

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र

राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,
भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित

Regional Centre for Biotechnology

An Institution of National Importance

Established by the Department of Biotechnology
Government of India Under the auspices of UNESCO



United Nations
Educational, Scientific and
Cultural Organization



क्षेत्रीय जैव प्रौद्योगिकी केन्द्र
Regional Centre
for Biotechnology

E-TENDER DOCUMENT REQUEST FOR EXPRESSION OF INTEREST (REOI)

एनसीआर बायोटेक साइंस क्लस्टर फरीदाबाद में बाह्य विकास कार्य के साथ-साथ विभिन्न भवनों के निर्माण एवं विकास के लिए परियोजना प्रबंधन परामर्श (पीएमसी) सेवाएं प्रदान करना, जैसे 1 व्याख्यान कक्ष, 1 खेल परिसर आदि।

Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad.

(Tender No.: RCB-17013/2/2025-TECH-RCB/NIT-14)

कार्यपालक निदेशक, आरसीबी की ओर से

On behalf of Executive Director, RCB



ई निविदा आमंत्रण सूचना-
Notice Inviting E-Tender

1.0 Tender No.: RCB-17013/2/2025-TECH-RCB/NIT-14

एनसीआर बायोटेक साइंस क्लस्टर फरीदाबाद में बाह्य विकास कार्य के साथ-साथ विभिन्न भवनों के निर्माण एवं विकास के लिए परियोजना प्रबंधन परामर्श (पीएमसी) सेवाएं प्रदान करना, जैसे 1 व्याख्यान कक्ष, 1 खेल परिसर आदि के लिए दो-बोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के तहत कार्यकारी निदेशक, आरसीबी की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं, जैसा कि इस निविदा दस्तावेज में उल्लिखित अनुसूची, विनिर्देशों और नियमों और शर्तों के अनुसार किया जाएगा।

Online tenders are invited on behalf of the Executive Director, RCB under Two-Bid System (Technical bid and Financial bid) to Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad as per schedule, specifications and as per the terms and conditions mentioned in this tender document.

ऑफ लाइन/फिजिकल बोलियां स्वीकार नहीं की जाएंगी और किसी भी आधार/कारण पर किसी अनुरोध पर विचार नहीं किया जाएगा। Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.

वेब साइट यूआरएल:	https://dbt.euniwizarde.com/ , https://rcb.res.in
Web site URL:	https://dbt.euniwizarde.com/ , https://rcb.res.in
पता:	क्षेत्रीय जैवप्रौद्योगिकी केंद्र, राष्ट्रीय राजधानी क्षेत्र जैवप्रौद्योगिकी विज्ञान समूह, तीसरा माइलस्टोन, फरीदाबाद-गुरुग्राम एक्सप्रेसवे, फरीदाबाद, 121001 हरियाणा
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 2 nd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
संपर्क विवरण	कार्यपालक अभियंता, 0129-2848810, 2848800
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
कार्य का नाम	एनसीआर बायोटेक साइंस क्लस्टर फरीदाबाद में बाह्य विकास कार्य के साथ-साथ विभिन्न भवनों के निर्माण एवं विकास के लिए परियोजना प्रबंधन परामर्श (पीएमसी) सेवाएं प्रदान करना, जैसे 1 व्याख्यान कक्ष, 1 खेल परिसर आदि
Name of Work	Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad
अनुमानित राशि Estimated Amount	₹97,00,00,000/- (To be carried out in Two phases)
अग्रिम धन जमा Earnest Money deposit	₹1,94,00,000 /-

निविदा शुल्क Tender Fee	शून्य
निविदा प्रसंस्करण शुल्क Tender Processing fees	ई-निविदा पोर्टल पर उल्लिखित शुल्कों के अनुसार (न्यूनतम ₹750/- अधिकतम ₹ 7500/- निविदा मूल्य का 0.1% की दर से + लागू जीएसटी @ 18%) As per charges mentioned on e-Tender portal (minimum ₹750/- up to maximum ₹7500/- @ 0.1% of the tender value + applicable GST @18%)
निविदा अपलोड करने की तिथि Tender Uploading Date	31.10.2025
प्री-बिड मीटिंग की तिथि Date of Pre-bid meeting	12.11.2025 Time 11:00 Hrs
निविदा समापन तिथि और समय Tender Closing Date & Time	21.11.2025 Time 15:00 Hrs
तकनीकी बोली खोलने की तिथि Date of Opening of Technical bid	21.11.2025 Time 15:30 Hrs
वित्तीय बोली खोलने की तिथि Date of Opening of Financial bid	तकनीकी योग्य बोलीदाताओं को बाद में अधिसूचित किया जाएगा। Will be notified to the technical qualified bidders later.

2.0 परिभाषाएँ Definitions

जब तक संदर्भ या संगति अन्यथा मांग न करे, निम्नलिखित शब्दों का अर्थ उन्हें निम्नानुसार दिया जाएगा: Unless context or consistency demands otherwise the following terms shall have the meaning assigned to them as under:

'संस्थान' का अर्थ आरसीबी/स्वामी होगा, इसमें उनके कानूनी प्रतिनिधि, उत्तराधिकारी और अनुमत समनुदेशिती शामिल होंगे। **'Institute' shall mean RCB / Owner, shall include their legal representatives, successors, and permitted assigns.** **'PMC'** shall mean the Project Management Consultant engaged by the Institute

2.1 'संस्थान' का अर्थ आरसीबी/स्वामी होगा, इसमें उनके कानूनी प्रतिनिधि, उत्तराधिकारी और अनुमत समनुदेशिती शामिल होंगे। **'Institute' shall mean RCB / Owner, shall include their legal representatives, successors, and permitted assigns.** **'PMC'** shall mean the Project Management Consultant engaged by the Institute.

2.2 'पूर्णता' का अर्थ होगा कि किसी भी परियोजना चरण पर कार्य पूर्ण हो गया है तथा अपने इच्छित उपयोग के लिए उपयुक्त है। **'Completion'** shall mean that the work on any project phase is complete and is suitable for its intended use.

2.3 'प्राधिकृत प्रतिनिधि' का तात्पर्य परियोजना प्रबंधन परामर्शदाता के प्रतिनिधि से होगा। **'Authorized Representative'** shall mean the representative of Project Management Consultant.

2.4 'परियोजनाओं' का अर्थ आरसीबी और उसके केंद्रों पर बाह्य विकास कार्यों आदि सहित विभिन्न भवनों का निर्माण और विकास होगा। **'Projects'** shall mean Construction & Development of various

buildings including external development works, etc. at RCB and its centers.

- 2.5** 'सेवाओं' का तात्पर्य पीएमसी द्वारा प्रदान की जाने वाली व्यापक डिजाइन, इंजीनियरिंग और परियोजना प्रबंधन परामर्श सेवाओं से होगा। 'Services' shall mean the Comprehensive Design, Engineering and Project Management Consultancy services to be rendered by the PMC.
- 2.6** "ठेकेदार" से तात्पर्य ठेकेदार या ठेकेदारों या आपूर्तिकर्ताओं या एजेंसियों से है, जिन्हें कार्य या किसी संबंधित कार्य के लिए निष्पादन एजेंसी द्वारा नियोजित किया गया है, जिसमें निष्पादन एजेंसी स्वयं भी शामिल है, यदि कोई कार्य सीधे निष्पादन एजेंसी द्वारा किया जाता है। "Contractor" means the contractor or contractors or suppliers or agencies employed by the Executing Agency for the work or any connected work, including the Executing Agency itself in case any work is done directly by the Executing Agency.
- 2.7** "पूर्णता" से तात्पर्य तब है जब भवन/संरचनाएं सभी प्रकार से संबंधित सेवाओं सहित पूर्ण हो जाएं अर्थात् उपयोग के लिए तैयार हों और वास्तव में आरसीबी को सौंप दी जाएं। "Completion" means when the Building(s)/Structures(s) are complete in all respects along with associated services i.e. ready to occupy and are actually handed over to the RCB.

