



**INDIAN INSTITUTE OF MANAGEMENT RAIPUR**

**भारतीय प्रबंधन संस्थान रायपुर**

Website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in)

**(Tender Reference NO: IIMR/Project/PMC/01/2024-25 dated 02/09/2024 (Modified -RFP)  
निविदा संदर्भ सं.: दिनांक 02/09/2024**

**Request for Proposal**

**for**

**Appointment of Project Management Consultant (PMC) for Execution, Supervision,  
monitoring & development of Phase II Campus of Indian Institute of Management Raipur  
(Chhattisgarh)**

Client

CAO /मुख्य प्रशासनिक अधिकारी

INDIAN INSTITUTE OF MANAGEMENT

RAIPUR

Atal Nagar, P. O. –Kurru (Abhanpur), Raipur

(C.G.)

Pin Code 493661

Telephone: +91-771-2474600

**भारतीय प्रबंधन संस्थान रायपुर**

अटल नगर, पी.ओ.-कुरू (अभनपुर), रायपुर (सी.जी.)

पिन कोड -493 661

टेलीफोन: 91-771-2474600

Revised Last date & time of online Submission of Bid:20/09/2024 up to 3.00 PM

जमा करने की अंतिम तिथि: 20/09/2024 अपराह्न 3.00 बजे तक

## INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Tender Reference NO: IIMR/Project/PMC/01/2024-25/ dated 02/09/2024(Modified-RFP)

### NOTICE INVITING TENDERS

Sealed bids are invited under Single stage (Two bid system) professional agencies for the work mentioned below:

**Name of the work: Request for Proposal for Appointment of Project Management Consultant (PMC) For Execution, Supervision, Monitoring & Development of Phase-II Campus of Indian Institute of Management Raipur (Chhattisgarh).**

Location of site: **IIM Raipur, Atal Nagar, P. O. –Kurru (Abhanpur), Raipur (C.G.)**  
**Pin Code 493661**

Bid Downloading Schedule: Tender documents can be downloaded from the IIM Raipur website [www.iimr.ac.in/tender](http://www.iimr.ac.in/tender) or [www.tenderwizard.com/IIMRAIPUR](http://www.tenderwizard.com/IIMRAIPUR)

### CRITICAL DATE SHEET

Release of RFP request to Applicants	14 August 2024
Bid Document Download Start Date	14 August 2024 @ 17.30 Hrs
Pre-bid Conference meeting for all Applicants at IIM Raipur	28 August 2024 on 11.30 A.M at IIM Raipur (Atal Nagar, Kurru, Raipur.493661)
Re-Tendering/Corrigendum (Modified -RFP)	02 September 2024
Revised Last date of Online Bid Submission	20 September 2024 up to 3.00 P.M
Presentation by Applicants	24 September 2024 at 10 .00 AM
Evaluation of Technical bid Proposals and shortlisting of Applicants	27 September 2024.
Opening of Financial bid proposals and declaration of result	30 September 2024

#### **1. Bid Submission:**

The tenderer who has downloaded the tender from the IIM Raipur website [www.iimraipur.ac.in/tender](http://www.iimraipur.ac.in/tender) or [www.tenderwizard.com/IIMRAIPUR](http://www.tenderwizard.com/IIMRAIPUR) shall **not tamper/modify the tender form, including the downloaded price bid template, in any manner**. In case the same is found to be tempered/modified in any manner, the tender will be completely rejected, and the tenderer is liable to be banned from doing business with IIM Raipur.

Intending tenderers are **advised to visit the** IIM Raipur website, [www.iimraipur.ac.in](http://www.iimraipur.ac.in), [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPP Portal) and e-tender website i.e. [www.tenderwizard.com/IIMRAIPUR](http://www.tenderwizard.com/IIMRAIPUR) **regularly till the closing date of submission** of tender for any corrigendum/addendum/ amendment.

The tender shall be submitted as follows:

- Pre-qualification documents
- Price bid as per Price Bid format

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

**E-Tendering procedure:**

Accessing/ Purchasing of Tender Documents

- a) The complete Tender Document can be viewed /downloaded from the e-Tendering portal i.e. [www.tenderwizard.com/IIMRAIPUR](http://www.tenderwizard.com/IIMRAIPUR) free of cost or link on Tender section of IIM Raipur website i.e. [www.iimraipur.ac.in](http://www.iimraipur.ac.in) or Central Procurement Portal.
- b) It is mandatory for all the bidders to have class-III Digital Signature Certificate from any of the licensed Certifying Agency (Bidders can see the list of licensed Certifying Agencies from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Tendering of IIM Raipur.
- c) It is mandatory for the bidders to get their firm/company registered with e-Tendering portal of IIM Raipur, i.e. [www.tenderwizard.com/IIMRAIPUR](http://www.tenderwizard.com/IIMRAIPUR) to have user ID & password by submitting a non-refundable annual registration charge of ₹ 1,770/- (inclusive of taxes, levies, etc.) which can be paid online using the e-payment gateway to Central Electronics Limited on the portal address mentioned above. The registration so obtained by the prospective bidder shall be valid for one year from the date of its issue and shall be subsequently renewed.
- d) In addition to this, Bidder shall submit a non-refundable fee of ₹ 4720/ (Rs. Four Thousand Seven Hundred and Twenty Rupees Only) inclusive of all taxes towards e-bid processing fee paid online using the e-payment gateway to CEL Limited on the portal address mentioned above.
- e) Validity of Bidder's Registration on the e-Tendering portal of IIM Raipur  
Bidders may note the following:
  - (i) It shall be the sole responsibility of the bidder(s) to keep the Registration valid up to the original/extended date of submission of bid. Bids can be submitted only during the validity of their registration.
- f) IIM Raipur may issue addendum(s)/corrigendum(s) to the Tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on website [www.tenderwizard.com/IIMRAIPUR](http://www.tenderwizard.com/IIMRAIPUR) at any time before the closing time of tender. The bidders who have downloaded the Tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum till the time of closing of tender and ensure that bid submitted by them are in accordance with all the corrigendum /addendums.
- g) The Tender documents shall be submitted online on or before 15:00 Hrs. on 20/09/2024 in the prescribed format given on the websites and Pre-qualification (Technical) bids received online shall be opened at 15:30 Hrs. on 27/09/2024. No other mode of Bid submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all Tender papers are to be submitted online.
- h) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on e-procurement portal of IIM Raipur ("Standard Time") shall be final and binding on the bidders. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

- i) The complete application shall be signed by the Authorized Signatory of the bidder & submitted “on-line” and Price Bid Sheets should be filled and submitted “online” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG). Bidders can upload a single file of size 5 MB only, but they can upload multiple files.

**Helpdesk Support:**

e-Tendering Registration	Registration Help	080-4581 1365	twregdelhi@etenderwizard.com
DSC Queries	Help Desk	080-4581 1365	dscdelhi@etenderwizard.com
For e-Tendering Queries	Shankar Kumar/ Ranjit Ranjan	8800378610/8839371 175	shankar.k@etenderwizard.com

**Request for Proposal**

**for**

**Appointment of Project Management Consultant (PMC) for Execution, Supervision, monitoring & development of Phase II Campus of Indian Institute of Management Raipur (Chhattisgarh)**

Date & Time of Pre-Bid Conference of Applicants: **11.30 PM, 28<sup>th</sup> Aug 2024.**

Submission of revised deadline for online:  
Applications/Proposals **5.00 PM, 20<sup>th</sup> Sept 2024**

**Indian Institute of Management Raipur  
Atal Nagar, Kurru, Abhanpur, Raipur-493661,  
Chhattisgarh (India)**

**E-mail: [director@iimraipur.ac.in](mailto:director@iimraipur.ac.in)**

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RFP Issued to (Applicant's Name):

Signature of Authorized  
Official of PM Applicant:  
Name & Designation

## 0.0 Definitions

0.0.1 **'IIM Raipur'** or the 'Institute' means the Indian Institute of Management Raipur (IIM-Raipur) including its Society, Board of Governors, Director and its functionaries and any other officials or agencies designated by the Director or the Board of Governors for the purpose.

0.0.2 **'Project Management Consultant (PMC)'** means the Applicant, appointed as such pursuant to this selection process, for providing Project Management Consultancy services for the Phase II Campus Development & Execution of the Project of IIM Raipur Phase-II. PMC's responsibilities include pre-planning consultancy, planning, execution, supervision, and monitoring of the project, ensure quality control, Safety management, cost control, Environmental management Plan, quality management plan, safety management plan, timely completion of the project, post-completion review & rectification, and all other responsibilities related to completing the project as agreed timeline under the contract with the Institute.

0.0.3 **'Request for Proposal (RFP)'** means this document specifying the requirements, terms and conditions, scope, and other related particulars of selecting and employing a PMC for the Phase II Campus Development Project of IIM Raipur.

0.0.4 **'Project Management Services (PMS)'** means services to be rendered by PM to IIM Raipur for its Phase II Campus Development Project and more specifically as set out in Clause 1.2.

0.0.5 **'Application'** means the proposal submitted by an Applicant for providing Project Management Services and shall include Technical Proposal and Financial Proposal.

0.0.6 **'Applicant'** means the individual/firm/company/organisation or similar entity submitting an application in response to this Request for Proposal.

0.0.7 **'Technical Proposal'** means the technical part of the **Application** that includes data and documents required for evaluating the technical capability of the Applicant.

0.0.8 **'Financial Proposal'** means the financial part of the **Application** that specifies the fee, Applicant wishes to charge from IIM Raipur for providing PM services for its Phase II Campus Development Project and it comprises of fee quoted for the total project and the stages of the project.

0.0.9 **'Fee'** means the stage wise charges to be paid to the PMC for the services rendered by it on the Phase II Campus Development Project of the Institute after thorough inspection and due satisfaction of the duly authorised representative of IIM Raipur.

0.0.10 **'Master Plan'** means the overall architectural plan / Site layout plan including, but not limited to the details of road networks, street lighting, water supply and drainage details, storm water drainage, STP, WTP, building layouts, Electrical layout, firefighting layout, BMS, CCTV, Landscape plan, rain water harvesting plan, horticulture as per the DCR and building bye laws of NRDA/ State Govt. statutory body for the Phase II Campus Development of the Institute to be prepared by Design Consultant.

