



SOFTWARE TECHNOLOGY PARKS OF INDIA, Thiruvananthapuram  
Tender Ref. No. STPI-TVPM/PUR/QUO/2017-'18/100 dated 05.02.2018

## SOFTWARE TECHNOLOGY PARKS OF INDIA

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### REQUEST FOR PROPOSAL

(Tender Ref. No. STPI-TVPM/PUR/QUO/2017-'18/100 dated 05.02.2018)

#### RFP Inviting Concept Design Proposals from Architects / Architectural Firms for Proposed Office Building at Kochi

**Mode of Tendering:** e-Publishing on the eProcurement Portal <https://eprocure.gov.in/eprocure/app> in Two-Bid System: Technical + Financial.

The URL <https://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page> may be visited for Special Instructions to the Contractors / Bidders for the e-submission of the bids online.

<b>Date &amp; Time of Publishing of Tender</b>	<b>: 05.02.2018; 1100 Hrs</b>
<b>Date, Time &amp; Venue of Pre-Bid Meeting</b>	<b>: 16.02.2018; 1500 Hrs; STPI office at Technopark, Thiruvananthapuram</b>
<b>Last Date &amp; Time for Submission of Bid</b>	<b>: 26.02.2018; 1300 Hrs</b>
<b>Date &amp; Time for Opening of Technical Bid</b>	<b>: 26.02.2018; 1500 Hrs</b>
<b>Date &amp; Time for Presentation by Shortlisted/qualified Bidders</b>	<b>: Will be intimate</b>
<b>Validity of Bid</b>	<b>: 90 days (from last date of submission)</b>



## Request for Proposal (RFP) Inviting Concept Design for Proposed Office Building at Kochi

### 1. Background

Software Technology Parks of India (STPI), an autonomous society under Ministry of Electronics & Information Technology, Govt. of India, invites Concept Design Proposals from competent and qualified Architects / Architectural firms (as per the conditions of eligibility mentioned in this RFP) for a new Office building on the plot located at following address: Kerala Technology Innovation Zone (KTIZ), HMT Colony P.O., North Kalamassery, Kochi, Kerala - 683 503.

The design proposal should contain Vision Statement, Rationale for overall planning for various aspects of the design fulfilling all space requirement as per this RFP. The Design Concept should be elaborated through visual sketches, plans, elevations & sections, etc. The design should cater to all structural requirements and feasibility aspect of the design with all necessary compliance of all statutory authorities.

This office building shall have to be built on a plot area of 1.2 acre (i.e., 4856.4 sqm) and shall have a total built-up area not exceeding 94,011 sqft (i.e., 8733.9 sqm). This building shall be constructed in 2 phases with the first phase having a built-up area of up to 30,000 sqft.

The proposals (bids) should be in two parts: (i) the Technical Bid, which should contain the Concept Design Proposal and other documents required as per the terms & conditions of this RFP; and (ii) the Financial Bid which should be as per the format given. Please note that the Financial Bid shall be submitted strictly in a separate sealed envelope. The amount must be expressed in lump-sum fee and not in terms of percentage of the project cost.

The bidders can download the tender document from [www.tvpm.stpi.in](http://www.tvpm.stpi.in) & <http://eprocure.gov.in>.

### 2. Functional Office Space Requirements

The project envisages construction of a New Office Building having total BUILT-UP AREA not exceeding 8733.9 sqm (i.e., 94,011 sqft) including areas for building services, public conveniences, etc. provided as per Local bye-laws & Technical Standards for STPI at Kerala Technology Innovation Zone (KTIZ), HMT Colony P.O., North Kalamassery, Kochi, Kerala - 683 503, in a phased manner. Broad space requirements of main components of the building are as under:

S. No.	Facility	Approx. Carpet Area in sqft
1.	Office Space & Common Area	7950
2.	Network Operations Centre (NOC)	950
3.	Finishing School	2000
4.	Plug-n-play Incubation	17375
5.	Raw Incubation	17375
6.	Retiring / Guest Room	1500
7.	Free Space for Future Expansion	8000

**Note:**

- The above carpet areas are exclusive of areas for building services and public conveniences which shall be as per Local bye-laws & Technical Standards.
- Detailed information can be seen in Annexure-D.



### 3. Development Norms

The building norms applicable to the site are as below:

Plot area	1.2 acre (i.e., 4856.4 sqm)
Permissible FAR	As per Local bye-laws
Permissible Height	As per Local bye-laws
Setbacks	As per Local bye-laws

**Note:** The Architects / Architectural firms which submit the Concept Design Proposal shall be responsible for conformity to all local bye-laws & regulations etc. & submit design proposals accordingly.

### 4. The Proposal

#### 4.1. General parameters

- 4.1.1. Design Proposal should correspond to the surrounding environment including the existing urban context and should be based on all necessary considerations for the terrain of the land. The Concept design should be inspiring and futuristic in its overall spatial composition and ambience.
- 4.1.2. The Conceptual Plan and Elevations designed for the proposed built up area should be modern, innovative, & forward-looking within conformity to the Local Municipal/Development Authority's bye-laws, controls, standards, planning regulations, etc. The concept design should be in line with latest trends and standards in the IT Infrastructure arena.
- 4.1.3. The Conceptual Design shall invariably indicate areas for different utilities such as STPI Office Area, Conference Room, Network Operations Centre (NOC), Incubation space (Raw and Plug-n-Play (PnP)), Common Facilities, other office spaces, etc. and there should be clear functional distinction between them. The Reception should be inviting and should have sufficient waiting area having controlled public access. Access to the other office spaces from the Reception should be restricted. All public related activities should preferably be kept on the ground floor only.
- 4.1.4. All local factors such as climatic conditions, sub-soil conditions etc. should be taken into account for ensuring structural feasibility of the design. External finishes should be based on consideration of long term maintenance aspects as well as on the longevity of the building/s.
- 4.1.5. The Design proposal should ideally be based on Green Building Design concepts using all National / International practices for such buildings. The building should have sufficient natural light & ventilation for providing good working conditions. Use of local materials having lesser embodied energy shall also be appreciated.
- 4.1.6. The building should reflect all the enduring values of the organization. The design of the building and its ambience must reflect dynamic, technologically advanced & economically vibrant image of the country.
- 4.1.7. Multi-purpose hall / Auditorium, if provided, should be located in such a way that it can be used for large size gathering without compromising day-to day functioning of the office. It should have enough flexibility for organizing conferences / gathering of

different sizes and should have sufficient pre/post gathering space. Utility areas like kitchen / pantries and washrooms should also be provided for.

- 4.1.8. Design should indicate services shafts for provisions like telephone, fax, computer terminals, internet and other facilities with concealed wiring and Local Area Network (LAN) connectivity. Keeping in mind the security (requirements like CCTV, TV monitor room, access control system, etc.) and other services in a comprehensive manner.
- 4.1.9. Elevators, ramps, etc. may be provided to facilitate accessibility for differently-abled and elderly persons.
- 4.1.10. The concept design proposal should also indicate space provision for all basic building services, parking etc.
- 4.1.11. The Architects / Architectural firms shall prepare their Concept Designs, Proposals, etc. by taking into account the following. As being followed in current trends by the corporates in line with techno-ecological systems, STPI would like to exercise the option of keeping the roof area open in lieu of using false ceiling. As the roof will be kept open, the cabling and ducting for air conditioning and piping for firefighting, etc. will be arranged in such a manner that these give a designer look.
- 4.1.12. The Architects / Architectural firms shall ensure that the overall design of the building would meet the architectural / aesthetic characteristics of a signature building. The design shall give due consideration to maintenance of integrity of exterior design / elevation of the building vis-à-vis phased construction.
- 4.1.13. The Architects / Architectural firms shall design the building in such a way that construction of the second phase will not cause hindrance to the operations / occupants of the first phase of the building.

#### **4.2. Retiring / Guest Room Facilities**

- 4.2.1. The Retiring Room facilities should be designed as modern, befitting Indian living style besides offering optimum architectural qualities within the prescribed Plinth Area Norms. Special consideration should be given to open terraces and landscaping features etc.
- 4.2.2. Provisions for modern kitchen & dining area should be made.

