

# INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

## ARCHITECTURAL & ENGINEERING DESIGN (AED) CONSULTANCY SERVICES

### ELIGIBILITY BID - COVER 1

**Tender No: 17/IITPKD/EWD/MFSDSAI/2025-26/013, dated: 17-04-2025**

**Name of Work : Providing Architectural & Engineering Design Consultancy for the work of “Construction of MFSDSAI Building at Sahyadri Campus, IIT Palakkad”**

Date of Pre-bid Meeting & Venue : 30-04-2025 at 11:00 AM  
Venue : EWD Conference Room, Sahyadri Campus, IIT Palakkad

Online Zoom Link : <https://zoom.us/j/98463068367?pwd=GcT8dLNXe6ltEvrsTaNyEGtPplcbBP.1>

Last Date for Submission of Tender : 19-05-2025 @ 03:00 PM

Date and Time of opening of Eligibility Document (Cover - 1) : 20-05-2025 @ 11:00 AM

Date and Time of opening of Technical and Financial proposals (Cover 2 & Cover 3) will be intimated later to the eligible Architects.

Certified that this document contains 20 pages (including this page)

**CHAIRMAN (EWD)  
IIT PALAKKAD**

Certificate by the Bidder:

Certified that no addition and deletion has been made to the tender documents downloaded from the E- Wizard web site.

Signature of the Bidder  
Name & Seal

## INDEX

<b>SI No</b>	<b>Description</b>	<b>Page No</b>
1	Notice Inviting e-Tenders	2
2	Evaluation Procedure	3
3	Eligibility Criteria	4-5
4	Documents To be uploaded With Cover 1 - Eligibility Document	6
5	Information And Instructions To Applicants	8-9
6	Pre-bid meeting	10
7	Instructions for filling up the forms A,B,C & D	10
8	Letter of Transmittal	11
9	Form A, B, C, D, E, F	12-17

## **1. Notice Inviting e-Tenders**

**Name of Work : Providing Architectural & Engineering Design Consultancy for the work of “Construction of MFSDSAI Building at Sahyadri Campus, IIT Palakkad”**

1. E-Tenders are invited, up to **03:00 PM on 19-05-2025** by the **Chairman (EWD)** from **eligible Architectural firms / individuals who are registered with the Council of Architecture** and satisfying the eligibility criteria prescribed in this tender document.
2. The bid documents can be seen from the E- Wizard website <https://mhrd.ewizard.in/>
3. All e-Tenders, submitted within the stipulated date and time will be opened at **11:00 AM on 20-05-2025** the stipulated date of opening of the e-Tender. Only Cover 1 will be opened on that day. The date and time of opening of Technical and Financial proposals (Cover 2 and 3) will be intimated later to the eligible Architects.

### **2.0 Procedure for Viewing and Submission of E- Tender**

2.1 Tender Documents may be downloaded from E- Wizard Portal <https://mhrd.ewizard.in/>. The bidders who have not enrolled / registered in E- Wizard should enroll / register before participating through the website <https://mhrd.euniwizarde.in/>.

### **2.2 Cover 1 – Eligibility application shall be uploaded with**

- a. Necessary supporting documents as prescribed in the **Clause No. 7** of this tender document.
- b. Scanned copy of the Letter of Transmittal as prescribed in the **Page no: 11** of this tender document.

### **2.3 Cover 2 – Technical bid shall be uploaded with**

- a. Conceptual 3D models and Drawings (Site layout, Floor plans, roof plan, elevation, 3D views and sections) of the proposed building along with a report on the salient features of the design(s) not more than two options. PPT shall be uploaded along with the technical bid (Cover 2). Preliminary cost estimate of the proposed building, generally as per Plinth Area Rates of Central Public Works Department (CPWD) with prevailing cost index for Palakkad (Cost Index available in CPWD website) for the building portion and market rate for specialized services.

### **2.4 Cover 3 – Financial Bid**

- a. Financial Bid shall be uploaded with the quoted Architectural & Engineering Design (AED) consultancy fees for the work as a lump-sum amount. The spreadsheet containing the Bill of Quantity can be downloaded from the above-mentioned web site and the same shall be uploaded to the E- Wizard website after filling the rates. The file name of the spreadsheet document which is downloaded from the E Wizard website should not be changed.

