

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

CONSTRUCTION AND MAINTENANCE OF TECHNOLOGY PARK,

In

NEW SHILLONG, MEGHALAYA



14th March, 2018

EOI No. MITS.1.2018/47



Meghalaya
Information Technology Society

Table of Contents

1.0	Background	4
1.1	About MITS:	6
1.2	Vision of the Technology Park.....	7
2.2	Issuer.....	10
2.3	Issuer and Address for Bid Submission & Correspondence.....	10
2.4	Key Events & Dates.....	10
2.6	Submission of Responses	11
2.7	EOI Proposal Preparation Costs & related issues.....	12
2.8	Short listing of Bidder	12
3.1	Eligibility Criteria.....	15
3.2	Pre-Qualification Criteria	15
4.1	SCOPE OF WORK & GENERAL SPECIFICATIONS	18
4.2	TIMEFRAME FOR COMPLETION OF PHASE-I OF TECHNOLOGY PARK.....	24
5.1	Appendix I: Bid Submission forms	33

Section - I

Background

1.0 Background

The Government of Meghalaya (GoM) created the Information Technology and Communication Department (IT&C) in May, 2001 with a view of making available the benefits of Information & Communication Technology to all citizens, especially the poor and disadvantaged section of the population, businesses and Government employees and all other stakeholders.

GoM through IT&C Department plans to realise its vision of transforming the state of Meghalaya into one of the most preferred and leading destinations for investments in IT/ITES, high-end technology & electronics industry.

Meghalaya has shown a positive economic outlook in the recent past. It has recorded a 7.7% GSDP growth rate over a five year period from INR 6,559 Crore (2004-05) to INR 10,259 Crore (2010-11). This GSDP growth is higher than the aggregate growth rate of the North-east region (6.3%) and only 1.1% lower than the National GDP growth rate during the period. Additionally, a shift has been observed in the sector contribution towards the GSDP as the share of primary activities towards the GSDP dropped by 7% and was covered by a 4% increase from the secondary and a 3% increase by tertiary sector.

Meghalaya has a young population with 53% of its residents between the ages 15 to 59 years. Additionally, the state has a high literacy rate at 74.4% and a major section of society that speaks fluent English. This has been made possible through the education infrastructure that has been established throughout the state. It covers institutions for school education, universities, Polytechnics, ITIs, Teacher training schools etc.

Government of Meghalaya, through the IT&C Department has acquired around 70 acres of land for setting up of Technology Park in the State Capital. The land acquired is situated in Mawdiangdiang Area in the New Shillong Township side. The government wants to develop the area and to create a conducive environment for attracting IT companies from outside the state to set up offices in the Technology Park.

IT & BPO Services

Information technology is playing an important role in India today & has transformed India's image from a slow moving bureaucratic economy to a land of innovative entrepreneurs. The IT sector in India is generating direct employment for 2.5 million people and has developed India into one of the biggest IT capitals of the modern world.

Meghalaya has vast potential to become the IT hub of the North-East by tapping into its human capital. With a high literacy rate and a major section of society that speaks fluent English, Meghalaya is in a good position to support the development of the IT industry. Furthermore, the supporting education infrastructure that covers institutions for school education, universities, Polytechnics, ITIs etc. provides potential for harnessing and nurturing young entrepreneurs.

ICT Research and Innovation

ICT plays a critical role in improving the productivity, assists in monitoring or enables individuals to easily adopt leading practices. All these capabilities of ICT can be leveraged in diverse set of industries. The Technology Park at Shillong would support the following industries through research in technological innovation

Agro and Horticulture-based Industry

The state produces a variety of fruit, vegetables, and other agro-based products that can be processed, packaged, and transported in various forms to other parts of the country. Fruits grown in the region include oranges, peaches, pineapples, pears, guavas, plums, and bananas, which can be prepared into jams, squashes, pulp, facial scrubs, and various other edibles and non-edibles for sale in markets away from the growing areas. Vegetables suitable for processing are jackfruit, tapioca, and so on. Turmeric of the best quality and a variety of medicinal herbs and plants are other items which flourish in the state and can be processed into herbal and health-based products.

There is further a sophisticated market for ‘organic’ nature and health products that any fruit and vegetable growing area should tap into. The large variety of medicinal plants and herbs can also be processed into products for export to the rest of the country. Under this category we also include activities such as grain processing (rice and flour milling), oil pressing, and so on, which can be done close to the planting sites, forming a source of rural non-farm based income and employment, which could help keep people in the rural areas. Globally, farmers have benefitted by ICT interventions across the value chain which includes production, packaging, storing, selling and marketing. Some common examples of ICT interventions are smartphone mobile apps, RFID applications, Global Positioning Systems etc.

Tourism & Hospitality

Despite its myriad natural tourist attractions, the potential for tourism remains underdeveloped, despite its potential for expansion of employment and income in a state with limited opportunities. The multiplier or ripple effects of tourism on the economy

have been well documented, and the sector could also become an important source of revenue in a state with few sources of resource generation.

Meghalaya has many advantages in this sector over its North-eastern neighbours. Meghalaya receives the second highest number of tourists in the North-east, followed by Tripura and Sikkim. While tourist arrivals, both domestic and foreign, have grown considerably since 2000, the state still receives only one-tenth of the number of visitors to Assam, the leading recipient of tourists in the region.

