



Info Tech Corporation of Goa Limited

(A Government of Goa Undertaking)

(An ISO 9001:2015 & ISO 27001: 2013 Certified Company)

IT HUB, 3rd Floor, Altinho, Panaji-Goa. Pin: 403 001

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CONTRACT DOCUMENT FOR CONSULTANCY SERVICES

for

“Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa
(2nd Call)”

VOLUME – II

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

NAME OF WORK: - “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

INDEX

CHAPTER NO.	NAME OF ITEM	PAGE NOS.
	VOLUME – II	
1	NOTICE INVITING CONSULTANCY SERVICES	03 – 06
2	DATA SHEET	07 – 14
3	APPENDIX A – TERMS OF REFERENCE	15– 31
4	SPECIAL CONDITIONS OF CONTRACT	32 – 35

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

CHAPTER – 1

NOTICE INVITING CONSULTANCY SERVICES

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

1.0 NOTICE INVITING CONSULTANCY SERVICES

(E-TENDERING MODE ONLY)

No: ITG/PROJECT/INTERIOR DESIGNER/CO-WORKING SPACES/JUNTA HOUSE/2022-23/198/2920 Date: 03/02/2023

THE MANAGING DIRECTOR, INFOTECH CORPORATION OF GOA LIMITED (ITG) desires to appoint only those Consultant empanelled in Class A and Class B under the Category of Interior Designers for the work of "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

1.1 BRIEF SCOPE OF WORK:

The works in brief shall include preparation of conceptual plans as per the suitability of the Employer approved by the Competent Authority, prepare detailed Architectural / Engineering drawings and detailed estimates and assist the Employer during the construction of the proposed work and amenities for the Co working space at Ground Floor of Department of Information Technology situated at Junta House in Tiswadi 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 04/02/2023 from 11:00 hours onwards.
- ~~2 Last date for submission of written queries for clarifications (by email only) is on or before _____ till _____ hours on Email: info@infotechgoa.com or md-itg.goa@nic.in (Not Applicable)~~
- ~~3 The Pre-Bid meeting will be held on _____ @ _____ hours. (Not Applicable)~~
- ~~4 Release of response to clarifications (will be uploaded only on <https://eprocure.goa.gov.in>) on _____ by _____ hours. (Not Applicable)~~
- 5 Last date for ONLINE SUBMISSION of dully filled Tender documents is on 13/02/2023 up to 17:00 hours.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

- 6 The Tender (Pre-qualification & Technical Bid will be OPENED online on 14/02/2023 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.
- 7 Technical presentation of the qualified bidders is tentatively fixed on 16/02/2023 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.
- 8 The date and time of opening of the Financial Bids of the technically qualified bidders will be intimated by a letter / email and uploaded only on the <https://eprocure.goa.gov.in> website.

1.2.1 REQUEST OF TENDER FORMS:

Eligible Bidders may request for the tender documents through the web site <https://eprocure.goa.gov.in> on the following payments:-

Rs. 20,000.00 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). 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. Net Banking: Payment can be made through the Internet Banking of Any Bank.
Nil towards Cost of Tender Document (TDF)	
Rs 500.00 towards Tender Processing Fee (TPF)	

*Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation.
Hence the payments through NEFT/RTGS should be made at least TWO BANK*

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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.~~ Not Applicable
- b) ~~The Attested copy of GST registration certificate.~~ Not Applicable
- c) Any addition/deletion/correction in the Tender Documents CORRIGENDUM will be published only on the (<http://www.infotech.goa.gov.in>) ITG's website and on the (<https://eprocure.goa.gov.in>) 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.

