

# KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION(KINFRA)

(A statutory body of Govt of Kerala)

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

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## Expression of Interest (EOI) for Selection of Project Management Consultant



### ***“Development of KINFRA Spices Park, Muttom, Idukki Dist”***





## KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

Name of Work: Selection of Project Management Consultant for the work of “Development of KINFRA Spices Park, Muttom, Idukki Dist”

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## ADVERTISEMENT

### EOI invited from Project Management Consultants



Kerala Industrial Infrastructure Development Corporation (KINFRA) invites offers from experienced Project Management Consultants for the following works, separately.

1. **Development of Spices Park, Muttom, Idukki Dist**
2. **Strengthening of internal roads and revamping of street lights at Rubber Park, Irapuram, Ernakulam**

The documents will be available in KINFRA website ([www.kinfra.org](http://www.kinfra.org)).

Contact: 0471-2726585 / 9447459265

Place: Thiruvananthapuram

Date: 29/09/2021

Sd/-

Managing Director

**Notice Inviting Tender:**  
**Selection of Project Management Consultant for the work of**  
**“Development of KINFRA Spices Park, Muttom, Idukki Dist”**

Expression of Interest (EOI) is invited by the Managing Director, KINFRA, Head Office, Sasthamangalam, Trivandrum from Project Management Consultant for the work of “Development of KINFRA Spices Park, Muttom, Idukki Dist”.

The details of works are as follows:

SI No	Name of Work	Location	Components of work	Apprx. cost of work	Completion period for work
1	Development of KINFRA Spices Park	Muttom, Thodupuzha, Idukki Dist	<ul style="list-style-type: none"> <li>• Buildings</li> <li>• Plumbing and sanitary works</li> <li>• Electrical works</li> <li>• Firefighting works</li> <li>• Drainage works</li> <li>• Compound Wall/Fencing works, Gate, Security Cabin</li> <li>• Internal Roads, Drains, Retaining walls</li> <li>• Land development works</li> <li>• OH Tank, Water distribution system</li> <li>• ETP works etc</li> </ul>	Rs 13.01 Crores	15 Months

It is proposed that the Project Management Consultant will assist KINFRA in execution of project including structural, mechanical, electrical, plumbing, air conditioning, firefighting services etc in the project and implementation of the works till the successful completion, commissioning and handing over works to KINFRA and comprehensively supervise the works and activities carried out by the Contractors. However necessary service shall be rendered by the Consultant during the defects liability period also.

## 1. Scope of work by the Project Management Consultant

The Consultant is responsible for the service support in execution of the project with due control for safety, quality control, cost control, project monitoring and successful completion, commissioning, handing overworks and periodic inspection, necessary services during defects liability period, as given below:

### Pre - Construction stage

- Issuing of working drawings/necessary technical drawings to the Contractor based on the original scheme and site conditions. A structural Engineer shall certify all working drawings issued by the PMC.

### Supervision and Project Management stage

- 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.
- Constructability and value engineering services.
- Finalisation and monitoring of contractor's work schedule.
- Supervision and monitoring of all components of the projects, like buildings, plumbing & sanitary works, mechanical works, electrical works, firefighting works, ETP, effluent collection network, OH tank & water distribution system, pumping system, construction of water sources, concrete roads, drains, retaining walls, land development, compound wall, barbed wire/chain link fencing, drainage works etc.
- Proper management of works to avoid quantity deviations and extra items.
- Total compliance of technical specifications, contract conditions and various other requirements contained in the respective contracts.
- Monitoring proper reporting to CTE as per procedures at various stages of work.
- Monitoring milestones and fund utilisation.
- Weekly reporting of physical and financial progress of work to KINFRA.
- Issuing necessary site instructions/technical details time to time in consultation with KINFRA, without causing any hindrance to the work at any stage.
- 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.
- Preparation of micro schedule for programming the works and strict monitoring of work based on programme schedule.
- Strict overall contract administration and management including conducting site meetings, preparation of minutes and monitoring implementation of the decisions taken in the meetings.

