



Department of Information Technology
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ADVERTISEMENT

Department of Information Technology, Government of Goa invites offers from Owner(s)/Proposer(s)/Landlord(s)/Landlady(ies) for the following:

1. Indo Portuguese House premises for creating customized Incubation/Co-Working facility with proximity & proper mobility in Goa.
2. Ready possession Building premises or vacant floor in Building premises or warmshell Building premises for setting up of State-of-the-art Plug-n-play offices/Incubation facility/Co-Working Spaces/Acceleration Centre/Business centers etc in Goa.
3. Empanelment of well-established, reputed Property Dealers/Real Estate Agents/Brokers etc. for identifying flexible IT Spaces/Warmshells spaces in Goa.

Interested parties may submit their offers for serial no. 1 & 2 in the prescribed format as given in Annexure-A in online mode at <https://www.goa.gov.in/goa-co-working-spaces/> . The well-established, reputed Property Dealers/Real Estate Agents/Brokers etc. at serial no. 3 will be required to submit their application in the prescribed format as given in Annexure- C in online form at <https://www.goa.gov.in/goa-co-working-spaces/> . The completed offer documents should be submitted latest by **17:30 hours** on **27th June, 2022**, if any corrigendum / Addendum/shall be notified on the State Portal Only.

Disclaimer:-

Department of Information Technology is empanelling the Property Dealers/Real Estate Agents/Brokers to facilitate IT/ITES/Startups for their work place requirements and the Department of Information Technology shall not be responsible for any subsequent liabilities or commitment from Government of Goa or any legal consequences.

S/d
Director(IT)

Fields for online for Indo Portuguese House premises and Ready possession Building premises or vacant floor in Building premises or warmshell Building premises

1. Name of the Building/Complex -
2. Developer/Landlord name -
3. Description of Property along with the Survey Nos -
4. Type of Property – dropdown
 - Indo Portuguese House Premises
 - Ready Possession Building premises
 - Vacant Floor in Building Premises
 - Warmshell Building Premises
5. Address -
6. Locality -
7. City -
8. Year built -
9. Ownership structure -
10. Storey -
11. Unit No. / Office No / Space No. -
12. Facade description -
13. Floor description –
14. RCC Structure description -
15. Typical floor area in square meters -
16. Total carpet area in square meters -
17. Parking area in square meters -
18. Power backup: Yes/No
19. Central Air conditioning: Yes/No
20. Distance to Airport
21. Easy accessible by public transport - Yes/No
22. Market -
23. Nearby Amenities -
24. Copy of Floor Plan -
25. Copy of Building Plan -
26. Rent per square meters including common maintenance expenses, house tax & other charges, charges for execution of lease deed.
27. Incase of the price on outright basis, the rate per square meters and shall includes Carpet area, Balconies, Lobby, Exclusive terrace, Common area, Car parking, GST, Stamp duty, Registration charges, etc.
28. Security deposit –
29. Availability of Security Services/ Guards - Yes/No
30. Other facilities please specify -
31. Any other terms & conditions(if any)

Empanelment of well-established, reputed Property Dealers/Real Estate Agents/Brokers etc. for flexible IT Spaces/Warmshells spaces in Goa

Department of Information Technology, Government of Goa desires to maintain the inventories of the flexible IT spaces/properties available in Goa to ease the search for IT/ITeS Companies/Startups for their workplace requirements. This search will facilitate the IT/ITeS Companies/Startups to explore various options available in the state of Goa.

TERMS & CONDITIONS FOR EMPANELMENT

Following terms & conditions are to provide and regulate the manner and procedure for empanelling the well-established, reputed property dealers /real estate agents/brokers.

1. Definitions:

For the purposes of these terms & conditions, the terms used will have the following meaning;

- (i) Property dealers/real estate agents/brokers means an eligible well-established, reputed Property dealer as per eligibility criteria at Annexure B who can provide their Real Estate Consultancy services in acquiring Building/IT Spaces/Warmshell/Property to IT/ITeS Companies on Lease basis/outright purchase basis.
- (ii) 'Competent Authority' shall be the Director (IT), Department of Information Technology or any other officer so designated by the Director (IT), Department of Information Technology.

2. Scope of work:

- a. To facilitate the IT/ITeS Companies in outright purchase or lease free from litigation & any encumbrances in Goa during the period of empanelment.
- b. Liaisoning/arranging site inspections, confirming w.r.t applicable developmental rules, authenticity of all relevant documents, approvals/Municipal records/Village Panchayat records/ property tax / any encumbrances on property in question.
- c. Preparatory work for Execution of Sale deed/agreement for sale/lease deed/Leave and Lisence etc.
- d. All ground work and liaisoning required, are to be carried out by the selected firm.
- e. The firm is responsible for collection of all these documents from the respective authorities after execution and handover the same to the IT /ITeS Company.
- f. In case of any litigation with any civic agency, local body, any government department, any private firm/persons, in this case for purchasing/sale of any property at any location as stated above, it will be the sole responsibility of the Consultant firm to resolve the issue, at their own expenses.

3. Tenure of Empanelment:

The initial empanelment will be for two years or till finalization of tenancy of its vacant space. However, on completion of the term and satisfactory performance, the empanelment may be extended for a period of another one year by Director (IT), Department of Information Technology as per discretion. Department of Information Technology reserves the right to terminate the empanelment at any time without assigning any reason thereof.