Shillong has had a tradition of hosting tourists for decades, and has a fairly active private hotel industry. Visitors do not need travel permits (as they do in some other states), and the security situation has improved substantially. Many Meghalaya youth have trained in the hospitality industry either within the State (at the Institute for Hospitality Management in Shillong) or in other parts of the country, and could provide a ready recruitment pool for developing the industry.

ICT plays an important role in the tourism, travel and hospitality industry. The Integration of ICT in the tourism industry is critical for success of tourism enterprise. ICT facilitates an individual to access information about tourism products anytime-anywhere. Tourism enterprises can also reach the targeted customers across the globe in a single click on the keypad after emergence of mobile computing, web technologies etc. Research initiatives at the Technology Park at Shillong may support the growth of such IT interventions.

1.1 About MITS:

The Meghalaya Information Technology Society (MITS) is a society registered under Information Technology Department, Government of Meghalaya, and the Meghalaya Societies Registration Act, 1983.

Meghalaya Information Technology Society (MITS) was established in the year 2008 under Meghalaya Society Registration Act 1983 and is the designated state nodal agency which carries out various projects and capacity building programs under National e-Governance Plan (NeGP). MITS has been driving various ICT projects, ICT promotional schemes, capacity building programs and other ICT enabling assistance activities in the state of Meghalaya. The major focus has been to implement and rollout various projects and framework belonging to the National e- Governance Plan (NeGP). MITS has achieved a commendable rate of implementation of NeGP initiatives and it has been able to establish some of the important infrastructure in the field of e-governance like the MSWAN, MSDC, Common Service Centers (CSCs), State Portal and State Service Delivery Gateway (SSDG) etc.

MITS is the State Nodal Agency for implementing the Technology Park at New Shillong.

1.2 Vision of the Technology Park

“To promote entrepreneurship and technological innovation primarily in the ICT, ITeS, and Electronics sectors, by providing facilities which are self-sustainable and an environment, which is conducive for attracting investment, expertise and talent from high potential individuals and organizations, thereby generating employment and contributing to the socio-economic development of the State and the region and building ‘Brand Shillong’ as a preferred investment destination.

Potential of Technology Park

The Technology Park is to be built over 70 acres in the new Shillong Township. The Technology Park is to be a step in the direction of realising the government’s vision of transforming Meghalaya into one of the most preferred and leading destinations for investments in the North-east region. The plan would look at the optimal utilisation of the 70 acres, the services envisaged to be provided by the Tech-Park, potential anchor tenants and other activities that would need to be performed to ensure success of the Tech-Park.

Service Offerings

The facilities provided by the Tech-Park would be one of the main factors in attracting tenants. The services to be provided through the Park have been determined based on the strengths of the state and further influenced by factors that ensure success of Tech-Parks.

IT & BPO Services

Most global businesses are now dependent now on Outsourcing services. Business process outsourcing is a process to get many tasks done outside the office. It saves businesses time and cost and is an effective way of completing the business needs while using fewer resources. One of the main benefits of BPO services is that businesses can get work done efficiently and completed within a stipulated time frame with the use of fewer resources at the business end. It means businesses can allocate some or multiple tasks of their business to an outsourcing agency and wholly focus on their core areas to maximize business output.

There are two basic types of business process outsourcing services – Voice based BPO service and Non-voice base BPO service.

Voice Based BPO services

Various voice services can be outsourced like customer help desk services, marketing - selling services and many other value added services as voice based BPO services. The role of the outsourcing firm in outsourcing voice services is to monitor the quality of the services with quantity production. The BPO service provider company has skilled and experienced resources to meet the outsourcing requirements successfully. For example, big manufacturing companies that are aiming to give the best services to their customers during pre-sale or post sale, they may outsource the helpdesk to a BPO service provider that has good public relations and experience in dealing with customer issues satisfactorily for its clients. Through this, the manufacturing firm can manage and satisfy all of its customers and can further increase sales.

Non-voice based BPO services

Non-voice BPO services is also known as Data business process outsourcing. Various types of services are included in this segment like data entry services, data processing services, document scanning services, document management, OCR services etc. Many companies need to maintain the large number of database of their customers or their companies' online inventory etc. Thus they need profession data entry service providers who can convert the hard data into the soft data in the required data format. Data entry is a particular type of expertise/skill that is built on fast and accurate data entry. Such services allow companies to outsource non-productive work and optimise usage of time and resources.

Section - II

Invitation to Bid

2.1 Invitation to Bid

*The Bidders are advised to study the EOI document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. This section provides general information about the Issuer (i.e. MITS), important dates and addresses and the overall eligibility criteria for the Bidders. **The Request for Proposal (RFP) for the same will be shared with only those bidders who are shortlisted in this EOI. Bidders who did not participate in this EOI shall not be allowed to participate in the subsequent bidding process.***

- Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.*
- The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.*
- Bidders are allowed to form a consortium in which case the prime-bidder should meet the Pre-qualification criteria mentioned in this EOI.*

2.2 Issuer

State Nodal Agency, hereinafter referred to as MITS (Meghalaya Information Technology Society) invites Expression of Interest (EOI) proposals for “ Construction and Maintenance of Technology Park in New Shillong Meghalaya”.

