

Request for Proposal (RFP)
for the Selection of Architectural and Engineering Consultant
for Setting up
International Convention and Exhibition Centre (ICEC), Kannur



4th July 2019

**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT
CORPORATION**

(A Statutory Body of Government of Kerala)

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1. DISCLAIMER

- a. This RFP is not an agreement and is neither an offer nor invitation by Client (KINFRA) to the prospective applicant (Bidder) or any other person. The purpose of this RFP is to provide interested applicants with information that may be useful in the formulation of proposal pursuant to this RFP. The information is not intended to be exhaustive. Bidders are required to make their own inquiries and satisfy themselves regarding the completeness and reliability of the information and not to rely solely on the information in this document.
- b. Neither KINFRA nor their employees, consultants, advisors or agencies make any representation or warranty as to the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP. Each prospective applicant should conduct its own investigations and analysis and check the accuracy, adequacy, correctness, completeness or reliability of the information in this RFP document and obtain independent advice from appropriate source before submission of the proposal against this RFP.
- c. KINFRA 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 RFP.
- d. Neither KINFRA nor their employees, consultants, advisors or agencies will have any liability to any prospective bidder or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document.
- e. KINFRA reserves the right to reject any or all of the proposals submitted in response to this RFP document at any stage without assigning any reason whatsoever. KINFRA also reserves the right to hold, withdraw or cancel the process at any stage under intimation to the applicants who submit the

proposal against this RFP.

- f. KINFRA reserves the right to modify or amend or add to any or all of the provisions of this RFP document or cancel the present invitation and call for fresh invitations.
- g. Neither KINFRA nor their employees, consultants, advisors or agencies will have any liability in case of non-receipt of any correspondence from them to the applicants due to postal delays.
- h. The applicable laws for the purpose are the laws of INDIA. Courts of Kerala will have the jurisdiction concerning or arising out of this RFP document. The applicants are expected to know the relevant rules and regulations of the respective local authorities concerning the site, master plan and the construction works.
- i. **Any addendum/corrigendum will be published in KINFRA website.**

2. ABOUT KINFRA

- Kerala Industrial Infrastructure Development Corporation (KINFRA) is a statutory body formed by the Government of Kerala in 1993, by an Act of State Legislature for facilitating the development of industrial infrastructure in the State. KINFRA has played a pioneer role in developing industrial infrastructure in the State of Kerala.
- KINFRA has a very successful track record in setting up 24 industrial parks across Kerala for facilitating the development of the industry in the State.
- KINFRA has taken the initiative of promoting the concept of 'Theme Based Parks' since its inception in 1993. After understanding the needs of a particular industry, KINFRA identifies common needs and accordingly provide common facilities to promote the concept of 'shared infrastructure' as a facilitating measure to attract investors of that particular industry. Theme Based Parks already commissioned by KINFRA include Industrial Parks for Garments, Entertainment, Footwear, Exports based industry, Biotechnology, Food processing and SME industrial sector etc.
- KINFRA promotes a proactive approach to environmental protection and Pollution-free ecosystem in all their parks.
- KINFRA also provides exclusive single window clearance facility for units in its Parks for obtaining regulatory licenses and clearances.

3. PROJECT DETAILS

International Convention and Exhibition Centre (ICEC) is proposed to be set up in 15 acres of land earmarked by KINFRA at Mattannur, Kannur District, Kerala. The proposed site is located about 5 KM from Kannur International Airport Ltd, about 26 KM from Thalassery Railway Station.

Core facilities

- Covered exhibition halls (Approx 1, 00,000 Sqft)
- Convention Centre with a seating capacity of 3000 persons (1000+1000+1000)
- Mini conference hall with a seating capacity of 750 persons (250+250+250)
- Open exhibition space (Approx 50,000 Sqft)
- Dining Hall with a seating capacity of 1000 persons

The above list is only indicative and not exhaustive. The consultant can add on/ optimise to the above what they find as important and relevant and the same may be included in the proposal

The facilities at the ICEC shall be of world class (SMART) and at the same time suiting to the Kerala climate and weather conditions. Care may be taken to ensure that the entire layout and construction merges with the Kerala ambiance. The main components of the Centre are the Exhibition Halls and the Convention Centre. The other components are the supporting facilities for the events taking place in the Centre and for the Management of the Centre.

The covered exhibition halls shall be of varying dimensions offering the flexibility to hold large, medium or even small exhibitions. Internal partitions will be provided to offer modules with provision for air-conditioning of the halls. The layout of the halls is in such a way that smooth traffic of visitors is ensured. Wide internal roads, ample parking space, two gates for visitors and a separate entrance for staff and another for service facilities and large service yards for cargo and material handling etc. are some of the special features. Other infrastructure components like Power, Water supply, sewage and solid waste disposal etc, will be adequately taken care of in the design aspects. Dedicated

power feeders should be planned to ensure uninterrupted supply. Necessary backup system will also be considered for emergency supply during a power failure. The design of the ICEC shall be compliant with Green Building norms.

Other enabling requirements/facilities may include:

- ✓ Land development
- ✓ Infrastructure facilities
- ✓ Boundary Wall
- ✓ Internal roads
- ✓ Street lighting
- ✓ Rainwater harvesting
- ✓ Water supply
- ✓ STP/ETP
- ✓ Non-conventional energy utilization
- ✓ Restrooms
- ✓ Business Lounge
- ✓ Product Display Centre
- ✓ Lobby
- ✓ Kitchen
- ✓ Toilets
- ✓ Security
- ✓ Bank/ATM
- ✓ Communication Centre
- ✓ Multilevel car parking facilities (1500 plus cars)/ as per the building rules

The approximate cost of the project is Rs 100 Crore.

