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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 CONSULTANTS FOR RENDERING CONSULTANCY SERVICES FOR THE WORK OF “CONSTRUCTION OF REVENUE BHAVAN AT PORVORIM”

VOLUME – II

NAME OF WORK: - Appointment of consultants for rendering consultancy services for the work
of "Construction of Revenue Bhavan at Porvorim."

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CHAPTER – 1

NOTICE INVITING CONSULTANCY SERVICES

1.0 NOTICE INVITING CONSULTANCY SERVICES

(E-TENDERING MODE ONLY)

No.ITG / PROJECT/REVENUE BHAVAN/ NIT APPROVAL/ PMC/ 2018 –19/ 79/ 420

Date: 27th May, 2019

THE MANAGING DIRECTOR, INFOTECH CORPORATION OF GOA LIMITED (ITG) invites CONSULTANCY SERVICES from experienced and reputed Consultants/ Consultancy Firms and those having rendered similar services for any Public Sector / Government / Autonomous institutions etc., for the work of:

Appointment of consultants for rendering consultancy services for the work of "Construction of Revenue Bhavan at Porvorim".

1.1 BRIEF SCOPE OF WORK:

The works in brief shall include preparation of Designs, Drawings, Detailed Estimates for the works of civil, plumbing, electrical, HVAC, fire fighting, interiors, etc and other allied Utilities such as electrical cables, telephone cables, data cables, streetlights, landscape, pavements, etc. in coordination / accordance with concerned Government department/ department plans, after analyzing the same and thereafter monitor the project as Project Management Consultant during its implementation stage.

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

- (1) Date of availability of tender documents on e-tender website is 27/05/2019 from 17:00 hours onwards.
- (2) Last date for ONLINE REQUEST of Application is on 12/06/2019 upto 17:00 hours.
- (3) Last date for submission of written queries for clarifications (by email only at itggoa.helpdesk@gmail.com or md-itg.goa@nic.in) is on or before 6/06/2019 till 17:00 hours.
- (4) The Pre-Bid meeting will be held on 7/06/2019 after 15:30 hours.

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- (5) Release of response to clarifications (by email only) on 10/06/2019 by 17:00 hours.
- (6) Last date for ONLINE SUBMISSION of dully filled Tender documents is on 13/06/2019 upto 15:00 hours.
- (7) The Tender (Technical Bid) will be OPENED online on 18/06/2019 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 Technical presentation based on the Volume II, Chapter -1 Page no. 15 Clause no 17.5 of serial no.3 for "Proposed Methodology & Work Plan" as per RFP, is tentatively schedule on 19/06/2019 after 10.00 hours in the office of M/s Info Tech Corporation of Goa Limited, IT Hub, 3rd Floor, Altinho, Panaji, Goa – 403 001. The exact time & date will be informed after opening of Technical Bid scheduled on 17/06/2019 after 15:30 hours.
- (9) 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	<p>Mode of Payment towards Tender Document Fee(TDF), eTender Processing Fee(TPF) & Bid Security to be paid online through e-Payment mode via :</p> <ol style="list-style-type: none"> 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 8,000.00 towards Cost of Tender Document (TDF)	
R 2,000.00 towards Tender Processing Fee	

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(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.tenderwizard.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.

1.4 ADDRESS FOR COMMUNICATION:

THE MANAGING DIRECTOR,
INFO TECH CORPORATION OF GOA LIMITED,
3RD FLOOR, IT HUB, ALTINHO, PANAJI, GOA – 403 001.
Phone No : (0832) 2225192 / 2226024 / 2223391 / 2224430
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CHAPTER – 2

DATA SHEET

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DATA SHEET

Appointment of consultants for rendering consultancy services for the work of “Construction
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2.0 DATA SHEET

1.	The Name of the Assignments	Appointment of consultants for rendering consultancy services for the work of “Construction of Revenue Bhavan at Porvorim”.
2.	The Name of the Employer	The 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	Rs 8,000/- (Rupees Eight Thousand only) as per Clause 1.2.1 of Volume II.
6.	Bid Security (Ref. ITB Para-1.3.1 of Volume I)	Rs 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, Senior Resident Engineer and Structural Engineer.
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.