0.0.11 **'Design Consultant'** means the consultant selected through a competitive process based on their reputation, proven capabilities, and evaluation of submitted design proposals. The Design Consultant shall be responsible for developing the Master Plan of the Campus in consultation with the Architects, CPC/CCC of IIM Raipur and any other representatives appointed by the Institute, preparing the architectural and engineering designs for various

structures and utilities and supporting the implementation through specific designs and drawings and assistance in construction and commissioning of the facilities.

0.0.12 **'Defect liability period'** means the warranty period beyond the project completion.

0.0.13 **(THIS CLAUSE NOT REQUIRED AS THIS IS A TENDER FOR CONSTRUCTION OF A PHASE II CAMPUS ONLY.**

0.0.14 **'Net worth'** means total assets minus total outstanding liability.

0.0.15 **'Capital cost'** means total Approved Project Cost.



## **0.1 Abbreviations**

0.1.1	BHK	Bedroom Hall Kitchen
0.1.2	BOQ	Bills of Quantity
0.1.3	CAG	Comptroller & Auditor General
0.1.4	CDM	Clean Development Mechanism
0.1.5	CER	Certified Emission Reduction
0.1.6	CPWD	Central Public Works Department
0.1.7	CVC	Central Vigilance Commission
0.1.8	DD	Demand Draft
0.1.9	EMD	Earnest Money Deposit
0.1.10	FPM	Fellow Programme in Management
0.1.11	HVAC	Heating Ventilating and Air-Conditioning
0.1.12	IIM-Raipur	Indian Institute of Management Raipur.
0.1.13	IIT	Indian Institute of Technology
0.1.14	LOI	Letter of Intent
0.1.15	MOU	Memorandum of Understanding
0.1.16	NCR	National Capital Region
0.1.17	NOC	No Objection Certificate
0.1.18	O&M	Operations & Maintenance
0.1.19	PAC	Public Accounts Committee
0.1.20	HCI	Head Campus Infrastructure
0.1.21	R&D	Research & Development
0.1.22	RFP	Request for Proposal
0.1.23	WBS	Work Breakdown Structure
0.1.24	PM	Project Management
0.1.25	PMC	Project Management Consultant
0.1.26	CCC	Campus Construction Committee.
0.1.27	CPC	Campus Planning Committee.
0.1.28	BOG	Board of Governance.
0.1.29	NIT	Notice Inviting Tender
0.1.30	RFP	Request for Proposal.
0.1.31	BG	Bank Guarantee.

## 1.0 Introduction

- 1.1 Indian Institute of Management Raipur, (hereinafter referred to as '**IIM Raipur**' or '**the Institute**') is an autonomous institute established in 2010 by the Government of India to provide quality management education in the country to cater to the needs of corporate and non-corporate sectors and public systems. Indian Institute of Management Raipur, the newest entrant in the elite league of IIMs, is set up with the objective of providing quality management education while sensitizing students towards the needs of the society. The Institute is operational from July 2018 in a permanent campus located in the campus of Atal Nagar, Kurru, Abhanpur, Raipur, Chhattisgarh, India-493661. For the establishment of a state-of the art Phase II construction of the campus, an area of approximately 200 acres has been identified in Naya Raipur about 15 km from the airport of Raipur. The site has been selected considering factors such as easy accessibility and scope for future development. The Institute is located virtually in the geographical centre of the country.
- 1.2 The Institute invites applications for selection of Project Management Consultant (referred to as the "**PMC**" hereinafter) to assist the Institute in the infrastructure development for the proposed Phase II development of the campus. The selected PMC shall aid and assist the Institute in various activities, including, but not limited to the following: (See section 6.0 for detailed scope of services)
- i The Principal of the PMC organization or his designated senior officer with due competence will be required to assist in competitive selection of EPC contractor. This will include developing the Expression of Interest (EOI)/ preparation of tender document/EPC Contract, the PMC also assist to the IIM Raipur for technical and financial evaluation of the EOI/EPC Contractor/tender evaluation, etc.
  - ii The PMC also assist for vetting of good for construction drawings like architectural/structural/ MEP services, HVAC, BMS, CCTV, etc. And also vetting of designs and evaluating detailed designs with respect to coordination of services and execution.
  - iii Vetting of Bills of quantities/cost estimates of architects/EPC Contractors, Detailed Specifications of construction agencies. It may be noted that the vetting of engineering designs will be done by the experts decided by IIM-Raipur. The PMC will assist IIMR on determining the critical parameters to be reported, in the follow up of the vetting progress and in co-ordinating the design modifications that may be required as a result of this and also assist in competitive selection of construction agencies,
  - iv Construction, supervision and contract management,
  - v Project management services including management of contract with construction agencies.
  - vi Provide complete support for responding to legal calls/statutory/CAG queries, etc.
- 1.3 The selection of the PMC will be through an open process as per this Request for Proposal (RFP).
- 1.4 The PMC may be selected either for the full Project of Phase II Campus construction & Development or part wise/building wise as decided by the competent authority of the IIM Raipur.
- 1.5 The RFP document is also available on the official website of IIM Raipur. ([www.iimraipur.ac.in](http://www.iimraipur.ac.in)).

- 1.6 The Application submitted by an Applicant should be complete in all respects. Incomplete Applications or conditional Applications shall be subject to automatic rejection and the said decision shall not be challenged by any applicant in any manner whatsoever.

## **2.0 Eligibility Criteria & Other Instructions**

### **2.1 Primary Eligibility Criteria**

To be eligible for being considered for selection as the PMC, an applicant should fulfil the following conditions of eligibility:

- i) The applicant shall be a Navratna, Public Sector Undertaking (NPSU)  
Technical Criteria: For demonstrating the technical capacity and experience (“Technical Criteria”), the Applicant shall, during the past Seven (7) financial years immediately preceding the RFP due date, have (i) been paid for or (ii) received payments for providing Project Management Consultancy Services for Eligible Project(s) such that the amount is at least Rs.20 Cr. during each of the 5 financial years.
- ii) Net-worth: The Applicant shall have a minimum net-worth of Rs. 20 Cr in each of at least the last 3 financial years.
- iii) The applicant shall have made a profit for each of the past 3 financial years (2021-22, 2022-23 and 2023-24)

The following categories of experience would qualify as technical capacity and eligible experience (the “Eligible Experience”) in relation to Eligible Projects:

- (a) Experience of providing Project Management Services (PMS)

Eligible Experience shall be measured only for Eligible Projects. For a project to qualify as an Eligible Project:

- (b) It should be a campus of an educational institution (preferably an institution of national importance e.g. IIMs, IITs, NITs, AIIMS, IISER or similar institutions) with a total built-up area of at least 50,000 sq.m, either in India or abroad; and/or international repute.
- (c) It should be a mixed-use township, typically consisting of different categories of housing (high rise, low rise), student hostels/dormitories and other facilities like academic blocks, admin blocks, dining halls, auditorium, open air amphitheatre, smart classrooms, supporting infrastructure facilities for a residential academic campus, sports complex, network of roads and pathways, an electrical network, Substations, plumbing and drainage facilities, landscape/horticulture, etc. The capital cost of eligible project (excluding the cost of land) shall be at least Rs 150 crore in a single case or Rs 100-150 crore in multiple projects of minimum size of Rs 75 crore each, over the last 7 year period.

2.1.1 This paragraph is deleted.

2.1.2 The Applicant should not have ever failed to perform on any agreement nor been expelled from any project or agreement nor any agreement terminated for breach by the Applicant.

2.1.3 The Applicant should submit references and certificates from the concerned institutions/ authorities in fulfilment of the eligibility criteria.

2.1.4 The Applicant is required to file an affidavit in respect of non-judicial stamp paper of Rs.100/- (Rupees one hundred only) so as to authenticate the facts as stipulated in these two clauses. The format of the proposed affidavit is given in **Annexure 3**.

2.1.5 The Applicant finally selected as PMC will be required to sign an Integrity Pact as part of the agreement.

## **2.2 Other Instructions**

2.2.1 Selection of the PMC shall be as per the selection process described later in this document if it fulfils the Primary Eligibility Criteria. No additional explanation and/or justification (for any aspect of the selection process) will be given and the Institute's decision in this regard shall be final without any right of appeal.

2.2.2 Applicants must acquaint themselves fully about the assignment and the local conditions before submitting the Proposal. They may visit the site with prior arrangement.

2.2.3 All latest information and clarifications sought, if any, will be posted on the website. Applicants are advised to visit the website regularly.

2.2.4 The Applicant shall submit its Proposal in the form and manner specified in the text. and Appendices of the RFP, along with

a) An RFP tender processing fee of Rs 17,700/- (Rupees seventeen thousand seven hundred only, of which Rs. 15,000.00 is the processing fee and Rs. 2,700.00 is the GST on it) (non-refundable) by electronic transfer to Indian Institute of Management Raipur.

Account no:

Bank:

Branch

IFS Code:

b) An Earnest Money Deposit of Rs 20,00,000/- (Rupees Twenty lakh only) by electronic transfer shall be paid into the account of IIM Raipur (details given in tender wizard portal) or in the form of bank guarantee (BG), BG Format is attached (Appendix-4) EMD of unsuccessful Applicants will be subsequently returned once the process of selection of successful applicant is complete.

c) Completely filled-in and signed details as in **Annexure 1-10**.

2.2.5 An Applicant is eligible to submit only one Proposal. See **Appendix 1-6** and **Annexure 1 to 10** for details and various formats. A checklist is provided at **Appendix 6**.

2.2.6 The Technical and Financial Proposals should be submitted in separate sealed covers as specified in Clause 3.1. The Financial Proposal should be without any conditions; any conditional Applications may be rejected.

2.2.7 The proposals as well as any other communication related to the PM work between the Institute and the applicants/PMC shall be always in English language.

