

Ref.No. IISER-K/IWD/Elect/24-25/23

Date: 05/02/2025

NOTICE INVITING TENDER

Director, Indian Institute of Science Education and Research - Kolkata, Mohanpur Campus, Mohanpur -741246, Nadia invites Tenders in two parts from experienced and resourceful consultancy firms with financial capability and sufficient technical credential on execution of similar nature of work. Details are given as below:

Name of Work	“Tender for consultancy service for preparation of for preparation of BOQ, detailed specifications, drawings for only the up-gradation works of stage lighting systems, AV systems and installation of new projection systems and allied civil, electrical works in 1000 capacity auditorium at IISER Kolkata, Mohanpur Campus.”	
NIT No.	IISER-K/IWD/Elect/24-25/23 Date: 05/02/25	
Mode of Submission of Bids	Bidding documents can directly be downloaded from institute website https://www.iiserkol.ac.in/web/en/announcements/tender The Bidder should deposit the EMD & cost of tender paper through NEFT/RTGS separately in the bank account number given below and obtain acknowledgment of the transactions. Self signed copy of these acknowledgments should be submitted with the Technical Bid.	
IMPORTANT DATES: If the date of opening happens to be emergency/ unforeseen holiday then the date shall be the next following day.		
Publishing Date	05/02/2025	After 15.00 Hrs
Bid Submission Start Date	05/02/2025	After 16.00 Hrs.
Bid Submission End Date	24/02/2025	Up to 17.00 Hrs
Technical Bid Opening Date	26/02/2025	At 11.00 Hrs.
EMD	Rs. 5000/-	
Cost of BID Document	Rs. 1000/-	
Bank Account Details of the Institute	NAME OF THE ACCOUNT HOLDER: IISER KOLKATA ACCOUNT NUMBER: 089301000011530 IFS CODE OF THE BRANCH: IOBA0000893 BANK NAME: INDIAN OVERSEAS BANK, SALT LAKE BRANCH	
Completion Period	2 Months (Project Consultancy Completion)	

Asst. Executive Engineer (Elect.)
Institute Works Department (IWD)
(For & on behalf of the Director, IISER-Kolkata)

PREQUALIFICATION CRITERIA

1. The consultancy firm should have allied professionals like Lighting Design, Sound Engineering Consultant, electrical design engineer etc. Appropriate documents supporting their status must be submitted. This is considered as an essential requirement and bidder should also attach consent letters of the list of associated consultants/ employed professionals for Stage Lighting Design, AV System design, Civil/interior, electrical and HVAC works.

2. The consultancy firm should have at least 10 years of experience in related works.

3. The architectural firm should have demonstrated professional experience of **preparation of Architectural Schemes/DPR for at least 02 (two) similar** Auditoriums/museums/cultural spaces with a project out lay of not less than Rs. 1.00 Crore each during the last 08 years.** Documentary evidence comprising work orders and completion certificates etc. shall be an essential requirement.

***“Similar project work” shall mean relevant works carried out for the preparation of the DPR, detailed design and engineering etc. in the field of Audio-Video, and & Stage Lighting works for an auditorium of minimum 400 capacity, theatrical lighting design and execution, design for museums managed by Govt. departments.

***Only providing of civil/electrical/HVAC/Structural consultancy services will not be considered as valid credential.

5. The consultancy firm should have minimum turnover of at least Rs. 12.00 Lakhs continuously in the last 03 preceding audited financial years (i.e. 2023-24, 2022-23, and 2021-22). Bidder must submit the documentary proof in the form of IT Return Acknowledgement, Audited Profit & Loss Account and Balance Sheets for stated FYs.

6. The consultancy firm should have valid registration with all Statutory Authorities such as Registrar of firms, GST issued by competent authority.

The consultancy firm should submit documentary evidence in support of fulfilling eligibility criteria mentioned above.

