CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADTION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI – 400101.

INSTITUTE OF BANKING PERSONNEL SELECTION

(A PUBLIC TRUST REGISTERED UNDER BOMBAY PUBLIC TRUST ACT, 1950 AND A SOCIETY REGISTERED UNDER SOCIETIES REGISTRATION ACT, 1860)

ADMINISTRATION DEPARTMENT, I.B.P.S HOUSE, 4TH FLOOR IBPS.HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI - 400101.

PROJECT MANAGEMENT CONSULTANTS –
B. J. MEHTA ARCHITECTURAL & STRUCTURAL CONSULTANTS PVT LTD, 3, AMITVIJAY CHSL , KASTURBA CROSS ROAD, NEAR BHANU PARK, KANDIVALI (WEST), MUMBAI - 400067.

NAME OF THE WORK :

PROVIDING TECHNICAL CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION 3D MODELING SERVICES AND COMPLETE CLASH DETECTION AND RESOLUTION USING PROJECT REVIEW / AUTODESK NAVISW SOFTWARE FOR

“ RENOVATION AND UPGRADTION WORKS AT I.B.P.S HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI - 400101 ”.
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**Section-1**

**Abbreviations used in this Tender**

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Basic

Title: M.E.P. Consultancy for Renovation and upgradation of office building at Kandivali (East) Mumbai -400101

Description: This tender for consultancy services for Renovation and upgradation of office building at Kandivali (East). Completion: PO will be valid for 01 years.

Tender Type: Public
Tender Scope: Domestic
Bid Type: Two Bid
Evaluation Criteria: Overall L1 for all items
Tender Due Date & Time: 21-08-2019 17:00 Hrs
Reverse Auction Applicable: No
Pre Bid Conference Start Date & Time: 14-08-2019 14:30 Hrs
Pre Bid Conference End Date & Time: 14-08-2019 16:30 Hrs
Queries Start Date & Time: 01-08-2019 10:00 Hrs
Queries End Date & Time: 12-08-2019 17:00 Hrs
Un Priced Bid Open Date & Time: 22-08-2019 14:30 Hrs
Department: ADMINISTRATTION DEPARTMENT -IBPS
ADDRESS: IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101

Tender Description: This tender for M.E.P. consultancy services for Renovation and upgradation of office building at Kandivali (East); PO will be valid for 01 years. Pre bid conference is scheduled on 14-08-2019 14:30 Hrs at IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101

Notice Inviting Tender: This tender for M.E.P. consultancy services for Renovation and upgradation of office building at Kandivali (East). Completion: PO will be valid for 01 years. Pre bid conference is scheduled on 14-08-2019 14:30 Hrs at IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101

Validity of offer - 180 days from the initial or extended Due Date for submission of Tender whichever is later unless specified otherwise.

Liquidated Damages/Price Reduction clause accepted unless specified otherwise.

Please quote all the taxes, if applicable, only in percentage terms and not in Per unit(Amount) basis. The Per unit option is provided only to quote for extras like Loading charges, packing charges, TPI charges etc. In case, it is found that you have quoted taxes in amount basis, your bid may be liable for rejection.

The amount of Professional Consultancy Fees to be charged for these assignment shall not exceed (inclusive of all expenses) Rs. 25 Lakhs plus Taxes as applicable.

The tender documents to be submitted in 2 sealed envelopes – one for Technical bid and one for Commercial bid.

The EMD to be submitted in a separate sealed envelope pasted on the technical bid envelope only.
Sealed tenders are invited from experienced technical consultants having knowledge in

1. Clash detection to be carried out through Project Review / Autodesk Navisw software. The version of Project Review / Autodesk Navisw Software shall be latest available.

2. For aforesaid work, consultants participating must have successfully completed minimum one (1) project with Hon. Government of Maharashtra on “3D Modeling & Clash Detection through Project Review / Autodesk Navisw Software”. Work completion certificate for the same must be submitted along with technical bid.

3. Consultant shall have office in Mumbai/ New Mumbai/ Thane or Mira Bhayander Road for ease of coordination with Client / P.M.C./ Architects.

1.1 Tender Form, conditions of contract, specifications and contract drawings can be downloaded from the website www.ibps.in from the date indicated in Tender Schedule. The tender will be received in the office of the Administration department, I.B.P.S House, Near Thakur polytechnic, Kandivali (East), Mumbai – 400101. on 21.08.2019 up to 5:00 pm. Tenders, sent by post, shall not be accepted.

1.2 The tender should be accompanied by an earnest money deposit which should be paid by demand draft / Pay Order, in favour of IBPS

1.3 Earnest money in any other form of cash or cheque will not be accepted.

1.4 The amount of earnest money will be forfeited in case successful Consultant does not pay the amount of security deposit within the time specified as stipulated by the IBPS and complete the contract documents. Also, subsequent to tender process or during the tender process if the vendor withdraws/ cancels the offer or refuse to accept the order, the EMD shall be forfeited. In all other cases, earnest money will be refundable.
1.7 Earnest money of the unsuccessful Consultants will be refunded on their application only after an intimation of rejection of their tender is sent to them or on the expiry of 30 days whichever is earlier.

1.8 The acceptance of the tender may be intimated to the Consultant by mail or otherwise either by the Administration Dept., IBPS and such intimation shall be deemed to be an intimation of acceptance of the tender given by the authority competent to accept the tender.

1.9 The Consultant shall enter his Lump sum offer in the blank space in Annexure – ‘B’ of the printed agreement form, in figures and words with his attestation. In case there is difference between offer written in figures and words, the lowest offer will be taken as final.

1.10 No pages should be removed from, added in, or replaced in the Tender. No change in Tender format is allowed.
Section-2
Instructions to Bidders

1. MEP Consultants are advised to submit their bids taking full notice of all the pre-qualification criteria if any, technical specifications, terms and conditions. Bidders are to note that this tender is only through the offline mode. The sealed tenders has to be submitted to the office of IBPS before the end date/time. Tenders received after the end date shall not be accepted.

2. Eligible Bidders are required to submit their offer in two parts - Technical and Commercial bid (Unprice bid and Price Bid). The Technical Bid as well as Price Bid shall both be submitted along with the documents as required in this tender.

3. Submission of Bids:

i. Bids are required to be submitted in 2 parts- Technical and Commercial Bids (Unprice bid and Price Bid respectively).

ii. Eligible Bidders are required to submit their offer by the tender due date/time as specified in the tender. Late/ delayed tenders submitted after the due date and time, for whatsoever reasons will not be considered.

iii. It may be noted that response in any other form (through post, telegram, fax, telex, and courier) shall not be accepted.

iv. All details, revisions, clarifications, corrigenda, addenda, time extensions, etc., to the tender will be informed by email/ website notification. Bidders may make periodic inquiry with the department to keep themselves updated.

v. Bidders are advised to study all the Tender Documents carefully and understand the Tender/Contract Conditions, Specifications etc., before quoting. If there are any doubts, they
should get clarification in writing but this shall not be a justification for late submission of tender or extension of opening date. Tender should be strictly in accordance with Terms & Conditions, Specifications. Doubts if any can be cleared in pre-Bid meeting.

vi. The offer from the tenderer should be strictly in accordance with Terms & Conditions of the tender, Specifications.

vii. All the enclosed Tender documents along with the covering letter will form part of the tender.

viii. It shall be understood that every endeavour has been made to avoid errors which can materially affect the basis of the tender and the successful Tenderer shall take upon himself and provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

ix. If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.

x. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

xi. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

xii. The Bids shall be valid for a period of not less than 180 (one hundred and eighty days) from the Bid Due Date.

4. Technical Bid (Unpriced Bid)
Following documents to be submitted along with Technical bid

a. Attachments/ Annexures only as instructed duly filled in, signed & stamped needs to be uploaded as per requirement.
b. Copies of Tax Registrations (GST etc)

c. Copies of Registration Certificate under NSIC, MSE etc.

d. Declarations on Blacklisting or holiday listing

e. Declaration on PAN card

f. Particulars of Bidder & Organization details

h. Authorisation letter to sign tender document

Note: Bidders have to ensure that Rates/Prices are not mentioned anywhere in Technical bid, failing which the bid is liable to be rejected.