2.2.8 The proposals should remain valid for at least 180 calendar days from the last date. for submission of proposals.

- 2.2.9 The Institute reserves the right to reject any Proposal if, at any time, a material misrepresentation is made or discovered, or the Applicant does not provide responses or clarifications sought by the Institute within the stipulated period.
- 2.2.10 The proposals must reach before the stipulated date of submission. Late submission shall not be accepted.
- 2.2.11 The documents and other information provided by the Institute or submitted by the Applicant to the Institute shall remain or become the property of the Institute. All Applicants are to treat all information provided as strictly confidential.
- 2.2.12 The Applicant should sign each page (which should be numbered) of the Proposal. Additional pages should also be numbered and signed.
- 2.2.13 References and certificates from respective organizations submitted should be signed by an officer not below the rank of Executive Engineer/Project Manager in case of a Government Department, and a General Manager in case of other bodies.
- 2.2.14 The Applicant shall bear all the costs associated with submitting the Proposal, completing any negotiations and, if selected for the work, executing the agreement in the prescribed format.
- 2.2.15 The Institute reserves the right to modify any part of the RFP any time before submission of the proposals, giving sufficient notice to all the Applicants to respond. Changes may be communicated to all the Applicants through physical or electronic means. The Applicant is required to acknowledge the receipt of the changes.
- 2.2.16 The selected PMC is required to provide to the Institute its services without prejudice or conflict of interest, in a manner that best suits the interests of the Institute.

### **3.0 Selection Process**

- 3.1 Each Applicant will submit the Earnest Money Deposit, Technical Proposal, and a financial proposal. The EMD shall be submitted by electronic transfer to Indian Institute of Management Raipur into the bank and account details enumerated above. The Technical Proposal and Financial Proposal shall be submitted separately. The Financial Proposal must be in the format specified in **Appendix 3** and must be quoted in (%) percentage terms. IIM Raipur reserves the right to convert this to a fixed fee based on the estimated cost/contract value after due negotiations with the successful Applicant.
- 3.2 The Institute reserves the right to accept or reject any Application and to cancel the entire process without any liability and/or without assigning any reasons whatsoever.
- 3.3 Proposals of only those Applicants who have deposited the Earnest Money Deposit in the prescribed format would be taken up for evaluation of primary eligibility criteria.

### **3.4 Evaluation of Technical Proposals**

- 3.4.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, similar type of job done, understanding of Terms of Reference (TOR), proposed methodology and work plan besides the experience of key personnel proposed for the assignment. Only those Applicants whose Technical Proposals score 60 marks or more out of 100 shall qualify for further consideration and shall be ranked from the highest to the lowest based on their technical scores ( $S_t$ ).
- 3.4.2 Technical Evaluation shall be strictly done as per the evaluation criteria given in **Appendix 1** of this document. The Applicants shall provide necessary data, as required in **Appendix 1**, in their proposal.
- 3.4.3 While awarding the marks for the number of eligible projects, the Applicant with the highest number of Eligible Projects shall be awarded the highest score for the respective category and all others remaining shall be entitled to a proportionate score.
- 3.4.4 Applicants may be required to make a presentation before an evaluation committee constituted by the Institute. The presentation will be for approximately 30 minutes and will consist of three parts: (i) past projects with focus on special features and quality aspects (along with some photos) and special project management techniques that might have been used to execute the project speedily and within initial budgeted cost, (ii) the Applicant's philosophy towards this project with respect to the nature of typology, structure, orientation, kind of finishing, approaches for Green building, GRIHA, sustainability, energy efficiency/overall savings, safety measures, innovations/KAIZENS etc. and (iii) project management approach the Applicant plans to use for this project - project organization for PMC, responsibility of key personnel, etc.
- 3.4.5 The Institute or any evaluation committee appointed by the Institute may choose, before deciding on the Application, to inspect such premises or project sites of the Applicant that have been mentioned in the Technical Proposal, after due notice of 7 days to the Applicant, at their own cost and shall facilitate the visit of the in such case, the Applicant shall have to corroborate the statements made in their proposal.

### **3.5 Short-listing of Applicants**

- 3.5.1 If the Applicants, ranked as above, are less than 3 (three), the Institute may, at its sole discretion, pre-qualify the best of Applicant(s) whose technical score ( $S_t$ ) is less than 60 but not less than 50 points, even if such Applicant(s) does not qualify in terms of Clause 3.4.1.

### **3.6 Evaluation of Financial Proposal**

- 3.6.1 In the second stage, the financial evaluation will be carried out as per clause 3.7 and its sub-clauses. Each Financial Proposal will be assigned a financial score ( $S_f$ ).
- 3.6.2 For financial evaluation, the % of the Expected Project Cost quoted by the Applicant indicated in its Financial Proposal will be considered (refer **Appendix 3** for the format for Financial Proposal). The fee ceiling indicated will also be included in the financial evaluation.

3.6.3 The Institute will determine whether the Financial Proposals are complete, unqualified and unconditional and will consider only those proposals which are found satisfactory on all counts mentioned above. The fee (as % of Expected Project Cost as well as fee ceiling) quoted in the Financial Proposal shall be deemed as final for evaluation purposes only.

3.6.4 The Financial Proposal quoting the lowest % ( $F_m$ ) will be given a financial score ( $S_f$ ) of 100 points (where the % is equal for 2 Applications, the Application carrying lower fee ceiling will get 100 and the other will get the average of 100 and the score of the next lowest Applicant; where the % is equal for more than 2 Applications, the Applications carrying higher fee ceiling will be awarded scores between 100 and the score of the next lowest Applicant with the score adjustment factor being the ratio of the fee ceilings of the tied Applicants. The same principle will be used, if there is tie of % at other levels below 100). The financial scores of other proposals will be computed as follows:

$$S_f = 100 \times F_m / F$$

(F = % fee quoted in the Financial Proposal)

The GST shall be paid in addition to the fee quoted.

### 3.7 Combined and Final Evaluation

3.7.1 Proposals will finally be ranked according to their combined technical score ( $S_t$ ) and Financial score ( $S_f$ ) as follows:

$$S = S_t \times T_w + S_f \times F_w$$

Where S is the combined score, and  $T_w$  and  $F_w$  are weights assigned to Technical Proposal and Financial Proposal which shall be 0.70 and 0.30 respectively.

Whereas  $S_t$  &  $S_f$  are the technical and financial score.

3.7.2 The selected Applicant shall be the first ranked Applicant (having the highest combined score).

3.7.3 The first ranked Applicant will be invited for further discussions as may be decided by the Institute. After final selection, a Letter of Intent (LOI) shall be issued by the Institute. The Applicant shall, within the date specified in the LOI, enter into an agreement with the Institute.

3.7.4 Before signing the agreement, an unconditional Performance Guarantee, in the form of a Bank Guarantee (BG), of 5% of the estimated value of fee agreed to be paid to the PMC or Rs. 20.0 Lakhs, whichever is higher, will be required to be remitted by the selected PMC Applicant. This is in addition to the retention of EMD. If there are delays in executing the assignment that are not condoned or accepted by IIM Raipur or there is any failure to perform, both the unconditional Performance Guarantee and EMD of the PM shall be forfeited.

### 4.0 Schedule & Submission of Proposals

Applicants satisfying the minimum qualification requirements as prescribed in clause. 2.1 shall submit the Applications to the Director, IIM Raipur, Atal Nagar, Kurru, Abhanpur, Raipur- 493661, Chhattisgarh latest by – **20 Sept 2024**

Queries/clarifications may be e-mailed to [jrajurkar@iimraipur.ac.in](mailto:jrajurkar@iimraipur.ac.in) , [cao@iimraipur.ac.in](mailto:cao@iimraipur.ac.in). Clarifications, if any, shall only be posted on the Institute's website. No individual replies/clarifications may be sent.

4.1 The key dates are as follows (subject to change):

Sr.No	Description	Dates
1	Release of RFP request to Applicants	14 August 2024
2	Pre-Bid conference meeting for all Applicants at IIM Raipur	28 August 2024
3	Revised Last date of online receipt of bid	20 September 2024
4	Presentation by Applicants	24 September 2024
5	Evaluation of Technical bid and short listing of Applicants	27 September 2024
6	Opening of Financial bid and declaration of result.	30 September 2024

Negotiations, if any will be declared as per timeline.

Letter of Award - To be within the validity period of the Application

\*

Submission of performance Bank Guarantee & Signing of agreement

\*

Note: \* These dates may change, if any, will be duly intimated

## 5.0 Broad Requirements of the Project

5.1 The main role and responsibility of the PMC is to assist the Institute in the infrastructure development of IIM Raipur Phase II Campus. The Campus is already established in Sector-30 of Nava Raipur, Chhattisgarh, and has an area of approximately 200 acres (81 hectares). Over a 15-20-year period, the Campus is expected to host about 4000 residents including about 1200 students. The Phase II Campus is proposed to be constructed and made fully operational in phase II.

5.2 The first phase of the campus is already completed, And Second Phase needed for IIM Raipur to become operational in the Campus, is required to be completed and made fully functional in all respect by Aug 2026. The Second phase of the campus will have:

- a) Classroom blocks with a total seating capacity (in main classrooms) of about 700 students (smaller classrooms will be additional),
- b) Faculty Offices and staff offices for about 150 people,
- c) Student hostels for 700 students (with arrangements for catering/mess)
- d) Canteens for faculty/staff and others
- e) Faculty and staff accommodation with about 100 dwelling units of 1BHK, 2BHK, 3 BHK and 4 BHK in the appropriate proportion, World-class Guest house of 30 suites.
- f) A computer and communications centre with necessary instruction labs,



- g) Auditorium of 1500 capacity, Convention centre, Open Air Theatre, Bank, Post Office, cafeteria etc.
- h) Tracks and fields for outdoor games and events and courts, like jogging tracks and an Amphitheatre.
- i) Adequate parking facilities for the proposed numbers of students, faculty, visitors, and staff.
- j), Power backup system (AC & DC), integrated water supply system through underground and overhead tanks, plumbing, sewage, fire detection, and fire-fighting systems.
- k) Data and voice LAN/WAN network, Audio-visual and CCTV systems in lecture halls, tutorial rooms, auditoria, convention halls, board rooms, seminar rooms.
- l) Adequate safety and surveillance system.
- m) HVAC systems in selected areas, BMS, Security system, lifts, external & internal electrification
- n) Fittings, furniture, including workstations, and furnishings for offices, classrooms, lecture halls, tutorial rooms, and, as applicable, in hostels and dwelling units.
- o) Roads, compound wall, security cabins, entrance gate, culvert, pathways, signage, murals, artefacts, water bodies, rainwater harvesting, landscaping, hardscaping horticulture, irrigation system, gardens/ parks, fountains etc.
- p) Solid & other waste management systems like STP/WTP
- q) Any other necessary components.