Procedure for submission of Bids:

1) Bidding documents can directly be downloaded from institute website:

<https://www.iiserkol.ac.in/web/en/announcements/tender>

2) The Bidder may deposit the EMD & cost of tender paper through NEFT/RTGS separately in the Bank Account number given below and obtain acknowledgment of the transactions. A self signed copy of these acknowledgments should be submitted with the Bid.

NAME OF THE ACCOUNT HOLDER: IISER KOLKATA
ACCOUNT NUMBER: 089301000011530
IFS CODE OF THE BRANCH: IOBA0000893
BANK NAME: INDIAN OVERSEAS BANK, SALT LAKE BRANCH

EMD will be liable to be forfeited if the successful bidder withdraws or amends impairs or derogates from the tender in any respect. No separate order is required for forfeiture of EMD which follows on default and shall be absolutely at the disposal of the Government.

The EMD of the unsuccessful bidder will be refunded only after finalization of the tendering process. No interest will be payable on the earnest money.

4) The bidders are advised to take into account the amendments/Corrigendum published time to time before submission of their bids against this tender. If any bidder has already submitted his/her bid, then he/she may resubmit his/her bid taking into account amendments/Corrigendum.

5) The complete tender may be sent by post to address: IISER Kolkata, Institute Works Department, Mohanpur Campus, Pin-741246, Nadia (W.B.) captioned by the name of the work. The envelope should be addressed to The Asst. Executive Engineer (Electrical)-IWD. The sealed tender documents may also be directly submitted to Institute's Dispatch section at Ground Floor, C V Raman AAC Building, Indian Institute of Science Education and Research Kolkata office on or before schedule date and time.

The bids (complete in all respect) must be submitted in Two separate envelopes (Technical and Financial bids) as explained below:

Procedure for submission of Bid:

The technical and commercial bids shall be submitted by the bidder in two separate envelopes:

PART 1 : Technical BID	PART II : Financial BID
<p><u>The Envelop No 1(Part 1) shall be super subscribing as under:</u></p> <p>“Technical Bid for consultancy service for preparation of for preparation of BOQ, detailed specifications, drawings for only the up-gradation works of stage lighting systems, AV systems and installation of new projection systems and allied civil, electrical works in 1000 capacity auditorium at IISER Kolkata, Mohanpur Campus.”</p> <p><u>The Envelop No 1 shall contain the following documents:</u></p> <ul style="list-style-type: none"> ➤ Bids must be accompanied by Scanned copy (PDF Format) of self signed NEFT/RTGS deposit acknowledgment of EMD (Rs. 5000/-) & Tender Paper cost (Rs. 1000/-) as specified above. ➤ The documents as stated in the pre-qualification Criteria (Sl. No. 1 to 6). ➤ Each page of the Tender documents, Terms & conditions and Annexure- I, II, III as per enclosed proforma along with the Tender duly filled & signed (except the Price BID Format) by the person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so. <p>Please note that envelop of technical bid shall not contain any indication of price/rate/charges in Part-1 of the tender.</p>	<p><u>The Envelop No 2(Part II) shall be super subscribing as under:</u></p> <p>“Financial Bid for consultancy service for preparation of for preparation of BOQ, detailed specifications, drawings for only the up-gradation works of stage lighting systems, AV systems and installation of new projection systems and allied civil, electrical works in 1000 capacity auditorium at IISER Kolkata, Mohanpur Campus.”</p> <p><u>The Envelop No 2 shall contain the following documents:</u></p> <ul style="list-style-type: none"> ➤ Price Bid as per format enclosed with the tender document. (Annexure- IV) <p style="text-align: center;">KINDLY NOTE THAT THE QUOTED RATE MUST BE INCLUSIVE OF GST AND ALL.</p>

Separate sealed envelopes containing Part-I and Part-II of tenders should be put in another sealed cover, super scribing “Tender for consultancy service for preparation of for preparation of BOQ, detailed specifications, drawings for only the up-gradation works of stage lighting systems, AV systems and installation of new projection systems and allied civil, electrical works in 1000 capacity auditorium at IISER Kolkata, Mohanpur Campus.”