Email: info@infotechgoa.com or md-itg.goa@nic.in

Website : <http://www.infotech.goa.gov.in>

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

CHAPTER – 2

DATA SHEET

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

DATA SHEET

“Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

2.0 DATA SHEET

1.	The Name of the Assignments	Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2 nd Call)
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	Not Applicable
	Place of Pre-bid Conference	Not Applicable
5.	Non refundable Tender document fee	Nil as per Clause 1.2.1 of Volume II.
6.	Non refundable Tender processing fee	Rs 500/- (Rupees Five Hundred only) as per Clause 1.2.1 of Volume II.
7.	Bid Security (Ref. ITB Para- 1.3.1 of Volume I)	Rs 20,000/- (Rupees Twenty Thousand 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.
8.	Requirement of Key Personnel (Ref. ITB Para – 1.4.1 of Volume I)	Team Leader, Senior Architect/ Interior Designer, Civil Engineer, Electrical Engineer, Mechanical Engineer (including Heating Ventilation and Air Conditioning (HVAC), ICT & Safety / Security systems Expert and Firefighting Expert.
9.	Intention of giving specific assignment by giving fixed fee (Ref. ITB Para 1.5.4 of	- N. A. -

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

	Volume I)	
10.	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. Email: info@infotechgoa.com or md-itg.goa@nic.in Website : http://www.infotech.goa.gov.in
11.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.
11.b	Geo-technical investigation and sub soil exploration	Not Applicable
11.c	Soil tests	Not Applicable
11.d	Estimated cost of the project:	To be worked out by the consultant and thereafter to be approved by ITG. (Approximate Rs. 1.00 Crores)
11.e	Minimum percentage of fee of cost of work / services	3% of the cost of work
12.	Performance Security (Ref.ITB Para 1.8 of Volume I)	3% of the contract amount (Consultancy fees) of the successful bidder.

Note:

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

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 excluding GST as specified in the Data Sheet in Volume – II.

13. The bid document shall be submitted through e-tender (online) on or before 13/02/2023 up to 17:00 hours. The bids received shall be opened (Technical) on 14/02/2023 after 15:30 hours on the same day in the presence of those bidders who may be present.

14. Bid Validity period (days, date): 90 days from the date of opening of Financial Bid Document (Ref. ITB Para 1.6.4 of Volume I).

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

A	Pretender Activity	Period
	i) Concept planning & Design	07 days
	ii) Engineering Designs	15 days from approval of the concept designs
	iii) Preparation of detailed engineering drawing/designs, detail estimates & other allied utilities/ facilities.	30 days from approval of the Engineering designs
B	Post Tender Activity	Period
	a) Construction Contract period	100 days 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)	3 calendar years after the date of completion

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

16. Consultants should submit their proposal across the following two proposals :

1. Technical Proposal.
2. Financial Proposal.

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 Tender Document. 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 30 marks or more out of 50 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 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.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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	Proposed Methodology & Work Plan The adequacy of the proposed methodology and work plan would be evaluated on the basis of the following: <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.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. The same would need to be presented in a power-point presentation incorporating the above.	50 25 10 8 7

18. **METHOD OF SELECTION.**

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

STAGE I TECHNICAL QUALIFICATION: -

All firms scoring **30** or above would be technically qualified and would move into STAGE II.

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

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

STAGE II 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/ Interior Designer
3. Civil Engineer
4. Electrical Engineer
5. Mechanical Engineer (including HVAC Expert)
6. ICT & Safety / Security systems Expert
7. 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

APPENDIX – A

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 approved by the Competent Authority, prepare detailed Architectural / Engineering drawings and detailed estimates and assist the Employer during the construction of the proposed work and amenities for the Co working space at Ground Floor of Department of Information Technology Electronics and Communication situated at Junta House in Tiswadi Taluka in coordination / accordance with the concerned Government department / department plans.

3.0.2 DESCRIPTION OF PROJECT

The Department of Information of Technology , Electronics and Telecommunications (formerly know as Department of Information of Technology) has initiated certain project that focuses on recent trending IT infrastructure that cater to the innovative and vibrant ecosystem of IT and IT related Domains. One of such Infrastructure is Co-working, that has taken off in the last few years as an alternate to working from home or at one's office. It offers flexibility, networking opportunities and additionally productivity benefits as well.