- Consultant is responsible to issue monthly performance letters to Contractors showing progress of work, delays and faults of contractor, if any and a copy of letter shall be given to KINFRA.
- Proper verification of measurements and certification of bills submitted by the contractor, based on CPWD norms, so that payments made by KINFRA against these bills reflect the actual work done at site complying with the respective contracts. (Extra items and deviation of quantities if any shall be reported to KINFRA and prior approval shall be obtained before execution at site).
- 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.
- Necessary inspection during defect liability period and reporting defects if any.

### Completion and Handing Over Phase

- Preparation of as built drawings along with Contractor, for all completed structures, line diagrams of water supply, ETP line, Electrical installations, power supply etc.
- Issuing of Completion Certificate for each work, if required.

## 2. Eligibility

2.1 The applicant must be a reputed and registered consulting firm having at least 5 years experience in supervision and monitoring of Civil construction projects.

2.2 The applicant should have completed Project Management Consultancy services for works in India during last seven years ending last day of the month previous to the one in which EOI are invited.

1. Firm should have completed Project Management Consultancy works in Civil nature

Three similar works each of value not less than Rs 520.40 Lakhs.

OR

Two similar works each of value not less than Rs 780.60 Lakhs.

OR

One similar work of value not less than Rs 1040.80 Lakhs.

2. One work of any nature (either part of (1) above or a separate one) costing not less than Rs 520.40 Lakhs in Central/State Government Department/ Central Autonomous Body/ Central Public Sector Undertaking.

*(The definition of similar work shall mean Project Management Consultancy Service for construction of building work including road work services like electrical/water supply/sanitary/firefighting/ETP etc).*

2.3 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.
- iii. Details of Permanent Account Number (PAN)
- iv. GST registration certificate

### 3. Instructions & Guidelines for Submission of Application for Selection of Consultants

- a) The document can be downloaded from our website at [www.kinfra.org](http://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 (Bid Submission fee) of **Rs.5,900/- (inclusive of 18% GST)** in the form of DD drawn in favour of Managing director, KINFRA, payable at Thiruvananthapuram.
- d) **Submission of Application:** Applicant shall submit their offer in two cover system:-

**Cover-1** to be addressed and super scribed 'PART-1 Prequalification Bid' and should contain application with annexures I to IV, all the necessary documents along with processing fee in the form of DD drawn in favour of Managing Director, KINFRA, payable at Thiruvananthapuram. The name of the work and the address of the applicant should be written on the cover.

**Cover-2** to be addressed and super scribed 'PART-2 Price Part' and the name of the work, name and address of the applicant and to contain the priced schedule alone duly filled in, in the manner specified and signed on all pages.

Both covers No.1 & 2 shall be put together in cover No.3 and shall be duly sealed and indicate the name and address of the applicant. This cover shall be addressed and Superscribed "Selection of Project Management Consultant for the work of Development of KINFRA Spices Park, Muttom, Idukki". Demand draft number and date shall be written on this cover and shall be dropped in the tender box. **Application without processing fee will not be considered for further process and will be rejected summarily.** The application should reach Managing director, KINFRA, KINFRA House, TC 31/2312, Sasthamangalam, Trivandrum - 695010, on or before **03:00 pm** on **20/10/2021**.

The application received will be opened on **20/10/2021 at 4.00 pm** in the office of **KINFRA, Sasthamangalam, Trivandrum**. The opening date for price bid will be intimated only to the qualified bidders. 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.

- a) 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.

- b) KINFRA reserves the right to accept or reject any application or cancel this EOI process without assigning any reason or incurring any liability thereof.
- c) Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
- d) Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
- e) 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.
- f) EOI submitted by firms formed as joint ventures for the purpose of participating in this particular EOI is not eligible.
- g) KINFRA shall not be responsible for any delay/ loss of documents or incorrect filling of application form and annexures I to IV of the application. Also KINFRA shall not be responsible for delay/ non receipt of filled-in application form along with documentary proofs sent by the bidders.
- h) KINFRA reserves the right to modify the criteria and take its own decision if so required.
- i) 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.
- j) **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.
- v. Any clarification required by applicant firms on the invitation of EOI, shall be sent from official e-mail id only, addressed to [kinfraannexe@gmail.com](mailto:kinfraannexe@gmail.com)/[anilkumar@kinfra.org](mailto:anilkumar@kinfra.org), or contact 0471-2726585, 9447459265 on all working days from 10.00 am to 5.00 pm.
- vi. The bidder shall provide a valid email id to KINFRA for communication during evaluation period. Any queries from KINFRA will be communicated to the bidder for clarification will be through this email id.