**5.3** The planning work will entail development of the campus including pathways, roads, dividers, footpath, parking, gate, compound wall, rainwater drainage/rainwater harvesting, roadside cabling ducts including placement of sleeves across the road at suitable intervals, horticulture, landscaping, gardens, open spaces etc. It may also have a water treatment plant and sewage treatment plant, waste management plant and solar lighting/water heating systems when desired.

## **6.0 Terms of Reference of the Assignment**

6.1 The objective of IIM Raipur, in seeking to appoint a PMC, is to monitor and oversee out the Phase II Campus Development project with adequate professional & technical support and without undue constraint on the academic activities of the Institute to which the Director and other officials are expected to devote a major part of their time and effort. By acting as the agent of the Institute, the PMC is expected to provide full support to the Institute in the task of managing the project, subject to the provisions of this RFP and other terms and conditions of the agreement signed between the PMC and the Institute. The PMC will have, under the guidance and supervision of IIM Raipur, advisory, planning and execution as well as supervision and monitoring responsibilities in this project.

6.2 PMC shall have a site office (at the IIM Raipur, Nava Raipur site), with adequate infrastructure and appropriate manpower as required from time to time, right through the entire assignment - from site survey to completion of the implementation. The Institute shall provide water and electricity for the site office but may charge a reasonable/nominal cost for the same. The construction, furnishing, refurbishing, maintenance, upkeep and watch and ward of site office shall be done by the PMC at their own cost.

The location of the site office is to be decided by the Campus Designer/IIM and the PMC. Construction will be done by the EPC Contractor along with other similar facilities for his own staff and the Campus Designer's site office as well. It is possible that it will be used by IIM for another purpose after completion. The space will be

given as an 'empty shell'. All furnishing to be done by the user. (PMC in this case). The maximum size of the shell will be 250 Sq.m

## **7.0 Scope of Services of PMC**

The PMC shall function completely under the supervision of as well as specific principles and guidelines laid down by IIM Raipur. The PMC shall not take any decisions on the implementation plan or on the selection of various agencies of implementation without the formal explicit approval/consent of IIM Raipur. IIM Raipur will have the final authority in all selection and decision processes related to the campus development. The PMC shall create a timeline for all activities of the campus development. project and do a complete listing and planning of activities in co-ordination with IIM Raipur.

The scope of work would be to assist IIM Raipur in the development of the Phase II campus from the beginning to completion or handover stage. The heads which comprise the services the PMC is expected to render are.

- (i) Project management and contract management including Liasoning work during Pre-Construction, Construction and Post Construction stage.
- (ii) Supervision, Monitoring, and implementation of the project,
- (iii) Monitoring project outcomes, and

While it is not possible to list out every detail of the scope of services required, the major aspects are listed below.

## **8.0 General Condition:**

8.1 Faithfully recording the minutes/MOM of all meetings held with the Institute, and all other related agencies such as the designers, contractors/Consultants/vendors etc. and distributing the same to all concerned members.

### **8.2 Pre-Construction Stage:**

- (i) Verification of BOQ, tender documents, pre-qualification of EPC contractors.
- (ii) Vetting of designs: detailed brief to vettors and co-ordinate design modifications as may be required as a result of the vetting process.
- (iii) Assists IIM Raipur with process of award in negotiating with the bidders.
- (iv) List and ensure that all construction related insurances to persons and activities on site are obtained as necessary.
- (v) Coordinating and supervising & monitoring of all design deliverables on site.

#### **At the mobilisation stage:**

- (i) Verify data related to physical survey, levels, contour, positions, marking, fixing of boundaries etc. at site
- (ii) Verify survey sheets/ contour sheets and setting out at site,
- (iii) Mobilisation of facilities like temporary power, source of water supply by the contractor agency.
- (iv) Scrutiny, sequencing, and scheduling of activities on site

### **8.3 Environment Precaution Planning**

- (i) Preparation of environmental documents, based upon the principles of health, safety, and environment management, in a cost-effective and technically sound manner including environmental impact assessment report, environmental management plan, and mitigation measures etc. necessary to get the environmental clearances from the state and central government authorities like Consent to establishment & operate. Similarly, tree cutting permission as per forest (conservation) Act 1980.
- (ii) Plan environmental specifications related to lead, asbestos, pesticides, indoor air quality, and waste management and disposal.
- (iii) Viable plan for use of recycling support services for proper waste management
- (iv) Viable plan for use of sustainable energy resources like solar energy etc.
- (v) Rainwater harvesting & water Recycling.

However, any construction required for this shall be strictly and wholly to be designed to be located within the approved Master Plan and all architectural features shall be strictly in accordance with the overall architectural vocabulary of the campus. This task will be assigned to the Campus Designer selected for the purpose.

### **8.4 Intermediary between IIM Raipur and the Design Consultant**

- (i) The PMC shall assist the Institute in understanding and designs submitted by the Design Consultants and where required, provide inputs on cost and material to arrive at a viable solution.
- (ii) The PMC shall be a member in the meetings between the Design Consultants and IIM Raipur, the PMC shall be a member. For such site progress meetings, if required the PMC shall record and prepare all minutes of meeting of such meetings held. Minutes of all such meetings will be subject to the approval of the Institute.

### **8.5 Scope for Design Management Services**

With the help of consultants to prepare designs of buildings, water collection, storage, distribution drainage and disposal systems, communication and landscape designs, civil work agencies etc., the PMC shall provide integrated design services management related to all activities of Campus Development during execution and construction phase.

- (i) For the approval of the Institute, in consultation with the Design Consultants the PMC shall prepare an integrated time bar chart, schedule for various tenders with dates of commencement and completion of each part of the project. The PMC shall ensure completion of preparation of all EPC tender documents, detailed specifications, contract conditions, etc. for buildings and all other works without any time and cost overrun.
- (ii) Once the final designs prepared by selected design consultants have been accorded approval by the Institute, it will be the responsibility of the PMC to ensure regular follow up to obtain the mandatory sanctions of the competent authority. The PMC shall assist in all follow up activities and corrections and modifications in the

submissions that may be called for. The PMC will also ensure implementation of constructability, sustainability, and green building concepts in the project.

## **8.6 Vetting of Working Drawings & Tender Documents**

- (i) Once the working and detailed design/drawings, structural calculations, structural drawings, including, MEP, firefighting drawings, specifications, for various works have been received from the Design Consultants, the follow up of proof-checking of same shall be the full responsibility of the PMC.
- (ii) IIM Raipur may decide to get the proof checking of designs submitted by the experts of its choice or to get design calculations approvals from IIT/NIT Raipur. The PMC shall monitor the progress of such checks and co-ordinate the modification of designs wherever required. The fee for the proof-checking of structural design/details shall be borne by IIM Raipur and be paid directly to the vetting consultants appointed.
- (iii) Engage in coordination with the Design Consultant the services of well-qualified specialists or consultants for design of various specialized works civil, mechanical, electrical, firefighting, furniture, AV and communication systems, in case in-house competence is not available, pertaining to the following services:
  - a. Mechanical works, ventilation systems, HVAC,
  - b. Electrical (internal & external) HT/LT substations, power backup (DG) system etc.
  - c. Building Automation Systems/BMS
  - d. Fire detection/protection system.
  - e. Security systems/CCTV, Plumbing, Sewage & Sanitation, road design, culvert design, Waste management System (solid, electronic etc.)
  - f. Design of Computer network cabling and telephone, Wi-Fi cabling
  - g. Audio/video system, furniture planning for all types of buildings.
- (iv) Getting, checking, and vetting mechanical, electrical and HVAC working drawings and detailed drawings, full size details, making load/capacity calculations and preparing all design drawings, specifications, or such other particulars as may be necessary for preparing the bills of quantities & tender documents.
- (v) AC Planning for optimal implementation of cooling/heating.

## **8.7 Appointment of EPC Contractors**

- (i) The PMC, in consultation with the Design Consultants, shall recommend to the Institute about the optimal number of tender packages required to be prepared for successful completion of the project without any cost/time overruns. The ramifications of tenders, especially for building works, should be such as to attract genuine EPC contractors besides ensuring fair competition. The PMC shall assist the Institute in the bid-process management for selection of contractors for all works. To expedite the completion of the first and subsequent phases of the project, IIM Raipur may choose to split the construction (and other) works among multiple contractors, and, if it is being done, the PMC (as well as the other related consultants) shall be required to facilitate the same.
- (ii). In accordance with the guidelines of the Institute, the PMC shall help the Institute in deciding the criteria for prequalification and preparation of documents for pre-qualification of EPC contractors for specific approval of the Institute. In all matters of selection of contractors, the final authority to decide will lie with the Institute.

- (iii) After vetting and incorporating the general/special terms and conditions of contract as per the Institute and as prepared by the Design Consultants, the PMC shall assist the Institute in preparing the final tender document and thereafter in the tendering process until the award is decided.
- (iv) The PMC shall fully assist the Institute in completing the Prequalification process as required by the Institute. This will include answering pre-bid queries and conducting pre-bid meetings with prospective contractors and issuing LOI/LOA.
- (v) The PMC shall vet the tender documents and would be fully responsible for the accuracy and sufficiency of the estimated quantities and cost, the estimated time for completion, the detailed nomenclature of items along with the specifications, General and Special conditions of the Contract. The PMC shall ascertain the overall correctness of the tender documents before those are issued to prequalified tenderers.
- (vi) Invitation, receipt, and opening of tender will be done by PMC in consultation with the Architect and the Institute. The evaluation of the tenders received, and preparation of the comparative statement, clearly identifying the technical and commercial conditions shall be done by the PMC with full justification of rates based on market rates along with basic market rates of all constituents of the material T&P machinery etc. as on the date of issue of tender documents along with proper analysis of rates including therein fair value analysis. Labour rates will be as per minimum wages act by Chhattisgarh Government. For evaluation, standard norms such as latest CPWD manual shall be followed.
- (vii) After analysis of tenders, preparation of justification/comparative statement and submission with comments for scrutiny and approval to the Institute.
- (viii) The PMC shall assist the Institute in finalization of EPC contractor for different disciplines, including all assistance at all critical meetings. The PMC shall give at least 5 days' advance notice to the Institute so that they can plan for the same.
- (ix) The PMC shall be the Member Secretary of the meetings between the EPC contractor(s) and IIM Raipur. Minutes of all such meetings will be subject to the approval of the Institute.

