



Indian Institute of Banking & Finance

(An ISO-9001-2015 Certified Organization)
(CIN: U91110MH1928GAP00)

REQUEST FOR PROPOSAL

For

Appointment of Architects for furnishing / renovation / fit out work of Institute's office premises at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016

To be Submitted Before
2.00 P.M on 26.4.2019

ADDRESSED TO

Zonal Head,
Indian Institute of Banking & Finance,
Professional Development Centre - NZ,
109 - 113, Vikrant Tower
1st floor, 4, Rajendra Place,
New Delhi - 110 008

1. Introduction / About the Institute

Indian Institute of Banking & Finance (IIBF) which was established in the year 1928 is a professional body of banks and financial institutions in India. It is managed by a Governing Council comprising of senior functionary from Reserve Bank of India, MD & CEOs of Banks in the Public & Private Sector and eminent persons drawn from the field of Education & Training in banking and finance sectors. Besides its Corporate Office at Mumbai, the Institute has three zonal offices, known as Professional Development Centres (PDC), in Chennai, Kolkata, and New Delhi. Institute's Northern Zone Professional Development Centre is located at 109-113, Vikrant Tower, 1st Floor, Rajendra Place, New Delhi-11008.

Institute recently acquired a premises built on a plot area of 800 sq. yds. on outright purchase basis from Punjab National Bank located at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016. Institute proposes to carry out interior renovation work at the said premises and in order to appoint consultant for the proposed interior renovation work, it has been decided to invite proposals from PSU Bank empanelled architects. The premises is to be renovated with following facilities in two phases.

Phase-1

Ground Floor, Front half portion of 1st Floor-

- Two class rooms with seating capacity of around 40 participants
- One test centre having seating capacity of around 100 participants
- Faculty room with 3-4 seating capacity
- Dining hall with seating capacity of 40
- Library with 8-10 seating positions
- In charge cabin
- CEO Cabin
- Work station 6 -8 seating capacity
- Utility room
- Receptionists counter
- Wash room facility for ladies and gents
- Break away Room-2
- Pantry
- Studio for Virtual Classroom training programme
- Auditorium with seating capacity of around 100 participants

Basement

- Record Room

Phase-2

Back half portion of 1st Floor, 2nd & 3rd Floor

Renovation of 30 rooms for participants

Schedule of major activities associated with RFP

Sr.No.	Details	Date
1	Issue of RFP	15.4.2019
2	Site visit of the premises located at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016	20.4.2019
3	Submission of pre bid queries	22.4.2019 by 11.00 am
4	Pre bid meeting at PDC, NZ, IIBF	24.4.2019 at 11.00 am
5	Last Date and Time for submission of Proposal	25.4.2019 up to 2.00 pm.
6	Opening of technical proposals	26.4.2019 at 1.00 pm.
7	Presentation by vendors fulfilling minimum eligibility criteria	29.4.2019 at 11.00 am
8	Opening of commercial bid for the short listed vendors in technical evaluation	29.4.2019 at 4.00 pm

IIBF reserves the right at its sole discretion to change the schedule of activities, including the associated dates.

2. Proposal Format:

Bidder is required to submit the Proposal in 2 separate envelopes, “Envelope A – Technical Proposal” (as per Technical bid template) and “Envelope B– Commercial Proposal” (Non window sealed envelope containing Commercial proposal as per commercial bid template). Both the envelopes should be placed in a single envelope (Third Envelope -big cover) and marked/super scribed with legend “Tender for undertaking “appointment of Architects for furnishing / renovation / fit out work of Institute’s office premises at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016”.

- i. The proposal, which are not sealed or open tenders sent through Fax /e-mail will summarily be rejected.
- ii. The proposal not submitted in the prescribed format or incomplete in details are liable for rejection.
- iii. The proposal containing unauthentic erasing or alterations will not be considered.
- iv. No document/ Correspondence will be entertained after the closing time of the tender.

Minimum Eligibility

The basic mandatory requirement should be

- The firm should have local office within the area of New Delhi / NCR

- The Proprietor / All partners shall be graduate in Architecture and should be member of professional body; council of Architecture
- Should be in the panel of public sector banks (as Architects)

Bid Evaluation Process

The bid will be evaluated on Techno-Commercial evaluation basis wherein the technical bids will be allotted weightage of 60% while the financial bids will be allotted weightage of 40%.

