



Smart City
MISSION TRANSFORM-NATION

**IMAGINE PANAJI SMART CITY DEVELOPMENT
LIMITED**

Adil Shah Palace, Old Secretariat, Panaji-Goa 403001, India

Tel:(0832) 222 0440

Email – projects@imaginepanaji.com Website – www.imaginepanaji.com

**RFP FOR CONSULTANCY
SERVICES**

FOR

***INTERIOR DESIGN & FURNISHING
OF OFFICE PREMISES OF IPSCDL***

VOLUME – II



NAME OF THE WORK: Bid for Consultancy Services for “*INTERIOR DESIGN & FURNISHING OF OFFICE PREMISES OF IPSCDL*”.

INDEX

CHAPTER NO.	DOCUMENT
	VOLUME – II
4.	NOTICE INVITING CONSULTANCY BIDS.
5.	DATA SHEET.
6.	APPENDIX A – TERMS OF REFERENCE
7.	SPECIAL CONDITIONS OF CONTRACT.
8.	APPENDIX B - SCHEDULE OF PAYMENTS

CHAPTER - 4

NOTICE INVITING

CONSULTANCY BIDS



4.0 NOTICE INVITING CONSULTANCY BIDS

4.1 BRIEF SCOPE OF WORK

IPSCDL invites Consultancy services for “*Interior Design & Furnishing of Office Premises of IPSCDL*”.

4.2 MODE OF ACCESS FOR BID DOCUMENTS

“Bid Document” can be obtained from the website
[http:// www.imaginepanaji.com/tenders/](http://www.imaginepanaji.com/tenders/)

4.3 CONDITIONS

The bids should be submitted physically in the office of Imagine Panaji Smart City Development Limited, Adil Shah Palace, Old Secretariat, Panaji, Goa.

IPSCDL 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.

4.4 ADDRESS FOR COMMUNICATION

IMAGINE PANAJI SMART CITY DEVELOPMENT LIMITED
Adil Shah Palace, Old Secretariat, Panaji – Goa (INDIA)

Phone No: (0832) 222 0440, E-mail: projects@imaginepanaji.com



(By facsimile)

Ref. No. :IPSCDL/Engg/

Date :

CONSULTANCY BID NOTICE

Name of work: ***“INTERIOR DESIGN & FURNISHING OF OFFICE PREMISES OF IPSCDL.”***

IPSCDL desires to appoint reputed and eligible Consultants for “INTERIOR DESIGN & FURNISHING OF OFFICE PREMISES OF IPSCDL”. ***The approximate cost of the work is Rs.1,60,00,000/-.***

The bids will be received upto ***15:00 hours*** on ***11th August 2017*** and opened at ***15:30 hours*** on the same day. If the said day happens to be a public holiday then the bids will be opened at 15.30 hours on the next working day.

Further, the interested bidders may go through the contract document for consultancy services (Volume-I, II, III) to take note of the clause in respect of prescribed minimum percentage of fee of cost of work.

IPSCDL reserves the right to change the closing date and time of submission of bids and date and time of opening of bids for administrative reasons, if any by notifying the same on the website <http://www.imaginepanaji.com>.

IPSCDL reserves the right to accept or reject any or all Tenders in part or full without assigning any reason whatsoever.

For Imagine Panaji Smart City Development Limited,

Managing Director & CEO

CHAPTER - 5

DATA SHEET



IMAGINE PANAJI SMART CITY DEVELOPMENT LIMITED

Bid for Consultancy Services for **“INTERIOR DESIGN & FURNISHING OF OFFICE PREMISES OF IPSCDL.”**

5.0 DATA SHEET

1.	The Name of the Assignment	“Interior Design & Furnishing Of Office Premises of IPSCDL.”
2.	The Name of the Employer	Imagine Panaji Smart City Development Limited. (An undertaking of Government of Goa).
3.A.	The Description of the Project in brief	Ref. 6.0.2 of Appendix “A”.
3.B.	Scope and Terms of work	As per Appendix – “A”
4.	Last Date & time of receipt of pre-bid queries by Email	31st August 2017 by 15.00 hrs
	Date and Time of Pre-bid conference	3rd August 2017 at 15.00 hrs
	Place of Pre-bid Conference	Adil Shah Palace, Old Secretariat, Panaji Goa.
	Date & time of uploading of reply to pre-bid queries	7th August 2017 by 15.00 hrs
5.	(a) Bid Document Cost	Rs.5,000/- (Non- Refundable) Mode of Payment : Demand Draft
6.	Bid Security (Ref. ITB Para-1.3.1)	Rs.3,00,000/- Mode of Payment : Demand Draft
7.	Requirement of Key Personnel (Ref. ITB Para – 1.4.1)	Team Leader, Architect, Interior Designer.



