

Indian Council of Medical Research
(An Autonomous Body under Department of Health Research,
Ministry of Health & Family Welfare, Govt. of India)

File no. EM/CW/NewBuilding/ICMR/2026

Date: 14.09.2026

NOTICE INVITING EOI/RFP

Subject: Invitation of Expression of Interest (EOI) cum Request for Proposal (RFP) from Organizations/PSUs of Govt. of India/State Government Eligible under Rule 133 (3) of GFR 2017 for providing “Architectural Consultancy Services” for preparation of “Detailed Project Report” for Construction of a Multistoried Office Complex consisting of Ground + 10 Floors + 3 Basements at ICMR Headquarters, Ansari Nagar, New Delhi.

Sir/Madam,

Indian Council of Medical Research, an autonomous body under Department of Health Research, Ministry of Health & Family Welfare, Govt. of India has proposed to engage Organizations/PSUs of Govt. of India/State Government Eligible under Rule 133 (3) of GFR 2017 for providing “Architectural Consultancy Services” for preparation of “Detailed Project Report” including Cost Estimates based on CPWD latest Plinth Area Rates, Building Plans, Layouts, Elevations, Cross-Sections and other allied documents in connection with Construction of a Multistoried Office Complex consisting of Ground + 10 Floors + 3 Basements at ICMR Headquarters, Ansari Nagar, New Delhi.

The “Detailed Project Report” should be prepared in accordance with Department of Expenditure OM No. 24(35)/PF-II/2012 dated 05 August, 2016 along with prevailing CVC norms, GFR provisions, NBC guidelines, CPWD specifications, NDMC rules, local Bye-Laws and applicable Manuals and Standard Operating Procedures (SOPs). Interested and eligible Organizations/PSUs of Govt. of India/State Government, having the requisite mandate and proven expertise in “Architectural Consultancy Services” of civil construction works, are invited to participate and submit their EOI/RFP as per the prescribed document. Eligible Organizations are required to quote their charges/consultancy fees in the financial bid. The EOI/RFP document may be downloaded from the official website <https://www.icmr.gov.in>. The last date for submission of EOI/RFP is 05.10.2026 up to 13:00, and no submissions shall be entertained after the stipulated date and time.

Head, CPC, ICMR HQ

EOI/RPF Document

1. Information for Bidders:

1.1 Details & Background of the proposed work:

Indian Council of Medical Research (ICMR), an autonomous body functioning under the Department of Health Research, plays a pivotal role in advancing biomedical research in India. With the staff strength steadily increasing, the council requires enhanced infrastructure to support its expanding workforce. The proposed construction work is designed to provide modern seating arrangements and functional workspaces for ICMR staff. By incorporating modular workstations, ergonomic furniture, and essential facilities, the project aims to create a comfortable and efficient environment. This initiative reflects ICMR's commitment to fostering productivity and supporting its growing team in delivering impactful research outcomes.

1.2 The scope of work for the proposed project includes providing comprehensive “Architectural Consultancy Services” for preparation of “Detailed Project Report” for Construction of a Multistoried Office Complex consisting of Ground + 10 Floors + 3 Basements at ICMR Headquarters, Ansari Nagar, New Delhi. It also includes preparation of Cost Estimates based on CPWD latest Plinth Area Rates, Building Plans, Layouts, Elevations, Cross-Sections and other allied documents for the proposed construction. The “Detailed Project Report” needs to be prepared according to the Department of Expenditure OM No. 24(35)/PF-II/2012 dated 05 August, 2016 in conjunction with prevailing CVC norms, GFR provisions, NBC guidelines, CPWD specifications, NDMC rules, local Bye-Laws and applicable Manuals and Standard Operating Procedures (SOPs). The proposed building is intended to be earthquake resistant, modern, resource-efficient, environmentally sustainable, energy-efficient and needs to have green-building features. The bidder is accordingly required to consider suitable provisions relating to earthquake/seismic resistance, energy efficiency, natural lighting, ventilation, water conservation, renewable energy, sustainable materials, waste management and other applicable green-building norms/certification requirements at the conceptual and subsequent design stages. Together, these documents will form a cohesive plan to deliver durable, efficient, and well-equipped Office Complex for ICMR Employees.

- 1.3 The estimated cost of the “Architectural Consultancy Services” for preparation of “Detailed Project Report” for the proposed construction, excluding GST, is **₹1,00,000**. The proposed site may be inspected and relevant details may be ascertained in person on any working day during office hours.
- 1.4 The above proposed work is to be carried out in a time bound manner to be completed as below:
- (i) Initial concept plan submission consisting of Building Plans, Layouts, Elevations, Cross-Sections etc. – **7 Days**
 - (ii) After finalization of initial concept plan by ICMR, submission of final concept plan consisting of Building Plans, Layouts, Elevations, Cross-Sections etc. – **7 Days**
 - (iii) Final submission of complete “Detailed Project Report” in accordance with Department of Expenditure OM No. 24(35)/PF-II/2012 dated 05 August, 2016 including Cost Estimates based on CPWD latest Plinth Area Rates, Building Plans, Layouts, Elevations, Cross-Sections and other allied documents – **7 Days**

TOTAL COMPLETION PERIOD – 21 DAYS

- 1.5 The super built up area of the proposed building will be approximately 600 sqm per floor. The super built up area per floor and the numbers of floors of the proposed building are tentative and subject to change as per prevailing local Bye-Laws and need to be incorporated by the Organization in the “Detailed Project Report”. The Photographs of the said premises are enclosed at **Annexure-I**.

2. Instructions to Bidders (ITB):

- 2.1 It is to be noted that bidder should submit all the requisite documents along with the EOI/RFP.
- 2.2 Any conditional or incomplete bid shall be liable for rejection.
- 2.3 Bidders shall carefully read all terms and conditions, scope of work, and other details mentioned in the EOI/RFP document before submission.
- 2.4 The quoted consultancy charges shall be in terms of percentage of estimated cost of the consultancy services and shall be inclusive of all applicable costs but excluding GST as applicable.
- 2.5 The estimate submitted by the organization shall be subject to reasonability check.

- 2.6 The competent authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
- 2.7 The successful bidder shall furnish a Performance Bank Guarantee (PBG) of 5% of the contract value including GST within 7 (seven) days from the date of issue of award of work, in the prescribed format and from a scheduled bank, in favour of DG, ICMR.
- 2.8 The interested bidders shall download the EOI/RFP document from the official website and carefully examine the same before submission.
- 2.9 The bid shall be submitted in two parts, namely Technical Bid and Financial Bid.
- 2.10 The Technical Bid shall contain all requisite documents including organizational details, credentials, experience certificates, and other information as specified in the bid document.
- 2.11 The Financial Bid shall contain the quoted consultancy charges in terms of percentage of estimated cost of the consultancy services excluding GST and shall be submitted strictly in the prescribed format at **Annexure-II**.
- 2.12 The Technical Bid and Financial Bid shall be placed in two separate sealed envelopes, clearly super scribed as “Technical Bid” and “Financial Bid”.
- 2.13 Both the sealed envelopes shall be enclosed in a single outer sealed envelope, super scribed with titled EOI/RFP document for providing “Architectural Consultancy Services” for preparation of “Detailed Project Report” for Construction of a Multistoried Office Complex consisting of Ground + 10 Floors + 3 Basements at ICMR Headquarters, Ansari Nagar, New Delhi.
- 2.14 Any bid received after the due date and time shall not be considered and shall be returned unopened.
- 2.15 The Technical Bids shall be opened first and evaluated. The Financial Bids of only those bidders who qualify in the Technical Bid shall be opened subsequently.
- 2.16 All pages of the bid shall be duly signed by the authorized signatory of the bidder.
- 2.17 It is the responsibility of the Organization to understand the detailed requirements of ICMR and make suitable arrangements to execute the work as per the guidelines issued by Govt. of India and CVC. The planning and/or designing of the project shall be done by the executing

Organization in consultation with the ICMR.

2.18 Bid shall be submitted on or before the given date and time to:

Head, CPC

ICMR Headquarters

V. Ramalingaswami Bhawan

Ansari Nagar, New Delhi - 110029

3. Eligibility Criteria:

3.1 The bidder shall be a Government Organization/Public Sector Undertaking (PSU) of Government of India or State Government, having experience in execution of similar works of “Architectural Consultancy Services”.

3.2 The bidder should have successfully completed at least 2 similar works of comparable quantum of minimum total approximate super built up area of 5000 sqm during the last 7 (seven) years ending last day of the month previous to the one in which bids are invited.

(Similar works shall mean “Architectural Consultancy Services” of civil construction works in govt. institutional buildings.)

3.3 The bidder shall have adequate in-house capability or arrangement for design, planning etc.

3.4 The bidder shall have experience in coordination of multidisciplinary “Architectural Consultancy Services” such as Civil, Electrical and IT systems in similar projects.

3.5 The bidder shall not have been blacklisted or debarred by any Government Department/PSU/Autonomous Body as on the date of submission of bid.

3.6 The bidder shall submit copies of work completion certificates, work orders, and other relevant documents in support of their experience and eligibility.

3.7 The bidder shall have valid PAN, GST registration and other statutory registrations as applicable.

4. Documents Comprising the Technical Bid:

4.1 Copy of certificate of Incorporation (or) company registration certificate.

4.2 Copies of GST and PAN registration.

4.3 Organization address and contact (telephone & email details)

- 4.4 An undertaking that they agree and abide by the bid documents & amendments (**Annexure-III**).
- 4.5 Self-declaration on letter head stating that the bidder has not been blacklisted/debarred by any Govt. Department/PSU.
- 4.6 Copies of relevant Work Orders/Agreements along with corresponding Completion Certificates issued by the client/department shall be submitted in support of similar work experience.

5. Documents Comprising the Financial Bid:

Financial Bid form- Bidder should quote the prices in the given format in **Annexure-II**.

6. Evaluation Criteria:

- 6.1 The Technical Evaluation shall be carried out on a pass/fail basis to assess the eligibility of bidders with reference to the prescribed Technical Eligibility Criteria.
- 6.2 Only those bidders who meet all the Technical Eligibility Criteria and whose bids are found to be substantially responsive shall be declared as Technically Qualified.
- 6.3 The Financial Bids of only technically qualified bidders shall be opened.
- 6.4 The selection of the organization shall be carried out under Least Cost Selection (LCS) method, and the bidder quoting the lowest consultancy charges (L1) shall be considered for award of work after ascertaining the technical and financial competence.
- 6.5 In case of a tie in financial bids, the bidder with higher experience in similar works (in terms of value/number) shall be given preference.
- 6.6 The decision of the competent authority in evaluation of bids shall be final and binding, and no correspondence shall be entertained in this regard.

7. Execution and Payment Terms & Condition:

- 7.1 The consultancy charges shall include submission of "Detailed Project Report" including Cost Estimates based on CPWD latest Plinth Area Rates, Building Plans, Layouts, Elevations, Cross-Sections and other allied documents including any modifications or rectifications thereof. The organization needs to submit final "Detailed Project Report" including Cost Estimates based on CPWD

latest Plinth Area Rates, Building Plans, Layouts, Elevations, Cross-Sections and other allied documents in original (3 sets of original ink signed hard copies including scanned soft copies of .pdf as well as .dwg files).

- 7.2 Full and final payment of the quoted consultancy charges will be made to the organization after successful completion of the work to the satisfaction of the competent authority of ICMR and the payment will be released by ICMR on submission of the GST Invoice by the organization after duly adjusting statutory deductions. Date of Start of the work will be reckoned from the 4th day after the date of issue of acceptance letter to the successful bidder.
- 7.3 All payments shall be made/released by ICMR to the organization through electronic transfer of funds and not by way of Cheque / DD/ Other instruments.

8 AGREEMENT:

A Memorandum of Understanding (MoU)/ Agreement, based on the mutually agreed terms and conditions shall be executed between the organization and ICMR after the issue of Acceptance Letter.

9. WARRANTY PERIOD:

The Warranty Period shall be 6 months from the date of successful completion of the work to the satisfaction of the competent authority of ICMR. During this period, the organization shall get the modifications done without any extra cost to ICMR.

10. DISPUTES RESOLUTION:

Disputes, if any, shall be solved amicably through mutual negotiations. However, the decision of DG, ICMR shall be final and binding in all matters.

FINANCIAL BID

From:

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To: Head, CPC,
ICMR Headquarters,
Ansari Nagar, New Delhi-110029.

Sub: Providing "Architectural Consultancy Services" for preparation of "Detailed Project Report" for **"Construction of a Multistoried Office Complex consisting of Ground + 10 Floors + 3 Basements at ICMR Headquarters, Ansari Nagar, New Delhi"**.

Dear Sir,

In response to EOI/RFP document for the above work, we hereby quote our Consultancy Charges (Fees) in percentage (%) towards "Architectural Consultancy Services" for preparation of "Detailed Project Report" as per the scope defined in the RFP documents, as under:

Sl. No.	Particulars	In Percentage (%) [Above / Below / At Par]
01.	Consultancy charges as a fixed percentage of estimated cost of the consultancy services (excluding GST as applicable)	TO BE QUOTED

(Signature, name and Designation of authorized person with complete address of the Organization)

Date:

Place:

(Please affix seal)

Undertaking for Acceptance of Terms & Conditions

(To be submitted on Bidder's Letterhead)

To

[Name of the Authority]

[Address]

Sub: Undertaking for Acceptance of Terms & Conditions of EOI/RFP.

Sir/Madam,

We, the undersigned, hereby declare that we have carefully read and examined all the terms and conditions, specifications, scope of work, and other details contained in the EOI/RFP document for the subject work.

We hereby confirm that we agree to abide by all the terms and conditions stipulated in the said document without any deviation or condition. We further undertake that the bid submitted by us is in conformity with the provisions of the EOI/RFP and is unconditional.

We also confirm that in case of award of work, we shall execute the same strictly in accordance with the terms and conditions of the EOI/RFP document and to the satisfaction of the Employer.

We understand that any deviation or non-compliance found at a later stage may result in rejection of our bid or termination of the contract.

Yours faithfully

(Signature of Authorized Signatory)

Name:

Designation:

Name of Organization:

Date:

Seal: