

Request for Proposal

for

Appointment of Project Management Consultant (PMC) for New Campus Design & Development of Indian Institute of Management Nagpur (Maharashtra)

Date of Pre-Bid Conference of Applicants:

9.30 am, 28th May 2018

Submission Deadline for Applications/Proposals:

5.00 pm, 14th June 2018

IIMM

Indian Institute of Management Nagpur

VNIT Campus, South Ambazari Road

Nagpur 440010, Maharashtra

NAGPUR

E-mail: cao@iimnagpur.ac.in or
projmgr@iimnagpur.ac.in

Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road,
Nagpur, Maharashtra, India - 440010
E-Tender Notice

Date:14/05/2018

Tender for Appointment of Project Management Consultant (PMC) For New Campus Design & development for IIM Nagpur at MIHAN, Khapri,Nagpur

(E-Tendering mode)

Indian Institute of Management Nagpur invites electronic tender for Appointment of Project Management Consultant (PMC) For new campus Design & development for IIM Nagpur at MIHAN, Khapri,Nagpur

The tender should be electronically submitted on or before **14/06/2018**

The details of e-tender notification, technical bid and financial bid can be downloaded at www.tenderwizard.com/IIMN.

For further details on eTender participation, please contact KEONICS Help desk on Ph: 080-49352000 / 49352002 /

E-mail: sridevi.m@antaressystems.com
mohan@etenderwizard.com

Chief Administrative officer
Indian Institute of Management Nagpur.

1. Reference for filling E- Tenders

E-tendering guidelines to bidders:

1. Vendors must have Class 2/3 Digital Signature Certificate to participate in the tender (To obtain DSC, please contact KEONICS help desk)
Phone: 08040482113
Email id: dsc@antaressystems.com

Note: If Vendors already having Digital Signature Certificate then no need to buy the digital signature again.

2. Bidders should register themselves in the website www.tenderwizard.com/IIMN. To activate the user ID and password, kindly pay the Registration fee of Rs.2,000 plus GST by paying online payment through credit card/Debit card /Net banking in the website.
3. Tenders –Technical bid and Financial bid should be submitted only through e-Tender portal and obtain the Tender Acknowledgement Token as proof of successful submission.
4. Tender will not be accepted after the date and time fixed for receipt of tenders as set in Tender notice or subsequent extensions if any.
5. Relevant documents in proof have to be uploaded wherever required.

Help Desk:

To get in touch with one of our customer service representatives, please refer the help desk numbers provided on the homepage or call the following number:
Bangalore: 080 40482000

1. Sridevi M: 080 40482002 / sridevi.m@antaressystems.com
2. Mohan Kumar: 09686196765 / mohan@etenderwizard.com

Communication Address

KEONICS Help Desk
No. 24, 3rd stage, 4th Block,
Basaveshwaranagar,
Bangalore – 560079
Fax : 080 4048211

2. Reference for filling E- Tenders

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This tender shall be downloaded from our website: www.iimnagpur.ac.in or www.tenderwizard.com/etenders

The tender has to be submitted ONLY through the portal www.tenderwizard.com/etenders

0.0 Definitions

0.0.1 **'IIM Nagpur'** or the 'Institute' means the Indian Institute of Management Nagpur (IIM-Nagpur) including its Society, Board of Governors, Director and its functionaries and any other officials or agencies designated by the Director or the Board of Governors for the purpose.

0.0.2 **'Project Management Consultant (PMC)'** means the Applicant, appointed as such pursuant to this selection process, for providing Project Management Consultancy services for the New Campus Design & Development Project of IIM Nagpur. PMC's responsibilities include pre-planning consultancy, planning, execution, supervision and monitoring, ensure quality control, Safety management, Environmental management Plan, timely completion, post-completion review & rectification, and all other responsibilities related to completing the project as agreed under the contract with the Institute.

0.0.3 **'Request for Proposal (RFP)'** means this document specifying the requirements, terms and conditions, scope, and other related particulars of selecting and employing a PMC for the New Campus Development Project of IIM Nagpur.

0.0.4 **'Project Management Services (PMS)'** means services to be rendered by PM to IIM Nagpur for its New Campus Development Project and more specifically as set out in Clause 1.2.

0.0.5 **'Application'** means the proposal submitted by an Applicant for providing Project Management Services and shall include Technical Proposal and Financial Proposal.

0.0.6 **'Applicant'** means the individual/firm/company/organisation or similar entity submitting an Application in response to this Request for Proposal.

0.0.7 **'Technical Proposal'** means the technical part of the **Application** that includes data and documents required for evaluating the technical capability of the Applicant.

0.0.8 **'Financial Proposal'** means the financial part of the **Application** that specifies the fee, Applicant wishes to charge from IIM Nagpur for providing PM services for its New Campus Development Project and it comprises of fee quoted for the total project and the stages of the project.

0.0.9 **'Fee'** means the stage wise charges to be paid to the PMC for the services rendered by it on the New Campus Development Project of the Institute after thorough inspection and due satisfaction of the duly authorised representative of IIM Nagpur.

0.0.10 **'Master Plan'** means the overall architectural plan / Site layout plan including, but not limited to the details of road networks, street lighting, water supply and drainage details, storm water drainage, STP, WTP, building layouts, Electrical layout, firefighting layout, Landscape plan, rain water harvesting plan, horticulture as per the DCR and building bye laws of MADC/ State Govt. statutory body for the New Campus Development of the Institute to be prepared by Design Consultant.

0.0.11 **'Design Consultant'** means the consultant selected through a competitive process based on their reputation, proven capabilities and evaluation of submitted design proposals.

The Design Consultant shall be responsible for developing the Master Plan of the Campus in consultation with the PMC, CDC of IIM and any other representatives appointed and the Institute, preparing the architectural and engineering designs for various structures and utilities and supporting the implementation through specific designs and drawings and assistance in construction and commissioning of the facilities.

0.0.12 '**Defect liability period**' means the warranty period beyond the project completion.

0.0.13 '**Net worth**' means total assets minus total outstanding liability.

0.0.14 '**Capital cost**' means total Approved Project Cost.

The logo for IIM Nagpur features the letters 'IIM' in a large, bold, blue serif font with a white outline and a subtle drop shadow. Below 'IIM', the word 'NAGPUR' is written in a smaller, blue, sans-serif font, also with a white outline and a subtle drop shadow.

0.1 Abbreviations

0.1.1	BHK	Bedroom Hall Kitchen
0.1.2	BOQ	Bills of Quantity
0.1.3	CAG	Comptroller & Auditor General
0.1.4	CDM	Clean Development Mechanism
0.1.5	CER	Certified Emission Reduction
0.1.6	CPWD	Central Public Works Department
0.1.7	CVC	Central Vigilance Commission
0.1.8	DD	Demand Draft
0.1.9	EMD	Earnest Money Deposit
0.1.10	FPM	Fellow Programme in Management
0.1.11	HVAC	Heating Ventilating and Air-Conditioning
0.1.12	IIM-Nagpur	Indian Institute of Management Nagpur
0.1.13	IIT	Indian Institute of Technology
0.1.14	LOI	Letter of Intent
0.1.15	MOU	Memorandum of Understanding
0.1.16	NCR	National Capital Region
0.1.17	NOC	No Objection Certificate
0.1.18	O&M	Operations & Maintenance
0.1.19	PAC	Public Accounts Committee
0.1.20	PM	Project Manager
0.1.21	R&D	Research & Development
0.1.22	RFP	Request for Proposal
0.1.23	WBS	Work Breakdown Structure

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1.0 Introduction

1.1 Indian Institute of Management Nagpur, (hereinafter referred to as 'IIM Nagpur' or 'the Institute') is an autonomous institute established in 2015 by the Government of India to provide quality management education in the country to cater to the needs of corporate and non-corporate sectors and public systems. Indian Institute of Management Nagpur, the newest entrant in the elite league of IIMs, is set up with the objective of providing quality management education while sensitizing students towards the needs of the society. The Institute is operational from July 2015 in a temporary campus located in the campus of Vishveswaraiya National Institute of Technology (VNIT), South Ambazari Road, Nagpur, Maharashtra. For the establishment of a state-of-art permanent campus, an area of approximately 132 acres has been identified in MIHAN, about 7 km from the airport of Nagpur. The site has been selected considering factors such as easy accessibility and scope for future development. The Institute is located virtually in the geographical centre of the country. The Government of India would be allocating adequate budgetary grants to develop the campus.

