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INFO TECH CORPORATION OF GOA LIMITED

(A Government of Goa Undertaking)

(An ISO 9001:2008 Certified Company)

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CONTRACT DOCUMENT FOR CONSULTANCY SERVICES

for

“Appointment of Consultant / Master Planner
for providing complete design services
in Architectural and Engineering
for the proposed Hybrid IT Cluster at
Porvorim in Bardez Taluka”

VOLUME – II

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Consultant / Master Planner for providing complete design services in Architectural and Engineering for the proposed Hybrid IT Cluster at Porvorim in Bardez Taluka".

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CHAPTER – 1

NOTICE INVITING CONSULTANCY SERVICES

INFO TECH CORPORATION OF GOA LIMITED
NAME OF WORK:- "Appointment of Consultant / Master Planner for providing complete design services in Architectural and Engineering for the proposed Hybrid IT Cluster at Porvorim in Bardez Taluka".

1.0 NOTICE INVITING CONSULTANCY SERVICES

(E-TENDERING MODE ONLY)

No: ITG/PROJECT/HYBRID IT CLUSTER/ARCHITECT/NIT-APPROVAL/2018-19/ 12/1165

Date: 21 / 06 / 2018

THE MANAGING DIRECTOR, INFOTECH CORPORATION OF GOA LIMITED (ITG) invites CONSULTANCY SERVICES from experienced and reputed Consultants/ Consultancy/ Architectural Firms/ Consortium (not more than 2) and those having rendered similar services for any Public Sector / Government / Autonomous institutions etc., for the work of:

"Appointment of Consultant / Master Planner for providing complete design services in Architectural and Engineering for the proposed Hybrid IT Cluster at Porvorim in Bardez Taluka"

1.1 BRIEF SCOPE OF WORK:

The works in brief shall include preparation of conceptual plans as per the suitability of the Employer and against the approved concept plan prepare detailed architectural / engineering drawings and detailed estimates and assist the Employer during the construction of the proposed buildings and amenities for the Hybrid IT Cluster Project at Porvorim in Bardez Taluka in coordination / accordance with the concerned Government department / department plans.

1.2 MODE OF ACCESS FOR BID DOCUMENTS (e-tender mode):

1. Date of availability of tender documents on e-tender website is 22/06/2018 from 17:00 hours onwards.
2. Last date for ONLINE REQUEST of Application is on 16/07/2018 upto 15:00 hours.
3. Last date for submission of written queries for clarifications (by email only) is on or before 03/07/2018 till 17:00 hours.
4. The Pre-Bid meeting will be held on 04/07/2018 @ 15:00 hours.

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5. Release of response to clarifications (by email only) on 09/07/2018 by 17:00 hours.
6. Last date for ONLINE SUBMISSION of dully filled Tender documents is on 17/07/2018 upto 15:00 hours.
7. The Tender (Technical Bid) will be OPENED online on 20/07/2018 after 15:30 hours in the office of M/s Info Tech Corporation of Goa Limited, IT Hub, 3rd Floor, Altinho, Panaji, Goa – 403 001.
8. The date and time of opening of the Financial Bids of the technically qualified bidders will be intimated by a letter / email and published only on the (www.infotechgoa.com/tenders) ITG's website.

1.2.1 REQUEST OF TENDER FORMS:

Eligible Bidders may request for the tender documents through the web site www.tenderwizard.com/GOA on the following payments:-

R 1,00,000.00 towards Bid Security	Mode of Payment towards Tender Document Fee(TDF), eTender Processing Fee(TPF) & Bid Security to be paid online through e-Payment mode via : a. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS) / Axis Bank Over-the-counter (OTC). Bidder requires to download pre-printed Challan towards credit of ITG available on e-tender website for making its payment through any of their Bank. b. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay. c. Net Banking: Payment can be made through the Internet Banking of Any Bank.
R 5,000.00 towards Cost of Tender Document (TDF)	
R 1,500.00 towards Tender Processing Fee (TPF)	

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Note: Any Payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.

The online application should accompany the following documents, (Scan and Upload):

- a) The Attested copy of **PAN CARD**.
- b) Any addition/deletion/correction in the Tender Documents CORRIGENDUM will be published only on the (www.infotechgoa.com/tenders) ITG's website and on the (www.tenderwizrd.com/goa) Website only.

1.3 CONDITIONS:

The bids should be submitted on the authenticated documents issued online by the ITG. The bids submitted on photocopies of the Bid Documents shall be summarily rejected.