Opening of Technical Bid

Zonal Head, PDC- NZ, IIBF will open the Technical Proposal (Envelope A) of the bidders. It is the responsibility of the bidders to be present at the time, date and at the place specified in the RFP document or as amended by IIBF from time to time. The Proposals will be examined to determine whether they are complete, the documents have been properly signed, supporting papers/documents attached and the bids are generally in order. IIBF may, at its sole discretion, waive any minor infirmity, nonconformity or irregularity in a Proposal which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder. The Bidder is expected to go through all instructions, forms, terms and conditions in the RFP document and furnish all the information as required without any material deviations. Bidder not substantially responsive to the Bidding Document in every respect may result in the rejection of its Bid.

Evaluation and acceptance

Stage: 1 - Technical Evaluation:

A Committee appointed by the Institute would evaluate the technical and commercial proposals and select the successful bidder. The Technical proposal will be evaluated on the basis of its meeting the evaluation parameters as given below on a score of 100 Marks.

Sr No.	Evaluation Criteria	Maximum marks
1	Firms experience in the relevant field (3-5 years -5 marks above 5 years -10 marks)	10
2	Adequate in-house infrastructure of Architects / Engineers (Up to 2 Architects -8 marks. Above 2 Architects – 10 Marks)	10
3	Should have executed similar works during last three years of minimum value of 3 crores as of 31.3.2018 (If minimum one work of Rs.3 crores is executed 20 Marks. Minimum two works of Rs.1.50 crore and above is executed – 15 marks)	20
5	Presentations before the evaluation Committee	60

	showcasing innovative ideas in regard to clarity of thoughts, maximum usage of space, functional & cost effective design etc with convincing reasons about the capability of successful completion of the project	
	Total	100

The Bidder securing highest marks will be given Technical score of 60. Technical score for other bidders will be calculated as under:

$$\frac{\text{Marks of the respective bidder}}{\text{Marks of the Bidder securing highest marks}} \times 60$$

Example:

Bidder 1, Bidder 2 & Bidder 3 qualified in the Technical bid and their marks are:

Bidder 1 marks :- 70
 Bidder 2 marks :- 80
 Bidder 3 marks:- 90

Bidder 3 marks are 90 Hence, Technical score = 60

$$\text{Bidder 1} = \frac{70 \text{ (marks of Bidder 1)}}{90 \text{ (marks of Bidder 3)}} \times 60 = 46.66$$

$$\text{Bidder 2} = \frac{80 \text{ (marks of Vendor 2)}}{90 \text{ (marks of Vendor 3)}} \times 60 = 53.33$$

Stage: 2 - Commercial Evaluation

Minimum marks required to pass in the technical proposal is 70 as per the table on the evaluation criteria. Commercial proposal of those bidder who qualify in technical evaluation will only be opened. The Commercial proposal shall be opened only in the event of minimum two Technical Proposals found suitable. The evaluation process shall consider the “Percentage of Total Cost of Project” (PTCP). Bidder proposing lowest PTCP shall be given a commercial score of 40. Commercial score for other bidders will be calculated as under:

$$\frac{\text{Lowest PTCP}}{\text{PTCP provided by respective vendor}} \times 40$$

Example:

As per our example, price quoted by the qualified bidders are:

Bidder 1 = 5%-

Bidder 2 = 3%

Bidder 3 = 6%

Bidder 2 PTCP is lowest. Hence Commercial score is 40 (lowest price)

$$\text{Bidder 1} = \frac{3 \text{ (price of Bidder 2)}}{5 \text{ (price of Bidder 1)}} \times 40 = 24$$

$$\text{Bidder 3} = \frac{3 \text{ (price of Bidder 2)}}{6 \text{ (price of Bidder 3)}} \times 40 = 20$$

Stage 3 - Techno-Commercial Evaluation

Technical and Commercial score will be added to arrive at Total Score out of hundred. The proposal securing the highest combined score will be ranked as H1, Second highest as H2 and Third Highest as H3.