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8.	Intention of giving specific assignment by giving fixed fee (Ref. ITB Para 1.5.4)	- N. A. -
9.	The address is (Ref. ITB Para – 1.6.4)	<u>EMPLOYER</u> Managing Director & CEO, IPSCDL Limited, Adil Shah Palace, Old Secretariat, Panaji – Goa (INDIA) Phone No. (0832) 2220440, Fax : E-mail : projects@imaginepanaji.com <u>CONSULTANT</u> Phone No. : Fax : E-mail :
10.a.	Cost of work	Cost of the project shall be considered as the accepted tendered cost, less (i) the <i>salvage value recoverable from Contractor</i> and (ii) percentage of cost of extra / deviated / substituted items due to faulty estimation by the Consultant in accordance to clause 8.0.3 (D) Volume II.
10.b.	Soil tests	Not Applicable
10.c.	Estimated cost of the project:	<i>Rs.1,60,00,000/- (approx.) (Rupees One Crore Sixty lakhs only) (to be considered initially for the evaluation of contract amount).</i>
10.d.	Minimum percentage of fee of cost of work.	<i>7.5% of the cost of work.</i>
11.	Performance Security (Ref.ITB Para 1.8 Vol.I)	<i>5% of the contract amount (Consultancy fees) of the successful bidder.</i>

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12. The bid document shall be submitted on or before **11th August 2017** upto **15:00** hours. The bids received shall be opened at **15:30** 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 last date of receipt of Bid Document (Ref. ITB Para 1.6.5 Vol.I).
14. Time Limit : Time limit for Consultancy Services consists of following :
- | | | | |
|-----|--|-----|-----------|
| i. | Pretender Activity (Period in days) | --- | 30 days |
| ii. | Post Tender Activity (Period in month) | | |
| | a. Construction Contract period (As per actual contract period of proposed contract | --- | 3 months |
| | b. Defects Liability period (As per actual defect Liability period of proposed construction Contract + two months) | --- | 39 months |
15. Authority to grant extension and penalty. --- Managing Director & CEO
IPSCDL Limited
16. Minimum requirement of Personnel during Pre and Post Tender period.



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SR. NO	TYPE OF PERSONNEL	MINIMUM REQUIREMENT OF NO. OF PERSONNEL DURING	
		PRETENDER PERIOD	POST TENDER PERIOD
	KEY PERSONNEL		
1.	Team Leader	1	1
2.	Architect	1	1
3.	Structural Engineer		
4.	Resident Engineer		
5	Site Engineers		
(i)	Civil		
(ii)	Electrical		
	OTHER PERSONNEL		
6.	Part time Sub Consultant's representative for the following specialized works :		
a.	Electrical	1	1
b.	HVAC.	1	1
c.	Acoustics & Audio Visual Works.	1	1
d.	Interiors.	1	1

CHAPTER - 6

APPENDIX A

SCOPE OF WORK AND TERMS OF REFERENCE



APPENDIX – A

6.0 SCOPE OF WORK AND TERMS OF REFERENCE

6.0.1 THE PROJECT IN BRIEF:

The project work is Consultancy services for “**INTERIOR DESIGN & FURNISHING OF OFFICE PREMISES OF IPSCDL.**” as per Clause No.1 of Data Sheet.

6.0.2 DESCRIPTION OF PROJECT

The consultant is required to assess the requirements for interior furnishing of IPSCDL office and prepare and submit to IPSCDL the architectural plans & interior design drawings. The Consultant must also prepare schedule of quantities as per the plans/designs and requirements and submit to IPSCDL for approval. The Consultant is then required to provide Project Management Consultancy Services for the project based on the scope finalized by IPSCDL.

6.1 OBJECTIVES

The Consultants shall carry out the following services:

1. To carry out Detailed Engineering Design of all components of project, making extensive use of current international “Best Practices” for these types of projects including a total Green Building Design;
2. To prepare Detailed Estimates, detailed drawings;
3. To prepare Tender Documents;
4. To carry out evaluation of tenders;
5. To prepare and issue working drawings necessary for the completion of the project;
6. To carry out supervision of the Contract, Interior work as “Engineer” under the Contract and to carry out all activities relating to management,

and administration of the Construction contract including monitoring so as to enable project completion within schedule.