ITG will not be responsible for any delay in receiving the bids and reserves the right to accept/reject any or all bids without assigning any reasons thereof. The Consultancy firms will be selected as per the guidelines as indicated in the Bid Document.

In case of consortium, the lead member should be the bidder who would be providing the services related to preparation of Master plan / Architectural services. The lead member should be Architect by profession, having experience of minimum 15 years.

The bid shall accompany with Memorandum of Understanding entered into between the members clearly stating intended scope of work of each member for this assignment and no change in the membership of the consortium shall be permitted.

Only the lead member will submit the proposal and sign the contract with the Employer.

All the members of consortium shall be jointly and severally responsible for the execution of the Contract.

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Consortium members cannot be a part of more than one consortium participating in the Bid. Only one bid will be allowed from consortium. The Consortium member is not allowed to bid individually.

1.4 ADDRESS FOR COMMUNICATION:

THE MANAGING DIRECTOR,

INFO TECH CORPORATION OF GOA LIMITED,

3RD FLOOR, IT HUB, ALTINHO, PANAJI, GOA – 403 001.

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CHAPTER – 2

DATA SHEET

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DATA SHEET

Consultancy Services for Appointment of Consultant / Master Planner for providing complete design services in Architectural and Engineering for the proposed Hybrid IT Cluster at Porvorim in Bardez Taluka.

2.0 DATA SHEET

1.	The Name of the Assignments	Appointment of Consultant / Master Planner for providing complete design services in Architectural and Engineering for the proposed Hybrid IT Cluster at Porvorim in Bardez Taluka
2.	The Name of the Employer	M/s Info Tech Corporation of Goa Limited
3.A.	The Description of the Project in brief	Ref. 3.0.2 of Appendix "A" of Volume II.
3.B.	Scope and Terms of work	As per Appendix – "A"
4.	Date and Time of Pre-bid conference	"Refer tender notice"
	Place of Pre-bid Conference	"Refer tender notice"
5.	Non refundable document fee	R 5,000/- (Rupees Five Thousand only) as per Clause 1.2.1 of Volume II.
6.	Bid Security (Ref. ITB Para- 1.3.1 of Volume I)	R 1,00,000/- (Rupees One Lakh only) as per Clause 1.2.1 of Volume II. The bid security of the successful bidder shall be refunded upon furnishing of Performance Security payable by the bidder under the conditions of Contract.
7.	Requirement of Key Personnel (Ref. ITB Para – 1.4.1 of Volume I)	Team Leader, Senior Architect, Civil Engineer, Landscape Architect, Electrical Engineer, Mechanical Engineer (including Heating Ventilation and Air Conditioning (HVAC), ICT & Safety / Security systems Expert, Interior Designer, Energy

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		Efficiency and Sustainable Architecture Expert, Acoustical Consultant and Firefighting Expert.
8.	Intention of giving specific assignment by giving fixed fee (Ref. ITB Para 1.5.4 of Volume I)	- N. A. -
9.	The address is (Ref. ITB Para – 1.6.4 of Volume I)	EMPLOYER:- INFO TECH CORPORATION OF GOA LIMITED, Through its Managing Director. 3 rd Floor, IT Hub, Altinho, Panaji, Goa – 403 001. Phone No : (0832) 2225192 / 2226024 / 2223391 / 2224430 Fax : (0832) 2222855 Email – info@infotechgoa.com Website – http://www.infotechgoa.com
10.a.	Cost of work (Ref. Appendix "B" of Volume III)	Cost of the project shall be initially considered on the estimated cost to be prepared by the consultant and approved by ITG thereafter on the estimated cost put to tender, and then on the accepted contract price and ultimately the amended contract price which shall not include any escalation, price variation, bonus paid to the Contractor, cost of the land, cost of extra / deviated / substituted items necessitated due to faulty estimation attributable to the Consultant.
10.b	Geo-technical investigation and sub soil exploration	The consultant shall study and use the available Geo-technical investigations and sub investigations data from the earlier studies available with ITG for engineering designs and preparation of estimates and drawings. If soil tests and analysis reports are not made available by the ITG, the consultants shall carry out the same, if required, at and additional cost at the rates available in GSR in force/MSR / rate

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		analysis, wherever applicable.
10.b.	Soil tests	Soil tests and analysis report if available, will be provided by ITG to the design Consultant for structural designs and structural calculations. If soil tests and analysis reports are not made available by the ITG, the Consultants shall carry out the same, if required, at an additional cost at the rates available in GSR in-force.
10.c.	Estimated cost of the project:	To be worked out by the consultant and thereafter to be approved by ITG.
10.d	Minimum percentage of fee of cost of work	3% of the cost of work
11.	Performance Security (Ref.ITB Para 1.8 of Volume I)	5% of the contract amount (Consultancy fees) of the successful bidder.

