

# **International Management Institute (IMI), New Delhi**

**B-10 Qutab Institutional Area , Tara Crescent , New Delhi 110016**

## **RFQ For Architectural /Technical Consultants**

**Pre Bid meeting** on- 11<sup>th</sup> April 2018 at !!:0AM

**Last Date of Submission of RFQ 18<sup>th</sup> April 2018**

SECTION – 1

## **RFQ For Architectural /Technical Consultants**

### 1.0 INTRODUCTION

International Management Institute, New Delhi, known as IMI, New Delhi is a private business school located in New Delhi, India. Established in the year 1981, in an area of over 2.5 acres, it was India's first corporate sponsored business school. The Institute is situated at: B-10, Qutab Institutional Area, Tara Crescent, New Delhi, Delhi 110016

### 2.0 BRIEF SCOPE OF WORK

2.1 IMI , New Delhi is embarking upon up-gradation / modernization & comprehensive repairs of existing facilities including Library, Class rooms Office accommodation etc.

2.2 In this backdrop, IMI , New Delhi invites RFQ from the willing Architect/ Consultants for empanelment/ enlistment who are experienced, duly registered & financially sound & who can carry out the works.

### 3.0 BIDDING ENTITY

The Bidder should be a duly Registered Architect firm, Associate, Pvt.Ltd. or Ltd. having experience in similar works of institute.

### 4. QUALIFICATION CRITERIA

4.1 Architect/Consultant should have 3 years of continuous experience in similar

works of Institutional buildings must be registered with Council of Architecture .

## 5. SUBMISSION OF DOCUMENTS

5.1 The Architect/Consultant is required to submit its RFQ for works as per Form -1 provided under section -2 of this documents.

5.2 The Architect/Consultant is required to submit the following documentary evidences in support of Qualification Criteria

- a. Certificate of Registration with appropriate authority.
- b. Name & qualification of technical person(S) if any
- c .List of Clients and work done & value
- d) Balance sheet for last 3 years and copy of PAN along with with Turnover for past 3 years duly certified by CA
- e. Undertaking that Architect/Consultant is not Black Listed from any of the organization.
- f. An undertaking " The information provided in support of Qualifying criteria is factually correct and consultant meets qualifying criteria. In case, the information submitted in support of qualification Criteria is found to incorrect at any stage, their offer/ contract may be rejected/ terminated"

## 6. PREPARATION/ SUBMISSION OF RFQ

6.1 Language of RFQ and all correspondence and submittal related to the entire work shall in English language. Any document of other language shall be accompanied by authenticated English translation, which shall govern.

6.2 Financial bid shall be invited only from prequalified Architect/ Consultant.

6.3 Documents Comprising RFQ; RFQ must be complete in all respect leaving no scope for ambiguity. IMI will evaluate the Architect/Consultant on the basis of documents submitted.

6.4 Information required from Consultants:

- RFQ Letter as per Form -I
- Information about Architect/Consultant per Form-II
- Information related to Qualification Criteria as per Form -III.
- Turnover for last 3 Financial Years i.e.14-15,15-16,16-17 ( tentative for 17-18)

duly certified by CA on Single sheet.

- Additional information as per Form –IV

6.5 Architect/Consultant shall ensure submission of complete information/documents in first instance itself

6.6 To assist in examination & evaluation of offers, IMI may seek clarification on documents /additional documents which shall be part of RFQ

8.0 GENERAL INSTRUCTIONS ON SUBMISSION OF RFQ

8.1 RFQ shall be submitted in hard copies to :

**Registrar & CAO**

**International Management Institute (IMI) , New Delhi**

**B-10 Qutab Institutional Area, Tara Crescent , New Delhi 110016**

8.2 Interested Architect/Consultant must respond to this notification on or before due date.

8.3 Clarification, if any can be obtained from Mr. AK Bhatia through phone no  
011-47194142

8.4 IMI reserve the right to terminate RFQ process at any point of time without assigning reason.

8.5 The Architect/Consultant meeting Qualification Criteria under RFQ process shall be empanelled with IMI, Delhi

9. CONTACTING IMI

9.1 No Architect/Consultant shall contact IMI on any matter relating to this EOI after last date of submission of EOI unless requested so in writing.

# **IMI-New Delhi**

SECTION -2

FORMS TO BE ENCLOSED

FORMAT FOR COVERING LETTER

FORM-I

( this is to be submitted by Architect/Consultant on its Letter head )

To

Registrar & CAO

International Management Institute (IMI), New Delhi

B-10 Qutab Institutional Area, Tara Crescent

New Delhi 110016

Subject : **RFQ For Architectural /Technical Consultants**

Dear Sir,

This has reference to your RFQ Document no IMI/D/1 of 2017-19  
dated 29.03.2018

\_\_\_\_\_ ( name of Architect/Consultant) , hereby submit its RFQ for  
empanelment ----- ( Mention the area(s) of work) for Modernization/Up gradation  
of IMI .New Delhi Campus in accordance with the terms & condition stipulated in  
EOI documents.

(Signature with Seal)

Name & designation of authorized Person

FORM-II

INFORMATION ABOUT ARCHITECT/ CONSULTANT

1. Name & Address of Architect/ Consultant
2. Date of Registration of Architect/Consultant

(Please enclose Certificate of Incorporation/Registration)

3. Brief Description of Architect/Consultant
4. Contact person

Name

Designation

Address

Contact nos. Mobile

Land Line

Fax

Email ID

(Signature) with Seal

Name & designation of authorized Person

## Qualification Criteria

### Qualification Criteria

S. No	Qualification Criteria	Minimum Required	Qualification of Architect/Consultant	Supporting Documents
1.	Number of years of continuous experience as Architect/ Consultant for ( Mention Discipline)	Minimum 3years		
2	Experience of Handling Institutional work	At least one		
3	Firm should not have been banned in last 3 years			Under taking
4.	Has Architect/ Consultant suffered any losses in Balance sheet in Last 4 years			Last 3 yrs Balance sheet & turnover sheet along with 3 years Turnover by CA

(Signature) with Seal

Name & designation of authorized Person

Form- IV

ADDITIONAL INFORMATION

Architect/ Consultant to furnish details of work carried out with Clients Name & contact no , value of work done and supporting Documents

Architect/ Consultant may give further information if any with Documentary Evidence

(Signature) with Seal

Name & designation of authorized Person