



Indian Institute of Technology Goa  
NIT for Consultancy Services for Master Plan and Detailed Architectural Services for Permanent Campus of IIT Goa



**Indian Institute of Technology Goa**

# **Notice Inviting EXPRESSION OF INTEREST**

**File Number:** IIT GOA/EOI/2020/001

**Date:** 27/02/2020

## **NAME OF THE ASSIGNMENT**

Consultancy Services for  
Master Plan and Detailed Architectural Consultancy Work for upcoming  
Indian Institute Technology Goa Campus at Melauli Village, Goa

Last date for the submission EOI : by 1500 hrs on 16<sup>th</sup> March 2020

**EOI Invited by**

Director

Indian Institute of Technology Goa  
GEC Campus, Farmagudi, Ponda  
Goa 403401

# Contents

	<i>page</i>
<b>1. BRIEF OF THE ASSIGNMENT</b>	
1.1 Locations	3
1.2 Scope of Consultancy Services	3
1.3 Phased Development of Proposed Campus of IIT Goa	4
<b>2. INFORMATION AND INSTRUCTION TO APPLICANTS</b>	
2.1 Mode of Submission	5
2.2 Evaluation of the Applications	5
2.3 Criteria of eligibility for empanelment	5
<b>3. APPLICATION MATERIAL</b>	
3.1 Cover Letter	8
3.2 Form A Financial Information	9
3.3 Form B Details of assignments completed	10
3.4 Form C Details of assignment in progress	12
3.5 Form D Performance Report	14
3.6 Form E Organization Structure	15
3.7 Check List	16



## 1. BRIEF OF THE ASSIGNMENT

Pursuant to the sanctioning of a new Indian Institutes of Technology in Goa State by the *Ministry of Human Resource Development, Government of India*, the Director, IIT Goa, desires to form a panel of well-established and reputed firms for the assignment on the subject. The final selection of the firm for providing the said services for the establishment of the Institute in its Permanent Campus shall be from among the empanelled firms through a procedure that shall be conveyed in due course of time.

In view of above, the Director, IIT Goa, hereby invites **Expression of Interest** for providing Consultancy Services for the development of academic, residential and commercial facilities in the campus of IIT Goa, from qualified, experienced competent and financially sound consultants/firms.

### 1.1 Location

The *Indian Institute of Technology Goa* is proposed to be established on a land of about 100 Hectares (250 acres), at *Melauli Village, Tehsil Sattari, District North Goa*. It is located about ~20 km from the Transit Campus of IIT Goa currently located in Ponda, ~40 km away from Madgaon Railway Station, and ~36 km from the nearest Railway Station at Karmali. The nearest airport is the Dabolim Airport, which is ~50 km away from the site.

### 1.2 Phased Development of Proposed Campus of IIT Goa

The Institute envisages a fully residential campus for 5,000 students. This development shall be undertaken in a phased manner. Facilities for 1,200 students are expected in Phase 1, for 1300 students in Phase 2, and the full campus of 5,000 students in Phase 3.

### 1.3 Scope of Consultancy Services

The firm engaged in the project shall provide both the services, namely *Preparation of Master Plan and Detailed Architectural Design*.

#### 1.3.1 Preparation of Master Plan

The assignment requires the firm to:

- (1) Assess needs for furthering its cause and activities, and present a state-of-the-art *Master Plan* detailing all requirements befitting that of an advanced technology institute, taking into account the immediate requirements future developments, and
- (2) Propose a land-use zoning and phase-wise development of the institute considering quantitatively the fundamental tenets of development of a campus, including: (a) *architecture*, (b) *structure*, (c) *MEP, IT infrastructure* (including communications, audio visuals, and smart classrooms), & *other services*, (d) *landscaping and horticulture*, (e) *transport*, (f) *signage*, and (g) other campus related services, which utilises the land optimally, desired level of ambience to be created in a most cost effective manner.

The proposal shall be in keeping with the green campus and green building norms (such as GRIHA), giving fine aspects of operations that will ensure maintainability and sustainability of the campus.

Special emphasis shall be laid on:

- (a) Quantifying the final phase requirements of the campus,
- (b) Using the same to provide for land and arrangement of the external and internal services,
- (c) Proposing an architectural form that is in conformity with functional needs of the institute and that respects the cultural traditions of the constructions in the region historically,
- (d) Offering an overall working arrangement of the built environment that permeates values of higher education and research, and
- (e) Ensuring low operational expenditure.

