

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

**EXPRESSION OF INTEREST FOR**

**Appointment of an Architect Consultant for the Expansion of the  
Infrastructure facilities on the IGIDR Campus**

**NIT No:** IGIDR/EOI/2025/ED/13 **Date:** 08.07.2025

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

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

Telephone: 022 6909 6200 / 507. 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 Expansion of the Infrastructure facilities on the IGIDR Campus** 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 Expansion of the Infrastructure facilities on the IGIDR Campus</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 in the 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/Technical Bid” and “Email-2: Financial Bid”. The subject of emails should be mentioned as “Email-1: EMD and Pre-Qualification/Technical Bid for Appointment of an Architect Consultant for the Expansion of the Infrastructure facilities on the IGIDR Campus” and “Email-2: Financial bid for Appointment of an Architect Consultant for the Expansion of the Infrastructure facilities on the IGIDR Campus”, respectively. All the bid documents should be attached as a PDF document or a 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 22<sup>nd</sup> July 2025, at the end of the day.**
6. The institute reserves the right to reject any prospective application without assigning any reasons whatsoever.
7. **The intended bidder should visit the Institute and understand themselves about the nature of work and services to be rendered before submitting the EOI.**

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 Expansion of the Infrastructure facilities on the IGIDR Campus, MUMBAI**

Reference: NIT No. IGIDR/EOI/2025/ED/13 Date: 08.07.2025

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 fulfil 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 the Expansion of the Infrastructure facilities on the IGIDR Campus,” 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 the Expansion of the Infrastructure facilities on the IGIDR Campus” and “Email-2: Financial bid for Appointment of an Architect Consultant for the Expansion of the Infrastructure facilities on the IGIDR Campus”, 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 **22.07.2025, at the end of the day**. Each copy of the EOI document is under their stamp and signature. No bid will be accepted after **22.07.2025** under any circumstances whatsoever.
5. The E-mail bid with the subject **“EMD and Pre-Qualification Bid for Appointment of an Architect Consultant for the Expansion of the Infrastructure facilities on the IGIDR Campus”** shall be opened by the tender opening committee on the next day **23.07.2025, at 02:30 PM** through the online meeting platform. The link to the meeting will be shared with participating 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 Appointment of an Architect Consultant for the Expansion of the Infrastructure facilities on the IGIDR Campus”** 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 out 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 Institute reserves right to empanel one or more consultants and assign the various services to the empaneled consultants.
12. 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)** by telephone- **022 6909 6507** 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 EOI shall form part of the bidding process. The 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 contract period shall be for **one year** from the appointment letter however, it can be extended for a further two years on an annual basis after a review of the performance of the consultant at the same rates, terms & conditions if their performance is found satisfactory.

#### **6. Payment Terms:**

- a) **Retainer Basis Service:** The remuneration payment for retainer ship service shall be paid on monthly basis within 15 days against submission of invoice.
- b) **Architect Consultancy Service for Assigned Project/Works:**
  - i) The payment shall be released after submission of design proposal, drawings, Bill of quantities, Estimate for the work/project to be taken up against submission of tax

invoice. 1/8<sup>th</sup> portion of the total invoice amount shall be retained towards the necessary approvals from MCGM, OC, as-built drawings, etc.

- ii) 1/8<sup>th</sup> of the Architect's fees retained from the bill shall be paid after final completion of the work/project, closing of accounts, submission of approved drawings/CC/OC from Municipal Corporation and other local authorities, complete sets of as-built drawings, correspondences, etc.

**c) Project Management Consultancy Service:**

Payment shall be made on a prorated basis after release of payment to the contractor for completed works as per his certified invoice amount.