- b. If the bid is made by an individual, he / she shall sign it with his/her full name and his/her address shall be given. If it is made by a firm it shall be signed by a member of the firm (under the seal of the firm), who shall also enter his/her name and address. Name and address of other members of the firm shall also be indicated. If the same is made by a corporation, it shall be signed by a duly authorized officer who shall produce with the bid, satisfactory evidence of his/her authorization.
- c. For any further clarification the office of EWD (Contact No. 0491 209 2153 / Email id : [chewd@iitpkd.ac.in](mailto:chewd@iitpkd.ac.in)) of the Institute may be contacted.
- d. If a firm quotes “NIL” charges / consideration, the bid shall be treated as unresponsive and will not be considered”.

### **3.0 Receipt and opening of bids.**

1. e-Tenders can be uploaded in the E- Wizard website till the stipulated date and time of submission.
2. Only Cover 1 containing the eligibility application will be opened on the stipulated date of opening of tender.
3. The Cover 2 (Technical bid) & Cover 3 (Financial bid) of only those tenderers who qualify as per the tender conditions will be opened on a date which will be intimated later.

### **4.0 Evaluation Procedure.**

1. Only those tenderers who satisfy the eligibility criteria prescribed in this eligibility bid (Cover 1 ) shall be shortlisted for opening of their respective technical bids ( Cover 2) and for making PowerPoint presentations.
2. **Powerpoint presentation**  
All tenderers who satisfy the **eligibility criteria prescribed in the eligibility document** (Cover 1) will be required to present their respective concept in a Powerpoint presentation on a date to be intimated later. The presentation shall include all salient features of the buildings, viz. its form, layout within the site constraints, conceptual 3D Model with details of services like Roads etc., and plan for use of the modern digital methods such as BIM for attaining the green building, energy efficiency, SDG goals etc.
3. The technical bid, conceptual schemes, 3D models, drawings in the Powerpoint presentation by the bidders will be evaluated by a committee for a maximum of 100 marks and a list of bidders in their order of merit will be prepared and intimation will be sent to those bidders. The bidder has to score Minimum 70% marks on evaluation to become eligible for opening of financial bid (Cover 3)

4. The financial bids of only those bidders will be opened on a date to be intimated later. The decisions/ marks awarded by the evaluation committee will be final and no representation shall be entertained in this regard.
5. The successful bidders will be selected based on **Combined Quality cum Cost Based System (CQCCBS)**.
6. Under CQCCBS, the technical proposals will be allotted weightage of 70% and the financial proposals will be allotted weightages of 30%.
7. Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.
8. The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up
9. The calculation for arriving at the total combined score (Quality and Cost) is given below.

Marks obtained by a Bidder for the technical bid	= M
Amount quoted by the lowest bidder	= L1
Amount quoted by a Bidder	= L
Points for Financial proposal of the bidder	= $(L1/L) \times 100 = F$
Combined technical and financial score (H) of the bidder	= $M \times 0.7 + F \times 0.3 = H$
10. The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H will be selected as the successful AED consultant.
11. The bids will be evaluated based on the technical score obtained as part of evaluation by the EEC in the order of merit and the list of bidders will be shortlisted. The names of the shortlisted bidders will be published in the E Wizard portal and also will be intimated via email.
12. The contract will be awarded to the successful bidder at his / her quoted / negotiated amount.
13. The AED consultant whose bid is accepted shall sign a written agreement with the IIT Palakkad
14. The tender accepting authority of IIT Palakkad reserves the right to reject any bid or all the bids without assigning any reason.

### **5.0 Validity**

The Validity period of the bids will be **60 Days (Sixty Days)** from the date of opening of the Eligibility document.

### **6.0 Eligibility Criteria**

- 6.1. If the tenderer is an Individual, he/she shall be **registered with Council of Architecture, India (or) If the tenderer is a firm, then the Principal Architect shall be registered with the Council of Architecture, India**. Necessary details should be uploaded in the E- Wizard website

6.2 The applicant should have successfully **rendered Architectural & Engineering Design (AED) Consultancy services** for works as follows during the last 7 years ending 31-03-2025.

a. Three similar works of AED consultancy with each building with a total built-up area not less than 1500 sqm

**or**

b. Two similar works of AED consultancy with each building with a total built-up area not less than 2500 sqm

**or**

c. One similar works of AED consultancy with each building with a total built-up area not less than 4500 sqm

“Similar work” in this criterion means “**Architectural & Engineering Design (AED) Consultancy services for multistoried RCC framed structure** with detailed Architectural planning and design of buildings with connected ancillary facilities and MEP services including HVAC”

6.3 The Applicant should have at least one specialist in each of the disciplines of Structural Design, Fire protection / fighting, MEP services, HVAC, Landscaping, Green Building, either in- house or tie-up with sub-consultants, for proper planning, design and execution of the contract work. The AED consultant shall have at least one specialist either in-house or tie-up with sub-consultants for BIM Services.