4. TERMS OF REFERENCE

KINFRA on behalf of Government of Kerala (GoK) proposes to develop an International Convention and Exhibition Centre (ICEC) at Kannur for carrying out trade promotion and related activities in the state of Kerala. The project is envisaged to be a destination for Public gatherings / Congregations, Meetings, Incentives, Conventions and Exhibitions (MICE), Industrial promotions, Art & Crafts, Trade Fairs, Conferences etc. The proposed ICEC shall be comparable to global exhibition centers with respect to operational efficiency, energy efficiency, architecture, layout, interior design, acoustics, visual effects, and other supporting facilities. Likewise, the Convention Centre is envisaged to be a facility for high-end Government-to-Government, business-to-business and business-to-customer meetings, exhibitions and events.

The nature of services to be provided by Architectural and Engineering Consultant, hereinafter referred to as consultant, shall include but not limited to preparation of Detailed Project Report (DPR), preparing site Master Plan, Architectural Design, Layout plan and Concept Design, Schematic Design, Structural Design, Detailed Design for the ICEC, Project components, preparation of BOQ, tender documents etc. The consultant shall prepare a Detailed Project Report (with revenue models) for the project. The consultant shall provide assistance in the form of preparing models, presentations, drawings etc for meeting requirements of bank/financial institutions for providing term loan for the project, if required.

5. SCOPE OF WORK

The scope of work includes but not limited to providing comprehensive Architectural and Engineering Consultancy services including Architectural, Structural and Detailed Design Consultancy Services for the proposed ICEC

which includes the Master Planning of entire site and Concept Design, Schematic Design, Detailed Design for the ICEC components, Preparation of State-of-the-art Walkthrough, preparation and submission of DPR, NIT documents for the selection of Contractors etc. A broad frame work on the scope of work is listed below.

Stage 1 - Preliminary stage

- Understanding the project vision, project cost budget, phasing strategy etc.
- Visiting the site, discussing details with KINFRA and to carry out site survey, soil investigation, as specified in IS:1892-1979 and its latest version and preparation of surveyed site plan showing all existing buildings, other structures and service, tree with girth , species local name , land related features like terrain, soil conditions, HT lines, topography, vegetation, climatic conditions, etc.
- Preparing and submitting concept drawings and designs conforming to prevailing national standards, local byelaws as well as compliant to Green Building norms, i.e. developing lay out plan of the complex; complete preliminary drawings/ preliminary sketches, plans, elevations, sections / perspectives of various proposed blocks of buildings all required to present the general view of the proposed ICEC with basic dimensions and building layouts for obtaining approval of the KINFRA/SPV/Government/Public including all necessary modifications based on interactive evaluation by the KINFRA till finalization of concept designs. The consultant shall also prepare and present alternative design concepts based on the assembled data to include site use plans showing circulation plans, pedestrian and vehicular traffic patterns, utility locations, building locations and open areas.
- Study of all applicable regulations / development guidelines - FSI (Floor Space Index) applicability, ground coverage, set-backs, building design standards, building heights, development constraints, etc.
- Preliminary planning of all internal and external services like power supply, water supply, sewerage, storm water drainage, acoustics, landscaping, development plans showing internal roads, paths, parking lots, paved areas,

drains, culverts, compound walls, external lighting, indicating position of lifts, AC ducts and other conduits for services, firefighting arrangements etc. complete.

- Preparation of preliminary Architectural drawings, general specifications for the work.
- Preparation of a detailed master plan covering all the components and concept design for the entire 15 acres plot. The consultant may propose the development of the project.
- Preparation and submission of Detailed Project Report (DPR) including preliminary estimates of cost on an area basis, and on accepted norms of Government of India i.e. latest CPWD Plinth Area Rates (PAR) updated with latest Cost Index of the city/ location as approved by the CPWD and supported with quantities (Check the requirement of Project Information and Cost Estimation (PRICE) software), details of measurements and rates along with the drawings, HVAC load, Electric power load, demand for water supply, lift requirements, firefighting and detection system, mechanical ventilation where required, including modifications in the designs and estimates on the basis of time to time interactions with KINFRA regarding the drawings, designs and specifications of the work. For any components of the estimate for which CPWD-PAR are not available, prevailing market rates supported by quotations shall be used / provided by the consultant.
- Obtain prior approval from KINFRA for the above mentioned works. And for any subsequent changes the consultant should obtain approval from KINFRA.
- Computations of designs including structural designs, drawings and services design shall be in accordance with all the relevant BIS codes of practice. This may include discussions with and incorporation of requirements of KINFRA.
- The Consultant shall indicate the name of his /their team members for various services like architectural design, structural design, electrical Design, interior design, acoustics, visual effects, Utility services, Quantity Survey etc. with their details. The Sub-consultant if any shall be associated from the preliminary drawing stage to the final stage of work. However, the consultant

shall be fully responsible for the correctness and accuracy of services/design prepared by such sub-consultants & shall indemnify KINFRA for damage or loss caused due to negligence of sub-consultant (s).

Approvals /NOCs

- Obtaining approval of all the competent authorities and other statutory bodies like Ministry of Environment and forests (including EIA study), State Pollution Control Board, civil aviation, railways and local development bodies, fire and safety departments etc. as applicable/ necessary according to the local Acts, Laws, Regulations, etc. and make any changes desired by such authorities at no extra cost. The original documents of approval shall be submitted to KINFRA.
- Obtaining approval of the Architectural drawings from relevant local statutory body & obtain Commencement Certificate from local bodies leading to commencement of construction of the project.
- Obtaining approval of electrical drawings from Central / State Electrical Inspectorate, as applicable.
- Obtaining “Single Window Clearance” authorization for the ICEC from competent authorities.
- All Statutory Fees will be reimbursed by KINFRA on receipt of original bills.

