

**International Management Institute (IMI) , New
Delhi
B-10 Qutab Institutional Area , Tara Crescent , New
Delhi 110016
NIT IMID/1 Of 2016-17**

**REQUEST FOR QUOTATION (RFQ) for Architectural
/Technical Services**

**Pre Bid Meeting 3rd November 2016 at
11.00 in the Committee Room**

**Last Date of Submission of EOI & quotation
15th November 2016 by 3.00 pm**

SECTION – 1

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR
MODERNISATION /UPGRADATION OF CAMPUS OF IMI, DELHI

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.

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

2.0 **SCOPE OF WORK**

2.1 IMI , New Delhi is embarking upon up-gradation / modernization & comprehensive repairs of existing facilities including addition of Hostel rooms, Class rooms Cook house, dinning space, comprehensive renovation of Wash rooms, drainage of campus etc.

2.2 In this backdrop, IMI , New Delhi invites Expression of Interest (EOI) from the prospective Architecture/ Technical Consultants duly registered firms who can carry the works. Work includes Site inspection, preparation of plans & elevation section working drawings detailing, structural design , suggestion of venders and materials The work also includes Drawing of MEP works electrical , fire & HVAC sanitary & public health. Consultant will prepare realistic and Bills of quantity and Estimate based on CPWD SOR updated to present cost and analysis where SOR is not available.

2.3 Successful Consultant shall submit the following

- Detailed working drawings of Architecture, Civil Structural,& MEP in hard copies in 5 sets
- Calculation sheets
- Will visit the site as & when required 10 visit are required during construction/ execution and cost is deemed to be included.
- On completion Consultant shall submit As Built drawings in hard copy as well as Soft copy in Auto cad format in CD 3 nos each

3.0 **BIDDING ENTITY**

The Bidder should be a duly Registered Architecture/ Technical Consulting firm, Associate, Pvt. Ltd .or Ltd. having experience in similar works.

4. **QUALIFICATION CRITERIA**

4.1 Consultant should have 4years of continuous experience in similar works of Architecture Consultancy work of institutional buildings.

5. **SUBMISSION OF DOCUMENTS**

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

5.2 The 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 Architect with Registration no with COA
- c .List of Clients and similar work done & value for last 4 years
- d. Undertaking that Consultant is not Black Listed from any of the organization.
- e. 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 Request for Quotation

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

6.2 Cost of Bidding Consultant shall bear the cost of preparation of Bidding , participation delivery.

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

6.4 RFQ/Bidding will be submitted in two envelopes 1st Containing All the document including qualification documents & 2nd envelop only price bid / Fee. Both envelop shall be sealed & clearly marked & sealed. And placed in one envelop and sealed and Marked RFQ For IMI Modernization.

6.4 IMI will open 1st envelope containing Documents of Qualification etc. Price bid will be opened of those who qualify after informing the qualified Consultants

- RFQ Letter as per Form -I
- Information about Consultant as per Form-II
- Information related to Qualification Criteria as per Form -III
- Additional information as per Form -IV

6.5 Bidder 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 offer

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 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 011-47194100/200 extension 333

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

8.5 The Consultants meeting Qualification Criteria under RFQ process shall be considered for opening the price bid.

9. CONTACTING IMI

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

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

**EXPRESSION OF INTEREST (EOI) for Addition &
Modification of Campus at Qutab Institutional area**

**EOI Document no IMI/D/Arch. Ser. No. __ Of 2016-
17**

SECTION -2

FORMS TO BE ENCLOSED

FORMAT FOR COVERING LETTER

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

Registrar & CAO
International Management Institute (IMI) , New Delhi
B-10 Qutab Institutional Area, Tara Crescent
New Delhi 110016

Subject : Request for Quotation for Consultancy Services

Dear Sir,

This has reference to your NIT IMID/ 1 Of 2016-17 dated>>>>>>

_____ (name of Consultant) , hereby submit its Request for Quotation for Consultancy Services for Architectural/ technical consultancy services for Modernization/ of IMI .New Delhi Campus in accordance with the terms & condition stipulated in RFQ documents.

(Signature) with Seal

Name & designation of authorized Person

INFORMATION ABOUT CONSULTANT

1. Name & Address of Consultant
2. Date of Registration of Consultant
(please enclose Certificate of Incorporation/Registration)
3. Brief Description of 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

S. No	Qualification Criteria	Minimum Required	Qualification of Consultant	Supporting Documents
1.	Number of years of continuous experience in Architecture /Technical Consultancy services	Minimum 4 years		
2	Experience of Handling Institutional Consultancy	At least one		
3	Is the firm Blacklisted in last 4 years	Should not be.		Under taking
4.	Has Consultant suffered any losses in Balance sheet in Last 4 years	Should not be.		Last 4 yrs Balance sheet

(Signature) with Seal

Name & designation of authorized Person

ADDITIONAL INFORMATION

S. No				
1	Number of Architect Technical Person, consultant proposed for this work			
2	Experience of of above persons and Registration details			
3.	Outsourcing details, if proposed			
4	List of similar works with details of Client, period and Cost			Certificate of Client needed