After scrutiny of Part-I, if any of the consultancy firm is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.

Terms of Reference for Consultancy Services (TOR)

1. General

Indian Institute of Science Education and Research Kolkata (IISER-Kolkata;) herein after called the “Institute” has proposed to engage eligible Consultants for preparation of proposals, BOQ and detailed specifications, drawings for up-gradation & refurbishment of existing stage lightings of R. N. Tagore Auditorium including comprehensive planning of Interior Acoustic, Audio-Video Projection System, general Lighting and allied civil & electrical works.

Agencies/Firms are advised to visit the site and its surroundings and satisfy themselves before submitting their bids. They shall be deemed to have full knowledge of the site whether they inspect it or not and no extra charges consequent upon any misunderstanding.

2. Scope of Services

The RN Tagore auditorium is an asset of IISER Kolkata, and should not just be limited to the Institute’s core activities and the annual Convocation programme. Indeed, it should be monetized by renting it out for industrial conclaves, local university festivals, even big-scale cultural/other programmes organized by the Govt of West Bengal or its associates. Additionally, the auditorium would be of significant value to the Research Park that we are so keen to set up on campus, since big industrial players who would be stationed in the Research Park could use it for various events of theirs. Finally, the Dean of Students is also interested in starting regular (ticketed) film shows for the IISER Kolkata family so as to improve the wellness quotient on campus.

However, the current state of the auditorium is not fit for organisation of the programmes mentioned above. There needs to be a significant amount of up gradation that needs to be carried out in order to ensure that it becomes fit to serve the purposes envisaged.

Towards this, we would like to employ the services of an expert consultant who has demonstrated expertise in the designing of large auditoriums and stages for having theatrical performances, conferences, and the screening of films for a large audience. The consultant would perform a thorough screening of the auditorium, identify strategies and solutions to meet our requirements, and prepare a BoQ.

We propose the following works to be carried out regarding upgradation and renovation of the auditorium:

Stage Works

- Up gradation of the free bar-system: Need to convert the fixed bar to motorised moving bar.
- Up gradation of structure of cat-walk (or grid-walk) area above the stage area.
- Upgradation of the existing drapery system of the stage area.
- Replacement/rework of projection screen of the stage.

Stage lighting

- Upgradation of lighting bar system (from manual to motorised)
- Additional lighting structural work in FOH area
- Upgradation of patch panel, dimming system, spot lights.
- Additional electrical plug-in pockets for stage lighting in stage area.
- Lighting operation booth below balcony area.

Stage sound

- Stage pickup microphone system for theatrical performances.
- Upgradation of speakers and amplifying system for live programs.
- Additional sound system for audiovisual shows.
- Sound operation booth below balcony area.

AV system

- Selection of projector and additional lens for film screening.
- Selection of the position of the projector
- Additional Projector room and hanging system
- Additional accessories of projection system for film screening and live presentation.

- Up gradation of cyclorama screen for film projection (if needed)
- Acoustics of auditorium
- Checking the Reverberation Time and other acoustic values of the auditorium and upgrade if needed.

CIVIL/ INTERIOR WORKS:

Designing of AV Control Room proposed at ground floor at gallery level.

Necessary evaluation for dismantling of false ceiling, floor, wall cutting and re-working with necessary modifications for electrical and HVAC works. Working drawings need to be issued to in discussion with IWD.

ELECTRICAL WORKS:

Providing schematic for additional control and signal, LAN cabling upto the proposed AV Control Room with all necessary connection with the stage AV equipments.

Designing of additional power requirements and connection drawings upto the respective locations of the projector, new equipments, lights, additional HVAC systems or modifications etc. as necessary.

