

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(An Autonomous Institute under Ministry of Finance, Government of India)

Sector-48, Pali Road, Faridabad -- 121001

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Dated: 01 May 2026

NOTICE INVITING EXPRESSION OF INTEREST (E.O.I.)

FOR SELECTION OF CENTRAL/STATE GOVT. PSU/GOVT. CONSTRUCTION AGENCY AS EXECUTING AGENCY/PROJECT MANAGEMENT AGENCY FOR CONSTRUCTION OF HOSTEL BLOCK AT AJNIFM, FARIDABAD

The Arun Jaitley National Institute of Financial Management invites online/offline expression of interest from Central/State Govt. PSUs, Government Construction Corporations, and Government Engineering Agencies registered under the Companies Act, 1956/2013 in two-bid system (Technical & Financial) as Executing Agency/Project Management Agency for the following work:

S. No.	Name of work & Location	Estimated cost put to bid	Earnest Money Deposit (EMD)	Period of Completion	Last date & time of submission of bid	Time & date of opening of technical bid
01	Construction of G+2 Hostel Block (34 Double-bed rooms) at AJNIFM Campus, Sector-48, Faridabad	₹ 6,78,00,000/- (Rupees Six Crore Seventy-Eight Lakh Only)	NIL (Exempted for Govt. PSUs as per GFR 2017)	10 months (including all phases)	21 May 2026 up to 3:00 PM	23 May 2026 at 11:00 AM

1. GENERAL INSTRUCTIONS AND ELIGIBILITY CRITERIA

1.1 Only those Central/State Govt. PSUs/Government Construction Agencies who fulfill the following requirements shall be eligible to apply. **Joint ventures / consortia will not be eligible.**

1.2 The eligible agency must:

(a) **Work Experience:** Should have satisfactorily completed the following during the last seven years ending on the previous day of the last date of submission of bids:

(i) Three similar works each costing not less than ₹ 2,71,20,000/- (40% of estimated cost)

OR

(ii) Two similar works each costing not less than ₹ 4,06,80,000/- (60% of estimated cost)

OR

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& Member

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(iii) (iii) One similar work costing not less than ₹ 5,42,40,000/- (80% of estimated cost)

Note: *Similar work* shall mean construction of residential buildings / hostels / institutional buildings / campus development works of Central / State Govt., Autonomous Bodies, PSUs, or other equivalent Govt. organizations. The works must include RCC framed structures with all allied services such as electrical, plumbing, fire-fighting, HVAC provisions, and external development.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the previous day of last date of submission of bids.

- (b) **Average Annual Financial Turnover:** Should have an average annual turnover of not less than ₹ 3,39,00,000/- (50% of estimated value) on construction/infrastructure works during the last three years ending **31st March 2026**. (Scanned copy of certificate from Chartered Accountant to be uploaded).
- (c) **Profitability:** Should not have incurred any loss (profit after tax positive) in more than one year during the last three financial years ending **31st March 2026**.
- (d) **Solvency:** Should have a banking solvency of not less than ₹ 2,71,20,000/- (40% of estimated value). (Scanned copy of original solvency certificate to be uploaded).
- (e) **Blacklisting:** Should not have been blacklisted/debarred by any Central/State Govt. Ministry, Department, PSU, or Autonomous Body as on the date of submission of bid.

1.3 The intending bidders/PSUs must read the terms and conditions of the eligibility criteria carefully. The bid should be submitted only if the agency considers itself eligible and is in possession of all required documents.

2.0 BASIS OF SELECTION

As contemplated under GFR 2017 Rule 133(3) and **MoF Works Manual 2019 (Para 3.3.2)**, the PSU/Organization for executing the works will be selected after evaluating financial strength, technical competence, and proposed project execution methodology. **AJNIFM shall retain overall responsibility for tendering, award, and execution even when works are executed through the selected agency.** The award of work shall be ensured on competition amongst such PSUs/Organizations on the basis of lump sum service charges (Project Management Consultancy fee) to be claimed for execution of the works.

3.0 BID DOCUMENTS AND SUBMISSION

3.1 The technical bid should contain information/documents about the PSU as prescribed in **Annexure – B** (Procedure for Fixing Eligibility Criteria). The financial bid should contain the quote of executing agency on Project Management Consultancy (PMC) charges as per prescribed **Form – F**.

3.2 The bid document consisting of:

- **Annexure – A:** Detail of Works
- **Annexure – B:** Procedure for Fixing Eligibility Criteria
- **Annexure – C:** Terms of Reference (ToR)

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- **Annexure – D:** Standard MoU / Agreement Format
- **Form – F:** Financial Bid Format

Can be downloaded from the website: from www.eprocure.gov.in or www.ajnim.ac.in free of cost.

3.3 Those PSUs who are not registered on the e-procurement website are required to get registered beforehand.

3.4 The intending bidder PSUs must have a valid Class-III Digital Signature to submit the bid online.

3.5 On the bid opening date, the PSUs can log in and view the bid opening process.

4.0 SCHEDULE OF EVENTS

Event	Date & Time
Publication of EOI	02 May 2026
Document download start date	02 May 2026 (09:00 AM)
Pre-bid meeting	14 May 2026 at 11:00 AM
Last date for written queries	15 May 2026 up to 5:00 PM
Bid submission start date	02 May 2026 (10:00 AM)
Bid submission end date	21 May 2026 up to 3:00 PM
Opening of Technical Bids	23 May 2026 at 11:00 AM
Opening of Financial Bids	Will be communicated later to technically qualified bidders

5.0 PRE-BID CONFERENCE

A pre-bid conference shall be held at **Conference Hall, Administrative Block, AJNIFM, Sector-48, Faridabad on 14 May 2026 at 11:00 AM** to clarify doubts of intending bidders, if any.