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		<p>Phone No : (0832) 2225192 / 2226024 / 2223391 / 2224430</p> <p>Fax : (0832) 2222855</p> <p>Website – http://www.infotech.goa.gov.in</p> <p>E mail – itggoa.helpdesk@gmail.com or md-itg.goa@nic.in</p>
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 an additional cost at the rates available in GSR in force/MSR / rate 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	3% of the cost of work

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	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.

12. The bid document shall be submitted through e-tender (online) on or before 13/06/2019 upto 15:00 hours. The bids received shall be opened (Technical) on 18/06/2019 after 15:00 hours on the same day in the presence of those bidders who may be present.

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	30 days
	ii) Engineering Designs	30 days from approval of the concept plans
	iii) Preparation of detailed engineering drawing/designs, detail estimates & other allied utilities/ facilities.	1 month
B	Post Tender Activity	Period
	a) Construction Contract period	12 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.

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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 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 bidder should be an organization registered in India, registered with Goods and Service Tax Authorities and operating for the last three years.	YES/NO	Copy of certificate of incorporation and Copy of Goods and Service Tax Registration Certificate.
2	The bidder should have a minimum average turnover of Rs.50,00,000/- during the last three financial years (i.e. FY 2015-2016, FY 2016-2017 and FY 2017-2018)	YES/NO	Certified extract of the audited profit/loss statement and balance sheet.
3	Out of the total turnover of the bidder, in each of the last three financial years (i.e. FY 2015-2016, FY 2016-2017 and FY 2017-2018), at least 75% should be from consulting services.	YES/NO	Declaration certified by the statutory auditor.
4	The bidder should have at least 5 full time qualified consulting service professionals on its rolls of which at least one Architect shall be a Senior Architect having minimum 10 years Experience in his professional field	YES/NO	Self-certification by the authorized signatory
5	The bidder should have undertaken	YES/NO	

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at least one building consultancy assignment with State/Central Government Department/ Undertakings in last five years having a project cost of Rs.20,00,00,000/- The project cited should cover: <ul style="list-style-type: none">• Project structuring• Bid process management• Project management		Copy of work order
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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:

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 of quality and cost will be ranked as H-1 followed by the proposals securing lesser

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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 (Indian Operation)</p> <ul style="list-style-type: none"> • Average Turnover from Indian Operations from Consulting Services in last three financial years (i.e. FY 2015-2016, FY 2016-2017 and FY 2017-2018). <ul style="list-style-type: none"> • Upto Rs 50 Lakhs – 5 marks • From Rs. 50,00,001 – Rs. 1,00,00,000 – 7.5marks • More than 1 crore – 10 marks • Full time Professional staff engaged in consulting services (minimum 2 and maximum 5 professionals) (2 marks per professional) • Extent of operations in India (National spread) • Quality Certifications (ISO or any other recognized certification, etc) 	<p>25</p> <p>10</p> <p>10</p> <p>3</p> <p>2</p>
2	<p>Experience Firm</p> <ul style="list-style-type: none"> • Completed at least one consultancy assignment with State/Central Government Department/ Undertakings in last five years (preferably in building sector) • On-going consulting experience of with State/Central Government Department/ Undertakings in last five years (preferably in building sector) • Other Consulting experience in building works in the State of Goa. • Consulting experience involving project structuring, bid process 	<p>35</p> <p>10</p> <p>10</p> <p>5</p> <p>10</p>

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	<p>management and project management for State/Central Government Departments.</p> <p>Note: All the above experiences shall be considered only when the services have been provided as sole/lead consultant.</p>	
3	<p>Proposed Methodology & Work Plan- (Technical Presentation)</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. 5 • Completeness and Responsiveness: The extent to which the proposal responds exhaustively to all the requirements of the terms of reference. 5 • Resource utilization: Appropriate staffing schedule and mix of project team members. 5 • Timeliness of Output: proposed task and delivery schedule provide the requested outputs in a timely manner. 5 	20
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> <ol style="list-style-type: none"> 1. Sr. Architect (1) – minimum Graduate with experience of 10 years. 5 2. Sr. Resident Engineer (1) – minimum Graduate with experience of 10 years. 3 3. Site Engineer - Civil (1) Exp: 10 Years. 2.5 	20

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4. Site Engineer - Electrical (1) Exp: 10 Years.	2.5
5. Material Engineer (1) Exp: 10 Years.	2
6. MEP Engineer (1) EXP: 10 Yrs.	2
7. Other experts (2-3) Exp: 3 Years.	3
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.	

NB: Prescribed Eligibilities are minimum & mere possession of same/Technical Presentation for the Proposed Methodology & Work Plan does not entitle the bidder to be qualified for Technical & Financial opening.

18. METHOD OF SELECTION.

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: -

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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. Minimum requirement of Personnel during Pre and Post Tender period.

List of proposed personnel assigned to the project:-

Sr. No.	TYPE OF PERSONNEL	MINIMUM REQUIREMENT OF NO. OF PERSONNEL DURING			
		PRE TENDER PERIOD	REMARKS	POST TENDER PERIOD	REMARKS
	KEY PERSONNEL				
1.	Team Leader	1	Part time	1	Part time
2.	Senior Architect	1	Part time	1	Part time
3.	Senior Resident Engineer	1	Part time	1	Full time
4.	Structural Engineer	1	Part time	1	Part time
5.	Site Engineer:				
(a)	Civil Engineer	----	-----	1	Full time
(b)	Electrical Engineer	----	-----	1	Full time
6.	Material Engineer	----	-----	1	Part time
7.	Quality Control Engineer	----	-----	1	Part time
8.	Part time Sub Consultant's representative for the following specialized works :				
(a)	Landscaping & Arboriculture.	1	Part time	1	Part time
(b)	Interior Architect	1	Part time	1	Part time
(c)	Elevators	1	Part time	1	Part time
(d)	Geo Technical Investigation	1	Part time	----	-----

CHAPTER - 3

APPENDIX A

SCOPE OF WORK AND TERMS OF REFERENCE

APPENDIX – A

3.0 SCOPE OF WORK AND TERMS OF REFERENCE

3.0.1 THE PROJECT IN BRIEF:

BACKGROUND:

The Bardez Taluka comprises of seven Assembly Constituencies in which there are 43 Village Panchayats and 1 Municipality. The Mapusa City which is centrally located is the Headquarters of Bardez Taluka and the centre of all administrative activities. On account of the increasing population and also increasing demand for better public facilities and considering the restrictions of expansion and increasing office spaces, the need has arose to decongest some parts of the services at the grass root level by making the same available at Panchayat level, so as to deliver quick and easily accessible services to the public.

Porvorim, the legislative capital of the State of goa, is a suburb of Panaji. Considered as an upmarket residential hub, it lies on the prime Mumbai – Goa highway NH17. IT is well connected by roads and infrastructure such as hospitals, schools, hotels and highways are developing a a high pace. Considering its location, well connected roads, infrastructure facilities and the population, it is proposed to construct an administrative building namely, "Revenue Bhavan" with high-end information technology systems for effective and transparent functioning of administration, at a land admeasuring 3,800 sq meters with FAR of 1.5 earmarked with the Revenue Department.

The administrative building is required to comprise of the following offices:-

- i. Additional Collector's Office.
- ii. Dy. Collector's office with Court Room.
- iii. Administrative Office to Dy. Collector.
- iv. Office of Jt. Mamlatdar with Court Room.
- v. BDO Office.
- vi. Extension Officers Office.
- vii. Talathis Office.

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- viii. Office for staff (10 nos).
- ix. Revenue Branch.
- x. Civil Administration Branch.
- xi. Inward / Outward Section.
- xii. Media cum Press Room.
- xiii. Conference Hall with 100 pax facility.
- xiv. Waiting Hall.
- xv. Senior Citizen Room.
- xvi. Record Room.
- xvii. Staff Room.
- xviii. Auditorium for 80 pax.
- xix. Bank on ground floor / stilt area.
- xx. Medical Room.
- xxi. Panchayat Office.

Provision should be made to accommodate a Minister's Chamber, Chamber to Revenue Secretary, Disaster Management Control Room, Directorate of Settlement and Land Records Office, Food Court, Parking Facility and also explore the facility of commercial spaces so as to make the project self – sustainable.

In addition, the above requirements may vary based on the interaction of the selected consultant with the officials of the concerned Department.

In view of the above vision and to provide better facilities to the citizens, attempts have been made to construct the best Revenue Office Building on land admeasuring 3,800 sq meters at Porvorim, suburb of Panaji to which the Request for Proposal for Appointment of Consultant for rendering Architectural and Design Services are invited.

3.0.2 DESCRIPTION OF PROJECT:

The Revenue Department of the Government of Goa desires to set up Revenue Bhavan at Porvorim, for which Info Tech Corporation of Goa Ltd (ITG), has been

designated as the Nodal agency with the responsibility of developing the required infrastructure required for the setting up of the Revenue Bhavan at Porvorim.