6.2 **AN OUTLINE OF THE TASK TO BE CARRIED OUT**

6.2.1 The Consultant is expected to provide Consultancy services and assistance to the IPSCDL for the management and implementation of all activities to be carried out under the proposed project. These services will require appropriate skills and expertise during implementation of the project, as outlined fully below.

6.2.2 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 IPSCDL, local administrative bodies etc. The Consultant will assist the Employer in getting all the necessary approvals.



6.3 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, latest guidelines / circulars etc. For aspects not covered by IS Codes, international standard practices, such as British and American Standard may be adopted. The Consultants, upon award of the Contract, may finalise this in consultation with IPSCDL.
2. All notations, abbreviations and symbols used in the report, documents and drawings shall be as per IS Codes of Practice / CPWD Specifications.

6.4 SCOPE OF WORK FOR BUILDING WORKS

PHASE-I

- a. **FEASIBILITY STUDY.**
 - i. Not Applicable
 - ii. The Consultant shall study the prevailing bye laws, ODP, proposals, master plans prepared by Town & Country Planning, PWD, Health Department, Electricity Department, Transport Department, Fire Services, Pollution Control Board, Department of Science & Technology and Environment, PDAs, City Corporations, Municipalities, Village Panchayats, Kadamba Transport Corporation and other such agencies before proceeding with the preparation of detailed drawings.

- iii. The Consultant shall furnish a site evaluation and analysis report with basic approach to circulation, activity distribution and interaction and external linkages along with the feasibility report.
- iv. The Consultants shall prepare a report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.

b. **DETAILED ENGINEERING SURVEYS AND STUDIES**

The Consultant shall:

- i. At the first instance, determine the zoning of the area where the project has been proposed, the permitted FAR and other aspects of Building regulations in force by interacting with TCP/PDA and confirming the same by obtaining a certificate to that effect followed by preparation of conceptual designs with reference to requirements given and prepare the approximate estimates of cost based on the latest Plinth Area Rates, Goa Schedule of Rates or market rates for items not available on GSR.
- ii. Modify the conceptual designs incorporating required changes and prepare preliminary drawings and designs for the Employer's approval with revised estimates of cost. All efforts have to be made by the Consultant to plan and design the project considering the "Green building" norms in accordance to Section 6 A of the latest CPWD Manual in force.
- iii. Visit the site of work as and when necessary to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conferences and meetings.



- iv. Finalise the scope of the project including the design, agree on the project cost estimates, revenue resources and the format of project implementation (time period, rehabilitation, temporary operations, land acquisition etc.). The format of the project implementation would also include the roles and responsibilities of Government of Goa and the private operator, incentives and penalties, and other terms of the concession period.
 - v. Prepare drawings required for approvals from statutory bodies like PDAs, Municipalities, Town & Country Planning and Panchayats by liaising with the concerned departments and other concerned authorities to be abreast of the latest rules and regulations, procedures and norms and provide assistance in obtaining approvals. Special importance shall be given to the provision of barrier free environment to the project for the physically disabled, while preparing the drawings.
- c. **GEO TECHNICAL INVESTIGATIONS AND SUB SOIL EXPLORATION FOR BUILDINGS.**
- Not Applicable.**
- d. **MATERIAL INVESTIGATIONS**
- Not Applicable**
- e. 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.



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- f. Proposal to shift the utility services of various agencies may also be included in the feasibility report.
- g. All lands required for temporarily or permanent acquisition shall be clearly marked on Revenue (Village) Survey Maps with Survey numbers, Part numbers, Structure details, holder so that land acquisition can be speedily proceeded with. All fees incurred by the Consultants to obtain the PTS sheets and property records shall be reimbursed on production of receipts.
- h. Time allotted for Phase-I will be as short as possible since further activities of work will depend upon completion period of Phase-I.

REPORT

The report shall include but not limited to the following:

- Status of existing services (water supply, power, sewerage system);
- Topographical surveys;
- Interactions with Employer, Client and other concerned authorities.
- Details of project guidelines and planning indicating schedule of floor area requirements.
- Modifications as suggested by Employer / Client and other concerned authorities.
- Conceptual plans.
- 3 Dimensional AutoCAD presentation, if so, desired by the Employer.
- Existing bye-laws of regulatory bodies and possibility of additional FSI.
- Socio-economical analysis and block estimate.