Example:

As per the above example, three proposals with combined Technical and Financial evaluations score would be ranked as under:

$$\text{Bidder 1} = 46.66 + 24 = 70.66 = \text{H3}$$

$$\text{Bidder 2} = 53.33 + 40.00 = 93.33 = \text{H1}$$

$$\text{Bidder 3} = 60.00 + 20 = 80.00 = \text{H2}$$

Proposal of bidder 2 will be considered as most responsive bidder and they may be called for negotiation, if required. In case the successful bidder, the H1 doesn't accept the offer or accepts the order and doesn't proceed with the project in a reasonable time the Institute reserves the right to award the contract to the second most responsive bidder i.e. H2 and the offer to the H1 will stand terminated.

Duties/Functions of Architect with Supervision Responsibility

The architect shall render the following services (not limited to) in connection with the project:

- i. Taking Institute' instructions, visiting the site, preparing plans, designs, walk through presentation, etc which shall be in accordance with local governing codes/ standards, regulations, etc. (including carrying out necessary revisions till the plans, designs, walk through presentation are finally approved by the Institute), making approximate estimate of cost by cubic measurements, area measurement, or otherwise and preparing reports on the scheme so as to enable the Institute to take a decision on the sketch designs.
- ii. Submitting a proper CPM chart / Bar Chart incorporating all the activities required for the completion of the project well in time, i.e., preparation of working drawings,

structural drawings, detailed drawings, calling tender, etc. The programme should also include various stages of services to be done by consultants in co-ordination with the Architect.

- iii. Submitting required drawings to the Municipality and other local authorities and obtaining their approval.
- iv. Preparing architectural working drawings, structural calculations and structural drawings, lay out drawings for furniture, electrical installations, CCTV, access control, fire alarm, audio video, telephone & LAN installations, air conditioning etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- v. Preparing pre-qualification documents.
- vi. Preparing detailed tender documents for various trades viz. interior / furnishing work and specialist services such as electrical installation, air conditioning, CCTV, access control, fire alarm, audio video, telephone & LAN installations (including integrating these systems with the respective systems of main building), etc., complete with articles of agreement, special conditions, condition of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- vii. Preparing tender notices for issue by Institute or inviting tenders from prequalified/shortlisted parties on behalf of Institute as the case may be for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors.
- viii. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- ix. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- x. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions accepted to the Bank may be adopted.
- xi. Preparing for the use of the Institute the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

- xii. Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- xiii. No deviations or substitutions should be authorized by the architect without working out financial implication, if any, to the contractor and obtaining approval of the Institute. However, where time does not permit and where it is expedient, the architect may take decisions on behalf of the Institute the total cost of the item/deviation of which should not exceed Rs. 10,000/-. This deviation shall be got subsequently ratified from the Institute duly justifying his action at the earliest.
- xiv. Working out the theoretical requirement and actual consumption of any material specified for each bill.
- xv. Checking measurements of works at site, checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Institute to make payments to the contractors and adjustments of all accounts, so as to enable the Institute to make payments to the contractors and adjustments of all accounts between the contractors and the Institute acts shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill. Certified that the various items of work claimed in this _____ running bill/ final bill by the contractors _____ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard/ prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100 percent of each item claimed in this bill. Hence, the bill is recommended for payment of Rs. _____

(Signature of the Architect)

Date _____

The Architect shall endorse the above certification in the relevant Measurement Books also.

- xvi. Submitting a detailed account of any material that the Institute may specify and certifying the quantities utilized in the works.
- xvii. Obtaining certificate and securing permission of Municipality and such other authority/ statutory bodies for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Institute to the municipality or any such other authority (if applicable for furnishing work).
- xviii. On completion of the project, prepare "as made" completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the Institute.

- xix. Further, the Architect shall verify and confirm that identification marks are made on all service installations/ cables/ wiring etc for easy identifications to carry out maintenance jobs.
- xx. The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Institute.
- xxi. The Architects shall assist the Institute in all arbitration proceedings, if any, between the contractors and the Institute and also defend the Institute in such proceedings.
- xxii. The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Institute's record.
- xxiii. The Architect shall be responsible for the successful completion of the furnishing work with safety and structural stability from the inception up to the handing over for occupation of the Institute.
- xxiv. Any other services connected with the work usually and normally rendered by the Architects, but, not referred to herein above.

The list of duties mentioned above are only indicative and the Architect firm will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workman like manner in all respects till its occupation with the agreed time schedule and cost by following standard laid down norms / procedures and the Institute's guidelines in an open and transparent manner.