3.0 पात्रता मानदंड:-Eligibility Criteria:-

The applicant must be PSU / PSE / Government Agency / Govt. Dept., which has mandate to carry out civil and electrical works & allied activities and has multiple specializations, experience and expertise in Execution of Project Management Consultancy Services in Research Institutes/ Educational Institutions inclusive of Lecture hall Theatre Complex, Sports complex. These Govt. organizations should conform to Rule 126 (2) and 126 (3) of GFR.

The bids are evaluated in two stages (Stage-I & Stage-II)

Stage-I – TECHNICAL PROPOSAL (Weightage 70%)

70 Marks considered for Technical Evaluation Parameters

30 Marks for Technical Presentation on Approach & Methodology and

Total 100 Marks for Technical Evaluation Parameters & Presentation

Stage-II – FINANCIAL PROPOSAL (Weightage 30%)

20 Marks for Financial Evaluation.

Evaluation shall be made under Combined Quality cum Cost Based System (QCBS). Under QCBS, the technical proposals will be allotted weightage of 70% and Only PMC Bidder securing a minimum 75% marks in technical evaluation (Stage-I) shall be considered technically qualified. Financial proposals of only those firms who are technically qualified shall be opened. Financial proposals will be allotted weightage of 30%.

Stage-I– TECHNICAL PROPOSAL (Weightage 70%)

Technical Evaluation Parameters & Technical Presentation (Stage-I) are as given under:

Marking System

SN	Parameter	Evaluation Criteria			Maximum Score
1	Average Annual Turnover of the consultancy service provided for three financial years 2022- 23, 2023-24 & 2024-25	> beyond Rs. 400Cr		10	10
		> Rs. 299Cr & upto Rs. 400Cr		9	
		> Rs. 145 Cr & upto Rs. 299Cr		8	
		> Rs.100 Cr. & upto Rs. 145 Cr		7	
2	Valid ISO Certification' relevant standard should be specified clearly i.e ISO 9001 and/or ISO 14001 and/or ISO 45001 and/or OHSAS.	5 marks for each criteria otherwise zero mark.			10
3	Employee strength in Organization (Year ending March 2025)				
	Minimum Qualification: ➤ Bachelor's Degree in Engineering ➤ The Engineers and Architects required/mentioned should be Regular Employees on Permanent Pay roll of the bidder	a)Civil Engineers (Max 07 Marks)	Upto 15 Nos 16-20 Nos 21-25Nos > 25 Nos.	01 Mark 03 Mark 05 Marks 07 Marks	10
b) Electrical Engineers (Max 02 Marks)		Upto 10 Nos 11-15 Nos. > 15 Nos.	0 Mark 01 Mark 02 Marks		
c) Instru./ Automation/Electr onics/Comp Engineer (Max 01 Mark)		Above 01 Other wise 0 Mark	01 Mark		
4	Experience of the firm				
4.1	Cumulative value of Similar Projects Executed/completed (each project not less than Rs. 100 Crores) during last 05 years (ending 31-03-2024) (Max. marks is 25)	> Rs. 100 Cr. upto Rs. 200 cr. > Rs. 250 Cr. Upto Rs 350 cr. > Rs. 350 Cr. Upto Rs. 450 cr. > Rs. 450 Cr. and above		10 Marks 15 Marks 20 Marks 25 Marks	25
4.2	Work experience in Delhi- NCR . Minimum One similar project of value not less than Rs 100 Crore in Delhi- NCR				20
4.3	Performance on works (Quality of Project work mentioned in eligibility criteria				
	1. Very Good & above				15
	2. Good				12
	3. Fair/ Satisfactory				10
	4. Poor				0
4.4	Proposed QAP for approval (Quality Assurance Plan) 05 marks for its submission otherwise zero mark.				05
4.5	Proposed Planning of the Project 05 marks for its submission otherwise zero mark				05

Note: Minimum 75 marks (Technical Evaluation) to be secured by bidder are eligible for presentation on Approach & Methodology.

Presentation for Approach & Methodology:

Under this stage, the bidders shall be invited to participate in the on Approach & Methodology Competition by the way of presentation before the Committee constituted for the purpose by RCB. Minimum one-week time will be given for preparation of presentations to the Qualified Bidders.

The committee shall evaluate the presentation on Approach & Methodology and assign the marks independently and then the assigned marks would be averaged out.

The consultant shall have no right to challenge the marks assigned by the individual member of the committee and, individual member of the committee shall have no liability to applicant in this regard. No correspondence would be entertained challenging or contesting the marking by the individual member of the committee.

The committee shall evaluate the on Approach & Methodology of PMC by applying the evaluation criteria, sub-criteria, and point system as stipulated here in under.

Evaluation Criteria of the Presentation. Max. (30 Marks)

Approach & Methodology Presentation - 30 Marks

Note: Minimum 75% marks (both Technical Evaluation + Technical Presentation marks) are to be secured by bidder in Stage-I for opening of Financial Bid.

Stage-II – FINANCIAL PROPOSAL (Weightage 30%)

Selection of the consultants shall be subject to verification of their credential. Evaluation shall be made under Quality cum Cost Based System (QCBS). Under QCBS, the technical proposals (including Technical Presentation on Approach & Methodology) will be allotted weight age of **70%** and only Bidder securing a **minimum of 75% marks in technical evaluation (stage I)** shall be considered technically qualified. Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified to be notified, in the presence of the bidder representative who choose to attend bidder and their financial proposal shall be read aloud. Financial proposals will be allotted with a weightage of 30%.

Proposal with the lowest cost will be given a financial score of 100(i.e. full 30 marks) and other proposals will be given financial score that are inversely proportional to their prices.

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

Highest points basis: On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. In case H-1 bidder withdraws, second highest bidder H-2 will be considered.

3.1 Opening and Evaluation of Financial Bid:

The Financial Bids will be opened only of those bidders who secure 75% marks and above in technical bid (**Technical Evaluation Parameters + Technical Presentation on Approach & Methodology**) of Stage –I.. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total quoted price inclusive of all applicable taxes, levies, and duties shall be considered for evaluation.

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H- 2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.

QCBS Formula: In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = (C_{low}/C) X + (T/ T_{high}) (1-X)$$

Where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the Bid.