4. Eligibility Criteria:

- a. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker should have their valid registration, as on date of making this application. If registration is not available then at least they should have submitted their application of registration & proof of having submitted this application needs to be furnished.
- b. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker must have a permanent address and shall submit authenticated copy of address proof of business.
- c. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker must have PAN & AADHAAR Card.
- d. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker must have Previous experience of Minimum five years and shall submit documentary proof.
- e. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker must have turnover of atleast 25 Lakhs per year for last two financial years and shall submit documentary proof such as Chartered Accountant Certificate/Balance Sheet and Profit & Loss account along with the Income Tax Returns.
- f. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker should not have been black-listed/ debarred by any Government/ Public Sector organization and should not be otherwise ineligible on any other ground like insolvency, and involvement in criminal cases of cheating, fraud etc.

5. Procedure for Empanelment:

The Competent Authority will consider the applications for empanelment and applicants who satisfy the eligibility criteria may be empanelled for this purpose, the Competent Authority may authorize any officer/group of officers of Department of Information Technology and such authorized officer(s), while appraising the applications may consider the applications submitted by the dealers/agents.

6. Documents required to be submitted:

The dealers/agents will be required to submit their applications online in the prescribed format as given in **Annexure-B**. The copies of the documents are required to be submitted with the online application.

7. Communication of Empanelment:

After a decision to empanel is taken, a communication in writing to this effect shall be sent to the shortlisted Firms. The process of empanelment shall be complete when Department of Information Technology receives an acceptance letter from the firm/dealer

8. Time Period for completion of each assignment:

The Empanelled Property Dealers/ Real Estate Agents/Broker has to complete every assignment given to them within 2 months period.

9. Acceptance & rejection of application:

The Department of Information Technology reserves the right to accept or reject any application and annul the process and reject all applications at any time prior to empanellment, without thereby incurring any liability to the affected Property Dealers/ Real Estate Agents/Broker or any obligation to inform the affected Property Dealers/ Real Estate Agents/Broker of the ground for the Department of Information Technology action.

Fields for online for Empanelment of well-established, reputed Property Dealers/Real Estate Agents/Brokers etc. for flexible IT Spaces/Warmshells spaces in Goa

We, offer to provide services for the above-mentioned empanellment, in accordance with your advertisement dated XX/XX/2022 . We are hereby submitting our application.

1. Name of the well-established, reputed Property Dealers/Real Estate Agents/Brokers –
2. Complete Address – Office –
3. Complete Address – Residence –
4. e- mail Address –
5. Telephone No. (landline) -
6. GST Number -
7. Mobile No. –
8. PAN –
9. Aadhaar No. (Attach copy of Aadhaar Card in case of Individual and copy of Aadhaar Card of owners/Directors in case of Firm/Company etc.)
10. Details of experience (Minimum experience should not be less than five years) attach relevant documentary proof –
11. The applicant for well-established, reputed Property Dealers/ Real Estate Agents/Broker must have turnover of atleast 25 Lakhs per year for last two financial years and shall submit documentary proof such as Chartered Accountant Certificate/Balance Sheet and Profir & Loss account along with the Income Tax Returns.
12. Any other relevant details -

Declaration

I/ We certify that the above particulars are correct and if any statement is found to be false etc Department of Information Technology reserves the right to remove my/our name from the panel.

I/ We certify that I/we have no case of insolvency and involvement in criminal cases of cheating, fraud etc.

I/ We understand and agree that Department of Information Technology has the right to remove my/our name from the panel and Department of Information Technology has full, final and absolute authority in this regard. I/ We understand and agree that empanelment does not obligate Department of Information Technology in any manner or any liabilities arises on account of recommendation by the Department of Information Technology.

I/ We understand that the tenant to whom we shall canvass has to execute a leave and license agreement in the standard leave and license agreement format of which the empanel agencies shall submit a copy to the Department of Information Technology.

I/ We understand that the remuneration/ commission/ professional fee to be paid to the successful Property Dealer/ Real Estate agent shall be paid by the prospective tenant as per mutual terms & conditions.

I/ We understand that the Property Dealer/ Real Estate agent/Broker shall indemnify the Department of Information Technology and shall always keep Department of Information Technology, its officers, employees, personnel, and director, both during and after the term of this empanelment, fully and effectively indemnified against all losses, damage, injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including legal fees and expenses, suffered by Department of Information Technology or any Third Party, where such loss, damage, injury is the result of (i) any wrongful action, negligence or breach of contract by the Property Dealer/ Real Estate agent/Broker or its personnel; and/or (ii) any negligence or gross misconduct attributable to the Property Dealer/ Real Estate agent/Broker or its personnel; and/or (iii) any claim made by employees who are deployed by the Property Dealer/ Real Estate agent/Broker against Department of Information Technology; and/or (iv) any claim arising out of employment, non-payment of remuneration and nonprovision of benefits in accordance with the statues/various labour laws by Property Dealer/ Real Estate agent/Broker to its employees; and/or (v) any or all Deliverables or Services infringing any patent, trademarks, copyrights or such other Intellectual Property Rights; and/or (vi) any breach of the confidentiality obligations mentioned under and /or Department of Information Technology.