Deliverables

- Detailed Project Report (DPR) including Market Feasibility, SWOT analysis, Benchmarking, Optimum product mix (Capacity and size), financial model, financial viability, sensitivity analysis etc.
- Concept master plans (on a scale not higher than 1:1000)
- Detailed master plan (scale 1:200)
- Circulation and transportation plan (scale 1:200) with detail of parking
- Utilities and support infrastructure plan (scale 1:200)
- Landscaping plan (on a scale not higher than 1:1000)
- Furniture, street lights, Signages, etc (scale 1:50 / 1:10 / 1:2 depending on the category)

- Preparation of area statement of each component of the development mix
- Detailed site model of 1:500 scale of the finalized master plan
- Preliminary financial model
- 3D drawings and 3D walk through video of the finalized master plan
- Sufficient soft copies in the form of DVD's and hard copies of all the Deliverables prepared are to be submitted to KINFRA, as and when required.

Stage 2 - Working drawings stage

The consultant shall be responsible for Preparation of detailed architectural drawings (hereinafter called Working drawings), structural drawings, service drawings including drawings showing the details of all the utility services such as water supply, sanitary, electrical installations, acoustics, air-conditioning, firefighting, etc, internal and external, including details of specifications of all items of work. All the drawings and design calculations shall be made available by the consultant to KINFRA in duplicate along with the soft copy thereof in DVD/pen drive for checking and approval. However, the responsibility for the correctness and accuracy of the structural design and safety of structure shall be entirely that of consultant. This activity may necessitate the consultant to interact with KINFRA or any authority /institution appointed by KINFRA for Proof Checking of structural design & drawings. (Cost of such proof checking shall be borne by KINFRA where the designs and drawings are acceptable. In case their design requires revision on proof checking, the cost of such revision/correction including that of proof checking shall be met by the consultant).

- Obtaining approval of KINFRA in respect of items mentioned in above clause and modifying them, if considered necessary by KINFRA.
- If required, obtaining the approval of local and other authorities and making any changes required by them.
- Preparation of complete working details, schedules, specifications and bill of quantities, including detailed estimate as per latest CPWD SR, to describe the part/whole project adequately and supplying details of calculations of such

bill of quantities to enable KINFRA to check them before issue of tender documents.

- Bid Document
 - Preparation and submission of NIT documents for the selection of contractor for the construction of the ICEC. The document should include BOQ, GCC (General Conditions of Contract), SCC (Special Conditions of Contract), implementation schedule etc as per KINFRA requirements. The consultant shall also assist KINFRA in the selection of contractor(s) for award of construction work.
 - Assist KINFRA in bid evaluation by providing/supplying market rate analysis and quotations whatever required for schedule (As per CPWD DSR) and non-schedule items (Non DSR) of the work in prescribed manner as per directions of KINFRA.

Deliverables

- Schematic site plan (1:1000 scale)
- Building plans, Elevations, section (scale 1:200 or 1:100)
- Circulation and Transportation plan (scale 1:200 or 1:100)
- Utilities and Support Infrastructure Plan (scale 1:200 or 1:100)
- Working Drawings of all the elements (structure, civil, MEP, HVAC, fire, rain water harvesting, etc)
- Detailed building specifications including civil utility specifications, structural design, demand estimation & load calculations for power
- 3D drawings for the finalized master plan along with 3D walk through video (both external and internal)
- Detailed site model (1:100 or 1:200 scale as applicable) to best show details of the site

- NIT documents for the selection of Contractor
- All 2D drawings shall be prepared and soft copies be submitted in AutoCAD

Sufficient soft copies and hard copies of all the deliverables prepared, are to be submitted as and when required by KINFRA.

Stage3 - Execution/Completion stage

The Consultant shall:

- Supply all the approved & duly marked “Good for Construction” (GFC) working drawings and Structural drawings, specifications and details in the manner required by KINFRA for proper execution of the work. (Required sets of approved drawings shall be supplied free of charge to KINFRA).
- Make scrutiny of any shop drawings required in connection with work and incorporation of the same in the working drawings and release the duly vetted drawings for construction. The structural design will be proof checked by KINFRA/authorised agency and the suggestions of KINFRA/authorised agency will either be incorporated or the justification of design criteria may be furnished.
- Obtain KINFRA’s approval for any material deviation in design or specifications before any revision of Drawings already approved by them.
- Obtain Green certification for the proposed ICEC from recognized accreditation agency like Green Rating for Integrated Habitat Assessment (GRIHA), Indian Green Building Council (IGBC) or Bureau of Energy Efficiency (BEE). Statutory Fees for Green Certification will be reimbursed by KINFRA on receipt of original bills. Consultancy fee for the green consultant if any including their TA, DA etc should be borne by the consultant.
- Shall inspect during progress of work & certify correctness of the physical execution of work layout at site as per approved drawings/ plans on a Quarterly basis.

- Shall obtain approval / sanctions and drainage completion certificate for sewerage connection, water supply, electric supply, occupancy certificate (part / full) as may be required by KINFRA and also to obtain necessary water supply connection.
- Shall obtain all the required completion certificates / NOCs from the various local authorities and furnish to KINFRA the building completion certificate along with four sets of completion plans/drawings (As Built Drawings) and one set of reproducible drawings in A-1 size, and other connected documents. These drawings will be in addition to drawings and details mentioned in above clauses.
- Provide necessary drawings for electrical works for final approval of Electrical Inspectorate.
- The consultant should provide a detailed implementation schedule meeting the requirements of KINFRA
- Periodical inspection of work site as required by KINFRA till completion of work (for the work as given in the concerned NIT)
- The key professionals with the specified qualification earmarked for KINFRA's project should be retained throughout the project period. Only in case of any contingency, the consultant can replace a person with an equally qualified one with approval of KINFRA.
- The consultant should keep apart experienced experts as specified exclusively for KINFRA's project and consultant should also state the details about the number of personnel it proposes to be deployed during the project period.
- If KINFRA requests that consultant should replace team member/s in case any team member/s are found not meeting performance standards, the same should be effected by consultant to KINFRA's satisfaction immediately.
- Any other or all services not specifically mentioned herein but required for

the proper and successful completion of the project in accordance with international standards or Bureau of Indian Standards (BIS) including National Building Code.

- All the documents, concepts and drawings prepared by the consultant shall be the property of KINFRA.
- Working in close coordination with the Project Management Consultant for the effective implementation of the project.

