

# **Indian Institute of Management Mumbai**



**EXPRESSION OF INTEREST  
for  
Empanelment of Architects / Consultants  
for  
Preparation of Master Layout Plan  
&  
Providing Comprehensive Architectural Consultancy  
for the upcoming Projects of IIM Mumbai**

**Indian Institute of Management, Mumbai  
Vihar Lake Road, Powai, Mumbai (MH), Pin- 400 087**

# Indian Institute of Management Mumbai

NIT No.: IIMM/IPS/ EOI-Architect/2024/02

Date:17.04.2024

## NOTICE INVITING TENDER

### Expression of Interest for Empanelment & Selection of Architects / Consultants for Preparation of Master Layout Plan & Providing Comprehensive Architectural Consultancy for the upcoming Projects of IIM Mumbai.

Indian Institute of Management Mumbai (IIM Mumbai) invites online offer from eligible, reputed Architectural and Design Consultancy firms for Empanelment & Selection for the Preparation of Master Layout Plan & Providing Comprehensive Architectural Consultancy for the designated packages in their upcoming Projects in IIM Mumbai campus (Erstwhile NITIE campus) situated at Vihar lake Road, Powai Mumbai, Maharashtra 400 087 through e-tendering from eligible Architectural / Consultancy firms as per the detailed scope mentioned in the documents.

1. The name of the work and associated services are given below:

Name of work	Approximate cost of each package in the Project for which Consultancy Services is Required	Completion Period	Earnest Money Deposit	Tender Fee
Expression of Interest (EOI) for Providing Comprehensive Architectural Consultancy for the designated packages in their upcoming Projects in IIM Mumbai campus (Erstwhile NITIE campus) situated at Vihar Lake Road, Powai Mumbai, Maharashtra 400 087)	Rs. 100 Crores	48 Months as per NIT	Rs. 2,00,000/- (Rupees Two Lakhs only) By way of DD	Rs.5,000/- (Rupees Five Thousand Only) Plus GST @ 18% Extra, in the form of Demand Draft drawn in favour of IIM Mumbai, payable at Mumbai to be submitted in a separate cover at the time of submission of Tender documents. Application without fee shall not be considered.

Normally in case of unsuccessful bidders it gets refunded on or before the 30th day after the empanelment process is over. The EMD of Empanelled bidders may be retained by IIM for future tenders.

EMD may be forfeited if any bidder withdraws or modify their Bids during the period of validity, OR If the successful bidder after being awarded the contract, fail to sign the contract, or to submit a performance Guarantee before the deadline defined in the NIT or as per the instruction of IIM Indore, whichever is later. In this case the action of forfeiture shall be undertaken without any notice. Also,

the bidder shall not be allowed to participate in the re-tendering process of the services. Along with the aforesaid, they will be suspended for the period of two years from being eligible to submit Bids for contracts with the IIM Mumbai.

## **2. Brief Scope of Work:**

Scope of the Bidder shall include detailed Site Survey-Topographical & Hydrological, Geotechnical Investigation, Preparation of survey plans, Preparation of Master Plan, DPR for I, Architectural Layout of Buildings, elevations, sections, detailed working drawings, Structural drawings, detailed Engineering, Cost Estimates, Bill of Quantities etc., Complete. The details are as below but not limited to:

2.1 Preparation & Obtaining approval of IIM MUMBAI for the Conceptual plan/s and DPR for Project along with Preliminary Estimate.

2.2 Preparation of Layout and detailed Architectural Plans, individual building plans, detailed working drawings, Structural drawings, drawings of buildings, plumbing, sanitary, water supply, electrical services, lift/escalator, HVAC work, fire protection services, telephone, wiring, landscaping , interior works, adhering to Green building concept etc., as per requirement and submission to concerned local bodies, wherever necessary and to obtain their approval if required before and after completion of work.

2.3 Vetting of Structural drawings before execution from IIT/NIT/reputed Govt. Engineering. College.

2.4 Preparation of Detailed Estimate (BOQ with measurements), technical Specification, for calling tenders for award of the work on the basis of DSR with prevailing Cost Index approved by CPWD for Phase 1 construction.