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

Example: Following example illustrates the evaluation of QCBS:

- a) In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 75 (Seventy-five) and the weightage of the technical bids and financial bids was kept as 70:30 (Seventy: Thirty). In response to the RfP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:
- A: 75 Marks
 - B: 80 Marks
 - C: 90 Marks
- b) The minimum qualifying marks were 75 (Seventy-five) thus, all the three proposals were found technically suitable. Using the formula $T/Thigh$, the evaluation committee awards the following technical points:
- A: $75/90 = 83$ points
 - B: $80/90 = 89$ points
 - C: $90/90 = 100$ points
- c) The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:
- A: Rs.100.
 - B: Rs.104.
 - C: Rs.106.
- d) Using the formula $Clow/C$, the committee gave them the following points for financial proposals:
- A: $100/100 = 100$ points
 - B: $100/104 = 96$ points
 - C: $100/106 = 94$ points
- e) In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:
- Proposal A: $83 \times 0.70 + 100 \times 0.30 = 88.10$ points.
 - Proposal B: $89 \times 0.70 + 96 \times 0.30 = 91.10$ points
 - Proposal C: $100 \times 0.70 + 94 \times 0.30 = 98.20$ points.
- f) The three proposals in the combined technical and financial evaluation were ranked as under:
- Proposal A: 88.10 points: H-3
 - Proposal B: 91.10 points: H-2
 - Proposal C: 98.20 points: H-1

g) Proposal C at the evaluated cost of Rs.106 (Rupees One hundred and six) was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority. Tenderers will be ranked accordingly to their **Composite Scores** and will be listed in the order of merit as H 1, H 2 and H 3 and so on. The top scorer H 1 would be eligible for award of work.

Even though a bidder may satisfy the above requirements, the bidder would be liable to disqualification if he has:

- a. Made misleading or false representation or deliberately suppressing the information in the forms, statements and enclosures required in the pre- qualification document.
- b. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

3.2 Minimum Eligibility Criteria: The Agencies who fulfill the following minimum eligibility requirements shall be eligible to apply.

- Must be a registered legal entity in India.
- Minimum 15 years of experience in providing PMC services for similar projects.
- Successfully completed at least 3 similar projects i.e Providing Comprehensive Project Management Consultancy (PMC) Services for Construction & Development of various buildings in Institutional Campus i.e. Academic, Hostels, Residential Buildings , Lecture Hall Theater Complex, Sports Complex including external development, in the last 10 years.
- Average annual turnover of at least INR 100 crore during the last three financial years.
- Should not have been blacklisted by any Government/PSU agency.

3.3 Should have satisfactorily completed as PMC for works as mentioned below during the last Five years ending previous day of last date of submission of tenders.

Three similar works each costing not less than 40% (i.e. 38, 80, 00,000/-) of the estimated cost of the project

Or

Two similar works each costing not less than 60% (i.e. 58, 20, 00,000/-) of the estimated cost of the project

Or

One similar work costing not less than 80% (i.e. 77, 60, 00,000/-) of the estimated cost of the project.

Similar works means experience in "***Providing Project Management Consultancy (PMC) Services for Construction & Development of various buildings in Institutional Campus i.e.***

Academic, Hostels, Residential Buildings, Lecture Hall Theater Complex, Sports Complex including external development.”

- 3.4** Average annual financial turnover should be at least 4 times the estimated cost of proposed project during the immediate last 3 consecutive financial year.
- 3.5** The agency should not have suffered losses during last Five (05) Financial Years.
- 3.6** Schedule B- Mini Ratna & above Central Public Sector Undertaking set up by the Central govt. to carry out Civil or Electrical works as per GFR clause 133(3) can participate in the bid. Memorandum of Understanding (MOU) to be submitted along with the tender as documentary evidence for this purpose.
- 3.7** Agencies that are debarred or blacklisted by any Govt. Departments are not eligible to participate in the tender. A Certificate is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by any Govt. Department. In case, if it is found at later stage that the bidder is a blacklisted company declared by any Govt. Department then the works may be withdrawn, and EMD / bid security shall be forfeited.
- 3.8** In case there is any additional paper, the bidders want to submit, in support of the eligibility criteria, that may be submitted in the technical bid documents along with a covering letter.
- 4.0** The broad scope of the works / Terms of reference shall be:

The selected PMC agency will be responsible for providing end-to-end project management services including :

- Planning, scheduling, and monitoring of project progress.
- Preparation of tender documents, Conducting Tender Process, Bid evaluation and selection of Agency/Contractor.
- The Contractor's Flaws or Defect Liability period must be defined under the scope of PMC agency.
- Structural stability, drawings and certification of the drawings should be brought under the scope of PMC agency for the purpose of EOI.
- Any kind of litigation pertaining to non-compliance by the executing contractor regarding project will be responsibility of PMC agency
- Quality assurance and quality control.
- Cost management and certification of contractor's bills.
- Coordination between various stakeholders.
- Ensuring timely completion of the project as per specifications.
- Ensuring compliance of all Labour, Commercial, Vigilance and Environmental laws/Rules/Government Notification

5.0 Bid Conditions:

- 5.1** The estimated cost of the project is Approx. 100 Crore and duration is 30 Months from the date of award of works. The Bidders shall provide their services as PMC for a period of 36

Months or till the completion of the project along with other necessary handing over formalities, whichever is later.

- 5.2 The RCB reserves the right to reject any or all bids received and change the scope of the work without assigning any reason thereof. It also reserves to terminate the bidding process at any stage without assigning any reason.
- 5.3 The offer, in which any of the prescribed conditions is not fulfilled or where the bidder puts any condition including that of conditional rebate, shall be liable to be rejected.
- 5.4 Canvassing whether directly or indirectly, in connection with the bid is strictly prohibited and the bid submitted by the bidder who resorts to canvassing in any form would be liable to rejection.
- 5.5 The offer shall remain open for acceptance for a period of 180 days from the date of opening of 'Bids'.
- 5.6 Bidder must ensure before submitting the bid that each and every page of the bid documents is signed by the authorized officer of the organization. The bid document shall form a part of the contract agreement. The successful bidder on acceptance of his bid by the Accepting Authority, and issue of letter of intent/ award shall, within 15 days, sign the contract **agreement / MOU**.
- 5.7 To obtain first-hand information on the assignment and on the local conditions, bidders are advised to visit the site. Bidders are expected to be informed themselves of local conditions and take these into account while preparing their bids.
- 5.8 The bidders are required to put sign and seal on all the pages of bid document before submitting.

6.0 Submission of Bid:

- 6.1 Bid to be submitted on the date mentioned above.
- 6.2 The Agency Fee all-inclusive but excluding GST for Providing Comprehensive Design Engineering and Project Management Consultancy (PMC) Services shall be quoted in terms of Fee both in figure and in words duly signed by the Authorized Signatory to be indicated in the prescribed format provided. GST as applicable shall be paid extra.
- 6.3 The RCB shall reimburse/ pay all expenditure related to obtaining statutory clearances of the project as per actual including registration charges (if any) with concerned authority.

7.0 Eligibility documents required:

The eligible Govt. Organizations has to submit self-attested copies of following documents compulsorily to get themselves empaneled in RCB for taking up new projects in the role of PMC:

- i) Annexure-I -**Details of Earnest Money Deposit** (EMD)
- ii) Annexure-II -Work Experience information in the format as given in Annexure-II for projects completed by them in last 15 years ending 31-03-2025.
- iii) Annexure-III -Financial Information regarding turnover, Profit/Loss in the format as given in Annexure-III.

- iv) Annexure-IV -Organizational details as given in Annexure-IV.
- v) Annexure-V -Certificate on Company's letter head as given in Annexure-V.
- vi) Annexure-VI -Solvency Certificate from a Scheduled Bank as given in.
- vii) Annexure-VII Authorization letter by CMD/MD of organization in favor of authorized signatory.