1.2 The Institute invites applications for selection of Project Management Consultant (referred to as the "PMC" hereinafter) to assist the Institute in the infrastructure development for the proposed campus. The selected PMC shall aid and assist the Institute in the various activities, including, but not limited to the following: (See section 6.1 for detailed scope of services)

- i. The Principal of the PMC organization or his designated senior officer with due competence will be required to assist in competitive selection of Design Consultant/ master planning consultant for preparation of Master Plan/ Site layout Plan/ Conceptual Master plan and also detailed Architectural design. This will include developing the Expression of Interest (EOI) document, the Request for Proposal (RFP) document, evaluation of the EOI applications received,
- ii. Obtaining all statutory approvals from state/central statutory body.
- iii. Facilitating architectural/structural/ MEP services designs and evaluating detailed designs with respect to coordination of services and execution
Vetting of Bills of quantities/cost estimates of architects/ Detailed Specifications construction agencies. It may be noted that the vetting of engineering designs will be done by the experts decided by IIM-Nagpur. The PMC will assist IIM on determining the critical parameters to be reported, in the follow up of the vetting progress and in co-ordinating the design modifications that may be required as a result of this and also assist in competitive selection of construction agencies,
- iv. Construction supervision and contract management,
- v. Project management services
- vi. Provide complete support for responding to legal calls/statutory queries, etc.

1.3 The selection of the PMC will be through an open process as per this Request for Proposal (RFP).

1.4 The PMC may be selected either for the full project of New Campus Development covering all phases envisaged in the Master Plan or for one or more phases, based on technical or financial parameters or at the sole discretion of the Institute.

1.5 The RFP document is available on the official website of IIM Nagpur (www.iimnagpur.ac.in/ www.tenderwizard.com/etenders).

1.6 The Application submitted by an Applicant should be complete in all respects. Incomplete Applications or conditional Applications shall be subject to automatic rejection and the said decision shall not be challenged by any applicant in any manner whatsoever.

2.0 Eligibility Criteria & Other Instructions

2.1 Primary Eligibility Criteria

To be eligible for being considered for selection as the PMC, an Applicant should fulfil the following conditions of eligibility:

- (A) The applicant shall be a Public Sector Undertaking (PSU)
- (B) Technical Criteria: For demonstrating the technical capacity and experience ("Technical Criteria"), the Applicant shall, during the past five (5) financial years immediately preceding the RFP due date, have (i) been paid for or (ii) received payments for providing Project Management Consultancy Services for Eligible Project(s) such that the amount is at least Rs.200 million during each of the 5 financial years.
- (C) Net-worth: The Applicant shall have a minimum net-worth of Rs 200 million in each of at least the last 3 financial years.
- (D) The applicant shall have made a profit for each of the past 3 financial years (2014-15, 2015-16 and 2016-17)

The following categories of experience would qualify as technical capacity and eligible experience (the "Eligible Experience") in relation to Eligible Projects:

- (a) Experience of providing Project Management Services (PMS)

Eligible Experience shall be measured only for Eligible Projects. For a project to qualify as an Eligible Project:

- a) It should be a campus of an educational institution (preferably an institution of national importance e.g. IIM, IIT, AIIMS, IISER or similar institutions) with a total built-up area of at least 60,000 sq. m, either in India or abroad; and/or international repute.
- b) It should be a mixed use township, typically consisting of different categories of housing (high rise, low rise), student dormitories and other facilities like dining halls, classrooms, support facilities for a residential academic campus, sports complex, network of roads and pathways, an electrical network, Substations, plumbing and drainage facilities etc. The capital cost of eligible project (excluding the cost of land) shall be at least Rs 300 crore in a single case or Rs 600 crore in multiple projects of minimum size of Rs 200 crore each, over the last 5-year period.

2.1.1 The Applicant should not have ever failed to perform on any agreement nor been expelled from any project or agreement nor any agreement terminated for breach by the Applicant.

2.1.2 The Applicant should submit references and certificates from the concerned institutions/ authorities in fulfilment of the eligibility criteria.

2.1.3 The Applicant is required to file an affidavit in respect of clauses 2.1.1 and 2.1.2 on a non-judicial stamp paper of Rs.100/- (Rupees one hundred only) so as to authenticate the facts as stipulated in these two clauses. The format of the proposed affidavit is given in **Annexure 3**.

2.1.4 The Applicant finally selected as PMC will be required to sign an Integrity Pact as part of the agreement.

2.2 Other Instructions

2.2.1 Selection of the PMC shall be as per the selection process described later in this document if it fulfils the Primary Eligibility Criteria. No additional explanation and/or justification (for any aspect of the selection process) will be given and the Institute's decision in this regard shall be final without any right of appeal.

2.2.2 Applicants must acquaint themselves fully about the assignment and the local conditions before submitting the Proposal. They may visit the site with prior arrangement.

2.2.3 All latest information and clarifications sought, if any, will be posted on the website. Applicants are advised to visit the website regularly.

2.2.4 The Applicant shall submit its Proposal in the form and manner specified in the text and Appendices of the RFP, along with

a) An RFP fee of Rs **17,700/-** (Rupees seventeen thousand seven hundred only, of which Rs. **15,000.00** is the tender fee and Rs. 2,700.00 is the GST on it) (non-refundable) through online payment mode on the portal TenderWizard only.

b) E-Tender processing Fee payable to KEONICS through e-Payment mode using Credit/Debit/Net banking mode **Rs.5,000/- + GST**

c) An Earnest Money Deposit of **Rs 2,000,000/-** (Rupees twenty lakh only) by electronic transfer shall be paid through online payment mode on the portal TenderWizard only. EMD of unsuccessful Applicants will be subsequently returned once the process of selection of successful applicant is complete.

d) Completely filled-in and signed details as in **Annexure 1-9**.

2.2.5 An Applicant is eligible to submit only one Proposal. See **Appendices 1-6** and **Annexure 1 to 9** for details and various formats. A checklist is provided at **Appendix 6**.

2.2.6 The Technical and Financial Proposals should be submitted in separate sealed covers as specified in Clause 3.1. The Financial Proposal should be without any conditions; any conditional Applications may be rejected.

2.2.7 The proposals as well as any other communication related to the PM work between the Institute and the applicants/PMC shall be in English language at all times.

2.2.8 The proposals should remain valid for at least 180 calendar days from the last date for submission of proposals.

2.2.9 The Institute reserves the right to reject any Proposal if, at any time, a material misrepresentation is made or discovered, or the Applicant does not provide responses or clarifications sought by the Institute within the stipulated period.

2.2.10 The proposals must reach before the stipulated date of submission. Late submission shall not be accepted.

2.2.11 The documents and other information provided by the Institute or submitted by the Applicant to the Institute shall remain or become the property of the Institute. All Applicants are to treat all information provided as strictly confidential.

2.2.12 The Applicant should sign each page (which should be numbered) of the Proposal. Additional pages should also be numbered and signed.

2.2.13 References and certificates from respective organizations submitted should be signed by an officer not below the rank of Executive Engineer/Project Manager in case of a Government Department, and a General Manager in case of other bodies.

2.2.14 The Applicant shall bear all the costs associated with submitting the Proposal, completing any negotiations and, if selected for the work, executing the agreement in the prescribed format.

2.2.15 The Institute reserves the right to modify any part of the RFP any time before submission of the proposals, giving sufficient notice to all the Applicants to respond. Changes may be communicated to all the Applicants through physical or electronic means. The Applicant is required to acknowledge the receipt of the changes.

2.2.16 The selected PM is required to provide to the Institute its services without prejudice or conflict of interest, in a manner that best suits the interests of the Institute.

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3.0 Selection Process

3.1 Each Applicant will submit the Earnest Money Deposit, Technical Proposal and a financial proposal. The EMD shall be submitted by electronic transfer to Indian Institute of Management Nagpur through online payment mode on the portal TenderWizard only. The Technical Proposal and Financial Proposal shall be submitted separately on the portal. The Financial Proposal has to be in the format specified in **Appendix 3** and must be quoted in percentage terms. IIM Nagpur reserves the right to convert this to a fixed fee based on the estimated cost/contract value after due negotiations with the successful Applicant. (CHECK THIS AGAINST 3.6.2 & 3.7.3 (FEE CEILING) GIVEN BELOW)

3.2 The Institute reserves the right to accept or reject any Application and to cancel the entire process without any liability and/or without assigning any reasons whatsoever.