PHASE II

DETAILED ENGINEERING DESIGN, ESTIMATION OF QUANTITIES AND PROJECT COST

This phase shall include but not limited to the following:

- Evolving Design Standards and material specifications which shall be primarily based on IS Codes and relevant recommendations of the International Standards for approval by IPSCDL
- Preparation of preliminary designs as per the available conceptual plans.
- Preparation of preliminary designs within area limitations prescribed and also prepare notes sufficient to bring out general understanding and planning of the Consultants of the requirements furnished to them so as to ensure an economical and functional design concepts.
- Preparation of detailed site layout plans showing contours, invert levels wherever necessary, roads, external proposed services, waste storage areas etc. The plans shall include all necessary data relating to the existing public utility services, street pavements, adjoining properties, boundary walls, electricity and water supply systems, etc.
- Preparation of preliminary architectural drawings which will indicate in the same scale, the layout of interiors proposed to be placed in the building.
- Preparation of a detailed report explaining the project concept, functioning and interrelation of disciplines.
- Preparation of working drawings including large scale and full size details, detailed specifications and schedule of quantities sufficient to invite tenders and to obtain statutory approvals.



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- Preparation and submission of complete working drawings and details sufficient to 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.

(I) WORKING DRAWINGS

A. ARCHITECTURAL WORKING DRAWINGS

After obtaining clearance on the available preliminary drawings and designs, detailed architectural drawings with plans, elevations, sections, joinery details schedules, internal and external 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.

B. ELECTRICAL LAYOUT

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

C. 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 and external water supply including such installations.
- Sanitary installations.
- Appropriate sewerage disposal system.
- Overhead tank and reservoir.



- Storm water drainage.
- Collection, storage and disposal of waste.

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.

D. FIRE SAFETY

The Consultant shall prepare schematic proposals showing provisions to meet requirements for fire fighting regulations such as fire detection, fire protection and security systems.

E. MECHANICAL SERVICES

The Consultant shall prepare schematic drawings for fixing of machinery, equipment and foundation design, heating, ventilation and air conditioning including HVAC etc., depending upon the requirement.

F. LAND DEVELOPMENT, LANDSCAPING AND ARBORICULTURE

The Consultant shall prepare drawings showing areas to be landscaped, water bodies, roads, parking footpaths, boundary wall and gates 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.

G. INTERIORS

The Consultant shall prepare drawings showing interior design after a study on space planning / development of volumetric study, and provide services in respect of architectural additions / alterations.

H. MISCELLANEOUS WORKS.

Not Applicable

(II) STRUCTURAL DESIGNS AND SPECIFICATIONS

The Consultant shall prepare detailed structural drawings along with structural analysis and design calculations taking into account that the structure(s) shall be earthquake resistant building, as per relevant IS codes for concrete, steel and other structural materials. Seismic factors as per relevant IS code shall be considered for design. Soil tests and analysis report if available, will be provided by IPSCDL to the design Consultant for structural designs and structural calculations. If soil tests and analysis reports are not made available by the IPSCDL, the Consultants shall carry out the same. Such geo-technical investigation shall be paid at the rates in GSR'2015. Rates which are not available in GSR'2015, shall be paid as per actual, on submission of the original invoice of the agency carrying out the soil investigation. The Consultant shall issue a structural safety certificate for all works and submit all design calculations to the Employer.

(III) 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



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(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 IPSCDL. Hard copies of the estimate thus notified by IPSCDL 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.

(IV) SCHEDULE OF COMPLETION OF TASKS BY THE CONSULTANTS

The Consultant shall commence the work within a period of 5 days from the date of award of the Consultancy contract.

The Consultant shall furnish periodical reports to the Employer on the progress of designs, highlighting the areas of deficiencies with respect to the agreed schedule as follows:

SR. NO.	ACTIVITIES	DURATION
1.	Interim Report	8 days
2.	Draft Final Report	10 days
3.	Final Report	15 days



PHASE III

THIS PHASE WILL INCLUDE 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 IPSCDL.
- b. Consultant will hold the meeting with IPSCDL 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 IPSCDL shall submit fair soft (two copies) and a hard copy duly signed and stamped. The IPSCDL 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 IPSCDL on the bids received.
- f. Once the offer is approved by IPSCDL, specific Agreement with successful bidder will be entered by IPSCDL to carry out the work as per tender conditions and instructions given by IPSCDL.
- g. Consultant shall see that the Agreement is executed between the Contractor and IPSCDL and Consultants are thereafter fully responsible to get the work



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successfully completed and opened to the public within the specified time laid down by IPSCDL and Consultants as stated in Clause (b) above.