8.0 TERMS & CONDITIONS OF ENGAGEMENT:

8.1 RESPONSIBILITIES OF THE PMC

- 8.1.1** Subsequent to signing of the MoU, **PMC** shall take possession of encumbrance's free site from the **RCB** and shall nominate a responsible engineer for execution of the Project under intimation to **the Institute**.
- 8.1.2** The planning, designing of the Project shall be done by the **PMC**. **PMC** shall prepare architectural concept and other services drawings as per the scope of works provided/required by the **Institute**. **PMC** shall prepare preliminary cost estimates based on approved architectural concept /other services drawings & specifications by **the Institute**. Preliminary cost estimates shall be prepared based on CPWD plinth area rates / DSR (as applicable) enhanced by the cost index of the area and market rate analysis for items which are not included in CPWD, PAR.
- 8.1.3** **PMC** shall prepare tender documents comprising the technical specification, BOQ, general terms and conditions, special conditions etc. and decide on inviting tenders either on engineering procurement construction (EPC)/ item rate mode.
- 8.1.4** **PMC** shall follow the CPWD Guidelines for the preparation of the tender document.
- 8.1.5** **For efficient Project execution, if required, PMC shall decide on phasing of the project in consultation with the Institute.**
- 8.1.6** **PMC** shall invite open tender based on prevalent / established prequalification criteria. **PMC** shall award the work within sanctioned cost (excluding agency charges) to the technically qualified lowest bidder.
- 8.1.7** If there is an increase in L-1 tendered cost vis a vis sanctioned cost (excluding agency charges) then **PMC** shall put up a proposal to the **RCB** for sanction of the revised cost with supporting documents and technical justification.
- 8.1.8** **PMC** shall make all the statutory payments to the local government or any other statutory body or bodies relating to the Project from the Project Fund.
- 8.1.9** **PMC** shall unless otherwise specified be fully responsible for procurement of all materials through contractors/agencies for the Construction activity and be liable for compliance of statutory laws/rules/regulations.

Execution of Work

- 8.1.10** The 'PMC' shall obtain necessary Statutory Approvals/ Permission/ Clearances/ Certificates from the concerned Local Bodies & Statutory Authorities like District

Authorities, Municipal Corporation, Panchayati Raj Institutions, Town Planning Board, Electricity Board/ Fire Department, State/ Central Pollution Control Boards, State Environmental Authorities, Forest and Wild-life authorities etc (for e.g. removal of trees, re-locating utilities; conversion of railway level crossings, laying of railway sidings needed by the work; rehabilitation and resettlement of persons affected by the work; traffic control; mining of earth and stone; interfering protected monuments; blasting permission, environmental/ forest/ wild-life clearances; and shifting of religious shrines etc.) to start the work.

- 8.1.11** Works shall not be awarded by 'PMC' to contractors till all statutory approvals/ certificates/ permissions required for taking up the work, are in place.
- 8.1.12** 'PMC' shall permit **RCB** to inspect or monitor the works, either itself or through Third party as and when it desires for assessing actual progress and quality of construction and any other aspects.
- 8.1.13** **RCB** shall provide security clearance and ensure free access for 'PMC' staff/ Employees and their workers working at Work site in case these are required. 'PMC' shall provide necessary support in this process.
- 8.1.14** 'PMC' shall ensure adequate availability of men & material by their contractors.
- 8.1.15** 'PMC' shall ensure that the Contractor(s) implement required Health, Safety & Environmental (HSE) practices at the Construction Sites and they also comply with all statutory obligations related to workmen deployed at the Construction Site. 'PMC' will act as Principal 'RCB' in respect of all Statutory Obligations related to workmen deployed at the site in execution of the work.
- 8.1.16** The 'PMC' shall be responsible for arranging all utilities required for construction like Drawing of Water, obtaining electricity connection, putting up Labour Camps/ Huts inside the available space for facilitating construction by contractors engaged by 'PMC'. The 'PMC' shall provide necessary support in obtaining permission, if any, of Local Bodies in this regard.
- 8.1.17** As soon as the work is allocated, 'PMC' shall prepare and submit to 'RCB' an Integrated Program Chart for the execution of work showing clearly all activities from the start of work to completion with details of manpower and other input information required for the fulfilment of the timelines given therein. 'PMC' will intimate 'RCB', Project Team, both on - site and off-site. The Program Chart should inter- alia include descriptive note explaining sequence of the various activities, CPM Network Milestones etc. This will form Base Line Program and the subsequent progress of the work shall be reviewed with reference to this during periodic Progress Review Meeting preferably monthly. Any increase in time period from the Base Line Value shall be construed as Time Overrun.
- 8.1.18** 'PMC' shall be responsible for providing Physical Progress Reports to 'RCB' in the form of CPM (Critical Path Method) Network on monthly basis for reviewing of the progress of the work vis - a vis Base Line Program and taking all necessary remedial actions, after considering

'RCB' observations made in respect of quality and progress of the work during the monthly/ periodic Project Review Meetings. To ensure timely completion of work as per the approved time-schedule/ milestones and within the approved Cost.

8.1.19 'PMC' shall also be responsible for providing to 'RCB' Financial Progress Reports of the project and up to date Expenditure incurred on the work on monthly basis along with Certificate of Utilization of Fund against Fund earlier released to 'PMC' by 'RCB'.

8.1.20 'PMC' shall be responsible for total Project Management including day-to- day supervision of works, maintenance of all project records and executing the works as per prescribed guidelines, Works Manual, Codes, Books of Specifications etc. and also in accordance with relevant and extant provisions of General Financial Rules (GFR) 2017. PMC shall be sole responsible for the quality of work, compliance of directions issued by the RCB. Additional cost for reconstruction, modification of any work not adhering to the quality as necessary or as directed by the RCB/Third-Party Quality Inspection (TPQI) Committee shall be borne by the PMC.

Project Management, Cost and Time Control

8.1.21 'PMC' shall implement a system under single and unified command for implementation of projects from concept to completion and call composite tenders. 'PMC' shall adopt all the above-mentioned measures to successful completion of the works within approved Cost and time period.

8.1.22 'PMC' shall be responsible for managing the Project from concept to commissioning effectively and efficiently to ensure desired/ proportionate pace of progress and completion of work is achieved progressively vis-à-vis approved Plans & Specifications and in Terms and Conditions of the MOUs and mutually agreed milestones and timelines and approved cost, taking with due diligence all required pro-active remedial measures including provision of stringent and elaborate enforceable Clauses to this effect and also making time as the essence of contract in the Bid and Contract Documents. 'PMC' shall provide for clauses in the contract and established procedure to recover liquidated damages from their contractors/ agencies. The liquidated damages recovered from the contractors for delay, if any, shall be credited to 'RCB' in the project accounts.

8.1.23 The approved Initial Project Cost & Timeline should not exceed during execution of the Project except for reasons like increase in cost index during construction period, revised specifications or extra work over approved estimate carried out at the request of 'RCB' etc. In case of either increase in earlier approved cost or timeline, detailed reasons and justifications, based on verifiable facts and figures, shall have to be provided by 'PMC' along with comprehensive proposals for revision in earlier approved Project Cost & Timeline, which shall be intensively examined by 'RCB' in consultation with 'PMC' before approval is accorded to their proposals. No additional expenditure over and above the earlier approved

Project Cost shall be incurred by 'PMC' without prior approval of 'RCB'. Upward Revisions in either Cost or Timeline should be an exception rather than a rule and for achieving this objective, all required efforts shall be made by 'PMC'.