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

The EMD of the successful bidder shall be retained as the 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**

- **Documents to be submitted by the Bidder along with the 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 for more than **5** years.
  - c) Copy of Registration of Goods & Service Tax (GST) and PAN
  - d) The bidder shall have successfully executed at least a single assignment in a Government University/ Autonomous College / Institute in Mumbai for providing architectural consultancy services in the last five financial years, as on 31.03.2025 (**Should attach a Copy of work order/Agreement/Appointment letter**).
  - e) The bidder shall have successfully completed the assignment in a University/ Autonomous College / Institute / Academy/ Government Department/ PSU/ Corporate company in Mumbai for providing architectural consultancy services in the last five financial years as on 31.03.2025, any of the following.
    - i. At least one project costing not less than Rs. 1 Crore
    - ii. At least two projects costing not less than Rs. 0.75 Crore
    - iii. At least three projects costing not less than Rs. 0.50 Crore**(Copy of work orders/Agreements/Appointment letters and respective completion letter from the client should be submitted)**
  - f) The bidder shall have an average annual income of not less than **Rs. 50.00 Lakh** each year in the last three consecutive financial years (i.e., FY2021-22/FY2024-25, FY2022-23, and FY2023-24). Copy of Audited Annual Profit & Loss statements, duly certified by CA, or CA certificate for the turnover amount to be submitted.
  - g) 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\***.
  - h) Either the Registered Office or a Branch Office 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-1), duly stamped and signed by the authorized person of the agency.

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

Sr. No.	Item	Information to be filled by Bidder
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)	FY 2023-24:  FY 2022-23:  FY 2021-22/FY 2024-25:
9	Bank Account Details	A/C No.  Bank Name:  IFSC:

Date:

Signature of the bidder with seal

**SECTION - 'E'**  
**BID EVALUATION CRITERIA**

**1. Opening of PQ/Technical Proposals:**

- a) The Tender Committee appointed by the Institute will open all proposals on the scheduled date, time, and venue.
- b) During the evaluation of proposals, the Institute may, at its discretion, ask the bidder to clarify their proposal.
- c) No bidder shall contact the Institute on any matter relating to their proposal from the time of the bid opening till the time of issue of the letter of intent. All bidders are strongly advised to furnish all the information in the proposal.
- d) Any effort by a bidder to influence the institute/IGIDR in its decisions on proposal evaluation, proposal evaluation decision will result in the rejection of the proposal.
- e) Where the Authorized Representative has signed the proposal on behalf of the concern, the bidder shall submit a certificate of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (IGIDR may out rightly reject any proposal not supported by adequate proof of the signatory's authority).
- f) No alteration shall be made in any of the terms and conditions of the EOI/bid document.
- g) They are scoring out. In the submitted proposal, no variation in the conditions shall be admissible. Proposals not complying with the terms and conditions listed in this section are liable to be ignored.

**2. Procedure for evaluation of Technical Proposals:**

- **The Proposals will be evaluated in the following 3 steps:**

**a) EOI/Technical bid Evaluation:**

Sr. No.	Criteria	Marks
1.	Past Experience of the firm/Main Architect	
A.	Number of years in architectural practice. Bidder should submit the self-declaration on letterhead and attach the documentary proof. > 5 ≤ 10 Years: 5 marks > 10 ≤ 15 Years: 10 marks > 15 Years: 15 marks	15
B.	Experience in a variety of large-scale projects in the public or private sector that are completed/ in process/ planning phases. =1 ≤ 10 Crore: 5 marks >10 ≤ 25 Crore: 7 Marks > 25 Crore: 10 Marks	10
C.	Experience in Educational Institutions	5

2.	Competitions, Awards / Accolades Won in The Field of Architecture by The Consultant	
A.	Past achievements in national/international architecture competitions	5
B.	Sustainable building concepts and awards, and achievements recognizing innovative design	5
3.	<b>Experience of a Team Leader/Main Architect</b>	
A.	Qualification	05
B.	Relative Experience	05
C.	Academic experience (Teaching in reputed Architecture schools)	10
4.	Financial Strength of the Consultant	
	Average Annual Turnover from Consultancy fees in the last three Financial Years, i.e. FY 2021-22, FY 2022-23, and FY 2023-24. =50 ≤ 75 Lakh: 5 marks >75 ≤ 100 Lakh: 7 Marks > 100 Lakh: 10 Marks	10
5.	Technical Presentation: Profile, Qualified employees, Executed assignments, Approach Methodology, Design Concepts, Execution Plan, etc.	30

**Note:**

- i. The bidder should submit relevant documentary proofs, work orders/completion certificates, contract agreements, and documents for each prequalification as mentioned above criterion for evaluation.
- ii. The minimum scoring of the bidder in the EOI bid should be more than **70 marks** to qualify for issuing bid documents.