## **8.8 Construction**

- (i) Vetting of working drawings/GFC and details for proper execution of work during construction.
- (ii) The PMC shall approve samples of various elements, civil construction materials, components, material testing, source approval, visiting factories or suppliers' outlets for electro-mechanical equipment as per inspection test plan or PQP. While the material sourcing and procurement may be a part of the tender document, the PMC shall accord alternative-source approval, but without any financial liability to the Institute in case of non-availability of the specified material at the source mentioned.
- (iii) Check and approve shop drawings submitted by the EPC contractors/vendors.
- (iv) Wherever necessary, the PMC will clarify and offer interpretation of the drawings/specifications, or obtain clarifications from the Campus Designer within such a time frame that the progress of the work is not affected, attend conferences

and meetings with the EPC contractor(s) and other relevant entities to ensure that the project proceeds generally in accordance with the conditions of contract with the contractor, keep the Institute informed and render advise to the Institute on any actions/course corrections, if required.

- (v) Keep a strict watch and control upon Substitutions, Extra items/Deviated items variations in items, cost overrun. The Institute shall be made aware of the financial consequences of such deviations, if any, in good time and decision shall be arrived at only after the Institute's formal approval of the same.
- (vi) Ensure that time and cost overruns do not occur. Suggest required course correction wherever required and recommend penalties for any deviation, failures, or delays.
- (vii) Issue certificate of virtual and final completion of works in consultation with the client.
- (viii) Prepare answers for all queries during Prebid & other meetings of EPC Contractors.

## **8.9 Construction Phase**

### **A. Project Time Management**

- (i) Prepare detailed activity-wise Master Programme for the entire project during the Second phase identifying the specific activities with inter-activity dependency, sequencing, and activity duration. This should preferably be in MS Project. It should also have separate plans for separate buildings.
- (ii) Prepare a work breakdown structure (WBS) for the project dividing the scope into smaller work packages.
- (iii) Optimal scheduling of WBS activities so that the project can be completed in the shortest possible span of time and readjusting the schedule taking into consideration schedule slippages of one or more activities suggesting incentives/disincentives to the contractor for completing the project/activities ahead/behind schedule.
- (iv) Co-relate Project schedules prepared by the selected contractors with Master Project schedule and incorporate any necessary modifications.
- (v) Day to day site supervision, assessment of cost overruns/savings quarterly.
- (vi) Regular site progress reviews, at least once in a fortnight, compare with planned Project and submit status report to Head Campus Infrastructure (of the construction agency) and/or site in-charge (of the construction agency) and/or the Institute for re-casting of schedules to make up for lost time.
- (vii) Conduct regular, daily, weekly, monthly, site meetings of concerned officials (of construction agency/architect /other agencies involved/Institute, as the case may be) to monitor progress of work, co-ordinate activities of all agencies and ensure that all outstanding matters, drawings, and decisions are resolved. (Agenda for these meetings shall be made available to the Institute so that they can plan to attend as required).
- (viii) Evaluate modifications in construction, if any, due to site conditions; advice on variation to cost execution, if relevant, is a must. No extra items substituted items or deviations, beyond the stipulated limits in the contract, if any, shall be executed without the prior written concurrence of the Institute.
- (ix) Monitor daily, weekly & monthly work progress report, and submit periodic status report to Institute on execution planned and achieved.
- (x) Prepare and faithfully adhere to a testing and commissioning schedule for all capital equipment's and other engineering systems.

- (xi) Monitor the progress of the project against these timelines and advising the Institute of any deviations and ensuring contingent action to rectify any delays.
- (xii) Coordinate with the Institute the initiation of different items of work (such as engaging Interior designer) so that the work (say, interior architecture) can begin at the right time and the project can be completed with no delay.

#### **B. Project Cost Management**

- (i) Develop a detailed project budget.
- (ii) Provide support required for any possible scope changes.
- (iii) Prepare month wise cash flows for the project based on the construction schedule and other commercial terms of payments to the contractors.
- (iv) Review monthly project cost between planned cost vs. actual cost and forecast effect of changes.
- (v) The PMC will not give any decision which has an impact on the project budget without the prior written approval for which a comprehensive proposal must be sent giving the justification for change/decision and the amount involved.
- (vi) Ensure that all changes are recorded accurately.
- (vi) Prevent in-correct and in-appropriate changes.
- (vi) Development of an effective system for overall project cost control.
- (vii) Monitor the cost of the project and bringing any variance in signed off costs and specifications immediately to the Institute's attention.

#### **C. Project Quality Management**

- (i) Check the quality of materials as per PQP and workmanship with the specifications laid down or as per IIM Raipur standard.
- (ii) Schedule meetings as per requirement, at least once a month with the Institute and EPC contractor to review the issues, upcoming decisions required, signoffs, risk analysis, schedules etc.,
- (iii) Arrange and coordinate periodic site meetings between the contractors, consultants, sub-contractors, and Institute, etc.,
- (iv) Ensure compliance to design and specifications during execution.
- (v) Set quality control procedures such as pour-cards, checklists, etc.as per project quality plan (PQP).
- (vi) Ensure documentation of quality procedures implemented.
- (vii) Conduct periodic "quality meetings" to maintain present quality standards.
- (viii) Check that product guarantees are available for mandatory period or as agreed whichever is later.
- (ix) Inspect completed works and recommend action if any.
- (x) Ensure the rectification of defects pointed out by the Institute and suggesting corrective measures in case contractor fails to do so as per contract clause.
- (xi) Ensure timely conduct of all critical tests and conduct inspections (both on site and off site) to ensure the quality of work as per laid down requirements/specifications/BIS standards.
- (xii) Ensure the testing of materials in NABL accredited approved labs only.
- (xiii) Receive all claims by the contractor to the institute and make specific recommendations and justification along with all supporting documents.

#### **D. Measurements & Bill Checking**

- (i) Recording of measurements (as per laid down procedure/standards/practices) for all items of work done including extra and declared sub items.
- (ii) 100% checking and certification of all contractors' bills and forwarding it to the Institute for payment within the agreed timelines as specified in the individual tender

documents. It should also recommend all statutory deductions as per the laws of the land.

- (iii) Check and solicit rate analysis for extra items and substituted items of work and forward the same for approval by the Institute before execution of the same at site ensuring that such rates do not cause undue enrichment of the contractor.
- (iv) Prepare reconciliation statement of various materials received and consumed at work such as steel, cement, tiles, paint lead, murum, sand, etc. consumed and brought to site. It should be submitted with every bill.
- (v) Check the quantities exceeding the contract quantity and inform the cost implications to the Institute.
- (vi) Deployment of engineers and staff on site as per approved CPWD Manual.

#### **E. Materials Schedule**

- (i) Prepare Material requirement and procurement schedule based on the Bill of Quantities.
- (ii) Prepare storage scheme based upon procurement schedule.
- (iii) Co-relate material procurement schedule with the Project schedule.

#### **F. Contract Management**

- (i) Advise the Institute on adequacy of the procedures of each contractor for carrying out its contribution to the timely and cost-effective completion of the project.
- (ii) Act as the Institute's representative with respect to each contract in accordance with this agreement and instructions from the Institute.
- (iii) Ensure amendments to the contract are done as Variation orders in a timely manner in case of Need modifications (from the Institute), Increases or decreases in BOQ, Non-tendered items and Operation of rate only items.
- (iv) Receive from contractors and review all shop drawings, product data, samples, and other submittals. Co-ordinate them with information contained in related documents and transmit to the Institute (as required) for approval. Establish and implement procedures for expediting processing. Only after due approval from IIM Raipur the same shall be supplied to contractors for execution.

#### **G. Status Reporting**

- (i) Prepare and submit weekly status reports of progress of work, consisting of the following (as a minimum).
- (ii) Executive Summary
- (iii) Design issues and status by discipline.
- (iv) Construction issues and status
- (v) Procurement issues and status
- (vi) Commissioning issues and status (as applicable)
- (vii) Cost tracking report
- (viii) Project schedule (planned vs. actual)
- (ix) Bottlenecks and areas requiring immediate attention covering the Institute, consultants, and contractor actions.
- (x) Progress photographs showing weekly/monthly progress of all areas besides progress at important milestones.
- (xi) Material procured, required, tracking.
- (xii) Manpower planned, required, and deployed.
- (xiii) Quality issues and recommendations.
- (xiv) Safety issues and reports as per safety standards or BOCW act.



- (xv) All minutes of meeting which were held during the period monthly.
- (xvi) All critical communications from the Institute and architect
- (xvii) Prepare status reports as and when needed by the Institute.
- (xviii) Make presentations to the Institute regarding the status and work progress of the project monthly.

#### **H. Site Safety**

- (i) At the inception of the contract with the PMC, prepare site safety procedures and methods, with periodic course correction, for incorporation at site to minimize accidents conforming to requirements as per local building by laws or OHSAS management and as per terms of the contract.
- (ii) Guidelines of ISO 18001 shall be followed for safety measures.
- (iii) Testing, commissioning, and handing over the facility including monitoring performance during defect liability period and enforcing rectification of defects.

#### **I. Statutory Authority Approvals**

- (i) A list of all authority approvals that are required for this project will be prepared before commencement and after completion of the project. All statutory charges to these agencies will be reimbursed/borne by the Institute.
- (ii) The PMC shall assist for obtaining all necessary statutory approvals with the various statutory authorities.
- (iii) Assist IIM Raipur in all cases of conciliation and arbitration and court cases besides preparing replies on the observations of bodies like CAG, CVC, PAC, etc.

#### **8.10 Completion & Project Closure**

- (i) Verify effective completion of all works. This includes satisfactory functioning of all installed systems. Prepare and submit completion reports and drawings for the project as required and obtaining "NOC/Completion/Occupancy Certificate" from statutory authorities where required.
- (ii) Obtain from Design Consultant 5 (five) sets, besides digitized copies, of as-built drawings including all services and structural design, calculation sheets, detailed measurements, etc. and explain deviations, if any, from the original drawings. The fiscal consequences, of such deviations, if any, shall be the sole responsibility of PMC who shall duly compensate IIM Raipur. Each drawing shall be on a readable scale and size and not be smaller than the scale on which it was issued for construction.
- (iii) Compile a list and provide copies of all other relevant drawings, as requested by the Institute.
- (iv) Provide all the drawings in proper electronic format suitable for use, modification, and analysis - particularly the files needed for interior design by interior architects. In addition, wherever possible, provide drawings in AutoCAD and pdf format. All drawings and documents in electronic format will be provided on a soft copy CD/DVD/Hard disc as agreed mutually.
- (v) Obtain and if required, prepare, maintenance manual and methodology as well as preventive maintenance schedule for buildings and all services/utilities.