- h. The Consultant shall prepare detailed working drawings strictly as per schedule mentioned herein below, failing which, proportionate amounts will be withheld in the bills.

SR. NO.	ACTIVITIES	DURATION
1.	100% working drawings	Within 8 days of opening of tender

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 IPSCDL 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



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



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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 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



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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.



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24. Provide IPSCDL 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 IPSCDL with all the facts and figures including reasons for such repeated slippages in progress. The Consultant shall assist IPSCDL 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 IPSCDL for taking necessary action.

25. **REVIEW MEETINGS**

Review meetings shall be held between the IPSCDL 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 IPSCDL 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).
- 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-à-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 programmes, etc. shall become the property of the IPSCDL. 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 IPSCDL as to the date of the Final Inspection of Works.
- b) Carrying out Final Inspection of Works together with representatives of the IPSCDL and the Contractor.
- c) Preparation and issuance of the Defects Liability Certificate.
- d) Preparation of Final Payment Certificate.



CHAPTER - 7

SPECIAL CONDITIONS OF CONTRACT



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7.0 SPECIAL CONDITIONS OF CONTRACT

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

NUMBER OF GCC CLAUSE

3.0.6 NOTICES

3.0.6.1 The address are:

Employer : Managing Director & CEO,
Imagine Panaji Smart City Development Limited
Adil Shah Palace, Old Secretariat,
Panaji – Goa.

Consultants : _____

3.0.6.2 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.

3.0.9 AUTHORISED REPRESENTATIVES

The Authorised Representatives are:

For the Employer : The Managing Director & CEO

For the Consultants :



3.0.10 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.

3.1.2 TERMINATION OF CONTRACT FOR FAILURE TO BECOME EFFECTIVE

The time period shall be time period as the parties may agree in writing.

3.1.3 COMMENCEMENT OF SERVICES

The time period shall be 5 days or such other time period as the parties may agree in writing.

3.1.4 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.

3.1.5 LIABILITY OF THE CONSULTANTS.

- (a) 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:



- (i) For any indirect or consequential loss or damage; and
 - (ii) 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.
- (b) 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.

3.1.6 ASSISTANCE AND EXEMPTIONS

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

3.1.7 RESIDENT PROJECT MANAGER

The person designated as Resident Project Manager in **ANNEXURE I(B)** shall serve in that capacity.

CHAPTER – 8

APPENDIX – “B”

NAME OF THE WORK: Bid for Consultancy Services for “*INTERIOR DESIGN & FURNISHING OF OFFICE PREMISES OF IPSCDL*”

APPENDIX – “B”

8.0 SCHEDULE OF PAYMENTS

8.0.1 In consideration of the performance of the Contract, the Employer shall pay to the Consultants as consideration for his services as set forth below:

8.0.1.1 The fees payable would be based on the above offer accepted during negotiations. The fees would be paid in the following stages and in the mode prescribed.

8.0.2 PAYMENT FOR PRETENDER ACTIVITIES

- i) The pretender activity period shall start from the date of award of Consultancy and for the period mentioned in the Clause-14 of data sheet.
- ii) The payment for this activity and during its period shall be on basis at the percentage rates prescribed below :

	% OF THE OFFER WRITTEN IN ANNEXURE II OF VOL III
1. On signing of Consultancy agreement.	3%
2. Pretender activities including survey, preparation of conceptual designs, block estimate, report, 3 Dimensional Autocad presentation (if ordered), getting approval of IPSCDL in sufficient details.	5%
3. (i) Preparation of detailed estimate, designs, drawings and getting approval of IPSCDL after	6%



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incorporating Client's suggestions.