**b) Financial Bid Evaluation:**

The financial bid forms will be issued to only technically qualified bidders for further processing. The financial bid will be evaluated through the Quality & Cost Based Selection (QCBS) process with a weightage of **70% to the technical score and 30% to the financial price.**

**c) The formula for QCBC:**

**1) Technical Score:**

- a) The highest technical bid (H1) bidder will be awarded a 100% score.

- b) The technical score of a Bidder = [(Technical Mark of the Bidder/Technical Mark of H1 Bidder) X 100] %.
- c) Marks will be adjusted to two decimal places.

## 2) Financial Score:

- a) The lowest financial bid (L1) bidder will be awarded a 100% score.
- b) The financial score of a Bidder = [(Financial quote of L1 Bidder /Financial quote of the Bidder) X100] %.
- c) Marks will be adjusted to two decimal places.

## 3) Composite Score:

- a) The composite score of the bidders for the bid shall be worked out as under:

<b>Bidder</b>	<b>Technical Score</b>	<b>Financial Score</b>	<b>Technical Weightage (70% of B)</b>	<b>Financial Weightage (30% of C)</b>	<b>Composite Score (F = D+E)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>

- b) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for the award of the Project.
- c) If the bid composite scores are 'tied,' the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the Project.

### Note:

- a. Based on the above-specified final evaluation criteria, the most responsive bidder will be considered further for contract placement after complete clarification/verification, as decided by the Institute.
- b. The tender committee will evaluate and cross-check the correctness of data provided by the bidders by making necessary inquiries with the concerned agencies.
- c. Further, without affecting the sanctity of the above criteria, the Institute reserves the right to relax any condition of eligibility criteria qualifying the proposal(s) based on the merit of each case and if the situation so warrants in the interest of the Institute.
- d. The bidding process results will be communicated in writing to the successful bidder.

## 3. Notification of Award:

- a) After determining the successful bidder, the Institute shall issue a work order in duplicate, which will

return one copy to the IGIDR, duly acknowledged, accepted, and signed by the authorized signatory within seven (07) days of receipt of the same by the successful bidder.

- b) The issuance of the Work Order to the successful bidder shall constitute an integral part of the Agreement and will be binding on the successful bidder.

Date:

Signature of the bidder with seal

**SECTION - 'F'**  
**TECHNICAL BID**

**A. ARCHITECT CONSULTANCY SERVICE ON A RETAINER BASIS:**

1. The architect should provide consultancy/advisory services to the Institute as and when required on a monthly retainer basis. The remuneration will be paid monthly.
2. The retainer ship includes **one** mandatory visit/physical meeting of the Architect at the Institute per month—a total of 12 visits in a year.
3. The main scope of the retainer ship should be the advisory services to the Institute.
4. The architect should attend the meeting with the Institute's committee/concerned department every month.
5. The architect needs to advise the Institute on various campus infrastructure-related matters like new developments, renovations, maintenance, budgeting, and any other matter, etc.
6. The architect needs to give their expert opinion to the Institute to guide in making the decisions related to the Institute campus.
7. It should include the to-and-fro charges for the architect's visit to the Institute campus.

**B. ARCHITECT CONSULTANCY SERVICE (Project/Work Basis):**

COMPREHENSIVE ARCHITECTURAL SERVICES FOR INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GEN. A.K. VAIDYA MARG. GOREGAON (EAST). MUMBAI 400 065.

**1. SCOPE OF WORK:**

The Consultants are required to provide service of the following services:

**Part I-ARCHITECTURE**

- a. Visit and Take Institute instructions and preparation of design brief.
- b. Site evaluation, analysis, and impact of existing and proposed development on its immediate environs.
- c. Design and Site Development.
- d. Structural design.
- e. Sanitary, Plumbing, drainage, water supply, and sewerage design.
- f. Electrical, electronic, communication systems and design.
- g. Heating, ventilation, and air conditioning design and other mechanical systems.
- h. Elevators, escalators, etc.
- i. Fire detection, fire protection & security systems, etc.
- j. Periodic inspection and evaluation of construction works.

## **Part II-ALLIED FIELDS**

- k. Landscape Architecture.
- l. Interior Architecture
- m. Architectural conservation
- n. Retrofitting of Buildings
- o. Graphic Design and Signage

## **2. SCHEDULE OF SERVICES:**

The Consultants shall, after taking instructions from the Institute, render the following services:

### **STAGE-1: Concept Design:**

- 2.1 Ascertain the Institute's requirements, examine site constraints and potential, and prepare a Design brief for the Institute's approval.
- 2.2 Prepare a report on-site evaluation, state of existing buildings, analysis and impact of existing and proposed development on its immediate environs.
- 2.3 Prepare drawings and documents to enable the Institute to get a detailed study of the same.
- 2.4 Furnish a report on measures to be taken to mitigate the adverse impact of the existing and proposed development on its immediate environs.
- 2.5 Prepare conceptual designs with reference to the requirements given and prepare a rough estimate.

### **STAGE-2: Preliminary Design and Drawings:**

- 2.6 Modify the conceptual designs, incorporating the required changes and prepare the preliminary drawings, sketches, etc., for the Institute's approval, along with a preliminary estimate of cost.

### **STAGE-3: Drawings for Institute/Statutory Approvals:**

- 2.7 Prepare drawings necessary for the Institute's / statutory approvals and ensure compliance with codes, standards, and legislation, as applicable, and obtain the statutory approvals thereof, if required.

### **STAGE-4: Working Drawings and Tender Documents:**

- 2.8 Prepare working drawings, specifications, and a schedule of quantities sufficient to prepare an estimate of cost and tender documents, including a code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials and works, and other contract conditions.

### **STAGE-5: Appointment of Contractors:**

- 2.9 Invite, receive, and analyze tenders and advise the Institute on the appointment of contractors.

#### STAGE-6: Work Stage:

- 2.10 Prepare and issue working drawings and details for the proper execution of works during construction.
- 2.11 Approve samples of various elements and components.
- 2.12 Check and approve shop drawings submitted by the contractor/vendors.
- 2.13 Visit the site of work at intervals mutually agreed upon to inspect and evaluate the construction works and, where necessary, clarify any decision, offer interpretation of the drawings/specifications, and attend conferences and meetings to ensure that the project proceeds generally by the conditions of the contract and to keep the Institute informed and render advice on actions if required.
- 2.14 Issue Certificate of Virtual Completion of Works.

#### STAGE-7: Completion:

- 2.15 Prepare and submit completion reports and drawings for the project as required and assist the Institute in obtaining a "Completion / Occupancy Certificate" from statutory authorities, wherever required.
- 2.16 Issue two sets of as-built drawings, including services and structures.
- 2.17 In case of structural repair works of the building, a Building Stability Report is to be submitted.

### C. **PROJECT MANAGEMENT CONSULTANCY SERVICE:**

The Project Management staff deputed for the project (as given below), with the required qualification and site experience and approved by the Institute, will be posted at the site during the execution of work till the completion of work and the finalization of contractors' bills, etc.

- The Project Management Consultants will have the following minimum manpower/team at the IGIDR site to handle the execution of projects/works with the following composition.

#### a) Civil Engineer-1 No. (Full time):

Responsibilities to include detailed supervision of work regarding quality control, time management, weekly/daily reports, updating the Institute regarding the progress of work, joint measurement of completed work, controlling the Bill submission from the contractor side & ensuring timely checking from the consultants' side. Suggesting ways & means to make up for any delay that if occur during the progress of work.

#### b) Site Supervisor-1 No. (Full time):

Responsibilities to include on-site supervision, measurement checking, quantity verification of materials & finished job, keeping a track of manpower on the site & providing daily reports regarding the same.

#### c) Electrical Engineer-1 No. (Full time):

Responsibilities include coordinating the entire electrical works under Phase 3, coordinating with the

Electrical consultant and the institute's Electrical Engineer for advice and decision making, site supervision, verification of materials, quality of workmanship and manpower on site, bill processing, etc.

d) Coordinator-1 No. (Part/Full time):

Responsibilities to include communicating with contractors, documentation of approvals, bill processing and coordinating between the two teams, and contractors, etc.

- e) Main Architect Consultant: The chief/main Architect will visit the site two days a week from 10.00 a.m. to 01.00 p.m. except the period of his outstation travel. However, when in Mumbai, he/she will be present for the committed time, visit the work site and interact with our Institute's Engineers and the Committee members at regular intervals or/as and when required.

The project management consultant needs to depute the minimum staff mentioned above; any additional staff requirements will be decided mutually based on the project requirement. The Consultant's team working days will be from Monday to Saturday, and working hours will be from 10.00 a.m. to 6.00 p.m. with a ½ hour lunch break. They may be required to work beyond office hours as and when necessary, with no additional compensation whatsoever. Out of the Supervisor/Engineer, at least one should be present on Saturdays to supervise and coordinate the work as per the drawings.

**Responsibilities of Site Engineers:**

- 1) To thoroughly study contract documents, architectural/structural drawings, and other details to identify ambiguities/discrepancies between them and obtain clarification from the competent authority in time to avoid delays.
- 2) To ensure that the quality of materials and quality as laid down in the contract is maintained, and the accuracy of dimensions shown on drawings is attained in the condition.
- 3) To watch the validity of the permission by the Local Authority and to ensure that the revalidation, if necessary, is obtained well in time.
- 4) To keep and maintain proper records such as progress records, site order books, instructions by the Institute, test Registers of materials/fittings, fixtures, equipment, etc., as stipulated in the tender or as directed from time to time.
- 5) To record measurements of completed work jointly with the contractors and the institute's engineers, record them in the measurement book, and submit them to the institute to process them in running account bills. After checking, bills shall be forwarded to the Institute with their comments, recommendations, and supporting documents.
- 6) Prior approval of the Institute shall be taken regarding extra/variation items before the commencement of the extra/variation items to be executed.
- 7) The services of Engineers deployed at the site, if found unsatisfactory if noticed by the Institute, the architect shall arrange to removed immediately upon receipt of instructions/advice from the Institute and replaced after prior approval of the Institute.

• **Time Schedule for the Assignment:**

1. The appointed consultant should submit the time schedule to be followed for each service unless otherwise specified in the work order.
2. The successful bidder should strictly follow the time schedule as agreed with the Institute. The site execution period will be mentioned in the schedule.

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 – ‘G’**  
**FINANCIAL BID**

**NIT No:** IGIDR/EOI/2025/ED/13

**Date:** 08.07.2025

**Name of the service:** Appointment of an Architect Consultant for the Expansion of the Infrastructure facilities on the IGIDR Campus.

<b>Sr. No.</b>	<b>Description</b>	<b>Amount in Rs. / Fees in Percentage (%)</b>
<b>1.</b>	Professional Charges for Architect consultancy service on a Monthly Retainer Basis (As per the scope of services (A) mentioned in Section F, Technical Bid). <b>Amount INR per month.</b>	<b>INR .....</b>
<b>2.</b>	Professional Charges for Architect consultancy services, including Liaison works. (As per the scope of services (B) mentioned in Section F, Technical Bid).	
<b>a)</b>	<b>Fees for Original Design (In %)</b>	<b>..... %</b>
<b>b)</b>	<b>Fees for repeated design work (In %)</b>	<b>..... %</b>
<b>c)</b>	<b>Fees for design of Items Directly Bought-out by the Institute (In %)</b>	<b>..... %</b>
<b>3.</b>	Professional Charges for Project Management consultancy services. (As per the scope of services (C) mentioned in Section F, Technical Bid).	<b>..... %</b>
	<b>Applicable GST in %</b>	<b>..... %</b>

**Note:**

1. The above-quoted charges include applicable GST, to and fro transportation, lodging & boarding, visit charges, etc.
2. The Percentage fees will be paid on the successfully completed project cost. 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.*