3.3 Proposals of only those Applicants who have deposited the Earnest Money Deposit in the prescribed format would be taken up for evaluation of primary eligibility criteria.

3.4 Evaluation of Technical Proposals

3.4.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, similar type of job done, understanding of Terms of Reference, proposed methodology and work plan besides the experience of key personnel proposed for the assignment. Only those Applicants whose Technical Proposals score 60 marks or more out of 100 shall qualify for further consideration, and shall be ranked from the highest to the lowest on the basis of their technical scores (S_t).

3.4.2 Technical Evaluation shall be strictly done as per the evaluation criteria given in **Appendix 1** of this document. The Applicants shall provide necessary data, as required in **Appendix 1**, in their proposal.

3.4.3 While awarding marks for the number of eligible projects, the Applicant with the highest number of Eligible Projects shall be awarded the highest score for the respective category and all others remaining shall be entitled to a proportionate score.

3.4.4 Applicants may be required to make a presentation before an evaluation committee constituted by the Institute. The presentation will be for approximately 30 minutes and will consist of three parts: (i) past projects with focus on special features and quality aspects (along with some photos) and special project management techniques that might have been used to execute the project speedily and within initial budgeted cost, (ii) the Applicant's philosophy towards this project with respect to the nature of typology, structure, orientation, kind of finishing, approaches for Green building, sustainability, energy efficiency/overall savings, safety measures, innovations/KAIZENS etc. and (iii) project management approach the Applicant plans to use for this project - project organization for PMC, responsibility of key personnel, etc.

3.4.5 The Institute or any evaluation committee appointed by the Institute may choose, before deciding on the Application, to inspect such premises or project sites of the Applicant that have been mentioned in the Technical Proposal, after due notice of 7 days to the Applicant, at their own cost. In such case, the Applicant shall have to corroborate the statements made in their proposal.

3.5 Short-listing of Applicants

3.5.1 If the Applicants, ranked as above, are less than 3 (three), the Institute may, at its sole discretion, pre-qualify the best of Applicant(s) whose technical score (S_t) is less than 60 but not less than 50 points, even if such Applicant(s) do(es) not qualify in terms of Clause 3.4.1.

3.6 Evaluation of Financial Proposal

3.6.1 In the second stage, the financial evaluation will be carried out as per clause 3.7 and its sub-clauses. Each Financial Proposal will be assigned a financial score (S_f).

3.6.2 For financial evaluation, the % of the Expected Project Cost quoted by the Applicant indicated in its Financial Proposal will be considered (refer **Appendix 3** for the format for Financial Proposal). The fee ceiling indicated will also be included in the financial evaluation.

3.6.3 The Institute will determine whether the Financial Proposals are complete and unconditional and will consider only those proposals which are found satisfactory on all counts mentioned above. The fee (as % of Expected Project Cost as well as fee ceiling) quoted in the Financial Proposal shall be deemed as final for evaluation purposes only. The Financial Proposal quoting the lowest % (F_m) will be given a financial score (S_f) of 100 points (where the % is equal for 2 Applications, the Application carrying lower fee ceiling will get 100 and the other will get the average of 100 and the score of the next lowest Applicant; where the % is equal for more than 2 Applications, the Applications carrying higher fee ceiling will be awarded scores between 100 and the score of the next lowest Applicant with the score adjustment factor being the ratio of the fee ceilings of the tied Applicants. The same principle will be used if there is tie of % at other levels below 100). The financial scores of other proposals will be computed as follows:

$$S_f = 100 \times F_m / F$$

(F = % fee quoted in the Financial Proposal)

The GST shall be paid in addition to the fee quoted.

3.7 Combined and Final Evaluation

3.7.1 Proposals will finally be ranked according to their combined technical score (S_t) and Financial score (S_f) as follows:

$$S = S_t \times T_w + S_f \times F_w$$

Where S is the combined score, and T_w and F_w are weights assigned to Technical Proposal and Financial Proposal which shall be 0.80 and 0.20 respectively.

3.7.2 The selected Applicant shall be the first ranked Applicant (having the highest combined score).

3.7.3 The first ranked Applicant will be invited for further discussions as may be decided by the Institute. After final selection, a Letter of Intent (LOI) shall be issued by the Institute. The

Applicant shall, within the date specified in the LOI, enter into an agreement with the Institute.

3.7.4 Before signing the agreement, an unconditional Performance Guarantee, in the form of a Bank Guarantee (BG), of 5% of the estimated value of fee agreed to be paid to the PMC or Rs. 2.0 million, whichever is higher, will be required to be remitted by the selected PMC Applicant. This is in addition to the retention of EMD. If there are delays in executing the assignment that are not condoned or accepted by IIM Nagpur or there is any failure to perform, both the unconditional Performance Guarantee and EMD of the PM shall be forfeited.

4.0 Schedule & Submission of Proposals

4.1 Applicants satisfying the minimum qualification requirements as prescribed in clause 2.1 shall submit the Applications to the Director, IIM Nagpur, VNIT Campus, South Ambazari Road, Nagpur 400010, Maharashtra latest by - **14th June 2018**.

Queries/clarifications may be e-mailed to cao@iimnagpur.ac.in/projmgr@iimnagpur.ac.in. Clarifications, if any, shall only be posted on the Institute's website. No individual replies/clarifications may be sent.

4.2 The key dates are as follows (subject to change):

Sr.No	Description	Dates
1	Release of RFP request to Applicants	14/05/2018
2	Pre-Bid conference meeting for all Applicants at IIM Nagpur	28/05/2018
3	Last date of receipt of proposal	14/06/2018
4	Presentation by Applicants	18th & 19th June 2018
5	Evaluation of Technical Proposals and Short listing of Applicants	18th & 19th June 2018
6	Opening of Financial proposals	21st June 2018

Negotiations, if any will be declared as per timeline

Letter of Award - To be within the validity period of the Application "end of June, 2018"*

Submission of performance Bank Guarantee & Signing of agreement "July, 2018 First week"*

Note: * These dates may change, if any, will be duly intimated

5.0 Broad Requirements of the Project

5.1 The main role and responsibility of the PMC is to assist the Institute in the infrastructure development of IIM Nagpur Campus. The Campus is proposed to be established in MIHAN, notified area of Nagpur, Maharashtra, and has an area of approximately 132 acres (53 hectares). Over a 15-20-year period, the Campus is expected to host about 4000 residents including about 1200 students. The New Campus is proposed to be constructed and made fully operational in about 3 phases.

5.2 The first phase of the campus, needed for IIM Nagpur to become operational in the New Campus, is required to be completed and made fully functional in all respect by June 2020. The first phase of the campus will have:

- a) Classroom blocks with a total seating capacity (in main classrooms) of about 600 persons (smaller classrooms will be additional),
- b) Offices for faculty and staff for about 150 people,
- c) Director's office block
- d) Student hostels for 600 students (with arrangements for catering/mess)
- e) Canteens for faculty/staff and others
- f) Faculty and staff accommodation with about 100 dwelling units of 1BHK, 2BHK, 3 BHK and g)4 BHK in the appropriate proportion, World-class Guest house of 30 suites.
- h) A computer and communications centre with necessary instruction labs,
- i) Modern Library with internet connectivity, wifi and work stations.
- j) A local shopping centre, health clinic and recreational spaces, Auditorium of 1000 capacity, Convention centre, Open Air Theatre, Bank, Post Office, gymnasium, cafeteria etc.
- k) Tracks and fields for outdoor games and events and courts for indoor games besides other indoor sports facilities, swimming pools, jogging tracks and an Amphitheatre.
- l) Adequate parking facilities for the proposed numbers of students, faculty, visitors and staff.
- m), Power backup system (AC & DC), integrated water supply system through underground and overhead tanks, plumbing, sewage, fire detection, and fire-fighting systems.
- n) Data and voice LAN/WAN network, Audio-visual and CCTV systems in lecture halls, tutorial rooms, auditoria, convention halls, board rooms, seminar rooms and Director's chamber.
- o) Adequate safety and surveillance system.
- p) HVAC systems in selected areas, BMS, Security system, lifts, external & internal electrification
- q) Fittings, furniture, including work stations, and furnishings for offices, classrooms, lecture halls, tutorial rooms, and, as applicable, in hostels and dwelling units.
- r) Roads, compound wall, security cabins, entrance gate, culvert, pathways, signage, murals, artefacts, water bodies, rainwater harvesting, landscaping, hardscaping horticulture, irrigation system, gardens/ parks, etc.
- s) Solid & other waste management systems like STP/WTP
- t) Any other necessary components.

These are indicative in nature and mentioned only to give an idea of the size and scale of activities involved. The final plan may have other components and facilities.

The subsequent phases of the New Campus are expected to be completed as per the capacity and completion targets indicated in **Appendix 4**.

5.3 The planning work will entail development of the campus including pathways, roads, dividers, footpath, parking, gate, compound wall, rainwater drainage/rain water harvesting, roadside cabling ducts including placement of sleeves across the road at suitable intervals, horticulture, landscaping, gardens, open spaces etc. It may also have a water treatment plant and sewage treatment plant, waste management plant and solar lighting/water heating systems when desired.

6 Terms of Reference of the Assignment

6.0.1 The objective of IIM Nagpur, in seeking to appoint a PMC, is to monitor and oversee out the New Campus Development project with adequate professional & technical support and without undue constraint on the academic activities of the Institute to which the Director and other officials are expected to devote a major part of their time and effort. By acting as the agent of the Institute, the PMC is expected to provide full support to the Institute in the task of managing the project, subject to the provisions of this RFP and other terms and conditions of the agreement signed between the PMC and the Institute. The PMC will have, under the guidance and supervision of IIM Nagpur, advisory, planning and execution as well as supervision and monitoring responsibilities in this project. Some indicative dimensions of the project are given in Section 5 and **Appendix 4**.

6.0.2 PMC shall have a site office (at the IIM Nagpur MIHAN site), with adequate infrastructure and appropriate manpower as required from time to time, right through the entire assignment - from site survey to completion of the implementation. The Institute shall provide water and electricity for the site office, but may charge a reasonable/nominal cost for the same. The construction, furnishing, refurbishing, maintenance, upkeep and watch and ward of site office shall be done by the PMC at their own cost. The location of the site office is to be decided by the Campus Designer/IIM and the PMC. Construction will be done by the Contractor along with other similar facilities for his own staff and the Campus Designer's site office as well. It is possible that it will be used by IIM for another purpose after completion. The space will be given as an 'empty shell'. All furnishing to be done by the user. (PMC in this case). The maximum size of the shell will be 90 Sq.m

6.1 Scope of Services of PMC

The PMC shall function completely under the supervision of as well as specific principles and guidelines laid down by IIM Nagpur. The PMC shall not take any decisions on the implementation plan or on the selection of various agencies of implementation without the formal explicit approval/consent of IIM Nagpur. IIM Nagpur will have the final authority in all selection and decision processes related to the campus development. The PMC shall create a time line for all activities of the campus development. project and do a complete listing and planning of activities in co-ordination with IIM Nagpur.

The scope of work would be to assist IIM Nagpur in the development of the permanent campus from the beginning to completion or handover stage. The heads which comprise the services the PMC is expected to render are;

- (i) Project management and contract management,
- (ii) Supervision & monitoring of implementation,
- (iii) Monitoring project outcomes, and

While it is not possible to list out every detail of the scope of services required, the major aspects are listed below.

6.1.1 General

1. Faithfully recording the minutes/MOM of all meetings held with the Institute, and all other related agencies such as the designers, contractors/Consultants/vendors etc. and distributing the same to all concerned members.

6.1.2 Selection of Campus Designer

The PMC organization will select the Design Consultant, in coordination with and with the approvals from IIM Nagpur. The PMC will be required to assist in competitive selection of Design Consultant for preparation of Master Plan/ site Layout plan and detailed Architectural design. The manner of selection will be decided solely by IIM Nagpur. This will include developing the Expression of Interest (EOI) document, the Request for Proposal (RFP) document and getting it approved by the panel of experts appointed by IIM Nagpur

evaluation of the EOI applications received,

preparing a short list of applicants who will be invited to present their proposals

presenting the list to the panel of experts appointed by IIM Nagpur for its vetting and approval

Sending the invitation letters for RFP along with the requirements of designs to be presented, the format and the frame

Arranging for an evaluation of the proposals received by the panel of experts

Arranging for the presentation by the applicants before the panel

Preparing the Construction agreement which will be entered into by the selected applicant for preparation of the master plan and other designs as prescribed in the RFP document and IIM Nagpur.

Evaluating the applications received for the same and processing the tender

6.1.3 Pre-Construction Stage:

- a. To obtain all Govt / semi govt. statutory approvals permissions and paperwork related to work on site.
- b. verification of BOQ, tender documents, pre-qualification of contractors.
- c. vetting of designs: detailed brief to vendors and co-ordinate design modifications as may be required as a result of the vetting process.
- d. assists IIM Nagpur with process of award in negotiating with the bidders.
- e. list and ensure that all construction related insurances to persons and activities on site are obtained as necessary.
- f. coordinating and supervising & monitoring of all design deliverables on site.

At the mobilisation stage:

- a. verify data related to physical survey, levels, contour, positions, marking, fixing of boundaries etc. at site
- b. verify survey sheets/ contour sheets and setting out at site,
- c. mobilisation facilities like: temporary power, source of water supply
- d. scrutiny, sequencing and scheduling of activities on site

6.1.4 Environment Precaution Planning

1. Preparation of environmental documents, based upon the principles of health, safety and environment management, in a cost-effective and technically sound manner including environmental impact assessment report, environmental management plan, and mitigation

measures etc. necessary to get the environmental clearance from the state and central government authorities like Consent to establishment & operate. Similarly, tree cutting permission as per forest (conservation) Act 1980

2. Plan environmental specifications related to lead, asbestos, pesticides, indoor air quality, and waste management and disposal.
3. Viable plan for use of recycling support services for proper waste management
4. Viable plan for use of sustainable energy resources like solar energy etc.
5. Rain water harvesting & water Recycling

However, any construction required for this shall be strictly and wholly to be designed to be located within the approved Master Plan and all architectural features shall be strictly in accordance with the overall architectural vocabulary of the campus. This task will be assigned to the Campus Designer selected for the purpose.

6.1.5 Intermediary between IIM Nagpur and the Design Consultant

1. The PMC shall assist the Institute in understanding and designs submitted by the Design Consultants and where required, provide inputs on cost and material to arrive at a viable solution.
2. The PMC shall be a member in the meetings between the Design Consultants and IIM Nagpur, the PMC shall be a member. For such site progress meetings, if required the PMC shall record and prepare the all minutes of meeting of such meetings held. Minutes of all such meetings will be subject to the approval of the Institute.

6.1.6 Scope for Design Management Services

With the help of Consultants to prepare designs of buildings, water collection, storage, distribution drainage and disposal systems, communication and landscape designs, civil work agencies etc., the PMC shall provide integrated design services management related to all activities of Campus Development during execution and construction phase

1. For the approval of the Institute, in consultation with the Design Consultants the PMC shall prepare an integrated time bar chart, schedule for various tenders with dates of commencement and completion of each part of the project. The PMC shall ensure completion of preparation of all tender documents, detailed specifications, contract conditions, etc. for buildings and all other works without any time and cost overrun.
2. Once the final designs prepared by selected design consultants have been accorded approval by the Institute, it will be the responsibility of the PMC to ensure regular follow up to obtain the mandatory sanctions of the competent authority. The PMC shall assist in all follow up activities and corrections and modifications in the submissions that may be called for. The PMC will also ensure implementation of constructability, sustainability and green building concepts in the project.

6.1.7 Vetting of Working Drawings & Tender Documents

1. Once the working and detailed design/drawings, structural calculations, structural drawings, including, MEP, firefighting drawings, specifications, for various works have been

received from the Design Consultants, the follow up of proof-checking of same shall be the full responsibility of the PMC.

2. IIM Nagpur may decide to get the proof checking of designs submitted by the experts of its choice or to get design calculations approvals from IIT/VNIT Nagpur. The PMC shall monitor the progress off such checks and also co-ordinate the modification of designs wherever required. The fee for the proof-checking of structural design/details shall be borne by IIM Nagpur and be paid directly to the vetting consultants appointed.

3. Engage in coordination with the Design Consultant the services of well-qualified specialists or consultants for design of various civil, mechanical, electrical, firefighting and communication systems, in case in-house competence is not available, pertaining to the following services:

- a. Mechanical works, ventilation systems, HVAC
- b. Electrical (internal & external) HT/LT substations, power backup (DG) system etc.
- c. Building Automation Systems
- d. Fire detection/protection system
- e. Security systems, Plumbing, Sewage & Sanitation, road design, culvert design, Waste management System (solid, electronic etc.)
- f. Design of Computer network cabling and telephone, wifi cabling
- g. Audio/video system, furniture planning for all types of buildings.