8.1.24 At any time, it appears to 'RCB' that the actual progress of the work does not confirm to the approved program referred above and intimated to 'PMC' by 'RCB', detailed reasons and justifications for such delays shall have to be provided by 'PMC', which shall be examined by 'RCB' to re-Schedule the Program, if any. Progress Review Meetings preferably monthly/bi monthly shall be held between 'PMC' and 'RCB' for reviewing the progress of works based on Baseline Program/ Milestones etc. and also for resolving co-ordination issues, if any including fixing priority of some works, facilities and services for their early completion and handing over to 'RCB' for putting item to use for intended purpose. 'PMC' will also designate a nodal officer in respect of specific work for coordinating with 'RCB' and architect. Such designated nodal officer shall be suitably empowered and authorized to take decisions in work related issues so that delays are minimized for achieving timely completion of work.

Completion and Handing-over of Completed Work and Facilities

8.1.25 'PMC' shall obtain work Completion/ Occupancy Certificates & Clearances for completed Work and Facilities before handing over the same to 'RCB' for putting them to functional use. 'RCB' shall provide all assistance in this process.

8.1.26 'PMC' shall hand over the project to 'RCB' or its Authorized Representative completed Work including all Services and Facilities constructed in accordance with the Approved Plans, Specifications fulfilling all techno-functional requirements agreed with 'RCB' along with Inventory, As built - Drawings, Maintenance Manual/ Standard Operating Procedure (SOP) for Equipment's and Plants, all clearances /Certificates from Statutory Authorities, Local Bodies etc.

8.1.27 On completion of the work, a Project Completion Report (PCR) shall be submitted by 'PMC' duly bringing out the Final Project Completion Cost, Total Time period taken to complete the work and also completed Project Components as against the approved Cost, Time and Project Components. The Project Completion report (PCR) shall be submitted along with Final Project Accounts including return of unspent balance amount to 'RCB' within one month of settlement of final bills of the contractors/ other agencies deployed on the work by 'PMC'.

8.1.28 **PMC** shall be wholly responsible for any observations and/or comments and, if any, defects pointed out by C.T.E/C.V.C/ C.A.G/Statutory Authorities/local bodies/municipal corporations etc pertaining to works under intimation to the RCB in the planning & procedures of execution of the Project. PMC shall provide all work related information promptly to RCB for replying to parliament questions, queries from various constitutional and statutory authorities.

- 8.1.29 PMC by taking the RCB's consent**, shall have the absolute authority to grant escalation, extension of time, cancel or determine cancellation of contract, either in full or parts, if the Contractor fails to perform / complete the work, due to inferior workmanship etc. **PMC** shall get the balance work completed at the risk and cost of the Contractor / subcontractor.
- 8.1.30** Any defects discovered and brought to the notice of the **PMC** during the period aforesaid shall be rectified by the Contractor appointed by the **PMC**. **PMC** shall ensure that in the event of the failure on the part of the Contractor, the same may without prejudice to any other rights available to it in law, be rectified by the **PMC** at the cost and expense of the Contractor.

8.2 RESPONSIBILITIES OF THE RCB

- 8.2.1** The **RCB** shall provide to **PMC** all Project related requirements/ detailed scope of works for planning/designing pertaining to the Project.
- 8.2.2 RCB** shall demarcate and hand over the site free of all encumbrances or charges to **PMC**. It is further clarified that PMC shall not be held responsible by the RCB for any encumbrance or encroachment related litigation, continuing or future, which may arise in relation to the site and in case, PMC is involved in any such suits arising out of the site, continuing or threatened, the RCB shall extend all possible support to PMC in such litigation before any court or tribunal.
- 8.2.3** The **RCB** shall exercise its responsibility as the RCB of the Project by signing the drawings required for Statutory Authorities and also by giving necessary authorization to PMC to secure approvals from local bodies of statutory authorities for the planning, construction as contemplated in this agreement from time to time. However, the **RCB** shall help the PMC to the extent of writing letters to local bodies regarding getting such approvals.
- 8.2.4 RCB** shall give / convey the approval of the sanctioned cost of the Project for its execution. **RCB** shall also convey / grant timely approvals to the revised cost estimates as submitted by the **PMC** along with proper justification.
- 8.2.5 RCB** shall release the funds/payments comprised in the Project Funds promptly and as and when required by PMC to ensure that the progress of work is not hampered due to non-availability of funds.
- 8.2.6 RCB** shall provide its GST registration certificate for the purpose of GST returns & shall raise timely tax invoices by **PMC**.
- 8.2.7 RCB** shall nominate authorized nodal officer/ to inspect and check the 'construction work' from time to time to see that the construction works are being carried out as per drawings & specifications as provided in the approved cost estimate. If during the inspection, any defects or variation without the written request of the **RCB** are found, then the same shall be rectified by the PMC through its deployed contractors.
- 8.2.8** RCB must ensure to communicate any change in Scope, Extra items to be incorporated in the awarded work well in time. Further, no separate approval for deviations in quantities in

the awarded work to the Contractor will be obtained by PMC from the RCB where the deviations are within the prescribed limits as per Contract.

8.3 PAYMENT TERMS & RELEASE OF FUNDS

8.3.1 PMC shall execute the Project on behalf of **RCB** and shall be paid the actual cost of Project plus the Agency charges @ ----- %(----- **percent only**) excluding GST on the actual cost of the Project for Architectural & Engineering Services for planning, designing, Project Management, Supervision Services.

The amount of fees for the consultant shall be paid in the following stages:-

Stage 1	Signing amount	5% of total fees
Stage 2	On submitting conceptual designs stage and preliminary estimates of cost	10% of total fees
Stage 3	On submitting Schematic design stage	10% of total fees
Stage 4	On submitting Design development stage and detailed item-wise estimates of cost which should also include approval from local bodies.	10% of total fees
Stage 5	On submitting approval drawings to the statutory authority.	10% of total fees
Stage 6	On submitting Tender documentation detailed specifications, bills of quantities, detailed working drawings (contractual and services design) together with estimates of cost sufficient to invite tenders.	20% of total fees
Stage 7	Good for Construction drawing and execution stage During the course of construction of work at site 30% of total fees to be paid in instalments consistent with the progress of work from time to time. (maximum 36 months)	30% of total fees
Stage 8	On completion of work and obtaining required completion certificates (payable after expiry of the defect liability period).	5% of total fees

8.3.2 The expression 'actual cost of Project' shall include the following:

- All the final payments made to the contractor(s), sub-contractor(s), vendors / supplier(s), TPQM agency etc as agreed upon in the tender for the construction of all the buildings, services, related facilities etc.
- All costs of materials acquired for the Project and used on the work, either directly or through the contractor(s) including storage charges, carriage and any other incidental charges connected with such materials but excluding the material not incorporated or not handed over to the **RCB**
- All cost of labour and manpower deployed on the Project works by the PMC on its own or through labour contractors or even its own manpower provided to contractors for execution of the works.

- d) Actual cost of site survey, soil testing charges, laboratory charges for testing of any material, manufactured or built items including the cost of cartage of samples to and from the laboratory.
- e) The cost towards vetting of design/drawings from any reputed institute (including Indian Institute of Technology) and/or their services for consulting any matter concerning the Project.
- f) The contingency towards watch & ward staff, construction of site office, other field requirements etc. as per CPWD works manual.
- g) All monetary liabilities of the **PMC** towards the contractors/ sub-contractor, suppliers and other agencies to the extent these falls within the definition of actual cost as may be left outstanding at the time of payment of final bill provided they have been accepted by the PMC as balance payment against final bill of these agencies.
- h) All additional costs as payable to contractors /vendors/labors etc on account of risk & cost action against contractor.
- i) All liabilities arising out of any court decree or arbitration award and /or any additional costs transpiring due to the direction of any court/tribunal /statutory body and/or any other legal costs including but not limited to the cost of hiring advocates, getting legal opinions, filing of pleadings etc. for the purpose of initiating on behalf of, or defending, itself or the **RCB** in any suit or arbitration, in respect of any dispute arising out of the Project works done or to be done and/or freeing the site of all encumbrances and/or charges. This sub-clause only addresses disputes/arbitrations/suits with any or all of the contractors or any other person(s) body/authority. Nothing in this sub-clause shall be construed to cover any disputes/arbitrations/suits between the **RCB** and the PMC, in which case, each party shall bear its own costs.

