

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION(KINFRA)

(A statutory body of Govt of Kerala)

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Expression of Interest (EOI) for *Selection of Total Consultant (Engineering and Project Management Consultant)*



***“Comprehensive Maintenance of Standard Design Factory
Building at KINFRA Integrated Industrial Park,
Ottapalam”***





KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

Name of Work: Selection of Total Consultant (Engineering and Project Management Consultant) for the work of “*Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam*”

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ADVERTISEMENT

EOI invited from Total Consultants (Engineering and Project Management Consultants)



Kerala Industrial Infrastructure Development Corporation (KINFRA) invites offers from experienced Total Consultants (Engineering and Project Management Consultants) for the work of “*Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam*”, with last date of submission of bid on 31/10/2022 upto 5.00pm.

The documents will be available in KINFRA website www.kinfra.org.
Contact: 0466-2961061 / 9446326166

Place: Thiruvananthapuram
Date: 15/10/2022

Sd/-
Managing Director

Notice Inviting Tender:
Selection of Total Consultant
(Engineering and Project Management Consultant for the work of
“Comprehensive Maintenance of Standard Design Factory Building at
KINFRA Integrated Industrial Park, Ottapalam”

Expression of Interest (EOI) is invited by the Managing Director, KINFRA, Head Office, Sasthamangalam, Trivandrum from experienced Total Consultants (Engineering and Project Management Consultant) for the work of “Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam”.

The details of works are as follows:

Sl No	Name of Work	Location	Components of work	Apprx. cost of work	Expected period for the Consultancy service
1	Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam	Lakkidi Koottupatha, Mangalam P O, Ottapalam	Maintenance of Building including MEP items, STP and Firefighting works etc.	Rs. 1.5 Cores	7 months

It is proposed that the Total Consultant will assist KINFRA in the project formulation and appraisal including the Architectural, Structural, Facade engineering, mechanical, electrical, plumbing services etc for the projects as required, assigned to them and implementation of the project till its successful completion, commissioning and handing over to KINFRA and comprehensively supervise the works and activities carried out by the Contractors.

1. Scope of work by the Total Consultant

Scope of works includes Maintenance of building, Firefighting system, STP and MEP works. The Consultant is 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 Investigation.
- Concept and schematic drawings.
- preliminary estimates
- Preparation of detailed estimate in PRICE software.
- Preparation of separate estimate for the damaged /deteriorated portion except normal wear and tear.
- Assisting client in getting requisite approval from authorities concerned if required.

Bid Process Management Phase

- Preparation of detailed Architectural & detailed Engineering designs, drawings and detailed estimate and submission to Client's approval. Modification, if any, suggested by Client, to be incorporated in the drawings and resubmitted for approval.
- Preparation and finalisation of bid document.
- Finalisation of qualification and selection criteria for the Contractors.
- Evaluation and recommendation for selection and appointment of Contractors as per prevailing GoK directions.

Pre-construction Phase

- Finalisation of contract document.
- Additional working drawings, if any.
- Getting and recommending Contractor's work schedule.
- 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 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.
- 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.
- 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.
- Necessary inspection during defect liability period and reporting defects if any.

Completion and Handing Over Phase

- Preparation of as built drawings if required, along with Contractor, for all completed works, line diagrams of water supply, STP line, Electrical installations, power supply, Fire System 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 Building construction projects.

2.2 The applicant should have completed Consultancy services (Engineering Consultancy and PMC for the similar works-Separate works for Engineering Consultancy and PMC shall also be considered) 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 Consultancy service for works in Building construction.

Three similar works each of value not less than Rs 60.00 Lakhs.

OR

Two similar works each of value not less than Rs 90.00 Lakhs.

OR

One similar work of value not less than Rs 120.00 Lakhs.

(The definition of similar work shall mean Consultancy Service (which includes both engineering and project management consultancy for the works) for building construction works.)

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
- 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 Total Consultant (Engineering and Project Management Consultant for the work of "Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam". 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 Park Manager, KINFRA Integrated Industrial Park, Lakkidi Koottupatha, Mangalam P O, Ottapalam, Palakkad Dt. - 679301 on or before **05:00 pm on 31/10/2022.**

The application received will be opened on **01/11/2022 at 10.00 am** in the office of KINFRA Integrated Industrial Park, Ottapalam. 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 kinfraotp@gmail.com /or contact 0466-2961061/ 9446326166 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) 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 Detailed estimate in PRICE.
- 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.

*** The fee shall be calculated based on estimate cost/ contract value/ executed value of work, without GST.**

Addendum to Principal Agreement for consultancy

Schedule of release of payment terms of 55% of fee (stage d & e above), 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.
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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 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.

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 Consultant if the work contract exceeds original period of completion.

6. Penalty for the work

i. Penalty during Pre-Construction Stage

No	Milestones	Time Schedule
1	<u>Stage 1</u> Preliminary report along with preliminary drawings, preliminary estimate.	Within 25 days from the date of award
2	<u>Stage 2</u> BOQ with LMR analysis, tender documents, all working drawings (Architectural & Structural) and detailed design calculations	Within 25 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.	Within 10 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.*

ii. 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.*

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

7. Requirement of Minimum staff at site (For PMC service)

a) Project Manager/Site Engineer

A Project Manager/Site Er. having B Tech degree in Civil Engineering with a minimum experience of 7 years or Diploma in Civil Engineering with a min experience of 10 years in the Building Works. He Shall be available full time at site from starting till completion of the project including settlement of final bill.

b) Electrical/STP/Water Supply/Fire Fighting Experts

Necessary services of Electrical/STP/Water Supply/Fire Fighting Experts shall be rendered during the preparation of estimates of such works and necessary monitoring of works by experts shall be ensured while execution. Further the concerned experts shall be available at site as required from time to time.

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 & 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 Total Consultancy as mentioned in the Expression of Interest (EOI) for Selection of Total Consultant (Engineering and Project Management Consultant) for the work of “Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam”.
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

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	- 05:00 PM on 31/10/2022
Technical Bid Opening	- 10.00 AM on 01/11/2022

PRICE PART

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

Sir

We agreed to undertake the Consultancy (Engineering Consultancy and PMC) service as per the scope, terms and conditions mentioned in the EOI document for the following work at the rate quoted below, on the estimate amount or actual cost of the project implemented (without GST) whichever is lower.

Sl. No.	Name of Work	Rate (%), excluding GST	
		In figures	In words
1.	“Comprehensive Maintenance of Standard Design Factory Building at KINFRA Integrated Industrial Park, Ottapalam”.% percentage

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

Date:

Place:

Signature
 Name & Designation with seal

Address of Consultant:

Contact numbers:

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