Note:

However, the financial proposal expressed in percentage of cost of work shall not be less than the prescribed minimum percentage of fee of cost of work given in Data Sheet in Volume II. Conditional offer or the bid, not furnished online in the format attached in Annexure –II or the financial offer standing below the minimum percentage of fee of cost of work given in Data Sheet in Volume II shall be considered non responsive and is liable to be rejected.

The financial proposal shall take into account all types of the tax liabilities, cost of insurance and structural proof checking as instructed by Employer as and when the need arises (with reputed institutes like IITs or NITs based in India) excluding GST as specified in the Data Sheet in Volume – II.

12. The bid document shall be submitted through e-tender (online) on or before 17/07/018 upto 15:00 hours. The bids received shall be opened (Technical) on 20/07/2018 after 15:30 hours on the same day in the presence of those bidders who may be present.

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13. Bid Validity period (days, date): 90 days from the date of opening of Financial Bid Document (Ref. ITB Para 1.6.5 of Volume I).

14. Time Limit: Time limit for Consultancy Services consists of following:

A	Pretender Activity	Period
	i) Concept planning & Design	20 days
	ii) Engineering Designs	45 days from approval of the concept designs
	iii) Preparation of detailed engineering drawing/designs, detail estimates & other allied utilities/ facilities.	60 days from approval of the Engineering designs
B	Post Tender Activity	Period
	a) Construction Contract period	24 months or as per the actual period of proposed contract.
	b) Defects Liability period (As per actual defect Liability period of proposed construction Contract + three months)	2 calendar years after the date of completion

15. Consultants should submit their proposal across the following three documents (each in separate envelope)

1. Prequalification Document.
2. Technical Proposal.
3. Financial Proposal.

16. Before opening and evaluation of the technical proposals, Consultants Prequalification Documents would be evaluated to assess their compliance to the following pre-qualification criteria.

Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected at the technical proposal level. All proposals are

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expected to be complete in all respect including supporting document. The Employer may reject document which are submitted without sufficient documents as desired in the RFP.

SR. NO.	CRITERIA	WHETHER MET	SUPPORTING DOCUMENTS TO BE SUBMITTED
1	The sole bidder / consortium should be registered in India with appropriate authorities like Goods and Service Tax Authorities, etc. and one of the consortium members should be Architect by profession registered with COA (Council of Architecture).	YES/NO	Copy of certificate of incorporation and Copy of Goods and Service Tax Registration Certificate. In case of Consortium, certificate of Incorporation of each Consortium member, PAN registration along with Notarized MOU.
2	The sole bidder / consortium should have a minimum average turnover of R10,00,00,000/- during the last three financial years i.e. from FY 2014-15, FY 2015-16 and FY 2016-17. It should have profits in each of these financial years.	YES/NO	Copy of the audited Profit & loss of statement of the company duly certified by statutory auditor OR CA certificate
3	Out of the total turnover of the sole bidder / consortium, in each of the last three years (from FY 2014-15, FY 2015-16 and FY 2016-17) , at least 75% should be from consulting services.	YES/NO	Declaration certified by the statutory auditor.
4	The sole bidder / consortium should have at least 15 full time qualified consulting service professionals on its rolls.	YES/NO	Self-certification by the authorized signatory

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5	<p>The sole bidder / consortium should have provided consultancy assignment with State / Central Government Department / Undertakings in last three years for a minimum built-up area of:</p> <p>a) One Project of 20,000 sq. mt. or b) Two Projects of 10,000 sq. mt. or c) Three Projects of 8,000 sq. mt.</p>	YES/NO	<p>Copy of work orders / completion certificates</p> <p><i>#Certified completion certificates duly notarized by competent authority from the respective country shall be presented for qualification and marking.</i></p>
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17. Evaluation of Technical Proposals:

M/s ITG while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the Competent Authority accepts then recommendation.

17.1 M/s ITG shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the qualifying criteria, sub – criteria specified in the RFP. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the Technical Proposal shall start first and at this stage the Financial Bid (Proposal) shall remain **unopened. M/s ITG reserves the right to relax the said criteria and pre – qualify any number of applicants based on above criteria.**

17.2 Brief description of the selection process:

It is made clear that the lowest financial bid is not the sole criteria and due to the specific nature of the project, 70% weightage shall be given to the Technical Capability of the Applicant and 30% for Financial Capability. The Agency has adopted a two-stage selection process (Collectively the "**Selection Process**") for evaluating the Proposals comprising technical and financial bids.