6.4 The applicant’s performance in respect of completed works should be certified by an officer not below the rank of Executive Engineer in case of Government works and Project Manager or equivalent officer for other works. For the works carried out for private firms, the agency shall enclose a copy of the TDS certificate in addition to the completion certificate.

6.5 Should have an average annual financial turnover of **Rs. 20 lakhs** during the last 3 years ending 31-03-2024 **for AED consultancy works**. This should be certified by a chartered accountant.

6.6 The bids of agencies with Joint-venture/Amalgamation/Consortium will be summarily rejected.

6.7 The applicant should have a sufficient number of Technical and Administrative staff for the proper design of the buildings. The applicant should upload a list of these employees stating clearly how they would be involved in this work.

6.8 Self-certified in-house facilities / Infrastructure of the firm shall be uploaded in Cover1.

## **7.0. DOCUMENTS TO BE UPLOADED WITH COVER 1 - ELIGIBILITY DOCUMENT**

**The following documents in support of experience and financial standing shall be enclosed with the application for eligibility.**

1. Letter of transmittal
2. Financial information in the form – ‘A’ enclosed
3. Details of similar works carried out in the past in form – ‘B’ enclosed
4. Details of works in progress in form – ‘C’ enclosed
5. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
6. Details regarding the structure of the organization in form - ‘E’ enclosed
7. Details of specialist Personnel Available - Form F enclosed
8. Proof of registration with the Council of Architecture.
9. GST registration Certificate
10. TDS Certificate.
11. Declaration as enclosed in Annexure I
12. Undertaking for GST Certificate as enclosed in Annexure II

## **8.0 EVALUATION OF APPLICATIONS FOR ELIGIBILITY**

- 8.1 The applications received shall be evaluated for eligibility to take part in the tendering process by a three-cover system.
- 8.2 The Indian Institute of Technology Palakkad reserves the right to restrict the list of eligible **Architectural & Engineering Design (AED) Consultancy** firms to any number deemed suitable.
- 8.3 Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he/she has:
- a. Made misleading or false representations or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
  - b. Record of poor performance such as slow progress of work, abandoning of work, not properly completing the contract, or technical / weaknesses etc.
- 8.4 The employer reserves the right to accept or reject any application to annul the qualification process/tender process and reject all applications at any time without assigning any reason or incurring any liability towards the applicants.

## 9.0 INFORMATION AND INSTRUCTIONS TO APPLICANTS

### 9.1. Definitions:

The following words and expressions have their meaning hereby assigned to them.

1. EMPLOYER means IIT Palakkad acting through the **DIRECTOR, IIT PALAKKAD**
2. APPLICANT means individual, proprietary firms, firm in partnership, limited company – private and Public Corporations.
3. Engineer-in-charge means Executive Engineer, EWD, IIT Palakkad
4. Tender means “**e-Tender**” which will be submitted online through a dedicated website.

### 9.2 Information and Instructions

- 9.2.1. The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.
- 9.2.2. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically uploaded to the E- Wizard website. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'.
- 9.2.3. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making changes in the prescribed forms, or deliberately suppressing the information may result in the applicant being summarily disqualified.
- 9.2.4. The applicant may upload any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute.
- 9.2.5. Applications made by email, Fax / any other electronic media other than through the e-Tender website and those received late after the prescribed date and time will not be considered.
- 9.2.6. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 9.2.7. Any addenda/corrigendum will be uploaded only in the E-wizard website and all documents uploaded in the E-wizard website will become part of the agreement.
- 9.2.8. The bidder can upload documents in the form of PDF format.

9.2.9. The bidder must ensure to quote their fees in Lump Sum as per the Financial bid (Cover 3).

9.2.10. Bidders are requested to comply following instructions:

- a. After submission of the online bid the bidder can re-submit revised online bid any number of times but before the last date and time of submission of tender as notified.
- b. While submitting the revised bid, the bidder can revise the rate of one or more item(s) any number of times (he need not re-enter the rate of all the items) but before the last time and date of submission of bid as notified.