6. DIRECTIVES TO BIDDERS FOR RFP SUBMISSION

6.1 PRE-BID MEETING

In order to clarify any queries and discuss the issues with respect to the Project, a pre-bid meeting shall be held with the bidders as per the schedule given below in table, at the conference hall of KINFRA Head office, Sasthamangalam, Trivandrum-695010

6.2 ENQUIRIES CONCERNING THE RFP

All enquiries should be submitted on the following address in writing, by letter or e-mail:

**ADDRESS: Managing Director, KINFRA
KINFRA house, 31/2312,
Sasthamangalam,
Thiruvananthapuram- 695010,
Kerala
Tel: 0471 2726585,
Email: mail@kinfra.org**

Note: All the communication from KINFRA will be through email only. Any corrigendum/addendum /Clarification to the RFP will be published in the website of KINFRA only.

6.3 VALIDITY OF BID

Each bid shall indicate that it will remain valid for a period not less than 180 days from the due date of the submission of the bid (Bid due date). KINFRA reserves the right to reject any bid, which does not meet this bid validity requirement.

6.4 TENTATIVE SCHEDULE FOR BIDDING PROCEDURE

The tentative schedule of the bidding procedure is as follows. The schedule is subjected to change at the discretion of KINFRA.

SL. No.	Milestone	Date
1	Release of RFP	4 th July, 2019
2	Last date for Receipt of Queries if any	15 th July 2019, 5.00 PM
3	Pre- Bid Meeting	18 th July 2019, 11.00 AM
4	Submission of Bid	29 th July 2019, 3.00 PM
5	Technical Bid opening	29 th July 2019, 3.30 PM
6	Technical Presentation by prequalified bidders (Tentative date)	14 th August 2019, 11.00 AM
7	Opening of financial bid (Tentative date)	14 th August 2019, 3.00 PM

6.5 SUBMISSION OF BID

The Technical Bid and Financial Bid should be submitted by the bidders, along with supporting documents and EMD to Managing Director, KINFRA on or before the due date, at the address provided in the RFP document. Bids submitted through E-Mail/Fax will not be accepted.

6.6 EARNEST MONEY DEPOSIT

- The bidder must submit an interest free Earnest Money Deposit (EMD) of

Rs. 50,000.00/- (Rupees Fifty Thousand only inclusive of GST) by way of Demand Draft (DD) drawn in favour of Managing Director, KINFRA payable at Trivandrum along with the Technical bid in a cover super scribed “Earnest Money Deposit”. The bids not accompanied by EMD will be summarily rejected.

- The EMD of all unsuccessful bidders will be refunded within a period of thirty (30) days from the date of awarding work to the successful bidder. The EMD of any bidder, whose bid is rejected on account of being non-responsive or non-reasonable in accordance with the RFP, will be refunded within a period of thirty (30) days from the date of intimating the rejection of bid by KINFRA to the bidder.

6.7 FORMAT AND SIGNING OF BIDS

- The Technical Bids and Financial Bids are to be submitted as per the prescribed formats in **Annexure 1**. The proposal shall be typed and printed in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the applicant organization to the contract. All pages of the proposal including all copies shall be attested by the person signing the proposal. Any interlineations, erasures or overwriting shall be valid only if it is attested by the person signing the proposal.
- The intending firms shall also submit a list of such projects, where, due to any disputes litigation/arbitration was invoked and/or the consultancy services were abandoned/suspended by the Consultant(s). Suppression of any information in this regard may lead to disqualification of the Applicant(s) concerned, if such information comes to the notice of KINFRA. Incomplete applications will be summarily rejected. Applicants should give an undertaking certifying that the firm or its Associates / Subsidiaries has not been blacklisted or debarred by any Central/State Governments/Govt Departments/ Govt Bodies/PSU's.
- The cost of preparation of bids and related expenses have to be borne by the

Bidder. The bidders will not be eligible for reimbursement of any travel expenses for attending pre bid meeting and other meetings for making presentation or any other purposes.

- Any addendum/corrigendum/clarification to this RFP document shall only be uploaded on the website of KINFRA and may not be communicated otherwise. Prospective bidders are therefore advised to visit KINFRA website and get updated on the latest status.

6.8 SEALING AND MARKING OF BIDS

- The bidder would provide all the information as per this RFP, and KINFRA would evaluate only the bids received in the required format. The Technical Bid and Financial Bid should be separately submitted in sealed envelopes, super scribed “Technical Bid” and “Financial Bid” respectively in separate envelopes. In the envelope super scribed ‘Technical Bid’ should contain Pre-qualification Criteria and Technical Evaluation Criteria, and the Bidder should also enclose the envelope containing the EMD in this envelope. Both these envelopes (envelope super scribed ‘Technical Bid’ and envelope super scribed ‘Financial Bid’) should be enclosed in another sealed envelope super scribed “Request for Proposal (RFP) for the Selection of Architectural and Engineering Consultant for Setting up International Convention and Exhibition Centre (ICEC), Kannur”.
- The envelope shall be addressed to:

**ADDRESS: The Managing Director,
KINFRA, KINFRA House, 31/2312
Sasthamangalam,
Thiruvananthapuram-695010
Kerala, India.
Tel No: 0471 2726585**

- KINFRA assumes no responsibility for the misplacement or premature opening of the bids submitted, if the Sealing and Marking is not as per the requirement. KINFRA will not be responsible for any postal delays or delay in

transit for submitting the Bids.

6.9 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

Notwithstanding anything contained in this RFP, KINFRA reserves the right to accept or reject any Bid/ all Bids and to annul the bidding process and reject all bids, at any time prior to the signing of the agreement without assigning any reason and without incurring any liability to the rejected Bidder/ Bidders or any obligation to inform the affected Bidder/ Bidders of the grounds for rejection.

6.10 SUCCESSFUL BIDDER

- The successful bidder shall be selected based on the evaluation and scoring of the bid and presentation.
- The work will be awarded to the successful bidder and the selected bidder would be required to execute an agreement with KINFRA within 15 days from award of work.