In consideration of the aforesaid scope of services, necessary professional fees required to be quoted. The consultancy firm shall faithfully, expeditiously, economically and honestly perform the services in connection with the said work which includes but not be limited to the following:-

- Undertaking site visits to collect details /data /information required for planning purpose, holding necessary discussions with the Institute and attending meetings at site as and when required.
- Preparation of detailed proposals for renovation & refurbishment of Auditorium along with all requisite drawings and specifications.
- Preparation and submission of concept as well as detailed schematic drawings including layout plans, acoustic, interior planning, Audio –Video Projection simulation data, Stage lighting, and other necessary details as per requirement of the project suitable for execution . The design and detailing of different component shall follow relevant IS /International standards.
- Preparation and submission of detailed estimates of quantities with cost based on prevailing market rates /SOR including analysis of rates, detailed calculation sheets.
- Preparation and submission of proposal document for procurement of contractor and assist the Institute for the purpose of tendering process, evaluation of proposals and award of work to eligible firm/contractor as per Institute's guidelines.
- Carrying out all modification /deletion /addition/ alternation in design/ drawings/ documents as required by IISER-Kolkata for proper documentation and execution of work at site till completion and handing over of the work to IISER-Kolkata.
- Supervision of work to ensure adherence on the part of the contractor executing the work as per detailed drawings and specification including sorting out problems and issues of the necessary clarifications at site including preparation of additional drawings and details for proper execution of work at site.
- Assistance to the Institute in administration of the contract with works contractor.
- Assistance to the Institute for any third party certification of the works and clearance, if any, required.
- Scrutiny of bill of the works contractor, site measurements and preparation of measurement book and certification to the Institute for payment as necessary.

3. Schedule of Services

Schedule date of completion of services is six months. The schedule of services shall be as under:

Sl. No.	Description of Items	Time Schedule
1.	Stage-I Preparation and submission of preliminary project report, layout plan containing conceptual design and drawings and draft proposals with document along with preliminary cost estimate.	Within 20 days of commencement of services.

2.	Stage-II Preparation and submission of detailed project report (DPR) including working technical drawings, designs having all specification details, equipment details mentioned in scope of services complete in all respect prepared at this stage to be submitted to the Institute for feedback and approval. Final proposal document for procurement along with detailed cost estimate, rate analysis and tender (NIT) documents.	Within 30 days from the approval of the Stage 1 documentations.
3.	Stage-III To assist IISER Kolkata in procurement of work contractor for award of work to the eligible firm.	Within two month of commencement of services/ finalization of tendering/bidding process whichever is later.
4.	Stage-IV Monitoring and supervision of various construction works to ensure that work is executed as per drawings and specifications.	Within five months of commencement of services/ physical completion of the works whichever is later.
5.	Stage-V Finalization of final bill of contractor, submission of completion report and issuance of completion certificate to the contractor.	Within six month of commencement of services/ physical completion of the works and final billing whichever is later.

4. Schedule of Payment

The schedule of payment shall be as under:

Sl. No.	Description of Items	Payment Schedule (cumulative)
1.	On completion of Stage-I as detailed above to the satisfaction of the Institute.	10% of total consultancy agreement amount
2.	On completion of Stage-II as detailed above to the satisfaction of the Institute.	40% of total consultancy agreement amount
3.	On completion of procurement of work contractor i.e. after issuance of LOA to work contractor	55% of total consultancy agreement amount
5.	On 25% of physical progress of work contractor	65% of total consultancy agreement amount
6.	On 50% of physical progress of work contractor	75% of total consultancy agreement amount
7.	On 75% of physical progress of work contractor	85% of total consultancy agreement amount
8.	On substantial completion of work contract i.e. on handing over of work to employer	90% of total consultancy agreement amount
9.	On finalization of final bill of contractor, submission of completion report and issuance of completion certificate to the contractor.	100% of total consultancy agreement amount

5. Consultants Key Experts

Consultant is required to engage one key expert who will also work as Team Leader. **He shall have degree in Architecture/ Sound Engineering/Lighting Designing and fifteen years professional experience.** He shall have completed at least two similar assignments in the position team lead. Consultant shall engage associate experts such as Civil Engineer, Electrical Engineer, and Acoustic & Audio-Video Engineer based on their own estimation of the requirement and submit details thereof in the Technical Proposal.

