

Expression of Interest (EOI)
For
Project Management Consultant (PMC)
To
Construct New Building at Sompura, Bengaluru



Indian Institute of Packaging (IIP)
E-2, MIDC Area, Andheri (East)
Mumbai – 400093

February, 2021

INDEX

S.No.	CONTENTS	Page No.
1.	Text of Advertisement	3
	Invitation for Expression of Interest	
2.	Letter of Invitation	4
3.	Background	5
4.	Aims & Objectives	5
5.	EOI Processing Fees	5
6.	Venue & Deadline for Submission of Proposal	5
7.	Validity of Offer	6
8.	Term of Reference	6/Annexure-I
9.	Instructions to Consultants	6
10.	Qualification Criteria	6
11.	Evaluation Criteria & Method of Evaluation	7
12.	Response	8
13.	Conflict of Interest	8
14.	Condition under which EOI is issued	8
15.	Last Date of submission of EOI	8
16.	FORMATS	
i)	Format - 1	9
ii)	Format – 2	10
iii)	Format - 3	11
iv)	Format - 4	12
v)	Format - 5	13
vi)	Format - 6	14
vii)	Format - 7	15
17.	Annexure I – Terms of Reference (PMC)	16

Disclaimer: This EOI is not an agreement and is neither an offer nor invitation by the Authority to the prospective. Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at in relation to the Consultancy that may not be accurate. The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.

Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri (East), Mumbai-400 093

Tel:022-28219803 Website: www.iip-in.com

EXPRESSION OF INTEREST

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India invites online Expression of Interest (EOI) through Government of India, Central Public Procurement Portal (CPPP) (eProcurement) (<https://eprocure.gov.in/eprocure/app>) from various interested parties as Project Management Consultant to construct new building at Sompura, Bangalore site on 4 acres of land.

The EOI / proposals must be submitted online through Government of India, Central Public Procurement Portal (CPPP) (eProcurement) (<https://eprocure.gov.in/eprocure/app>) in two bid system (Technical and Commercial Bid) separately along with company profile, clients' list. The detailed scope of work, terms & conditions and application form can be downloaded from Government of India, Central Public Procurement Portal (CPPP) (eProcurement) (www.eprocure.gov.in/eprocure/app).

Last date for submission of EOI is 26th February, 2021 up to 06:00 p.m. on Government of India, Central Public Procurement Portal (CPPP) (eProcurement) (www.eprocure.gov.in/eprocure/app) containing EOI and non-refundable fees of Rs. 10,000/- by way of DD/Pay order in favour of Indian Institute of Packaging payable at Mumbai to be submitted mentioning **“EOI as Project Management Consultant to construct new building at Sompura, Bangalore”**.

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of IIP.

**Assistant Director (General Admin. & IT)
Indian Institute of Packaging**

Note: Preference will be given to Public Sector Organizations (PWO's)/PSU's/Govt. Agencies. IIP or any of it designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and IIP reserves the right to amend/add further details in the EOI.

1. LETTER OF INVITATION (LOI)

Expression of Interest (EOI) for - Project Management Consultant (PMC)



Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri (East), Mumbai-400 093

Tel:022-28219803 Email: iip@iip-in.com Website: www.iip-in.com

Tender Notice No. IIP/HO_Mumbai/05/02/2021/01

Dated: 05/02/2021

Dear Sir/Madam,

Indian Institute of Packaging (IIP) invites Expression of Interest (EOI) from Indian consulting agencies for undertaking construction of new building at Sompura, Bangalore site on 4 acres of land.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is available on Government of India, Central Public Procurement Portal (CPPP) (eProcurement) (www.eprocure.gov.in/eprocure/app) and IIP website (www.iip-in.com).

You may submit your online responses on CPPP in prescribed format to above mentioned address latest by 26th February, 2021.