Co working is an arrangement in which workers of different companies share an office space, allowing cost savings and convenience through the use of common infrastructures, such as equipment, utilities, and receptionist and custodial services, and in some cases refreshments and parcel acceptance services. It is attractive to independent contractors, independent scientists, remote workers, digital nomads, and people who travel frequently. Additionally, coworking helps workers avoid the feeling of social isolation they may experience while remote working or travelling and eliminate distractions.

In view of this, the Government of Goa intends to take this model forward by introducing a new concept of "Sea, Sun, Sand and Software" wherein

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

entrepreneurs can enjoy the scenic beaches of Goa while working. A co – working space is a café like collaboration space or as an office – like setting. The idea behind the same is that individual workers come together in a shared place to enjoy greater productivity and a sense of community.

Taking this concept forward, developing urban co working spaces that are currently being considered by this Department at the first Instance. The location being considered includes 3 Flats, IG-1, IG-2, IG-3, at Paraiso-de-Goa, Porvorim and Ground Floor at Junta House, Panaji. Bottle Jack Bristo premises at Porvorim and Alcon House at Chimbél Additionally, the Goa Information Technology Development Corporation that has also been constituted is anticipated to be working from one of the three flats at Parasio-de-Goa, Porvorim.

Further, in order to assist in developing the startup ecosystem through the different phases of a startup; Department also anticipates initiating Incubation and mentorship support at these co working spaces. These entrepreneurs would require assistance during the initial stage to evolve in form of access to market, resources, investors, etc. as such making incubation and mentorship essential aid.

Since, providing mentorship, incubation, access to funds, access to market etc. are integral part of evolving a startup ecosystem; expertise are required to assist the startup in these aspects. As such, collaboration with organization like We Hub and T-Hub are in initiation phase and respective proposals have been submitted to Government through separate files. We Hub is a State led incubator by Government of Telangana that works to promote and foster Women Entrepreneurship, while T-Hub is a innovation hub and ecosystem enabler based in Hyderabad, India and has the expertise in the field of innovative ecosystem and would be in a better position to provide the necessary guidance, tech support, infrastructure, access to investors, networking and facilitator for the startups to survive and scale.

Creation of such facilities and support activities will enable to project Goa as a welcoming destination for startups and aid in creating a innovation oriented ecosystem in Goa. The proposed implementation of these faculties at government owned premises have been designed as a self sustained and revenue generation

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

model, thereby accounting for addition revenue to the Government of Goa as rents and profit sharing from the operator of such co working spaces.

The Government of Goa presently and in the instant case desires to set up Co working spaces Ground Floor at Junta House, Panaji. 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 Project.

In this connection, the Employer intends to take up the development of the floor area admeasuring approximately 160 sq. mts for developing the proposed Co working spaces Ground Floor at Junta House, Panaji. The copies of the plan and site photographs (As is where is basis) are enclosed separately in Volume IV (Site Photographs & Plan) for ready reference.

In order to assist M/s ITG to develop the said part of the property into a Co working Project, M/s ITG intends to avail the services of a Interior Designer having vast experience in innovative design, technology and sustainable strategies in Architecture and Engineering designs.

The selected Interior Designer / Interior Designer 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 setting up of State of the Art Plug and Play Co-working Spaces

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

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

- Conference Rooms
- Digital library
- 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 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) The chalk-out broad guidelines that is acceptable by the Employer for the design of the project and its amenities.
- b) To prepare a detailed Master Plan on urban design guidelines for the entire Project including all proposed facilities.
- c) To carry out detailed engineering design of all components of the project, making extensive use of current international “best practices”.
- d) To prepare detailed structural design, if any required, detailed estimate, detailed drawings.
- e) To prepare NIT / Tender documents.
- f) To carry out evaluation of tenders.
- g) To prepare and issue working drawings necessary for the completion of the works.

- h) 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.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

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 internal & external 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, 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

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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 study/analyse 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 the 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.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

i) SCHEDULE OF COMPLETION OF TASKS BY THE CONSULTANTS

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.

3.3.4 PHASE IV - DURING ACTUAL EXECUTION

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 ITG 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 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, extra item statements, substituted item statements, deviated item statements etc., shall also be submitted as per the formats provided by the

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

- Employer. The Consultant shall attend all Technical Advisory Committee (TAC) meetings or any other meetings and also brief the Committee(s) upon intimation from ITG.
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.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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 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. Organise 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

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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 ITG with all details of progress achieved vis-à-vis, the accepted program on regular basis. If there are repeated slippages between the actual progress and program, the Consultant shall report to ITG with all the facts and figures including reasons for such repeated slippages in progress. The Consultant shall assist ITG in issuing notices to the Contractor for wiping off the accumulated shortfall within a reasonable time frame. The Consultant shall also work out the penalties imposable as per the agreement and recommend to ITG for taking necessary action.

25. REVIEW MEETINGS

Review meetings shall be held between the ITG and the Contractor at site at weekly intervals. The meetings should be convened by the Consultants and would have the objective of expanding on the contents of the progress reports, discussing any problems and financial matters.

26. REPORTS AND TIME SCHEDULE

26.1 SCHEDULE OF REPORTS

The Consultant shall prepare and submit two (2) copies to ITG of each of the following reports and documents in English.

- | | | | |
|---|--------------------------|------|--|
| A | Inception Report | ---- | Within 15 days after mobilization. and QAP |
| B | Weekly progress reports | ---- | By Wednesday or the following working day if Wednesday happens to be a holiday |
| C | Monthly Progress Reports | ---- | By the 5th of the each month except the month following the Inception Report. |
| D | Final Report | ---- | One (1) month after completion of the works (provisional acceptance). |

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

E Q.A. Report ---- Along with the R.A. Bills and final bill.

26.2 CONTENTS OF REPORTS

a. INCEPTION REPORT

The Inception Report shall cover the following:

- Reviewing Contractor's mobilization and work plan;
- Setting out Guidelines for Administering, Monitoring and Evaluation project progress;
- Quality Assurance Programme.

b. WEEKLY PROGRESS REPORTS

The Weekly progress reports shall cover the following:

- Progress achieved vis-a-vis the approved programme;
- Bottle necks, if any;

c. MONTHLY PROGRESS REPORTS

The Monthly Progress Reports shall be brief and concise and provide means of closely monitoring project progress and forecasting construction costs, and shall cover the following:

- Main activities, undertaken and events for the period and Progress Report;
- On the activities of the Contractor and supervision staff;
- Monitoring and Evaluation of project progress;
- Project accounts, payments of approved bills, claims, certificates of payments and variation orders;
- Summary of Consultants observations / results on Quality Control tests.

d. FINAL REPORT

On completion of the Project, the Consultant shall prepare a final report which will form a comprehensive record of the construction works including any changes or modification of designs, problems encountered and solutions recommended, operational procedures, expenses and variations. All the reports and documents relevant to the services, maps, field survey notes, computer programs, etc. shall become the property of the ITG. The Consultant shall provide one reproducible copy of constructional and as-built drawings.

27. SERVICES DURING THE DEFECTS LIABILITY PERIOD AND MAINTENANCE PERIOD

During this period, the Consultant shall undertake the following:

- a. Inspection of works every three months during the defects liability / Maintenance period, preparation and submission of a deficiency list if required, supervision of remedial works and recommendation to ITG as to the date of the Final Inspection of Works.
- b. Carrying out Final Inspection of Works together with representatives of the ITG and the Contractor.
- c. Preparation and issuance of the Defects Liability Certificate.
- d. Preparation of Final Payment Certificate.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- “Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)”

CHAPTER - 4

SPECIAL CONDITIONS OF CONTRACT

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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 part 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.

INFO TECH CORPORATION OF GOA LIMITED

NAME OF WORK:- "Appointment of Interior Designer for providing services towards setting up of State of the Art Plug and Play Co-working Spaces situated on Ground Floor at Junta House, Panaji – Goa (2nd Call)"

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.