

**EXPRESSION OF INTEREST FOR PREPARATION OF CAMPUS DEVELOPMENT  
MASTER PLAN WITH A SUB-PLAN OF CONSTRUCTION ON THE EXISTING  
PREMISES**

**INSTITUTE OF LEADERSHIP DEVELOPMENT, JAIPUR**

Institute of Leadership Development (ILD), sponsored by ILD Limited – a Government of India Company, is a society registered under the Rajasthan Societies Registration Act, 1958. ILD is engaged in organizing and conducting Leadership Development and other Soft Skill Development Programmes for the Corporate, NGOs, Government Departments, Banks and Employment Oriented Skill Development Programmes for the unemployed youth.

Institute of Leadership Development (viz. ILD) intends to develop a self - contained Campus on its land located at 6/2, Jamdoli, Jaipur. The Institute invites Expression of Interest from reputed Architects registered with the Council of Architecture having experience in designing of Master Plans. The work will include design and development of a conceptual Master Plan for educational campus including provisions for technical, skills development courses, management and general educational facilities.

ILD now invites Expression of Interest from reputed and experienced Architectural / Design Consultant firms with the following eligibility criteria:

**Eligibility Criteria**

	<b>Criteria</b>	<b>Supporting Documents</b>
<b>1.</b>	The Architectural Consultant must be registered with the Council of Architecture	<b>Certificate of Registration with the Council of Architecture</b>
<b>2.</b>	The Architectural / Design consultant / firms shall be of single entity and should have been in the field of Architectural consultancy for a minimum period of 05 years.	<b>Certificate of Incorporation</b>

3.	The Architectural / Design consultant / firms average annual financial turn over (Gross), by way of professional receipts during the last three years ending 31st March' 2017 should not be less than Rs. 20 Lakhs	<b>Audited Balance Sheet &amp; CA Certified Turnover Certificate</b>
4.	The Architectural / Design consultant / Firm should have successfully completed at least 3 projects (with a minimum of One Residential Educational Institutes)involving Architecture & Structural design services in a single Work order as a prime consultant of a Multistoried building of Central / State Govt / Govt undertaking / Institutional building having built up area of not less than 1,00,000 square feet.	<b>Work order/Completion Certificate</b>
6.	The Architectural / Design consultant / Firm should have experience of advising at least 01 project in the use of laboratories / simulation labs/building/campus relevant to the domain of education and training.	<b>Work Order/ Completion Certificate</b>

**The participating firm needs to also submit Firm's Profile, key personnel, one page summary of past works furnished in the proposal along with architectural expressions in the form of plan design, photographs, 3D drawings etc.**

## Scope of Work and Deliverables

- Master plan required to improve the existing facilities and develop about 33 acres of land for setting up of Centre of Eminences for different Skill sets
- The broad scope of services under this contract shall be the preparation of conceptual plans for selection of options by the client, detailed architectural plans and elevations, all Structural Designs, Electrical, indoor and outdoor lighting, Air conditioning, plumbing, Sanitary, Fire safety system, Communication system, LAN, Access control, Security system, power backup and Green features, Landscape etc.
- Providing detailed designs and specifications with Bill of Quantities, preparation of EOI, EOI drawings for the works on item rate basis, for all works involved in the construction of the identified areas.
- **The shortlisted architectural firm will be required to give a presentation on the detailed concept of the Master Plan of the Campus to the Sub- Committee of the Board of ILD or to the BoG of ILD. This will be to mainly present the Concept Design for the Skills University.**
- The Architectural and Interior Design Services to cover all successive project phases, from inception to delivery.
- The selected Firm shall issue Two (2) copies of all drawings and documents to the Executive Director depicting the Site Development Plans / Design Plans and Site Sections, Phasing plans, Site analysis diagrams, Land use / Zoning diagrams, diagram showing open space strategy and pedestrian / vehicular circulation and references / themes showing architectural styles for each option
- Hand drawn / Computer Generated Sketches
- Preparation of a detailed time schedule for delivering drawings and other architectural documents to accommodate the Client's project program.
- Define the proposed traffic flow, parking arrangements, circulation and method of servicing the project i.e. refuse collections and fire fighting policy, etc.
- Prepare a list of approvals required from the JDA and their sequence/stages of each of the approval required.
- The selected Firm also needs to prepare a sub plan for construction of additional space for Centre of Eminence up to a maximum cost limit of Rs. 2.5 crores. This work will be required to be done on immediate basis.
- It may be appropriate for the Firm to suggest the need based construction activities to be taken up at the Institute with the fund support of 2.5 Crs. The Firm will also suggest an expansion plan for 10 years for the infrastructure that will be developed/created with the capex support of Rs. 25 crores separately.