2.5 Preparation and submission and approval of As Built Drawings at the end of project

2.6 The detail scope of work of architect and deliverables shall be as described in the RFP documents.

## **3. Time schedule of Tender activities:**

I.	Start Date & Time for Downloading of tender documents	<b>17/04/2024 FROM 16:30 Hrs</b>
II.	Last Date & Time of Submission of Tenders (online & offline)	<b>05/05/2024 UP TO 14:00 Hrs</b>
III.	Date & Time of online Opening of tender (Technical Bid):	<b>06/05/2024 AT 15:00 Hrs</b>

## **4.0 Eligibility Criteria**

### **4.1 Organization**

i. Architects/Engineering firms having in-house Architects with valid registration from the Council of Architects are eligible. Multi-disciplinary firms who have Architects on board registered with the Council of Architects and doing

similar consultancy are also eligible to apply.

- ii. Should have the full functioning office located in and around Mumbai within 90 km radius (i.e., within Mumbai, Thane, Navi Mumbai, etc.)
- iii. Having experience in the field for providing Architectural Consultancy Services for a minimum period of 10 years as on 31.03.2023.

Following information will also be required under this head-

- a. Constitution of the Organization & Year of incorporation.
- b. Organization structure
- c. In-house designing facilities with software licenses and their validity
- d. Details of available in-house services and a list of associates to whom specialized services are out-sourced
- e. Name of Key personnel with their qualifications and Experience.

#### **4.2 Experience**

- i. Should have completed similar Architectural & Engineering Consultancy Services during last 7 years as on 31.03.2023 of value as listed below: The applicant should have satisfactorily completed following similar works:
  - a. At least one project costing not less than Rs. 80 Crores or
  - b. Two projects, each costing not less than Rs. 60 Crores

**(Note- Similar assignment means Comprehensive Architectural & Engineering Consultancy or Design Services for Academic Buildings / Institutional Buildings / Residential Buildings / Hostel Buildings involving planning & designing of architectural, civil engineering, public health, electrical, air-conditioning, firefighting, IT related services. (Values pertaining to any past year shall be enhanced by 7% per annum till F.Y. 2022-23 to take care of inflation. Multiple buildings within a single campus for Academic / Institutional / Residential / Hostel building's user, however within a single Work Order / Completion Certificate shall also be considered as similar assignment for the purpose of pre-qualification. (Mandatory))**

- ii. Should have completed during last 7 (Seven) years as on 31.03.2023 at least one assignment of minimum 12,000 sqm (1,25,000 sq.fts.) built up area for buildings within an Educational or Academic campus / Institutional buildings campus (Non-residential, Non-office) / Research lab or R&D Campus, Multi-disciplinary Hospitals campus etc.) Involving multi-disciplinary building services. (Mandatory)
- iii. Should have completed at least one Master plan assignment of 10 hectares for an Educational Institution / Industrial township / Govt. organization during last 7 years, as on 31.03.2023. (Mandatory)
- iv. Should have completed during last 7 years as on 31.03.2023, anyone building project comprising of a single or multiple buildings within a campus and infrastructure costing not less than Rs. 50 Crores only for Government / Semi Government / Government Undertaking / PSU's / Government Autonomous Bodies etc in India. Buildings shown under (i) or (ii) above can also qualify for the requirement of building projects executed for Government / Semi Government / Government Undertaking / PSU's / Government Autonomous Bodies etc in India under this clause. (Mandatory)
- v. Should have completed office/commercial buildings including associated MEP with the incorporation of Green Building initiatives for Government / Private

sector (Desirable)

**Note: 1. The applicant shall support with performance / completion certificate of each work completed in the last Seven years issued by the Employer or his Authorized representative.**

#### **4.3 Financial Capability**

i. The applicant should have had average annual financial turnover of Consultancy Fees (gross) of **Rs. 1.00 (One) Crore** during the last 3 (three) years ending 31st March 2023. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

ii. The applicant should not have incurred any loss in more than two consecutive years during the last five years ending 31st March 2023, duly certified by the Chartered Accountant.

iii. The applicant should not be under liquidation, court receivership or similar proceedings.

Note: All documentary proof of para 4.1, 4.2, & 4.3 shall be submitted for evaluation and in absence shall be considered as incomplete application.

