute is not responsible for the ignorance of the corrigendum.

**5. Contract Period:**

The total time allowed for completion of the assignment shall be of **Four** months from the date of issue/acceptance of the appointment letter (except the period of execution work). The total completion period shall be scheduled in phases as mentioned in the 'Time schedule' of Technical Bid.

**6. Mode of Payment:**

The schedule of payment for architect consultancy service shall be on a prorata basis on completion of various stages as mentioned below.

Sr. No.	Completion Stages of Work	% of Total Amount of Fees
1	After the acceptance of the appointment letter	10%
2	After obtaining documents/relevant remarks/NOC, Preparation drawings, Submission of proposal to the MCGM, and providing estimates for Lift and construction of lift shaft/well	30%
3	After obtaining NOC from the Eco-sensitive zone and CFO NOC	25%
4	After obtaining an I.O.D. and Commencement certificate from MCGM and submitting of RCC structural design drawing for the lift shaft/well	20%
5	After completion of work, submission of as-built drawings and obtaining completion/occupation certificate from MCGM including all other necessary approvals.	15%

**7. The performance security deposit (PSD):**

The EMD of the successful bidder shall be retained as PSD amount till the completion of the contract obligations. If the successful bidder submits an MSME certificate towards EMD exemption, then they should deposit an amount of **Rs. 20,000.00** towards the PSD in the form of DD/FDR/BG. PSD amount shall be released after the successful completion of all the contractual obligations. No interest shall be paid on the PSD amount.

**8. Penalty:**

The penalty shall be imposed on the successful bidder if the cause for such penalty is directly and solely attributable to them. The total cumulative Penalty imposed on the bidder shall be 1% of the total professional fees of the particular service of the respective Order for which the penalty arises. The Institute shall raise its concerns or objections to the successful bidder within 30 days of the services provided. The total cumulative penalty shall be a maximum of 5% of the professional fees for the particular service giving rise to such indemnity.

**9. Termination Clause:**

9.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this contract or the discharge of any contractual obligations arising out of this contract or if the successful bidder commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the successful bidder, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the consultant.

9.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder subject to clause 9.5 hereunder.

9.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the successful bidder without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The successful bidder may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

9.4 Forthwith on the expiry or earlier termination of this Contract, the successful bidder shall return to the Institute all equipment or documents, belonging to the Institute with regard to this Contract.

9.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the successful bidder.

9.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

**10. Debarment from the bidding Process:**

**a. An Applicant shall be debarred if he has been found to be involved in any of the fraud & corrupt practices as below:**

- i. The bidder and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the bidding Process. Notwithstanding anything to the contrary contained herein, the Institute may reject a proposal without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding Process.

Without prejudice to the rights of the Institute under Clause 2(a)(i) above, if the Institute



finds a bidder to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, such bidder shall not be eligible to participate in any tender issued by the Institute during a period of 2 (two) years from the date the Institute finds such bidder to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

During the entire bidding process, the currency of the contract, or after completion/termination of the contract, if it comes to the notice of the Institute that the bidder has engaged itself in any act of Fraud and/or Corrupt Practices, the Institute after giving a reasonable opportunity of being heard, comes to the conclusion that an Applicant or prospective Applicant, was indulged itself in such practices, may take appropriate measures as per applicable laws.

For the purposes of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- ii. **“Corrupt practice”** means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the work order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the WORK ORDER or the Agreement, who at any time has been or is a legal, financial or technical advisor of the authority in relation to any matter concerning the Project;
- iii. **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts, or disclosure of incomplete facts to influence the Bidding Process;
- iv. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- v. **“Undesirable practice”** means (I) establishing contact with any person connected with or employed or engaged by the authority with the objective of canvassing, lobbying, or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and
- vi. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among bids to restrict or manipulate a full and fair competition in the Bidding Process.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall bind me/us upon being declared the Successful Bidder.

Date:

Signature of the bidder with seal

## SECTION-‘D’

### PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-Qualification Bid:**
  - a) The bidder should submit a copy of the Registration with the Council of Architecture.
  - b) The bidder should be practicing as an Architect cum consultant or Architect firm.
  - c) Copy of Registration of Goods & Service Tax (GST) and PAN
  - d) The bidder shall have executed a single assignment for development works in a University/ Autonomous College / Institute / Academy/ Government Department/ PSU/ Corporate company in Mumbai for providing Architect consultancy services in the last three financial years. **(Copy of work orders/Agreements/Appointment letters should be submitted).**
  - e) The bidder shall have an average annual income of not less than **Rs. 20.00 Lakh** each year in the last three consecutive financial years (i.e.; FY2020-21, FY2021-22, and FY2022-23). Copy of Audited Annual Profit & Loss statements, or CA certificate for turnover amount to be submitted. **If the audit for the financial year 2022-23 is not completed, then the bidder should attach a provisional turnover certificate from the CA.**
  - f) The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per **Annexure-A\***.
  - g) Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory region of MMRDA.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (E-mail) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

