



QUOTATION NOTICE

Date: 10-02-2021

Name of the Work:	Providing Comprehensive Consultancy Services for Master Planning and Architectural and Interior Design of Construction of IT Park Building at Inkel Campus, Malappuram District, Kerala
Date of Quotation	10 February 2021
Last Date of Quotation Submission	10 March 2021
Mode of Submission	Online/Offline
Quotation Acknowledgement	Online Quotations should be sent at info@itcsm.com and the offline quotations must be sealed and should reach or received at our Malappuram office address on or before 10 March 2022.



Information Technology Co-operative Society Ltd.

Registered Office: First Floor, UMK Tower, Jubilee Road, Uphill, Malappuram, Kerala, India. 676 505

Tel: +91-483-2732703/2738743

Corporate Office: Door No.9/4609 G-2, 5th Floor, 5C KG oxford Center, Sreekandath Road, Ravipuram, Cochin, Ernakulam, Kerala, India. 682 106, Tel; +91-0484 2361703

Web: www.itcsm.com || E-mail: info@itcsm.com



Introduction

Information Technology Co-operative Society Ltd. (ITCS), is the first ever IT Company from Co-operative Sector in the state of Kerala, with its Headquarters at Malappuram District, Kerala and Corporate office at Cochin, Ernakulam, Kerala. The prime aim of ITCS is the propagation of Information Technology in business environment that is essential for the success of the endeavor. Core Banking, ATM's, Mobile Applications, NEFT Fund Transfer Services, Software Projects, System Integration, Total networking Solution, Software Development are some of our prominent services.

ITCS begins its operations in 2000, which is sponsored by the Integrated Co-operative Development Project (ICDP) being implemented in Malappuram District under the aegis of Government of Kerala and National Co-operative Development Corporation (NCDC). The Society is promoted by 98 primary Co-operative banks in Malapuram District, Kerala. The Society is registered under the Registrar of Co-operative Societies and acquired ISO 9001:2000 Quality Standards in 2007 and ISO/IEC 27001:2013 for Information Security Management Systems (ISMS) in 2017.

Overview

Since its inception in 2000, Information Technology Co-operative Society Ltd has been working on a rented building. Therefore, it becomes inevitable to have our own building, cutting the working expenditure to a great extent. Having an owned building leads to prestige for the organization and enhances its reputation with staff among the customers and the public in general. It will be a lifetime asset for the company which helps in create potential build equity for the company.

Over the long term, if the property appreciates in value, the office may become a worthwhile investment vehicle for the Company. Owned Office Spaces can stabilize our occupancy costs, alleviating all kinds of rent increases that happen to us yearly. Fixed

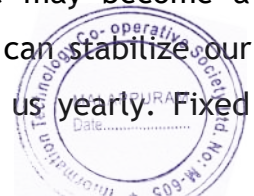
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expenses, especially on our physical space, makes long-term forecasting easier and less likely to induce cash-flow issues if our rent suddenly jumps up during lease renewal times. Finally, in the future, ITCS can also benefit financially by renting out additional space or unused space to a tenant or potential entrepreneurs. This will provide an additional income stream to fund the mortgage or other expenses.

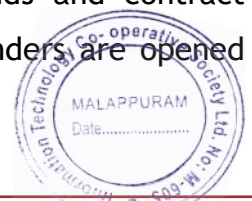
In August 2020, ITCS bought around twenty-eight cents of land in Inkel Edu City Campus, Komampara, Malappuram for the construction of the new Office Building. ITCS is planning to construct an innovative, eco-friendly, ingenious office space building which will be a point of attraction to the location and to the eco friendly nature.

An Office environment plays a crucial role in our employees' productivity, engagement, and satisfaction with the work. A well-maintained indoor office environment results in people taking fewer sick days, reducing employee churn, improve employee satisfaction, and increased productivity. Dissatisfied and disengaged employees are unproductive and do not make positive contributions to an organization.

1. PROJECT CONSULTANT

A Project Consultant provides professional planning, design, construction management, and budgeting services for the ITCS office building construction project by providing entire Architectural and interior designs including structures, additions, alterations, and ensure that the works are done as per the designs and structures.

The consultant helps in this project by choosing the best contractor best for the project or also in case of purchase of materials. Bids are solicited from the manufacturers and contractors through public notices along with plans, specifications, bids and contract documents in accordance with the legal documents. As the bids and renders are opened



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publicly, the consultant civil engineer recommends the best contractor according to bids posted to the client.

2. SCOPE OF SERVICES OF THE CONSULTANT

The role of the Project Consultant in the construction of the office building at Inkel Edu city campus include:

- 1) Master Planning Design
- 2) Architectural Design services
- 3) Detailed Interior Design Services
- 4) Structural Engineering and associated drawings
- 5) Foundation Drawings
- 6) RCC Columns and Beams Detailing
- 7) Slab Reinforcement Schedule Drawings
- 8) Plumbing and Electrical Design Drawings
- 9) Lighting Layout Drawings
- 10) Plumbing Layout drawings for Water Supply and Drainage
- 11) HVAC Layout Drawings
- 12) Landscape and Acoustics Engineering
- 13) BOQ
- 14) Fire Fighting and Special Lighting Design
- 15) Periodic Site Visits
- 16) Payment terms and duration of payments Structure



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Terms and Conditions:

1. Prices quoted should be inclusive of all GST and other Charges.
2. The vendor should have a minimum of 20 years of experience in Architectural and Interior design with proven expertise in undertaking and handling similar work.
3. The vendor should attach a detailed list of works successfully undertaken/going on with the reference details of the client.
4. Bid documents may be scanned with 100 dpi with a black and white option which helps in reducing the size of the scanned document.
5. A Site map of the preferred location is attached which may help to prepare quotations most appropriately.
6. Quotations received should be opened by the Subcommittee and Short-listed vendors must make a PowerPoint Presentation on the quotation submitted.
7. Any queries relating to the bid submission or queries relating to quotations should be addressed to info@itcsm.com or call the secretary at 0483-2732703 during office working hours

We look forward to receiving your quotations and thank you for your interest in this project.



The Secretary,

Information Technology Co-operative Society Ltd.

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