6.0 SCOPE OF WORK (SUMMARY)

The selected agency shall act as the Executing Agency/Project Management Agency and shall be responsible for end-to-end execution of the project, including:

- Review of available drawings/plans and validation of estimates.
- Preparation or revision of detailed estimates, structural design/vetting.
- Tendering and procurement of contractors/vendors as per GFR/CVC/CPWD guidelines.
- Execution of all civil, electrical, plumbing, fire-fighting, HVAC, and external development works.
- Quality assurance, site supervision, material testing, and third-party quality audits.
- Submission of periodic progress reports (daily/weekly/monthly) to AJNIFM.
- Coordination for statutory compliances (building plan approval, fire NOC, electrical safety, etc.).
- Completion of project within 10 months and handing over to AJNIFM.
- Defect liability period obligations for 12 months after completion.

(Detailed Scope of Work is provided in **Annexure – C**)

7.0 LIST OF DOCUMENTS TO BE SCANNED AND UPLOADED

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S. No.	Document
I	Certificates of Work Experience from competent authority of concerned department (as per eligibility)
II	Certificate of Financial Turnover from CA for last 3 years (up to 2025-26)
III	Bank Solvency Certificate
IV	Certificate of not having incurred losses (Audited P&L statements up to 2025-26)
V	Undertaking of not being blacklisted/debarred by any Govt. agency
VI	GST Certificate (if obtained in Haryana) OR undertaking to obtain within one month of award
VII	Proposed project execution methodology & implementation schedule
VIII	Details of technical manpower (Civil, Electrical, Mechanical engineers) available
IX	All documents mentioned in Annexure – B

8.0 GENERAL TERMS AND CONDITIONS

8.1 The Faculty Incharge (Administration), AJNIFM reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified PSUs to any number deemed suitable if too many bids are received.

8.2 Canvassing in any form will lead to disqualification.

8.3 The selected agency shall execute a formal Memorandum of Understanding (MoU) / Agreement with AJNIFM within 15 days of receipt of Letter of Award, as per the format provided in **Annexure – D** (based on MoF Works Manual 2025, Annexure 10).

8.4 Performance Security: Since the work is being executed on a **Deposit Work basis**, the selected PSU/Government Agency shall **not be required to furnish any Performance Security to AJNIFM** in its own capacity as Project Management Agency.

However, for the avoidance of doubt, the following shall apply:

- (i) The selected agency shall ensure that the **contractor(s) appointed by them** furnish appropriate Performance Security as per GFR 2017 / CPWD norms (normally 5% to 10% of the contract value) in favor of the selected agency, with the said Performance Security being assigned to AJNIFM or held in trust for AJNIFM.
- (ii) **Notwithstanding the above, the selected agency shall furnish a Project Management Performance Security of 3% of the total estimated project cost (₹ 20,34,000/-) strictly in accordance with Para 46 of Annexure – D (MoU format).** This Security is towards due discharge of its responsibilities as Project Management Consultant (PMC) and shall be refunded after completion of Defect Liability Period without interest.
- (iii) In case of any conflict between this Para 8.4 and Para 46 of Annexure – D, **Para 46 of Annexure – D shall prevail.**

8.5 Payment to the Agency (Project Cost & PMC Charges):

- (i) **For project execution funds (₹ 6.78 Cr):** Payments shall be released by AJNIFM to the selected agency on a **milestone-linked basis** as per the **12-slab payment schedule** provided in **Annexure – D (Clause 9A)**. These payments are for onward transmission to the contractor(s) after verification of work done.

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- (ii) **For PMC fees (as quoted in Form – F):** Separate milestone-linked payments shall be released as per **Annexure – D (Clause 9B)**.
- (iii) No mobilization advance shall be paid to the selected agency unless supported by an equivalent Bank Guarantee. Any advance to the contractor shall be governed by the contract between the agency and the contractor.

8.6 Separate Bank Account: The selected agency shall maintain a **separate interest-bearing bank account** for AJNIFM project funds (Deposit Work account). Interest earned, if any, shall be passed on to AJNIFM quarterly. The agency shall not commingle AJNIFM funds with its own funds.

8.7 Liquidated Damages (LD):

- (i) **Liability of Contractor:** The selected agency shall incorporate **strict LD clauses** in all contracts with contractors/vendors. The LD shall be @ 0.5% per week of the contract value, subject to a maximum of 10%, for delays attributable to the contractor.
- (ii) **Recovery and Credit:** Any LD recovered by the selected agency from the contractor(s) shall be **credited in full to AJNIFM** in the project accounts.
- (iii) **Liability of the Selected Agency (PMC):** The selected agency shall be liable to AJNIFM for LD **only in cases where the delay is directly attributable to the agency's own actions or inactions** (e.g., failure to finalize tenders within stipulated time, failure to obtain statutory approvals, or failure to deploy required supervisory staff). In such cases, LD shall be @ 0.5% per week of the **PMC fees** (not project cost), subject to a maximum of 10% of PMC fees.
- (iv) No LD shall be levied on the selected agency for delays caused by the contractor, force majeure, or reasons beyond the agency's control.

8.8 Oversight Mechanism: As per **MoF Works Manual 2025 (Para 3.1.3-5)** and **GFR 2017 Rule 133(3)**, AJNIFM shall retain overall responsibility for tendering, award, and execution even when works are executed through an agency. Accordingly:

- (i) AJNIFM shall appoint an **Engineer-in-Charge (EIC)** and an **Oversight Committee** (Faculty Incharge, Finance, and an external technical expert, if required).
- (ii) The following actions by the selected agency shall require **prior written approval of AJNIFM:**
 - a) Award of any works contract to a contractor
 - b) Any variation exceeding 5% of any item in the contract
 - c) Extension of time beyond the original 10 months
 - d) Settlement or termination of any contractor
 - e) Any extra expenditure beyond the approved project cost
- (iii) The selected agency shall provide full access to site, documents, and records to AJNIFM/EIC at all times.
- (iv) Monthly progress review meetings shall be held between AJNIFM, the selected agency, and the contractor.

9.0 JURISDICTION & ARBITRATION

9.1 Applicability: This clause applies to disputes **between AJNIFM and the selected agency (PSU/PMC)** arising out of or in connection with this EOI, the MoU, or the execution of the Deposit Work.