The selected Consultants/ Consultancy Firms are required to render Comprehensive Consultancy Services in preparation of Designs, Drawings, Detailed Estimates and Monitoring its Execution as a Project Management Consultant.

The works in brief shall include preparation of Designs, Drawings, Detailed Estimates for the works of civil, plumbing, electrical, HVAC, fire fighting, interiors, etc and other allied Utilities such as electrical cables, telephone cables, data cables, streetlights, landscape, pavements, etc. in coordination / accordance with concerned Government department/ department plans, after analyzing. The Consultants in accordance with the above would also be required to prepare the necessary NIT documents, evaluation of the Tenders, etc., and thereafter monitor the project during its implementation stage.

3.1 OBJECTIVES

- a) To peruse and study the survey data involving block contour details available with the Employer.
- b) To carry out detailed engineering design of all components of the project, making extensive use of current international "best practices".
- c) To prepare detailed structural design, if any required, detailed estimate, detailed drawings.
- d) To prepare tender documents.
- e) To carry out evaluation of tenders.
- f) To prepare and issue working drawings necessary for the completion of the works.
- g) To carry out supervision of the work as an "Engineer" under the contract and to carry out all activities relating to management, administration of the construction contract, including monitoring so as to enable project completion within stipulated period.

3.2 AN OUTLINE OF THE TASK TO BE CARRIED OUT:

- 3.2.1 The Consultant is expected to provide full time on site support team from each trade to administer the terms of contract document during operations on site in terms of quality and adherence to specification and drawings.
- 3.2.2 In providing these services, the Consultants may choose to make use of the local technical resources in the preparation of the detailed Engineering Design of the project under sub-contractual or sub Consultancy arrangements. In all circumstances, however, the Consultant must exercise direct over riding responsibility for the quality of the output of such arrangements and for timely and effective integration of such outputs into the overall requirements under these services. The Consultant must at all times retain direct responsibility for reviewing and approving the work programme, reports, drawing and any other output prepared under these tasks by participating with local Sub-Consultants. Accordingly, the Consultant will be required to provide staffing resource of demonstrably sound and extensive expertise in the monitoring and supervision of Construction of projects involving high design standards. While executing the activities set in "Terms of Reference" (TOR) by the Consultant, it is obligatory to take approvals that are deemed necessary from various relevant agencies like ITG, local administrative bodies etc. The ITG will assist the Consultant in getting all the necessary approvals.

3.3 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, National Building Codes (NBC), latest guidelines / circulars of MoRT&H, Neufert's data. 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 / National Building Codes (NBC).

3.4 SCOPE OF WORK:

3.4.1 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 in coordination with the officials from the Revenue Department and satisfying the technical parameters.

3.4.2 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 for submission of the final drawings to the competent authorities for seeking the necessary approvals. This involves 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, MoRT&H specification / C.P.W.D. Manual / National Building Codes (NBC) 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. The Consultants shall identify quarry sites, borrow areas, conduct market enquiry and undertake field and laboratory testing of the material to determine their suitability for various components of the work and establish quality and quantity of various construction materials and recommend their use on the basis of techno economical principles. If desired by the Employer, the Consultant shall prepare quarry charts indicating the location of the selected borrow areas, quarries and respective estimated quantities.
- ii. 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 of trees etc. or from the cutting of existing ground for obtaining the required formation levels.
- iii. Environmental restrictions, if any, should be duly taken into account while selecting new quarry locations.

- iv. Consultant shall make suitable recommendations regarding making good the borrow and quarry areas after the exploitation of materials for construction of works.
- v. 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:

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, 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 ITG in relevant forms with shifting fee with relevant authorities, local offices for each utility. 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 reimbursed on production of receipts.

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:

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- 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:

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

3.4.3 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

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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) Consultant shall see that the Agreement is executed between the Contractor and ITG and Consultants are thereafter 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.

