

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT

Request for Proposal (RFP) for Engagement of Architect to provide Architectural Services for SIHM project at Aligarh as well as to work for the new Tourism and Allied Sectors Projects of IITTM

(Last date and time for receipt of quotes is 27th October, 2022, 3:00 PM)

Indian Institute of Tourism and Travel Management (IITTM) is an Autonomous Body under Ministry of Tourism, Government of India, one of the premier institutes in the country offering education, training, research and consultancy in sustainable management of tourism, travel and other allied sectors.

Tourism and Allied Sectors Project Planning and Consultancy Cell, Indian Institute of Tourism and Travel Management invites bids from eligible **Architects/ Architectural Firms** for engagement of one Architect to provide Architectural Services for SIHM project at Aligarh, which has already been partially completed at conceptual level, as well as to work for the new Tourism and Allied Sector Projects of IITTM.

Important Dates:		
S. No.	Particular	Date and Time
1.	Receipt of Bids at IITTM, Gwalior	27 th October, 2022, 3:00 pm
2.	Opening of Bids	27 th October, 2022, 3:30 pm
3.	Evaluation of Technical Bids including presentation and interview	28 th October, 2022. 11:00 am onwards
4.	Opening and evaluation of financial bids	31 st October, 2022. 11:00 am onwards

SCOPE OF WORK

S.No.	Work Details
1.	Submission of further developed conceptual drawings, designs and modifications upto approval and submission of Cost Estimates as per UPPWD SOR and also as per directions of project head.
2.	Preparation and assistance in submission of drawings for approval from the competent authorities, if required
3.	Preparation of 3D designs, Walk Through (3 times), presentation as required for energy efficient and green building concepts.
4.	Preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimates of cost and preparation of Tender documents; and
5.	Preparation of Structure Design and Drawings with detailed specifications
6.	Preparation of Mechanical Engineering and Plumbing MEP Design and Drawings
7.	Preparation of DPR for submission to authorities for approval from Govt. of U.P. and assistance in preparation of necessary documents and letters for submission to competent authorities.
8.	Works related to inviting, receiving and analyzing tender documents, agreement and other documents for appointment of contractors.
9.	Preparation and submission of working drawings and details required for commencement of work of site
10.	Supervision at site and periodical modification etc. as required.
11.	Preparation and submission of completion report and drawing for issuance of completion/occupancy certificate by authorities, wherever required and issue of built drawings.

ELIGIBILITY CRITERIA:

1. The bidder must possess the minimum qualification of B.Arch. from any recognized University in India. The employees working in the Architectural Firm should also possess the minimum qualification of B. Arch. with registration in Council of Architecture.
2. The bidder must have Architectural as well as Project Management capability, registration with competent and local authorities/ professional bodies for carrying out Architectural Consultancy services of this nature.
3. The bidder must have experience in this profession and must be authorized for taking up such consultancy works. Start Ups/ MSMEs will be given preference for promoting the flagship schemes of Government of India like 'Start Up India' and 'Atmanirbhar Bharat'.
4. The bidder must have successfully executed and completed at least one project of Tourism and Allied Sectors domain within the last 5 years.
5. The bidder must have minimum 10 numbers of highly qualified persons for campus planning, 3D visualization and various architectural consultancy services.
6. The bidder must have team member/s certified in green building and energy conservation.

7. Bidder's firm should have a team having very good quality of skills for the creation of 3D views, walk through, construction details designs, creation of working drawings, creation of PERT charts, phase wise Estimates of the projects like this Hotel Management Institute, Creation of structural drawings, submission drawings, etc. The bidder will be required to submit and present at least 25 slides covering above points during the Technical Presentation.

HOW TO APPLY:

The bidder is required to submit the proposal in two bid system i.e. (I) Technical Bid and (II) Financial bid respectively.