6. Terms and conditions

- (a) The work shall be carried out strictly as per IS Codes, Govt. circulars and relevant recommendations of International standards.
- (b) All the stages of consultancy shall be completed by the Consultant according to the time schedule specified herein and shall be strictly adhered to. The work throughout contract period shall be carried out with diligence as time being the essence of the contract. In the event of failure on the part of consultant to provide services for any stage within the time schedule, the Institute may levy Liquidity damages@0.2% of agreement value per day for delay in completion of work subject to a maximum 5% of the agreement. The Institute may rescind the contract agreement of the consultant by giving 30 days' notice. The Institute may get the balance work done at the risk and cost of the architect/consultant.
- (c) No price escalation on any account will be payable.
- (d) The consultant shall carefully study the scope of work to be carried out and site situation etc. The Institute will not pay any extra or rate difference for any reason in case the Consultant claims after acceptance of contract to have misjudged the work.
- (e) The applicant shall note that no deviations from the general terms & conditions of the contract or commercial conditions with this proposal are acceptable & it will be presumed that the consultant agrees entirely with it.
- (f) Submissions of tender by the Consultant imply that he has read the instructions and a condition herein contained and has made him aware of the scopes and specifications of the work to be done at site.
- (g) Request for reschedule of mile stone and extension of time to be eligible for consideration shall be made by the Consultant in writing within ten days of the event causing delay to the Institute. The Consultant may also, if practicable, indicate in such a request for which extension is desired. In such case, the Institute may give a fair and reasonable extension of time and reschedule the mile stone for completion of work.
- (h) In the event of any dispute, difference or question arising concerning this consultancy, the matter shall be referred to Director, IISER KOLKATA whose decision shall be final and binding upon the parties.
- (i) The Institute may at his own liberty postpone/ abandon or execute part of the scheme and in such eventuality the consultant shall not be entitled for any compensation for non-execution except the fee which is payable to the Consultant up to the stage of services then in progress.
- (j) The consultant shall be required to attend the concerned Authority's of IISER KOLKATA as and when desired along with complete plan/ design and specifications or any other material required for the project. The Institute has to be satisfied from the angle of effectiveness and technical soundness.
- (k) Any local indirect taxes like service tax /VAT shall be reimbursed by the Institute upon submission of proof of deposit of such taxes.
- (l) Consultant will have no power to either change in scope of work of the contractor are approved any variation. Any such requirement shall be got approved from the Institute before issue to the contractor.
- (m) The consultant has to work in close coordination with the Institute, any changes/ suggestion at any time/ stage required during the execution of work will be entertained/ incorporated accordingly which shall be considered as part of the job.
- (n) Technical manpower to be deployed by consultant for supervision of works and monitoring of site for proper management.
- (o) The consultants is required to provide professional, objective, and impartial advice and at all times hold the Institute's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their worn corporate interest.

It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded, he will have to enter into an agreement on proforma to be provided by the Institute for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

Termination

In the event of non-performance of the Consultancy firm as decided by the Institute or any disputes or differences arising between the Parties hereto on any matter /provision set out in this NIT and subsequent Service Agreement, the Institute may terminate this Agreement by providing 15 days' notice.