9.2 Dispute Resolution Mechanism (Tiered Approach):

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- (i) **First Level – Engineer-in-Charge:** Any dispute shall first be referred to the Engineer-in-Charge of AJNIFM, whose decision shall be binding unless either party escalates within 30 days.
- (ii) **Second Level – Mutual Consultation:** If not resolved, the matter shall be brought before the **Faculty Incharge (Administration)** of AJNIFM and the **Nodal Officer / Chief Engineer** of the selected agency for joint resolution.
- (iii) **Third Level – Escalation to Higher Authorities:** If still unresolved, the matter shall be escalated to the **Director, AJNIFM** and the **Head of the PSU / next higher authority above CE level** for a final administrative decision.

9.3 Arbitration:

- (i) If the dispute remains unresolved after the above tiers, it shall be referred to **arbitration** as per the **Arbitration and Conciliation Act, 1996 (as amended up to date)**.
- (ii) The arbitration shall be conducted by a **mutually agreed sole arbitrator**. If the parties fail to agree on an arbitrator within 30 days of the invocation of arbitration, the arbitrator shall be appointed by the **Ministry of Finance, Government of India**.
- (iii) The venue of arbitration shall be **Faridabad, Haryana**.
- (iv) The language of arbitration shall be **English**.
- (v) The award shall be a reasoned award and binding on both parties.

9.4 Disputes Between Agency and Contractor: Disputes arising between the selected agency and its contractor(s) shall be resolved as per the arbitration clause contained in the respective works contract. AJNIFM shall not be a party to such disputes, but the selected agency shall keep AJNIFM informed of any material arbitration or litigation.

9.5 Exclusion of Courts: Except for matters covered under the arbitration clause above, any other dispute shall be subject to the **exclusive jurisdiction of courts at Faridabad, Haryana**.

9.6 Governing Law: This RFP, the EOI, and the subsequent MoU shall be governed by the laws of the Republic of India.

10.0 CONTACT DETAILS

For submissions & clarifications:

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ANNEXURE – A DETAIL OF WORKS

S. No.	Particulars	Details
1	Name of Work	Construction of G+2 Hostel Block (34 Double-bed rooms) at AJNIFM Campus, Faridabad
2	Location	Sector-48, Pali Road, Faridabad – 121001, Haryana
3	Type of Building	Hostel (Residential)
4	Configuration	Ground + 2 Floors
5	Number of Rooms	34 Double-bed rooms (each approx. 200 sq. ft. carpet area)
6	Estimated Cost put to bid	₹ 6,78,00,000/- (Rupees Six Crore Seventy-Eight Lakh Only)
7	Basis of Estimate	CPWD Schedule of Rates (latest edition) with Faridabad market rates
8	Period of Completion	10 months (including planning, tendering & execution)
9	Earnest Money Deposit (EMD)	NIL (Exempted for Govt. PSUs as per GFR 2017)
10	Defect Liability Period	12 months from date of handing over
11	Bid Validity	180 days from date of technical bid opening
12	Liquidated Damages	0.5% per week of PMC fees, max 10%
13	Performance Security	3% of total estimated project cost (₹ 20,34,000/-)
14	Arbitration	As per Arbitration & Conciliation Act, 1996 (amended)
15	Jurisdiction	Courts at Faridabad, Haryana

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ANNEXURE – B

PROCEDURE FOR FIXING ELIGIBILITY CRITERIA & DOCUMENTS REQUIRED

The following documents/information shall be submitted in the **Technical Bid**:

1. Organizational Profile

- Name, address, telephone, fax, email, website of the PSU
- Year of establishment and incorporation
- Proof of being a Central/State Govt. PSU (Certificate of Incorporation, Memorandum of Association, Government ownership proof)
- GST & PAN details
- Registration on e-procurement portal (if applicable)

2. Work Experience (Last 7 years ending on previous day of bid submission)

- List of **similar works** completed as per eligibility criteria:
 - Work order copy
 - Completion certificate from competent authority
 - Actual cost of work at time of completion
 - **Escalated cost** at current prices (@7% per annum simple interest calculated from date of completion to previous day of bid submission)
- **Definition of Similar Work:** Construction of residential buildings / hostels / institutional buildings / campus development works of Central / State Govt., Autonomous Bodies, PSUs, or other equivalent Govt. organizations. Works must include RCC framed structures with all allied services: electrical, plumbing, fire-fighting, HVAC provisions, and external development.

3. Financial Capacity (Last 3 financial years: 2023-24, 2024-25, 2025-26)

- Audited Balance Sheets (scanned copies)
- Turnover certificate from Chartered Accountant (average annual turnover not less than ₹ 3,39,00,000/-)
- Profit & Loss statements for last 3 years (profit after tax positive in at least 2 out of 3 years)
- Solvency certificate from scheduled bank (not older than 6 months) of not less than ₹ 2,71,20,000/-

4. Technical Manpower (In-house regular employees, deployment proof required)

Designation	Minimum Required	Experience
Project Manager	1 no.	15+ years in building construction
Civil Engineer (BE/B.Tech)	3 nos.	5+ years
Electrical Engineer	1 no.	5+ years
Mechanical Engineer (HVAC)	1 no.	5+ years
Site Supervisor / Diploma Engineer	2 nos.	3+ years
QA/QC Engineer	1 no.	5+ years

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5. Declaration on non-blacklisting

- On ₹100/- stamp paper (non-judicial) undertaking that the agency has not been blacklisted/debarred by any Central/State Govt. Ministry, Department, PSU, or Autonomous Body as on date of bid submission.

6. Proposed Execution Methodology & Implementation Schedule

- Detailed Bar Chart / Gantt Chart showing:
 - Phase 1: Pre-construction (1 month)
 - Phase 2: Construction (8 months)
 - Phase 3: Handover & DLP (1 month + 12 months)
- Narrative on approach to quality, safety, coordination, and statutory compliance.

7. Power of Attorney / Authorization

- Authorized signatory to sign the bid documents on behalf of the PSU.

8. Any other supporting documents

- ISO certification (if available)
- Past performance certificates from clients
- CPWD/CEA empanelment (if applicable)

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ANNEXURE – C

TERMS OF REFERENCE (ToR) – DETAILED SCOPE OF WORK

Phase 1: Pre-Construction / Planning Phase (1 Month)

1. **Site evaluation** and analysis of available drawings/layout approvals.
2. **Validation and revision** (if required) of detailed estimates as per CPWD SoR.
3. **Structural design review/vetting** through empanelled consultants (at agency's cost).
4. **Preparation of bid documents** for works contract (civil, electrical, plumbing, HVAC, fire-fighting, external development) as per GFR, CVC, and CPWD guidelines.
5. **Tendering process:**
 - Publication of NIT on e-procurement portal and in newspapers (if required)
 - Receipt & opening of bids
 - Technical & financial evaluation
 - Award of contract to the lowest technically qualified bidder
 - **All tender awards require prior written approval of AJNIFM.**
6. **Obtaining all statutory approvals** at own cost:
 - Building plan approval from local authority
 - Fire NOC from Haryana Fire Services
 - Electrical Safety Certificate from licensed authority
 - Environment clearance (if applicable)
 - Lift/elevator approval (if applicable)
7. **Soil investigation** (if not already available) through NABL-accredited lab.

Phase 2: Construction / Execution Phase (8 Months)

1. **Deployment of full-time qualified engineers** at site as per Annexure – B manpower table.
2. **Quality control:**
 - In-house laboratory / testing facilities
 - Third-party testing of materials as per IS codes (at agency's cost if contractor fails)
 - Monthly quality audit report to AJNIFM
3. **Progress reporting:**
 - Daily progress report (DPR) by email
 - Weekly progress report with bar chart, cash flow, photographic evidence
 - Monthly progress report with milestone status, deviations, and corrective actions
4. **Meetings:**
 - Conduct weekly progress review meetings with contractors and AJNIFM representatives
 - Minutes of meeting to be circulated within 24 hours
5. **Measurement certification** of completed work through Measurement Books (digitally signed).
6. **Scrutiny and certification** of contractor's RA bills (running account bills) within 7 days of receipt.
7. **Safety practices:** Ensure compliance with OSHA/CPWD norms, provide PPEs, safety signage, and first-aid at site.
8. **Labour law compliance:** Monitor contractor for EPF, ESI, BOCW Act, CLRA Act, and maintain statutory registers.
9. **Variation / deviation management:**
 - Any variation >5% of any item requires AJNIFM's prior written approval
 - Rate analysis for extra/substituted items with justification
10. **Extension of time (EoT):** Grant only with valid reasons and AJNIFM's concurrence.

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Phase 3: Post-Construction / Handing Over (1 Month + 12 Months DLP)

1. **Completion of all interior finishes**, external development, landscaping, parking, pathways, drainage, and boundary works.
2. **Obtaining final statutory clearances:**
 - Completion Certificate
 - Occupancy Certificate
 - Final Fire NOC
 - Electrical Safety Certificate
 - Water & sewerage connection approvals
3. **Handing over** of the completed hostel block to AJNIFM with:
 - 2 sets of as-built drawings (hard copy + soft copy in DWG & PDF)
 - All test reports, design mix certificates, warranty/guarantee documents of materials/equipment (minimum 12 months warranty)
 - Operation & Maintenance (O&M) manuals for all MEP systems
4. **Defect Liability Period (12 months):**
 - Attend all rectification/repair works arising from defective workmanship or materials within 7 days of intimation
 - No extra cost to AJNIFM
 - Quarterly DLP inspection report to AJNIFM
5. **Final settlement** of contractor's account and release of contractor's performance security after DLP completion.
6. **Audit compliance:** Furnish replies to any audit observations (CAG, CTE, internal audit) pertaining to the project within 15 days.

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ANNEXURE – D
STANDARD MoU / AGREEMENT FORMAT (Summary of Key Clauses)

(Refer Para 3.1.3-5 of MoF Works Manual 2025 – Sample MoU format adopted as per RFP requirement)

MEMORANDUM OF UNDERSTANDING

between

Arun Jaitley National Institute of Financial Management (AJNIFM)
(hereinafter called "Procuring Entity")

and

[Name of Selected PSU / Government Construction Agency]
(hereinafter called "Project Management Consultant")

For Construction of G+2 Hostel Block (34 Double-bed rooms) at AJNIFM Campus, Sector-48, Faridabad

This Memorandum of Understanding (hereinafter called "MoU") signed between **Arun Jaitley National Institute of Financial Management (AJNIFM)** (hereinafter called "Procuring Entity") represented by its **Faculty Incharge (Administration)** of one part,

And

[Name of Project Management Consultant PSU/ Agency] (hereinafter called "Project Management Consultant") represented by its **Authorized Signatory / Chief Engineer** on the other part.

'Procuring Entity' and 'Project Management Consultant' are also referred to individually as 'Party' and collectively as 'Parties' wherever the context so requires.

Whereas the Project Management Consultant has agreed to undertake the work of **Construction of G+2 Hostel Block (34 Double-bed rooms) at AJNIFM Campus, Sector-48, Faridabad** for the Procuring Entity as a 'Deposit Work' on **Project Management Consultant (PMC)** basis.

Now, therefore, it is agreed between the Parties as follows:

(A) ASSIGNING OF WORK BY PROCURING ENTITY TO PROJECT MANAGEMENT CONSULTANT

1. The Procuring Entity will assign the above-mentioned work to the Project Management Consultant through a Letter of Award (LoA) after due approval of the competent authority. A work-specific MoU shall be signed along with approval of Preliminary Estimates.
2. The Procuring Entity will provide all relevant available documents related to Land, Site Details, functional and space requirements, Layout Plans, etc., for facilitating Project Execution by the Project Management Consultant.
3. The Project Management Consultant shall appoint, if necessary, competent Architectural and Engineering (A&E) Consultant commensurate with the size and nature of the work after following due process as per GFR and CVC guidelines.

(B) APPROVAL OF PRELIMINARY PROJECT REPORT (PPR) & DETAILED PROJECT REPORT (DPR) / PRELIMINARY ESTIMATE (PE)

4. **Preliminary Project Report (PPR)** shall be prepared by the Project Management Consultant based on functional & space requirements as intimated by the Procuring Entity and submitted

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to the Procuring Entity for its approval within **4 (four) weeks** of receipt of LoA. This shall be a joint endeavour on the part of both Parties in consultation with consultants & experts.

5. Based on approved PPR, the Project Management Consultant shall prepare **Detailed Project Report (DPR) / Preliminary Estimate (PE)** consistent with CPWD norms & standards, containing:
 - Milestones and commensurate activities
 - Baseline Programme in the form of CPM Network
 - Dates of Start and Completion of the work
 - Work-specific draft MoU

This shall be submitted to the Procuring Entity within **8 (eight) weeks** of receipt of approval for PPR.

6. The Project Management Consultant shall use **CPWD Analysis of Rates (DSR)** for Delhi / Faridabad for framing the DPR/PE. Non-DSR items shall be incorporated only when not readily available in DSR, with detailed reasons and justifications.
7. The Procuring Entity shall accord approval to DPR/PE (and work-specific draft MoU) and issue **Administrative Approval (A/A) & Expenditure Sanction (E/S)** within **8 (eight) weeks** of its submission by the Project Management Consultant.
8. On receipt of A/A and E/S, the Project Management Consultant shall prepare and accord **Technical Sanction (TS)** to detailed and coordinated design of all Architectural, Civil, Electrical, Mechanical, Horticulture, and any other services included in the scope of the sanction, along with Detailed Cost Estimates containing detailed specifications and quantities based on CPWD SoR.

(C) RELEASE OF FUNDS, PAYMENT OF BILLS (PMC FEES & PROJECT COST)

9. The Project Management Consultant has agreed to charge **lump sum PMC fees of ₹ [amount as per Form – F] (excluding GST)** for carrying out the assigned Deposit Work.

9A. CONSTRUCTION-LINKED PAYMENT SLABS FOR PROJECT EXECUTION (For the total project cost of ₹ 6.78 Cr)

Notwithstanding anything contained elsewhere in this MoU, the **release of funds for the actual construction work** (as distinct from PMC fees) shall be strictly linked to physical progress milestones achieved at site, as certified by the Procuring Entity's Engineer-in-Charge. The payment slabs shall be as follows:

S. No.	Milestone Description	Percentage of Total Project Cost (₹ 6.78 Cr) Payable
1	Advance / Agreement Stage – Paid at contract signing; covers initial setup, drawings, approvals	10%
2	Foundation Work – Excavation, footing, PCC, and foundation completion	10%
3	Plinth Level Completion – Up to ground floor base (DPC level)	10%
4	Ground Floor Slab – Columns + slab casting of ground floor	10%
5	First Floor Slab – Structure up to first floor slab	10%
6	Second Floor Slab – Structure up to second floor slab	10%
7	Brickwork & Internal Walls – All masonry completed	8%
8	Plastering Work – Internal + external plaster	8%
9	Flooring & Tiling – Tiles, granite, basic flooring	7%

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10	Electrical & Plumbing – Wiring, fittings, piping	5%
11	Finishing Stage – Painting, doors, windows, fixtures	7%
12	Final Handover – After inspection and snag correction	5%
	TOTAL	100%

Conditions for payment under Clause 9A:

- (i) Each payment shall be released only after **certification** by the Procuring Entity's Engineer-in-Charge that the corresponding milestone has been fully completed on site.
- (ii) The **Advance / Agreement Stage** payment (10%) shall be supported by an **equivalent Bank Guarantee** from the contractor appointed by the Project Management Consultant. The Bank Guarantee shall remain valid until the advance is fully adjusted against subsequent milestones.
- (iii) No advance or payment shall be released for any milestone unless the previous milestone has been certified as complete.
- (iv) The Project Management Consultant shall ensure that these milestone-linked payment terms are **back-to-back** incorporated into all contracts with contractors/vendors engaged by them for this project.
- (v) In case of delay or poor workmanship, the Procuring Entity may **withhold or reduce** the milestone payment at its sole discretion after recording reasons in writing.
- (vi) These percentages are based on the **total estimated project cost of ₹ 6,78,00,000/-**. Any revision in project cost shall proportionately revise the absolute amount payable against each slab.

(The above Clause 9A is in addition to, and not in substitution of, the PMC fees payment terms separately agreed. PMC fees shall be paid as per separate milestone table in Clause 9B below, if any. In case of conflict, Clause 9A shall prevail for project cost disbursement.)

9B. PMC FEES PAYMENT MILESTONES (Separate from project cost slabs above)

PMC fees (lump sum quoted in Form – F) shall be paid as per the following milestones:

Milestone No.	Description	% of PMC fees payable
1	On signing of MoU & submission of Performance Security	5% (Mobilization)
2	Completion of Foundation Work (Milestone 2 above)	10%
3	Completion of Plinth Level (Milestone 3 above)	10%
4	Completion of Ground Floor Slab (Milestone 4 above)	15%
5	Completion of First Floor Slab (Milestone 5 above)	15%
6	Completion of Second Floor Slab (Milestone 6 above)	15%
7	Completion of Brickwork & Plastering (Milestones 7 & 8)	15%
8	Completion of Finishing & Handover (Milestones 10, 11, 12)	15%
Total		100%

FOR THE AVOIDANCE OF DOUBT – MAPPING OF YOUR INPUT

Your Input Slab	Percentage	Mapped to Clause 9A S. No.
Advance / Agreement Stage	10%	1
Foundation Work	10%	2
Plinth Level Completion	10%	3
Ground Floor Slab	10%	4

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First Floor Slab	10%	5
Second Floor Slab	10%	6
Brickwork & Internal Walls	8%	7
Plastering Work	8%	8
Flooring & Tiling	7%	9
Electrical & Plumbing	5%	10
Finishing Stage	7%	11
Final Handover	5%	12
TOTAL	100%	