5. **Earnest Money Deposit (EMD)**
   As mentioned in tender is to be submitted separately and not in the price bid.

6. **Price Bid**
   a. The prices are to be offered only in the price bid document of tender.
   b. Price bid shall not contain anything else other than the rates. No terms and conditions or exception / deviation are permitted in price bid.
   c. Validity of the Offer: The offer shall be valid for a period of 180 days from the due date/ extended due date of the tender.
   d. No over writing/corrections or any type of ambiguity in Price Bid will be entertained and will amount to disqualification of such bid.

7. All communication regarding the tender including queries, if any, and submission of bids shall be done by mail on administration@ibps.in

8. IBPS shall not be responsible for any delays whatsoever in receiving as well as submitting the offers, due to any reasons. IBPS shall not be responsible for any delays in submitting EMD, wherever applicable.

9. IBPS will not be responsible for the cost incurred in preparation and submission of bids including the cost of digital certificate, regardless of the conduct of outcome of the bidding process.

10. **Bidders are not allowed to mention any quotes in any other parts of the tender other than the price bid.**

11. The bidder shall be fully responsible for the payment of any and all taxes, duties, octroi, cess, levies and statutory payments payable under all or any of the statutes etc.

12. **Rebate:**
   No reduction in prices quoted by bidder shall be permitted after tender submission due date & time/ extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid (s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for award of work.
13. Request for extension of tender submission due date, if any, received from bidders shall not be entertained.

14. Queries:
   i. Clarifications sought/ queries received from bidders /MEP Consultants/parties on tender, after the last date provided for submission of queries, will not be entertained by IBPS. Please refer query end date / time in tender calendar after which no query posted by bidder shall be considered.
   ii. Queries to be submitted through e-mail on administration@ibps.in
   iii. Please note that queries related to scope, tender specifications, terms & conditions etc. should be communicated in writing or mail only. IBPS, at its sole discretion, may not entertain the queries sent by post/ fax or through any other mode of communication.
   iv. The clarification to the queries raised by all the vendors will be duly responded by IBPS and shared to all participating vendors after compilation.

15. The Bid document is not transferable.

16. IBPS reserves the right to reject any and / or every tender without assigning any reason whatsoever and / or place order on any tenderer and their decision in this regard will be final. No disputes could be raised by any tenderer(s) whose tender has been rejected.

17. Black List/Ban/Holiday List
   i. Bids received from parties who have been banned/blacklisted / put on holiday list or parties in respect of whom the action for blacklisting and holiday listing has been initiated by IBPS/any Government/ Quasi Government Agencies or PSUs, shall not be considered for either evaluation or for award of work. Offer of Vendor who has not submitted declaration on black listed or holiday listed shall be considered as non-responsive and offer shall be rejected.

   ii. The bidder should give a written declaration, in Annexure- D indicating that they are not on holiday list/banned/blacklisted as on due date of this tender.

18. Address of tender floating department:
   Administration Institute of Banking Personnel Selection,
   IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai – 400101
   Tel. No. 022-29687000

19. Integrity Pact:
   (will be given to the successful bidder)

20. Subcontracting prohibited:
   If a contractor submits his bid, qualifies and does not get the contract because of his being not the lowest, he will be prohibited from working as a subcontractor for the contractor who is executing the contract.
22. **Acceptance of the Offer by IBPS:**
Incomplete or conditional submissions, and those with deviations/subjective or counter conditions/quantity restrictions or those not accompanied by the requisite documents shall be liable to be rejected and no further correspondence/enquiries on this issue by the tenderer shall be entertained. Any Terms and Conditions attached/printed overleaf of the Tenderer's offer will not be binding on IBPS.

IBPS is not bound to accept the lowest offer and reserve the right to reject any and/or every tender without assigning any reason whatsoever and/or place order on one or more tenderers in the manner considered appropriate by the IBPS. IBPS also reserves the right to reject any Un-workable offer.

Purchase/price preference as applicable would be given to Central Public Sector Enterprises/MSE registered vendor as per directives of Government of India, in vogue from time to time.

Tenderers may have to attend the concerned office of IBPS for negotiations/clarifications if required at their own cost, in respect of their quotations without any commitment from the Corporation.

23. Please note that all the terms and conditions of this tender are required to be accepted by bidders and no counter conditions will be entertained.

24. Any bid that does not meet the Pre-Qualification requirement if any or the requirement in the Technical bid is liable for rejection without further notice. IBPS reserves the right to accept/reject any or all of the bids at their sole discretion without assigning any reason.

25. IBPS reserves the right to extend the tender due date.

26. IBPS is not responsible for any delay in submission of bids by the vendor.

27. **Corrigenda/Addenda:**
(i) At any time prior to the bid due date, IBPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify this tender Document.
(ii) The modifications, amendments, clarifications, corrigenda, addenda, time extensions, etc. to this tender will be intimated to the bidder by email/post.
(iii) All corrigenda published are deemed to have been accepted as part of tender terms and conditions irrespective of the date a bid is submitted by the bidder.
(iv) Bidder shall be responsible to ensure that the bid submitted has taken into consideration all the corrigenda published as above.

28. **Extension of Due date:**
In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, IBPS may, at its discretion, also extend the bid due date.

29. IBPS reserves the right to reject any or all bids received incomplete.

30. **Commencement of Work and Refusals**
a. The MEP Consultant shall have to start the work within 03 days from date of issue of call up order or advice to commence the work.

b. If the MEP Consultant does not start the work by the above stated period and if the IBPS is not satisfied with the reasons for not starting the work in time or if MEP Consultant refuses to carry out the work due to any other reason, IBPS can cancel the work order by giving a notice after the expiry of the specified period as per the order and the same work shall be carried out by any other MEP Consultant at the entire risk and cost and consequences of the defaulting MEP Consultant.

c. In the event of such cancellations for works during the contract period, the initial Security Deposit shall be forfeited and the standing contract shall be cancelled forthwith.

31. Clause Others:

a) Vendor shall not sublet, sub contract or assign the work against order placed.

b) Price reduction/LD: As per General Terms & conditions.

c) IBPS reserves the right to suspend execution of the order in event of strike, accidents or other contingencies beyond IBPS control.

d) IBPS reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason.

e) IBPS shall not be bound to accept the lowest tender and reserves right to accept any or more tenders in part. Decision of IBPS in this connection shall be final.

f) All correspondence shall be in English language only.

32. Order of Precedence:

i. The Special Terms & Conditions and the Technical Specification of the tender shall always supersede the General Terms & Conditions of the tender for the related terms/ clauses.

ii. In case of contradictions between various sections of the tender document, the Work Description shall supersede Specification and Drawings and Special Terms & Conditions shall supersede instructions to tenderers, particular clauses of General Terms & Conditions or clauses stated elsewhere

33. Miscellaneous

a. IBPS reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason. Decision of IBPS in this regard shall be final and binding on the bidder.

b. This Tender is not transferable. All enclosed tender documents along with the Annexures / Attachments will form part of the tender.

c. The prices quoted by the Tenderer shall be firm during the validity period of the bid and Tenderer agrees to keep the bid alive and valid during the said period. In case the tenderer revokes or cancels the tender or varies any of terms of the tender without the Consent of the Owner, in writing, the Tenderer forfeits the right to the refund of the Earnest Money paid along with the tender.
d. In case of any dispute, the decision of Director, IBPS shall be final and binding subject to the exclusive jurisdiction of Mumbai Courts only.

e. IBPS reserves the right to take action as deemed fit which is inclusive of placing the tenderer under suspension / holiday for a period as decided by the them, in case of withdrawal of offer at any stage, non-acceptance of LOI/PO or non-execution of order or any other breach of tender terms and conditions.

f. In case of any dispute in the interpretation of the terms and conditions of the tender, the decision of the IBPS shall be final and binding.

34. Other:
   a) Tenderer should ensure that they submit their offer before the due date & time of tender.
   b) An offer may not be considered, if IBPS is unable to evaluate the same for want of any information.

For Any queries, please contact: IBPS or Project Management Consultants
M/s B. J. Mehta Architectural and Structural Consultants Pvt Ltd,
3 Amitvijay Chsl, Kasturba Cross Road, Kandivali (West), Mumbai - 400067.
O – 022-28660636 /28621676
4. **SCOPE OF WORK**

4.1.1 The MEP DESIGN CONSULTANT should develop the conceptual plan taking into account the conceptual proposal.

4.1.2.1 Technical Studies including demand market assessment, need analysis, benchmarking of similar projects globally including the concepts, feasibility and scope of various project structures.

4.1.2.2 Development of environmentally sustainable solutions to the project components.

4.1.3 The MEP DESIGN CONSULTANT should not change any engineer/ sub MEP DESIGN CONSULTANT/ key personnel without prior approval of IBPS and, if any of the staff deployed by the MEP DESIGN CONSULTANT, in the opinion of the Engineer-in-charge, is found unsuitable, should be removed immediately and replaced with prior approval of Engineer-in-charge.

4.1.4 The MEP DESIGN CONSULTANT shall provide methodology to economical electrical works and to reduce the Electrical cost.

4.1.5 The Assignment covers the jurisdiction of Mumbai.

4.1.6 All necessary Permissions/ Approvals/ Clearances/ NOCs pertaining to scope of work as per this contract from the concerned authorities as and when required shall be taken by MEP DESIGN CONSULTANT.

4.1.7 The MEP DESIGN CONSULTANT/its representative should visit to the site, if they wish to do so, at their own cost before their submission of the bid, in order to access the conditions. (with prior appointment on working day between 11 AM to 4 PM)

4.1.8 The offer agreed shall be the same and unchangeable till the completion of MEP Designs work planned 12 Months period from the date of awarding of contract and inclusive of all expenses, and including all taxes and cesses except GST. No other liability will be borne by IBPS. The period of assignment will be as per NIT. The rights are reserved by IBPS to extend the time limit if required.

4.1.9 The MEP DESIGN CONSULTANT shall have to prepare “Manual for good Electrical work practice” and “Manual for maintenance of Electrical works for long period, check list covering all the items to be executed as per the detailed estimate and furnished to IBPS.

4.1.10 The MEP DESIGN CONSULTANT shall have to submit As-built drawings and Maintenance Manual in 5 copies (Hard copy and Soft copy) after completion of the Project.

4.2. **Conceptual design stage**

The MEP DESIGN CONSULTANT shall

(I) be responsible for developing the Design Brief Details, Area Statement, and detailed area
layout with all services such as following facilities:

i) Energy efficient electrical fittings and fixtures;
ii) Possible use of solar energy;
iii) Energy conservation and use of renewable energy;
iv) Optimized design to reduce consumption of conventional energy, water, etc.

(II) Develop a phased roadmap for integration of the entire campus.

i) Develop Concept Plan acceptable to IBPS.PMC.
ii) Interact with IBPS/PMC, modify the concept design, if required, incorporating necessary changes and submit revised/modified conceptual design with reference to the requirements given, providing details of useful area, circulation area, plinth area, ground coverage, and broad specifications etc.
iii) Obtain approval of final Concept Plan from Competent Authority.
iv) Propose methodology for execution of work having regard to various facilities.
v) Ensure that all concerned experts in all fields such as, but not limited to, the following, and are expected to be available at every stage during the finalization of the conceptual design:

a) Electrical, AC, & MEP
b) Security consultancy
c) Lift Experts.
d) CCTV.
e) LV works consultancy.
f) Master planning and Infrastructure planning consultancy.
g) Green building certification consultancy.

MEP Consultancy required for Landscaping/Gardening.

4.3 Scope of services of the MEP Design Consultant:

The MEP DESIGN CONSULTANT shall perform the following Services for the Project under this Assignment as described below:

MEP design, detailed drawings, with preparation of detailed Estimate (DSR & Non-DSR Items should be supported by proper documentation as per requirement of Engineer-In-charge), equipment planning, master planning of area and preparation of DPR & considering all objectives.

The MEP DESIGN CONSULTANT shall give the Mission and Vision Document to guide all current and future works.

Important Note:-“No separate fee shall be paid to the MEP DESIGN CONSULTANT for hiring consultancy services if any, for any of the services required for execution of the project.”

4.4 Preliminary Drawings/Design Stage:

The MEP DESIGN CONSULTANT shall

1. Arrange all necessary Permissions/ Clearance/ Approvals/ NOCs certificates from the concerned authorities as per requirement (as and when required). The Statutory fee for
such clearances will be borne by IBPS.
2. Prepare report on site evaluation.
3. Suitably modify the preliminary drawings, designs, etc. as discussed with IBPS
4. Prepare detail estimates as per PWD norms and get them sanctioned from Competent Authority.
5. Submit drawings to local bodies like MC.G.M. in Mumbai, concerned authority etc. for clearance and arrange approval. The statutory fees for such clearances will be borne by the IBPS.

Obtain all the necessary preliminary permission from concerned authority / Local authority including firefighting, Electrical Connection, utility shifting and other necessary approvals, NOCs and permissions required for the Project at any stage of the project. The fee for such clearance shall borne by IBPS.

4.5 Detailed Design Stage

The MEP DESIGN WORKS CONSULTANT shall
1. Prepare complete Electrical works design & drawings, working details, schedules, specifications, Electrical details,
2. HVAC system, communication and networking plan, call system, fire detection, Fire protection and fighting systems and clearance,
3. electrical layout and details, integration of all systems and services, IT and Intelligent Management system, operating work flows and systems,
4. EPABX, (site planning land form and grading, hard and soft copy, illumination), schedule of finishes,
5. Electrical works design, detailed drawing, and preparation of detailed estimate (DSR & Non-DSR items should be supported by proper documentation as per requirement of PMC and get them approval from Competent Authorities and from all the local bodies, etc. The MEP DESIGN CONSULTANT shall provide at least 10 sets of drawings to the IBPS and in soft copy.

5.0 The MEP DESIGN CONSULTANT is liable to complete all the activities (as per Scope of Work) till this stage i.e., Pre-tender activity.
(i) IBPS reserves the right, with respect to the priority of commissioning of the scope of work.
(ii) IBPS reserves the right to restrict/ discontinue any further activity from scope of work of the MEP DESIGN CONSULTANT from this stage.
(iii) The fee to be paid to the MEP DESIGN CONSULTANT shall be as per Memorandum.

6.0. BID PROCESS MANAGEMENT

6.1.1 The MEP DESIGN CONSULTANT shall assist IBPS/PMC to decide pre/post-qualification criteria for appointment of bidders, finalization of qualification and selection criteria for the bidders, sub bidders and vendors.

6.1.2 The MEP DESIGN CONSULTANT shall prepare tender documents including
specifications, drawings etc. and get approvals to them from Competent Authorities.

6.1.4 The Competent Authority of IBPS shall hold pre-tender meeting in a pre-determined manner and offer clarifications, if any, sought by the tenderers. The clarifications relating to the tender shall be drawn up by the PMC with the help of MEP DESIGN CONSULTANT and the same shall be issued to the intending tenderers with due approval from Competent Authority. The clarifications issued shall form a part of the main Contract document for the work.

6.1.5 The Competent Authority of IBPS shall receive and open the tenders in the pre-determined manner, on the appointed date and time, in the presence of tenderers who chose to remain present. The MEP DESIGN CONSULTANT shall assist the PMC in evaluation of technical and price bids received from the EPC bidders review and vetting of the construction method statement, vetting and recommending approval of engineering, structural and other designs and drawings provided by the EPC Contractor. The PMC shall thereafter issue Letter of Acceptance to the selected Contractor(s) and take further necessary actions in accordance with the tender conditions.

6.1.6 **IBPS shall have absolute right to accept or reject any or all tenders without assigning any reason whatsoever and the decision of the Competent Authority shall be final and binding on all the parties.**

6.1.8 IBPS in its sole discretion, at this stage, may augment/ diminish the Scope of work or cause to take some part of the Project at a later stage.

6.1.9 IBPS in its sole discretion, shall get the Project completed and/or services delivered through different MEP DESIGN CONSULTANT’s/ Agencies from this stage onwards i.e., from the stage of preparation of Draft Tender Papers (DTP).

7. **CONSTRUCTION STAGE ACTIVITIES**

7.1 Construction & Commissioning

MEP DESIGN CONSULTANT should resolve the queries of IBPS officers as well as PMC up to final commissioning and handing over of the facility in functional order/condition to the IBPS.

7.2 MEP DESIGN CONSULTANT should regularly monitor the works progress activities and submit monitoring report to PMC, once in a week and IBPS, once in a month.

8. **DEFECT LIABILITY PERIOD (Performance Period):**

The defect and Liability period shall be 1 year after the issue of completion certificate
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR
RENOVATION AND UPGRADEION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI – 400101.

9. SERVICES DURING DEFECT LIABILITY PERIOD

During the DEFECT LIABILITY PERIOD after completion: The MEP DESIGN CONSULTANT shall resolve the problems faced due to defective workmanship of the contractors of upto the desired satisfaction of IBPS and PMC.

10. DELIVERABLES AND TIMELINES

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Stage</th>
<th>Activities</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I – A</td>
<td>Preliminary Drawing/ Design [Detailed Design to proceed concurrently] and approval from Competent Authorities</td>
<td>7 Days</td>
</tr>
<tr>
<td>2</td>
<td>I – B</td>
<td>Preparation of Estimates</td>
<td>Next 8 Days</td>
</tr>
<tr>
<td>3</td>
<td>II – A</td>
<td>Technical Sanctions of estimates</td>
<td>Next 7 Days</td>
</tr>
<tr>
<td>4</td>
<td>II – B</td>
<td>Preparation of Draft Tender Documents, Approval of Draft Tender Documents From Competent Authorities</td>
<td>Next 8 Days</td>
</tr>
<tr>
<td>5</td>
<td>III</td>
<td>Bid processing, Work Order Issuance</td>
<td>Next 30 Days</td>
</tr>
<tr>
<td>6</td>
<td>IV – A</td>
<td>Works progress monitoring and reporting to IBPS/ PMC</td>
<td>6 months or up to date of completion of works (whichever comes first)</td>
</tr>
<tr>
<td>7</td>
<td>IV – B</td>
<td>Defect Liability Period</td>
<td>12 months</td>
</tr>
</tbody>
</table>

10.1.2 Statutory Approvals

Following Milestones shall be followed for payments at various statutory approvals phase wise. Party has to quote as numerical value of the percentage.

The percentage mentioned below will be of the total cost of the fees quoted by the party under item no 2.

a) 30% After submission of drawings and necessary documents to Statutory authorities.

Statutory Authorities include:
- Mumbai Municipal Corporation,
- Mumbai Port Trust,
- Mumbai Fire Services Dept.
- Mumbai Police Depts.,
- Lift inspectorate.
- Factory Inspectorate
- Any other Statutory Authority like Pollution Control Board etc. for obtaining all necessary approvals for Renovation works.

The above list is only indicative and scope should include approvals required to be taken for completion of all statutory formalities, whichever is applicable.
The approval shall be obtained prior to commencement of any work.

b) 50% after obtaining all required approvals form Statutory Authorities as mentioned in point
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADEION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

a. obtaining all necessary approvals for Renovation work i.e. Approvals required for starting construction.

c) 20% after getting occupancy certificate/completion certificates and all approvals required after completion of building.
SUBMISSION OF TENDER & PREQUALIFYING CRITERIA:

INSTRUCTION TO THE TENDERER/ BIDDER

The first envelopes Envelope – 1 is for eligibility criteria and technical capability of Bidder/ Consultant

Documents required in ENVELOPE NO. 1 (Technical Bid)

1. Scanned from original copy of valid registration certificate registered under relevant Act (Companies Act 1956 or the Companies Act 2013 or Partnership Act – 1932 amended from time to time) as the case may be.

2. Scanned from original copy of PAN Card.

3. Scanned from original copy of GST Registration Certificate/Scanned copy of Online G.S.T. Registration

4. Scanned from original copy of partnership deed in case of partnership firm or memorandum, article of association for company and copy power of attorney. (if applicable)

5. Scanned from original copy of Details of Minimum 5 years’ experience in engineering consultancy services as well as designing of MEP DESIGN Works in Commercial/ Government projects. [Experience should meet qualify criteria]

8. Work completion certificate should be issued by competent authority should be attached with outward no. date.

9. Scanned from original copy of Bidder’s highest annual turnover during last five preceding years. C.A.’s certified copy with outward no. date should be attached.

15. Scanned from original copy of Professional Tax Registration / Professional Tax Enrolment Certificate.

16. Scanned from original copy of PF Registration / PF Certificate

ELIGIBILITY CRITERIA

The intending Bidder should fulfill the following minimum pre-qualifying criteria
i. Experience: Bidder should have the experience of completion of similar works during last
5 years ending last day of month previous to the one in which tenders are invited should be either
of the following.

a. Three similar completed works having an area of 32000 sq.ft., OR

b. Two similar completed works having an area of 48000 sq.ft., OR

c. Two similar completed works having an area of 64000 sq.ft.,

1. Similar works mean: Design of External and or Internal Electrification, LT/HT panels,
Plumbing, Air conditioning, Solar Designing, Rainwater Harvesting, P.A. System, Audio
Video, LAN cabling, substation, Transformer, Lifts, CCTV, Parking, Sprinkler system, Security
& fire-fighting installations system, DG. system etc. and allied works in State Govt Organization
or central Govt Departments and or Public Sector Undertaking.

Attach copy of consultancy works purchase order & any other supporting data to
substantiate claims or completion certificate from principle IBPS with outward no. date.

ii. Profitability: The applicant should be a profit (net) making firm and should not have
incurred any loss in the last 2 (two) financial years or any three out of last five years ending 31st
March, 2019. It duly certified by Chartered Accountant.

iii. EPF Registration: Bidder must have valid EPF/ PF registration.

iv. Joint Venture: Joint Ventures are not permitted.

vi. The applicant must have adequate organizational setup and reasonable presence in the
work area or nearby as well as having sufficient number of experienced personnel, technical
know-how, and infrastructure to complete the project well within time frame.

viii. I.B.P.S is free to get documents verified and agency shall have no objection to it. In
case if it is found at any stage that the agency has made any false information will be
disqualified and black listed.

ix. Ready Setup for Building Services coordination with Project Review Software as
mentioned – Should have license copy of Auto Desk,

Other Eligibility Criteria

a) The MEP Consultants shall have their office in Mumbai region
b) The Principal Director must be at least an engineer from any discipline  
c) Apart from Interior and renovation works the firm shall also have an experience in building works of large magnitude.

1.2 IMPORTANT NOTE:

1 Please note that Non-Submission of any document will invalidate the tender.
2 The Envelope No.2 will be opened only after confirmation as per B-1 Agreement Clauses and Technical Capability as mentioned in as per Para 1.3  
3 All other document as per various sections also be submitted for qualification.
4 E- mail address must be given by bidder.
5 No Joint Venture or Consortium is allowed

PROPOSAL MARKING:
Both the technical and financial proposals shall be marked separately. The technical proposal shall be evaluated on the following parameter and the marks shall be given accordingly.

<table>
<thead>
<tr>
<th>Proposal Marking</th>
<th>Parameters</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 FIRM’S EXPERIENCE &amp; CAPABILITY STATEMENT</td>
<td></td>
<td>10 Points</td>
</tr>
<tr>
<td>a) Experience of 5 years</td>
<td></td>
<td>05 points</td>
</tr>
<tr>
<td>b) Experience more than 5 years will be allotted 2 points for every 4 years of additional experience. (maximum points shall be restricted to 6)</td>
<td></td>
<td>2 points for every additional 3 Years ( Maximum 6 Points )</td>
</tr>
<tr>
<td>2 SIMILAR CONSULTANCY SERVICES / WORKS COMPLETED IN LAST 5 YEARS</td>
<td></td>
<td>30 Points</td>
</tr>
<tr>
<td>a) Single projects of 64000 Sq.ft OR</td>
<td></td>
<td>12 points</td>
</tr>
<tr>
<td>b) Two projects of 48000 Sq.ft OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Three projects of 32000 Sq.ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Every Additional Project of cost more than</td>
<td></td>
<td>Maximum 18 points</td>
</tr>
<tr>
<td>a) 64000 Sq.ft -- 12.00 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) 48000 Sq.ft -- 6.00 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) 32000 Sq.ft -- 4.00 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 FIRM’S FINANCIAL CAPACITY</td>
<td></td>
<td>10 points</td>
</tr>
</tbody>
</table>
3.1 Average Annual Financial Turnover Min 10Lakhs for Last 3 Years. The firm should be profit making

<table>
<thead>
<tr>
<th></th>
<th>6 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Annual financial Turnover as per threshold indicated (10 Lakhs)</td>
<td>6 Points</td>
</tr>
<tr>
<td>b) Additional financial turnover in multiple or part thereof @ 20% of the threshold value indicated in (Max 02 Marks)</td>
<td>2.00 point for each multiple. (Maximum 4 points)</td>
</tr>
</tbody>
</table>

4 STRENGTH OF TECHNICAL TEAM  

<table>
<thead>
<tr>
<th></th>
<th>20 points</th>
</tr>
</thead>
</table>
| a) Project Coordinator (Preferable) – 1 Nos (Min 8 Years Exp) – 1 point  
Every Additional Project Coordinator having More than 10 Years 2 points | 3 points |
| b) Electrical Engineer – 1 Nos – 1 point  
Additional Electrical Engineer with at least 8 Years experience – 2 | 3 points |
| c) HVAC Engineer (Preferable) – 1 Nos - 1 Point  
Additional HVAC Engineer with at least 8 Years experience – 2 | 3 points |
| d) Plumbing & Fire Fighting Engineer – 1 Nos - Point  
Additional HVAC Engineer with at least 8 Years experience – 1 point | 2 Points |
| e) AutoCAD Draftsman – 6 Nos - 2 points  
Additional Draftsman more than 4 – 1 point | 2 points |
| f) BIM Modellers – 1 Nos (BIM Licence Copy to be attached)  
Additional BIM Modellers - 1 point | 2 points |

5 Site Visit of completed projects  

<table>
<thead>
<tr>
<th></th>
<th>5 points</th>
</tr>
</thead>
</table>

6 Presentation given by the successful bidder  
The Consultants which are bidding/ tendering will be further evaluated on the basis of Approach and Methodology and work plan in response to Tender Works, the team composition, project scheduling and planning use of new technology/ concepts/ parameters etc.

<table>
<thead>
<tr>
<th></th>
<th>25 points</th>
</tr>
</thead>
</table>

Based on above mentioned criteria, the proposal shall be ranked in descending order of marks (The Technical Proposal with highest score will be ranked one and others accordingly). For
financial evaluation bidder scored more than 60 marks will only be considered. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

The tender should be submitted in two separate sealed covers as under:

(A) One sealed cover marked as Envelope No. 1 should contain the following documents only. (Technical (Unpriced) Bid).

i) Forwarding letter indicating the documents attached therein.

ii) Earnest money Deposit in the form of Demand Draft / Pay Order from Schedule Bank or Nationalized Bank.

iii) Certificate about experience in similar project (3D modeling and clash detection through Project Review / Autodesk Navisw Software)

iv) Details of works of similar type and magnitude carried out by the tenderer as per pro forma attached with the tender with the certificate from head of officer concerned (Statement No. II)

v) Details of other works in hand (Statement No. I)

vi) Details of technical persons who will be exclusively spared for the work by the Consultants as per pro forma attached with the tender. (Statement No. III)

vii) In case of Partnership Firm, attested copy of partnership deed and power of attorney should be attached.

viii) If in the event of the tender being submitted by a firm, it must be signed by each partner there of and in the event of the absence of any partner it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.

ix) Tender set duly signed on each page.

(B) The other sealed cover marked as Envelope No. 2 should contain financial bid (Price Bid)

3. Opening of Tenders:

i) The authority competent to open the tenders will first open the Technical Bid in the presence of the tenderers or their authorized representatives as may be present on the
date and time mentioned in this notice.

ii) The second sealed cover containing the “Financial Bid (Price bid)” will be opened in the presence of successful bidders or their authorized representative only after the part of the tender referred to above have been scrutinized.

4. The Consultant will have to sign the original copy of the tender papers and the drawings according to which the work is to be carried out. He shall also have to give a declaration to the effect that he has fully studied the plans, specification, local conditions, availability of Technical Staff etc. and that he has quoted his rates with due consideration to all these factors.

5. The right is reserved to revise or amend the contract documents prior to the date notified for the receipt of tenders or extended date. Such deviations, amendments or extensions of any, shall be communicated in the form of corrigendum by letter or/and by notice in Newspapers as may be considered suitable.

6. **IBPS** reserves the right to reject any tender if the same becomes a conditional tender thereby.

7. Examination of drawing and site conditions: The Consultant shall in his own interest carefully examine the drawings, conditions of contract, specification etc. he shall also inspect the site and shall acquaint himself about the climate, physical and all other conditions prevailing at site, the nature, magnitude, special features, practicability of the works, all existing and required means of communications and access to site. He shall obtain necessary information as to the risk, contingencies and other circumstances, which may affect and influence the tender. No claims on any of the above or any other factors will be entertained by the **IBPS Mumbai**, should there be any discrepancy, doubt or obscurity as to the meaning of any of the tender documents or as to the instructions to be observed by him, he shall set forth in writing such discrepancy or doubt, or obscurity and submit the same to the **Administration IBPS Mumbai** for elucidation as soon as possible.

8. The tender submitted by the tenderer shall remain valid for a period of 180 days from the date of opening of tenders.
9. The contractor(s) whose tender is accepted is required to note that no foreign exchange will be released by the Department.

10. Tenders which do not fulfill all or any of the conditions or are incomplete in any respect are liable to summary rejection.

11. Right to reject any or all tenders without assigning reasons therefore is reserved. The acceptance of the tender lies with the Administration IBPS.

12. This notice inviting tender shall form part of the tender agreement.
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADE WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

STATEMENT No. I
Details of other works in hand

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of work</th>
<th>Place &amp; Country</th>
<th>Work in hand</th>
<th>Anticipated date of completion</th>
<th>Work tendered for</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tendered cost</td>
<td>Cost of remaining work</td>
<td>Estimated Cost</td>
<td>Date when decision is expected</td>
<td>Stipulated date of period of completion</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
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<td></td>
<td></td>
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</tbody>
</table>

-------------SPECIMEN FORM-------------
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADE WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

STATEMENT No. II

Details of works of similar type and magnitude of the work carried by the Consultant

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Work</th>
<th>Cost of work</th>
<th>Date of starting</th>
<th>Stipulated date of completion</th>
<th>Actual date of completion</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

------------------------SPECIMEN FORM------------------------
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADTION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

**STATEMENT No. III**

Details of Technical Persons Working for Consultant

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Technical Person</th>
<th>Qualifications</th>
<th>Whether working in field or in office</th>
<th>Experience of execution of similar work</th>
<th>Period for which the person is working with the tenderer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---------- SPECIMEN FORM -----------
ANNEXURE – A

TERMS OF REFERENCE

Sub:- Terms of reference for the appointment of technical consultancy for

PROVIDING TECHNICAL CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION 3D MODELING SERVICES AND COMPLETE CLASH DETECTION AND RESOLUTION USING PROJECT REVIEW / AUTODESK NAVISW SOFTWARE FOR “RENOVATION AND UPGRADTION WORKS AT I.B.P.S HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI – 400101”

1. Technical Definitions:
   1.1 BIM: BIM as used in the Terms Of References (T O R) papers shall mean Building Information Modelling.
   1.2 MEP: MEP as used in the Terms Of References (T O R) papers shall mean Mechanical Electrical Plumbing.
   1.3 LV: LV as used in the Terms Of References (T O R) papers shall mean Low Voltage

1.1. SCOPE OF WORK:

A. Architectural Modelling and Coordination Services
B. Structural Modelling and Coordination Services
C. Electrical, Plumbing, Fire Protection and Low Voltage Modelling and Coordination Services
D. Mechanical (HVAC) modelling and coordination services
E. Solar power
F. Rain Water Harvesting

Project Description:

Existing I.B.P.S HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI – 400101” of approximately 5000.00 sqm and G + 5 (pt) structure
1.2. SERVICES TO BE RENDERED:

A.1. CLASH DETECTION TASK

Clash detection task shall be performed through Project Review / Autodesk Navisw Software. 3D model shall be setup in Autodesk’s Revit software and final product shall be exported to Project Review / Autodesk Navisw Software for Clash Detection. Depending on clash detection report, necessary adjustment to Revit model shall be carried out to avoid clashes.

1. Model all the services in BIM using Revit MEP.

2. Utilize architectural and structural model for coordination.

3. Coordinate all the services in BIM using Project Review / Autodesk Navisw Software.

4. Finalize MEP equipment and systems layouts.

5. Resolve all coordination issues and develop clash free model for all the services.

6. Maintain combined BIM model of all disciplines and use it in the coordination meetings.

7. Organize coordination meetings with Architect and Client to go over coordination issues where input is needed.

8. Assist PWD in Cost estimation by the use of quantities from the model.

Detailed flow chart of the modeling process is as depicted blow
CONSULTANCY SERVICES FOR BIM ENABLED MEP ,LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADE WORKS AT IBPS HOUSE , NEAR THAKUR POLYTECHNIC , KANDIVALI ( EAST ), MUMBAI – 400101.

Clash Detection through Project Review / Autodesk Navisw Software

Structural Design Input by Client / PMC/ Architect

Architectural Design Input by Client / PMC/ Architect

Development of Autodesk Revit Architectural Model

Development of Autodesk Revit Structural Model

MEP Design Input by Client/PMC/Architect

Development of Autodesk Revit MEP Model

Export Data to Project Review/Navisw Software

Perform Clash Detection
A.2. **ELECTRICAL & PLUMBING MODELING SERVICES**

1. **Electrical Services**

   Modelling of following electrical elements is included:
   
   a) Main Conduits
   b) Branch conduits
   c) Supports, Hangers
   d) Cable trays
   e) Junction Boxes
   f) Lighting Fixtures and Electrical Outlets.
   g) Lighting supports for special lighting.
   h) Electrical Panel Boards, Distribution Boards, Meters
   i) Access Zones for servicing
   j) Sleeves through structural elements
   k) In slab conduits

2. **Low voltage (LV) services**

   Modelling of following LV elements is included:
   
   a) Fire Alarm system Services
   b) CCTV System
   c) Public Address / Conference room System
   d) Call System
   e) Intercom system
   f) LAN /Data Services
   
3. **Public Health Engineering and Fire Protection Services:**

   Modeling of following PHE & FF elements is included:
   
   a) Pipes of all sizes
   b) Fixture
   c) Equipment
d) Storage tank,

e) Man holes, flushing tanks etc.

f) Septic tank etc

g) Inlet, drain chambers for rain water drains etc.

h) Pipe Supports

i) Sleeves through structural elements

j) Required access zones and clearances

B. DELIVERABLES

At the end of 3D modeling stage following documents shall be submitted for scope discussed in this document

a. Incorporate changes from BIM coordination and review meetings and approval from client, PMC and architect in the MEP services drawings to develop the working drawings/construction drawings.

b. Issue construction drawings for Building Electrical & Plumbing Works and submit it to the architect and client.

c. Detailed Clash Detection Summary Report with exhibits wherever required

d. Detailed Bill of Quantities (BOQ) for Building Electrical & Plumbing Works

e. REVIT Architectural, Structural & MEP Model in soft copy

Navisworks Model in soft copy

Three (3) sets of Construction/ Working Drawings for each utility shall be submitted. Any additional prints will be paid at actual by the client.

C. Schedule

1. Maximum 8 weeks to conclude the task from receipt of Work Order from I.B.PS. for the work of 3D modeling and clash detection including meetings and co-ordination with various departments.

2. Total duration of 12 months for Site Visits as and when required, based on
progress of work till the complete execution of the building.

3. To ensure timely delivery of the project co-ordination with PWD/concerned University authorities has to be reviewed.

D. Clarification on Scope of Services

1. Autodesk Revit latest Version and Project Review / Autodesk Navisw Software latest version will be used for modeling.

2. For Revit Architectural and Revit Structural model development, all design data will be furnished by Architect. Consultant will not be responsible for any design for Architectural as well as structural modules. Revit model shall be developed “As Is” on the basis of data provided by Architect for Architectural & Structural.

3. Detailed Bill of Quantities shall be prepared only for electrical and plumbing works.

4. M.E.P. Consultant to provide all electrical design data including make and models of each and every equipment/material to be used on the project including technical specifications.

5. M.E.P. Consultant to provide plumbing design data including make and models of each and every equipment/material to be used on the project including technical specifications.

6. Development of internal furniture layouts in 3D modeling is excluded from M.E.P. Consultant’s scope of services.

7. IBPS/PMC/ Architect shall share furniture/equipment layout during design stage to develop coordinated layout.

8. Security system (CCTV network) services shall be modeled as per IBPS requirement.

9. Vertical transportation (lifts) services shall be modeled as per IBPS requirement.

13. Earnest Money Deposit (E.M.D.)

(i) The MEP consultant shall have to pay a sum of Rs.10,000/- (Rupees Ten Thousand only) towards earnest money for a period from any Schedule Bank/Nationalized Bank in favor of I.B.P.S either by DD / Pay order

(ii) In the event of his tender being accepted the said amount of earnest money
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADATION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

shall be adjusted towards the amount of Security Deposit

(iii) If after submitting the tender the MEP consultant withdraws his offer or modified the same, or after acceptance of tender the MEP consultant fails or neglects to furnish the balance amount of Security Deposit without prejudice to any rights and power of the Government have under or in law, IBPS shall be entitled to forfeit the full amount of earnest money.

(iv) In the event of his tender not being accepted the amount of earnest money shall be released to the MEP consultant.

14. Security Deposit

All the MEP consultant shall have to pay Security Deposit of Lumpsum Rs 50000/- either by DD/ Payorder / Bank Guarantee within 10 days of the receipt by him of the notification of the acceptance of his offer.

The amount of 50% security deposit shall be refunded to the MEP consultant at the time of final payment of the contract amount for the said work and remaining 50% shall be refunded only after expiry of the guarantee period.

15. Income Tax and liable will be deducted at source as per prevailing rules.
ANNEXURE A-1

TIME SCHEDULE FOR CARRYING OUT 3D MODELING USING PROJECT REVIEW / AUTODESK NAVISW SOFTWARE.

NAME OF WORK :

PROVIDING TECHNICAL CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION, 3D MODELING SERVICES AND COMPLETE CLASH DETECTION AND RESOLUTION USING PROJECT REVIEW / AUTODESK NAVISW SOFTWARE FOR “RENOVATION AND UPGRADE WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

The consultant shall commence the consultancy work immediately after the notice to the consultants instructing the consultants to being carrying the services is issued.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Stage</th>
<th>Activities</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I – A</td>
<td>Preliminary Drawing/ Design [Detailed Design to proceed concurrently] and approval from Competent Authorities</td>
<td>7 Days</td>
</tr>
<tr>
<td>2</td>
<td>I – B</td>
<td>Preparation of Estimates</td>
<td>Next 8 Days</td>
</tr>
<tr>
<td>3</td>
<td>II – A</td>
<td>Technical Sanctions of estimates</td>
<td>Next 7 Days</td>
</tr>
<tr>
<td>4</td>
<td>II – B</td>
<td>Preparation of Draft Tender Documents, Approval of Draft Tender Documents From Competent Authorities</td>
<td>Next 8 Days</td>
</tr>
<tr>
<td>5</td>
<td>III</td>
<td>Bid processing, Work Order Issuance</td>
<td>Next 30 Days</td>
</tr>
<tr>
<td>6</td>
<td>IV – A</td>
<td>Works progress monitoring and reporting to IBPS/PMC</td>
<td>6 months or up to date of completion of works (whichever comes first)</td>
</tr>
<tr>
<td>7</td>
<td>IV – B</td>
<td>Defect Liability Period</td>
<td>12 months</td>
</tr>
</tbody>
</table>
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADATION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI ( EAST ), MUMBAI – 400101.

ANNEXURE A-2
(SCHEDULE OF PAYMENT)

NAME OF WORK :

PROVIDING TECHNICAL CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION 3D MODELING SERVICES AND COMPLETE CLASH DETECTION AND RESOLUTION USING PROJECT REVIEW / AUTODESK NAVISW SofTWARE FOR “RENOVATION AND UPGRADATION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI ( EAST ), MUMBAI – 400101.

Percentage of lump sum offer to be released on approval by the PMC on pro-rata basis mutually agreed.

1 SCHEDULE OF PAYMENT :

The MEP Consultant shall be paid professional fees as quoted in Annexure-‘B’ on Lump Sum basis and the following stages consistent with the work done which is covered under services of MEP Consultant plus other charges and reimbursable expenses as agreed upon, on Pro rata basis.

2 PROFESSIONAL FEES PAYABLE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activity</th>
<th>% of Lump Sum offer</th>
<th>Cumulate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On submission of Concept design.</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>2</td>
<td>Upon submission of detailed REVIT architectural model</td>
<td>20%</td>
<td>25%</td>
</tr>
</tbody>
</table>
CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION ETC FOR RENOVATION AND UPGRADATION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI (EAST), MUMBAI – 400101.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Upon submission of detailed REVIT structural model</td>
<td>20%</td>
<td>45%</td>
</tr>
<tr>
<td>4</td>
<td>Upon Submission of REVIT MEP Model and approval of Superintending Engineer, Public Works Circle is obtained.</td>
<td>20%</td>
<td>65%</td>
</tr>
<tr>
<td>5</td>
<td>Upon Submission of Clash Detection Through Project Review / Autodesk NaviswSoftware</td>
<td>20%</td>
<td>85%</td>
</tr>
<tr>
<td>6</td>
<td>Upon Submission of Working Drawings</td>
<td>10%</td>
<td>95%</td>
</tr>
<tr>
<td>7</td>
<td>On issuing Completion Certificate to the Project.</td>
<td>5%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note:-

i. The payment shown above shall be released only after the design and other details are approved by Project Management Consultant/IBPS.

ii. The last 5% payment shall be released only after physical completion of the construction of the building work in all respect and finally after giving occupation certificate.
ANNEXURE - B

Lump sum offer for Contract for the work
(Financial Bid to submitted in separately Sealed envelope)

The MEP Consultant shall have to quote his lump sum for the said work in the blank space provided as. (The offer shall be inclusive of all taxes)

Lump Sum offer for work

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The fees for the MEP Consultant is for all works as mentioned in the detail scope of works except the fees for obtaining the statutory approval. The quoted fees shall be lumpsum for the entire scope of works as given in the tender document. Payment will be made in parts as per Payment terms clause given in the tender.</td>
<td>Lumpsum</td>
</tr>
<tr>
<td>2.</td>
<td>Statutory approvals. Payment will made as for statutory approval</td>
<td>Lump sum</td>
</tr>
</tbody>
</table>

NOTE :-

1. The MEP Consultants are requested to Quote the fees separately as per the format given above and submit in a separate sealed envelope subscribed “Financial Bid”
2. The cost of project shall be excluding the following :-
   a. Cost of Land.
   b. Cost of any services which are not designed or planned by the Consultant
   c. Cost of any demolition etc.
   d. All payments made to local bodies.
   e. Cost of overheads and administrative expenses, advertisements charges of the department.
   f. Any taxes such as GST on material procured or services of any other agency appointed in the project, levies to be paid to Government, etc.
ANNEXURE ‘C’

This CONTRACT (hereinafter, together will all Appendices attached hereto and forming an integral part hereof, called the “Contract”) is made the ………………… of the month of ……………………… between, on the one hand, Institute of Banking Personnel Selection (hereinafter called the ”IBPS”) and , on the other hand ……………………………………………………………………

(hereninafter called the “ MEP Consultant”)

Now the parties hereto agree hereby as follows:

1. GENERAL PROVISIONS

1.1 Definitions:

Project: Providing Technical Consultancy Services for BIM Enabled MEP, LV, Fire Protection Services and Complete Clash Detection and Resolution Using Project Review / Autodesk Navisw Software For “FOR RENOVATION AND UPGRADTION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHIC, KANDIVALI ( EAST ), MUMBAI – 400101.”

The details are as below.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Building</th>
<th>Approximate Building Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FOR RENOVATION AND UPGRADTION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHNIC , KANDIVALI ( EAST ), MUMBAI – 400101.</td>
<td>5000.00 sqm.</td>
</tr>
</tbody>
</table>
1.1.1 Services: Services shall mean work to be performed by the MEP Consultants as per Terms of Reference in Annexure “A”, for the scope defined in terms of reference.

1.2 Law Governing Contract:
This Contract has been executed in the English Language, which shall be binding and controlling language for all matters relating to the meaning or interpretation of this Contract. Reports and all correspondence shall be in English.

1.3 Notice:
Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, telex, or facsimile to such party at the following address:

For Client  **IBPS.HOUSE, I.B.P.S HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI - 400101**

**MUMBAI**

For Consultant  -------------------------------------------------


1.4 Location:
The services shall be performed at such location as are specified in Terms of Reference hereto and, where the location of a particular task is not so specified, at such locations, as the client may approve.
1.5 Authorized Representative:

Any action required or permitted to be taken any document required or permitted to be executed under this Contract may be taken or executed:

i) On behalf of the client by the Head Administration, I.B.P.S House at Thakur polytechnic, Kandivali (East) Mumbai – 400101.

ii) On behalf of the Consultants by Shri._______________

1.6 Taxes and Duties:

The MEP Consultants and the Personnel shall pay all the taxes, duties, fees levies and other impositions levied under the Applicable Laws.

2. **COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT.**

2.1 Effectiveness of Contract:

This contract shall come into force and effect from the day of the acceptance of appointment letter as MEP Design consultant.

2.2 Termination of Contract for Failure to become effective:

If the Contract has not become effective within Two (2) weeks of the date hereof, either party may, by not less than Two (2) weeks’ written notice to the other party, declare this Contract to be null and void, and in the event of such a declaration by either party, neither party shall have any claim against the other party with respect thereto.

2.3 Commencement of Services:

The MEP Consultants shall begin carrying out the services immediately after receipt of work order.

2.4 Expiration of Contract:

Unless terminated earlier this contract shall terminate when, pursuant to the provisions hereof, the services have been completed and the payments of remuneration as per the accepted offer has been made.
2.5 Entire Agreement:

This Contract contains all covenants, stipulations and provisions agreed by the parties. No agent or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

2.6 Modification:

Modification of the terms and conditions of this contract, including any modification of the scope of the Services, may only be made by written agreement between the parties. Each party shall give due consideration to any proposal for modification made by the other party.

2.7 Suspension:

IBPS may, by written notice of suspension to the consultants, suspend all payments to the consultants hereunder if the consultants fail to perform any of their obligations under this contract, including the carrying out the services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the MEP consultants to remedy such failure within a period not exceeding fifteen (15) days from receipt by the MEP consultants of such notice of suspension.

2.8 Termination:

2.8.1 By IBPS:

IBPS may by not less than thirty (30) days’ written notice of termination to the consultants terminate this contract:

(a) If the consultants fail to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to clause 2.7 herein above, within fifteen (15) days of receipt of such notice of suspension or within such further period as IBPS may have subsequently approved in writing:
(b) If the MEP consultants become insolvent or bankrupt or enter into any agreements with their creditor for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary:

(c) If the MEP consultants fail to comply with any final decision in respect of technical matter of contract as decided by IBPS/ PMC

(d) If the MEP consultants submit to the client a statement which has a material effect on the rights, obligations or interests of the clients and which the consultants know to be false:

(e) If, as the result of Force Majeure, the MEP consultants are unable to perform a material portion of the services for a period of not less than sixty (60) days; or,

(f) If IBPS, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

2.8.2 By the MEP Consultants:

The MEP consultants may, by not less than thirty (30) days’ written notice to client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this clause 2.8.2 terminate this contract:

(a) If IBPS fails to pay any money due to the MEP consultants pursuant to this contract and not subject to dispute within forty five (45) days after receiving written notice from the MEP consultants that such payment is overdue

(b) If IBPS is in material breach of its obligations pursuant to this contract and has not remedied the same within forty five (45) days (or such longer period as the MEP consultants may have subsequently approved in writing) following the receipts by the client of the MEP consultants notice specifying such breach:

2.8.3 Payment upon Termination:

Should IBPS desire to terminate the contract at any time or cessation of the work becomes necessary for the MEP consultant owing to paucity of funds with the client, or form any cause attributable to IBPS
whosoever, IBPS shall pay MEP consultant the remuneration for the work done up to the stage. If only a part of activity is completed IBPS shall pay consultancy charges on pro-rata basis.

3. OBLIGATIONS OF THE MEP CONSULTANTS:

3.1 General:

3.1.1 Standard of Performance:

The MEP Consultants shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in such jobs of preparation of Architectural drawing and structural R.C.C. design of multi-storeyed structure (or other appropriate qualification) and with professional engineering and consulting standards recognized by international professional bodies, and shall observe sound management, technical and engineering practices and employ appropriate advanced technology and methods. The MEP consultants shall always act, in respect or any matter relating to this contract or to the services, as faithful advisers to IBPS, and shall support and safeguard IBPS’s interests in any dealing with Third parties.

3.1.2 Law Governing Services

The MEP consultants shall perform the services in accordance with the Applicable Law and shall take all steps to ensure that the personnel and agents of the consultants comply with the Applicable Law.

3.2 Conflict of Interest:

3.2.1 MEP Consultants not benefit from Commissions, Discount, etc.:

The remuneration of the MEP consultants pursuant to this contract shall constitute the consultants remuneration in connection with this contract or the services and the MEP consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations hereunder, and the MEP consultants shall use their best efforts to ensure that any personnel and
agents or either of them, shall not receive any such additional remuneration.

3.2.2 MEP Consultants and Affiliates not to be otherwise interested in Project:
The MEP consultants agree that, during the term of this contract and after its termination, the MEP consultants and any entity affiliated with the MEP consultants, shall be disqualified from providing goods, works or services, (other than the services and any continuation thereof) for the project if found otherwise interested in project.

3.2.3 Prohibition of Conflicting Activities:
The MEP Consultants and their personnel shall not, either during the term or after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract of IBPS’s business or operations without the prior written consent of IBPS.

3.3 Confidentiality:
The MEP Consultants, and their personnel shall not, either during the term or after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract of IBPS’s business or operations without the prior written consent of IBPS.

3.4 Liability of the MEP Consultants:
The MEP consultants shall be liable to the client for the performance of the services in accordance with provision of this contract (Note: If the MEP consultants consist of more than one entity, this should be changed to read: “The MEP consultants and each of their Members shall be jointly and severally liable to the client as a result of a default of the MEP consultants in such performance, subject to the following
limitations:

(a) The MEP consultants shall not be liable for any damage or injury caused by or arising out of the act, neglect, default or omission of any persons other than the MEP consultants or their personnel or either or them; and

(b) The MEP consultants shall not be liable for any loss or damage caused by or arising out of circumstances over which the MEP consultants had no control.

3.5 The MEP consultants shall be responsible for the arithmetical correctness, soundness of designs and correctness of drawings which they will prepare and submit for approval of the Superintending Engineer, Public Works Circle, Pune. In token of correctness of the calculations and drawings shall be signed by the MEP consultants under their stamp and seal.

3.6 Documents prepared by the MEP consultants to be the property of IBPS:
All approved plans, drawings, specifications, designs bill of quantities, reports and other documents prepared by the MEP consultants in performing the service shall become and remain the property of IBPS. And the MEP consultants shall, not later than upon termination or expiration of this contract, delivery all such documents to the clients, together with a detailed inventory thereof. The MEP consultants may retain a copy of this contract without the prior written approval of the IBPS.

4. OBLIGATIONS OF IBPS:

4.1 Payment:
In consideration of the services performed by the MEP consultants under this contract, IBPS shall make to the MEP consultants such payments and in such manner as is provided in Terms of Reference of this contract or as decided mutually between IBPS and MEP
5. FAIRNESS AND GOOD FAITH:

5.1 Good Faith:
The parties undertake to act in good faith with respect to each other’s rights under this contract and to adopt all reasonable measures to ensure realization of the objectives of this contract.

5.2 Operation of the Contract:
The parties recognize that it is impractical in this contract to provide for every contingency which may arise during the life of the contract, and the parties hereby agree that it is their intention that this contract shall operate fairly between them and without detriment to the interest of either of them and that, if during the term of this contract either party believes that this contract is operating unfairly, the parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but on failure to agree on any action pursuant to this clause shall give rise to a dispute. If, however, there is point of dispute about technical matter pursuant to design criteria and about any other matter the decision of Head Administration, IBPS shall be final and binding on all concerned.

6. SETTLEMENT OF DISPUTE:

Arbitration is not applicable to this contract. In case of disputes regarding Tech. issues, the decision of Director, IBPS shall be final conclusive and binding on all concerned.

Tender offer of the consultants to provide consultancy services for BIM enabled MEP, LV, fire protection 3D modelling and clash detection and resolution services and detailed working drawings along with bill of quantities for the following work/s is Rs. …( this is format bidders are requested not to fill any financial offer here )...................... (Rupees ...............
(this is format bidders are requested not to fill any financial offer here) is financial offer vide their letter No. ........................................ Dated ................................ for PROVIDING TECHNICAL CONSULTANCY SERVICES FOR BIM ENABLED MEP, LV, FIRE PROTECTION 3D MODELING SERVICES AND COMPLETE CLASH DETECTION AND RESOLUTION USING PROJECT REVIEW / AUTODESK NAVISW SOFTWARE FOR “FOR RENOVATION AND UPGRADTION WORKS AT IBPS HOUSE, NEAR THAKUR POLYTECHNIC, KANDIVALI (EAST), MUMBAI – 400101.”

7. The consultancy charges quoted for services mentioned above are accepted by IBPS

We, hereby agree to abide by and fulfill all the terms and conditions of this contract.

In WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names of the day and year first above written.

FOR AND ON BEHALF OF (IBPS)

By .................................................................

Authorised Representative

FOR AND ON BEHALF OF (MEP CONSULTANTS)

By .................................................................

Authorised Representative
FOR AND ON BEHALF OF EACH OF THE MEMBERS OF THE MEP ;CONSULTANTS (Member)

By

Authorised Representative
(The following declarations should be typed on the letter head of the tenderer and should be duly signed by an authorized signatory clearly stating the name and designation of the signatory)

DECLARATION NON BLACKLISTED / NON BANNED / NON HOLIDAY LISTED PARTY

WE CONFIRM THAT WE HAVE NOT BEEN BANNED OR BLACK LISTED OR DELISTED OR HOLIDAY LISTED BY ANY GOVERNMENT OR QUASI GOVERNMENT AGENCIES OR PUBLIC SECTOR UNDERTAKINGS.

Date: ________________ Name of Tenderer: __________________

Place: ________________ Signature & Seal

Of Tenderer ________________

Note: If a bidder has been banned by any Government or Quasi Government Agencies or Public Sector Undertakings, this fact must be clearly stated with details. If this declaration is not given along with the UNPRICED Bid, the tender will be rejected as non-responsive.