### 1.3.2 Detailed Architectural Design

For individual buildings and structures identified by the Institute in a phased manner, the firm shall provide comprehensive architectural services, which shall:

- (1) Respect all parameters provided for in the Master Plan as the bases for *architectural, structural* and *services* developments,
- (2) Ensure *safety, functionality, sustainability, aesthetics* and *economy*,
- (3) Propose a typical *Design Basis Reports* for *architecture, structure, MEP & other services, IT infrastructure* (including communications, audio visuals, and smart classrooms), *landscaping, transport, signage, horticulture* and other building related services, that compliant with the tenets laid down for the same in the *Master Plan*;
- (4) Provide detailed architectural and structural design drawings, and
- (5) Engage with the Institute through the development and construction phase.



## 2. INFORMATION AND INSTRUCTIONS TO APPLICANTS

Firms interested in participating in the EOI may submit their applications along with the required information in the prescribed forms (as per the format specified section 3 of this document) along with the documents and attachments. Also:

- (1) All information should be provided *duly* and *correctly* filled in all respects. If any information sought is not relevant or not applicable, the response to that item shall be *Not Applicable*, and if no information is to be given, the response to that item shall be *None*. And, if a firm does not answer any question, the application shall be considered incomplete and the firm will be disqualified.
- (2) The application and all the relevant documents shall be *type written* and the authorized signatory of the firm shall sign at the bottom of every page of the application, its forms and attachments.
- (3) References, information and certificates from respective clients or any other such document shall be authenticated by a signature of the authorized signatory of the firm.
- (4) The applicant firm may submit any additional information, if it feels necessary to establish its credentials. But, use of such information is subject to the discretion of the *Evaluation Committee* and *Jury* duly constituted by IIT Goa.

### 2.1 Mode of Submission

The application along with all the required documents shall be placed in a sealed envelope super-scribed "EOI for Consultancy Services for Permanent Campus of IIT Goa". Further, the sealed envelope shall be hand-delivered or sent by post/courier at the following address to reach before the last date and time viz. by 1500hrs on 16<sup>th</sup> March 2020, to:

*Director*  
*Indian Institute of Technology Goa*  
*GEC Campus, Farmagudi, Ponda*  
*Goa 403401*

This Notice Inviting EOI will be:

- (a) Uploaded on IIT Goa website,
- (b) Uploaded on CPP portal, and
- (c) Advertised through newspapers.

For seeking more information or clarifications on the *Notice Inviting EOI*, interested firms may send their authorized representatives to visit IIT Goa at its Transit Campus and have discussions with concerned persons, and also visit the land of the Permanent Campus. This arrangement should be done with *a priori* communication and confirmation from the concerned office of IIT Goa. Expenditure incurred in this regard (like travel, lodging and boarding) by the firm shall be borne by the firm itself.

### 2.2 Evaluation of the Applications

The applications will be examined by an *Evaluation Committee* duly appointed by the Director, IIT Goa, consisting of following members:

- (1) Chairman : Eminent architect / planner
- (2) Member : Architect

- (3) Member : Civil Engineer  
(4) Member : Construction Project Engineer  
(5) Member Secretary : Officer on Special Duty, IIT Goa.

On approval of the Director, IIT Goa, the recommendations (based on the evaluation as an outcome of the subjective and objective analysis by the experts in the field) of the Evaluation Committee shall be final. Notwithstanding this, the Director, IIT Goa, reserves the right of accepting or rejecting any or all of the applications.

## 2.3 Criteria for Eligibility

The firms invited to participate in the next *Competition Stage* for being chosen as the firm to deliver the said services, shall fulfil all the criteria given below:

### (1) *Experience in Preparing Master Plan*

The firms should have satisfactorily completed the projects in India with *Master Plan* assignments for *educational institutes/universities* or *commercial townships* during last 5 Financial Years ending 31-3-2019, with at least:

- (a) 1 assignment with a minimum area of 50 Ha, OR  
(b) 2 assignments with a minimum area of 30 Ha each; AND

### (2) *Experience in Providing Comprehensive Architectural Consultancy*

The firms should have satisfactorily completed the projects in India with *Comprehensive Architectural Consultancy* assignments for *educational institutes/universities, commercial townships* or *residential projects* during last 5 Financial Years ending 31-3-2019, with at least:

- (a) 1 assignment with a minimum area of 1,00,000 m<sup>2</sup>, OR  
(b) 2 assignments with a minimum area of 60,000 m<sup>2</sup> each.

### (3) *Experience with Government*

The firms should have satisfactorily completed at least 2 assignments (either from above or separately) of minimum quantum of work as per sections 2.3(1) and 2.3(2) for Central Government, any State Government or an autonomous body of Central or any State Government.

### (4) *Average Annual Turnover*

As per *ITCC* or *Profit and Loss Statements* (duly certified by CA), the following shall be met:

- (a) The average consultancy fee received by the firm shall not be less than Rs.6 Crores in the last 3 financial years ending on 31-3-2019, and  
(b) The firm should not have incurred any loss in more than 2 years during last 5 financial years ending on 31-3-2019.

### (5) *Experience*

The firms should have been in existence and conducting business for at least last 10 financial years ending 31-03-2019.