#### **5. Conditions of eligibility for Design Submission**

- 5.1. The applicant Architect / Architectural Firm should be a qualified individual/firm and should have valid registration for architectural practices. This should be supported with certified copy of the registration certificate showing registration number, date of registration and its date of validity.
- 5.2. Participating Architects/Architectural firms shall ascertain the local bye-laws applicable to the site(s) and prepare / submit the concept design accordingly and the applicants may visit the site if required.
- 5.3. Architect / Architectural firm should submit the Concept Design Proposal along with broad specifications for external and internal finishes.
- 5.4. Even though an applicant may satisfy the qualification criteria / eligibility requirements, he would be liable for disqualification if misleading or false representation or deliberately suppressed information related to technical eligibility is noted during design assessment including record of poor performance such as abandoning work, not properly completing the projects or fulfilling the contract agreements or financial failures / weaknesses etc.



- 5.5. The Architect / Architectural firm shall ensure that the concept of the project shall be designed in such a manner that it is capable of achieving the desired GRIHA rating.
- 5.6. STPI shall engage a separate Project Management Agency / Consultant who shall detail out the design further and shall finally execute the project. The Architect / Architectural firm, who shall prepare the conceptual plans and elevations shall ensure that the Project Management Agency / Consultant does not have any difficulty in getting the final Architectural Plans approved from the statutory bodies viz, Municipal Corporations, Development Authorities, Fire Department, etc.
- 5.7. The selected Architect / Architectural firm, if need be, shall be asked to co-ordinate (on agreed terms & conditions) with and work along with the Project Management Agency / Consultant during project execution period for successful implementation of the project in all respects.

## **6. Invitation of Concept Design Proposals**

- 6.1. Bids are invited from Architects / Architectural firms for Concept Design. The design submitted along with proposals shall be evaluated by duly constituted committee(s) out of which at least three most suitable designs shall be shortlisted and one will be selected as per Clause 10.
- 6.2. Participation in this RFP and submission of the Design Proposal would imply acceptance of terms & conditions as may be shared by STPI before final selection of the Concept Design.

## **7. Correspondence Address:**

- 7.1. The applicant shall address all their queries through email or by writing to Director, STPI Thiruvananthapuram.

## **8. Time Schedule**

- 8.1. Time-schedule for the preparation and submission of proposals, is as given below:

Date & Time of Publishing of Tender	:	05.02.2018; 1100 Hrs
Date, Time & Venue of Pre-Bid Meeting	:	16.02.2018; 1600 Hrs; STPI office at Technopark, Thiruvananthapuram
Last Date & Time for Submission of Bid	:	26.02.2018; 1300 Hrs
Date & Time for Opening of Technical Bid	:	26.02.2018; 1500 Hrs
Date & Time for Presentation by Shortlisted Bidders	:	15.03.2018; 1100 Hrs. (tentative)

## **9. Submission of Proposal**

- 9.1. Technical Bid
  - 9.1.1. The proposal shall include the following:
    - 9.1.1.1. Drawings / Documents : A-2 size.
    - 9.1.1.2. A CLEARLY LEGIBLE site plan showing the site layout, plot area, proposed built-up area, landscape, access roads, surroundings, etc. : 1:500 scale



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- 9.1.1.3. All CLEARLY LEGBILE Floor Layout Plans, Elevations, : 1:200 scale Sections
- 9.1.1.4. A Report (Not exceeding 5 pages) Explaining the salient : A-4 size features of Concept design, comparative area statement vis-à-vis area requirement for various functions.
- 9.1.1.5. Rough-cost-estimate (To provide an understanding about : A-4 size the construction cost per sqm based on high level of specifications and services suitable for the project)
- 9.1.1.6. Computer generated 3D Views describing the Proposal : A-3 size (Hardcopy as well as soft-copy in CD)
- 9.1.2. Additional documents:
  - 9.1.2.1. Tender Fee (non-refundable) & EMD: Tender Fee (Rs. 590/- including GST@ 18%) & Earnest Money (Rs. 10,000/-) should be paid by DD / Pay Order in favour of "Software Technology Parks of India, Thiruvananthapuram" OR deposited in / transferred to Bank of India SB A/c. No. 853010110001803, IFSC: BKID0008530, Trivandrum Branch on or before bid submission closing time as mentioned in the tender document. Bidders, however, have to attach scanned copy of Tender Fee & Earnest Money payment documents along with their e-tender. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash / cheque. No interest is payable on EMD. The bidders who have registered with NSIC shall be exempted from submission of EMD. However, the bidder shall submit the valid NSIC registration certificate for availing such exemptions. EMD will be refunded to the successful bidder after acceptance of award of contract. The EMD will be returned to all unsuccessful bidders after finalization of tender and bear no interest. The EMD shall be forfeited, if the bidder withdraws the bid during the period of bid validity specified in the tender. However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder. The successful bidder, on award of contract / order, must send the contract / order acceptance in writing, within 7 days of award of contract/order, failing which the EMD will be forfeited.
  - 9.1.2.2. Registration certificate
  - 9.1.2.3. Details of all works of similar class executed in Form A
- 9.2. Financial Bid
  - 9.2.1. Separate sealed envelope as per Annexure B