4. Getting, checking and vetting mechanical, electrical and HVAC working drawings and detailed drawings, full size details, making load/capacity calculations and preparing all design drawings, specifications, or such other particulars as may be necessary for preparing the bills of quantities & tender documents.

5. AC Planning for optimal implementation of cooling/heating.

6.1.8 Appointment of Contractors

1. The PMC, in consultation with the Design Consultants, shall recommend to the Institute about the optimal number of tender packages required to be prepared for successful completion of the project without any cost/time overruns. The ramifications of tenders, especially for building works, should be such as to attract genuine contractors besides ensuring fair competition. The PMC shall assist the Institute in the bid-process management for selection of contractors for all works. To expedite the completion of the first and subsequent phases of the project, IIM Nagpur may choose to split the construction (and other) works among multiple contractors, and, if it is being done, the PMC (as well as the other related consultants) shall be required to facilitate the same

2. In accordance with the guidelines of the Institute, the PMC shall help the Institute in deciding the criteria for prequalification and preparation of documents for pre-qualification of contractors for specific approval of the Institute. In all matters of selection of contractors, the final authority to decide will lie with the Institute.

3. After vetting and incorporating the general/special terms and conditions of contract as per the Institute and as prepared by the Design Consultants, the PMC shall assist the Institute in preparing the final tender document and thereafter in the tendering process until the award is decided.

4. The PMC shall fully assist the Institute in completing the Prequalification process as required by the Institute. This will include answering pre-bid queries and conducting pre-bid meetings with prospective contractors.

5. The PMC shall vet the tender documents and would be fully responsible for the accuracy and sufficiency of the estimated quantities and cost, the estimated time for completion, the detailed nomenclature of items along with the specifications, General and Special conditions of the Contract. The PMC shall ascertain the overall correctness of the tender documents before those are issued to prequalified tenderers.

6. Invitation, receipt, and opening of tender will be done by PMC in consultation with the Architect and the Institute. The evaluation of the tenders received, and preparation of the comparative statement, clearly identifying the technical and commercial conditions shall be done by the PMC with full justification of rates based on market rates along with basic market rates of all constituents of the material T&P machinery etc. as on the date of issue of tender documents along with proper analysis of rates including therein fair value analysis. Labour rates will be as per minimum wages act by Maharashtra Government. For evaluation, standard norms such as latest CPWD manual shall be followed.

7. After analysis of tenders, preparation of justification/comparative statement and submission with comments for scrutiny and approval to the Institute.

8. The PMC shall assist the Institute in finalization of contractors for different disciplines, including all assistance at all critical meetings. The PMC shall give at least 5 days' advance notice to the Institute so that they can plan for the same.

9. The PMC shall be the Member Secretary of the meetings between the contractor(s) and IIM Nagpur. Minutes of all such meetings will be subject to the approval of the Institute.

6.1.9 Construction

1. Vetting of working drawings/GFC and details for proper execution of work during construction.

2. The PMC shall approve samples of various elements, civil construction materials, components, material testing, source approval, visiting factories or suppliers' outlets for electro-mechanical equipment as per inspection test plan or PQP. While the material sourcing and procurement may be a part of the tender document, the PMC shall accord alternative-source approval, but without any financial liability to the Institute in case of non-availability of the specified material at the source mentioned.

3. Check and approve shop drawings submitted by the contractors/vendors.

4. Wherever necessary, the PMC will clarify and offer interpretation of the drawings/specifications, or obtain clarifications from the Campus Designer within such a time frame that the progress of the work is not affected, attend conferences and meetings with the contractor(s) and other relevant entities to ensure that the project proceeds generally in accordance with the conditions of contract with the contractor, keep the Institute informed and render advise to the Institute on any actions/course corrections, if required.

5. Keep a strict watch and control upon Substitutions, Extra items/Deviated items variations in items, cost overrun. The Institute shall be made aware of the financial

consequences of such deviations, if any, in good time and decision shall be arrived at only after the Institute's formal approval of the same.

6. Ensure that time and cost overruns do not occur. Suggest required course correction wherever required and recommend penalties for any deviation, failures or delays.
7. Issue certificate of virtual and final completion of works in consultation with the client.
8. Prepare answers for all queries.

6.1.10 Construction Phase

A. Project Time Management

1. Prepare detailed activity-wise Master Programme for the entire project during the first phase identifying the specific activities with inter-activity dependency, sequencing and activity duration. This should preferably be in MS Project. It should also have separate plans for separate buildings.
2. Prepare a work breakdown structure (WBS) for the project dividing the scope into smaller work packages.
3. Optimal scheduling of WBS activities so that the project can be completed in the shortest possible span of time; and readjusting the schedule taking into consideration schedule slippages of one or more activities; suggesting incentives/disincentives to the contractor for completing the project/activities ahead/behind schedule.
4. Co-relate Project schedules prepared by the selected contractors with Master Project schedule and incorporate any necessary modifications.
5. Day to day site supervision, assessment of cost overruns/savings quarterly.
6. Regular site progress reviews, at least once in a fortnight, compare with planned Project and submit status report to project manager (of the construction agency) and/or site in-charge (of the construction agency) and/or the Institute for re-casting of schedules to make up for lost time.
7. Conduct regular, daily, weekly, monthly, site meetings of concerned officials (of construction agency/architect /other agencies involved/Institute, as the case may be) to monitor progress of work, co-ordinate activities of all agencies and ensure that all outstanding matters, drawings and decisions are resolved. (Agenda for these meetings shall be made available to the Institute so that they can plan to attend as required).
8. Evaluate modifications in construction, if any, due to site conditions; advice on variation to cost execution, if relevant, is a must. No extra items, substituted items or deviations, beyond the stipulated limits in the contract, if any, shall be executed without the prior written concurrence of the Institute.
9. Monitor daily, weekly & monthly work progress report, and submit periodic status report to Institute on execution planned and achieved.
10. Prepare and faithfully adhere to a testing and commissioning schedule for all capital equipment's and other engineering systems.
11. Monitor the progress of the project against these timelines and advising the Institute of any deviations and ensuring contingent action to rectify any delays.
12. Coordinate with the Institute the initiation of different items of work (such as engaging Interior designer) so that the work (say, interior architecture) can begin at the right time and the project can be completed with no delay.

B. Project Cost Management

1. Develop a detailed project budget.
2. Provide support required for any possible scope changes.

3. Prepare month wise cash flows for the project based on the construction schedule and other commercial terms of payments to the contractors.
4. Review monthly project cost between planned cost vs. actual cost and forecast effect of changes.
5. The PMC will not give any decision which has an impact on the project budget without the prior written approval for which a comprehensive proposal must be sent giving the justification for change/decision and the amount involved.
6. Ensure that all changes are recorded accurately.
7. Prevent in-correct and in-appropriate changes.
8. Development of an effective system for overall project cost control.
9. Monitor the cost of the project and bringing any variance in signed off costs and specifications immediately to the Institute's attention.

C. Project Quality Management

1. Check the quality of materials as per PQP and workmanship with the specifications laid down or as per IIM Nagpur standard.
2. Schedule meetings as per requirement, at least once a month with the Institute and contractor to review the issues, upcoming decisions required, sign-offs, risk analysis, schedules etc.,
3. Arrange and coordinate periodic site meetings between the contractors, consultants, sub-contractors and Institute, etc.,
4. Ensure compliance to design and specifications during execution.
5. Set quality control procedures such as pour-cards, checklists, etc.as per project quality plan(PQP).
6. Ensure documentation of quality procedures implemented.
7. Conduct periodic "quality meetings" to maintain present quality standards.
8. Check that product guarantees are available for mandatory period or as agreed whichever is later.
9. Inspect completed works and recommend action if any.
10. Ensure the rectification of defects pointed out by the Institute and suggesting corrective measures in case contractor fails to do so as per contract clause.
11. Ensure timely conduct of all critical tests and conduct inspections (both on site and off site) to ensure the quality of work as per laid down requirements/specifications/BIS standards.
12. Ensure the testing of materials in NABL accredited approved labs only.
13. Receive all claims by the contractor to the institute and make specific recommendations and justification along with all supporting documents.