The above information shall be submitted along with supporting documentary evidence in the form of certificates duly authenticated by the authorized representative of the firm. IIT Goa reserves the right to verify the documents and the firms, if requested, shall enable IIT Goa to interact with their clients in this matter.



### **3. APPLICATION MATERIAL**

The firm shall submit the following:

- (1) *Covering Letter* on the Letterhead of the firm,
- (2) Form A Financial Information,
- (3) Form B Details of assignments completed,
- (4) Form C Details of assignment in progress,
- (5) Form D Performance Report,
- (6) Form E Organization Structure, and
- (7) Check List.

## Annexure I Cover Letter

Date: \_\_\_\_\_

**To:**  
**The Director**  
**Indian Institute of Technology, Goa**  
**GEC Campus, Farmagudi, Ponda**  
**Goa 403401**

**Subject:** EOI for providing *Master Plan* and *Detailed Architectural Consultancy Services* to Indian Institute of Technology Goa for its upcoming Permanent Campus in *Melauli Village, North Goa*

**Reference:** NIT No: IIT GOA/EOI/2020/001 dated 27/02/2020

Dear Sir:

In response to the Invitation of EOI, and the details of the document in the website of the Institute and the CPP Portal, and the call in the newspapers, I/We hereby:

- (1) Submit the pre-qualification document along with relevant information;
- (2) Certify that all the statements made and information supplied in the enclosed Forms A, B, C and D, and accompanying statement are true and correct;
- (2) Certify that all information and details necessary for pre-qualification have been furnished and no further pertinent information is left to be supplied;
- (4) Submit the requisite certified solvency certificate, and authorize the Director, IIT Goa, to approach the bank issuing the solvency certificate to confirm the correctness thereof; and
- (5) Submit the following certificates in support of our suitability, technical know-how capability for having successfully completed the following works:

<i>S.No.</i>	<i>Name of Work</i>	<i>Certified by</i>
1		
2		
3		

Thanking you.

Yours sincerely,

Name and Signature(s) of the Authorized Signatories

*Seal of the Firm*





## Annexure II Form A: Financial Information

Date: \_\_\_\_\_

**Financial Analysis:** Details to be furnished duly supported by figures from the Balance Sheet of Profit and Loss Account for the last five years duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department, along with copies of the IT returns for the said years

S.No.	Particulars	Financial Year		
		2016-17	2017-18	2018-19
1	Gross Annual Turnover on construction work (Rs. Lakhs)			
2	Profit/Loss			
3	Certified by			

The following certificates are enclosed:

- (1) Copy of the PAN Card of the Firm,
- (2) Copy of GST Payment Statement, and
- (3) Current Income Tax Clearance Certificate or Profit and Loss Account Statement

Signature with seal of the  
Chartered Accountant

Name and Signature(s) of the Authorized Signatories

Seal of the Firm

**Annexure III**  
**Form B: Past Works Undertaken**

Date: \_\_\_\_\_

Details of all works of similar nature of assignment completed during the last five year ending previous day of last date of submission of tender. Add more columns, if needed.

**(1) Master Plan Assignments**

S.No.	Particulars of the Work	Completed Works of Similar Nature		
		1	2	3
1	Name of Work and its Location			
2	Name of Organization and its Address			
3	Cost of work and built up area (Rs. Crores & m <sup>2</sup> )			
4	Date of Commencement as per contract			
5	Stipulated date of Completion			
6	Actual date of Completion			
7	Details of Litigation or Arbitration pending or in progress (including gross amount claimed and amount awarded by the Arbitrator, in Rs. Lakhs)			
8	Name, address and telephone number of Officer to whom reference may be made			
9	Scope of Consultancy Contract and Remarks			

Name and Signature(s) of the Authorized Signatories  
Seal of the Firm



**Form B**

**(2) Architectural Design Assignments**

S.No.	Particulars of the Work	Completed Works of Similar Nature		
		1	2	3
1	Name of Work and its Location			
2	Name of Client Organization and its Address			
3	Cost of work and built up area (Rs. Crores & m <sup>2</sup> )			
4	Date of Commencement as per contract			
5	Stipulated date of Completion			
6	Actual date of Completion			
7	Details of Litigation or Arbitration pending or in progress (including gross amount claimed and amount awarded by the Arbitrator, in Rs. Lakhs)			
8	Name, address and telephone number of Officer to whom reference may be made			
9	Scope of Consultancy Contract and Remarks			

Name and Signature(s) of the Authorized Signatories

*Seal of the Firm*

**Annexure IV**

## Form C: Works Awarded or Underway

Date: \_\_\_\_\_

Details of all works of similar nature of assignment awarded or underway. Add more columns, if needed.