8.3.3 The actual cost of work shall not include:

- a) Cost of land; and
- b) Cost paid by the **RCB** to local government or any other statutory body or bodies for getting approvals for the Project etc.

8.3.4 All tax liabilities including Applicable Taxes on payments to contractors & **PMC** and any further tax liability arising out of statutory amendments in laws, government notifications etc. shall be paid by **RCB** to **PMC**.

8.3.5 In case of non-receipt of the payment, any extra cost incurred by **PMC** on operation of GST law applicable from time to time including but not limited of reversal of Input tax credit and interest thereon, such extra cost shall have to be reimbursed to PMC by the **RCB**

8.3.6 The payments by the **RCB** shall be made by transfer of funds in an ESCROW/Project account opened by the PMC through demand draft/cheque /RTGS/NEFT.

8.3.7 The **RCB** shall release the payment with the period of 15 days from the date of receipt of fund demand of the PMC.

8.3.8 The **PMC** shall give to the **RCB**, their monthly bill showing description of work done, quantity & value of services rendered and Applicable Tax along with their expenditure claim (including agency charges) duly certified by a representative of **PMC** on the Project, for payment. The **RCB** shall release the payment within 15 (fifteen) days of submission of invoices bill by the **PMC**.

On completion of work, the accounts of the works shall be closed and a final statement shall be submitted for settlement along with refund of excess deposit received, if any, audited by a Chartered Accountant. All government rules & regulations pertaining to Applicable Taxes shall be applicable and binding on both **RCB** & **PMC**.

8.4 COMPLETION OF THE PROJECT

8.4.1 The date of start of the work shall be reckoned from the date of issuance of work order.

8.4.2 PMC shall submit completion report, drawings and other supporting documents after the handing over of the contract.

8.4.3 The defect liability period of this Project shall be 12 months after completion of work or handing over of offer of possession or taking over of part works, whichever is earlier.

8.5 LIQUIDATED DAMAGES

8.5.1 **PMC** shall be required to complete the construction of Project within the scheduled completion period. If the project is delayed by the contractor, then the contractor is liable for such compensation of the delay as per the standard conditions of CPWD manuals, which is **maximum to 10% of the total contract value**.

In case of delay, which may occur due to reasons beyond the control of **PMC**, **PMC** would intimate the **RCB** with full details of extension in time limit for completion of the works and keeping the contract alive. The **RCB** must ensure to communicate approval of extension within 1 month from the date of intimation by **PMC** else approval will be construed as granted and no further communication from **RCB** in this regard will be tenable.

8.5.2 If the delay in completion is solely attributable to the **PMC**, the **PMC** shall be liable to pay as damages to "**RCB**" a sum calculated @ 0.25% (Zero-point Two Five percent) of the Agency Charges for the balance work for each month of delay, subject to a maximum of 5% (Five percent) of the Agency Charges of balance work.

8.5.3 The **PMC** shall be fully responsible to defend any suits or arbitration / Court cases on behalf of **RCB** arising out of project in connection with the work between the **PMC** and its Contractor(s) and any award/decreed during the construction stage or post completion of work, shall be payable from the Project Fund / **RCB** However **PMC** shall not charge Agency Charges on such Arbitration award(s)/ court decreed(s) in the favour of contractor(s).

8.6 FORCE MAJEURE

PMC shall not be considered in default if delay in completion of work occurs due to causes beyond its control including but not limited to delay in completion of the work occurs due to cause beyond its control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and acts of unsurpassed power. The **PMC** shall notify '**RCB**' in writing within ten days of the date of such occurrence. In the event of delay due to such causes, the completion schedule will be extended for a length of time equal to the period of force majeure. Any expenditure incurred by the **PMC** during the period of force majeure shall be reimbursed by the **RCB**. In case of closure of work due to the force majeure, any liabilities towards contractor and/or expenditure of the PMC shall be payable by the **RCB**.

PMC shall not hold responsible any contractor/sub-contractor/ agency for the delay/ stoppage of work due to force majeure conditions like natural calamities, civil disturbance, war, etc. and for losses suffered if any, by the **RCB** on this account. PMC shall also not be liable in any manner whatsoever towards such losses and no compensation of any kind whatsoever will be payable by the PMC to the **RCB**. Suitable force majeure clause shall be incorporated in all the agreement entered into by the PMC with the contractors/ agencies.

8.7 ARBITRATION

The place of arbitration / Dispute Resolution shall be Faridabad / NCT of Delhi and the language shall be English.

8.8 SETTLEMENT OF DISPUTES

Any and all disputes arising out of or under this contract shall be tried to be resolved amicably. However in case the dispute is not so resolved, the same shall be referred to the sole arbitrator accepted to both the parties. The same shall be conducted in accordance with Arbitration and Conciliation Act – 1996 including all amendments in 2015. The place of arbitration shall be NCT of Delhi and the language shall be English.

9.0 SCOPE OF WORK

The selected PMC agency will be responsible for providing end-to-end project management services including but not limited to:

- Planning, scheduling, and monitoring of project progress.
 - Preparation of tender documents, Conducting Tender Process, Bid evaluation and selection of Agency/Contractor.
 - Quality assurance and quality control.
 - Cost management and certification of contractor's bills.
 - Coordination between various stakeholders.
 - Ensuring timely completion of the project as per specifications.
 - Ensuring compliance of all Labour, Commercial, Vigilance and Environmental laws/Rules/Government Notification
- a) Preliminary Investigations: These shall include, among others, information on soil,

geotechnical, hydrologic, hydraulic, seismic, traffic, and environmental conditions that shall be used to define project design of the building and to set the basis for the financial proposal of the prospective bidders.

- b) Preliminary Survey and Mapping: These shall determine boundaries and provide stationing along control lines to establish feature and design criteria location and identify existing and future right-of-way limits and construction easements associated with the project.
- c) Preparation of Detailed Engineering and Design: Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs as stated hereunder. RCB has the right to require other documents as it may deemed necessary
 - 1) Survey Plan and Returns
 - 2) Site Investigation Report
 - 3) Soils and Foundation Investigation Report
 - 4) Construction Materials Investigation Report
 - 5) Design Plans
 - 6) Furniture Lay-out Plan, List of furniture and Specifications.
 - 7) Technical Specifications
 - 8) Bill of Quantities (BOQ) and Cost Estimates
 - 9) Program of Work
 - 10) Proposed Construction Schedule (and estimated Cash Flow
 - 11) Site or Right-of-Way Plans including Schedule of Acquisition (if applicable)
 - 12) Utilities Relocation Plan
 - 13) Design Report
 - 14) Environmental Impact Statement for critical project as defined by the Department of Environment and Natural Resources (DENR)
 - 15) Construction Safety and Health Program
 - 16) Value Engineering Studies
 - 17) All required statutory approval/NOC from local Government authorities/Agencies
- d) Construction and Completion Stage.