17.3 Evaluation of Technical Proposals:

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In the first stage, the Technical Proposal will be evaluated on the basis on the eligibility criteria. Only those applicants whose Technical Proposals score **70 marks** or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (S_T). **However, this condition is relaxable incase of non – qualification of minimum three bidders so as to have competitive offer.**

17.4 Evaluation of Financial Proposal:

In the second stage, the Financial Evaluation will be carried out and each Financial Proposal will be assigned as financial score (S_F).

For Financial Evaluation, the total cost indicated in the Financial Proposal will be considered. M/s ITG will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Contractor. The lowest financial proposal (F_M) will be given a financial score (S_F) of 100 points. The financial score of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

Where, (F = amount of Financial Proposal)

Combined Technical and Final Evaluation:

Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where, S is the combined score, and T_w and F_w are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

The selected applicant shall be the first ranked applicant (having the highest combined score). The second ranked applicant shall be kept in reserve in case the first ranked applicant withdraws, or fails to comply with the requirements as the case may be. The proposal obtaining the highest total combined score in evaluation

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of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3, etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

17.5 Criteria sub-criteria and point system for technical evaluation of the bids shall be as under.

Sr. No.	Evaluation Criteria	Maximum Score
1	<p>Firm Profile (sole bidder / consortium)</p> <ul style="list-style-type: none"> • Turnover from Indian / International Operations from Consulting Services in last three years. <ul style="list-style-type: none"> • Upto 15 crores – 5 marks • Upto 25 crores – 10 marks • More than 25 crores – 15 marks • Comprehensive Architectural (Architectural, Engineering/Service) Design consulting project <ul style="list-style-type: none"> • A Real Estate project having Built up Area ranging from 10,000 sq.mt. to less than 15,000 sq.mt - 5 marks • A Real Estate project having Built up Area ranging from 15,000 sq.mt to 30,000 - 10 marks • An IT Project of similar scope of work as defined in Terms of Reference of this Tender – 15 marks <p><i>#Certified completion certificates duly notarized by competent authority from the respective country shall be presented for qualification and marking.</i></p>	<p>30</p> <p>15</p> <p>15</p>
3	<p>Proposed Methodology & Work Plan</p> <p>The adequacy of the proposed methodology and work plan would be evaluated on the basis of the following:</p> <ul style="list-style-type: none"> • Understanding of the Objectives of the Assignment: The extent to which the consultant approach and work plan respond to the objectives indicated in the Statement of Work and a proposed draft concept plan. 	<p>35</p> <p>10</p>

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	<ul style="list-style-type: none"> • Completeness and Responsiveness: The extent to which the proposal responds exhaustively to all the requirements of the terms of reference. • Resource utilization: Appropriate staffing schedule and mix of project team members. • Timeliness of Output: proposed task and delivery schedule provide the requested outputs in a timely manner. <p>The same would need to be presented in a power-point presentation incorporating the above.</p>	<p>10</p> <p>8</p> <p>7</p>
4	<p>Quality and competency of key professional staff proposed</p> <p>The bidder shall designate certain employees as key personnel who are expected to be retained for the entire deployment period unless otherwise changed substituted or replaced as per the terms of the contract.</p> <p>It is expected that the consultants project team would at least include</p> <ul style="list-style-type: none"> i) Team Leader - minimum experience of 15 years ii) Senior Architect - minimum experience of 15 years iii) Civil Engineer - minimum experience of 10 years iv) Electrical Engineer - minimum experience of 10 years v) Landscape Architect - minimum experience of 5 years vi) Mechanical Engineer (including HVAC) - minimum experience of 5 years vii) ICT & Safety / Security systems Expert - minimum experience of 5 years viii) Interior Designer - minimum experience of 5 years ix) Energy Efficiency and Sustainable Architecture Expert - - minimum experience of 5 years x) Acoustical Consultant - minimum experience of 5 years xi) Firefighting Expert - minimum experience of 5 years <p>The evaluation of key personnel would be based on their adequacy for the assignment with respect to the education, experience of the candidate in the specific sector, field, subject, and so on – directly relevant to the assignment and the proposed position.</p>	<p>35</p> <p>4</p> <p>4</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>

18. METHOD OF SELECTION.

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The selection of the consultants would follow a three-stage process:

STAGE I PREQUALIFICATION: -

All the firms responding to this tender would need to meet the pre-qualification criteria set in this RFP as per details provided at Sr. No. 16

STAGE II TECHNICAL QUALIFICATION: -

Technical proposals of all the firms which meet the requirements of STAGE I would be taken up for evaluation as per the technical bid evaluation criteria listed at Sr. No.17. All firms scoring 70 or above would be technically qualified and would move into STAGE III.

NB: This condition could be relaxed by the Authority if a minimum of 3 bidders do not qualify to have a competitive offer.

STAGE III FINANCIAL & SELECTION: -

Financial proposals of all the firms that meet the technical qualifications would be opened. The financial bid evaluation will be based on the marks obtained after evaluation of financial proposal as per criteria listed at serial no. 17.4.

19. Authority to grant extension and penalty - Managing Director, ITG

20. Key Personnel

The scope of services would require a multi-disciplinary team having similar project experience. Please note it is anticipated that all proposed Key Personnel shall work on the Project.

1. Team Leader
2. Senior Architect
3. Civil Engineer / Structural Engineer
4. Electrical Engineer
5. Landscape Architect
6. Mechanical Engineer (including HVAC Expert)
7. ICT & Safety / Security systems Expert

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8. Interior Designer
9. Energy Efficiency and Sustainable Architecture Expert
10. Acoustical Consultant
11. Firefighting Expert

In addition to the above Key Personnel, the Consultants may deploy other experts and are expected to deploy adequate number of support technical staff as required to perform the scope of services defined in the Terms of Reference.

CHAPTER - 3

APPENDIX A

SCOPE OF WORK AND TERMS OF REFERENCE

3.0 SCOPE OF WORK AND TERMS OF REFERENCE

3.0.1 THE PROJECT IN BRIEF:

The works in brief shall include preparation of conceptual plans as per the suitability of the Employer and against the approved concept plan prepare detailed architectural / engineering drawings and detailed estimates and assist the Employer during the construction of the proposed buildings and amenities for the Hybrid IT Cluster Project at Porvorim in Bardez Taluka in coordination / accordance with the concerned Government department / department plans.

3.0.2 DESCRIPTION OF PROJECT

The Government of Goa desires to set up Hybrid IT Cluster at Porvorim in Bardez Taluka for which InfoTech Corporation of Goa Ltd (ITG) has been designated as the Implementing Agency with the responsibility of developing the required infrastructure required for the setting up of the proposed **Hybrid IT Cluster Project**.

In this connection, the Employer intends to take up the development of the area admeasuring 12,455 sq. mts for developing the proposed **Hybrid IT Cluster**. The area admeasures 4,073 sq mts in Survey No. 128 Sub Division 1 and 8,382 sq mts in Survey No. 172 Sub Division 0 in Penha-de-Franca Village of Bardez Taluka. The copies of the plans are enclosed separately IN Volume IV (Drawings) for ready reference.

The proposed Hybrid IT Cluster Project shall have IT related and mixed-use facilities such as; 'Plug and Play', 'Warm Shell', quality 'Incubation' space, mix commercial activities and all other facilities which may be felt necessary in such a setup, for which the Consultant is required to utilize their past acclaimed expertise, in a bid to make the proposed 'Hybrid IT Cluster Project' a self-sufficient / self-sustainable model.

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The proposed Hybrid IT Cluster Project shall have a modern iconic structure incorporating Green building, Barrier-free and energy efficient standards and having a modern built-up facilities with parking requirement of two times the standard (preferably at the basement level) and exclusive space for street vendors and explore the possibility of working out the model to utilize the spaces in a suitable ratio for the amenities for the following such as Foods, Beverages, Retail, Research and Development/ Skill Development programme, etc.. Provisions of the above amenities could further be bifurcated not disturbing the individual essence however, showcasing a unique modern iconic building. So as to, make the amenities attractive and suitable for investors.

In order to assist M/s ITG to develop the said part of the property into a Hybrid IT Cluster Project, M/s ITG intends to avail the services of a Consultant / Master planner having vast experience in innovative design, technology and sustainable strategies in Architecture and Engineering designs.

The selected Consultants / Consultancy Firms are required to render Comprehensive Consultancy Services in preparation of conceptual plans and elevations, architectural / engineering designs, drawings, external and internal lighting and Green features and detailed estimates towards setting up of the Hybrid IT Cluster Project.

The Consultants in accordance with the above would also be required to prepare the necessary NIT documents, carry out evaluation of the Tenders, etc., and thereafter assist the Employer in the execution of the project during its implementation stage to ensure the concept plans are followed and maintained.

3.0.3 FACILITIES PROPOSED

The Project shall have facilities that shall include, but not be limited to, the following:

- Office Space with ready-to-use facilities
- Conference Rooms
- Digital library

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- Cafeteria
- Retail/ Multi-use Commercial space
- Pedestrianized park
- Recreational activities
- Other associated support facilities and services

3.0.4 DESIGN PRINCIPLES

The proposal should conform to the existing land use, zoning and applicable development control regulations and building rules therein.

The design should be a "State of the Art" with an iconic Indo-Portuguesa outer texture showcasing the heritage rich culture of Goa.

The design shall meet the best practices / standards as applicable to ecologically-sustainable designs under local conditions, which use green building techniques, which result in efficient use of energy, water and other natural resources.

3.1 OBJECTIVES

- a) To peruse and study the survey data involving block contour details available with the Employer.
- b) The chalk-out broad guidelines that is acceptable by the Employer for the design of the project and its amenities.
- c) To prepare a detailed Master Plan on urban design guidelines for the entire Project including all proposed facilities.
- d) To carry out detailed engineering design of all components of the project, making extensive use of current international "best practices".
- e) To prepare detailed structural design, if any required, detailed estimate, detailed drawings.
- f) To prepare NIT / Tender documents.
- g) To carry out evaluation of tenders.
- h) To prepare and issue working drawings necessary for the completion of the works.

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- i) To assist the Employer in preparation of the detailed Terms of Reference of a Project Management Consultant for the smooth monitoring of the project as per the proposed plans and designs.

3.2 STANDARDS AND CODES OF PRACTICE

1. All activities related to field studies, design and documentation shall be done as per relevant IS Codes of Practice, CPWD specifications, latest guidelines / circulars of National Building Code, etc. For aspects not covered by above, international standard practices, such as British and American Standard may be adopted. The Consultants, upon award of the Contract, may finalize this in consultation with ITG.
2. All notations, abbreviations and symbols used in the report, documents and drawings shall be as per IS Codes of Practice / CPWD Specifications.

3.3 SCOPE OF WORK

3.3.1 PHASE-I - PRE-CONSTRUCTION SURVEY, SITE PLANNING AND APPROVAL OF DRAWINGS BASED ON CONCEPT DESIGN

This will include detailed site joint inspection along with ITG engineers, if necessary for ascertaining feasibility of site and finalizing alignment of general features, after detailed study of the available drawings. This will involve site planning and preparation of conceptual level drawings based on client requirement and satisfying the technical parameters.

3.3.2 PHASE II - DETAILED ENGINEERING DESIGN, ESTIMATION OF QUANTITIES AND PROJECT COST

This phase includes preparation of detailed engineering design and drawings, preparation of detailed estimate and obtaining the sanction from ITG.

Preparation of working drawings including large scale and full size details, detailed specifications and schedule of quantities sufficient to invite tenders.

a) DESIGN STANDARDS:-

The consultant shall evolve design standards and material specification which shall be primarily based on IS Codes, N.B.C., C.P.W.D. Manual and relevant recommendation of the international standards and local laws.

b) DETAILED ENGINEERING SURVEYS AND STUDIES:-

Preparation of working drawings including large scale and full size details, detailed specifications and schedule of quantities sufficient to invite tenders, obtain statutory approvals, commence work at site for the proper execution during construction, covering aspects like mode of measurement, method of payment, quality control procedures on materials etc.

c) GEO TECHNICAL INVESTIGATIONS AND SUB SOIL EXPLORATION:-

The Consultant shall study and use the available Geo-Technical investigation reports and sub soil investigation data from the earlier studies, if available. The Consultant shall carry out additional Geo-technical investigations and sub surface explorations for proposed works and at any other location as necessary for proper design of the works and conduct all relevant laboratory and field test on soil and rock samples. The Consultants shall finalise such requirements for the additional Geo-technical investigations in consultation with ITG officers. Such geo-technical investigation shall be paid at the rates in GSR' in force/MSR wherever applicable. Investigation shall be carried out to provide sufficiently accurate information on the basis of which foundations can be designed rationally.

d) MATERIAL INVESTIGATIONS

- i. It is to be ensured that no material shall be used from the land on which the project has been proposed, except by way of leveling the ground as required from the construction point of view, or for landscaping and planting

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of trees etc. or from the cutting of existing ground for obtaining the required formation levels.

- ii. Environmental restrictions, if any, should be duly taken into account while selecting new quarry locations.
- iii. Consultant shall make suitable recommendations regarding making good the borrow and quarry areas after the exploitation of materials for construction of works.
- iv. Preparing short notes specifying the details of foundation and other details indicating shifting of overhead electrical structures, pipeline, cables etc. complete in the available schematic drawings.

e) WORKING DRAWINGS

i. ARCHITECTURAL WORKING DRAWINGS

After obtaining clearance on the available preliminary drawings and designs, detailed architectural drawings with plans, elevations, sections, joinery details schedules, finishes etc. and all relevant details necessary for the satisfactory execution of the work shall be supplied by the Consultant. Materials and specifications shall be chosen giving aspects of economy, maintainability and integration with the existing buildings.

ii. ELECTRICAL LAYOUT

The Consultant shall prepare electrical layouts showing the entire distribution system including streetlight electrification, electrical installations, lighting protection, HT/LT cabling, etc., provision of telephone conduits / other conduits, and design in co-ordination with the existing services etc.

iii. WATER SUPPLY / SEWERAGE / SANITARY / DRAINAGE SYSTEM

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The Consultant shall supply layouts showing the pipelines as well as detailed drawings for execution of work consisting of Internal water supply including installations, appropriate sewerage line, Overhead tank and reservoir and Storm water drainage, etc.

The requirement of drainage system and the integration of the same with existing drainage system shall be worked out for the entire area of the project.

iv. LAND DEVELOPMENT, LANDSCAPING AND ARBORICULTURE

The Consultant shall prepare drawings showing areas to be landscaped, water bodies, roads, parking footpaths, etc. The Consultant shall work out appropriate plan for planting of trees (specifying the type of plantations), horticulture, floriculture etc., wherever required as well as on the surplus land with a view to beautify the area and making the environment pleasing. The existing trees/plants shall be retained to the maximum extent possible. In addition the Consultant shall provide services in respect of surface drainage design and water management, irrigation design, illumination design, co-ordination of external services. Aspects of proper servicing and maintenance shall be one of the aspects of the design.

v. MISCELLANEOUS WORKS.

The Consultant shall make suitable designs and layout for miscellaneous works including, Pedestrianized/ Vehicle Parking areas, Traffic circulation plan, Telecommunication and networking facilities, Illumination, etc., wherever appropriate.

- f) The Consultant shall prepare and file applications on behalf of Employer in relevant forms with relevant authorities for seeking approvals. Similarly, for tree cutting, application with details and annexures shall be filed with local Forest Authorities such as Range Forest Officer along with fees. All such fees shall be borne by the Employer

g) STRUCTURAL DESIGNS AND SPECIFICATIONS:-

The Consultant shall prepare detailed structural drawings along with structural analysis and design calculations, as per relevant IS codes. Soil tests and analysis report if available, will be provided by ITG to the design Consultant for structural designs and structural calculations. If soil tests and analysis reports are not made available by the ITG, the Consultants shall carry out the same if required at the rates available in GSR in force/MSR if applicable.

h) ESTIMATION OF QUANTITIES AND PROJECT COSTS

- i. The Consultant shall prepare the detailed estimate based on adequate site data and the rates should be adopted from the latest and relevant Goa Schedule of Rates (GSR) & Maharashtra Schedule of Rates (MSR) for electrical items not included in GSR (Electrical). Wherever rates are not available in the GSR/MSR for certain items, the rates shall be worked out based on Fair Market Rates (FMR) with proper rate analysis and quotations. The estimate shall contain abstract of cost, measurement sheets, reference to GSR and market rates and a brief report on the estimate, while submitting to the Employer to obtain approval. The Consultant shall attend all Estimate Scrutiny Committee meetings for main work as well as various sub-works for scrutiny of the estimates upon intimation from ITG. Hard copies of the estimate thus notified by ITG as "Accepted" shall then be submitted by Consultants in triplicate.
- ii. The Consultant shall develop cost estimates based on Bill of Quantities (BOQ) within a level of accuracy of plus/minus 10 percent of true cost. Provision shall be made for items such as relocation of utilities, structures, compensation for property, land and crops, drainage structures etc.

i) SCHEDULE OF COMPLETION OF TASKS BY THE CONSULTANTS

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The Consultant shall commence the work within a period of 10 from the date of award of the Consultancy contract.

3.3.3 PHASE III - PREPARATION OF TENDER DOCUMENTS

- a) Preparation of draft Tender documents which includes General and Special Conditions, Bill of Quantities, specifications and drawings and obtaining the approval of ITG.
- b) Consultant will hold the meeting with ITG to fix up completion period of entire Project/ Work prior to calling of tender.
- c) The consultant shall submit one soft copy and one hard copy duly signed and stamped each page of the draft tender documents and after obtaining the approval from ITG shall submit fair soft (two copies) and a hard copy duly signed and stamped. The ITG will thereafter call the tenders. The above soft and hard copy of the draft and approved tender document shall be made available by the consultant at their own cost.
- d) The consultant shall submit clarifications of any doubts of the intending bidders or for modification on any condition of the contract, specification, etc. to the Employer.
- e) Bids received will be scrutinized by the Consultant and will give their recommendations with brief notes for taking a decision by ITG on the bids received.
- f) Once the offer is approved by ITG, specific Agreement with successful bidder will be entered by ITG to carry out the work as per tender conditions and instructions given by ITG.
- g) Consultants shall be fully responsible to get the work successfully completed and opened to the public within the specified time laid down by ITG and Consultants as stated in Clause (b) above.