3.4.4 PHASE IV: PROJECT MANAGEMENT CONSULTANCY DURING ACTUAL EXECUTION AND DEFECTS LIABILITY PERIOD

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. Represent the interest of the Employer in any manner related to the construction contract and the proper execution thereof.
2. Furnish for the use of the Contractor all necessary topographic survey data as required for setting out of all permanent and temporary works.
3. Review and recommend for approval the Contractor's work schedule or revisions thereto and any such plans or programmes that the Contractor is obliged to furnish for approval.
4. Assess the adequacy of all inputs such as materials and labour provided by the Contractor and their methods of work in relation to the required rate of progress as and when required, take appropriate action in order to expedite progress. Keep and

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- regularly update a list of the Contractor's equipment (and its condition) to ensure compliance with the Contractor's commitment in their bid.
5. Examine and make recommendations on all claims from the Contractor for extension of time, extra compensation, work or expenses or other similar matters.
 6. Record the measurements in the Measurement books issued by the Employer, in the presence of authorized representative of the Contractor, compute quantities of approved and accepted work, materials and make recommendations for payment of Contractor's running account and final bills. The bills containing abstract of costs, measurement books, in hard and soft copies, quality test reports, secured advance statements etc., shall also be submitted.
 7. Prepare and submit monthly reports on the progress of works, the Contractor's performance, quality of works and the project's financial status and forecasts. Weekly reports shall be submitted if the period of completion of the project is less than 8 months.
 8. Propose and present for the approval for any changes in the Contract Documents that may be deemed necessary for the completion of works including information on any effect the changes may have on the contract amount and the time of completion of the project, and prepare all specifications and other details.
 9. Provide legal advice on possible Contractor's claims/disputes.
 10. Inform on problems or potential problems, which arise in connection with the works contract and make recommendations for possible solutions.
 11. Maintain representatives at the site in such a manner that adequate supervision of construction works is ascertained at all times when the Contractor is working.
 12. Provide timely assistance and direction to the Contractor in all matters related to the interpretation of the Contract Documents, ground survey controls, quality control testing and other matters related to contract compliance and progress of the project.
 13. Organize the supervision of the works with proper allocation of responsibilities to the personnel and supervise their work to ensure proper execution.
 14. Prepare and maintain inspection and engineering reports and records to adequately document the progress and performance of the works.
 15. Review the working drawings, and drawings for temporary works.
 16. Perform all survey measurements of completed or partial works where required for the determination of quantities.
 17. Assure the receipts of, and maintain as permanent records, all warrants required under the terms of the Contract Documents for materials and equipment accepted

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and incorporated in the project. All local materials incorporated in their source are also to be approved and as-built drawings to be prepared for all works by the Consultant.

18. Organize and operate a materials laboratory on the basis of the provisions in the contract and perform all laboratory and field testing of materials and products needed to assure that the quality as specified in the contract documents is attained.
19. Inspect the safety aspects of the construction and temporary works to ensure that reasonable measures have been taken to protect life and property.
20. Before the issuance of the certificate of provisional acceptance, the Consultant shall carry out the necessary inspection, specify and supervise any remedial works to be carried out and recommend upon completion of the inspection with representatives of the Contracting Authority and assist in issuing the certificate of substantial completion.
21. Submit after review, to the Employer one complete set of reproducible, revised contract drawings showing the "as constructed" project, to the extent requested by the Employer and to the extent possible provided by the Contractor or otherwise patently visible.
22. Perform all other tasks not specifically mentioned above but which are necessary, and essential to successfully supervise and control all construction activities in accordance with the terms of the works contract.
23. Render service as Project Management Consultant also to plan and for timely completion of the project. The Consultant shall examine the actual progress achieved vis-à-vis, the approved programme on regular basis. If any shortfall is noticed, the Consultant shall study the reasons for such shortfall with specific reference to the inadequacies in deployment of men, material and machinery at the site. The Consultant shall bring to the notice of the Contractor to provide adequate men, material and machinery that are absolutely essential to wipe off the accumulated shortfall over a reasonable time frame and also to prevent such occurrences of shortfall in future.
24. Provide the Employer with all details of progress achieved vis-à-vis, the accepted programme on regular basis. If there are repeated slippages between the actual progress and programme, the Consultant shall report to the Employer with all the facts and figures including reasons for such repeated slippages in progress. The Consultant shall assist the Employer in issuing notices to the Contractor for wiping off the accumulated shortfall within a reasonable time frame. The Consultant shall

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also work out the penalties imposable as per the agreement and recommend to the
Employer for taking necessary action.

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 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 from the issue of Work Order 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.

4.0.5 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.

4.0.5.1 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.

4.0.6 ASSISTANCE AND EXEMPTIONS:

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