9.2.11. The rate(s) must be quoted in decimal coinage. While selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, the rate of such an item shall be treated as "0" (ZERO).

9.2.12. The bid submitted shall become invalid if:

- a. The bidder is found ineligible.
- b. The bidder does not upload all documents as stipulated in the bid document including letter of transmittal.
- c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the Chairman (EWD), IIT Palakkad
- d. The lowest bidder does not deposit the originals of all the scanned and uploaded documents as specified.

### **9.3 Authority to sign the application:**

9.3.1. If an individual makes the application, it shall be signed by him above his full type-written name and current address.

9.3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.

9.3.3. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

9.3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of Association duly attested by a Public notary.

#### **9.4. Clarification on tender document.**

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email id [chewd@iitpkd.ac.in](mailto:chewd@iitpkd.ac.in) addressed to the Chairman (EWD) up to the date of the pre-bid meeting. All clarifications will be provided along with the minutes of the pre-bid meeting. No further communication regarding clarification/queries will be entertained after the pre-bid meeting.

#### **9.5. Pre-bid meeting.**

The Bidder or his authorized official representative is invited to attend a Pre-bid Meeting in hybrid mode with the tender inviting authority on 30-04-2025 at 11:00 AM. Bidders can join the pre-bid meeting through the following **online link** <https://zoom.us/j/98463068367?pwd=GcT8dLNXe6ltEvrsTaNyEGtPplcbBP.1> or attend in person in EWD Conference Room, Sahyadri Campus, IIT Palakkad.

The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a bidder. Site visits will be arranged for the interested bidders

#### **9.6 Amendment to tender documents**

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda which shall become part of the Tender Documents.

#### **9.7 Instructions for filling up the forms A,B,C & D**

##### **9.7.1 Financial Information**

The applicant should furnish the Annual financial statement for the last 5 years in form – A

##### **9.7.2 Information about works**

9.7.2.1. List of all works of similar class completed during last the 7 years in Form – B

9.7.2.2. Particulars of completed works and performance of applicants shall be duly authenticated/certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form – D. TDS Certificate should be enclosed in case the work was executed for private firms.

9.7.2.3. Information about the organization

The applicant is required to submit the following information in respect of his organization in form E

- i. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
- ii. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- iii. Information on any litigation/arbitration in which the applicant was involved during the last five years including any current litigation/arbitration in process\
- iv. Authorization for employers to seek detailed references from clients to whom work was Carried out.
- v. Letter of Transmittal - The applicant should submit the letter of transmittal as per the format attached.

#### **10.0 OPENING OF TECHNICAL BIDS (Cover 2)**

10.1 The Technical bids of the eligible applicants shall be opened on the date and time to be intimated later.

## LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned, and uploaded along with cover 1 by the tenderer)

To

**The Chairman (EWD),  
IIT Palakkad**

**Sub: Construction of MFSDSAI Building at Sahyadri Campus, IIT Palakkad**

**Ref:**

Sir,

Having examined the details given in the notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender for the work duly filled in.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / We also authorize the Chairman to approach individuals, firms, and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works.

SI No	Name of work	Certificate from

5. I/We certify that the tender documents downloaded and submitted is the exact replica of the document published by IIT Palakkad and no alterations and additions have been made by me / us in the tender document.
6. I am / We are aware that the Technical and Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
7. The original documents that were scanned and uploaded in the e-Tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the successful tenderer within a week of the opening of the financial bid otherwise the department may reject the tender.
8. I/we agree to establish a local office Palakkad as stipulated in the tender condition in case I/we become the successful tenderer.

Seal of the Applicant

Signature(s) of the applicants

Date of submission

**# should be filled by the Architect; Attach a separate sheet if required.**

**FORM 'A'**  
**FINANCIAL INFORMATION**

**(To be duly filled, signed, scanned, and uploaded along with cover 1 by the tenderer)**

Name of the Organisation : \_\_\_\_\_

PAN Number : \_\_\_\_\_

Details to be furnished duly supported by figures in the Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl. No.	Details	Year ending 31 <sup>st</sup> March of				
		2020	2021	2022	2023	2024
1	Gross annual turnover in (from architectural consultancy fees collected)					

**(i) Gross Annual Turn Over on Architectural consultancy works.**

**(ii) Income Tax PAN details**

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

**This form must be filled and signed by the Chartered Accountant**

**FORM 'B'**

**(To be duly filled, signed, scanned and uploaded along with cover 1 by the tenderer)**

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING BY 31<sup>st</sup> MAR 2025**

Sl.No.	Name of work/project & location	Owner or sponsoring organizations	Agreement No.	Scope of architectural consultancy work*	Cost of work in Crores	Date of start as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	

\* indicate Number of stories in super structure, Necessary details should be uploaded in the e-Tender website

\*\* Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.