ANNEXURE - I

LETTER OF UNDERTAKING
(TO BE SUBMITTED ON BIDDER'S LETTER HEAD)

To,
The Director, IISER Kolkata
Mohanpur Campus
Mohanpur-741246

Name of Tender:
NIT No. :

Sir,

UNDERTAKING FOR ACCEPTANCE OF TENDER CONDITIONS

1. The Tender Documents for the work as mentioned in the NIT have been issued to us by IISER Kolkata and we hereby unconditionally accept the tender conditions and Tender Documents in its entirety for the above work.
2. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks(s)/condition(s) (except unconditional rebate on price, if any) in the 'Price-Bid' and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening "Price-Bid", We agree that our tender shall be summarily rejected and IISER Kolkata shall, without prejudice to any other right or remedy bear liberty to forfeit the full said Earnest Money absolutely.
3. The required Earnest Money for this work is enclosed herewith.

Yours faithfully,
Name and designation of the Authorized signatory
Stamp and seal Signature of the Bidder
Place:
Dated:

(BASIC INFORMATION)

Pre-qualification criteria:

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Correspondence address at with contact person's name, telephone number, mobile number, E-mail etc. (Mandatory for regular correspondence)	
3	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
4	Year of establishment	
5	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
6	<p>a) Details of Registration (Firm, Company etc)</p> <p>i. Registering Authority ii. Date iii. Number</p> <p>b) Details of Trade license i. Registering Authority ii. Reg No. iii. Date of issue. iv. Date of expiry.</p>	

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**

8	<p>a) Details of Income Tax Permanent Account Number.</p> <p>b) Details of GST</p>	
9	<p>Annual turnover of the firm for last three years (in Rs.12 Lakhs) (Furnish copies of Balance Sheet and Profit & Loss Account)</p>	<p>a) For 2021-22:</p> <p>b) For 2022-23:</p> <p>c) For 2023-24:</p>
10	IT returns of last Three assessment years	
11	<p>Details of transaction for submission of Cost of Bid/EMD (Please mention Bank Name & Branch, Transaction Ref. No, Date etc.)</p> <p>i) Cost of Bid Document(Rs. 100/-)</p>	
	<p>ii) EMD (Rs. 5000/-)</p>	
12	<p>Bank Account Details of the Bidder (Account No. Bank Name & Branch, IFSC Code etc) (required for refunding the Cost of EMD of the unsuccessful Bidders)</p>	

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**

Past Experience as per table given below:

(Use Extra Sheet if required)

Sl. No.	Period of Contract		Name of the organization with whom worked	Type Of Contract	Value of Contract	Documentary evidence attached in support
	From	To				

Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal

FINANCIAL BID (ENVELOPE - II)

**TO BE SUBMITTED BY THE BIDDER SEPARATELY UNDER TWO BID SYSTEM
(NIT NO: IISER-K/IWD/Elect./24-25/23)**

TENDER NOTICE FOR Tender for consultancy service for preparation of for preparation of BOQ, detailed specifications, drawings for only the up-gradation works of stage lighting systems, AV systems and installation of new projection systems and allied civil, electrical works in 1000 capacity auditorium at IISER Kolkata, Mohanpur Campus.

We have understood the Prequalification Criteria & Scope of the Services to be offered, the terms and conditions for the appointment to be rendered by the Architectural Consultant specified by IISER Kolkata in the Notice Inviting Tender as well from their standard agreement for the captioned purpose and we shall abide by the same in case our proposal is accepted. Accordingly, we now quote our total professional fee for the project as under:

Sl. No.	Scope of Services	Professional Fees quoted (Inclusive of GST) in INR	Professional Fees quoted in words (Inclusive of GST)
1	Providing complete Consultancy Services as per the scope of work and terms & conditions.	Rs.....	Rupees.....

We agree that the above payment of the fees will be released to us at pre-determined stages related to the progress of work based on the standard terms of IISER Kolkata in this regard.

We, further agree in case, we fail to procure required building permissions and approval of plans by the local authorities within a reasonable time of maximum 2 months from date of award of contract to us, IISER Kolkata shall be at liberty to discontinue our services for the project within their sole discretion and no fee shall be claimed by us for the project.

Name and designation of the Authorized signatory

Stamp and seal Signature of the Bidder

Place:

Date: