

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION(KINFRA)

(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010

Tel: 0471-2726585 | **Fax:** 0471-2724773 | **Email:** kinfraannexe@gmail.com | **Web:** www.kinfra.org



**Selection of Total Consultant for the Maintenance works at KINFRA Small
Industries Park, Kalpetta, Wayanad**



KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

Name of Work: Selection of Total Consultant for the Maintenance works at KINFRA Small Industries Park, Kalpetta, Wayanad

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1. ADVERTISEMENT

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA) (A statutory body of Govt. of Kerala)	
<p>Kerala Industrial Infrastructure Development Corporation (KINFRA) invites request for proposal from eligible firms for the following works at Kinfra Small Industries Park, Kalpetta, Wayanad:</p> <p>1. Providing Total Consultancy Services for Maintenance works at Kinfra Park, Kalpetta with approx. Project cost of Rs 60 lakh</p> <p>The last date of submission of application is upto 21/07/2021, 4.00pm. For more details, please contact +91-9447426959, 04936 207111</p>	
Place: Kalpetta Date 07/07/2021	Sd/- Managing Director

2. Request for proposal for Selection for Total Consultant for the Maintenance works at KINFRA Kinfra Small Industries Park, Kalpetta, Wayanad

Request for proposal is invited by the Managing Director, KINFRA, Thiruvananthapuram for Selection of Total Consultant for the Maintenance works at KINFRA Small Industries Park, Kalpetta, Wayanad. The details of works are as follows:

Sl. No.	Name of Work	Location	Scope of work	Apprx. cost of work(excluding GST)
1	Maintenance works at KINFRA Kinfra Small Industries Park, Kalpetta, Wayanad	Kalpetta Wayanad	<ul style="list-style-type: none">• painting work in the common utility buildings of KINFRA• Providing Fencing work including petty civil works• Slit removal work & side protection work of Reservoir dam• Patchwork of internal roads/drains etc• Landscaping works	60 lakhs

It is proposed that the Total Consultant will assist KINFRA Small Industries Park, Kalpetta, Wayanad in project formulation and Appraisal including the Architectural, Structural, Civil, Mechanical, plumbing, sewage, billing etc. for the projects assigned to them

1. KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA).

1.1 Introduction/Background

Kerala Industrial Infrastructure Development Corporation [KINFRA] aims at bringing together all the suitable resources available in the state and developing infrastructure to woo the industrial growth of the state. KINFRA is dedicated to catalyse industrial growth in Kerala by providing the best industry-specific-infrastructure.

KINFRA has identified over 20 core competency areas. It has 24 well-defined industrial parks of which many are functional and some are in the launching phase. KINFRA had built sector specific and common parks for all industries. Each of these parks offers comprehensive infrastructure and support services to the entrepreneurs.

KINFRA provides single window clearance facilities for industrial units for regulatory licenses and clearances.

3. Total Consultant's objective

3.1 Objective

KINFRA is planning to set up more industrial parks for the industrial promotion in Kerala by creating industrial spots in many unlikely areas of industry and intends to develop and maintain all its parks as Green industrial parks as per the norms set up by GRIHA/IGRE/International. KINFRA, in all these endeavours, intends to take the service of Total Consultancy Services of PMC's.

It is proposed that the Total Consultant will assist KINFRA in project formulation and Appraisal including the architectural, structural, civil, mechanical, plumbing, landscaping services etc for the projects assigned to them and implementation of the Projects till the successful completion, commissioning, billing and handing over works to KINFRA and comprehensively supervise the works and activities carried out by the Contractors.

4. Scope of work by the Total Consultant

The Consultant also be responsible for the service support from the Project Formulation to execution of the project with due control for safety, quality control, cost control, project monitoring and after successful completion, commissioning, handing over works and periodic inspection, till the defects liability period, to KINFRA of the assigned Project as given below:

Preliminary Phase

- Preliminary survey and investigation.
- Preparation of Master Plan.
- Concept and schematic drawings.
- Preliminary drawings, preliminary structural design and preliminary estimates (including civil, Mechanical, Plumbing, landscaping services etc.).
- Preparation of DPR.
- Assisting client in getting requisite approval from authorities concerned.