**5.0** Evaluation criteria for Empanelment of Consultants who meet Eligibility criteria specified as above.

For the purpose of shortlisting, applicants will be evaluated in the following manner:

i. Documents submitted against the eligibility criteria prescribed in para 4.1, 4.2, & 4.3 above in respect of experience of similar class of works completed will first be scrutinized to determine the applicant's eligibility.

ii. The final evaluation will be based on marks scored by respective agency qualifying the eligibility criteria prescribed in Para 4.1 to 4.3 above and the marking systems as follows:

#### **6.0 Part 1 - Technical Pre-qualification Criteria (Total Max Marks = 80)**

<b>S. No.</b>	<b>Minimum Requirements</b>	<b>Documents to be submitted.</b>	<b>Max Score</b>
(i)	The consultancy firm / company must be registered and incorporated in India under relevant clause of Indian Companies Act or shall be a Proprietorship company / Partnership company / LLP and operating since last 10 financial years ending with 31.03.2023. (Joint venture and special purpose vehicles is not permitted)	Copy of Certificate of Incorporation / registration certificate of the company	Max. Marks= 20 20 Years & above =20 Marks 10-19 Years= 16 Marks

(ii)	<p>The bidder must have successfully completed Architectural Consultancy services for Similar assignment involving planning &amp; designing of architectural, civil engineering, public health, electrical and allied services works during the last 07 years ending last 31.03.2023.</p> <p>The project shall include DPR Preparation, Architectural, Structural, MEP design &amp; drawings etc.</p> <p><b>Similar assignment means Comprehensive Architectural &amp; Engineering Consultancy or Design Services for Academic Buildings / Institutional Buildings / Residential Buildings / Hostel Buildings involving planning &amp; designing of architectural, civil engineering, public health, electrical, air-conditioning, firefighting, IT related services. (Values pertaining to any past year shall be enhanced by 7% per annum till F.Y. 2022-23 to take care of inflation. Multiple buildings within a single campus for Academic / Institutional / Residential / Hostel building's user, however within a single Work Order / Completion Certificate shall also be considered as similar assignment for the purpose of pre-qualification)</b></p>	Copy of completion certificate issued by Client.	<p>Max. Marks = 20</p> <p>(20 Marks for 1 project of minimum value Rs. 80.00Crs)</p> <p>Or</p> <p>(8 Marks for each 1 project of minimum value Rs. 60.00Crs) subject to maximum of 16 marks for two or more than two projects of Rs. 60 Crores value.</p>
(iii)	<p>The bidder <b>Should have completed during last 7 (Seven) years as on 31.03.2023 at least one assignment (In a single order / completion) of minimum 12,000 Sq.m (1, 25,000 Sq. fts.) built up area for buildings within an Educational or Academic</b></p>	Copy of Completion certificate issued by Client.	<p>Max. Mark = 20</p> <p><b>A single Project of:</b> 12000 Sqm – 25000 Sqm = 12 Marks 25000 Sqm – 50000</p>

	<b>campus /Institutional buildings campus (Non-residential, Non-office) / Research lab or R&amp;D Campus, Multi-disciplinary Hospitals campus etc.) Involving multi-disciplinary building services.</b> The project shall include DPR Preparation, Architectural, Structural, MEP design & drawings etc.		Sqm = 16 Marks  > 50000 Sqm = 20 Marks
(iv)	The bidder should be empanelled or registered Architectural or Engineering consultancy provider for central government / PSU / state government / Semi government organizations, Public sector banks / public sector organizations.	Copy of empanelment / registration certificates to be submitted.	Max. Marks = 10  (1 Marks for each empanelment or registration).
(v)	<b>Should have completed at least one Master plan assignment of 10 hectares for an Educational Institution / Industrial township / Govt. organization during last 7 years, as on 31.03.2023. (Mandatory)</b>	Copy of completion certificate issued by Client.	Max. Marks = 10  A single Project of: 10 hectares to – 14 hectares = 08 Marks  15 or More = 10 Marks
(vi)	The bidder must have preferably completed office/commercial buildings including associated MEP with the incorporation of <b>Green Building guidelines for Government / Private sector</b>	Copy of Completion Certificate issued by Client indicating incorporation of Green building guidelines to be submitted	Desirable
(vii)	Negative marking for litigation / arbitration / dispute cases history during the last 10 years with client (from 2012-13 to 2022-23) in connection with any contract executed by the bidder.	Details to be provided by the bidder.	Marks in Negative:  >10 Cases = 5 marks 5 - 10 Cases = 3 marks 1 - 4 Cases = 1 Mark
(viii)	The bidder firm must have no criminal/ economic fraud case pending or contemplated against the organization or their directors/ proprietor in any country.	Undertaking on firm's letter head to be submitted by the bidder.	Mandatory

(ix)	The bidder firm must not have been blacklisted / debarred Indian Government /Semi-Govt./ Public Sector Undertaking / any Government Organization anywhere in the country.	Undertaking on firm's letter head to be submitted by the bidder.	Mandatory
(x)	The Director/ Partner /Proprietor/Principal Architect of the Company should be registered with Council of Architecture, India and should have minimum experience of 07 years after obtaining Architectural Degree.	COA certificate with experience details to be submitted	Mandatory