1. **Last date of submission of EOI:** Aug 06, 2018 **upto 5:00 p.m.**
2. Procedure for submission of EOI: The EOI shall be submitted as under:-
  - a) Envelope-A: Superscribed with "**Technical Bid**" consisting EOI document along with Technical formats i.e. Annexures-1 to 9 and any other relevant supporting documents and EMD of Rs.20,000/- (Twenty Thousand Only) in the form of Demand Draft/Pay Order (PO) drawn on any Nationalized/Schedule bank in favour of "Institute of Leadership Development (ILD)" payable at Jaipur. All the pages of EOI document must be duly stamped and signed along with date as token of acceptance of the terms & conditions of EOI.
  - b) Envelope-B: Superscribed "**Financial Bid**" consisting only Financial bid i.e. Annexure- **10** duly stamped and signed along with date.
  - c) All EOI documents must be submitted and properly paginated with index duly stamped and signed along with date by an authorized person.
  - d) The Technical Bid envelope and Financial Bid envelope are to be submitted in separate sealed covers and both envelopes be kept in another big envelope duly sealed super-scribed on the top of envelope 'Appointment of Consultant for Architectural related work for development of a Master Plan of IL D', which is to be delivered at the reception of IL D Campus duly (6/2, Jamdoli, Jaipur - 302031) entered in the Dak Register. Submission of EOI in any other form shall not be considered.
3. The Sequence for opening the sealed EOI would be on random basis.
4. Submission of more than one bid is not allowed. However, bidder may submit revised EOI before last date of submission and time with the top envelope superscribed "Revised Bid for Appointment of Consultant for Architectural related work for development of a Master Plan of IL D". In such case, the envelope containing original bid would not be considered.
5. Opening of Technical EOI: Envelope-A will be opened at IL D, 6/2, Jamdoli, Jaipur - 302031 on **07.08.2018 at 11:30 a.m.** by the Committee. IL D shall evaluate the technical bid to pre-qualify the bidders.
6. Opening of Financial EOI: Exact date and time shall be communicated through official E-mail address given in the bid document to the bidders found successful in the Technical Bid.

7. Opening of EOI: The firms may depute their representatives during opening of EOI by issuing an authorization letter.
8. Validity of EOI: EOI submitted by Bidders shall remain valid for acceptance for a minimum period of 90 (ninety) days from the last date of submission of Bid.
9. Conditional EOI would be summarily rejected.
10. **Site Inspection:** Bidders may inspect the Institute Site on 01.08.2018 from 11:00 a.m. to 01:00 p.m.
11. **Pre-bid Meeting:** For any clarification on the Bidding Document, a pre bid meeting will be held on 01.08.2018 at 02:30 p.m. at in ILD, 6/2, Jamdoli, Jaipur - 302031.
12. Contact Person: In case of any query, bidders may contact any of the following officials:  
Mr D Chaturvedi  
Head Admin & Programs, ILD, 6/2, Jamdoli, Jaipur – 302031
13. **Earnest Money Deposit(EMD):**Bidder should pay specified amount towards Earnest Money deposit as follows:
  - i) Rs. 20,000/- (Twenty Thousand only)in the form of Demand Draft/PO drawn on any Nationalized /Schedule bank in favour of "Institute of Leadership Development (ILD)" Payable at Jaipur.
  - ii) EMD will not carry any interest.
  - iii) EMD will be refunded to unsuccessful bidders after finalization of bid.
  - iv) **The Earnest Money Deposit submitted by the bidder may be forfeited if,**
    - a) Successful bidder fails to execute the awarded work within specified time as per intimation/request of the ILD,
    - b) Successful bidder withdraws his EOI or backs out after acceptance,
    - c) Bidder withdraws his EOI during the validity period stipulated in the bidding document,
    - d) Bidder violates any of the terms and conditions of the EOI,
    - e) Bidder revises any of the items quoted during the validity period,
    - f) Bidder is found to have indulged in fraudulent practices in the bid submission process.
14. IMPORTANT NOTE:
  - i) The bidder shall submit authenticated documentary proof in support of financial turnover certificates/annual audited reports of last 3 years certified by Chartered Accountant.