Bid Process Management Phase

- Preparation of detailed Architectural & detailed Engineering designs, drawings and detailed estimate (in PRICE software; including Mechanical, Plumbing and landscaping services etc.) and submission to client approval. Modification, if any, after proof checking arranged by Client, to be incorporated in the drawings and resubmitted for approval.
- Preparation and finalisation of bid document.
- Evaluation of technical bids submitted by bidders.
- Evaluation of rates quoted and recommendation based on comparison with market rates (PRICE software).
- Finalisation of qualification and selection criteria for the Contractors.
- Evaluation and recommendation for selection and appointment of Contractors.

Pre-construction Phase

- Finalisation of contract document.
- Additional working drawings, if any.
- Getting and recommending Contractor's work schedule.
- Assist KINFRA in obtaining Green Building/Green Park ratings from GRIHA/IGBC/LEED or equivalent, wherever required (Expense will be met by KINFRA).
- Periodical inspection of work site as required by KINFRA till completion of work (for the work as given in the concerned NIT)

Construction Supervision and Project Management

- Inspection and continuous supervision of works, by deploying competent and experienced Engineers, as per the requirement, and taking necessary remedial action wherever required during execution.
- Necessary inspection during defect liability period and reporting defects if any.
- Constructability and value engineering services.
- Finalisation and monitoring of contractor's work schedule.
- Total compliance of technical specifications, contract conditions and various other requirements contained in the respective contracts.
- Quality assurance system complying CPWD specifications/BIS/other contract clauses, in the consultancy as well as the works and activities of the contractor.
- Safety practices in execution of works at project site for ensuring complete safety for works, workers, general public and structures and properties adjacent to work site, as per contract.
- Overall contract administration and management including holding meetings and submission of monthly reports and monitoring of programme schedule.
- Proper verification of measurements and certification of bills submitted by the contractor so that payments made by KINFRA against these bills reflect the actual work done at site complying with the respective contracts.
- Proper interface and coordination among the KINFRA, Contractors, local bodies, State Govt, Central Govt etc.
- Assisting in replying to the audit/CTE observations/litigations, wherever required.
- Periodical inspection till the completion of the defect liability period and reporting defects if any.

Completion and Handing Over Phase

- As built drawings of all completed structures, line diagrams of water supply, ETP line, Electrical installations, power supply etc.

5. Eligibility

- 5.1 The applicant must be a reputed and registered consulting firm with multiple specializations, experience and expertise in Total Consultancy Services in buildings, road, water supply works (WTP, Internal/External water supply), sanitary works (ETP, STP), Landscape Architecture etc.

The applicant should have completed Total Consultancy/Architectural Consultancy services for works (mentioned in 5.1) in India during **last Five years**, as per the below mentioned criteria.

- a) Firm should have completed total consultancy works in Civil nature

Three similar works each of value not less than Rs. 0.24 Crores.

OR

Two similar works each of value not less than Rs. 0.36 Crores.

OR

One similar work of value not less than Rs. 0.48 Crores.

- 5.2 The eligible consultant shall be required to submit self-attested copies of the following along with the application.

- i. Copy of registration certificate of the firm.
- ii. Documents supporting eligibility criteria and evaluation criteria, including appointment letter / work order or contract agreement and letter of successful completion from the client.
- iii. Details of Permanent Account Number (PAN)
- iv. GST registration certificate

6. Instructions & Guidelines for Submission of Application for Selection of Total Consultant

- a. The document can be downloaded from our website at www.kinfra.org
- b. Any addendum/corrigendum relating to this EOI will be published in KINFRA website only & these will be part of the tender.
- c. The applicant must submit a non-refundable processing fee (Tender fee) of **Rs 2975/- (inclusive of 18% GST and 1% KFC)** in the form of DD drawn in favour of KINFRA, payable at Trivandrum.
- d. Application with annexures I to V shall be submitted in sealed envelope superscribing **“Total Consultant for the Maintenance works at KINFRA Small Industries Park, Kalpetta, Wayanad”**, on or before **21/07/2021** up to **4:00 PM** in the Park office Addressing The **“Park Manager”**, Kinfra Small Industries Park, Vellarumkunnu, Chundayel, Kalpetta, Wayanad, PO-673123, Phone: 04936-207111

- e. The application received will be opened on 22/07/2021 at 12:00 Noon in the Park Office, Kinfra Small Industries Park, Vellarumkunnu, Chundael P.O Kalpetta, Wayanad, Pin -673123, Phone:04936-207111. The opening date for price bid will be intimated only to the qualified bidders. Applications received without Tender fee will be summarily rejected.
- f. The application shall be signed by the authorized person (s) of the firm. All pages of the EOI document shall be signed and seal affixed by the applicant.
- g. The application shall be submitted only as per the enclosed format (s) along with annexure, along with Self-attested documentary proof(s) in respect of the details furnished in the application form. The intending firms shall also submit the list of such projects where due to any disputes/litigation was invoked and or the consultancy services were abandoned/suspended by the client(s). Suppression of any information in this regard may lead to disqualification of the Firm concerned, if such information comes to the notice of KINFRA, subsequently incomplete applications will be summarily rejected.
- h. KINFRA reserves the right to accept or reject any application or cancel this EOI process without assigning any reason or incurring any liability thereof.
- i. Firms having experience in designing Green Buildings as per GRIHA norms or equivalent recognized Indian/International norms should give details of such works carried out by them in the last five years. This will be considered as plus point.
- j. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
- k. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
- l. Applicants successfully fulfilling minimum criteria shall be eligible to apply. Certified copies of award letters or work order or contract agreement or completion certificate from the client (Certificate issued by an officer not below the rank of Executive Engineer or equivalent) should be enclosed.
- m. EOI submitted by firms formed as joint ventures for the purpose of participating in this particular EOI is not eligible.
- n. KINFRA shall not be responsible for any delay/ loss of documents or incorrect filling of application form and annexures I to V of the application. Also KINFRA Shall not be responsible for delay/ non receipt of filled-in application form along with documentary proofs sent by registered post.

o. KINFRA reserves the right to modify the criteria and take its own decision if so required.

p. The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this EOI document. Applicants shall not be required to submit their own, additional information or material subsequent to the date of submission and such material if submitted will be disregarded. It is therefore essential that all the details are submitted by the applicants accurately and specifically as per requirement of this EOI. However, KINFRA reserves the right to ask any clarification from the applicants for details submitted if it so desires during evaluation.

q. CONFLICT OF INTEREST

i. An 'Applicant' (Sole Proprietor Firm or Any member of the Consortium) shall not have a conflict of interest, as defined hereunder that may affect the Selection Process.

ii. The Applicant shall provide professional, objective and impartial advice and at all times hold KINFRA's interests paramount, avoid conflicts with next level of assignments for carrying out Consultancy. The Applicant shall not accept or engage in any assignment with KINFRA, that would be in conflict with its prior or current obligations to other employers, or that may place it in a position of not being able to carry out the assignment in the best interests of KINFRA.

iii. Without limiting the generality of the above, an Applicant shall be considered to have a Conflict of Interest, if;

- Such applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest, provided that this qualification shall not apply in cases where the direct or indirect shareholding in an Applicant or a constituent thereof and in other Applicant(s) (or any of its constituents) is less than 5% of its paid up and subscribed capital; or

- A constituent of such Applicant is also a constituent of another Applicant; or

- Such Applicant has the same authorized representative for purposes of this Application as any other Applicant; or

- Such applicant has a relationship with the prospective developer (to be engaged by KINFRA) either directly or through third parties who may bid as developer based on the proposal prepared by KINFRA's empanelled consultant for that particular assignment. The applicant or its subsidiaries shall not take up any assignment which results in conflict with the present assignment.

- iv. If any time during evaluation of proposals or during execution of consultancy contract, any Applicant is found to have a Conflict of Interest, he shall be disqualified. In the event of disqualification, KINFRA shall forfeit and appropriate the Bid Security compensation and damages payable to KINFRA for, inter alia, the time, cost and effort of KINFRA including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to KINFRA hereunder or otherwise.

Any clarification required by applicant firms/Engineers on the invitation of Tender shall be sent from official e-mail id only, addressed to ksipw@yahoo.com, within 10 days from the date of publishing. (or contact 04936-207111, on all working days from 10.00 am to 5.00 pm)

7. Evaluation Criteria

- a. Following points are considered for evaluation:
- i. Organisational Details.
 - ii. Experience of Consultancy assignments completed.
 - iii. Empanelment in Govt firms.
 - iv. Experience in industrial parks
- b. The marks shall be decided by a duly constituted Committee on the basis of predetermined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out generally as per the criteria in **Annexure-V** by the said Committee shall be final and binding.
- c. Submission of satisfactory completion certificate from previous clients preferably from Govt/ public sector organizations.
- d. KINFRA reserves the right to modify the criteria and take own decision if so required.