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3.3.4 PHASE IV - DURING ACTUAL EXECUTION

The Consultant shall perform the principal services outlined below as a part of responsibility for the supervision of the works. The Services will include but not limited to the following:

1. To inspect the site and to ascertain the demarcation of the project at site is as per the approved drawing.
2. To furnish the detailed working drawings as may be required by the Employer for the execution of the Project, to the satisfaction of the Employer.
3. To review the progress and quality of the work and to ascertain that the project is in conformity with the approved plans and to bring to the notice of the Employer any deviations observed, in writing with recommendations/ suggestions for rectification.
4. To inspect the site at each stage of construction and for checking towards the RCC/ Structural execution right from the date of initiation of the work.
5. Represent the interest of the Employer in any manner related to the construction contract and the proper execution thereof.
6. Review the working drawings, and drawings for temporary works.
7. To ensure the presence of the concerned Key Personnel as may be required during the progress of the work and as per the demand of the Employer, at site.
8. To review with the Project Management Consultants periodically at the execution stage initially at least once in a month and as frequently as may be required depending upon the progress of the work to sort out the issues that may require the attention of the Consultant.

CHAPTER - 4

SPECIAL CONDITIONS OF CONTRACT

4.0 SPECIAL CONDITIONS OF CONTRACT

Amendments of and Supplements to Clauses in the General Conditions of Contract.

4.0.1 NOTICES

4.0.1.1 The address are:

Employer: Managing Director, InfoTech Corporation of Goa Limited, IT Hub, 3rd Floor, Altinho, Panaji, Goa – 403 001.

Consultants : _____

4.0.1.2

Notice will be deemed to be effective as follows:

- (a) In the case of personal delivery or registered mail, on delivery;
- ~~(b) In the case of telegrams, 24 hours following confirmed transmission; and~~
- (c) In the case of facsimiles, 24 hours following confirmed transmission.

AUTHORISED REPRESENTATIVES

The Authorised Representatives are :

For the Employer : The Managing Director

For the Consultants :

4.0.2 TAXES AND DUTIES

The Consultants, Sub-Consultants and the Personnel shall pay the taxes, duties, fees, levies and other impositions levied under the existing, amended or enacted laws during life of this contract and the Employer shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

4.0.3 TERMINATION OF CONTRACT FOR FAILURE TO BECOME EFFECTIVE

The time period shall be 120 days or such other time period as the parties may agree in writing.

4.0.4 COMMENCEMENT OF SERVICES

The time period shall be 10 days or such other time period as the parties may agree in writing.

4.0.5 EXPIRATION OF CONTRACT

The time period shall be addition of pre-tender and post tender activity period till the project is completed in all respects, defects liability period and 2 months or such other time period as the parties may agree in writing.

4.0.6 LIABILITY OF THE CONSULTANTS.

Except in case of gross negligence or willful misconduct on the part of the Consultants or on the party of any person or firm acting on behalf of the Consultants in carrying out the Services, the Consultants, with respect to damage caused by the Consultants to their Employer's property, shall not be liable to the Employer:

- a) For any indirect or consequential loss or damage; and
- b) For any direct loss or damage that exceeds

(A) The total payments for Professional Fees made or expected to be made to the Consultants hereunder, or

(B) The proceeds the Consultants may be entitled to receive from any insurance maintained by the Consultants to cover such a liability, whichever of (A) or (B) is higher.

4.0.6.1 This limitation of liability shall not affect the Consultants' liability, if any, for damage to Third Parties caused by the Consultants or any person or firm acting on behalf of the Consultants in carrying out the Services.

4.1 INSURANCE TO BE TAKEN OUT BY THE CONSULTANTS

(a) Professional Indemnity Insurance towards damages to third party in respect of errors and or omissions on the part of the insured whilst rendering professional services.

(b) Worker's Compensation Insurance.

With a minimum coverage equal to estimated remuneration and reimbursable.

4.1.1 ASSISTANCE AND EXEMPTIONS

The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Employer.