2.3 Issuer and Address for Bid Submission & Correspondence

Member Secretary,
Meghalaya Information Technology Society (MITS),
NIC Building, Ground Floor, Secretariat Hill, Shillong 793 001 Meghalaya

E-Mail: dit-meg@nic.in Phone number: 0364/ 2500400

2.4 Key Events & Dates

<i>Event</i>	<i>Target Date</i>
<i>Last date for submission of EOI:</i>	<i>04.04.2018 till 3:00 PM. (Wednesday)</i>
<i>Opening of EOI:</i>	<i>04.04.2018 at 3:30 PM. (Wednesday)</i>
<i>Presentation on EOI by short-listed Bidders:</i>	<i>05.04.2018 at 10:30 AM. (Thursday)</i>

2.5 Right to Terminate

- MITS, GOM may terminate the EOI process at any time and without assigning any reason. MITS GOM makes no commitments, express or implied, that this process will result in a business transaction with anyone.

This EOI does not constitute an offer by MITS, GOM.

2.6 Submission of Responses

- The bids shall be submitted in a single sealed envelope and superscripted “**EOI for CONSTRUCTION AND MAINTENANCE OF TECHNOLOGY PARK, NEW SHILLONG, MEGHALAYA**” and <File reference No.>. This envelope should contain two hard copies of EOI proposal marked as “First Copy” and “Second Copy” and one soft copy in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.
 - Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section
 - Bidder shall submit all the required documents as mentioned in the annexure including various templates (Form 1 to Form 5). It should be ensured that various formats mentioned in this EOI should be adhered to and no changes in the format should be done.
- Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder
- Each copy of the EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and ***each page shall be initialed by the Authorized Representative of the bidder.***
- Different copies must be bound separately.
- Bidder must ensure that the information furnished by him / her in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the IT&C Dept., GOM in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.
- The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

2.7 EOI Proposal Preparation Costs & related issues

- The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by MITS, GOM to facilitate the evaluation process.
- MITS, GOM will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- This EOI does not commit MITS, GOM to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- All materials submitted by the bidder will become the property of MITS.

2.8 Short listing of Bidder

- MITS, GOM will shortlist bidders who meet the Pre-Qualification criteria mentioned in this Invitation to Expression of interest.
- Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

2.9 Evaluation Process

- MITS, GOM will constitute an Evaluation Committee to evaluate the responses of the bidders
- The Evaluation Committee constituted by IT&C Dept., GOM shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.
- Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- The Proposal Evaluation Committee may ask for presentation / meetings with the bidders to evaluate its suitability for the Consulting assignment

- The Proposal Evaluation Committee reserves the right to reject any or all proposals

Only shortlisted bidders of this EOI shall receive the Request for Proposal from MITS and will be eligible to participate in the subsequent bidding process. Bidders who did not participate in this EOI shall not be allowed to participate in the subsequent bidding process.

Section - III

Eligibility Criteria

3.1 Eligibility Criteria

The Bidder must possess the requisite experience, strength and capabilities in executing projects to meet the requirements as described in the EOI document. Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as Pre-Qualification Criteria for Bidder interested in undertaking the project. The Bidder must also possess the Technical know-how and the Financial wherewithal that would be required to successfully Construct and maintain the Technology Park Phase-I and required support services sought by MITS. The Bids must be complete in all respect and should cover the entire scope of work as stipulated in the EOI document. The invitation to Bid is open to all Bidders who qualify the eligibility criteria as given below:

3.2 Pre-Qualification Criteria

An Expression of Interest (EOI) is sought from Civil Construction firms with relevant experience subject to fulfilling the following criteria,

Bidder Criteria Requirement:

1. Bidder should have satisfactorily completed during the last five (5) years one work or more of similar size as mentioned in the scope of work in any Government Organization/ Government Sector Co-operation/ Public Sector Organization/ Private Sector Organization. Work Orders and Completion/ Commissioning Certificates of the completed work should be submitted as proof.
2. Bidder must have completed, in building Construction/ Interior works, one project of Rs10 Crores in Meghalaya and at least two ongoing projects in Meghalaya of Rs 20 crores each or more. Supporting documents to be furnished are work order/Purchase order and completion certificate from Client.
3. The networth of the Bidder should be positive for the preceding three (3) financial years. Certificate to this effect issued by registered statutory Chartered Accountant should be submitted along with the EOI proposal.
4. Bidder should submit a letter from its Banker that the Bidder has the fiscal capability to furnish a Performance Bank Guarantee of upto Rs 5 Crore (Rupees Five Crores).
5. Bidder must submit copy of valid Class I Contractor Licence registered with either PWD (B) Meghalaya, CPWD (B) or MES.
6. Documentary Proof should be furnished that the bidder has been in Construction business for at least 5 years and must demonstrate that over the last 5 years the firm has

successfully and continuously been engaged as a General Contractor in providing similar works/ projects in Meghalaya.

7. Declaration in the form of an affidavit that the company has not been involved in any litigation in the past 5 years which resulted in damages being awarded to the litigant, based on either failure to execute or poor performance of the works taken up by the firm/ Individual.

8. Bidders must provide an undertaking for completion of scope of work (excluding operations & maintenance) as mentioned in EOI within 18 months from the date of agreement. Bidders should note that penalty will be imposed in case the bidder defaults or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision of the Contract, MITS shall deduct the penalty thereof from the payment due to the Bidder.

Section - IV

Scope of Work

4.1 SCOPE OF WORK & GENERAL SPECIFICATIONS

Brief Description of Work: Construction of Technology Park

The Technology Park is to be constructed in the New Shillong area with smart features.

Detailed Scope of Work and Specifications: The scope of work includes Construction of IT & BPO centre and Guest House for Phase I. Also included in the Scope of works are Internal and External Electrification, Landscaping and Site Development, Compound Fencing and Roads and Pathways.

The Construction drawings shall be submitted to the Bidder by MITS after award of the contract.

1.1 Scope of work

Scope of Work for Phase I

(A) Building Infrastructure

(i) BPO + IT Centre

The building is a four storey R.C.C. frame structure.

Approximate Plinth Area:

- **Ground Floor** = 2470 sq.mts
- **First Floor** =2400 sq.mts
- **Second Floor** = 2400 sq.mts
- **Third Floor** =2400 sq.mts
- **Staircase room** = 203 sq.mts

Facilities provision floor wise:

Ground Floor

- **RECEPTION**
- **PARK ADMIN**
- **CONFERENCE ROOM 1**
(10 PEOPLE)
- **CONFERENCE ROOM 2**
(20 PEOPLE)
- **CONFERENCE ROOM 3**
(100 PEOPLE)
- **SKILL DEVELOPMENT CENTRE 1**
- **SKILL DEVELOPMENT CENTRE 2**
- **INCUBATION CENTRE 1**
- **INCUBATION CENTRE 2**
- **RECORD ROOM / MAIL ROOM**
- **SECURITY CONTROL ROOM**
- **STAFF MAINTENANCE**
- **KITCHEN**
- **CAFETERIA**
- **STORAGE**
- **BACK UP POWER**
- **Toilets**
- **CIRCULATION/ STAIRCASES/
LIFTS**

First Floor

- **DATA CENTER**
- **IT AND BPO SERVICES 1**
- **IT AND BPO SERVICES 2**
- **IT AND BPO SERVICES 3**
- **IT AND BPO SERVICES 4**
- **TOILETS**
- **CIRCULATION/ STAIRCASES/
LIFTS**

Second Floor

- **IT AND BPO SERVICES 1**
- **IT AND BPO SERVICES 2**
- **IT AND BPO SERVICES 3**
- **IT AND BPO SERVICES 4**
- **IT AND BPO SERVICES 5**
- **TOILETS**
- **CIRCULATION/ STAIRCASES/ LIFTS**

Third Floor

- **IT AND BPO SERVICES 1**
- **IT AND BPO SERVICES 2**
- **IT AND BPO SERVICES 3**
- **FOOD COURT**
- **TOILETS**

➤ **CIRCULATION/ STAIRCASES/ LIFTS**

*** Inclusions: Interior Decorations for entrance lobby, Conference rooms, work station on Ground Floor only.**

*** Services:**

- **Internal Electrification and Fittings**
- **Internal Water Supply and Sanitary Fittings**
- **HVAC**
- **Fire Fighting**
- **CCTV**

(ii) GUEST HOUSE

The Guest house is a 3 storey R.C.C. Frame Structure.

Plinth Area:

- **Ground Floor =133.7 sq.mts**
- **First Floor =133.7 sq.mts**
- **Second Floor = 133.7 sq.mts**
- **Staircase room = 16 sq.mts**

Facilities provision floor wise:

Ground Floor

- **RECEPTION**
- **LOUNGE**
- **CONFERENCE ROOM**
- **DINNING HALL**
- **KITCHEN**
- **LAUNDRY ROOM**
- **TOILET**
- **LIFT/ STAIRCASE**

First Floor

- **LOBBY**
- **3 GUESTROOMS WITH ATTACHED BATHROOM**
- **1 SUITE WITH ATTACHED BATHROOM**
- **LIFT/ STAIRCASE**

Second Floor

- **LOBBY**
- **3 GUESTROOMS WITH ATTACHED BATHROOM**
- **1 SUITE WITH ATTACHED BATHROOM**
- **LIFT/ STAIRCASE**

*** Inclusions:**

- **Interior Decorations for entrance lobby, lounge, guest rooms and suites**
- **Plumbing works**

*** Services:**

- **Internal Electrification and Fittings**
- **Internal Water Supply and Sanitary Fittings**
- **Fire Fighting facilities**

(B) External Works

- a. **Internal approach road and parking**
- b. **Landscaping to the areas around the BPO + IT Centre, Guest House and also along approach road. This is inclusive of compound fencing to area around BPO and IT center and Guest House.**
- c. **External Electrical works**
- d. **External water supply from within the campus area to serve during construction works and the future needs of the BPO + IT center and Guest House.**

Work under this EOI shall consist of furnishing all labor, materials, equipment and appliances necessary and required for construction including testing and commissioning of all the landscape works including earthworks, roads, civil works, landscape lighting, electrical works, irrigation, drainage, sewage, finishing items, plantation of trees, shrubs, groundcovers, palms, climbers, etc. and maintenance of the same for the period of three years.

Without restricting to the generality of the foregoing, landscape works shall include the following:

A. Earthworks

Setting out works and carrying out confirmatory survey. Excavation, backfill, grading and fine dressing of earth as per levels mentioned in the drawings.

B Civil Works:

Setting out works and carrying out confirmatory survey. Construction of pathways, steps, walls, paved sit out areas, and any other civil items as specified in the drawings.

Construction of feature walls, wall benches, supplies and installation of street furniture such as benches, lights, bins etc. Construction of water feature structure and pump and filtration sump.

C. Landscape lighting.

Setting out works and carrying out confirmatory survey. Supply, installation and commissioning of light fixtures and poles as per technical specifications and location mentioned in the drawings.

Supply, installation and commissioning of the all electrical works pertaining to water feature, irrigation, lights, pump and filtration of the same.

D. Landscape drainage

Setting out works and carrying out confirmatory survey.