6.11 DEFAULT AND FORFEITURE OF EMD

- The EMD will be forfeited under the following circumstances:
 - If the successful bidder fails to execute the agreement in prescribed time.
 - If the bidder withdraws his offer during the Bid validity period
 - If the successful bidder fails to furnish the Bank guarantee / performance guarantee with in time stipulated in work order / letter of intent.

6.12 DEFINITION OF TERMS & PAYMENT TERMS

- Definition of “Completion of work”: It is defined as completion of the work as mentioned in the Scope of Work and acceptance by KINFRA. The Total consultancy fee will be a percentage of the estimated project cost or actual cost executed whichever is lower.

- **The payment schedule will be as follows -**
 - **Stage 1** - 10% of the agreed consultancy fee as initial payment on execution of agreement against Bank Guarantee for equivalent amount from a Nationalized bank, valid for a period of 30 months from the date of agreement.
 - **Stage 2** - 20% of the agreed consultancy fee on submission of the Master Plan and DPR and its approval by KINFRA.
 - **Stage 3** - 50% of the agreed consultancy fee on submission and approval of engineering designs, drawings, plans, submission of detailed BOQs, Obtaining required approvals/NOC from Government agencies and submission of tender documents, estimates & completion of Award of work to contractor.
 - **Stage 4** - 20% against Progressive work at site based on the value of the work done by the contractor released on a Pro-rate basis.

6.13 LIQUIDATED DAMAGES

6.13.1 In the event of a delay in completion of project work as per the implementation Schedule for which consultant is solely responsible, consultant shall pay Liquidated Damages to KINFRA at a rate of half of a percent (0.5%) per week of delay, subject to a maximum of ten percent (10%) of the consultant fees

- Such Liquidated Damages shall be deemed to be a genuine pre-estimate of the foreseeable damages incurred by KINFRA due to delay and shall be KINFRA's sole recourse for late performance by consultant under the agreement
- The Consultant shall prepare a detailed estimate with maximum accuracy so as to avoid any deviation/extra item. In case of any deviation/extra items which results in a variation of $\pm 10\%$ from the submitted BOQ, corresponding percentage of the deviated value of

the total project cost will be imposed as a penalty on the total consultancy fee. This will be an additional penalty clause, however the cumulative penalty will be restricted to 10% of the consultancy fee.

6.14 CONFLICT OF INTEREST

KINFRA requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below: (a) Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment (b) Conflicting relationship i.e. business/relationship with a member of the client's staff involved in the job. (c) The consultants shall be required to observe the highest standard of ethics during rendering of professional services.

6.15 FRAUD AND CORRUPTION

- KINFRA requires that the bidders against this RFP shall observe the highest standard of ethics and shall not indulge in corrupt, fraudulent and collusive practices which would result in rejection of bids and cancellation of award of contract. In pursuit of this policy, the following are defined:
- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the bidding process or in contract execution.
- Fraudulent practice means a misrepresentation or omission of facts in order to influence the bidding process or the execution of the contract.
- Collusive practice means a scheme or arrangement between two or more bidders, with or without the knowledge of the client/KINFRA, designed to establish bid prices at artificial, non-competitive levels and Coercive practice

means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the contract.

6.16 SUB-CONTRACTING & SUB-CONSULTANT

- The Consultant shall not subcontract whole of the work. However they may subcontract any part of the work after duly notifying and obtaining prior approval from KINFRA.
- The Consultant shall indicate the name of sub- consultants if any for any services with their organization details, qualification and experience of the main personnel and shall obtain prior approval of KINFRA before their engagement for the consultancy.

7. EVALUATION OF PROPOSALS AND PROCESS OF SELECTION.

The selection process would be a Quality and Cost Based Selection process spread over three stages. Technical and Financial documents submitted by the Applicant shall be evaluated by a Bid Evaluation Committee (BEC) that shall be constituted by KINFRA. The prequalified bidders will be invited for the presentation of their proposal before the Bid Evaluation Committee.

7.1 PREQUALIFICATION CRITERIA

- The Applicants may be a single entity or a group of entities joined together to undertake this assignment
- However, no applicant applying individually or as a member of a consortium, as the case may be, can be a member of another applicant consortium. The term applicant used herein would apply to both a single entity and a Consortium
- In case of an individual applicant/ a consortium, details shall be furnished as per Annexure 1
- The Lead Member/ Bidder should be a Professional Firm in Architectural and

Engineering Consultancy services having a minimum of ten years of continuous existence as a legal entity as on 31st March, 2019. Lead Member/Prime Bidder means the consortium member company nominated by all member companies in case of a consortium participating in and submitting the bid, who shall be responsible for the execution of the project and to furnish the Earnest Money Deposit (EMD) and the Performance Guarantee (PG) in case of an award of the contract.

- The Bidder/ the Prime Bidder should have an average annual turnover of Rs. 25 Crore or above during the last three financial years. The bidder/ the Prime Bidder should be in existence in Architectural and Engineering Consultancy services for the last 10 years; proof of incorporation should be submitted.
- The Bidder/any member of the consortium should have experience in implementing one International Exhibition and/or Convention Centre Project or at least one project of similar nature with a project cost of Rs. 80 Crore or more OR Two project of similar nature of Rs.60 Crore OR three project of similar nature of Rs.40 Crore for government Department/Semi Government or PSU/Quasi Government/Private organization.
- The Bidder/any member in case of consortium,, its subsidiaries/associate/subconsultant/subcontractor should not have been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice. The Bidder/members in case of consortium shall submit an Undertaking by the Authorized Signatory on the letter head of the organization should be submitted as a part of Technical Offer.Please refer Annexure - 2 for the format.

