

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

NOTICE INVITING PROPOSAL (NIP)

(Selection of Consultant through Least Cost System (LCS) as per Rule 193 of GFR, 2017)

No.: SPAB/Project IISER Extn/2026-27/_____

Date: _____

Subject: Invitation of proposals for engagement of Consultant for obtaining T&CP approval and AAI NOC for the Extension Master Plan of IISER Bhopal (Bhauri, M.P.)

1. Background

School of Planning and Architecture, Bhopal (SPA Bhopal) is providing consultancy services to IISER Bhopal for the project titled "Preparation of Comprehensive Master Plan, Landscape, and Architectural Services for IISER Bhopal." As part of the consultancy assignment, services are required for obtaining statutory approvals of the Master Plan from the concerned regulatory authorities, including the Town & Country Planning (T&CP) Department and the Airports Authority of India (AAI), as applicable. Accordingly, proposals are invited from eligible agencies/firms having relevant experience in obtaining statutory approvals for planning and development projects.

2. Method of Selection

The consultant shall be selected through Least Cost System (LCS) in accordance with Rule 193 of the General Financial Rules (GFR), 2017. Only those consultants who are found technically responsive and fulfil the prescribed eligibility criteria shall be considered for opening of the Financial Proposal. The assignment shall be awarded to the technically responsive consultant quoting the Lowest Financial Offer (L-1).

3. Scope of Consultancy Services

The selected consultant shall be responsible for the following services:

- Review of the Master Plan/drawings and documents provided by IISER & SPA Bhopal for the purpose of statutory approval.
- Preparation/coordination of drawings and documents required for submission to the Town & Country Planning (T&CP) Department and other concerned authorities, as applicable.
- Preparation/coordination of drawings, documents, online/offline forms and other supporting material required for AAI NOC/clearance, as applicable.
- Assistance in conversion, formatting and software-related requirements of drawings/documents wherever required by the concerned authority.
- Submission of the required proposals/documents to the concerned regulatory authorities and coordination throughout the approval process.
- Follow-up with T&CP Department, AAI and other concerned authorities for scrutiny, observations and approval.
- Coordination with SPA Bhopal project team and incorporation/coordination of revisions arising from scrutiny by the authorities.
- Facilitation of obtaining the final approval/NOC and submission of copies of the approved documents/NOC to SPA Bhopal.
- Attendance in meetings/discussions with the concerned authorities, whenever required for the assignment.
- Providing status updates to IISER & SPA Bhopal/project team regarding the progress of statutory approvals.

4. Eligibility Criteria

The consultant/firm should fulfil the following minimum requirements:

- The firm/agency should be legally registered and capable of providing /approval consultancy services.
- The firm/agency should have relevant experience in obtaining approvals from Town & Country Planning/competent planning authorities and/or AAI or other statutory authorities for planning and development projects.
- The firm/agency should have at least three (03) years of relevant professional experience.
- The firm/agency should have valid PAN and GST Registration, wherever applicable.
- The firm/agency should not have been blacklisted/debarred by any Central Government, State Government, PSU, Autonomous Body or Statutory Authority.

5. Documents to be Submitted

The proposal shall consist of:

A. Technical Proposal

- Covering Letter.
- PAN Card.
- GST Registration Certificate, wherever applicable.
- Registration/Constitution Certificate of Firm/Agency.
- Any other supporting document.

B. Financial Proposal

The Financial Proposal shall be submitted in a separate sealed envelope indicating the Lump Sum Consultancy Fee for the consultancy services, exclusive of GST. Statutory fees payable to T&CP/AAI or other authorities, if any, shall be payable/deposited by IISER Bhopal directly and shall not form part of the quoted consultancy fee. All fee w.r.t. The approval process will be borne by IISER Bhopal.

6. Deliverables

- Submission-ready drawings/documents/forms required for T&CP approval, as applicable.
- Submission-ready documents/drawings required for AAI NOC/clearance, as applicable.
- Acknowledgements/submission receipts and correspondence relating to the approval process.
- Responses/coordination for observations raised by the concerned authorities.
- Final T&CP approval and AAI NOC/clearance, as applicable, or documentary evidence of the approval status.
- Complete set of approved documents/NOC and relevant correspondence submitted to SPA Bhopal.

7. Time Schedule

The consultant shall commence the assignment immediately upon issue of the Work Order and shall undertake the approval process without delay. The time required for statutory processing by the concerned authorities shall be governed by the respective authorities' timelines; however, the consultant shall remain responsible for timely submission, follow-up and coordination until completion of the approval process.

8. Payment Terms

Payment shall be released after satisfactory performance of the consultancy services and acceptance of the deliverables by IISER Bhopal, after verification by SPA Bhopal as per the terms of the Work Order. Statutory fees, scrutiny fees, NOC fees and other charges payable to government/statutory authorities shall be borne/deposited by IISER Bhopal separately, as applicable. SPA Bhopal shall provide technical support, coordination and payment recommendation towards the consultant.

9. General Terms & Conditions

- The consultant shall coordinate with the SPA Bhopal project team and other consultants appointed for the project throughout the assignment.
- The consultant shall comply with the requirements, procedures and directions of the concerned regulatory authorities.

- The quoted consultancy fee shall remain valid for a period of 60 days from the last date of submission of proposals.
- The consultant shall undertake necessary revisions/resubmissions arising from scrutiny of the submitted proposal, without additional consultancy fee, till completion of the approval process.
- All documents, drawings, submissions and correspondence prepared under this consultancy shall be made available to SPA Bhopal.
- The consultant shall maintain confidentiality of project information and documents.
- SPA Bhopal reserves the right to accept or reject any or all proposals without assigning any reason thereof.

10. Submission of Proposal

Interested consultants may submit their proposals in two separate sealed envelopes, superscribed as "Technical Proposal" and "Financial Proposal", enclosed in one outer sealed envelope superscribed:

"Proposal for Consultancy Services – IISER Bhopal Extension Master Plan Project"

The proposal shall be submitted to: Ar. Richa Raje (CO-PI), IISER Project School of Planning and Architecture, Bhopal Neelbad Road, Bhauri, Bhopal – 462030 on or before 14-09-2026.

(CO-PI), IISER Project
School of Planning and Architecture, Bhopal
Neelbad Road, Bhauri, Bhopal – 462030

ANNEXURE – I

TECHNICAL PROPOSAL

For Selection of Consultant Project: Preparation of Comprehensive Master Plan, Landscape, and Architectural Services for IISER Bhopal

1. General Information

Particulars	Details
Name of Consultant/Firm	
Registered Address	
Office Address	
Telephone/Mobile No.	
E-mail ID	
Name of Authorized Signatory & Designation	

2. Registration Details

Particulars	Details
PAN No.	
GST Registration No.	
Registration/Constitution Certificate No.	

Enclose self-attested copies of relevant documents.

3. Experience of the Firm

Sl. No.	Name of Project	Client	Services Provided	Year	Project/Consultancy Value

Attach copies of Work Orders/Completion Certificates/Experience Certificates.

4. Similar Consultancy Assignments

Provide details of relevant assignments involving T&CP/planning authority approvals, AAI NOC/clearance or similar statutory approvals.

Sl. No.	Project Name	Client	Authority/Approval	Consultancy Fee	Completion/Status

5. Declaration

I/We hereby certify that:

- The information furnished in this Technical Proposal is true and correct.
- We have carefully read and understood the Terms of Reference and other conditions of the NIP.
- We possess the necessary expertise, experience and resources to undertake the assignment.
- We have not been blacklisted/debarred by any Central Government, State Government, PSU, Autonomous Body or Statutory Authority.
- We agree to abide by all the terms and conditions of the NIP.

Signature of Authorized Signatory: _____

Name: _____ Designation: _____

Firm Seal:

Date: _____ Place: _____

Documents to be Enclosed

- Covering Letter.
- PAN Card.
- GST Registration Certificate, wherever applicable.
- Registration/Constitution Certificate of Firm/Agency.
- Any other supporting document.

ANNEXURE – II

FINANCIAL PROPOSAL

For Selection of Consultant through Least Cost System (LCS) Project: Preparation of Comprehensive Master Plan, Landscape, and Architectural Services for IISER Bhopal

Name of Consultant/Firm: _____

Address: _____

Financial Quote

S. No.	Description of Consultancy Services	Amount (₹)
1	Lump Sum Consultancy Fee for services for obtaining T&CP approval, AAI NOC/clearance, preparation/coordination of submission documents, submission, follow-up, compliance of observations, meetings and facilitation of final approval/NOC, as per the Terms of Reference.	
2	GST (____ %)	
	Grand Total (Including GST)	
	Statutory fees payable to T&CP/AAI/other authorities, if any, shall be deposited/paid separately by IISER Bhopal and shall not be included in the consultancy fee quoted above.	Not included

Amount in Words: _____

Total Consultancy Fee (Including GST): Rupees _____ Only.

Declaration

- I/We have carefully examined the NIP, Terms of Reference (ToR), and all other documents.
- I/We hereby offer to provide the consultancy services in accordance with the NIP for the above-mentioned Lump Sum Consultancy Fee.
- The quoted consultancy fee includes all professional charges, coordination, follow-up, meetings, communication and incidental expenses required for the consultancy services.
- Statutory fees, scrutiny fees, NOC fees and other charges payable directly to T&CP/AAI or other government/statutory authorities are excluded from the quoted consultancy fee and shall be borne/deposited by IISER Bhopal, as applicable.
- GST has been indicated separately and shall be payable as applicable.
- This Financial Proposal shall remain valid for 60 days from the last date of submission of proposals.
- I/We understand that SPA Bhopal reserves the right to accept or reject any or all proposals without assigning any reason.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm: _____ Seal of the Firm: _____