Supply, laying, jointing, testing and commissioning of slotted piped drain, catch basins and other appurtenant works including underground trenches.

Landscape horticultural works setting out works and carrying out confirmatory survey.

Supply and planting plant material as per technical specifications and location mentioned in the drawings.

Use of insecticides, pesticides, and manure as required.

E. Rainwater Harvesting

Setting out works and carrying out confirmatory survey.

Construction of thrust blocks, chambers and other allied works.

F. Compost Pits: Provision of compost pit as indicated in the drawing.

G. Roads and Pathways including drainage and Compound Fencing.

H. General

Work under this project shall be carried out strictly in accordance with the specifications given by MITS.

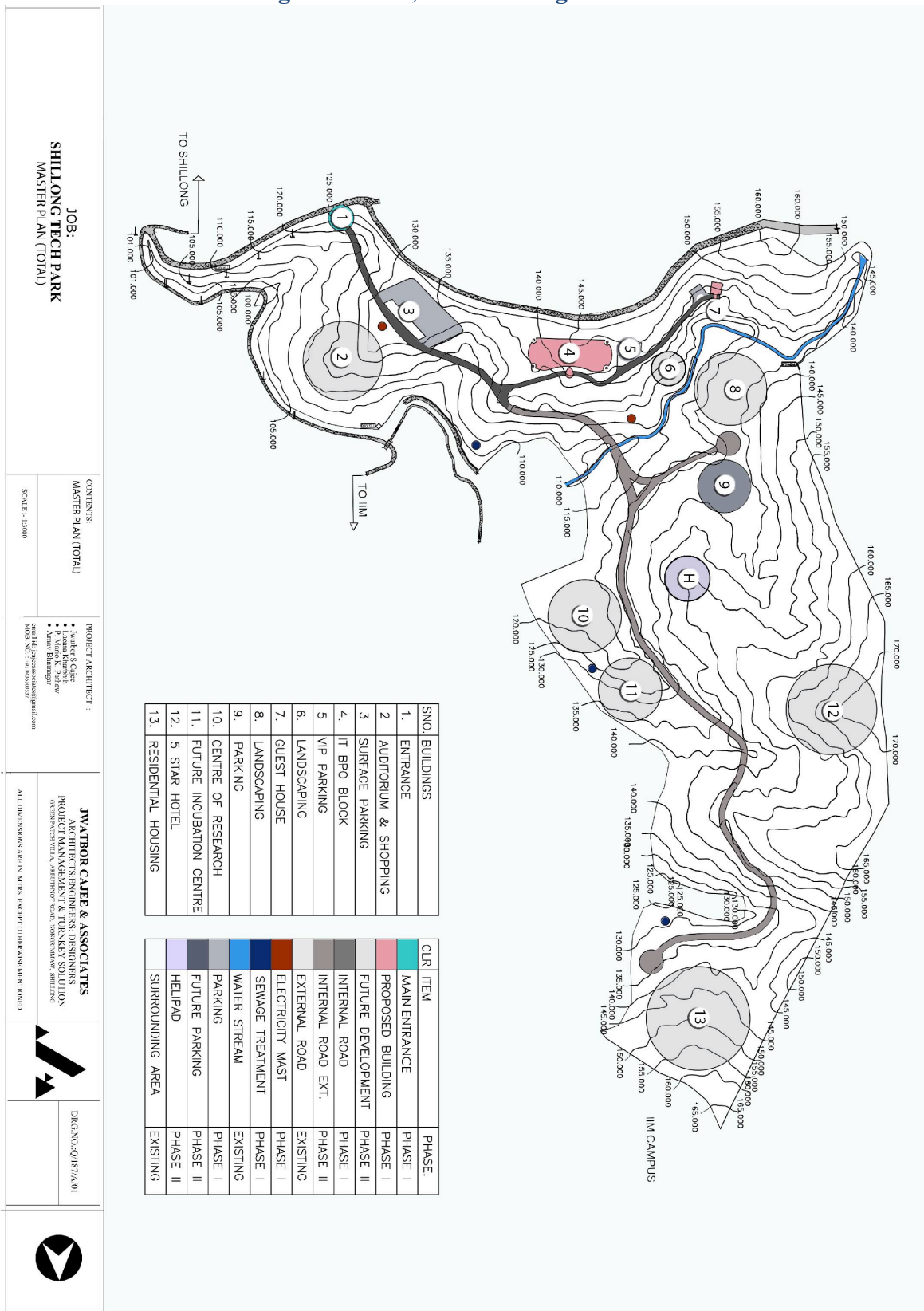
Items not covered under these specifications due to any ambiguity or misprints or additional works, the work shall be carried out as per specifications for Buildings, roads, sanitary, plumbing, sewerage works.

4.2 TIMEFRAME FOR COMPLETION OF PHASE-I OF TECHNOLOGY PARK

The timeframe for completing the scope of work (except operations & maintenance) as mentioned in this EOI shall be **18 months** from the date of agreement.