#### 4. Award of Work

- a) Work is awarded to the firm who quote lowest rate among the pre-qualified bidders, as decided by KINFRA.

#### 5. Schedule of Payments

This fee is payable as follows:

- a) 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.
- b) Balance 10% after defect liability period of the work, for providing satisfactory service during defects liability period.

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

- ❖ The Consultant should raise GST invoice at their quoted percentage based on value of executed works at site.

No additional/extra payment will be given to the PMC if the work contract exceeds original period of completion (Period of completion for the works under the scope of PMC may be taken as 15 months).

#### 6. Penalty for the work

a) **Penalty during Construction Stage**

*If all the works are not completed as per agreed schedule and if the Consultant is 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.*

- b) *The above penalty shall not exceed 10% of Project Management Consultancy fee applicable to the Consultant.*

#### 7. Requirement of Minimum staff at site

a) **Project Manager**

*A Project Manager having B Tech degree in Civil Engineering with a minimum experience of 15 years in Civil constructions (experience in building and road is compulsory). Shall be available full time at site from starting till completion of the project including settlement of final bill).*

b) **Site Engineer - Civil**

*A Site Engineer having B Tech degree in Civil Engineering with a minimum experience of 10 years in Civil constructions. Shall be available full time at site from starting till completion of the project.*

**c) Site Engineers - Electrical / Mechanical**

*Works like Electrical works, firefighting works, ETP works etc shall be executed under the supervision of Engineers having B Tech degree in the relevant fields with a minimum 5 years' experience. Bills for such works shall be certified by the concerned Engineer.*

## APPLICATION FORM

### 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 Consultancy assignments completed in the last seven years ending last day of the month previous to the one in which EOI are invited	Annexure II
5	Undertaking	Annexure III
6	Details to be submitted in the covering letter	Annexure IV

Place

Signature of the Applicant

Date

Name &amp; 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	

Place

Signature of the Applicant

Date

Name and designation with seal

**Annexure II**

**LIST OF CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 07 YEARS**

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

**Undertaking**

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our firm.....is having in-house capability of carrying out **Project Management Consultancy** as mentioned in the Expression of Interest (EOI) for **Selection of Project Management Consultant for the work of “Development of KINFRA Spices Park, Muttom, Idukki Dist”**.
2. It is certified that our firm .....is 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 IV**

**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 Consultancy assignments completed in the last seven years last seven years ending last day of the month previous to the one in which EOI are invited (Annexure II)
- c) Undertaking (Annexure III)
- d) Details to be submitted in the covering letter (Annexure IV)
- e) Copy of registration certificate of the firm.
- f) Documents supporting eligibility criteria and evaluation criteria, including appointment letter / work order or contract agreement and letter of successful completion from the client.
- g) Details of Permanent Account Number (PAN)
- h) GST registration certificate
- 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.**

**Important Dates**

Last Date of submission	- 03:00 PM on 20/10/2021
Technical Bid Opening	- 04.00 PM on 20/10/2021

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## PRICE PART

Managing Director,  
 Kerala Industrial Infrastructure Development Corporation (KINFRA),  
 KINFRA House, TC 31/2312,  
 Sasthamangalam,  
 Thiruvananthapuram - 695010

Sir

We agreed to undertake the Project Management Consultancy service as per the scope, terms and conditions mentioned in the EOI document for the following work at the rate quoted below, on the contract value of works or actual cost of the project implemented whichever is lower.

Sl. No.	Name of Work	Rate (%), excluding GST	
		In figures	In words
1.	Development of KINFRA Spices Park, Muttom, Idukki Dist	.....%	..... percentage

***The quote shall be exclusive of GST. GST as applicable will be paid extra.***

Date:

Place:

Signature  
 Name & Designation with seal

*Address of Project Management Consultant:*

*Contact numbers:*

*\*Please write the percentage quoted, both in figures and words*