<b>Sr. No.</b>	<b>Item</b>	<b>Information to be filled by Bidder</b>
1	Name of the bidder	
2.	Address	
2	Name of the contact person Telephone Number: Office /Residence: Mobile Number: Fax No. E-mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the company was formed/ incorporated.	
5	Type of organization (Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed, and Articles of Association (in case of partnership firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets-profit & Loss account statements or CA certificate)	FY2022-23 FY2021-22 FY2020-21
9	Bank Account Details	A/C No. Bank Name: IFSC:

Date:

Signature of the bidder with seal

**SECTION-‘E’**  
**TECHNICAL BID**

**A. Scope of Architect Consultancy Services:**

1. Visit the institute for a detailed survey of the building on the campus.
2. Prepare and suggest the most suitable/feasible building location where the lift to be installed.
3. Preparation of drawings, Bill of quantities (BOQ), specifications, and estimated cost for the installation of a passenger lift and construction of lift shaft/well and electrical works.
4. Providing RCC/structural design drawing for the construction of the lift shaft/well as per the lift design.
5. Liaising consultancy for obtaining permission for installation lift work in the administration building with the Building proposal department and concern department of MCGM including documents required for approval other than the documents to be provided by the institute.
6. Providing NOCs of Structural Engineer or Plumbing Engineer based on requirement.
7. Carry out site visits with the municipal officer before permission and preparation of reports for permission as per municipal norms and practice.
8. Obtaining Eco-sensitive department NOC, CFO NOC, and other relevant NOCs required for the approval.
9. Obtaining I.O.D. (Intimation of Disapproval) from MCGM.
10. Preparation and obtaining IOD compliances.
11. Obtaining a Full Commencement certificate (CC for the entire work).
12. Inspection visits at IGIDR during the execution of the project as and when required.
13. To obtain final NOC / Remarks.
14. Obtaining a Completion certificate and/or occupation certificate.
15. Providing a Stability certificate from the Structural Engineer.
16. Submission of the final set of As-built drawings.
- 17. The scope may also include the Layout approval of the plot from MCGM as per the requirement.**

**B. Time Schedule for the Assignment:**

Following is the time schedule generally to be followed by the appointed consultant unless otherwise specified in the work order.

<b>Sr. No.</b>	<b>Stages of Assignments</b>	<b>Time Schedule</b>
1	Visit, Prepare and suggest best suitable location in the Admin building for installation of a lift after date of work order	Within 1 week

2	Obtain documents/relevant remarks/NOC, Preparation of drawings; get approval of the Institute, and Submission of proposal to the MCGM. Prepare & submit BOQ/estimate for a Passenger Lift, Civil construction of lift shaft/well, and Electrical works.	Within 4 weeks
3	Obtain NOC from Eco-sensitive zone and CFO NOC	Within 4 weeks
4	Obtain I.O.D. and Commencement certificate from MCGM and submission of RCC structural design drawing for lift shaft/well.	Within 2 weeks
5	Submission of as-built drawings, Stability certificate, and obtain completion/occupation certificate from MCGM including providing all other necessary approvals. (After completion of works)	Within 6 weeks

\* The successful bidder should strictly follow the above time schedule. The site execution period is mentioned in the schedule.

• **List of documents to be provided by the Institute:**

1. Latest property tax paid bill copies.
2. Authority Letter (if any)
3. Water bill and paid receipt
4. Copy of authorized signatories PAN and Aadhar card
5. Safety Officer appointment (if any)
6. Registered undertaking cum indemnity bond (Draft will be provided by the consultant)
7. Copy of earlier approved plan
8. A Bank guarantee of Rs. 5 Lakh.

\* **The nominee/Authorized signatory should be from the Reserve Bank of India as per the land ownership.**

Date:

Signature of the bidder with seal

**SECTION-'F'**  
**FINANCIAL BID**

**NIT No:** IGIDR/EOI/2024/ED/10

**Date:** 20<sup>th</sup> May 2024

**Name of the service:** Appointment of an Architect Consultant for the installation of a Passenger Lift at IGIDR.

<b>Sr. No.</b>	<b>Description</b>	<b>Quoted Amount Rs.</b>
1.	Professional Charges for Architect consultancy services for the installation of a Passenger Lift in the Admin building at IGIDR including Liaison works. (As per the scope of services mentioned in Section-E, Technical Bid).	
	<b>Applicable GST ..... % Amount Rs.</b>	
	<b>Total Amount with GST Rs.</b>	

**Note:**

1. The above-quoted charges include applicable GST, to and fro transportation, lodging & boarding, visit charges, etc.
2. The Institute shall not pay any extra charges above the quoted amount.
3. The consultant shall manage all their expenses at the above-quoted charges only.
4. All the official application/scrutiny fees or development charges of MCGM and other government offices shall be paid by the institute against the receipts.

Date:

Signature of the bidder with seal

*\*The financial bid should be submitted on company/firm letterhead with sign and stamp on it.*

**ANNEXURE – A\***

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

*\*To be submitted on company/firm letterhead with sign and stamp on it.*