The Contractor shall be responsible for obtaining all necessary information as risks, contingencies and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by RCB to meet all regulatory approvals as specified in the contract documents

The Contractor shall submit a detailed program of work within fourteen (14) calendar days after the issuance of Award of Contract/Work Order/Agreement to the selected bidder that shall include, among others:

- a) The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;
- b) Periods for review of specific outputs and any other submissions and approvals;
- c) Sequence of timing for inspections and tests as specified in the contract documents;
- d) General description of the design and construction methods to be adopted; Number and names of personnel to be assigned for each stage of the work; List of equipment required on site for each major stage of the work; and Description of the quality control system to be utilized for the project.

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the Contractor wishes to modify any design or document which has been previously submitted, reviewed and approved, the contractor shall notify RCB within a reasonable period of time and shall shoulder the cost of such changes.

Any delay of project after the stipulated time as per the tender, RCB shall impose penalty as per the rules and penalty clause mentioned in the work order.

ADDITIONAL REQUIREMENTS:

Following additional requirements shall be included in the Technical Proposal:

- a) Preliminary Conceptual Design Plans.
 - i. At least four (4) perspective views of the building;
 - ii. Floor plans;
 - iii. Four (4) elevations;
 - iv. Two (2) sections
 - v. A 3D visual presentation of the building including a walk-through animation of the interior and exterior views.
- b) Value engineering analysis of design and construction method.
- c) The following shall be incorporated in the space planning:
 - i. Administrative Office
 - ii. Lecture & Conference room
 - iii. Pantry
 - iv. Sample Receiving Cell
 - v. Library
 - vi. Cafeteria / Canteen
 - vii. Seminar Hall for 100 people

10.0 Project Management Activities

- 1. Develop the project plan and project charter

2. Coordinate workshops and discussion meetings between Stakeholders, Police Department, State Departments, IA, etc.
3. Co-ordinate deliverables submissions/ approvals of Implementation Agency (IA).
4. Responsible for reviewing the deliverables submitted by IA.
5. Highlight deviations/issues in the deliverables of IA to authority within the specified time limits and assist IA and Authority in resolution of issues.
6. Prepare Capacity building plan and Change Management Plan
7. Ensure that the technology standards, guidelines & frameworks are adhered to during implementation.
8. Suggest and co-ordinate capacity building needs and training programs.
9. Monitor and maintain issue tracker and keep on updating the status of all risks and issues from time to time.
10. Defining the escalation mechanism for timely resolution of issues & risks.
11. Co-ordinate with IA for STQC/ CERT-IN empaneled Third-Party Audit certification.
12. SLA monitoring and suggest changes in SLAs, if required
13. Monitoring the performance of the IA against the base project plan
14. Monitoring the performance of the overall system in terms of availability & efficiency against the service levels already defined for IA
15. Suggest corrective and preventive measures to Authority and IA to enhance the performance of the system.
16. Coordinate with all the stakehold and support the state departments while interacting with various agencies (internal and external) during the course of the project. Build mechanisms to ensure coordination and consultation between all key stakeholders and members of the Authority on a continued basis to facilitate the execution of the project.

11.0 REGISTRATION PROCESS

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.

5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

12.0 TENDER DOCUMENTS SEARCH

1. Various built-in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

13.0 BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
6. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
7. Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit **(EMD)** for an amount of ₹50,000/- **through Online portal.**
8. EMD Fee are exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
9. The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.
10. Specification: The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

14.0 बोली प्रस्तुत करना BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender document should be readable by the authorized bid openers after the tender is opened.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

15.0 ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

TECHNICAL BID

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

SUBJECT: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad..

SN		Parameter	Technical Compliance
			(Yes/No)
1	Annexure- I	Details of Earnest Money Deposit (EMD)	
2	ANNEXURE II	Experience of the firm Cumulative value of Similar Projects Executed/completed (each project not less than Rs. 100 Crores) during last 05 years (ending 31-03-2024)	
3	Annexure-III	Average Annual Turnover of the consultancy service provided for three financial years 2022- 23, 2023-24 & 2024-25 Attach copies of audited balance sheets duly certified by the chartered accountant for all three years	
4	ANNEXURE IV	Employee strength in Organization (Year ending March 2025) Minimum Qualification: Bachelor's Degree in Engineering The Engineers and Architects required/mentioned should be Regular Employees on Permanent Pay roll of the bidder	
5	ANNEXURE-V	Undertaking for adherence & acceptance to all Tender Terms and conditions	
6	ANNEXURE-VI	Attach solvency certificate from bankers. The certificate should be in the name of Regional Centre for Biotechnology at the time of submission of bid	
7	ANNEXURE-VII	Authorization Letter (on letter head)	
8	ANNEXURE -VIII	Fall clause declaration	
9	ANNEXURE -IX	Non-black listing declaration	
10		Valid ISO Certification' relevant standard should be specified clearly i.e ISO 9001 and/or ISO 14001 and/ or ISO 45001 and/or OHSAS.	

Note:

The technical bid documents will be evaluated based on the marking system mentioned under Stage-1

Annexures

**अग्रिम धन जमा करने का विवरण
DETAILS OF EARNEST MONEY DEPOSIT**

To be uploaded on e-Wizard Portal

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad.

I/We hereby certify that we have deposited EMD of ₹1,94,00,000 /- Please mention transaction ID.
Or

If Registered with MSME/ EXEMPTION of EMD, please upload MSME Certificate or EMD Exemption certificate.

(Signature of Authorized Representative with seal and stamp

(To be submitted on Company Letter Head)

वर्तमान ग्राहकों की सूची
LIST OF PRESENT CLIENTS

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

List clients with whom annual billing for similar services not less than ₹100 crore/year in each case in the last Ten years.

Details of Works / Projects executed during last Seven years

S. No	01
Name of Department	
Name of project	
Exact location /site of the project	
Approved cost of project (in lakhs)	
Date of commencement of project	
Timeline fixed For completion	
Actual date of Completion	
Final cost of project (in lakhs)	
Is there any dispute / Legal case/arbitration case pending in Respect of The project	
Remarks	

Note: Keep adding in the similar manner if the list is longer

Signature of Authorized Signatory.

Name of Authorized Signatory

PSU Stamp

वित्तीय क्षमता
FINANCIAL CAPABILITY

(To be submitted on Company Letter Head).

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

Financial Year	Annual Turn Over in Indian Rupees as per Audited Balance Sheet
2022-23	₹
2023-24	₹
2024-25	₹

NOTE: The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (**2022- 23, 2023-24 & 2024-25**). Audited Balance sheet should mention the membership number of chartered accountants issued by ICAI along with full address.

Signature and seal of the Authorized Signatory of the bidder

ORGANIZATIONAL DETAILS**Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14**

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

Details about Bidding Agency

S. No.	Particulars			
1.	Full name of the Bidder PSU (In capital letters)			
2.	Full address of the Bidder PSU			
3.	(A) Telephone No. (B) Fax No.			
4.	Names and details of the Authorized Signatory of this NIT (Address, contact telephone Number, Mobile number, FAX No., Email ID)			
5.	Has the bidder PSU been black listed by any organization? If so, attach the details of the same.			
6.	PAN:			
7.	TAN:			
8.	GST registration No.:			
9.	MOU Ratings for the past Five years.			
10	Green Building Experience			
11.	No. of full time employees for the Organization	Graduate Engineers	Supporting Staff (Technical)	
12	Financial strength of the Organization for the last 3 years. Attach photocopies audited balance sheets.	Turnover (IN CRORE)		
	2022-23	2023-24	2024-25	

	2022-23	2023-24	2024-25	Average Annual Profit before tax (PBT)

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

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

Details of personnel

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

Signature of Authorized Signatory.