Indian Institute of Banking & Finance

RFP for undertaking “Need Analysis and Organisation & Management Study”

Technical Proposal

1. Organisational Profile

Name of the Firm	
Address	
Telephone No.	
Mobile No	
E mail	
Whether proprietary / Firm of Architects , Private / Public Limited Company / Joint Venture / Other (please specify) (Certificate of registration / partnership deed to be enclosed)	
Year of establishment	
Name of the Proprietor / Partners / Director	
Year of Establishment of the firm /company	
PAN No.	
GST No.	
EPF Reg. No	
ESI Reg. No	
Address of the local office in Delhi / NCR, if any	
Name, Designation and Contact details of the Person to whom all communication is to be addressed.	
Whether registered with council of Architecture, if so mention the number	
Name/s of the Public Sector Bank/s where empanelled	
Name of the Bankers with address & Telephone Nos	
Income Tax Returns for the last three financial Years (2015-16,2016-17 & 2017-18)	

Any other information considered necessary but not included above	
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2. Turnover of last three years (Rs.in Lakhs). Copy of Audited balance sheet to be attached

Details of annual financial turnover (gross)	2015-16	2016-17	2017-18

3. Details of work successfully executed during the past 3 years as of 31st March 2018. Relevant papers to be attached.

Sr No.	Type of work	Work executed for (name of the Institution) and location	Value in Rs.	Duration of the work with commencement / completion date	If work in completed give reason
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Details of the work on hand.

Sr No.	Type of work	Work executed for (name of the Institution) and location	Value in Rs.	Duration of the work (stipulated time)	Present stage of the work
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Place:

Date:

Signature

Name and Address of the authorised person of Bidder with Seal



Indian Institute of Banking & Finance

RFP for appointment of Architects for furnishing / renovation / fit out work of Institute's office premises at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016

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Commercial Bid

Sr No	Particulars	Rate (in figures and in words)
1	Professional fee for providing consultancy services towards furnishing / renovation / fit out work Fee should be quoted in percentage of total cost. Taxes will be as applicable	

Place:

Date:

Signature

Name and Address of the authorised person of Bidder with Seal

To be submitted on firm letterhead

DECLARATION

I, ----- Son /Daughter of Shri -----
----- Proprietor/ Partner/ Director/ Authorised Signatory of M/s. -----
----- am competent to sign this declaration and execute this RFP
document.

I have carefully read and understood all the terms and conditions of the RFP and hereby convey my acceptance of the same.

- i. The information/ documents furnished along with the RFP are true and genuine to the best of my knowledge and belief.
- ii. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my/ our RFP at any stage besides liabilities towards prosecution under appropriate law.
- iii. I/ we/ am agree to enter into a Non-Disclosure Agreement with respect to the proposed RFP for appointment of Architects for furnishing / renovation / fit out work of Institute's office premises at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016 and also ensure full confidentiality in this regard
- iv. I / we/ am/ are agree to the Duties/Functions of Architect with Supervision Responsibility as stated the RFP.

Signature of the Authorised Person

Date: -----

Full Name -----

Place -----

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Company Seal: -----

Draft Letter for Submission of RFP
To be submitted on firm letterhead

To,

Zonal Head,
Indian Institute of Banking & Finance,
Professional Development Centre - NZ,
109 - 113, Vikrant Tower
Ist floor, 4, Rajendra Place,
New Delhi - 110 008.

Dear Sir,

Sub: Submission Request For Proposal (RFP) for appointment of Architects for furnishing / renovation / fit out work of Institute's office premises at C-5/30, Outer Ring Road, Safdarjung Development Area, New Delhi-110016

With reference to your RFP on the above subject we hereby submit the RFP document and other relevant information.

- i. We hereby certify that all the information supplied in the accompanying Annexures are true and correct.
- ii. We have furnished all information and details as necessary as per the RFP and have no further pertinent information to supply.
- iii. We also authorise the Institute to approach individuals, firms and corporation to verify our competence and general reputation.
- iv. We have carefully perused the RFP terms and conditions and agree to abide by the same in the event of our offer is accepted by IIBF.
- v. We shall abide by the rules & regulations of the Institute in regard to the selection process of the bidder and the final decision.

Thanking you,

Yours faithfully

(Signature of the applicant(s) with office seal)

Annexures:

1. Annexure – A – Technical Bid
2. Annexure – B - Commercial Bid
3. Annexure – C - Declaration