## 7.0 Part 2 –Financial Criteria (Max Marks = 20)

S. No.	Minimum Requirements	Documents to be submitted	Max Score
(i)	The applicant should have an average annual turnover of Rs. 100 lakhs in the last three financial years ending on 31.03.2023 of Design & Engineering Consultancy services.	Audited Financial Statements for last three financial years ending 31.03.2023 duly certified by a Chartered Accountant.	Max. Marks = 10 Rs.1.00 Crs = 6 Marks Between Rs.1.00 Crs – Rs.2.00 Crs = 8 Marks > Rs.2.00 Crs. = 10 Marks
(ii)	The bidder should have positive net worth during last two consecutive financial year ending on 31.03.2023.	Certificate mentioning net worth by a Chartered Accountant.	Maximum = 10 Marks 5 Marks for each year of positive net worth
(iii)	The bidder should have not incurred any loss (Profit after tax should be positive) in more than two consecutive financial years out of the last five financial years ending on 31.03.2023.	Audited Financial Statements for last five financial years ending 31.03.2023 duly certified by a Chartered Accountant.	Mandatory
(iv)	The copies of PAN and GSTN in case of Indian Bidder.	Signed and stamped copies of all documents	Mandatory
(v)	Submission of EMD and tender fees as per NIT.	Submit Bid Security declaration as per attached format at Annexure-A	Mandatory

**Note:** Minimum Qualifying Criteria for - 80 marks and above in Part-1 (Technical criteria including Financial Criteria to be secured by bidder.



- i. Those bidders securing 80 marks and above shall be empanelled by IIMM. The Institute, however, reserves the right to restrict the short listing of firms up to 5 (Five) on relative merit based on evaluation of eligibility criteria mentioned herein as above.
- ii. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
  - a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the empanelment document.
  - b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc.
- iii. Short listing of the consultants shall be subject to thorough verification of their credentials through a Technical Committee of assessors to be constituted by IIM Mumbai.

**The all documents submitted by the bidder shall become sole of property of IIM Mumbai & IIM Mumbai reserved the right to use the same in future for future tenders which no claim shall entertained from bidder and if they are used in future. Applicants shall submit their duly completed proposals (hard copy/digital format) in response to RFP, so as to reach Dean (IPS) office, IIMM on or before dates at the following address:**

**CPSC Office  
IRC Building, 2nd Floor  
Indian Institute of Management Mumbai - 400087  
Email : cpsc@iimmumbai.ac.in  
Phone no. 28573371**

## **8.0 Financial Information**

Applicant should furnish the audited Annual Financial Statement for the last five years as per given in Form- 'A'.

## **9.0 Similar Work Experience**

Applicant should furnish the following information:

- a. List of all works of similar class successfully completed during the last seven years (in Form- 'B')
- b. List of all the projects under execution or awarded (in Form- 'C').

Particulars of completed works and performance of the applicant duly authenticated /certified by an officer not below the rank of Executive engineer or equivalent or issued by the employer should be furnished separately for each work completed or in progress (in Form- 'E').

## **10.0 Organization Information**

Applicant is required to submit the following information in respect of his organization (Main and Branch Office) (in Forms- 'F' & 'G')

- i. Name & Postal Address, including official email-id, Telephone, etc.
- ii. Copies of original documents defining the legal status, place of Registration and principal places of business.
- iii. Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.

- iv. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- v. Authorization for employer to seek detailed references.
- vi. Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (in Form- 'J').

### **10.1 Letter of Transmittal**

The applicant should submit the letter of transmittal attached with Expression of Interest document.

### **10.2 Selection of Consultant by Technical Evaluation**

After evaluation of empanelment applications, a list of qualified Consultants will be prepared. Short listing of the consultants shall be done after full verification of their credentials and inspection of similar works carried out/in progress by them, through a Technical Committee of assessors to be constituted by IIM Mumbai. The shortlisted consultants will be empaneled by IIMM.

#### **Note:**

10.2.1 The empaneled consultants shall be eligible for consideration for future works of IIMM over a period of 3 years from the date of empanelment.

10.2.2 For final selection of architect for any package, RFP shall be called among empaneled architect. They have to submit their technical, financial and other details as per RFP published. They shall also be invited to make a design presentation to the Committee Constituted by IIM Mumbai to demonstrate their design capabilities. The design submitted by the architect shall become property of IIM Mumbai. The final selection process in the package shall be described in RFP documents. The final selection shall be done on QCBS Method.