Name of Authorized Signatory

PSU Stamp

TENDER ACCEPTANCE LETTER

(To be submitted on Company Letter Head).

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

From:

To,
The Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad – Gurugram Expressway,
Faridabad – 121001.

SUB: SUBMISSION OF BID FOR PROVIDING PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES.

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

Yours faithfully,

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

(Please affix seal)

**BANK REFERENCE LETTER/SOLVENCY CERTIFICATE
(On Bank's Letter Head)**

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. along with External Development Work at NCR Biotech Science Cluster Faridabad

**Certified that M/sat
(address)..... is having
an account in our bank as per following particulars: -**

- 1 Type of Account: Cash-Credit/Current/Savings :**
- 2 Bank Account No.:**
- 3 Cash-Credit/O.D. Limit (If any): NO/YES, for ₹.....:**
- 4 Since when holding Account?:**
- 5 Financial Standing & Soundness: SOUND/POOR:**
- 6 Dealing & Conduct of the Party: Satisfactory/Un-satisfactory:**
- 7 Any other comments:**
- 8 Validity of Solvency certificate (issued not before 6 month of uploading the tender**

**This is issued on the request of M/s for
submission to M/s Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad.
(Haryana)**

Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

1. Tender Enquiry No. **RCB-17013/2/2025-TECH-RCB/NIT-14**
2. Name & Address of Bidder: -

Please indicate

3. Details of Bank Account of the bidder/Agency.
 - i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under?
 - i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
 - i) Whether by the partnership agreement authority to refer disputes.
 - ii) concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
 - iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

Signature of witness

Full Name and Address of Witness

Signature of Bidder

Full name & address of the
Person signing (In BLOCK LETTER)

Whether signing as Proprietor/ Partner
/ Constituted Attorney / duly authorized by the company

FALL CLAUSE DECLARATION

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the Providing Project Management Consultant (PMC) agency for the Construction & Development of various buildings i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad should under no event be higher than lowest prices at which the party provide the service of identical description to any other Govt. organization/PSU's/Autonomous bodies/Pvt. Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Faridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

NON BLACK LISTING DECLARATION

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

Name of Work: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad-Gurgaon Expressway
Faridabad

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

For -----

Authorised Signatory

Date:

FINANCIAL BID

Tender No.- RCB-17013/2/2025-TECH-RCB/NIT-14

SUBJECT: Providing Project Management Consultancy (PMC) Services for Construction & Development of Various Buildings, i.e. 1 No of Lecture Hall, 1 No of Sports Complex, etc. Along with External Development Work at NCR Biotech Science Cluster Faridabad..

Dear Sir,

In response to bid document for the above work, we hereby quote our Fee in Indian Rupees toward Project Management, Supervision, Services including Architectural Services for planning, designing, and Consultancy Services as per the scope defined in the tender documents as under:

S. No.	Particulars
1.	Fee in Percentage (%) of total project cost toward Project Management, Supervision, Services including Architectural Services for planning, designing, and Consultancy Services as per the scope defined in the tender documents

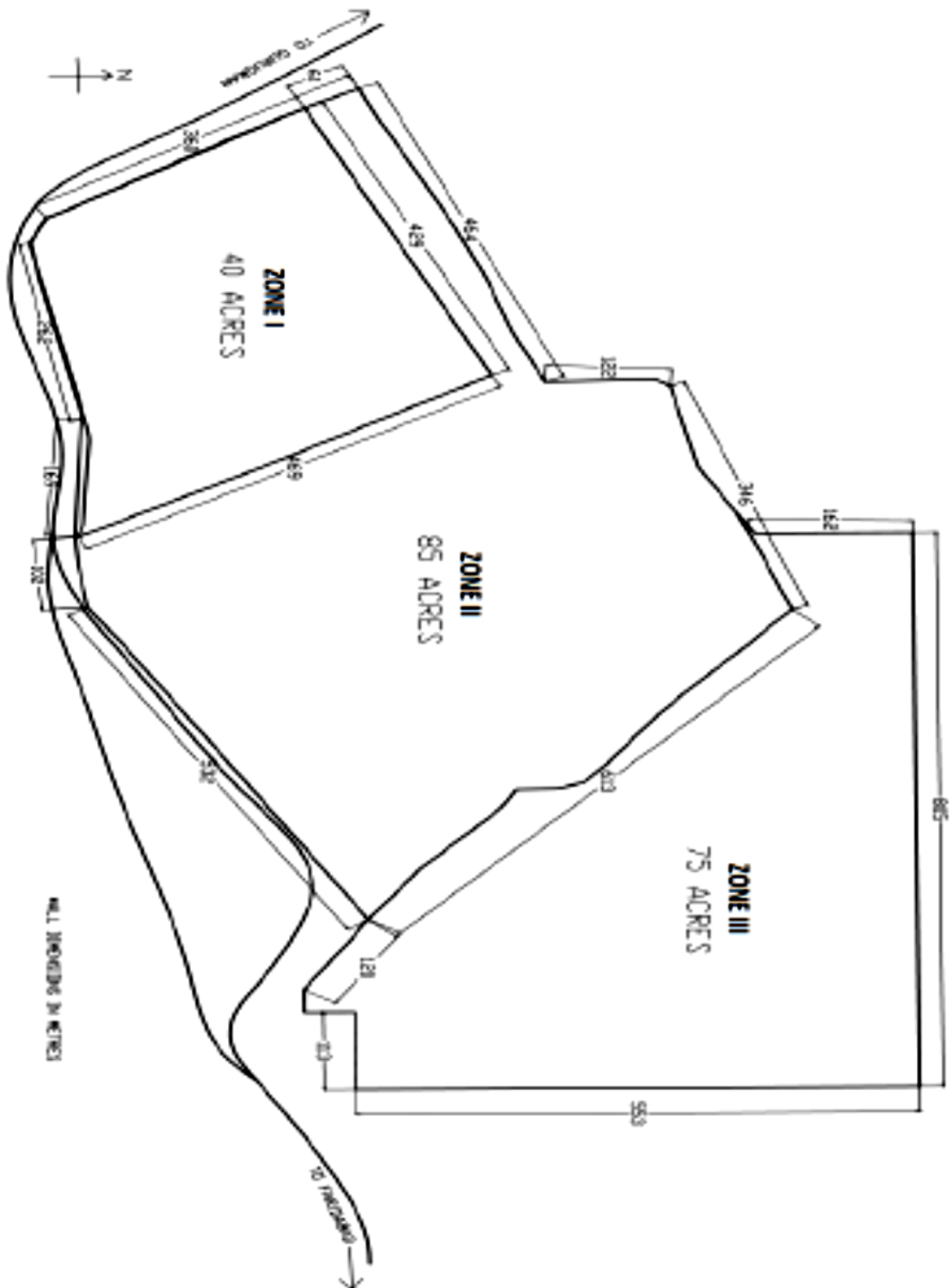
Note:-

1. Fee is inclusive of GST which shall be payable on actual basis as applicable on submission of documentary evidence.

(Signature, name and Designation of authorize person with complete address of Consultancy Agency/ Organization)

(Please affix seal)

SITE PLAN



SITE IMAGES



Aerial Imagery of Site