- ii) The bidder shall be required to submit copies of PO /Work order/Completion Certificate/ Performance certificate issued by client in support of satisfactory completion of similar works during the last 5 years.
- iii) The Bidder should be having adequate manpower, equipment etc.
- iv) The bidder should have minimum two well qualified technical and experienced staff having knowledge of Preparation of Master Plan.
- v) Should have its presence in Jaipur by way of branch office/Head office.

The bidder shall be summarily disqualified in case of non-submission of required documents.

**15. Authorization and Attestation:**

The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.

16. **Abnormal Rates:** In case, it is noticed that the rates quoted by the bidder for the said job are unusually high or unusually low, it will be sufficient case for the rejection of the EOI unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

17. Acceptance / Rejection of Bid:

- i) ILD also reserves the absolute right to reject any or all the EOI at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of ILD regarding the same shall be final and conclusive.
- ii) ILD does not bind itself to accept the lowest EOI.

18. Bidders are advised to study the EOI documents carefully and accordingly submit the bid. In case any doubt in EOI document bidders may contact the authority inviting the EOI well in time for clarification, before the submission of the EOI. The specifications and terms and conditions shall be deemed to have been accepted by the bidders in his offer. Non-compliance with any of the requirements and instructions of the EOI document may result in the rejection of the offer.

19. It is responsibility of the successful bidder under this contract, commence work from the date of issue of the Letter of Intent/Work Order by ILD. The successful firm shall be required to execute an agreement (in the prescribed form) with ILD within 15 days after the acceptance of the Letter of Intent/Work Order. The bidder shall pay for all stamps duty and legal charges, incidental expenses, if any.
- 20. The Consultant for the said work will have to give detailed presentation before the committee of experts as appointed by ILD. The venue of presentation may be at New Delhi or Jaipur.**
21. The quoted fees should be inclusive of all charges including incidental expenses, preparation of reports, engaging any other consultant, sites visit etc. However, the fees quoted should be exclusive of taxes.
22. Before submission of quotation/bid, bidders are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available at site etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.
23. Payment Terms:
- i) 20% of consultancy/professional fee on finalization of EOI document along with terms and conditions.
  - ii) 40% of consultancy fee after completion of the Master Plan.
  - iii) 20% of consultancy fee after completion of Sub Plan.
  - iv) 20% of consultancy fee after approval of the plan by the Committee.
24. Income tax and other taxes and surcharge at source, as applicable will be deducted from your payments at the prevailing rates.
25. In case where the consultant performs partial services for any reason, including the abandonment, deferment, substitution or omission of any project and /or work, or part thereof, and if the services of the consultant are terminated, the payment will be made in accordance with the payment clause and for the stages that have been completed. For the incomplete stage, payment will be made on quantum-merit basis in which case assessment of fees will be made with due regard to all relevant factors.
26. In case at any stage, if it is found that Consultant is not adhering to the time schedule for completion of work, delivering things with inordinate delay and not co-operating, ILD may terminate the contract any stage giving short notice and ILD may impose penalty as deemed fit.

## **27. Arbitration/ Dispute Resolution**

In case any disputes arise out of the contract the party shall try to negotiate the same within 30 days of such dispute. In case the matters remain unresolved the same shall be referred to the Arbitration in accordance with Arbitration and Conciliation Act, 1996 after giving the notice of such reference to the other party. The Arbitral Tribunal shall consist of a sole arbitrator, who shall be appointed by ILD. The venue of the arbitration shall be New Delhi and the language preferred will be English. The award of the Arbitral Tribunal shall be final and binding on the parties. The expenses of arbitration shall be shared equally among both parties.

## **General Terms of Reference**

- The Architectural Consultants shall provide comprehensive architectural, services design (including interior design architecture, landscape architecture, site development).
- The project has an estimated built up area of about 3.5 lakh square feet comprising lecture halls and tutorials rooms, spaces for Laboratory, Simulation labs, faculty accommodation, faculty offices, hostels for 500 students, a sports complex, and other buildings to support the Institute's activities.
- The Plan developed should be such that it is symmetrical to the existing constructed area involving minimal or no demolition of existing structure.
- The plan developed should allow phase wise development of the campus with minimum or no disruption to ongoing campus activity.
- Master Plan will also include plan for the Landscape development
- The Campus needs to be eco-friendly
- The Master Plan has to be vertical in nature leaving enough open space for future expansion
- The approx cost of construction should also be reflected from the project plan and designs

## **Contact Information**

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Queries/clarifications may be e-mailed to [Deepak.chaturvedi@ildindia.org](mailto:Deepak.chaturvedi@ildindia.org). Clarifications, will be posted from time to time on the Institute website ([www.ildindia.org](http://www.ildindia.org)). No individual replies/clarifications will be sent. No oral communication will be entertained.



Interested firms/Companies/organization may submit the Expression of Interest (EOI) to the following designated person or by courier:

**Head Administration, ILD, Jaipur**

6/2, Jamdoli, Near Sisodia Rani Bagh, Jaipur

**Mobile:** +91-9829664250

**Direct:** 0141-7054299

**Disclaimer & Caveats**

- Notwithstanding anything contained in this document, the Institute reserves the right to amend/accept and/or reject any/all proposals and to annul the selection process at any time without assigning any reason and without any liability and/or obligation
- Any costs for preparing this submission and presentations will be borne by the Applicant and the Institute is not liable in any way for such costs, regardless of the outcome of the selection process.
- The firm shall submit all the particulars mentioned in the EoI evidenced through proper documentation to the satisfaction of ILD.
- Information provided in this document is indicative and not exhaustive.
- The Architect so finalized for the preparation of the Master Plan may or may not be hired at the time of construction.

**Annexure-1****BIDDER INFORMATION****Dated:** \_\_\_\_\_

<b>S. No.</b>	<b>Particulars/Details</b>	
1.	Name of the Firm	
2.	Communication Address	
3.	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
	Website	
4.	Authorised Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
5.	Alternate Authorised Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
6.	PAN No.	
7.	GST No.	
8.	Company/Firm/Proprietorship Registration No.	

9.	Beneficiary Bank Details	
	Bank Account No	
	IFSC/NEFT Code	
	Name of Bank	
	Address of Branch	
10.	Particular of Earnest Money Deposit (EMD)	
	Amount	Rs.
	(DD/PO) No.	
	Date	
	Name of the Bank	
	Address of Bank	
11.	Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization.	
12.	Attached Detailed Company/Firm Profile	

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal

## Annexure-2

**A. Details of Similar Experience:** Preparation of Master Plan for Architectural related work.

Sl. No.	Name & Address of the client, Concerned Person and contact/ Mobile No	Name & Location of work	Built up Area	Value of Work (In lakh)	Contract Period (from__To ___)	Completion/ Performance Certificate enclosed 'Yes' or 'No'	Any other information you would like to give
1	2	3	4	5	6	7	8

(Fill up the above table & Enclose legible copies of the supporting documents)

**Note: We hereby confirm that in the above said projects were executed by us.**

**B. Details of Technical and skilled manpower**

<b>Sl. No</b>	<b>Name and Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Any Other Information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**C. Financial Capability:** Average Annual Turn Over of the bidder during the last 3 years

<b>SL. No.</b>	<b>Financial Year</b>	<b>Turnover (Rs. in lakh)</b>
1.	2015-16	
2.	2016-17	
3.	2017-18	
	Average	

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant).

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal

**Annexure: 3**

**DECLARATION**

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

Dated: \_\_\_\_\_, 2018.

The Executive Director  
Institute of Leadership Development (ILD)  
6/2, Jamdoli  
Jaipur - 302031

**Re:** Appointment of Consultant for Preparation of a Master Plan and a Sub Plan for the construction of Infrastructure worth 2.5 crores at the initial stage at ILD Campus, Jaipur

Sir,

This is with reference to your EOI No. ILD/Infra/EOI/2018/.... dated ..... on the above subject that:-

1. We have carefully read and understood all the terms and conditions of the EOI and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our EOI at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be
4. done during the currency of the period of agreement and also acknowledge to bear consequences to of nonperformance or deficiencies in the services on our part.
5. We have no objection, if enquiries are made about the work listed by us.
6. We have not been blacklisted by ILD or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, ILD may terminate the assigned contract immediately.
7. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.

8. We agree that the decision of ILD in selection of Bidders will be final and binding to us.

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal:

**Annexure-4**

**EOI FORM**

Dated: \_\_\_\_\_, 2018.

The Executive Director  
Institute of Leadership Development (ILD)  
6/2, Jamdoli  
Jaipur - 302031

**Re:** Appointment of Consultant for Preparation of a Master Plan and a Sub Plan for the construction of Infrastructure worth 2.5 crores at the initial stage at ILD Campus, Jaipur

Dear Sir,

This is with reference to your EOI No. ILD/Infra/EOI/2018/... dated ..... on the above subject. After reading above documents, Amendments/ Clarifications/ Corrigenda/Errata/etc issued in respect of EOI document by ILD, your requirement, scope of work, site inspection and after discussions, we have understood them fully and we accept all the terms and conditions mentioned therein.

We are also enclosing duly stamped and signed copy of the above form along with annexures as token of acceptance of the terms indicated therein.

Name & Address of

\_\_\_\_\_

the Bidders

\_\_\_\_\_



Contact phone Nos.  
of the key person.

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Official E-mail ID:

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Signature of Authorized

Signatory with date and seal

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**Annexure-5**

**Details of Proprietor/Partners/Directors**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Any other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

(Name, Signature, Seal of the agency/firm with date)

**Annexure-6**

**List of Key personnel permanently employed in your firm**

<b>Sl. No</b>	<b>Name and Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Particulars of Work Done</b>	<b>Employed in Your Firm Since</b>	<b>Any Other Information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

(Name, Signature, Seal of the agency/firm with date)

**List of Associates**

<b>Sl. No</b>	<b>Name and address of the Associate</b>	<b>Specify the field (area of operation)</b>	<b>Experience</b>	<b>Associated in the project (give name of work)</b>	<b>Any other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

(Name, Signature, Seal of the agency/firm with date)

**Annexure-8**

**Details of Empanelment, if any (with Govt. Organization/PSUs/Banks etc.) with proof**

<b>Sl. No</b>	<b>Name and address of the Organization and Contact No. of concerned official</b>	<b>Nature of Works</b>	<b>Value of Works</b>	<b>Date of Registration</b>	<b>Any other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

(Name, Signature, Seal of the agency/firm with date)

**Annexure-9**

**Details of Major Clients**

<b>Sl. No</b>	<b>Name and address of the Organization</b>	<b>Name of the concerned official</b>	<b>Contact no.</b>	<b>Give nature of work carried out</b>	<b>Any other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>7</b>

(Name, Signature, Seal of the agency/firm with date)

**Annexure-10**

**Financial Bid**

Dated: \_\_\_\_\_, 2018.

The Executive Director  
Institute of Leadership Development (ILD)  
6/2, Jamdoli  
Jaipur - 302031

**Re:** Appointment of Consultant for Preparation of a Master Plan and a Sub Plan for the construction of Infrastructure worth 2.5 crores at the initial stage at ILD Campus, Jaipur

Dear Sir,

This is with reference to your EOI No. ILD/Infra/EOI/2018-19/... dated ..... on the above subject. After reading above documents, Amendments/ Clarifications/Corrigenda/ Errata/etc issued in respect of EOI document by ILD, your requirement, scope of work, site inspection and after discussions, we have understood them fully and we accept all the terms and conditions mentioned therein. **We quote our consultancy charges/ professional fee as under:**

**(a) For preparation of Master Plan**

**(b) For preparation of Sub Plan of construction worth 2.5 crs.**

The fees quoted by us are inclusive of all other charges and incidental expenses for the sites visit, etc. but exclusive of taxes.

We are also enclosing duly stamped and signed copy of the above letter along with annexures as token of acceptance of the terms indicated therein.

Name & Address of \_\_\_\_\_

the Bidders

Contact phone Nos.

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of the key person.

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Official E-mail ID:

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Signature of Authorized

Signatory with date and seal

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