10.2.3 While engaging the consultants for future works after selection through concept design selection process depending upon the performance of the consultants on their works in hand at IIMM, to be assessed in a transparent process, IIMM reserves the right to restrict their participation for new works.

10.2.4 Empaneled architects are expected to participate in all architect competitions floated to them. If an empaneled firm does not participate in more than two successive RFPs, IIM Mumbai reserves the right to disqualify them from the future projects.

10.2.5 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

### **10.3 Validity for Empanelment**

The validity of Empanelment shall be 3 (three) years. However, IIM Mumbai reserves its right to extend its validity.

## 11.0 Section III: Empanelment Information

### 11.1 Letter of Transmittal

From: M/s \_\_\_\_\_

**Notice No:** IIMM/EOI-Master Plan/2024/02.....**Date:**17.04.2024

To,

CPSC Office

IRC Building, 2<sup>nd</sup> Floor

Indian Institute of Management Mumbai - 400087

Email : [cpsc@iimmumbai.ac.in](mailto:cpsc@iimmumbai.ac.in)

Phone no. 28573371

**Subject:** Empanelment of Architects for Comprehensive Architectural Consultancy for the upcoming Academic & Residential Projects for Indian Institute of Management Mumbai (IIMM), Powai, Mumbai

Sir,

Having examined the details given in empanelment press notice and empanelment document for the above work, I/We hereby submit the empanelment document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'I' and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified Annual Turnover certificate and authorize the Dean IPS, IIM Mumbai, to approach the Bank to confirm the correctness thereof. I/we also authorize Dean IPS, IIM Mumbai to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following works:

Sr. No.	Name of work	Certified by	Performance certificate (to be enclosed)
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO

Enclosures.

## 11.2 FORM 'A': Financial Information

**I. Financial Analysis** – Details to be furnished duly supported by figures in 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).

Particulars	Financial Year				
	2018-19	2019-20	2020-21	2021-22	2022-23
i. Gross Annual Turnover Consultancy Fees (In Rs.Crores)					
ii. Profit/Loss					
iv. Certified by					

**II. Financial arrangements for carrying out the proposed work.**

**III. The following certificates are enclosed:**

- a) Current Income Tax Clearance Certificate
- b) Profit & Loss account for last 3 years

Signature of Chartered Accountant with seal

Signature of Applicant(s)

**11.3 FORM 'B': Details of all works of Similar Nature of Assignment completed during the last seven years ending last day of the month March 2023**

(Note: Attach more sheet if required as per this format)

<b>SIMILAR NATURE OF ASSIGNMENT COMPLETED</b>				
<b>Sr.No</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Name of work /project and location & Estimated cost of work			
2	Name & Address of Employer/ Organization, Contact Person & phone/mobile No			
3	Cost of Fees in Rs.Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details*			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks			

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

Signature of Applicant(s) with date & seal

#### 11.4 FORM 'C': Projects under Execution or Awarded

(Note: Attach more sheet if required as per this format)

Sr. No.	Description	1	2	3
1	Name of work /project and location & Estimated Cost of work			
2	Name & Address of Employer/ organization			
3	Cost of Fees in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Up to date percentage progress of work			
7	Slow progress if any and reasons thereof			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks			

Signature of Applicant(s) with date & seal

### 11.5 FORM 'E': Performance report of works referred to in FORM "B" & "C"

1. Name of work/ Project & Location
2. Agreement No.
3. Estimated Cost
4. Consultancy Fees Cost
5. Date of start
6. Date of completion
  - a) Stipulated date of completion
  - b) Actual date of completion
7. Delayed completion, if any.
8. Performance Report.

1. Quality of Work	Very Good/Good/Fair/Poor
2. Financial soundness	Very Good/Good/Fair/Poor
3. Technical Proficiency	Very Good/Good/Fair/Poor
4. Timely delivery of working drawings/ obtaining statutory approvals	Very Good/Good/Fair/Poor
5. Resourcefulness	Very Good/Good/Fair/Poor
6. General behaviour	Very Good/Good/Fair/Poor

Dated:

Authorized Signatory of Employer

**Note:** Certificate for each work completed/under execution shall be obtained as per "FORM B" or the certificate issued by the employer to be enclosed.