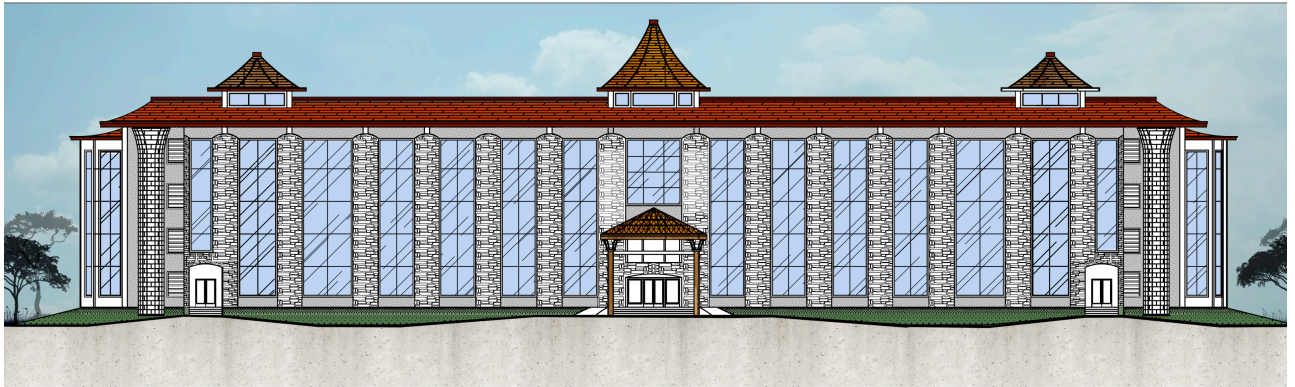
Layout of the Technology Park

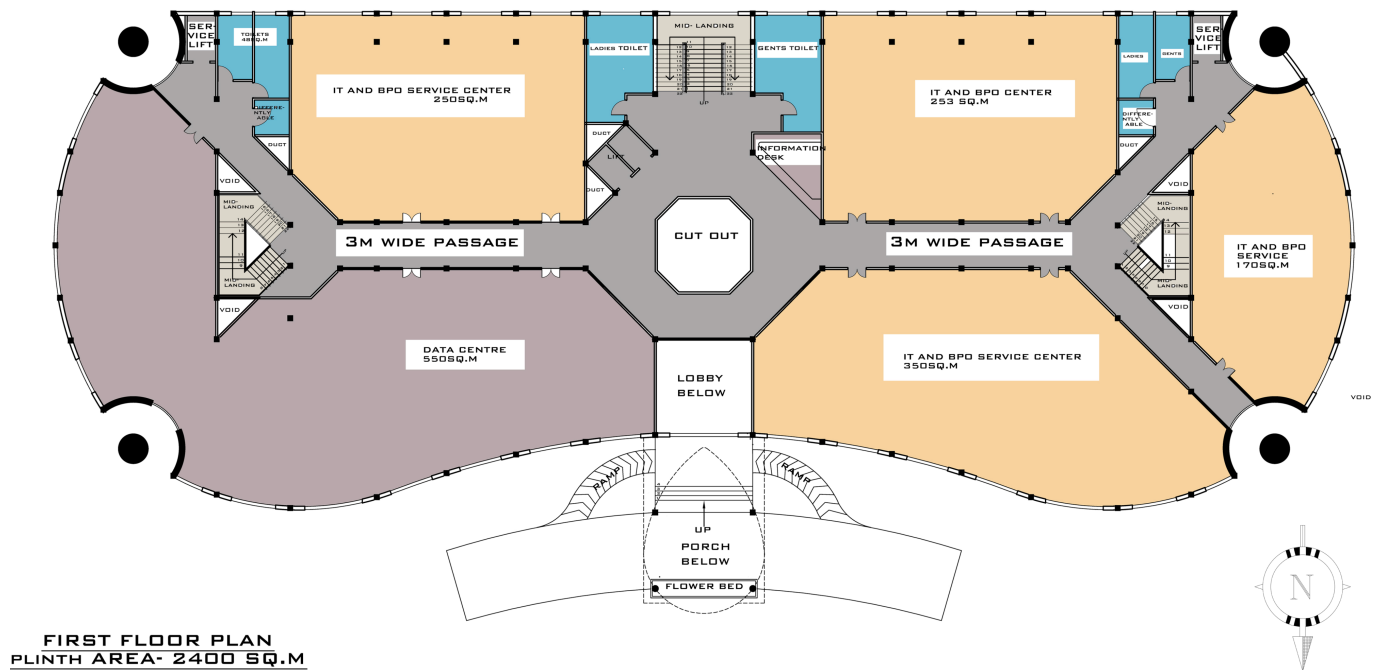
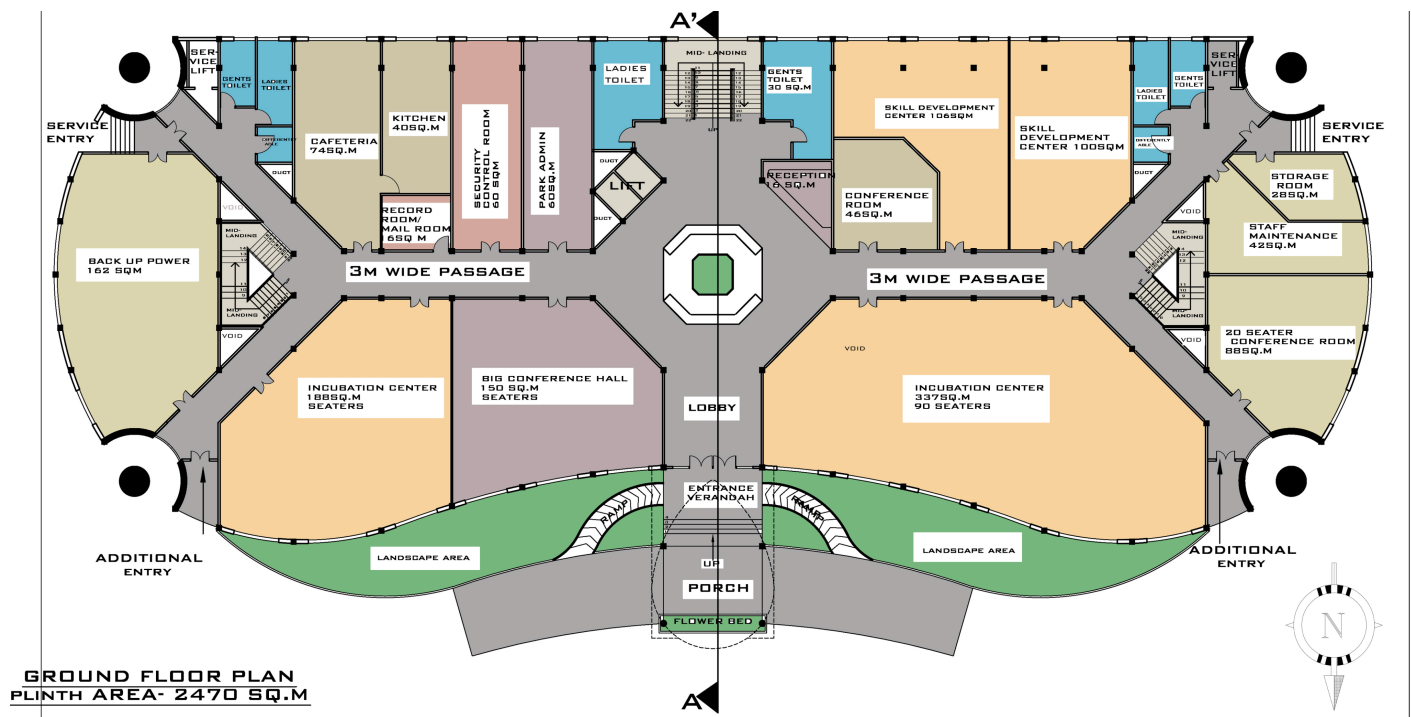
MASTER PLAN: Shillong Tech Park, New Shillong.

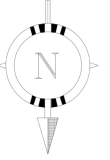


Phase I: Shillong Tech Park: IT & BPO Layout.

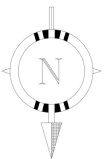
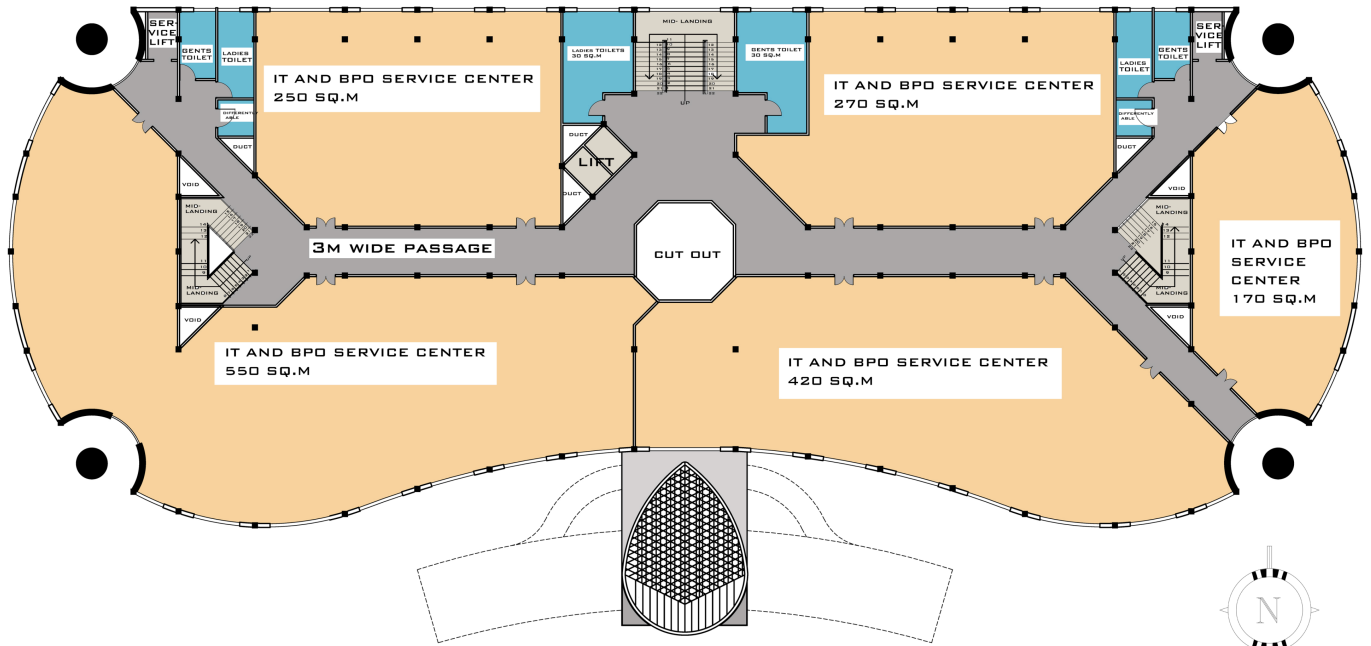








THIRD FLOOR PLAN
PLINTH AREA- 2400 SQ.M



SECOND FLOOR PLAN
PLINTH AREA- 2400 SQ.M

4.3 SCOPE OF WORK IN OPERATION AND MAINTENANCE:

The Scope of Work in Operation & Maintenance includes but not limited to the followings.

1. Maintenance of IT& BPO building for electrical, Lift, Civil works, repair etc
2. Deployment of required labors, skilled manpower etc
3. Watering the Parks
4. Trimming the plants/shrubs in the shape as instructed by MITS
5. Repair and / or replacement of materials, pumps,
6. Painting to grills, building etc
7. Cleaning of benches and statues, art, or any other panels, equipment.
8. Filling water in the tanks/ power
9. The Bidder shall spray/ apply fertilizer/manure in the Plants.
10. All leaf falls, branches, twigs, cut grass after mowing shall be deposited in layers in the compost pit. Care should be taken to cover the compost pit with grill and process for making compost shall be done by Bidder.
11. The contractor shall manage/operate the compost pit as per relevant Standard and guidelines. Any other debris, fallen trees for whatsoever reason shall be dispose off at designated locations as instructed by In-Charge.
12. The Bidder shall deploy the security guards round the clock (24x7) for managing the parks. The bidder shall be also be responsible to protect all the assets of parks including protection of damage or theft of IT and other infrastructures, equipment.
13. The Bidder shall maintain all planted areas within the landscape contract boundaries for three years from the date of handing over of the complete area. (until the area is handed over in whole or in phases).
14. Maintenance shall include replacement of dead plants, watering, weeding, cultivating, control of insects, fungus and other diseases by means of spraying with an approved insecticide or fungicide, pruning, and other horticulture operations necessary for the proper growth of the plants and for keeping the landscape contract area neat in appearance.

Section V

Formats for Response to EOI

5.1 Appendix I: Bid Submission forms

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-Qualification / EOI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Details about Bidder's Operations, Construction Business. Detailed experience & project execution capability.

Form 3: Compliance Sheet for Pre-Qualification Criteria

Form 4: Detailed writeup about the Bidder's plan and approach for constructing Phase-I and its approach for the operations & maintenance phase.

Form 5: Undertaking for completion of scope of work (other than operations & maintenance) as mentioned in EOI within 18 months from the date of agreement.

Note: The shortlisted bidder will be asked to make a presentation to the Evaluation Committee on his plan & approach for Phase-I construction and his experience in execution of projects of similar size.

Form 1

Covering Letter with Correspondence Details

<Location, Date>

To

<Name of the Nodal Officer>

<Address of the Nodal Agency>

Dear Sir,

We, the undersigned, express our interest in the execution of Phase-I of the Technology Park at New Shillong. Our correspondence details with regard to this EoI are:

No	INFORMATION	DETAILS
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI.	
4	Telephone number of the Contact Person	
5	Mobile number of the Contact Person	
6	Email ID of the Contact Person	
7	Corporate website URL.	

We are hereby submitting our Expression of Interest in both printed format (2 copies). We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

Form 2: Details of the Applicant's Construction Business

<i>SN</i>	<i>INFORMATION SOUGHT</i>	<i>DETAILS TO BE FURNISHED</i>
<i>A</i>	<i>Name and address of the bidding Company</i>	
<i>B</i>	<i>Incorporation status of the firm (public limited / private limited, partnership firm etc.)</i>	
<i>C</i>	<i>Year of Establishment</i>	
<i>D</i>	<i>Date of registration</i>	
<i>E</i>	<i>ROC Reference No.</i>	
<i>F</i>	<i>Details of company registration</i>	
<i>G</i>	<i>Details of registration with appropriate authorities for service tax</i>	
<i>H</i>	<i>Name, Address, email, Phone nos. and Mobile Number of Contact Person</i>	

Detailed experience & project execution capability (to be mentioned by bidder in his own format).

Form 3: Compliance Sheet for Pre-Qualification Criteria

SN	BASIC REQUIREMENTS	DOCUMENTS REQUIRED	PROVIDED (Yes/No)	Reference & Page No
1	Legal Entity	Copy of Certificate of Incorporation; and		
		Copy of Service Tax Registration Certificate		
		Copy of GST Number		
		Copy of PAN Card		
2	Technical Capability	Work Order AND Completion Certificates from the client		
3	Turnover	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor		
4	Bank Guarantee	Letter from Banker regarding capability to furnish Rs 5 Cr Performance Bank Guarantee		
5	Non- Litigation Declaration.	Declaration in the form of Affidavit that there are no litigation against the firm		
6	Class I Contractor License	Copy of Class I Contractor License from either PWD (Building) Meghalaya, CPWD or MES.		
7	Timeline	Declaration to adhere to		

	<i>Adherence</i>	<i>stipulated timeline (18 Months)</i>		
8	<i>Bidder's Plan</i>	<i>Document explaining about the plan & approach of the bidder for implementing Phase-I of the Tech Park with timelines</i>		
9	<i>Consortium (if applicable)</i>	<i>Copy of consortium agreement</i>		

Form 4: Detailed writeup about the Bidder's plan and approach for constructing Phase-I and its approach for the operations & maintenance phase (in bidder's own format).

Form 5: Undertaking for completion of scope of work (excluding operations & maintenance) as mentioned in EOI within 18 months from the date of agreement.

<Location, Date>

To

<Name of the Nodal Officer>

<Address of the Nodal Agency>

Dear Sir,

We, the undersigned, hereby confirm that we shall be in a position to complete the implementation of Phase-I of the Technology Park at New Shillong as mentioned in the scope of work of this EoI (excluding operations & maintenance) within a period of 18 months.

Sincerely,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