Following Documents to be submitted along with the RFP (certified copy):

1. Brief write up about the Company/Promoters/LLP Profile/Firm/ Consortium and its members
2. A brief statement of proposed work plan

3. At least one sample of previous work of similar nature
4. Balance Sheet and Profit & Loss Statement for the Year 2016-17 , 2017-18 and 2018-19
5. Copy of latest GST Return
6. PAN Card Copy
7. Self-Certification stating that the Company/ LLP/Firm or its Subsidiaries / Individual/ Associates are not Debarred / Blacklisted by any Central / State Governments, Government Departments, Government Bodies or PSUs.Please refer **Annexure 2** for the format.
8. Certificate from Chartered Accountant showing the Net worth of preceding three financial years.
9. Copy of MOA and AOA/ Partnership deed and certificate of incorporation/ registration in case of firms.
10. Any other detail which the Applicant Company/ Firms feels relevant in this regard.

7.2 Project Team

7.2.1 Bidder should have a minimum '**Project Core Team**' comprising of the following members having requisite minimum relevant experience;

Team Leader:- Qualification-Graduate in Civil/Arch with at least 15 years of relevant experience, and should have planned and designed minimum three Eligible Projects.

Team members

1. **Urban Designer/Urban Planner:-** Qualification-Degree in Urban Design/Urban Planning/Architecture with at least 7 years of relevant experience, and should have undertaken Master Planning of at least 3 eligible projects.
2. **Structural Engineer:** Masters Structural/ Civil with at least 7 years of relevant experience, and should have undertaken structural design for at least 3 eligible projects.

- 3. Design Architect:** B. Arch with at least 7 years of relevant experience and should have undertaken detail designing and execution of eligible projects, out of which at least 1 is a convention and exhibition centre.
- 4. Quantity Surveyor :-** B.E in Civil with at least 7 years of relevant experience, and should have undertaken design, estimation, bill of quantities, specifications for at least 3 eligible projects.
- 5. Interior Designer:-** A qualified professional in Interior designing with at least 7 years of relevant experience in interior design of 3 eligible projects out of which at least one should be a convention centre project.
- 6. Acoustics Expert:-** A sound engineer with at least 7 years of relevant experience in similar projects.
- 7. Electrical Engineer:-** An Electrical Engineer with at least 7 years of relevant experience in similar projects.

These professionals may be retained throughout the project period and may be replaced only with prior concurrence of KINFRA. If KINFRA requires that any of the above professionals may be replaced for deficiency in performance or on account of indiscipline, the same may be affected by the consultant at the earliest. The consultant may deploy required personnel viz. Mechanical Engineer, Electrical Engineer, Instrumental Engineer, HVAC Experts, ETP experts etc. as required from time to time.

7.3 EVALUATION PROCESS

The documents submitted by bidder/lead member (Refer **Section 7.1**) will be scrutinized and technical bids of those who satisfy the prequalification criteria will be evaluated by a Bid Evaluation Committee constituted by KINFRA on the basis of evaluation parameters. The committee while evaluating the Technical bid shall have no access to the financial bid until the Technical bid evaluation is

concluded and at this stage the financial bid will remain unopened. Based on the technical evaluation, a list of short-listed applicants will be prepared.

7.4 EVALUATION PARAMETERS FOR TECHNICAL SCORE (TS)

The technical evaluation criteria mentioned above and corresponding points rating are listed as below:

Evaluation Parameters for Technical Score (TS)	Max Marks Allocated
Experience in implementing one International Exhibition and/or Convention Centre Project or at least one project of similar nature with a project cost of Rs. 80 Crore or more OR Two project of similar nature of Rs.60 Crore OR three project of similar nature of Rs.40 Crore	12
<p>Experience as a consultant in fully implemented <i>International Convention and/or Exhibition Centre</i></p> <ul style="list-style-type: none"> • 8 marks for 3 or more completed projects • 7 marks for 2 completed projects • 6 marks for 1 completed project 	8
<p>Experience as a consultant in fully implemented <i>International Convention and/or Exhibition Centre Project</i> with minimum 2,000 persons plenary hall capacity.</p> <p><i>a1. Executed project above 2,000 persons plenary hall capacity - 6 Marks</i></p> <p><i>a2. Executed Project above 2,500 persons plenary hall capacity - 7 Marks</i></p> <p><i>a3. Executed project above 3,000 persons plenary hall capacity - 8 Marks</i></p>	8
Experience in designing as per Green Building norms	5