## **10. Design Evaluation & Award of Work**

### **10.1. Evaluation Procedure**

- 10.1.1. Committee(s) shall be duly constituted by STPI for the purpose of evaluation and final selection of the design proposal. The right to choose the most suitable design and to seek modifications thereon, as may be necessary, shall lie with STPI. Author of the selected design may or may not be involved in the next stages of the project and therefore, once the design is finalized and accepted by STPI and payment is made to the successful design Architect/Architectural Firm, it shall remain with STPI and the

ownership of the selected design shall be deemed to be transferred to STPI. Thus, the intellectual property rights of the Conceptual Design / drawings accepted shall be the property of STPI.

- 10.1.2. The design proposals submitted to STPI should be unique and must not have been already submitted/supplied to any other client. The selected design proposal shall not be submitted to any other client in future.
- 10.1.3. The Concept design shall be evaluated in two stages. In the first stage, all the designs shall be examined from the point of view of fulfilment of the Design parameters and other technical requirements. Shortlisted bidders shall be asked to make a presentation on their design proposal as well as on their past projects and experience, before duly constituted committee(s) for this purpose. After the presentation each design shall be graded to evaluate the Design Proposal. In the second stage, the Financial bids of the shortlisted designs will be opened and overall grading shall be done.
- 10.1.4. The Architect / Architectural firm whose Conceptual Design will be finally selected shall give presentation, at their own expenses, at STPI Headquarters, New Delhi for the concurrence of the competent authority of STPI. The schedule for the presentation will be informed by the Director, STPI Thiruvananthapuram.
- 10.2. Design Evaluation Criteria
- 10.2.1. Assessment of the Design Proposals by the Selection Committee will be based on two parameters i.e. Technical & Financial.
- 10.2.2. The initial criteria prescribed in Annexure C in respect of experience of similar works completed will first be scrutinized and the applicant's eligibility for the work shall be determined.
- 10.2.3. The applicants qualifying the initial criteria as set out in Annexure C will be evaluated on following criteria by scoring method on the basis of details furnished by them:

Design Evaluation Criteria				
S. No.	Criteria	Maximum Points	Awarded Points	Remarks
<b>Technical Criteria</b>				
<b>A.</b>	<b>Design Proposal</b>	<b>(75)</b>		
	1. Design Concept	25		
	2. Design Brief Implementation	5		
	3. Flexibility in Incorporating Design Requirements	5		
	4. Design Suitability to Local Climatic Conditions	5		
	5. Vehicular and Pedestrian Circulation Pattern + Segregation Activities & Areas	10		
	6. Provision for Green Building Technologies	10		
	7. Provision for Natural Light and Ventilation	5		
	8. Presence of a Strong Local Visual Theme	5		
	9. Provision for Future Expansion	5		
<b>B.</b>	<b>Additional Technical Criteria</b>	<b>(25)</b>		
	1. Structure of the Organization	10		
	2. Project Management Capabilities	5		



3.	Experience of Designing Similar Buildings	10		
<b>Total Score on Technical Parameters</b>		<b>(100)</b>		
<b>75% weightage</b>				
<b>Financial Criteria</b>				
1.	100 x (Ratio of lowest bid / bid)			
<b>25% weightage</b>				
<b>Total Score (Technical + Financial Points)</b>				
<b>Note:</b> To become eligible for financial bid opening the applicant must secure at least fifty percent marks in each and sixty percent marks in aggregate of the criteria of evaluation.				