- (vi) Monitor and ensure rectification of any defect for purposes of completing a full commercial closing of the project.
- (vii) Establish and effect a programme for identifying and rectifying defects during applicable defects liability periods including periodic monitoring and reporting.
- (viii) Solicit training/user manuals from the contractors to the end users of the Institute on the use and operation of various systems in the facility before handing over to the Institute for operation and use.

**8.11 In addition, it shall be the PMC's responsibility to:**

- (i) To get and certify final bills of all contractors, to get 'no claims/No dues' certificates from them
- (ii) Compiles a list of all vendors and manufacturers and their maintenance/ local office/ distributor/representative to be contacted in case of need.
- (iii) Get all warranty papers and test certificates from all vendors and electrical & mechanical equipment suppliers- or if it is in the scope of the contractor, ensure that this is done.
- (iv) Get all maintenance and operation manuals of all equipment
- (v) Arranges for reasonable supply of spares
- (vi) Since handover may be staggered, arrange for safety and security of buildings which are duly completed and handed over by the contractor, especially those which are likely to be unoccupied for a period after handover.
- (vii) If required, provide assistance to the Institute in liaising with the vendors and contractors for making good any defects which may be found during the defect's liability period of 1 year.
- (viii) Certify the release of retained amount of the contractors after the completion of defects liability period.

**9.0 Performance Guarantee:**

- (i) To ensure due performance of the contract, Performance Guarantee shall be obtained from the successful bidder.
- (ii) PG shall be 5% of the contract amount or as prescribed from time to time to be submitted in the form as prescribed in BG format **(Appendix-4)**. Performance Guarantee shall remain valid for a minimum period of (60) sixty days beyond the date of completion of all contractual obligations as per GCC of CPWD works manual 2022. In case of contracts where supplementary agreement is drawn, the fresh PG shall be obtained from the contractor @ 5% of the amount of the supplementary agreement or as prescribed from time to time. The PG will be released on completion of the work as mentioned in the detailed scope of services in the RFP.
- (iii) The time allowed for submission of the performance guarantee may be decided by NIT approving authority but not beyond 7 days of issue of the letter of intent depending upon the magnitude and/or urgency of the work. For extension of time for submission of PG beyond stipulated time period in NIT, the NIT approving authorities may include provision of suitable interest chargeable on per day basis, but such extension should not exceed by another seven days. However, in case last day of submission of PG happens to be a bank holiday the last day of submission shall be the next working day.

## **10.0. Suspension:**

The client may by, written notice of suspension to the consultant, suspend all payments to the consultants hereunder if the consultant fails to perform any of their obligations under this contract, including carrying out the services provided that such notice of suspension

(i) shall specify the nature of failure and

(ii) shall request the consultant to remedy such failure within the period not exceeding (30) days after receipt by the consultant of such notice of suspension.

## **11.0. Commencement, Completion and Termination of Agreement:**

### **11.1 Effectiveness of Agreement**

This Agreement shall come into force and effect on the date of signing of this Agreement (the "Effective Date").

### **11.2 Commencement of Services**

The PMC shall commence the Services within a period of 7 (seven) days from the Effective Date, unless otherwise agreed by the Parties.

### **11.3 Termination of Agreement for failure to commence Services**

If the PMC does not commence the Services within the period specified in Clause 9.2 above, the Authority may, by not less than 2 (two) weeks' notice to the PMC, declare this Agreement to be null and void.

### **11.4 Entire Agreement**

11.4.1 This Agreement and the annexes together constitute a complete and exclusive statement of the terms and conditions agreed between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the PMC arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.

11.4.2 Without prejudice to the generality of the provisions of Clause 9.4.1, on matters not covered by this Agreement, the provisions of RFP shall apply.

11.5 Modification of Agreement Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. however, each Party shall give due consideration to any proposals for modification made by the other Party.

## **12.0 Force Majeure:**

12.1 Definition (a) For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or

overcome in the carrying out of its obligations hereunder. (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

12.2 No breach of Agreement

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

12.3 Measures to be taken

(a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.

(b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

(c) The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.

12.4 Extension of time Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

**13.0 Liquidated Damages:**

13.1 Liquidated Damages for error/variation In case any error or variation is detected in the reports submitted by the PMC and such error or variation is the result of negligence or lack of due diligence on the part of the PMC, the consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the PMC by way of deemed liquidated damages, subject to a maximum of 10% (Ten per cent) of the Agreement Value.

13.2 Liquidated Damages for delay in case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.5% (zero point five per cent) of the Agreement Value per day, subject to a maximum of 10% (ten per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the PMC, suitable extension of time shall be granted, at the discretion of the Authority.

13.3 Encashment and appropriation of Performance Security

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the PMC in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 11.2 11.3 Damages for shortfalls in Service Levels In addition to the Damages and penalties as specified in Clause 11.2, the PMC shall also be liable for payment of Damages for shortfall in Service Levels by the Consultant as specified in the SLA at Annex-8 hereof.

13.4 Penalty for deficiency in Services In addition to the liquidated damages not amounting to penalty, as specified in Clause 10.2, warning may be issued to the PMC for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarment for a specified period may also be initiated as per policy of the Authority.

#### **14.0 Arbitration and Settlement of Disputes:**

In case of successful bidder is Central /State Govt. PSU, then such disputes of difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 05/0003/2019-fits-10937 dated 14<sup>th</sup> December 2022.

#### **15.0 Applicability**

15.1 This document along with all other documents communicated from IIM Raipur to the PMC at the application stage or later at any stage till finalization of the agreement and during execution of a formal agreement and any other documents agreed as included between the two parties including the agreement of PMC services signed between them, except for the amendments, additions or deletions effected in the subsequent documents, will form the basis of the contract governing the PM services of this project.

15.2 Wherever a later provision has a conflict with or deviates from any earlier provisions, the later provision will supersede the earlier provision unless expressly stated or decided otherwise. Wherever a clarification or interpretation is required on such or other provisions or cases by either of the parties, the clarification or interpretation as given by the Director, IIM Raipur or any other official or agency authorized by him shall be final and binding on the PMC.

15.3 If any inadvertent error is detected at any stage in the RFP document or in any other document subsequently supplied by IIM Raipur to the PMC Applicants, IIM Raipur will have the right to rectify such errors and on this any decision of the Director of IIM Raipur or any other official or agency authorized by him shall be final and binding on the PMC.

#### **16.0 Canvassing**

Canvassing of any nature by the PMC Applicant or its officials or agents or anybody else on their behalf will be considered as a disqualification and the Application/proposal of such Applicants will be rejected. DATE for Pre-Bid Conference at IIM Raipur for all Applicants:  
**28 August 2024**

Last date for receiving the Application/proposal at IIM Raipur: 20 September 2024

Address for sending the Applications/proposal:

Director

IIM Raipur

Atal Nagar, Kurru, Abhanpur, Raipur-493661,

Chhattisgarh

Website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in)

Contact: **0771-2474781**

#### **17.0 Payment terms and Condition:**

##### **17.1 Fees of Payment**

Fees payable to the PMC Consultant shall be on quoted -----% basis of actual cost of project of Construction of Phase-II buildings work.

The present estimated cost of the Phase-II buildings works are Rs. 168 Cr.

**17.2 Terms of Payment:**

The following are the stages of payment

Sr. No	Stages of Payment	Percentage of total fee payable to the PMC %
1	Signing of the Contract	5%
2	Mobilization of site including site office deployment of technical staff at site.	5%
3	Tender preparation and shortlisting of EPC Contractor	10%
4	Balance fee shall be paid on progressive monthly invoicing based on average of progress of PMCs services and progress of work on site.	80%

**18.0 Taxes & Duties:**

Consultant shall pay any and all taxes, duties, levies, etc. which are payable in relation to the performance of the contract. The quoted fees shall be inclusive of all such taxes and duties except GST. GST shall be paid extra at actual.

**Appendix 1**  
**Evaluation Criteria for Technical Proposals**

<b>Parameter</b>	<b>Factors to be considered</b>	<b>Maximum Marks</b>	<b>Marking scheme</b>
Experience in Eligible Projects anywhere in India	Bidder should have the experience of having successfully completed “similar works” anywhere in India during the last Seven (7) years.	<b>20</b>	5 points each for each project for costs Rs.150 crore & above 3 points each for costs between Rs.100- 150 crore 1 point each for costs between Rs.75-100 crore
Green building/GRIHA awards/certification	Number of Projects executed, similar in scope anywhere during last Seven (7) years.	<b>10</b>	5 points each for each building with a 5-star rating 4 points each for each building with a 4-star rating 3 points each for each building with a 3-star rating 2 points each for each building with a 2-star rating  1 point each for each building with a 1-star rating or a citation by the IGBC
Turnover	The average annual turnover of the firm in the last Three consecutive financial years as of 31.03.2024 (For FY 2021- 22,2022- 23 and 2023-24) shall be a minimum of Rs 20 Crore.	<b>15</b>	Certificate signed by the authorised signatory of CA (As per enclosed)
Track record of completed projects	Completion of projects with minimum time or cost overrun	<b>10</b>	3 points, if time & cost overrun <5% 2 points, if time & cost overrun: between 5 & 10%. 1 point in time & cost overrun >10%
Experience of the relevant personnel	Number and experience of architects, management staff, architectural assistants, structural civil engineers, AC/water/ electric/ landscaping engineers, and other technical staff to be deployed on IIM Raipur site.	<b>20</b>	See details below. (As per Appendix-2A & 2B)

Understanding of scope, deliverables, approach & Methodology and Work Plan and Presentation	Evaluation will be based on the quality of submissions & presentation.	<b>25</b>	30-minute power point presentation shall be made by the proposed team leader of the Applicant.
<b>Total</b>		<b>100</b>	

**Note:** If the Applicant plans to use some defined partners/sub-consultants for some of the services, including CDM consultants, then for evaluating the Experience of the personnel, data of partners may be used, provided the partner is clearly specified and there is clear commitment that same partner will be used during project execution.