D. Measurements & Bill Checking

1. Recording of measurements (as per laid down procedure/standards/practices) for all items of work done including extra and declared sub items.
2. 100% checking and certification of all contractors' bills and forwarding it to the Institute for payment within the agreed timelines as specified in the individual tender documents. It should also recommend all statutory deductions as per the laws of the land.
3. Check and solicit rate analysis for extra items and substituted items of work and forward the same for approval by the Institute before execution of the same at site ensuring that such rates do not cause undue enrichment of the contractor.
4. Prepare reconciliation statement of various materials received and consumed at work such as steel, cement, tiles, paint lead, etc. consumed and brought to site. It should be submitted with every bill.
5. Check the quantities exceeding the contract quantity and inform the cost implications to the Institute.
6. Deployment of engineers and staff on site as per approved CPWD Manual.

E. Materials Schedule

1. Prepare Material requirement and procurement schedule based on the Bill of Quantities.
2. Prepare storage scheme based upon procurement schedule.
3. Co-relate material procurement schedule with the Project schedule.

F. Contract Management

1. Advise the Institute on adequacy of the procedures of each contractor for carrying out its contribution to the timely and cost effective completion of the project.
2. Act as the Institute's representative with respect to each contract in accordance with this agreement and instructions from the Institute.
3. Ensure amendments to the contract are done as Variation orders in a timely manner in case of Need modifications (from the Institute), Increases or decreases in BOQ, Non-tendered items and Operation of rate only items.
4. Receive from contractors and review all shop drawings, product data, samples and other submittals. Co-ordinate them with information contained in related documents and transmit to the Institute (as required) for approval. Establish and implement procedures for expediting processing. Only after due approval from IIM Nagpur the same shall be supplied to contractors for execution.

G. Status Reporting

1. Prepare and submit weekly status reports of progress of work, consisting of the following (as a minimum).
 - Executive Summary
 - Design issues and status by discipline
 - Construction issues and status
 - Procurement issues and status
 - Commissioning issues and status (as applicable)
 - Cost tracking report
 - Project schedule (planned vs. actual)
 - Bottlenecks and areas requiring immediate attention covering the Institute, consultants and contractor actions.
 - Progress photographs showing weekly/monthly progress of all areas besides progress at important milestones.
 - Material procured, required, tracking
 - Manpower planned, required and actually deployed
 - Quality issues and recommendations.
 - Safety issues and reports as per safety standards or BOCW act.
 - All minutes of meeting which were held during the period on a monthly basis
 - All critical communications from the Institute and architect
2. Prepare status reports as and when needed by the Institute.
3. Make presentations to the Institute regarding the status and work progress of the project on a monthly basis.

H. Site Safety

1. At the inception of the contract with the PMC, prepare site safety procedures and methods, with periodic course correction, for incorporation at site to minimize accidents conforming to requirements as per local building by laws or OHSAS management and as per terms of the contract.
2. Guidelines of ISO 18001 shall be followed for safety measures.

3. Testing, commissioning and handing over the facility including monitoring performance during defect liability period and enforcing rectification of defects.

I. Statutory Authority Approvals

1. A list of all authority approvals that are required for this project will be prepared before commencement and after completion of project. All statutory charges to these agencies will be reimbursed/borne by the Institute.
2. The PMC shall obtain all statutory approvals with the various statutory authorities.
3. Assist IIM Nagpur in all cases of conciliation and arbitration and court cases besides preparing replies on the observations of bodies like CAG, CVC, PAC, etc.

6.1.11 Completion & Project Closure

1. Verify effective completion of all works. This includes satisfactory functioning of all installed systems. Prepare and submit completion reports and drawings for the project as required and obtaining "NOC/Completion/Occupancy Certificate" from statutory authorities where required.
2. Obtain from Design Consultant 5 (five) sets, besides digitized copies, of as-built drawings including all services and structural design, calculation sheets, detailed measurements, etc. and explain deviations, if any, from the original drawings. The fiscal consequences, of such deviations, if any, shall be the sole responsibility of PMC who shall duly compensate IIM Nagpur. Each drawing shall be on a readable scale and size and not be smaller than the scale on which it was issued for construction.
3. Compile a list and provide copies of all other relevant drawings, as requested by the Institute.
4. Provide all the drawings in proper electronic format suitable for use, modification, and analysis - in particular, the files needed for interior design by interior architects. In addition, wherever possible, provide drawings in AutoCAD and pdf format. All drawings and documents in electronic format will be provided on a soft copy CD/DVD as agreed mutually.
5. Obtain and if required, prepare, maintenance manual and methodology as well as preventive maintenance schedule for buildings and all services/utilities.
6. Monitor and ensure rectification of any defect for purposes of completing a full commercial closing of the project.
7. Establish and effect a programme for identifying and rectifying defects during applicable defects liability periods including periodic monitoring and reporting.
8. Solicit training/user manuals from the contractors to the end users of the Institute on the use and operation of various systems in the facility before handing over to the Institute for operation and use.

9. In addition, it shall be the PMC's responsibility to:
- a. To get and certify final bills of all contractors, to get 'no claims' certificates from them
 - b. compiles a list of all vendors and manufacturers and their maintenance/ local office/ distributor/representative to be contacted in case of need.
 - c. get all warranty papers and test certificates from all vendors and electrical & mechanical equipment suppliers- or if it is in the scope of the contractor, ensure that this is done
 - d. get all maintenance and operation manuals of all equipment
 - e. arrange for reasonable supply of spares
 - f. since handover may be staggered, arrange for safety and security of buildings which are duly completed and handed over by the contractor, especially those which are likely to be unoccupied for a period of time after handover.
10. If required, provide assistance to the Institute in liaising with the vendors and contractors for making good any defects which may be found during the defects liability period of 1 year.
11. Certify the release of retained amount of the contractors after the completion of defects liability period.

7 Applicability

7.1 This document along with all other documents communicated from IIM Nagpur to the PMC at the application stage or later at any stage till finalization of the agreement and during execution of a formal agreement and any other documents agreed as included between the two parties including the agreement of PMC services signed between them, except for the amendments, additions or deletions effected in the subsequent documents, will form the basis of the contract governing the PM services of this project.

7.2 Wherever a later provision has a conflict with or deviates from any earlier provisions, the later provision will supersede the earlier provision unless expressly stated or decided otherwise. Wherever a clarification or interpretation is required on such or other provisions or cases by either of the parties, the clarification or interpretation as given by the Director, IIM Nagpur or any other official or agency authorized by him shall be final and binding on the PMC.

7.3 If any inadvertent error is detected at any stage in the RFP document or in any other document subsequently supplied by IIM Nagpur to the PMC Applicants, IIM Nagpur will have the right to rectify such errors and on this any decision of the Director of IIM Nagpur or any other official or agency authorized by him shall be final and binding on the PMC.

8 Canvassing

Canvassing of any nature by the PMC Applicant or its officials or agents or anybody else on their behalf will be considered as a disqualification and the Application/proposal of such Applicants will be rejected. DATE for Pre-Bid Conference at IIM Nagpur for all Applicants: **28th May 2018**

LAST DATE for receiving the Application/proposal at IIM Nagpur: **14th June 2018**

ADDRESS for sending the Applications/proposal:

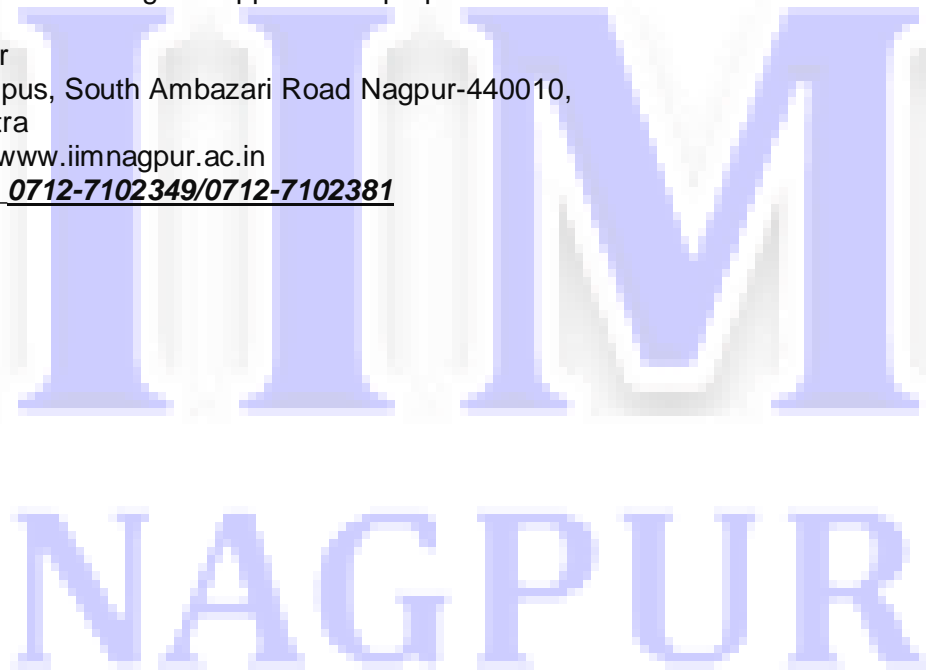
Director

IIM Nagpur

VNIT Campus, South Ambazari Road Nagpur-440010,
Maharashtra

Website: www.iimnagpur.ac.in

Contact: **0712-7102349/0712-7102381**



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Appendix 1

Evaluation Criteria for Technical Proposals

Parameter	Factors to be considered	Maximum Marks	Criteria**
Experience in Eligible Projects anywhere	Number of Eligible Projects executed, similar in scope anywhere during last five (5) years.	15	3 points each for each project for costs between Rs.300-450 crore 2 points each for costs from Rs.150-300 crore 1 point each for costs between Rs.70-150 crore
Green building awards/certification	Number of Projects executed, similar in scope anywhere during last five (5) yrs.	20	5 points each for each building with a 5-star rating 4 points each for each building with a 4-star rating 3 points each for each building with a 3-star rating 2 points each for each building with a 2-star rating 1 points each for each building with a 1-star rating or a citation by the IGBC
Track record of completed projects	Completion of projects with minimum time or cost overrun	20	3 points if time & cost overrun < 5% 2 points if time & cost overrun: between 5 & 10% 1 point in time & cost overrun > 10%
Experience of the relevant personnel	Number and experience of architects, management staff, architectural assistants, structural civil engineers, AC/water/ electric/ landscaping engineers, and other technical staff to be deployed on IIMN site.	20	See details below.
Proposed Methodology and Work Plan and Presentation	Evaluation will be based on the quality of submissions	25	30-minute power point presentation shall be made by the Applicant
Total		100	

Note: If the Applicant plans to use some defined partners/sub-consultants for some of the services, including CDM consultants, then for evaluating the Experience of the personnel, data of partners may be used, provided the partner is clearly specified and

there is clear commitment that same partner will actually be used during project execution.

** Necessary proof needs to be provided wherever applicable

Appendix 2

Technical Proposal

- Please explain your objectives, approach, methodologies, likely problems & solution.
- Please provide a projected work plan with justification for the IIM Nagpur project.
- Please provide a work schedule and a detailed list of final output to be delivered.
- Please provide your quality assurance plan.
- Please provide details of PM team being deployed on IIM Nagpur project & site.
- Please provide in brief, background of the key members in the PM's team. If some sub-consultant is to be employed, then the background of that sub-consultant can be mentioned, provided they are mentioned by name and it is guaranteed that the named persons will be employed in the project. Please provide sufficient information for calculating the marks in the evaluation criteria. If sufficient information is not available about some parameter/factor, during evaluation 0 marks will be assigned to that parameter/factor. See **Appendix 2A** for a list of minimum requirements of the PM team.
- Please provide information on the total number of projects currently working on and their project features (not more than one page on each project).
- Please provide references not below the rank of project manager from the major Institutes/Authorities/Organizations where projects were successfully carried out, for similar or comparable assignments. Evidence on the projects should be attached.
- Please provide information about any payment forfeiture or declared default of contract
- In case of company/firm, Memorandum of Association and Article of Association shall be furnished.
- If any litigation the Applicant is involved in, such information shall be furnished.
- For each relevant project, fill the table below (replicate and modify as needed; each project information should fit in one page).

Project name, location, and brief description of its nature	
Project owner	
Briefly describe the general specifics of the finished project/building	
List the green technologies/features used, particularly for cooling and water harvesting	
Total covered area (in sq. m.)	
Total Cost of the Project	
Duration (from getting the appointment to handover)	
Planned Date of Completion:	Actual Date of Completion:
References (name, title, tel. No./e-mail)	
Copy of letters from the relevant Institute/Organization/Authority	

Appendix 2A

Minimum Staffing Requirements*

S. No.	Position	Minimum Years of Experience	Minimum Qualification	Minimum Number
1.	Project Head/ Team Leader	20 in projects of eligible size	Degree in Civil Engineering	1
2.	Project Manager	15 in eligible projects	Degree in Civil Engineering	1
3	Construction Engineers	10 in eligible projects	Degree in relevant fields	Civil 2 Electrical 1 HVAC 1
4	Architects	10 in eligible projects	Degree in Architecture	2
5	Environment / Site / Landscape Engineers	8 in eligible projects	Degree in relevant area	Environ. 1 Landscape 1
6	Senior Supervisors	6 with degree 10 with diploma in eligible projects	Degree/Diploma in engineering (Civil/ HVAC/ Electrical / Mech.	2 under each construction engineer
7	Supervisors	8 in eligible projects	Diploma in Engineering	Minim. 1 under each constr. engineer; but actual no. to be decided mutually based on work
8	Manager, Quality Control	5 in eligible projects	Degree in Engineering + additional qualification in Quality Control	
9	Interior Designer	5 in eligible projects	Relevant Degree / Diploma	1 as per requirement
10	Other required Personnel	As essential & mutually agreed	As essential & mutually agreed	To be decided mutually as per requirement
11	Manager Safety	10-12 years exp	B.E./B.Tech safety	01

Format of FINANCIAL PROPOSAL

Format of Financial bid is uploaded on Tenderwizard and the price shall be quoted only on this format. Guidelines are given at page 1 and 2 of this of this document.

Caution: Vendors are requested to kindly quote their price bid only at that format and not to mention it anywhere else in the submission of technical documents

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**Basic Design Principles of proposed Campus
Indicative Stages of Execution**

Stage-wise Completion Targets

Stage	Completion Year	Class Room	Hostel Bed	Faculty Office	Staff Office
I	2020	9	600	75	70
II	2022	27	1400	170	165
III	2025	36	2000	250	230

This is indicative in nature.

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Appendix 5

Timeline for Stage/Phase I of Campus Development

Activity	Time / Duration (in months)	Remarks
Initial discussion & setting up office	1	Other initial activities such as regulatory approvals, utility arrangements, boundary wall / road construction, etc. can concurrently take place from 2 nd to 9 th months
Site survey, overall planning, initial activities etc.	2	
Finalization of Master Plan Designer	2	
Architectural Plan & Verification	2	
Selection of Construction agencies & initiating work*	3	
Execution	12	
Completion related activities	2	
Total	24	From beginning work on site

* Construction work may be entrusted to multiple agencies to complete the work in stipulated time - academic premises, residential areas, & support systems/logistics systems can be under separate agencies

IIM Nagpur is planning for completion of the current phase within **18**, months after commencement of work on site. The selection of Design Consultants is likely to be complete by end of December 2018. The executable design drawings may be ready within 4 months after this. It is practicable to assume that work on site can begin in about **December 2018**,

The fee payable may be broken into:

A lump sum amount until site mobilisation takes place. This will be towards effort of statutory permissions, scrutiny of tenders, BOQ and prequalification efforts, follow up of vetting of drawings etc. Once site mobilisation happens, the balance fee may be paid in equal quarterly instalments with 10-15% retention. This may be kept in reserve to pay during the extension time period. The payment schedule may be prepared on this basis.

Appendix 6

Checklist of Proposal

S. No.	Item	Yes/No	Document Submission
1.	General Information (Annexure 1)		To be uploaded on Tender wizard. Supporting documents to be submitted with Proposal Bid.
2.	Detailed Proposal (Technical Application) (Specify No. of pages)		To be submitted at IIM Nagpur in Spiral bound format with indexing.
3.	Detailed Proposal (Financial Application)		To be filled in Tender wizard only.
4.	Letter of Transmittal (Annexure 2)		To be uploaded on Tender wizard. Supporting documents to be submitted with Proposal Bid.
5.	Evidence of Timely Completion of Past Projects (Specify No. of documents)		To be submitted at IIM Nagpur with the proposal bid.
6.	Projected Work Plan (Specify No. of pages)		To be submitted at IIM Nagpur with the proposal bid.
7.	Tender Processing Charges (₹ 15,000 plus GST)		To be paid online on Tender wizard portal.
8.	EMD (₹2,000,000)		To be paid online on Tender wizard portal.
9.	Affidavit (Annexure 4)		To be uploaded on Tender wizard. Supporting documents to be submitted with Proposal Bid.
10.	Pledge of Compliance (Annexure 5)		To be uploaded on Tender wizard. Supporting documents to be submitted with Proposal Bid.
12.	Proposed PMC Team Size & Composition at Client Site		To be submitted at IIM Nagpur with the proposal bid.
13.	Latest (certified as latest) Annual Report of your company		To be submitted at IIM Nagpur with the proposal bid.