- (ii) Submission of preliminary design calculations for approval of statutory authorities (hard copy and soft copy). **3%**

**% OF THE OFFER
WRITTEN IN
ANNEXURE II OF VOL
III**

4. Preparation of draft tender documents, schedule of quantities, specifications, tender drawings and getting approval of IPSCDL. **2%**

5. Providing soft (two copies) and one hard copy of approved tender documents, evaluation of tenders and other related works upto award of work. **1%**

TOTAL

**20% of the offer
written in Annexure II
Vol III above.**

iii) **LIQUIDATED DAMAGES TOWARDS DELAY IN PRE-TENDER ACTIVITIES :**

The time schedule for pre-tender activities has been stated at Sr. No.14(i) under Clause 2 : Data Sheet (Volume-II). If the Consultant does not complete the pre-tender activities within the period, as stipulated in the Data Sheet, then, the Consultant shall pay to the Employer, as fixed and agreed liquidated damages, and not as a penalty, by way of reduction in his consultancy fees as below:



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Payment to the Consultant towards the pre-tender activities shall be reduced by 2% for delay in pre-tender activities by every additional month. If subsequent additional month is consumed by him for pre-tender activities, additional 2%, shall be reduced. To make the matter more clear, if there is a delay of 1 month, the total fee payable will be 13%. If it is delayed by 2 months the fee payable will be 11% and so on.

The aggregate maximum liquidated damages payable to the Employer under this clause shall be a maximum of 5% (five percent) of the total consultancy fees, i.e. such reduction shall be limited to the 5% of the total fees.

The Employer may, without prejudice to any other method of recovery, deduct an amount of such damages from any money in his hands, due or which may become due to the Consultant. The payment or deduction of such damages shall not relieve the Consultant from his obligations to complete the consultancy services or from any other obligations and liabilities under the contract.

iv) **EXTENSION OF TIME LIMIT FOR PRE-TENDER ACTIVITIES :**

- a. If there is genuine delay to complete the pre-tender activities by the Consultant then the Consultant should obtain valid extension for the prescribed period of pre-tender activities.
- b. The reduction in the fees made for the delay will not be released unless the valid extension is granted for pre-tender activities.



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- c. The decision of Managing Director & CEO, IPSCDL for granting extension of time and levying penalty shall be final and binding.

- v) **FORECLOSURE OF AGREEMENT AFTER PRE-TENDER ACTIVITIES :**

If after completing the pre-tender activities, the IPSCDL decides not to proceed with the post-tender activities, then the IPSCDL will have the right to foreclose the agreement and in that event, the Consultant will not be entitled for any claim on that count.

8.0.3 PAYMENT FOR POST TENDER ACTIVITIES

- i) The post tender activities shall come into effect from the date of award of construction contract.

- ii) The payment for the post tender activities shall be at the percentage rates as prescribed below:



(A) **WORKING DRAWINGS**

		% OF THE OFFER WRITTEN IN ANNEXURE II OF VOL III
1	On submission of all working drawings and detailed designs along with liability certificate	10%
2.	Prorata to financial progress of work	3%
3.	On completion of the project and submission of As-built drawings.	2%
	TOTAL	15% of the offer written in Annexure II of Vol III above.

(B) **PROJECT MANAGEMENT**

		% OF THE OFFER WRITTEN IN ANNEXURE II OF VOL III
a.	During actual execution of the work.	60%
b.	Certification of final bill of work.	1%
c.	During Defects Liability/ maintenance period on a quarter basis spread over Defect Liability / maintenance period at a uniform rate.	2%
d.	On completion of Consultant's assignment i.e. at the end of Defects Liability / maintenance period.	2%
	TOTAL	65% of the offer written in Annexure II of Vol III above.

i) **PAYMENT OF FEES DURING ACTUAL EXECUTION**

The fee of 60% mentioned at 2.0.4 (B) (a) above will be divided into two categories and paid in the following manner and ratio.

- a. Time related fees : **40%**
- b. Progress (financial) related fees : **60%**

ii) **TIME AND PROGRESS RELATED FEES**

(A) The fees payable towards fixed monthly installments spread equally over the stipulated period of construction + 3 months and towards Financial Progress, shall be as follows :

CAT = Cost of work (As per Data Sheet).

CP = Completion period of work in months specified in the construction Contract + 3 months.

A = Consultancy fees in percentage.

B = 0.60.

X = Financial Progress of work as paid to the Contractor (in percentage).

$$B \times CAT \times \frac{A}{100} \times \left[\frac{0.40}{CP} + 0.60 \times \frac{X}{100} \right]$$

In case the work is completed earlier than the stipulated period of completion then the entire payment will become due on completion of work.