Queries if any may be referred by mail to iipahmedabad@iip-in.com

S. No.	Critical Dates	Date Time
1.	Tender Publishing Date	05/02/2021
2.	Document Download Start Date	05/02/2021
3.	Bid Submission Start Date	05/02/2021
4.	Bid Submission End Date	26/02/2021 06:00 pm
5.	Bid Opening Date	01/03/2021 11:00 am

**Assistant Director (General Admin. & IT)
Indian Institute of Packaging**

Encl.: EOI Document.

2. BACKGROUND:

Indian Institute of Packaging (IIP) is an Autonomous Institute under the Ministry of Commerce & Industry, Govt. of India. It was registered as a society having its Head Office at Mumbai, Maharashtra in 1966. It was intended that the Institute will cater to the needs of industry for professional advice about their packaging related requirements, both for domestic and foreign markets, and meet their steadily rising demand for trained manpower. The Institute also undertook to promote study, research and development in packaging in a modest way in due course of time.

To meet the demand of the local industry based in different regions of the country, Regional Centres of Indian Institute of Packaging (IIP) have been opened afterwards at Chennai, Delhi, Kolkata, Hyderabad, Ahmedabad. Other proposed centres of IIP's are at Bengaluru & Vishakhapatnam.

Taking into consideration the complex needs in furtherance of its mandate, IIP intends to empanel technically competent, experienced and financially sound Project Management Consultant for the construction of proposed centre at Sompura, Bengaluru.

3. AIMS & OBJECTIVES:

The objective of this document is to seek professional expertise for the construction of new IIP building at Sompura, Bangalore.

5. EOI PROCESSING FEES:

A non-refundable processing fee for **Rs. 10,000/-** (Ten Thousand Rupees only) of DD/Pay order in favour of Indian Institute of Packaging payable at Mumbai to be submitted along with the EOI response.

Bids received without EOI processing fees shall be liable to get rejected.

6. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted online on CPPP at the address specified herein earlier. In exceptional circumstances and at its discretion, IIP may extend the deadline for submission of proposals by issuing an amendment to be made available on CPPP, in which case all rights and obligations of IIP and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7. VALIDITY OF OFFER:

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by IIP.

8. TERMS OF REFERENCE:

The detailed terms of reference are enclosed at (*Annexure-I*)

9. INSTRUCTIONS TO CONSULTANTS:

- 9.1. The Expression of Interest is to be submitted online on Government of India, Central Public Procurement Portal (CPPP) (eProcurement) (www.eprocure.gov.in/eprocure/app) in the manner prescribed below: -

All information as detailed below is to be submitted (Two bid system, Technical & Financial) on Government of India, Central Public Procurement Portal (CPPP) (eProcurement).

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of last successfully completed (3) Government project which is more than Rs. 15 crores each along with ongoing projects as per Format-4 (Part-A & Part-B)
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory of Authorized person.
- i) Consultancy organization must have its office in all major metro cities, preference will be given to those who have office in Bengaluru.

- 9.2. EOI Documents have been hosted on Government of India, Central Public Procurement Portal (CPPP) (eProcurement) and may be downloaded from CPPP (www.eprocure.gov.in/eprocure/app) and IIP website (www.iip-in.com).

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

10. QUALIFICATION CRITERIA:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a Government organisation/Autonomous Body/PSUs or firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar consultancy services for at least 03 years as on 31/03/2020.	Certificate by Company Secretary of the Bidder's organization
3.	The Bidder has to be profitable and should	Format-5 to be certified & validated by

	not have incurred loss(es) in any of the last 3 consecutive Financial Years (FY 2017-18, 2018-19 & 2019-20)	Chartered Accountant (CA) of the bidder's organization
4.	The Bidder should have an annual turnover of Rupees 50 cores in any of the last 3 consecutive financial Years (FY 2017-18, 2018-19 & 2019-20) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp
5.	The Bidder shall have experience of providing: Three similar completed consultancy services to Central Govt./State Govt./PSUs/Govt. bodies/others in India costing not less than Rs. 15 crores each.	Copy of Work Order / Contract & completion certificate
6.	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt.	Certificate signed by the Authorized signatory and self-attestation certificate
8.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
9.	Preference will be given to Government agency /organization having prior experience in Review/Appraisal of Centrally Sponsored Scheme for any Central /State Govt. / Govt. Autonomous Bodies.	
10.	The Bidder must have an office in all major metro cities, preference will be given to those who have office in Bengaluru	Details of registered office to be submitted.