- This list is not exhaustive and there may be other documents to be attached based on the entries of your proposal.
- The bid documents have to be submitted online on Tender wizard portal and the Proposal and supporting documents should reach IIM Nagpur before the last date.

Proforma: General

1.	Name of work:									
2.	Name of Company / Firm:									
3.	State the structure of the Applicant's organization (Applicants to indicate as appropriate): <ul style="list-style-type: none"> • Individual Company • Firm • Limited Liability Company 									
4.	Individual Applicant/ company to provide the following information: <ol style="list-style-type: none"> 1. Name of the company / firm: 2. Individual Applicant company 3. Legal status of company: 4. Registration No. with the Country of Registration 5. Registered Address: 6. Principal place of business: 7. Whether wholly owned subsidiary or foreign company: Yes/No 8. Name and address of Principal / Parent Company (if applicable): 9. Name of contact person: 10. Contact person's designation: 11. Address, telephone and facsimile number, email address of contact person: 									
5.	Does proposal contain the Board Resolution / Power of Attorney/Authority Letter, which empowers the person or persons to sign the letter of application? Yes / No									
6.	State the number of years the Applicant has been in business undertaking work similar in scope and nature of work for which proposal is sought	<table border="1"> <thead> <tr> <th>Name</th> <th>No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>	Name	No. of years	1.		2.		3.	
Name	No. of years									
1.										
2.										
3.										

Letter of Transmittal

To,

Sir,

1. I/we have read and examined the complete RFP document.
2. I/we hereby express our interest for undertaking the work referred to in the RFP.
3. I/we agree to abide by and fulfil all the terms, condition, and provisions of the RFP document which shall be binding on us.
4. I/we confirm that the information provided by us in our Proposal is truthful and have no further pertinent information to supply.
5. I/we understand that we are liable to be disqualified if any information provided by us is found to be false, inaccurate or incorrect.
6. I/we are willing to submit ourselves for negotiations if IIM Nagpur desires so.

I/we authorize Director, IIM Nagpur, or his authorized representative, to approach any individuals or our current or past employees to verify our competence and general reputation.

Encl:

Seal:

Date:

Signature of the Applicant

(Note: It is the responsibility of the Applicant to ensure that all necessary documents are attached with the proposals, including references and certificates, affidavits, MOUs, etc.).

Annexure 3

Proposed Affidavit

To be sworn on a non-judicial stamp paper of Rs. 100/-

AFFIDAVIT

*I/We _____ *Director/Proprietor/Partner of
_____ (mention name of
firm/company/consortium and the complete address) do hereby solemnly affirm and declare
as under:

1. That *I/We _____ *am/are registered as
(mentioned name of *firm/company/consortium) vide registration No.
_____ under the provisions of _____
(mention the name of the Act).
2. That *I/We _____ have applied in response to the
Request For Proposal of Director, IIM Nagpur for appointment as Project Manager for
Implementation of Indian Institute of Management (IIM) Nagpur Campus, Maharashtra.
3. That the above named Applicant is eligible to submit the aforesaid proposal as neither
the Applicant nor any of its constituents have been barred by the Central Government
and/or any State Government of India at any time period to the date of submitting the
affidavit.
4. That the above named Applicant during the last three years has neither failed to
perform on any agreement nor was expelled from any project or agreement nor any
agreement terminated for any breach by the Applicant.

DEPONENT

VERIFICATION

*I/we _____ the above named deponent do hereby verify that the contents
of the aforesaid paragraphs 1 to 4 are true and correct to the best of *my/our knowledge and
belief and nothing is concealed there from.

Verified at Delhi this _____ day of _____ 2012.

DEPONENT

(*strike off whichever is not applicable)

Annexure 4

Pledge of Compliance

(To be given by an Official not less than the Head of Company's PM Operations)

Name:

Designation:

Date:

DECLARATION

I, _____ (name & designation with company name), acting on behalf of (company name & address), which is a Applicant for the PM services for the New Campus Development Project of IIM Nagpur, hereby undertake that my company is fully conscious that the role of the PM is to assist IIM Nagpur in the total of the Project or in parts of it as agreed under specified terms and conditions of the contract including those specified under the present RFP, and that, if my company is selected for providing the PM services to IIM Nagpur, at No point of time my company or its officials performing the PM responsibilities on its behalf, or any associates sub-hired by us for executing any activity in the part of the project assigned to us, shall consciously or callously do anything to delay, obstruct or stall the progress of the project of any activities, decisions of actions related to the project, nor shall it refuse to cooperate or comply with any provisions of the agreement or with any instructions issued by IIM Nagpur, for the stated or unstated reason that IIM Nagpur's position, approach or assessment related to any elements or aspects of the project is at variance with the position, approach or assessment of my company of its officials.

It is further undertaken that in the event of any breach of the above undertaking during the entire period of project implementation assigned to my company, the full responsibility of any losses incurred by IIM Nagpur, including financial, time or reputation losses, as assessed by IIM, Nagpur shall lie with my company and its officials and my company shall fully compensate IIM Nagpur for all such losses without resort to conciliation or arbitration processes.

Signature:

Name:

Address:

Official Seal

Annexure 5

Company/Firm's Experience List of PM service or Similar Work*

(Details of major PM service work of similar nature executed during the last seven years: Maximum ten projects)

Name of Company / Firm:

Sl. No.	Name of work	Address and contact detail of client	Date of		Project cost in million of Rs.	Cost of consultancy work in Millions of Rs.	Project area in square meters	Current Stage of the project			
			Start	Completion							
Sl.No	Name of work	Address & contact details	Start date	Completion date	Tendered value (Rs.)	Final value (Rs.)	Tendered time	Actual time	Land area (sqm)	Built up area (sqm)	Footprint area (sqm)

*Note:

1. The information to be given by individual Applicant.
2. The list of work to be compiled as per the format above.
3. Copy of supporting documents (experience proof) should be submitted along with the technical bid documents.
4. Ongoing projects will not be considered.
5. Where currency conversion is used, specified the assumed exchange rate.

Annexure 6**Applicant's Experience: Project Sheet**
(for every project, subject to a maximum of 10 largest)

Assignment Name :	Approx. value of contract (in INR Rs)
Country: Location within country:	Duration of assignment (months):
Name of client :	Total no. of staff-months of the assignment:
Address:	Approximate value of the services provided by your firm under the contract (in current Rs.):
Start date (month /year): Completion date (month / year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project Director / Coordinator, Team Leader):

Narrative description of Project:

NAGPUR

Description of actual services provided by your staff with in the assignment:

Applicant's Name:

CVs of staff available with Applicant

Individual Applicant to indicate the key staff employed as on _____.

Consultant may suggest the field of specialization as per their experience.

The indicative fields of specialization of key staff are architecture, civil and structural engineering, mechanical, electric, electronic and communication engineering, environmental conservation, water and sewerage engineering, financial planning, legal and regulatory affairs etc.

Note:

The above field of specialization is indicative.

One-page CV of key expert shall be furnished.

**IIM
NAGPUR**

Company's Management Structure with Details of Key Personnel

Individual Applicant / Each Constituent Member of JV should provide details of the company's current management structure / detail of key personnel and its principal's management organization structure / detail of key personnel on separate sheet clearly indicating the reference as in response.

IIM
NAGPUR

Detail of Turnover & Net-worth of Last 3 years

Individual Applicant / Each Constituent Member of JV should provide details of turnover last three years. The turnover shall mean the receipts towards professional fee for Project Management consultancy services only

Attach proof of the financial statement certified by auditor.

Year	Turnover (Rs. million)	Profit (Rs. million)	Net worth (Rs. million)
2014-15			
2015-16			
2016-17			

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NAGPUR

IIM

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