10. **Release of Initial Deposit for Project Execution (Project Cost ₹ 6.78 Cr):** The Procuring Entity shall release **Initial Deposit of 10% of the approved preliminary estimate amount (₹ 67,80,000/-)** to the Project Management Consultant within **2 (two) weeks** of issuing A/A & E/S (and signing of this work-specific MoU, whichever is later).
11. **Additional Deposit:** The Procuring Entity shall release additional deposit up to **10% of approved estimate amount (₹ 67,80,000/-)** to the Project Management Consultant within **2 (two) weeks** of award of the first major construction contract, on the basis of a specific request made by the Project Management Consultant with proper reasons and justifications acceptable to the Procuring Entity.
12. **Subsequent Release of Funds (Recoupment):** After the initial and additional deposit, subsequent release of funds shall be in the form of **recoupment of the expenditure made by the Project Management Consultant** on the work as per **Monthly Expenditure Statements (MES)** in a form similar to CPWD Form – 65 (Account of Deposit Works). While submitting MES, the Project Management Consultant shall also submit a comprehensive report on the progress of physical completion of various activities and milestones vis-à-vis the baseline programme.
13. **Timeline for Recoupment:** Funds subsequent to initial deposits shall be released by the Procuring Entity to the Project Management Consultant within **4 (four) weeks** of submission of request along with all required documents.
14. **Special Fund Requirement (up to ₹ 25 lakh):** If any fund requirement is specifically made by the Project Management Consultant for pre-construction activities, the same shall be released by the Procuring Entity within **2 (two) weeks** of such demand, provided the amount is within the ceiling limit of **₹ 25 (twenty-five) lakh**. This amount shall be adjusted from the Initial Deposit.
15. **Excess Expenditure / Time Overrun:** The Project Management Consultant shall intimate the Procuring Entity about any excess expenditure likely to be incurred over and above the approved Project Cost, and also about the possibility of time overruns, as soon as it comes to knowledge, along with reasons and justifications, for necessary approval before incurring extra/additional expenditure.
16. **Payment Certification & Final Accounts:** The Project Management Consultant shall be responsible for certifying and making payment of bills of the contractors/agencies engaged by them. They shall make available the **Final Statement of Accounts** in Standard Format to the Procuring Entity and provide copies of Final Bills for all Contract Packages after completion of the work. Any other details regarding Utilization of Fund, Detailed Estimates, Technical Sanctions, Award of Works, Running Bills, etc., shall be provided readily when asked by the Procuring Entity.
17. **Settlement of Compensation / Levies:** The Procuring Entity shall settle compensation/levies, if so required to be paid based on recommendation by the Project Management Consultant related to the Project works, under the Workmen's Compensation Act or any other Act or Law of the Central or State Government.

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(D) EXECUTION OF WORK

18. **Statutory Approvals:** The Project Management Consultant shall obtain necessary Statutory Approvals / Permissions / Clearances / Certificates from concerned Local Bodies & Statutory Authorities such as:
- District Authorities
 - Municipal Corporation, Faridabad
 - Town Planning Board
 - Electricity Department / Fire Department
 - State / Central Pollution Control Boards
 - Forest & Wildlife Authorities (if applicable)
 - Any other relevant authorities
19. **Site Availability:** The Procuring Entity shall make the work site available free from encumbrances to the Project Management Consultant. The Procuring Entity shall also ensure availability of auxiliary services like roads, power, water, solid & liquid waste disposal, street lighting, and other civic services.
20. **Inspection & Monitoring:** The Project Management Consultant shall permit the Procuring Entity to inspect or monitor the works, either itself or through a third party, as and when desired, for assessing actual progress, quality of construction, and any other aspects.
21. **Security & Site Access:** The Procuring Entity shall provide security clearance and ensure free access for Project Management Consultant staff / employees and their workers working at the work site, if required.
22. **Availability of Men & Material:** The Project Management Consultant shall ensure adequate availability of men & material by their contractors.
23. **Health, Safety & Environmental (HSE) Practices:** The Project Management Consultant shall ensure that its contractor(s) implement required HSE practices at the construction sites and comply with all statutory obligations related to workmen deployed at the site. The Project Management Consultant will act as **Principal Employer** in respect of all statutory obligations related to workmen deployed at the site in execution of the work.
24. **Utilities for Construction:** The Procuring Entity shall permit and facilitate to the Project Management Consultant all utilities required for construction, e.g., drawl of groundwater, obtaining electricity connection, putting up labour camps/huts inside available space. The cost in this regard borne by the Procuring Entity, if any, shall not be duplicated as reimbursement by the Project Management Consultant.
25. **Integrated Programme Chart (Baseline Programme):** As soon as the work is allocated, the Project Management Consultant shall prepare and submit to the Procuring Entity an **Integrated Programme Chart** for execution of the work showing clearly all activities from start to completion with details of manpower and other input information. The Programme Chart shall include a descriptive note explaining the sequence of various activities, **CPM Network Milestones**, etc. This shall form the **Base Line Programme**, and subsequent progress shall be reviewed with reference to this during periodic Progress Review Meetings (preferably monthly). Any increase in time period from the Baseline Value shall be construed as **Time Overrun**.
26. **Physical Progress Reports:** The Project Management Consultant shall be responsible for providing **Physical Progress Reports** to the Procuring Entity in the form of **CPM Network** on a **monthly basis** for reviewing progress vis-à-vis the Baseline Programme.
27. **Financial Progress Reports:** The Project Management Consultant shall also be responsible for providing **Financial Progress Reports** and up-to-date expenditure incurred on the work on

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a **monthly basis**, along with a **Certificate of Utilization of Funds** against funds earlier released by the Procuring Entity.

28. **Total Project Management Responsibility:** The Project Management Consultant shall be responsible for total project management including day-to-day supervision of works, maintenance of all project records, and executing the works as per prescribed guidelines, their own Works Manual, Codes, Books of Specifications, and in accordance with relevant and extant provisions of **General Financial Rules (GFR), 2017** and **MoF Works Manual 2025**.

(E) PROJECT MANAGEMENT, COST AND TIME CONTROL

29. **Project Team Concept:** The Project Management Consultant shall implement a system of '**Project Team Concept**' with a dedicated group of engineers under single and unified command for implementation of the project from concept to completion and call composite tenders to reduce the number of packages for better management.
30. **Time as Essence of Contract:** The Project Management Consultant shall be responsible for managing the project from concept to commissioning effectively and efficiently to ensure desired/proportionate pace of progress and completion of work is achieved progressively vis-à-vis approved Plans & Specifications, mutually agreed milestones, timelines, and approved cost. The Project Management Consultant shall provide for clauses in the contract and established procedure to recover **liquidated damages** from their contractors/agencies. **The liquidated damages recovered from contractors for delay, if any, shall be credited to the Procuring Entity in the project accounts.**
31. **Cost & Time Overrun Control:** The approved Initial Project Cost & Timeline shall not be exceeded during execution except for reasons like increase in cost index during construction period, revised specifications, or extra work over approved estimate carried out at the request of the Procuring Entity. In case of either increase in earlier approved cost or timeline, detailed reasons and justifications, based on verifiable facts and figures, shall be provided by the Project Management Consultant along with comprehensive proposals for revision. **No additional expenditure over and above the earlier approved Project Cost shall be incurred by the Project Management Consultant without prior approval of the Procuring Entity.** Upward revisions in either Cost or Timeline shall be an exception, not a rule.
32. **Delay Analysis & Re-scheduling:** If at any time it appears to the Procuring Entity that actual progress does not conform to the approved programme, the Project Management Consultant shall provide detailed reasons and justifications for such delays. Progress Review Meetings (preferably monthly) shall be held between the Project Management Consultant and the Procuring Entity for reviewing progress based on Baseline Programme/Milestones and resolving coordination issues. The Project Management Consultant will designate a **Nodal Officer** for specific work for coordinating with the Procuring Entity and A&E Consultant. Such Nodal Officer shall be suitably empowered and authorized to take decisions to minimize delays.

(F) DISPUTES, ENQUIRIES AND QUERIES

33. **Avoidance of Arbitration/Litigation:** The Project Management Consultant shall be responsible for observing due diligence and adopting all possible measures at various stages of work execution so as to avoid Arbitration/Litigation and other hindrances, and the work is completed within optimum cost and time in a hassle-free environment.
34. **Defending Arbitration & Court Cases:** The Project Management Consultant shall be responsible for defending all Arbitration and Court Cases arising out of execution till the work ends, examining the Arbitration Award / Decree of Court, and forwarding the same along with a comprehensive report on the circumstances leading to the Arbitration/Court Cases. The decision

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of the competent authority in the Project Management Consultant to accept the award or challenge the same in a Court of Law will be binding on the Procuring Entity.

35. **Settlement of Claims:** The Procuring Entity shall settle and pay the final claims which may be decreed by a Court of Law, Tribunal, or by award of an Arbitration in relation to the deposit work, based on recommendations of the Project Management Consultant.
36. **Compliance with Audits & Statutory Authorities:** The Project Management Consultant shall be responsible for redressing and complying with the observations of **CTE / CVC, Auditors, Statutory Authorities, Local Bodies, Municipal Corporation, etc.** pertaining to the work, under intimation to the Procuring Entity. The Project Management Consultant shall provide all work-related information promptly to the Procuring Entity for replying to Parliament Questions, queries from various Constitutional & Statutory Authorities.

(G) COMPLETION AND HANDING-OVER OF COMPLETED WORK AND FACILITIES

37. **Obtaining Completion / Occupancy Certificates:** The Project Management Consultant shall obtain work **Completion / Occupancy Certificates & Clearances** for completed Work and Facilities before handing over the same to the Procuring Entity for putting them to functional use. The Procuring Entity shall provide all assistance in this process.
38. **Handing Over:** The Project Management Consultant shall hand over to the Procuring Entity or its Authorized Representative the completed Work including all Services and Facilities constructed in accordance with the Approved Plans, Specifications fulfilling all techno-functional requirements, along with:
- Inventory
 - As-built Drawings (2 sets hard copy + soft copy)
 - Maintenance Manual / Standard Operating Procedure (SOP) for Equipment and Plants
 - All clearances / Certificates from Statutory Authorities, Local Bodies, etc.
39. **Project Completion Report (PCR):** On completion of the work, a **Project Completion Report (PCR)** shall be submitted by the Project Management Consultant duly bringing out:
- Final Project Completion Cost
 - Total Time period taken to complete the work
 - Completed Project Components as against approved Cost, Time, and Project Components
- The PCR shall be submitted along with **Final Project Accounts including return of unspent balance amount** to the Procuring Entity within **one month** of settlement of final bills of the contractors/other agencies deployed on the work.

(H) TERMINATION OF MoU

40. **Termination by Procuring Entity:** If the Procuring Entity decides to terminate this MoU or decides to drop/abandon the work after substantial preliminary work has been done by the Project Management Consultant, both Parties shall mutually decide the loss incurred by the Project Management Consultant for payment by the latter to the former. In case of abandonment of project/work by the Procuring Entity during the construction stage, the Procuring Entity shall pay to the Project Management Consultant, after determining the value of the works, goods, contractor(s) documents, and any other sums due to them for work executed in accordance with this MoU, to help liquidate only such liabilities as were squarely needed towards construction/consultancy agencies engaged on the work, in a fair and reasonable manner.

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41. **Termination for Default:** The Procuring Entity reserves the right to terminate this MoU with 30 days' written notice in case of default, gross negligence, insolvency, or breach of contractual obligations by the Project Management Consultant.

(I) MISCELLANEOUS

42. **Dispute Resolution Mechanism:** As a dispute resolution mechanism for implementation of the provisions of this MoU, at the first instance, the issues involved shall be brought before the **Faculty Incharge (Administration)** of the Procuring Entity and the **concerned Chief Engineer / Nodal Officer** of the Project Management Consultant for their resolution. In case disputes/differences between the Parties do not get resolved, the matter shall be escalated to the **Director, AJNIFM** and the **Head of the PSU / next higher authority above CE level** in the Project Management Consultant. They shall submit a comprehensive report and recommendation to both Parties for facilitating a final decision. If still unresolved, the matter shall be referred to **Arbitration** as per the Arbitration & Conciliation Act, 1996 (amended). The arbitrator shall be appointed by mutual consent; failing which, by the **Ministry of Finance, Government of India**. The venue of arbitration shall be Faridabad, Haryana.

43. **Individual and Joint Responsibilities:** Individual and joint responsibilities of the Parties shall be as per the clauses mentioned above.

44. **Amendment of MoU:** No amendment in the Terms & Conditions of this MoU shall be valid and effective unless it is in writing and duly signed by authorized representatives of the Procuring Entity and the Project Management Consultant. Each party shall give due consideration to any proposal for amendment/modification made by the other party with proper justifications thereof.

45. **Supersession of Existing Provisions:** Provisions, if any, made in respect of deposit works in the Project Management Consultant's Works Manual or Codes shall stand modified to the extent of the stipulations made in this MoU for execution of Procuring Entity's works by the Project Management Consultant.

46. **Performance Security (PMC Performance Security):**

(i) Notwithstanding anything stated in the main RFP regarding exemption of Performance Security for Deposit Works, the Project Management Consultant (selected agency) shall furnish a **Project Management Performance Security of 3% of total estimated project cost (₹ 20,34,000/-)** within 15 days of signing this MoU, in the form of a Bank Guarantee from a scheduled commercial bank, valid for 14 months + claim period.

(ii) This Security is specifically for the **due performance of the Project Management Consultant's own obligations** under this MoU, including but not limited to:

- a) Timely tendering and award of contracts
- b) Deployment of required technical manpower
- c) Proper supervision, quality assurance, and reporting
- d) Adherence to statutory approvals and compliance
- e) Handing over of completed project with all documents
- f) Defect Liability Period obligations

(iii) This Security is **separate from and in addition to** any Performance Security to be furnished by the contractor(s) appointed by the Project Management Consultant.

(iv) The Security shall be refunded after completion of the Defect Liability Period without interest, subject to no outstanding dues or defaults attributable to the Project Management Consultant.

(v) In case of any conflict between this Para 46 and Para 8.4 of the main RFP, **this Para 46 shall prevail.**

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47. **Defect Liability Period (DLP):** The Project Management Consultant shall be responsible for rectifying all defects arising from defective workmanship or materials for a period of **12 months** from the date of handing over, at no extra cost to the Procuring Entity.
48. **Jurisdiction:** Any matter not covered under the arbitration clause shall be subject to the **exclusive jurisdiction of courts at Faridabad, Haryana.**

SIGNATURES AND WITNESSES

For and on behalf of Procuring Entity	For and on behalf of Project Management Consultant
Signature:	Signature:
Name:	Name:
Designation: Faculty Incharge (Administration), AJNIFM	Designation:
Official Seal:	Official Seal:
Date:	Date:
Place: Faridabad	Place:

WITNESSES

Witness 1 (from Procuring Entity side)	Witness 2 (from Project Management Consultant side)
Signature:	Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:

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FORM – F
FINANCIAL BID FORMAT
(To be submitted in separate sealed envelope / cover)

EOI Reference No.	AJNIFM/Civil/2026-27/01	Date:	01 May 2026
Name of Work	Construction of G+2 Hostel Block (34 Double-bed rooms) at AJNIFM Campus, Faridabad		
Estimated Project Cost	₹ 6,78,00,000/- (Rupees Six Crore Seventy-Eight Lakh Only)		

FINANCIAL BID TABLE

S. No.	Item Description	Quoted Amount (in %age of Estimated Cost)
1	Lump Sum Project Management Consultancy (PMC) Charges for complete end-to-end execution of the project as per Scope of Work (Annexure – C) – excluding GST	_____ (%)
2	Total PMC Charges (excluding GST)	_____ (%)
3	GST @ applicable rate (as on date of bidding) – currently 18% (to be specified by bidder)	_____ (%)
4	Total PMC Charges including GST	_____ (%)

PMC CHARGES IN WORDS

Total PMC Charges in %age of Estimated Cost (excluding GST) in words:

Total PMC Charges %age of Estimated Cost (including GST) in words:

TERMS AND CONDITIONS

- The quoted PMC charges shall remain **fixed** for the entire contract period irrespective of any escalation/de-escalation in input costs, except statutory variation in GST.
- No other charges** (travel, accommodation, office setup, communication, conveyance, internet, printing, conveyance, or any other overhead) shall be payable by AJNIFM.
- The quoted amount shall be exclusive of GST. GST will be paid extra at the applicable rate on submission of valid tax invoice with GST registration number in Haryana.
- The bidder shall fill **all four rows** of the table above. In case of discrepancy between figures and words, the words shall prevail.
- If GST rate changes during the contract period, the same shall be adjusted as per law without any change in base PMC charges.
- Payment to the agency (PMC charges) shall be made strictly as per **milestone-based payment schedule** given in **Annexure – D (Clause 3)** and not on pro-rata or monthly basis.
- The agency shall raise invoices only after achievement and certification of each milestone by AJNIFM's Engineer-in-Charge.

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8. **No mobilization advance** shall be paid beyond 5% of PMC fees unless supported by an equivalent Bank Guarantee as per Annexure – D.
9. The agency shall not claim any escalation on PMC charges for any reason including price rise, delay, or extension of time granted to the contractor.
10. In case of delay attributable to the agency, liquidated damages @ 0.5% per week of PMC fees (subject to max 10%) shall be deducted from the final payment or recovered from Performance Security.
11. The Financial Bid shall remain valid for **180 days** from the date of technical bid opening.

DECLARATION BY THE BIDDER

I/We, the undersigned, hereby declare that:

1. I/We have read and understood the entire EOI document including all annexures, terms of reference, and draft MoU.
2. The rates quoted are after considering all obligations, risks, and responsibilities specified in the Scope of Work.
3. I/We have not modified or withdrawn any condition of the Financial Bid.
4. I/We agree that AJNIFM is not bound to accept the lowest financial bid and reserves the right to reject any or all bids without assigning any reason.

SIGNATURE & SEAL OF AUTHORIZED SIGNATORY

Signature:	
Name:	
Designation:	
Official Seal / Stamp:	(Place here)
Date:	
Place:	

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