## 11.6 FORM 'F': Structure & Organization of Main Office

<b>1</b>	<b>Name &amp; Address of the applicant:</b> (Furnish details of Main office Details with Tel & Fax /email id)		
<b>2</b>	Telephone No./ Mobile No./FaxNo & email id		
<b>3</b>	Legal status of the applicant (attach copies of original document defining the legal status)  i. An individual  ii. A proprietary firm  iii. A firm in partnership  iv. A limited company or Corporation		
<b>4</b>	Particulars of registration with various Government bodies (attach attested photocopy) if any	Organization / Place of registration	Registration No.
<b>5</b>	Names and Titles of Director & Officers with designation to be concerned with this work:		
<b>6</b>	Designation of individuals authorized to act for the organization		
<b>7</b>	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
<b>8</b>	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
<b>9</b>	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.		
<b>10</b>	Has the applicant, or any consultant partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
<b>11</b>	In which fields of Consultancy assignment, the applicant has specialization and interest?		
<b>12</b>	Details of Technical Personal available as on date		
<b>13</b>	Any other information considered necessary but not included above.		

**11.7 FORM 'G': Structure & Organization of Branch Office in Mumbai, if the Main Office is not in Mumbai.**

(Full details of Branch Office to be furnished -if required attach additional sheet)

<b>1</b>	<b>Name &amp; Address of the applicant:</b> (Furnish details of Branch office Details with Tel & \Fax /email id) (Note: Should have the full functioning office to deal independently with Architectural Projects located in and around Mumbai Empanelment)		
<b>2</b>	Telephone No./ Mobile No./Fax No & Email id		
<b>3</b>	Legal status of the applicant of branch Office (attach copies of original document defining the legal status) i. An individual		
	ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
<b>4</b>	Particulars of registration with various Government bodies(attach attested photocopy) if any	Organization /Place of registration	Registration No.
<b>5</b>	Names and Titles of Director & Officers with designation to be concerned with this work: at Branch Office		
<b>6</b>	Designation of individuals authorized to act for the organization at Branch Office		
<b>7</b>	In which fields of Consultancy assignment, the applicant has specialization and interest?		
<b>8</b>	Details of Technical Personal available as on date at Branch Office		
<b>9</b>	Any other information considered necessary but not included above.		

**11.8 FORM 'H': Details of available IN-HOUSE Services**

<b>Sr. No.</b>	<b>IN HOUSE SERVICE</b>	<b>AVAILABILITY OF SERVICE (STRIKE OUT WHICH EVER IS NOT AVAILABLE)</b>
1	ARCHITECTURAL-CIVIL	YES / NO
2	STRUCTRUAL ENGG	YES / NO
3	PUBLIC HEALTHENGINEERING	YES / NO
4	ELECTRICAL	YES / NO
5	MECHANICAL	YES / NO
6	HVAC	YES / NO
7	ACOUSTIC	YES / NO
8	FIREFIGHTING/ENGG	YES / NO
9	LAND SCAPING	YES / NO
10	AUDIO-VISUAL	YES / NO
11	INFORMATION TECHNOLOGY(IT)	YES / NO
12	ANY OTHER SERVICE	

**11.9 FORM 'I': Details of proposed Associate Services**

<b>Sr.No</b>	<b>PROPOSED ASSOCIATE FOR</b>	<b>NAME &amp; ADDRESS OF ASSOCIATE PROPOSED</b>	<b>YEARS OF EXPERIENCE</b>	<b>YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT</b>
1	ARCHITECTURAL-CIVIL			
2	STRUCTRUAL ENGG			
3	PUBLIC HEALTH ENGINEERING			
4	ELECTRICAL			
5	MECHANICAL			
6	HVAC			
7	ACOUSTIC			
8	FIREFIGHTING/ENGG			
9	LAND SCAPING			
10	AUDIO-VISUAL			
11	INFORMATION TECHNOLOGY (IT)			
12	ANY OTHERSERVICE			



**11.11 FORM 'K': Details of Consultancy / Office Equipment likely to be used in carrying out the work**

Sr. No	Name of Equipment	No.	Capacity or Type	Age	Condition	Ownership status			Current Location	Remarks
						Presently owned	Leased	To be purchased		
1	2	3	4	5	6	7	8	9	10	11
A	<p><b>CONSULTANCY</b></p> <p><b>1. Hardware</b></p> <p>i) Computers</p> <p>ii) Plotters</p> <p><b>2. SOFTWARE</b> (mention the software proposed to be used in this work along with Licence details etc.)</p>									
2	<p>Any other Office Equipment. (mention the equipment proposed to be used in this work)</p>									