**FORM 'C'**

**(To be duly filled, signed, scanned and uploaded along with cover 1 by the tenderer)**

**PROJECTS UNDER EXECUTION OR AWARDED**

SI NO	Name of work /project & location	Owner or sponsoring organization s	Agree ment No	Co st of wo rk	Date of commencemen t as per contract	Stipulat ed Date of comple tion	Up-to-dat e percentag e progress of work	Slow progress if any and reasons thereof	Name and address/ Tel No of Officer to whom reference may be made	Remarks (Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

**Signature of Applicant(s)**

**FORM 'D'**  
**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'**  
**(To be duly filled, signed, scanned, and uploaded along with Cover 1 by the tenderer)**

1.	Name of the work / Project & Location.	
2.	Scope of work.	
	a. Number of floors in Basement.	
	b. Number of floors in Superstructure.	
3.	Agreement No.	
4.	Estimated Cost	
5.	Tendered Cost	
6.	Value of work done	
7.	Date of Start	
8.	Date of completion	
	a. Stipulated date of completion.	
	b. Actual date of completion.	
9.	Amount of compensation levied for delayed Completion if any.	
10.	Performance report based on Quality of Work, Time Management, and Resourcefulness	: Very Good / Good / Fair

DATE

**EXECUTIVE ENGINEER /  
PROJECT MANAGER OR  
EQUIVALENT**

**FORM 'E'**  
**STRUCTURE AND ORGANIZATION**  
**(To be duly filled, signed, scanned, and uploaded along with Cover 1 by the tenderer)**

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of the original document defining the legal status)
  - (a) An Individual
  - (b) A proprietary Firm
  - (c) A Firm in partnership
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
  - a) Registration Number.
  - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend architectural services for more than six months continuously after the work was commenced?  
If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?  
If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization in the last 10 years? If so, give details:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
10. In which field of Civil Engineering specialization and interest is ?
11. Any other information considered necessary but not included above.

**SIGNATURE OF APPLICANT(S)**

**FORM – F**

**DETAILS OF SPECIALIST PERSONNEL AVAILABLE  
(in-house & tie up arrangements are to be furnished separately)**

Sl. No.	Discipline/Service	Availability	Experience	Whether in-house or sub-consultant?
1	Architectural	Yes/No		
2	Planning	Yes/No		
3	Structural Engineering	Yes/No		
4	Public Health Engineering	Yes/No		
5	Electrical	Yes/No		
6	Mechanical	Yes/No		
7	HVAC	Yes/No		
8	Fire-fighting, Network/System Engineering	Yes/No		

**Note:**

1. Personnel at Sl. No. 1 is to be in-house (give membership details of professional institutions).
2. In case the services Sl. No. 2 to Sl No. 8 are outsourced through sub-consultants by us I/We undertake full responsibility for timely deliveries without deficiencies.

**SIGNATURE OF APPLICANT(S)**

## ANNEXURE-I

(To be given on the letterhead of the bidder)

No. \_\_\_\_\_

Dated:

\_\_\_\_\_

### **CERTIFICATE**

*(Bidders from India)*

I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India and hereby certify that I am not from such a country.

### ***OR (whichever is applicable)***

*(Bidders from a Country which shares a land border with India)*

I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India and hereby certify that I am from \_\_\_\_\_ (Name of Country) and have been registered with the Competent Authority. I also certify that I fulfill all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

Signature of the Tenderer  
Name & Address of the  
Tenderer with Office Stamp

**Undertaking for GST Certificate**

GST registration certificate of the Kerala State if already obtained by the bidder. If the bidder has not obtained GST registration of Kerala State as required by GST Authorities, then in such a case the bidder shall scan and upload the following undertaking along with other bid documents.

“If work is awarded to me, I/We shall obtain a GST registration certificate of the Kerala State within one month from the date of receipt of the award letter or before the release of any payment by IITPKD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IITPKD or GST Department in this regard”

Place:  
Date:

Signature of the Tenderer  
Name & Address of the Bidder with Office Stamp