10.2.4. The selection process of the consultant would be based on weighted-average criteria of both the technical and financial bids in the ratio of 75:25.

### 11. Financial Bid

To be submitted as per Annexure B in separate sealed envelope.

### 12. Instructions for submission of bids

- 12.1. The bidder shall quote the lumpsum consultancy charges after studying the scope of work.
- 12.2. The consultancy charges quoted shall be net. Nothing extra (except associated taxes) shall be paid on any account. The amount of fee shall be quoted in words and figures for the complete job.
- 12.3. **Payment Term:** No interim payment will be made on submission of the design. The payment shall be made after deducting the applicable TDS as per prevailing Govt. Rules as follows.

S. No.	Milestone	% of Payment
1.	After selection of Architect	40
2.	After submission of documents to the satisfaction of PMC	20
3.	After getting clearance of the drawings / designs from local development authority	20
4.	After completion of 50% of Civil Works	10
5.	After completion of 100% of Civil Works	10

- 12.4. All the conditions of the RFP and any clarifications or corrigenda thereof shall be binding on all bidders.
- 12.5. The bidder shall check the pages of all documents. In the event of discovery of any discrepancy or missing pages, the bidder shall inform the Director, STPI Thiruvananthapuram.
- 12.6. In case the bidder has any doubt about the meaning of anything contained in the Tender document, it shall seek clarification on or before specified date of Pre-Bid meeting. All clarifications shall be published on STPI Thiruvananthapuram's Web site.
- 12.7. Except for any written clarification by STPI Thiruvananthapuram, which is expressly stated to be an addendum to the tender document issued by the Director, STPI Thiruvananthapuram, no written or oral communication, presentation or explanation by any other employee of STPI shall be taken to bind or fetter STPI under the contract.





- 12.8. **Validity of Bid:** The bids shall remain valid for a period of 90 days from the last date of submission of bids.
- 12.9. **Bid Submission:** Bids must be submitted as per the date and time stipulated in the RFP. STPI may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of STPI and the bidder will remain the same.

### **13. Force Majeure**

If at any time during the currency of the process, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, then either party may at its option terminate the contract.

### **14. Dispute Resolution:**

- 14.1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the DG, STPI.
- 14.2. The award of the sole Arbitrator shall be final and binding on both the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- 14.3. The cost of Arbitration shall be borne by the respective parties in equal proportions.
- 14.4. Arbitration proceedings will be held at Thiruvananthapuram only.
- 14.5. Jurisdiction of Court: The courts at Thiruvananthapuram shall have the exclusive jurisdiction to try the disputes, if any, arising out of this agreement between the parties.



**Annexure A**

**TERMS AND CONDITIONS**

1. STPI will retain a sum at the rate of 5% as security of the gross amount of each payment. The same will be released after one year of the completion of the Project or obtaining the completion certificate from the local authorities.
2. Architect / Architectural firm will be liable for punitive action (like forfeiture of security and/or balance payments) if it fails in its duties including but not limited to any of the following:
  - a. Provide complete set of Architectural Drawings like Plans, elevations and sections of the selected Concept design along with soft copies (CAD Files) as may be required by STPI.
  - b. Prepare design document on the basis of appropriate standards, criteria and brief specifications, perspective, sketches, and 3D computer models etc. renderings as part
  - c. Work with other Consultant/Consultants engaged by STPI for the Project. The consultant would need to work with STPI as and when required in the office of STPI for better co-ordination. The consultants will be required to submit the design and drawings within the time frame as required by STPI.
3. Once the design is finalized and accepted by STPI, it shall remain with STPI and the ownership of the selected design shall be deemed to be transferred to STPI.



**Annexure B**

**FINANCIAL BID**

**(To be submitted in separate sealed envelope)**

Services	Quotation
One-time Fee for Preparation & Submission of the Concept design for the project. The Architectural design shall also indicate design-intent for structural, internal & external services, plumbing, electrical, HVAC, acoustics, security communication, environmental, landscape & interiors, etc. involved in the building planning including local approvals and tentative cost estimate of the project.	Lumpsum in INR (In figures and words)

**Signature & Seal of Bidder**



**CHECK-LIST FOR PRE-QUALIFICATION CRITERIA**

Architects / Architectural firms who fulfil the following requirements shall be eligible to apply.

S. No.	Criteria	Compliance (Yes / No)	Type of Document to be Furnished	Page No.
1.	Tender Fee of Rs. 590/-		DD / Pay Order OR Copy of deposit receipt / transfer receipt with UTR number	
2.	Bid Security / EMD of Rs. 10,000/-		DD / Pay Order OR Copy of deposit receipt / transfer receipt with UTR number	
3.	The Architect / Architectural firm should be a member of Council of Architecture.		Self-attested copy of the registration certificate	
4.	The Bidder should be a registered architect / architectural firm having similar experience		Self-attested documentary proof	
5.	The Bidder should not be found having indulged in any illegal activity and having any case pending with the police		Self-undertaking	
6.	The Bidder should provide Certificate of Registration for GST, acknowledgement of up-to-date "Tax Returns Filed", PAN Card in the name of individual / firm		Self-attested copy	

Signature & Seal of Bidder

Annexure D

**DETAILED SPACE REQUIREMENT**

S. No.	Facility	Item	Carpet Area in sqft				Remarks
			Phase-1	Phase-2	Item-wise Total	Total	
1.	Office Space	Working space (Head of Office & 20 persons)	800	200	1000	7950	<ul style="list-style-type: none"> <li>1 cabin with attached toilet for the Head of the Office with a room for a Personal Assistant</li> <li>3 cabins for senior officers</li> <li>Cubicles for minimum of 16 officials</li> </ul>
		Storeroom for files	200	300	500		This shall have modern facility for storage and retrieval of physical files.
		Storeroom for furniture, etc.	200	300	500		This shall be for storage of furniture, etc.
	Common Area	State-of-the-art Reception with Waiting Lounge & Telephone Exchange, Meeting Room, and Dak Counter	1250	--	1250		<ul style="list-style-type: none"> <li>Reception cum helpdesk with seats for 3 staff</li> <li>Waiting Lounge for 20 persons</li> <li>2 seats for security guards</li> <li>Dak Counter with storage &amp; 2 seats</li> <li>Meeting Room with 5 seats</li> </ul>
		Conference Room with Video Conferencing	600	--	600		State-of-the-art Conf. Room for 20 persons
		Meeting / Discussion Rooms	300	200	500		Furnished Meeting / Discussion Rooms of varying sizes
		Cafeteria (on ground floor with external access)	500	1000	1500		Cafeteria with utility sub-metering
		ATM (on ground floor with external access)	100	--	100		Self-contained facility for hosting one or more ATM machines with utility sub-metering
		Supermarket (on ground floor with	--	1000	1000		Mini Supermarket with utility sub-metering

S. No.	Facility	Item	Carpet Area in sqft				Remarks
			Phase-1	Phase-2	Item-wise Total	Total	
		external access)					
		Bank (on ground floor with external access)	--	1000	1000		This shall have basic provisions for all facilities needed by a modern bank and have utility sub-metering.
For security reasons, the above commercial spaces (i.e., Cafeteria, ATM, Supermarket, and Bank) will not have access from within the building.							
2.	Network Operations Centre (NOC)	Equipment Bed / Racks	650	--	650	950	<ul style="list-style-type: none"> <li>State-of-the art NOC to establish Internet Leased Line and IT services by using Racks &amp; Servers.</li> <li>This NOC shall have space for IT racks with precision AC setup as per prevailing standards.</li> </ul>
		Operations Room (3 shift engineers + 1 manager)	170	--	170		Separate room with 3 seats and 1 cabin, for NOC helpdesk engineers with normal AC setup & large displays
		Mini Dormitory with Bunk Cot & Attached Toilet cum Bath (4 persons)	130	--	130		For shift engineers
3.	Finishing School	Smart Classrooms (2 numbers for approx. 20+ persons each) with VC	--	800	800	2000	State-of-the-art smart classrooms for rendering soft skills and customized training
		Library	--	200	200		Mini modern Library with state-of-the-art facilities for storage and access of physical and electronic books and magazines, DVDs, etc.
		Multipurpose Smart Mini	--	1000	1000		Multipurpose State-of-the-Art Smart Mini Auditorium

S. No.	Facility	Item	Carpet Area in sqft				Remarks
			Phase-1	Phase-2	Item-wise Total	Total	
		Auditorium with VC (80+ persons)					
4.	Plug-n-play Incubation	Incubation Space for IT-ITeS Companies	2150	13975	16125	17375	State-of-the-art furnished plug-n-play IT workspace consisting of 400+ workstations aesthetically divided in access-controlled rooms of varying sizes with utility sub-metering like 5-seaters, 7-seaters, 10-seaters, 15-seaters, and 20-seaters with provisions for telephones, raw & UPS power, networking I/O points, etc. at each seat with redundancy; These rooms will have collapsible side walls between adjacent rooms which will help companies upsize their workforce by making way through the partitions.
		Meeting / Discussion Rooms	378	872	1250		Furnished Meeting / Discussion Rooms of varying sizes from 4-seaters to 10 seaters
5.	Raw Incubation	Raw Space for Incubation	9500	7875	17375	17375	All amenities of plug & Play incubation space except furniture & furnishings
6.	Retiring Room Space	Retiring / Guest Room	500	1000	1500	1500	Well-designed / furnished suite room for at least 6 guests with separate space for necessary amenities
7.	Future Expansion	Free Space	--	2000	2000	align="center">8000	Space to cater for different future needs of STPI
		Data Centre (Server Farm & Associated Facilities)	--	6000	6000		Space for a Data Centre



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S. No.	Facility	Item	Carpet Area in sqft				Remarks
			Phase-1	Phase-2	Item-wise Total	Total	
8.	Other amenities	Parking, DG-set room / UPS, AHU, Sub-station, etc.	4000	8000	12000	12000	<ul style="list-style-type: none"><li>• These amenities shall be made available as per requirement.</li><li>• Sufficient outdoor parking has already been planned in the surroundings / outside of the STPI plot but within the KTIZ campus. Indoor parking facility for 10 cars alone shall be provisioned by the Architect in Phase-2 of the Building.</li></ul>

**Note:**

- The above carpet areas are exclusive of areas for building services and public conveniences which shall be provisioned by the Architect as per Local bye-laws & Technical Standards. The excess / unused carpet area available in any phase shall be used to increase the incubation / any other facility for that phase as and where appropriate.
- **Total Built-up Area in sqft = 30000 (Phase-1) + 64011 (Phase-2) = 94011.**
- Network Operations Centre (NOC) shall be in the first phase of the building. Seamless computer network connectivity between the NOC and the second phase of the building shall be ensured. In the same way, seamless telecom / intercom services shall be ensured from the Reception for the entire building.

Signature & Seal of Bidder





**Letter Regarding EMD**

From (Name & Address of the Bidder)	To
	The Director Software Technology Parks of India C-21, Thejaswini Building, Technopark Thiruvananthapuram - 695 581, Kerala

Sub: Earnest Money Deposit for Tender Ref. No. STPI-TM/APG/2017-'18/xx dated xx.xx.2018

Ref.: Our Bid Document No. ----- Dated -----.

Dear Sir,

We, M/s. \_\_\_\_\_, have read and examined in detail the bid document and amendments to the RFP inviting "RFP Inviting Concept Design Proposal from Architects / Architectural Firms for Proposed Office Building at Kochi". We hereby inform that EMD of Rs. \_\_\_\_\_ (Rupees ----- only) has been transferred through RTGS / NEFT. The details are as under:

- UTR No.:
- Amount:
- Date:

We have read and understood clause no. \_\_\_\_\_ towards forfeit of EMD.

Details of Bank Account for return of EMD are as under:

- Name of the Company:
- Name of Bank:
- Account Number:
- Branch Name:
- Branch Address:
- IFSC:

Thanking you,

Yours Sincerely,

**Signature & Seal of Bidder**



FORM 'A'

**DETAILS OF SIMILAR WORKS EXECUTED**

S. No.	Name of Work / Project & Location	Owner or Sponsoring Organization	Cost of Work in Crores of Rupees	Date of Commencement as per Contract	Stipulated Date of Completion	Actual Date of Completion	Litigation / Arbitration cases Pending / in Progress with Details *	Name and Address / Telephone Number of Officer to whom Reference may be Made	Remarks
A	B	C	D	E	F	G	H	I	J

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature & Seal of Bidder