\*\* Necessary proof needs to be provided wherever applicable



## Appendix 2 Technical Proposal

- Please explain your objectives, approach, methodologies, likely problems & solution.
- Please provide a projected work plan with justification for the IIM Raipur project.
- Please provide a work schedule and a detailed list of final output to be delivered.
- Please provide your quality assurance plan.
- Please provide details of PM team being deployed on IIM Raipur project & site.
- Please provide in brief, background of the key members in the PM's team. If some sub-consultant is to be employed, then the background of that sub-consultant can be mentioned, provided they are mentioned by name, and it is guaranteed that the named persons will be employed in the project. Please provide sufficient information for calculating the marks in the evaluation criteria. If sufficient information is not available about some parameter/factor, during evaluation, 0 (zero) marks will be assigned to that parameter/factor. See **Appendix 2A** for a list of minimum requirements of the PM team.
- Please provide information on the total number of projects currently working on and their project features (not more than one page on each project).
- Please provide references not below the rank of project manager from the major Institutes/Authorities/Organizations where projects were successfully carried out, for similar or comparable assignments. Evidence on the projects should be attached.
- Please provide information about any payment forfeiture or declared default of contract.
- In case of company/firm, Memorandum of Association and Article of Association shall be furnished.
- If any litigation the Applicant is involved in, such information shall be furnished.
- For each relevant project, fill the table below (replicate and modify as needed; each project information should fit in one page).

Project name, location, and brief description of its nature	
Project owner	
Briefly describe the general specifics of the finished project/building	
List the green technologies/features used, particularly for cooling and water harvesting	
Total built up covered area (in sq. m.)	
Total Cost of the Project	
Duration (from getting the appointment to handover)	
Planned Date of Completion:	Actual Date of Completion:
References (name, title, tel. No./e-mail)	
Copy of letters from the relevant Institute/Organization/Authority	

**Appendix 2A  
Minimum Staffing Requirements\***

<b>S. No.</b>	<b>Position</b>	<b>Minimum Years of Experience</b>	<b>Minimum Qualification</b>	<b>Minimum Number</b>
1.	Project Head/ Team Leader	20 years in projects of eligible size	Degree in Civil Engineering with post graduate in M.Tech/M.B.A	1
2.	Project Manager	15 years of experience in relevant projects	Degree in Civil Engineering	1
3	Construction Managers	10 years of experience in relevant projects	Degree in relevant fields	Civil 1 Electrical 1 Mechanical 1 HVAC 1
4	Architects	10 years of experience in relevant projects	Degree in Architecture	1
5	Environment / Site / Landscape Engineers	8 years of experience in relevant projects	Degree in relevant area	Environment Engg. 1 Landscape 1
6	Senior Engineers	6 years with degree 10 years with diploma in relevant projects	Degree/Diploma in engineering (Civil/HVAC/ Electrical / Mech.	2 under each construction engineer
7	Site Engineers	5 years of experience in relevant projects	Diploma in Engineering	Minim. 1 under each constr. engineer; but actual no. to be decided mutually based on work
8	Manager, Quality Control	10 years of experience in relevant projects	Degree in Civil engineering + additional qualification in Quality Control	1
9	Billing Engineer	5 years of experience in relevant projects	Relevant Degree / Diploma	1 as per requirement
10	Other required Personnel like IT/ICT/Communication Engineer	As essential & mutually agreed	As essential & mutually agreed	To be decided mutually as per requirement
11	Manager HSE/Safety	10-12 years of experience in relevant projects	B.E./B.Tech safety	01

**Appendix 2B  
Curriculum Vitae of staff (CVs)\***

<b>S. No</b>	<b>Position</b>	<b>Min Qualifications</b>	<b>Experience</b>	<b>Minimum Number</b>	<b>Marks</b>
1.	Project Head/ Team Leader	Degree in Civil Engineering with postgraduate preferably in M Tech/M.B. A	20 years of experience in projects of eligible size	1	5
2.	Project Manager	Degree in Civil Engg	15 years of experience in relevant projects	1	4
3	Construction Managers	Degree in Engg in relevant branches	10 years of experience in relevant projects	Civil 1 Electrical 1 Mechanical 1 HVAC 1	3
4	Architects	Degree in Architecture/B.Arch	10 years of experience in relevant projects	1	3
5	Environment / Site / Landscape Engineers	Degree in B.Tech environment/ B.Arch in landscape specialization	8 years of experience in relevant projects	Environ. 1 Landscape 1	3
6	Senior Engineers	Degree/Diploma in engineering (Civil/Electrical/Mechanical/HVA C)	6 years of experience for degree holders and 8 years of experience for diploma holders in relevant projects	2 under each construction engineer	3
7	Site Engineers	Diploma in Civil/Electrical/Mechanical/ Engineering	5 years in relevant projects	Minimum. 1 under each constr. engineer; but actual no. to be decided mutually based on work	3
8	Manager, Quality Control	Degree in Engineering + additional qualification in Quality Control	10 years of experience in relevant projects	Minimum 1	4
9	Billing Engineer	Degree in Civil Engineering	5 years of experience in relevant projects	1 as per requirement	4
10	Other required	As essential & mutually agreed	As essential	To be	3

	Personnel like IT/ICT/Communication Engineer		& mutually agreed	decided mutually as per requirement	
11	Manager HSE/Safety	B.E/B.Tech in safety Engg	10-12 years of experience in safety /HSE	Minimum. 1	5

**Appendix 3**  
**Format of FINANCIAL PROPOSAL**

Format of Financial bid is uploaded on Tender wizard and the price shall be quoted only on this format. Guidelines are given at page 51 of this document.

Caution: Vendors are requested to kindly quote their price bid only at that format and not to mention it anywhere else in the submission of technical documents

(On Applicant's letterhead)

To,  
**The Director,**  
Indian Institute of Management Raipur,  
Atal Nagar, Kurru, Abhanpur,  
Raipur-493661, Chhattisgarh  
Tel.  
Fax \_\_\_\_\_  
E-mail: director@iimraipur.ac.in

Date:

Subject: Appointment of Project Management Consultant (PMC) for Execution, Supervision, monitoring & development of Phase II Campus of Indian Institute of Management Raipur (Chhattisgarh)

Dear Sir,

We, the undersigned, offer to provide Project Management (PMC) services for the above subject project in accordance with your RFP dated .....

1. Our Financial Proposal for Project Management (PMC) Services of the Subject Project as -----% of the Expected Project Cost is as given in the table below and this is all inclusive including payments to any other consultants that the PMC may use as part of their services and all taxes excluding GST.  
Bidder to insert table here.
2. Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e. \_\_\_\_\_ (date) (Validity period should be at least 6 months from Proposal date).
3. We undertake that in competing for and, if the award is made to us, in executing the above PMC Services, we will strongly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988" & sign an Integrity Pact.
4. We understand that you are not bound to accept any proposal you receive and reserve the right to reject all proposals and applications without assigning any reason whatsoever.

Yours Sincerely

Authorized Signature

Name and Title of Signatory (With Office Seal):

**Appendix 4**  
**Format of Bank Guarantee**

To,  
The Director,  
IIM Raipur

Bank Guarantee for Performance Security To The Director, IIM Raipur acting through ..... In consideration of ..... acting on behalf of the director, IIM Raipur (hereinafter referred as the "Authority", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) awarding to ....., having its office at ..... (hereinafter referred as the "PMC" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority's Agreement no. .... dated ..... valued at Rs. .... (Rupees .....), (hereinafter referred to as the "Agreement") the assignment for consultancy services in respect of the ..... Project, and the PMC having agreed to furnish a Bank Guarantee amounting to Rs. .... (Rupees ..... ) to the Authority for performance of the said Agreement. We, ..... (hereinafter referred to as the "Bank") at the request of the PMC do hereby undertake to pay to the Authority an amount not exceeding Rs. .... (Rupees ..... ) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said PMC of any of the terms or conditions contained in the said Agreement.

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 Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said PMC of any of the terms or conditions contained in the said Agreement or by reason of the PMC's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....).

3. We, ..... (indicate the name of the Bank) do hereby undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the PMC 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 thereunder and the PMC shall have no claim against us for making such payment.

4. We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have Schedule-2: Form of Agreement 114 been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said PMC and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, ..... (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and 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 from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority

against the said PMC 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 or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said PMC or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the PMC(s).

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. .... crore (Rupees ..... crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with Paragraph 2 hereof, on or before ..... (indicate the date falling 365 days after the date of this Guarantee).

For .....

Name of Bank:

Seal of the Bank:

Dated, the .....day of ....., 20.....

(Signature, name and designation of the authorised signatory)

**NOTES:**

(i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.

(ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.



**Appendix 5**  
**Timeline for Stage/Phase II of Campus Development**

Activity	Time / Duration (in months)	Remarks
Initial discussion & setting up of office	1	Other initial activities such as regulatory statutory approvals, utility arrangements, barricading of existing buildings/premises / road construction, etc. can concurrently take place from 2 <sup>nd</sup> to 6 <sup>th</sup> months
Site survey/Geotechnical survey, overall planning, initial activities etc.	1	
Finalization of Architectural Plan, sections & Verification of detailed drawings and specifications from appointed architect	1	
Preparation of detailed tender documents for EPC contract	1	
Selection of Construction agencies & initiating work*	2	
Project Execution	18	
Completion related activities	2	
<b>Total</b>	<b>26 Months</b>	

\* Construction work may be entrusted to multiple agencies to complete the work in stipulated time - academic premises, residential areas, & support systems/logistics systems can be under separate agencies

IIM Raipur is planning for completion of the current phase-II within **18** months after commencement of work on site. The executable design drawings may be ready within 4 months after this. It is practicable to assume that work on site can begin in about **January 2025**,

The fee payable may be broken into:

A lump sum amount until site mobilisation takes place. This will be towards effort of statutory permissions, scrutiny of tenders, BOQ and prequalification efforts, follow up of vetting of drawings etc. Once site mobilisation happens, the balance fee may be paid in equal quarterly instalments with 10-15% retention. This may be kept in reserve to pay during the extension of time period. The payment schedule may be prepared on this basis.