The separate bids envelopes should superscripting respectively as under:

- (I) Technical Bid
- (II) Financial Bid

The separate envelopes in sealed cover shall be inserted in one single outer envelope superscripting - **Bids for Architectural Services**

The technical bid should also contain the following information:

- i. Technical Bid Submission Form
- ii. Firm's Profile
- iii. Firm's Experience
- iv. Firm's Staff Details
- v. Details of Firm's existing Clients
- vi. Details of the Projects Completed by the Firm
- vii. The hard copy of 25 slide Presentation showing quality expectations about architectural and technical skills of the Architects and Firms as discussed above.

The Financial bid should contain the following information:

- i. The financial quote of the firm for the services to be rendered.
- ii. The quote should be all inclusive.

TERMS AND CONDITIONS:

1. The Architect/Firm is required to depute minimum two B. Arch. level resource person in the consultancy cell of IITTM for regular technical support. These resource persons will be finalized by IITTM authority on the basis of Interview and will be paid by the Firm finalized here. The resource persons should follow the timings of the institute and will coordinate the works related to the consultancy projects.
2. An Architect/Firm should possess the required knowledge and skill i.e. proficiency and competence to discharge the professional duties and required functions. An architect shall be required to comply with the standards of professional conduct and etiquette, as enforced by IITTM.
3. The Architect/Firm must exercise high level of skill and expertise while working in the assigned projects.

4. The Architect/Firm should make sure that there is no deficiency in its work while performing in the assigned projects.
5. An Architect/Firm is required to observe and uphold the Council of Architecture's Conditions of Engagement and Scale of Charges while rendering architectural services in terms of Regulation 2 (1) (xii) of the Architects (Professional Conduct) Regulations, 1989. Thus, failure to provide any service/services that is/are necessary for discharging his duties and functions for the project for which he has been engaged, shall amount to deficient service.
6. The payment shall be made by IITTM to successful bidder on satisfactory completion of the work, only after the funds are received from the sponsoring agency. The final decision of The Director, IITTM in this regard shall be binding on the successful bidder.
7. Earnest money Deposit of Rs. 15,000.00 submitted with the tender document, shall be accepted only in the form of demand draft drawn in favour of "Director, IITTM, Gwalior" drawn on any Nationalized Bank, payable at Gwalior.
8. The duration of agreement shall be operative till the project is completed.
9. In the event of breach of any of the terms and conditions mentioned in the agreement or in case the successful bidder is found involved in any of illegal or inappropriate activities, the agreement shall be terminated forthwith and the contract shall be dissolved. An appropriate legal action will also be taken as decided by the Director IITTM.
10. The architect/firm shall be liable to give minimum two months notice in writing for cancelling the contract before completion of the project. The Director IITTM reserves the rights to cancel the contract at any time without any prior notice or the reason thereof.
11. In case of any conflict or dispute arising between both the parties, it will be within the jurisdiction of the Courts at Gwalior only.

EVALUATION CRITERIA OF TECHNICAL AND FINANCIAL BIDS

The following procedure shall be adopted in evaluating the proposals:

1. The bidder should score at least 75% of total marks prescribed in the evaluation of technical bids to qualify for participation in the evaluation of financial bids.

$$ST = TP + TS$$

in which,

ST = Total Technical Score

TP = marks obtained out of maximum 70 against Technical Presentation.

TS = marks obtained out of maximum 30 against Technical Bid.

The distribution of marks against maximum 70 marks earmarked for Technical presentation are as under:

S. No.	Criteria	Max Marks
1.	Capabilities and Skills of Architect/Architectural Firm - 5 Slides	10
2.	Tourism and Allied Sectors including Hotel Management - 5 Slides	10
3.	Project Management and Technical Specifications - 5 Slides	10
4.	Energy Efficiency and Green Building Development - 5 Slides	10
5.	Project Related Preliminary Work - 5 Slides	10
6.	Personal Interview	20

The distribution of marks against maximum 30 marks earmarked for Technical bid are as under:

S. No.	Criteria	Max Marks
1.	Experience in undertaking Works of similar nature: 'Works of similar nature' architectural services in Tourism and Allied Sectors including assessment/ evaluation/ review of infrastructure/ real estate project, digital/ IT strategy and enablement, Program/ change management, user experiences, regulatory/risk compliance. One (1) marks for each completed project during the last five years. (The completion certification of each project provided by the organisation for which worked to be attached with the tender document.)	5
2.	Team Strength: Highly qualified employees / team members of the Architect/ Architectural Firm (preferably Post Graduates) Technical and Administrative Employees for rendering the consultancy services engaged during the last complete one year. i. 3 marks for up to 3 employees ii. 5 marks for 4 to 7 employees iii. 10 marks for above 7 employees	10

S. No.	Criteria	Max Marks
	The credible proof to be provided for engagement of employees during the last one year.	
3.	Architect/Architectural Firms registered in Ministry of Micro, Small, Medium Enterprise, Govt. of India as MSME/StartUp, will get 5 marks for their engagement in promotion of Atmanirbhar Bharat Scheme/ Start Up India Scheme of Govt. of India. Proof to be submitted along with the tender document.	10
4.	Architect/Architectural Firms trained in energy efficiency and green building development will get 5 marks for their engagement in promotion of Sustainable Development Goals. Proof to be submitted along with the tender document.	5

2. The Evaluation Committee shall evaluate financial bid in the following manner:

The bidders obtaining 75% or more marks during evaluation of Technical Bids shall qualify for evaluation of Financial Bids. The bidder found quoting the lowest financial bid shall be declared as successful bidder.

**INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
GOVINDUPURI, GWALIOR**

**FORM FOR SUBMISSION OF TECHNICAL BID
FOR HIRING ARCHITECTURAL CONSULTANCY SERVICES**

Name of Architect/Firm	
Name of Authorized Person	
Registered Address of the firm	
Contact No.:	
GST No.:	
PAN No.:	
COA Registration No.:	
Educational Qualification:	
Work Experience:	
No. of Projects Completed:	
Existing Projects:	

Note:

The self attested documents of proof are required to be submitted along with this form in support of each entry made and to be attached with the completed tender document. The originals should be submitted on demand/at the time of evaluation of technical bids or financial bids.

Authorized Signatory
(Seal and Signature)

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
GOVINDUPRI, GWALIOR
FORM FOR SUBMISSION OF FINANCIAL BID
FOR HIRING ARCHITECTURAL CONSULTANCY SERVICES

Name of Architect/Firm : _____

Name of Authorized Person : _____

Address : _____

Contact No. : _____

The Tentative Cost of the proposed Building Complex = A = 40 Cr

Fee to be charged by bidder on % of A = _____ % = B

S.No	Work Details	Fee (in % of B)
1.	Submission of further developed conceptual drawings, designs and modifications upto approval and submission of Cost Estimates as per UPPWD SOR and also as per directions of project head.	
2.	Preparation and assistance in submission of drawings for approval from the competent authorities, if required	
3.	Preparation of 3D designs, Walk Through (3 times), presentation as required for energy efficient and green building concepts.	
4.	Preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimates of cost and preparation of Tender documents; and	
5.	Preparation of Structure Design and Drawings with detailed specifications	
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Total		100%

Note: The Tentative Cost of the Project is only for calculation of fee for bidder.

Authorized Signatory
(Seal and Signature)



पर्यटन शिक्षा
संस्कृति रक्षा

भारतीय पर्यटन एवं यात्रा प्रबंध संस्थान

Indian Institute of Tourism & Travel Management

(An Autonomous Body Under Ministry of Tourism, Government of India)



Dated:- 21st October, 2022

REQUEST FOR PROPOSAL (RFP)

TASPPCC, Indian Institute of Tourism and Travel Management invites bids from eligible **Architects/ Architectural Firms** for Architectural Services for SIHM project at Aligarh, which has already been partially completed at conceptual level, as well as to work for the new Tourism and Allied Sector Projects of IITTM.

The interested bidders may refer the RFP document available at IITTM website – www.iittm.ac.in. The completed bids may be forwarded to **Nodal Officer, IITTM, Gwalior** latest by **27th October 2022 03:00 PM**.

TASPPCC, IITTM, Gwalior