8. Award of Work

- a. Work is awarded to the firms who quotes lowest rate.

9. Schedule of Payments

This fee is payable as follows:

- a) 15% of the estimated fee on submission of rough cost estimate of the project.
- b) Up to 30% of the fee based on the detailed estimate, less the payment already made upon submission of DPR.
- c) Up to 45% of the fee based on the probable amount of the contract awarded, less the payment already made on award of work order to the contractor.
- d) Up to 90% of the fee based on the actual amount of the work on pro-rata basis based on value of work executed during the period of construction, less the payment already made.

- e) Balance 10% after defect liability period for providing satisfactory service.

Addendum to Principal Agreement for consultancy

Schedule of release of payment terms of 55% of fee, against work progress is as follows:

1 st installment	-	On 20% of work done at site, which is claimed by contractor through running bills and certified by consultant- 54% of the professional fees worked out based on contract value.
2 nd installment	-	On 40% of work done at site, which is claimed by contractor through running bills and certified by consultant- 63% of the professional fees worked out based on contract value.
3 rd installment	-	On 60% of work done at site, which is claimed by contractor through running bills and certified by consultant- 72% of the professional fees worked out based on contract value.
4 th installment	-	On 80% of work done at site, which is claimed by contractor through running bills and certified by consultant- 81% of the professional fees worked out based on contract value.
5 th installment	-	On virtual completion of the building as certified by the consultant- 90% of the professional fees worked out based on the final bill value.
On completion of defect liability period	-	100% of the professional fees based on the final bill value. However, this payment may be released on commissioning of the project against a bank guarantee for an equal amount, valid upto 3 months after defect liability period.

10. Penalty for the work

a. Penalty during Pre-Construction Stage

No	Milestones	Time Schedule
1	<u>Stage 1</u> Preliminary report along with preliminary drawings, Master plan, preliminary estimate.	Within 15 days from the date of award
2	<u>Stage 2</u> DPR, BOQ with LMR analysis, tender documents, all working drawings (Architectural & Structural) and detailed design calculations	Within 30 days from the date of approval of Stage 1 by KINFRA
3	<u>Stage 3</u> Modification in BOQ and drawings based on the comments from KINFRA and Proof checking Consultant.	Within 15 days from the date of approval of Stage 2 by KINFRA

- ❖ *Slippage of each milestone will be levied an amount equivalent to 1% of total consultancy fee per month of delay to be computed on per day basis, if any, as above, if the delay is attributable to the Consultant. The milestone penalties levied will not be refunded under any circumstances.*

b. Penalty during Construction Stage

- ❖ *If all the works are not completed as per agreed schedule and if the Consultant is directly responsible for the delay, a penalty of 0.5% of the total Consultancy fee for every week of delay per day basis, shall be imposed by KINFRA and deducted from the amounts payable to the Consultant as Consultancy fee.*

c. Penalty for deviation of quantities

- ❖ *For deviation above or below 10% of BOQ quantities, there will be a penalty of 1% of Consultancy fee for every additional 10% deviation of quantities subject to a maximum of 5%. Also the Consultant is not eligible for fee for the exceeded quantities beyond 10% of schedule quantity.*

- d. *All the above penalties put together shall not exceed 10% of total Consultancy fee applicable to the Consultant.***

APPLICATION FORM FOR TOTAL CONSULTANT

INFORMATION TO BE FURNISHED BY THE APPLICANTS

Sl No	Particulars	Details
1	Name of Organization	
2	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	Annexure I
4	List of total consultancy services (PMC) assignments completed in the last Five years ending 31 st March, 2020	Annexure II
5	List of total consultancy services (PMC) assignments in progress (civil/electrical)	Annexure III
6	Undertaking	Annexure IV
7	Details to be submitted in the covering letter	Annexure V

Place

Signature of the Applicant

Date

Name & Designation

ORGANISATIONAL DETAILS

Sl.No	Parameter	Details
1	Year of Establishment	
2	Status of Firm (Proprietorship/ Partnership/ Any other)	
3	Details of Enlistment as Consultancy Firm	
4	Empanelment with Govt. Organizations (Mention names along with copies of empanelment letters)	
5	Name, Designation, Academic Qualification , Experience of	
	a. Key Personnel*	
	b. Other Technical Staffs**	
6	Address and phone numbers of Head and Key personnel	

* Civil Engineering key personnel having more than 7 years of experience.