**Appendix 6**  
**Checklist of Proposal**

S. No.	Item	Yes/No
1.	General Information ( <b>Annexure 1</b> )	
2.	Detailed Proposal (Technical Application) (Specify No. of pages)	
3.	Detailed Proposal (Financial Application)	
4.	Letter of Transmittal ( <b>Annexure 2</b> )	
5.	Evidence of Timely Completion of Past Projects (Specify No. of documents)	
6.	Projected Work Plan (Specify No. of pages)	
7.	Demand Draft for Tender Processing Charges (₹15,000) plus GST@18% Total DD Rs.17,700/-	
8.	EMD (₹20,00,000) Rs. Twenty Lakhs	
9.	Joint Venture is not allowed	
10.	Affidavit ( <b>Annexure 4</b> )	
11.	Pledge of Compliance ( <b>Annexure 5</b> )	
12.	Proposed PM Team Size & Composition at Client Site	
13.	Latest (certified as latest) Annual Report of your company	

\* This list is not exhaustive and there may be other documents to be attached based on the entries of your proposal.

**Annexure 1  
Proforma: General**

1.	Name of work:									
2.	Name of Company / Firm:									
3.	State the structure of the Applicant's organization (Applicants to indicate as appropriate): <ul style="list-style-type: none"> <li>• Individual Company</li> <li>• Firm</li> <li>• Limited Liability Company</li> </ul>									
4.	Individual Applicant/ company to provide the following information: 1. Name of the company / firm: 2. Individual Applicant company 3. Legal status of company: 4. Registration No. with the Country of Registration 5. Registered Address: 6. Principal place of business: 7. Whether wholly owned subsidiary or foreign company: Yes/No 8. Name and address of Principal / Parent Company (if applicable): 9. Name of contact person: 10. Contact person's designation: 11. Address, telephone and facsimile number, email address of contact person:									
5.	DELETED									
6.	Does proposal contain the Board Resolution / Power of Attorney/Authority Letter, which empowers the person or persons to sign the letter of application? Yes / No									
7.	DELETED	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>	Name	No. of years	1.		2.		3.	
Name	No. of years									
1.										
2.										
3.										
8.	State the number of years the Applicant has been in business undertaking work similar in scope and nature of work for which proposal is sought	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>	Name	No. of years	1.		2.		3.	
Name	No. of years									
1.										
2.										
3.										
9.	DELETED									

**5,7 & 9 HAVE BEEN DELETED**

**Annexure 2**  
**Letter of Transmittal**

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir,

1. I/we have read and examined the complete RFP document.
2. I/we hereby express our interest for undertaking the work referred to in the RFP.
3. I/we agree to abide by and fulfil all the terms, condition, and provisions of the RFP document which shall be binding on us.
4. I/we confirm that the information provided by us in our Proposal is truthful and have no further pertinent information to supply.
5. I/we understand that we are liable to be disqualified if any information provided by us is found to be false, inaccurate, or incorrect.
6. I/we are willing to submit ourselves for negotiations if IIM Raipur desires so.

I/we authorize Director, IIM Raipur, or his authorized representative, to approach any individuals or our current or past employees to verify our competence and general reputation.

Encl:

Seal:

Date:

Signature of the Applicant

(Note: It is the responsibility of the Applicant to ensure that all necessary documents are attached with the proposals, including references and certificates, affidavits, MOUs, etc. if proposal is on behalf of a joint venture, the letter shown at **Annexure 3** should be duly attached).

**Annexure 3  
Proposed Affidavit**

To be sworn on a non-judicial stamp paper of Rs. 100/-

AFFIDAVIT

\*I/We \_\_\_\_\_ \*Director/Proprietor/Partner of  
\_\_\_\_\_ (mention name of  
firm/company/consortium and the complete address) do hereby solemnly affirm and declare  
as under:

1. That \*I/We \_\_\_\_\_ \*am/are registered as  
(mentioned name of \*firm/company/consortium) vide registration No.  
\_\_\_\_\_ under the provisions of \_\_\_\_\_  
(mention the name of the Act).
2. That \*I/We \_\_\_\_\_ have applied in response to the  
Request for Proposal of Director, IIM Raipur for appointment as Project Manager for  
Implementation of Indian Institute of Management (IIM) Raipur Phase II Campus,  
Chhattisgarh.
3. That the above-named Applicant is eligible to submit the aforesaid proposal as neither  
the Applicant nor any of its constituents have been barred by the Central Government  
and/or any State Government of India at any time period to the date of submitting the  
affidavit.
4. That the above-named Applicant during the last three years has neither failed to  
perform on any agreement nor was expelled from any project or agreement nor any  
agreement terminated for any breach by the Applicant.

DEPONENT

VERIFICATION

\*I/we \_\_\_\_\_ the above-named deponent does hereby verify that the  
contents of the aforesaid paragraphs 1 to 4 are true and correct to the best of \*my/our  
knowledge and belief and nothing is concealed there from.

Verified at this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

DEPONENT

(\*strike off whichever is not applicable)

**Annexure 4  
Pledge of Compliance**

(To be given by an Official not less than the Head of Company's PM Operations)

Name:

Designation:

Date:

**DECLARATION**

I, \_\_\_\_\_ (name & designation with company name), acting on behalf of (company name & address), which is an Applicant for the PM services for the Phase II Campus Development Project of IIM Raipur, hereby undertake that my company is fully conscious that the role of the PM is to assist IIM Raipur in the total of the Project or in parts of it as agreed under specified terms and conditions of the contract including those specified under the present RFP, and that, if my company is selected for providing the PM services to IIM Raipur, at No point of time my company or its officials performing the PM responsibilities on its behalf, or any associates sub-hired by us for executing any activity in the part of the project assigned to us, shall consciously or callously do anything to delay, obstruct or stall the progress of the project of any activities, decisions of actions related to the project, nor shall it refuse to cooperate or comply with any provisions of the agreement or with any instructions issued by IIM Raipur, for the stated or unstated reason that IIM Raipur's position, approach or assessment related to any elements or aspects of the project is at variance with the position, approach or assessment of my company of its officials.

It is further undertaken that in the event of any breach of the above undertaking during the entire period of project implementation assigned to my company, the full responsibility of any losses incurred by IIM Raipur, including financial, time or reputation losses, as assessed by IIM, Raipur shall lie with my company and its officials and my company shall fully compensate IIM Raipur for all such losses without resort to conciliation or arbitration processes.

Signature:

Name:

Address:

Official Seal

**Annexure 5**  
**Company/Firm's Experience List of PMC service or Similar Work\***

**(Details of major PMC service work of similar nature executed during the last seven years: Maximum ten projects)**

Name of Company / Firm:

Sl. No.	Name of work	Addresses & contact detail of client	Date of		Project cost in millions of Rs.	Cost of consultancy work in Millions of Rs.			Project area in square meters		Current Stage of the project
			Start date	Completion							
Sl.No	Name of work	Addresses & contact details	Start date	Completion date	Tendered value (Rs.)	Final value (Rs.)	Tendered time	Actual time	Land area (sqm)	Build up area (sqm)	Foot print area (sqm)

\*Note:

1. The information to be given by individual Applicant/ firm
2. The list of work to be compiled as per the format above.
3. Copy of supporting documents (experience proof) should be enclosed.
4. March 2024 onwards Ongoing projects will not be considered.
5. Where currency conversion is used, specified the assumed exchange rate.

**Annexure 6**  
**Applicant's Experience: Project Sheet**  
(for every project, subject to a maximum of 10 largest)

Assignment Name:	Approx. value of contract (in INR Rs)
Country: Location within country:	Duration of assignment (months):
Name of the client:	Total no. of staff-months of the assignment:
Address:	Approximate value of the services provided by your firm under the contract (in current Rs.):
Start date (month /year): Completion date (month / year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project Director / Coordinator, Team Leader):

Narrative description of Project:
Description of actual services provided by your staff within the assignment:

**Applicant's Name:**



## **Annexure-7**

### **CVs of staff available with Applicant**

Individual Applicant to indicate the key staff employed as on \_\_\_\_\_.

Consultant may suggest the field of specialization as per their experience.

The indicative fields of specialization of key staff are architecture, civil and structural engineering, mechanical, electric, electronic and communication engineering, environmental conservation, water and sewerage engineering, financial planning, legal and regulatory affairs etc.

Note:

The above field of specialization is indicative.

One-page CV of key expert shall be furnished.

## **Annexure 8**

### **Company's Management Structure with Details of Key Personnel**

Individual Applicant / Firm: Each applicant/firm should provide details of the company's current management structure / detail of key personnel and its principal's management organization structure / detail of key personnel on separate sheet clearly indicating the reference as in response.

## Annexure 9

### Detail of Turnover & Net-worth of Last 3 years

Individual Applicant / Each Constituent Member of JV should provide details of turnover last three years. The turnover shall mean the receipts towards professional fee for Project Management consultancy services only.

Attach proof of the financial statement certified by the auditor.

Year	Turnover (Rs. Cr.)	Profit (Rs. Cr.)	Net worth (Rs. Cr.)
2021-22			
2022-23			
2023-24			

**FORMAT OF FINANCIAL BID**

**Tender No. IIMR/Project/PMC/01/2024-25 dated 02/09/2024 (Modified RFP)**

**Name of the Work: - Request for Proposal for ‘Appointment of Project Management Consultant (PMC) for Execution, Supervision, Monitoring & Development of Phase II Campus of Indian Institute of Management Raipur (Chhattisgarh)’.**

**FINANCIAL BID**

<b>Name of the Firm</b>	
<b>Address of the Firm</b>	
<b>Phone/Mobile no.</b>	
<b>E-Mail ID</b>	

<b>Sr.No.</b>	<b>Description of the work</b>	<b>Rate in Figure (in Percentage) %</b>	<b>Rate in Words (in Percentage) %</b>
<b>1.</b>	<b>Total fee, as percentage of the total estimated cost of the project mentioned in the tender document, including all costs, payment to other including transport and benefits to staff and allied Services cost, inclusive of all taxes, levies, Cess and the quoted fees shall be inclusive of all such taxes and duties except GST. GST shall be paid extra as per the actual.</b>		