Note: Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated further and no communication will be entertained in this regard.

11. EVALUATION CRITERIA AND METHOD OF EVALUATION:

5. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
6. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
7. Agencies who qualify as per the eligibility conditions will be provided a brief about the Project. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
8. IIP will take up references and reserves the right to pay due attention to the Bidder's performance elsewhere and any past experience from IIP.

12. RESPONSE:

12.1. Bidders must ensure that their Bid response is submitted online on CPPP

(www.eprocure.gov.in/eprocure/app) as per the formats attached with this document.

Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

12.2. Application for “**EOI for Engagement of PMC for the construction of IIP building at Sompura, Bengaluru**” to be submitted online on CPPP to Assistant Director (General Administration & IT), Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri East, Mumbai, 400093 on or before the due date.

13. CONFLICT OF INTEREST:

13.1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIP, detailing the conflict in writing as an attachment to this Bid.

13.2. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by the Bidder involved in the Bid process.

14. CONDITION UNDER WHICH EOI IS ISSUED:

The EOI is not an offer and is issued with no commitment. IIP reserves the right to withdraw EOI and or vary any part thereof at any stage. IIP further reserves the right to disqualify any bidder, should it be so necessary at any stage.

15. LAST DATE OF SUBMISSION OF EOI:

The last date of online submission of EOI on CPPP is **26th February, 2021 (06:00 p.m.)**
Bid Opening Date & Time is **1st March, 2021 (11:00 am)**

16. FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,
Assistant Director (General Admin. & IT)
Indian Institute of Packaging
Plot E-2, MIDC Area, Andheri East
Mumbai, 400093

Sub: Online Submission of “EOI for the Engagement of PMC for constructing IIP building at Sompura, Bengaluru” on CPPP.

Dear Sir/Madam,

In response to the Invitation for Expressions of Interest (EOI) published on 05.02.2021 on CPPP for the above purpose, we would like to express interest to carry out the above proposed task

1. Applicant’s Expression of Interest as per Format-1.
2. Organizational Contact Details as per Format-2.
3. Experience of the organization as per Format-3.
4. List of last successfully completed (3) Government project which is more than Rs. 15 crores Format-4.
5. Financial strength of the company as per Format-5.
6. Additional information as per Format-6.
7. Declaration as per Format-7.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: Upon successful online submission of EOI response by the bidders on Government of India, Central Public Procurement Portal (CPPP) (eProcurement), A hard copy of authenticated/certified EOI bid document uploaded on CPPP must be submitted to the Institute, *(please refer:12.2)*

FORMAT-2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) Bengaluru ii) All major metro cities	
7	PAN No in the name of Firm	
8	GST Registration No	
9	Empanelment with other Govt. Organizations, if any	
10	Contact Person with telephone no. & e-mail ID	

Enclose: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields						
Overview of the past experience of the Organization in all aspects related to Brand Building related						
S. No.	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)		
1.	Experience of assignments of similar nature					
1.1	Experience in carrying out similar assignments in Government					
1.2	Experience in carrying out Similar assignments in Public sector.					
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p align="right">Signature of the applicant Full name of the applicant Stamp & Date</p>						

FORMAT – 4

Part - A

List of last successfully completed (3) Government project which is more than Rs. 15 crores					
S. No	Name of the Project	Area of the project	Cost of the Project	Date of Commencement	Date of Completion
1.					
2.					
3.					
4.					
5.					
<p>Signature of the applicant Full name of the applicant</p> <p>Stamp & Date</p>					

FORMAT – 4

Part - B

**PROJECT MANAGEMENT CONSULTANCY ASSIGNMENTS IN HAND/
UNDER PROGRESS.**

S. No.	Name of Work / Project with address	Short description of Project Management Consultancy (PMC) assignment	Name and address of Owner / Client	Cost of Work/ Project	Date of Start Of Work/Project Stipulated & Actual	Date of Completion of Work/ Project Stipulated & Actual	Any other Information

Note: 1) The works/ project mentioned should be supported with Work Orders and completion Certificates

Place:
Date:

Signature of the applicant
Name & Designation

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2017-18				
2	2018-19				
3	2019-20				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT – 6

Additional Information		
1. List all enclosures related to the previous sections.		
S. No.	Description	No. of pages

2. Additional information to support the eligibility as per Section 7
(Not more than 2 pages).

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT -7

Declaration

1. It is certified that our Firm _____ is not black-listed by any Govt./ Local bodies / PSUs, during the last 5 years.
2. It is certified that our Firm _____ is having in-house capability of carrying out Project Management Consultancy services for building construction works and Infrastructure projects, as laid down in Notice inviting Expression of Interest (EOI) for “Empanelment of Project Management Consultants”
3. It is further certified that all information/data furnished in the “Application Form for Empanelment of Project Management Consultants" are true to the best of our knowledge and belief and we understand and acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellation of Empanelment with IIP for Project Management Consultancy.

Date:
Place:

Signatures of the applicant
Name and Designation

Note: The declaration is to be furnished on the letter head of the organization.

ANNEXURE-I

EXPRESSION OF INTEREST (EOI) FOR PROJECT MANAGEMENT CONSULTANT (PMC) TO CONSTRUCT NEW BUILDING AT SOMPURA, BENGALURU

TERMS OF REFERENCE (TOR)

1. BACKGROUND

Indian Institute of Packaging (IIP) is an Autonomous Institute under the Ministry of Commerce & Industry, Govt. of India. It was registered as a society having its Head Office at Mumbai, Maharashtra in 1966. It was intended that the Institute will cater to the needs of industry for professional advice about their packaging related requirements, both for domestic and foreign markets, and meet their steadily rising demand for trained manpower. The Institute also undertook to promote study, research and development in packaging in a modest way in due course of time.

To meet the demand of the local industry based in different regions of the country, Regional Centres of Indian Institute of Packaging (IIP) have been opened afterwards at Chennai, Delhi, Kolkata, Hyderabad, Ahmedabad. Other proposed centres of IIP's are at Bengaluru & Vishakhapatnam.

Taking into consideration the complex needs in furtherance of its mandate, IIP intends to empanel technically competent, experienced and financially sound Project Management Consultant for the construction of proposed centre at Sompura, Bengaluru.

2. OBJECTIVES OF IIP

The major objective of the Centre is to promote Packaging Technology. Towards achieving the objective, the IIP Bengaluru will train the industry persons based in the region on Packaging Technology and the latest packaging trends.

The IIP Bengaluru centre may also conduct advanced programmes on Packaging by drawing resource persons from the industry or other involved Institutes.

3. NAME OF PROJECT:

Project Management Consultant (PMC) for the construction of new building at Sompura, Bengaluru at 4 acres of allotted land.

4. IMPLEMENTING AGENCY:

Indian Institute of Packaging

5. DESCRIPTION OF THE PROPOSED BUILDING

5.1 CONCEPTUAL BRIEF

A site brief will be provided by IIP, however, this site brief shall serve as reference only and PMC may submit conceptual design and plan based on current scheduled government rates and site survey. The winning bidder is responsible for the accuracy and applicability of all data.

Prospective bidders may introduce an entirely new concept subject to the design parameters, performance standards and space requirements set by this TOR.

5.2 Location:

The proposed building will be constructed at 4 acres of land situated at CA Plot No. 20 & 21, Sompura Phase I Industrial Area, Dabaspeta-II Bangalore District.

5.3 PROJECT DESCRIPTION

The project is to be implemented in two (2) stages namely the design stage and construction stage. In the design stage, the contractor shall be required to prepare and submit design plans that is compliant with the design parameters and performance specifications set by this TOR. The construction stage shall commence after all clearances and/or permits from IIP is issued to the contractor.

The office building shall be designed for at most three storeys and will be constructed on approx. one thousand square meter in first phase. Prospective bidders shall be required to submit a construction schedule incorporating the above-mentioned arrangement.

The design shall be prepared to meet applicable requirements of the following Laws, Codes and Standards:

- a) National Building Code of the India and its referral Codes including the Green Building Code;
- b) Comprehensive Fire Code as per the State Regulations or Municipal By-Laws.;
- c) Occupational Safety and Health Standards;
- d) Other laws and regulations covering environmental concerns and regulations.

In cases where there are conflicts in the provisions of the above stated Laws, Codes and Standards, the most stringent provision shall apply.

5.4 DESIGN PARAMETERS AND PERFORMANCE STANDARDS

The design parameters and performance standards are required to ensure that all aspects in the design and construction stages attain minimal impact to the environment while providing IIP an office that is resilient, of high standards and in harmony with its surroundings.

- a) **Design Parameters:**
 - i. Site Analysis.

A detailed site analysis shall be conducted for the purpose of analysis, recording and evaluating information on the site and its surroundings. The result of the analysis shall be used in the design process.

The analysis shall include:

- Building Orientation;
- Wind Direction;
- Soil Type and Condition;
- Topography;
- Vegetation and Natural Features;
- Precipitation & Hydrology;
- Surrounding land uses & buildings;
- Prominent Vision lines / Visual linkages; and
- Locally available resources

ii. **Site Planning**

This parameter shall be incorporated during the design of the building and shall include:

- Shape, size and orientation of the area where the building will be built;
- Levels and contours of the area and its surroundings;
- Height of existing buildings and its surroundings;
- Open spaces surrounding the property
- Natural or man-made structures
- Trees within and surrounding area
- Street including drainages and utility poles
- Movement system through and around the site

iii. **Building Envelope:** This involves using exterior wall materials and designs that are climate-appropriate, structurally sound and aesthetically pleasing.

- Support (Resistance to and transfer of structural and dynamic loads)
- Control (Control of air, water and heat flow)
- Finish (Desired aesthetics on the inside and outside of the building)

iv. Engineering and Architectural Parameters.

Design of the building shall be responsive to economic, environmental, and cultural conditions through the following:

- **Building Height and Massing:** Height of the building in relation to its overall configuration.
- **Space Planning:** Office and equipment space needs of IIP shall be addressed. Special attention should be made to the selection of interior finishes and art installations, particularly in entry spaces, conference rooms and other areas with public access.

- **Functional/Operational Planning:** The building design must consider the integrated requirements of the different offices, departments and units of IIP. This includes the desired image, degree of public access, operating hours, growth demands, security issues and vulnerability assessment results, organization size and group assembly requirements, electronic equipment and technology requirements, acoustical requirements, special floor loading and filing/storage requirements, special utility services, any material handling or operational process flows, special health hazards, use of vehicles and economic objectives.
- **Flexibility:** The office must easily and economically accommodate frequent renovation and alteration. These modifications may be due to management reorganization, personnel shifts, changes in business models, or the advent of technological innovation, but the office infrastructure, interior systems, and furnishings must be up to the challenge.
- **Employee Productivity:** Employee satisfaction, health, and comfort are of primary concern. Strategies such as excellent indoor air quality, access to windows and views, opportunities for interaction, and natural light are some of the factors that contribute to improved workplace that are important to the health and psychological well-being of the occupants. Special consideration must be given to noise control in open office settings, with absorptive finish materials, masking white noise.
- **Technical Connectivity:** Technology is an indispensable tool for IIP. The office building shall be planned to have a well distributed, robust, and flexible IT infrastructure. All technological systems such as audio/visual systems, speaker systems, internet access, Local Area Networks (LAN) / Wide-Area Networks (WAN) / Wireless Fidelity (WI-FI) and Voice-over Internet Protocol (VoIP) shall be a major component of the design. Ser

b) **Performance Standards.**

The design and construction of the building shall conform to the following standards:

- **Energy Efficiency:** Requires the adoption of efficient practices, designs, methods and technologies that reduce energy consumption resulting in cost savings.
- **Water Efficiency:** Requires the adoption of efficient practices, plan, design, materials, fixtures, equipment and methods that reduce water consumption resulting in cost savings.
- **Material Sustainability:** Material Sustainability governs all matters related to resource efficiency and material selection and use with the least impact on the environment.
- **Solid Waste Management:** Efficient waste management requires the adoption of efficient waste management practices and use of eco-friendly materials.
- **Site Sustainability:** Requires the adoption of planning, design, construction and operation practices that minimize the adverse impact of buildings on ecosystems and water resources.

- **Indoor Environmental Quality:** Requires the adoption of efficient design and operation practices that take into consideration the building environment to improve occupant health, productivity and safety.

5.5 SCOPE OF WORKS

The scope of works for the project shall involve the following activities:

- a) **Preliminary Investigations:** These shall include, among others, information on soil, geotechnical, hydrologic, hydraulic, seismic, traffic, and environmental conditions that shall be used to define project design of the building and to set the basis for the financial proposal of the prospective bidders.
- b) **Preliminary Survey and Mapping:** These shall determine boundaries and provide stationing along control lines to establish feature and design criteria location and identify existing and future right-of-way limits and construction easements associated with the project.
- c) **Preparation of Detailed Engineering and Design:** Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs as stated hereunder. IIP has the right to require other documents as it may deemed necessary.
 - 1) Survey Plan and Returns
 - 2) Site Investigation Report
 - 3) Soils and Foundation Investigation Report
 - 4) Construction Materials Investigation Report
 - 5) Design Plans
 - 6) Furniture Lay-out Plan, List of furniture and Specifications.
 - 7) Technical Specifications
 - 8) Bill of Quantities (BOQ) and Cost Estimates
 - 9) Program of Work
 - 10) Proposed Construction Schedule (and estimated Cash Flow
 - 11) Site or Right-of-Way Plans including Schedule of Acquisition (if applicable)
 - 12) Utilities Relocation Plan
 - 13) Design Report
 - 14) Environmental Impact Statement for critical project as defined by the Department of Environment and Natural Resources (DENR)
 - 15) Construction Safety and Health Program
 - 16) Value Engineering Studies
 - 17) All required statutory approval/NOC from local Government authorities/Agencies
- d) Construction and Completion Stage.

The Contractor shall be responsible for obtaining all necessary information as risks, contingencies and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by IIP to meet all regulatory approvals as specified in the contract documents.

The Contractor shall submit a detailed program of work within **fourteen (14) calendar days** after the issuance of Award of Contract/Work Order/Agreement to the selected bidder that shall include, among others:

- a) The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;
- b) Periods for review of specific outputs and any other submissions and approvals;
- c) Sequence of timing for inspections and tests as specified in the contract documents;
- d) General description of the design and construction methods to be adopted; Number and names of personnel to be assigned for each stage of the work; List of equipment required on site for each major stage of the work; and Description of the quality control system to be utilized for the project.

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the Contractor wishes to modify any design or document which has been previously submitted, reviewed and approved, the contractor shall notify IIP within a reasonable period of time and shall shoulder the cost of such changes.

Any delay of project after the stipulated time as per the tender, IIP shall impose penalty as per the rules and penalty clause mentioned in the work order.

5.6 ADDITIONAL REQUIREMENTS:

Following additional requirements shall be included in the Technical Proposal:

- a) Preliminary Conceptual Design Plans.
 - i. At least four (4) perspective views of the building;
 - ii. Floor plans;
 - iii. Four (4) elevations;
 - iv. Two (2) sections
 - v. A 3D visual presentation of the building including a walk-through animation of the interior and exterior views.
- b) Value engineering analysis of design and construction method.
- c) The following shall be incorporated in the space planning:
 - i. Administrative Office
 - ii. Lecture Hall
 - ii. Testing Laboratories & Conference room
 - iii. Pantry
 - iv. Sample Receiving Cell
 - v. Library
 - vi. Cafeteria / Canteen
 - vii. Seminar Hall for 100 people