### (1) Master Plan Assignments

S.No.	Particulars of the Work	Completed Works of Similar Nature		
		1	2	3
1	Name of Work and its Location			
2	Name of Client Organization and its Address			
3	Cost of work and built up area (Rs. Crores & m <sup>2</sup> )			
4	Date of Commencement as per contract			
5	Stipulated date of Completion			
6	Progress of work till date of application (percentage)			
7	Name, address and telephone number of Officer to whom reference may be made			
8	Scope of Consultancy Contract and Remarks			

Names and Signature(s) of the Authorized Signatories

*Seal of the Firm*



## (2) Architectural Design Assignments

S.No.	Particulars of the Work	Completed Works of Similar Nature		
		1	2	3
1	Name of Work and its Location			
2	Name of Client Organization and its Address			
3	Cost of work and built up area (Rs. Crores & m <sup>2</sup> )			
4	Date of Commencement as per contract			
5	Stipulated date of Completion			
6	Progress of work till date of application (percentage)			
7	Name, address and telephone number of Officer to whom reference may be made			
8	Scope of Consultancy Contract and Remarks			

Name and Signature(s) of the Authorized Signatories

*Seal of the Firm*

**Annexure V**

## **Form D: Performance Report of Works referred to in Forms B and C**

Date: \_\_\_\_\_

Performance Report of works referred to in Forms B and C should cover the aspects given below. One Form D shall be filled for each Work referred to in Forms B and C. The person giving this Certificate should be of fairly senior and responsible officer of the Client Organisation.

S.No.	<i>Particulars of the Work</i>	Remarks
1	Name of Assignment	
2	Project Location	
3	Estimated Cost	
4	Date of Start	
5	Date of Completion	
6	Overall Performance of the Consultant	
7	Master Plan	
8	Architectural Planning and Designing of individual Facility	
9	Planning and Designing of MEP Services	
10	Planning and Designing of IT Services	
11	Planning and Designing of Interiors	
12	Planning and Designing of Acoustics	
13	Planning and Designing of landscaping, horticulture, transport, signage, and other campus related services	
14	Quality of Works	
15	Time Consciousness	
16	Technical Proficiency	
17	Resourcefulness	
18	Innovativeness	

Name and Signature(s) of the Authorized Signatories of the Client Organisation

*Seal of the Firm*



## Annexure VI Form E: Organisational Structure

Date: \_\_\_\_\_

Performance Report of works referred to in Forms B and C should cover the aspects given below. One Form D shall be filled for each Work referred to in Forms B and C. The person giving this Certificate should be of fairly senior and responsible officer of the Client Organisation.

S.No.	Particulars of the Work	Remarks	
1	Name of the Applicant Firm		
2	Address of the Applicant Firm		
3	Communication Details: (1) Telephone Number (2) Fax Number (3) e-Mail (4) Website		
4	Legal Status of Applicant Firm (Attach copies of original document defining the legal status) (1) A Proprietary firm (2) A Firm in partnership (3) A Limited company or Corporation		
5	Particulars of registration with various Government bodies (attach an attested photocopy) and the date of its Validity	Place of Registration	Registration Number
6	Name and Title of Director and Officer with designation to be concerned with this work.		
7	Designation of the Individual authorised to act on behalf of the Organisation		

Names and Signature(s) of the Authorized Signatories of the Firm

*Seal of the Firm*

## Annexure VII Check List

Date: \_\_\_\_\_

S.No.	<i>Requirement</i>	<i>Specific Requirements</i>	<i>Documents Required</i>	<i>Documents Enclosed</i>
1	Legal Entity	The firm should be registered under <i>Indian Companies Act, 1956</i> , a partnership firm registered <i>Indian Partnership Act, 1932</i> , or a proprietorship firm registered under a <i>foreign act</i> .	Copy of certificate of Incorporation	Yes /No
			Copy of registration certificate(s)	Yes / No
2	Turnover	Average Annual Turnover of the firm for the last three financial years (namely 2016-17, 2017-18, and 2018-19) should be at least Rs. 6 Crores, as per the last published & audited balance sheets	<i>Certificate of Chartered Accountant</i> with Registration Number and Seal	Yes / No
		The firm should not have incurred loss in the last three financial years (namely 2016-17, 2017-18, and 2018-19) ending on 31-3-2019.	<i>Certificate of Chartered Accountant</i> with Registration Number and Seal	Yes / No
3	Technical Capability	The firm should have completed satisfactorily at least 2 assignments of minimum quantum of work specified, for Central Government, any State Government or an autonomous body of Central or any State Government.	Work Completion Certificates from the Client, or Work Order, <i>plus</i> Self-Certificate of Completion (Certified by The Auditor) or Work Order Completion Certificate from the Client	Yes / No
		The firm should have completed satisfactorily in projects in India the Master Plan assignments for educational institutes/universities or for commercial townships during last 5 Financial Years ending 31-3-2019, with at least:		