(B) The Fixed Monthly Installment to the Consultants beyond the stipulated date of completion + 3 months till completion of the

project, in addition to the payment towards Financial Progress shall be paid as follows :

$$\frac{A}{100} \times \frac{CAT}{CP} \times B \times 0.20$$

- (C) The amount towards Escalation, Price Variation, Bonus paid to the Contractor, compensation for delay levied on the Contractor and cost of land shall not be taken into account while evaluating the fees of the Consultants.
- (D) Cost due to Extra/Deviated/ Substituted items on account of faulty estimate
- (i) 50% of the cost due to Extra/Deviated/ Substituted items on account of faulty estimate shall not be taken into account while evaluating the fees of the Consultants, if the Consultants have been appointed to provide comprehensive consultancy(pretender + post tender).
 - (ii) 100% of the cost due to Extra/Deviated/ Substituted items on account of faulty estimate shall not be taken into account while evaluating the fees of the Consultants, if the Consultants have been appointed to provide only pretender consultancy services / Architectural Consultancy.
 - (iii) No deductions shall be made in the cost due to Extra/Deviated/ Substituted items arising on account of faulty estimate, while evaluating the fees of the Consultants, if the Consultants have been appointed to provide only Post Management Consultancy services.

- (E) Failure on the part of the Consultant to perform any part of its services or delay in according decisions at site, carrying out checks, on account of which the contract has to be extended beyond the scheduled date of completion shall attract liquidated damages at the rate of Rs.1,000/- (Rupees one thousand only) for delay of each day. However, the aggregate total of such liquidated damages shall not exceed ten percent (10%) of the fees for Consultancy Services.
- (F) In case of any shortcomings / deficiency in the Consultancy services in quality checks and certification of measurements, appropriate penalty shall be levied. The decision of Managing Director, IPSCDL is final and binding in this regard.
- (G) The Consultant shall employ minimum site personnel (Manager and technical staff) on site as per Clause No.2.16 of Data Sheet (Volume-II).
- (H) If the Consultant fails to employ any personnel as required under this contract, IPSCDL reserves the right to recover proportionately for his absence.
- (I) IPSCDL reserves the right to negotiate/revise the schedule of fees suitably based on the requirement of the project.
- In case the Consultant fails to employ the technical staff as mentioned at Clause No.2.16 of Data Sheet (Volume-II), he shall be liable to pay an amount not exceeding a sum of Rs.25,000.00 (Rupees twenty five thousand only) for each month of absenteeism of Resident Engineer, Rs.15,000.00 (Rupees fifteen thousand only) for each month of absenteeism of Site Engineer and Rs.10,000.00 (Rupees ten thousand only)

for each month of absenteeism of Material Engineer / Quality Control Engineer.

The decision of Managing Director & CEO, IPSCDL, as to the period for which the required technical staff was not employed by the Consultant and as to the reasonableness of the amount to be deducted on this account shall be final and binding on the Consultant.

8.0.4 **MODE OF BILLING AND PAYMENT**

Billing and payments in respect of the Services shall be made as follows :

- a. As soon as practicable and not later than five (5 days) after the end of each calendar month during the period of the Services, the Consultants shall submit to the Employer, the bill, in duplicate for the services rendered by him in the prescribed proforma.
- b. The Employer shall cause the payment of the Consultant periodically as given above within fifteen (15) days after the receipt of the bills with supporting documents by the Employer. Only such portion of a monthly statement that is not satisfactorily supported shall be withheld from payment. Should any discrepancy, be found to exist between actual payments and costs authorized to be incurred by the Consultant; the Employer may add or subtract the difference from any subsequent payments.
- c. The final payment under this Clause shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Employer. The services shall be deemed completed and finally accepted by the Employer and the final report / final statement shall be deemed approved by the Employer, unless within ninety (90) days



IMAGINE PANAJI SMART CITY DEVELOPMENT LIMITED

period, Employer gives a written notice to the Consultant specifying in detail, shortcomings / deficiencies in the Services, in the final report or in final statement, the Consultant shall there upon promptly make any necessary corrections, and upon completion of such corrections, the foregoing process shall be repeated. Any amount, which the Employer has paid or caused to be paid, in accordance with this Clause, in excess of the amounts, actually payable in accordance with provisions of this Contract, shall be reimbursed by the Consultant to the Employer within thirty (30) days after receipt by the Consultant of notice thereof. The Employer shall make such claims for reimbursement within (12) calendar months upon receipt of the approved final report / final statement.

- d. GST at the prevailing rate will be added while making payment to the Consultant, as the offer of Consultant is exclusive of GST.