<p>Key professional staff qualifications and competence specifically assigned for KINFRA Project in Kerala.</p> <p>Team Leader - (5Marks - Experience + No of projects done)</p> <p>a1. Total Experience - above 20 years - 3 Marks OR</p> <p>a2. Total Experience - 15 - 20 years - 2 Marks</p> <p>b1. Planning & Design of Eligible International Convention & Exhibition Centre projects -2 Marks (Maximum of 2 marks)</p> <p style="text-align: center;">OR</p> <p>b2. Planning & Design of eligible projects other than Exhibition and Convention Centres- 0.50 marks per project (Maximum of 2 mark).</p> <p>Team Members- (15 Marks)</p> <p style="padding-left: 40px;">□ Urban Designer/Urban Planner - (3 Marks - Experience + No of projects done)</p> <p>a1. Total Experience - above 12 years - 2 Marks OR</p> <p>a2. Total Experience - 7 -12 years -1 Mark</p> <p>b1. For preparation of master plans of eligible Projects- 1 mark (Maximum 1 marks)</p> <p style="padding-left: 40px;">□ Structural Engineer- (3 Marks- Experience +No of projects done)</p> <p>a1. Total Experience- above 12years- 2 marks</p> <p>a2. Total Experience- 7-12 years- 1 mark.</p> <p>b1. Structural Design of Eligible projects- 1 mark (Maximum of 1 marks)</p> <p style="padding-left: 40px;">□ Design Architect: (3 Marks)</p> <p>a1. Total Experience- above 10 years-2 marks</p> <p style="text-align: center;">OR</p> <p>a2. Total Experience- 7-10 years- 1 mark.</p> <p>b1. Design of Eligible International Exhibition & Convention Centre projects- 1 mark. (Maximum of 1 marks)</p> <p style="text-align: center;">OR</p> <p>b2. Design of eligible projects other than Exhibition and Convention Centres- 0.5mark/project (Maximum of 1 mark)</p>	<p>20</p>
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<ul style="list-style-type: none"> □ Quantity Surveyor- (2 Marks) a1. <i>Total Experience- above 10 years- 2 marks OR</i> a2. <i>Total Experience- 7-10 years- 1 mark.</i> □ Interior Designer- 2 Marks □ Acoustics Expert-1 Mark □ Electrical Engineer-1 Mark <p><i>(Note: Complete details of the teams should be submitted)</i></p>	
<p>Consultancy projects/assignments directly undertaken for various Government sectors with a minimum consultancy charge of Rs. 1 Crore (Work order and Completion certificate should be submitted as a part of Technical offer)</p>	02
<p>Quality Management System Certification (ISO)</p>	02
<p>Average Annual turnover in each of the preceding 3 years starting from 2016-2017 onwards.</p> <ul style="list-style-type: none"> • Above Rs. 50 Crore- 3 Marks • Between Rs.25 - Rs. 50 Crore - 2 Marks 	03
Credential score (A)	60
<p>Presentation on Project Vision, Concept Design, visualization, Methodology, Work Plan, Master plan, Implementation schedule and deployment of 'Project Team'.</p> <ul style="list-style-type: none"> • Project Vision, Concept Design - 10 Marks. • Master plan and Implementation schedule - 10 Marks. • <i>Methodology and Work Plan - 10 Marks</i> • <i>Deployment of Project Team - 10 Marks.</i> 	40
Project Presentation Score(B)	40
Grand Total (A+B)	100

Note: Cancelled International Convention & Exhibition Centre Project/ projects or any other cancelled/failed projects will not be considered for the evaluation

*The credential score will be worked out as above from the details furnished by the bidders in the technical bid document submitted against this RFP. Only those who get a **minimum of 45 marks** in the Credential score will qualify for the Technical presentation. The EMD will be returned to the unsuccessful bidders within one month of completing the selection process.*

7.5 Project Presentation Score

The successful bidders in the credential evaluation will be invited to make their project concept presentation on a specified date. Based on the presentation, evaluation will be made by the BEC and the maximum score allotted for the project concept presentation is 40 marks. Those who get a **minimum of 30 marks** will qualify for the next stage.

7.6 Technical score (TS)

The total of credential score and project presentation score earned by a bidder is the technical score. Those who get a **minimum of 75 marks** in the technical score only will qualify for opening of the financial bid. The EMD of those who do not qualify at this stage will be returned within one month from the date of finalization of the selection process.

7.7 Financial score (FS)

The Financial bid amount should be quoted as a percentage of Estimated Project Cost. **(Refer Annexure-1)**

The financial bids of those who qualify as above will be opened on a date which will be informed to all the eligible bidders. After opening the financial bid the financial score will be arrived at as follows

The lowest bidder (L1) will get the maximum financial score (FS) of 100

The financial score (FS) of other bidders (FB) will be calculated as follows

$$FS = (L1/FB) \times 100$$

7.8 The Final Weighted Score (S)

The final evaluation of combined Technical and Financial bid shall be based on the final weighted score. In order to arrive at the final weighted score, a weightage of 70% will be assigned for the Technical Score (marks/points scored in the Technical Bid Evaluation, TS) and a weightage of 30% will be assigned for Financial Score (FS)

The final weightage score (S) will be

$$S = 0.7 \times TS + 0.3 \times FS$$

7.9 The bidder scoring the highest final Weighted score (S) shall be awarded the project.

7.10 KINFRA however reserves the right to reject any or all bids received, without assigning any reasons and any liability to KINFRA.

8. IMPLEMENTATION SCHEDULE

The bidder/Consortium should complete the assignment upto selection of the contractor(s) within 6 months and completion of the entire project should be within 24 months from the date of signing the agreement. The bidder/Consortium is required to provide detailed implementation schedule (including implementation of various project components in MS project format) in their presentation made before the selection committee. During presentation higher weightage would be given for the proposed methodology and work plan that can ensure earlier completion of the project, than what mentioned above.

A format of the Implementation schedule showing major events is given below for the information of the bidders:

Particular	Time Period (No of days from kickoff date)
Issue of work order to Consultant	Kick off date
Preparation and approval of site Master Plan	Days
Submission of Draft DPR	Days
Submission of Final DPR (approved)	Days
Finalizing procedures for awarding contracts	Days
Preparation and submission of NIT documents	Days
Preparation and submission of Working drawings	Days
Awarding contracts & commencement of work at site	Days
Completion of the project	Months

Note: The events can be split up further based on the work plan proposed by the bidders.

9. AWARD OF CONTRACT

The bidder securing the highest combined score (S) shall be treated as the successful bidder and considered as selected for award of the contract.

10. ARBITRATION

If any dispute, difference, question or disagreement shall at any time hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties

hereunder or any matter whatsoever incidental to this contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the completion or abandonment thereof, it shall be referred to the sole arbitrator appointed by Managing Director, KINFRA. Disputes if any shall be subject to Thiruvananthapuram jurisdiction only.

11. SUBMISSION OF RFP

The Technical and financial bid envelopes for the project should be enclosed in a sealed envelope superscribed “Request for Proposal (RFP) for the Selection of Architectural and Engineering Consultant for Setting up International Convention and Exhibition Centre (ICEC), Kannur” and should reach in the address given below on or before **29th July, 2019 before 3 p.m.** Submission of RFP through email will not be accepted.