* Architect key personnel having more than 5 years of experience.

**Other Technical staffs

- ✓ Civil Engineering degree holder with 3 years of experience/ diploma holder in Civil Engineering with 5 years of experience.
- ✓ Electrical Engineering degree holder with 5 years of experience/ diploma holder in Electrical Engineering with 8 years of experience.

Place

Signature of the Applicant

Date Name and designation with seal

LIST OF TOTAL CONSULTANCY SERVICES ASSIGNMENTS COMPLETED IN LAST 05 YEARS ENDING 31st March, 2020

Sl.No	Name of Work/Project with address	Short Description of Consultancy assignments	Name and Address of owner/client	Cost of work/Project	Date of start of work/project		Date of completion of work/project		Bonus issued/Liquidated damages if any imposed on Consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

NOTE:

Work/Project means total consultancy work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/client.

Place

Signature of the applicant

Date

Name and designation with seal

LIST OF TOTAL CONSULTANCY SERVICES ASSIGNMENTS IN PROGRESS (CIVIL/ELECTRICAL)

Sl.No	Name of Work/Project with address	Short description of Consultancy assignment	Name and address of Owner/Client	Cost of work/Project	Date of Start of Work/Project	Date of Completion of Work/Project	Status of work	Expected date of completion	Any other Relevant Information

NOTE:

Work/Project means total consultancy work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates.

Place

Signature of the applicant

Date

Name and designation with seal

Annexure IV

Undertaking

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our firm.....is having in-house capability of carrying out **Total Consultancy services** as laid down in Clause 3.0 of the Request for proposal for **'Total Consultant for the Maintenance works at KINFRA Kinfra Small Industries Park, Kalpetta, Wayanad'.**
2. It is certified that our firmis not blacklisted by any Central/State Govt Departments/ PSUs/ Autonomous and statutory bodies.
3. It is further certified that all information/data furnished in the application form and annexures for Empanelment are true to the best of our knowledge and belief.

Date

Signature of the applicant

Place Name and designation with seal

Annexure V

DETAILS TO BE SUBMITTED IN THE COVERING LETTER

- 1) Name of Firm :
- 2) Mailing Details of Firm :
- a) Address :
:
- b) Tel No. :
- c) Fax No. :
- 3) E-mail ID of Firm :
- 4) Contact details of the applicant :
- a) Name :
- b) Designation :
- c) Mobile No :
- d) Tel.No :
- 5) Details of non-refundable processing paid :
- a) Amount :
- b) DD No. :
- c) Details of Bank :

Date

Signature of the applicant

Place Name and designation with seal

List of Documents to be submitted in sealed Envelope:

- I. Cover 1 -Prequalification Bid
 - a) Organization Details (Annexure I)
 - b) List of total consultancy services (pmc) assignments completed in last 05 years ending 31st march, 2020 (Annexure ii)
 - c) List of total consultancy services (pmc) assignments in progress (civil/electrical) (Annexure iii)
 - d) Undertaking (Annexure IV)
 - e) Details to be submitted in the covering letter(Annexure V)
 - f) Copy of registration certificate of the firm.
 - g) Documents supporting the claim as per the above including the appointment letter / work order or contract agreement and work completion certificates from the client.
 - h) Details of Permanent Account Number (PAN).
 - i) Processing fee in the form of Demand Draft
 - j) Prequalification Bid duly filled and signed (Each page should be signed by the bidder with seal).
- II. Cover 2- Price Part and Terms & Conditions duly filled and signed.

For any Clarifications contact:

Park Office, Kinfra Small Industries Park, Vellarumkunnu, Chundael P.O, Kalpetta, Wayanad
-673123, Phone:04936-207111

Important Dates

Last Date of submission	-	04:00 PM on 21/07/2021
Prequalification Bid Opening	-	12 Noon on 22/07/2021