The Managing Director,
Kerala Industrial Infrastructure Development Corporation (KINFRA),
KINFRA House, 31/2312,
Sasthamangalam,
Trivandrum - 695010
Kerala, India
Telephone: - +91 471 2727281 / 2727282
Fax:- +91 471 2727241
E mail: mail@kinfra.org

Annexure

Annexure 1

Technical Bid Format

A. Applicants details;

Sl No	Details	
1	Name and address of the applicant with Telephone No/Fax No/Email	
2	a) Year of Establishment b) Date & Year of Commencement	
3	Legal Status of the applicant (attach copies of original document defining legal status) a) A proprietary firm b) A firm in Partnership c) A Limited company or Corporation/Joint Venture/Consortia d) State Owned	
4	Place of Registration and Principal places of business	
5	Name & Title of Directors and Key officers to be concerned with the project, with designation of individuals authorized to act for the organization	
6	Copies of Last Three Years Annual Report	
7	Any other information considered necessary, but not included above	

Note: In case of Consortia the above details shall be furnished by each member of the consortium (Maximum of 3 member allowed, including Lead member).

B. Experience of organization in providing Architectural and Engineering Consultancy Services (Refer Section 7.1- Pre qualification criteria, Page 23) .

• Name of Client(Promoters)	
• Location of Project (also include District/ State)	
• Project Cost	
• Project Details (Descriptions)	
• Date of Work Order issued	
• Date of Completion of Project	
• Documents Submitted • Work Order • Client Certificate/ Completion Certificate	YES/NO YES/NO

[Note: Repeat above data for each project]

B. Experience of organization in providing consultant in completed International Convention and/or Exhibition Centre Projects:

Name of Client(Promoters)	
• Location of Project (also include District/ State)	
• Project Cost	
• Project Details (Descriptions)	
• Date of Work Order issued	
• Date of Completion of Project	
• Documents Submitted <ul style="list-style-type: none"> • Work Order • Client Certificate/ Completion Certificate 	<p>YES/NO</p> <p>YES/NO</p>

[Note: Repeat above data for each project]

C. Experience of organization in undertaking assignments as an Architectural and Engineering Consultant in completed International Convention and/ Exhibition Centre Projects.

• Name of Client(Promoters)	
• Location of Project (also include District/ State)	
• Project Cost	
• Project Details (Descriptions)	
• Project Implementation Status (Descriptions) including Plenary hall capacity	
• Date of Work Order issued	
• Date of Completion of Project/Scheduled Date of Completion	
• Documents Submitted <ul style="list-style-type: none"> • Work Order • Client Certificate/ Completion Certificate 	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>

[Note: Repeat above data for each project]

D. Key Professional staff proposed to be dedicated for the project:

A. Team Leader	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
B. Team Members	
B1. Urban Designer	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
B2. Design Architect	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
B3. Structural Engineer	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
B4. Quantity Surveyor	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
B5. Interior Designer	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO
B6. Acoustics Expert	
(i) Qualification	
(ii) Experience	

(Year-wise, Organization-wise, Assignment-wise)	
B7. Electrical Engineer	
(i) Qualification	
(ii) Experience (Year-wise, Organization-wise, Assignment-wise)	
(iii) CV Submitted	YES/NO

[Note: Repeat above data for additional personnel]

E. Assignments undertaken for Government Sectors with Consultancy fee of Rs. 1Cr or more(If any).

Name of Govt. Department/ Govt. Body	Project Name	Project Description	Period	Total Consultancy fee inclusive of GST	Copy of Work Order and Client Certificate Enclosed
					YES/NO
					YES/NO
					YES/NO
					YES/NO

F. Financial Details

Year	Annual Turnover	Annual Profit	Copy of Annual Report/Audited Report Enclosed
2016-17			YES/NO
2017-18			YES/NO
2018-19			YES/NO

G. Quality Management Certifications

Type of Quality Management Certification	Certificating Body	Certification validity From ... To ...	Copy Enclosed
1.			YES/NO
2.			YES/NO
3.			YES/NO

H. Works for which Ratings Earned for compliance of Green Buildings Design Norm

Name of the Client	Project Name	Project Description	Period	Copy of Work Order and Client Certificate Enclosed
				YES/NO
				YES/NO
				YES/NO
				YES/NO

Name of the organization

Signed by

Seal of the organization

Designation

Date:

Financial Bid format

The Financial Bid shall be submitted in the below mentioned format

Sl No.	Details of work	Fee as a percentage of the Estimated Project Cost/Actual project cost inclusive of GST
1	Architectural and Engineering Consultancy fee for International Convention and Exhibition Centre (ICEC), Kannur	
Total	(In words)	

*Signature and seal of
Authorized signatory*

Date:

Annexure 2

DECLARATION

I/we hereby declare that I/we have not been Blacklisted/debarred by any Central/State Govt Depts/Central/State Govt PSUs, Autonomous and statutory bodies under State/Central Governments.

Signature

DECLARATION

I/We hereby declare that the details furnished are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for the same.

Signature

UNDERTAKING

Sir,

I/We, the undersigned, offer to provide Architectural and Engineering Consultancy Services to KINFRA as per the RFP dated [*Insert Date*] at the quoted rate.

I/We agree that the work will be completed within the specified timeline meeting all the requirements of KINFRA.

I/we have remitted the required amount of Rs...../ vide DD No.....as Earnest Money Deposit.

Yours faithfully,
(Signature)

Address:

Date:

(Note: This undertaking to be submitted on the letter head of the bidder along with requisite documents.)

Check List for Prequalification Criteria

Sl. No	Prequalification Criteria	
1	Type of company (Legal Entity)	
2	The Lead Member/ Bidder should be a Professional Firm in Architectural and Engineering Consultancy services having an experience of minimum ten years; proof of incorporation should be submitted.	
3	Bidder should have an average annual turnover of Rs. 25 Crore or above during the last three financial years.	
4	Experience of the bidder in implementing one International Exhibition and/or Convention Centre Project or at least one project of similar nature with a project cost of Rs. 80 Crore or more OR Two projects of similar nature of Rs.60 Crore OR three projects of similar nature of Rs.40 Crore	
5	The Bidder/any member in case of consortium, its subsidiaries/associate/subconsultant/subcontractor should not have been blacklisted by any organisation	