

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION(KINFRA)

(A statutory body of Govt of Kerala)

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Request for Proposal (RFP)

for

Selection of Architectural Consultant for

***“Development of KINFRA Integrated Industrial
and Textile Park at
Kanjikkode, Palakkad- Phase II”***

Bid NO. KIN-IITP/RFP-01/2023-24





**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION
(KINFRA)**

**Name of Work: Selection of Architectural Consultant for Development of KINFRA
Integrated Industrial and Textile Park at Kanjikkode, Palakkad-Phase II'**

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ADVERTISEMENT

RFP invited from Architectural Consultants



Kerala Industrial Infrastructure Development Corporation (KINFRA) invites offers from experienced Architectural Consultants for the work of "**Development of KINFRA Integrated Industrial and Textile Park at Kanjikkode, Palakkad- Phase II**" with last date of submission of bid on 14/12/2023 upto 3.00pm. For more details visit our website www.kinfra.org.

Place: Palakkad
Date: 17/11/2023

Sd/-
Managing Director

Notice Inviting Tender

Selection of Architectural Consultant for "Development of KINFRA Integrated Industrial and Textile Park at Kanjikkode, Palakkad- Phase II"

1. Introduction

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 30 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 established an Integrated Industrial & Textile Park in Phase I in an area of about 168 acres and intended to develop Phase II in an area of about 213 acres of land in Pudukkottai Central Village in Kanjikkode, Palakkad. Now KINFRA is in the process of appointing an architectural Consultant for starting the 2nd phase development activities in the said area.

Request for proposal is invited by the Managing Director, KINFRA, Head Office, Sasthamangalam, Trivandrum - 695010 from experienced Firms registered in India and engaged in major industrial infrastructure projects in India with experience in the field of architectural consultancy for a minimum period of seven years, ending the last date of month previous to the one in which the applications are invited for the work of "**Development of KINFRA Integrated Industrial and Textile Park at Kanjikkode, Palakkad- Phase II "**"

The details of works are as follows:

Sl. No	Name of Work	Location	Components of work	Approx. cost of work	Expected period for the Consultancy service
1	Selection of Architectural Consultant for "<u>Development of KINFRA Integrated Industrial and Textile Park at Kanjikkode, Palakkad-Phase II</u>"	Kanjikkode Palakkad District	Internal Roads, Drains, culverts, retaining walls, Water supply system-internal distribution , Construction of UG sump & OH Tank, Common Fire firefighting system, Common STP, Land development works, Compound wall, Administrative Office, Power distribution system, streetlights, landscaping works and any other works required for the development.	Rs.70 crores (approximately)	2 years Or till date of completion of project whichever is later

It is proposed that the Architectural Consultant will assist KINFRA in project formulation and appraisal including the Architectural, Structural, Facade engineering, mechanical, electrical, plumbing services etc for the projects as required, assigned to them. **The project is likely to be implemented in phased manner.**

2. Scope of work by the Architectural Consultant

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 and periodic inspection, till the completion of work, to KINFRA .Scope of the assigned project is given below:

2.1 Preliminary Phase:

- Detailed survey and Soil investigations.
- Preparation of co-ordinated service plan
- Preparation of Base Map (in CAD and BIS)
- Concept and schematic drawings including 3 D views Presentation
- Preparation of Master Plan.
- Preparation of DPR and detailed estimate in PRICE software for Administrative and Technical Sanction.
- The DPR should contain Environmental & Sustainability aspects, Implementation Schedule, Revenue Streams, Financial Estimate & cost Projections, Engineering Design .
- Preparation of tentative execution schedule
- Assisting client in getting requisite approval from authorities concerned from Central / State

The site clearance and vegetation removal for surveying and site investigation is also included in the scope. The consultant shall include the expenditure for the above while quoting for the work.

2.2 Bid Process Management Phase

- Preparation of detailed Architectural & detailed Engineering designs, drawings and detailed estimate and submission to Client's approval. Modification, if any, after proof checking arranged by Client, to be incorporated in the drawings and resubmitted for approval from Central / State
- Preparation and finalisation of bid document.
- Finalisation of qualification and selection criteria for the Contractors.
- Evaluation and recommendation for selection and appointment of Contractors.

2.3 Construction Phase

- Finalisation of contract document.
- Detailed working drawings.
- Getting and recommending Contractor's work schedule by PMC/ Contractors
- Clarifications and revision of drawing if required by PMC/ Contractors
- Periodical inspection of work site as required by KINFRA till completion of work for the work as given in the concerned NIT)

2.4 Completion and Handing Over Phase:

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

3. Eligibility

- 3.1 The applicant must be a reputed & registered consulting firm (Consultant/Architect) with experience in preparation of Master Plan of Industrial Parks/Townships. Joint Venture or Consortium constituted for participating in this tender alone is not permitted
- 3.2 The Consultant should be in the field of aforesaid projects in India or abroad for a period of minimum seven years ending March 31, 2023.
- 3.3 The applicant should have completed Consultancy services for preparation of Master Plan of Industrial Parks/Townships within last seven years ending March 31, 2023 as per the below mentioned criteria. Firm should have completed consultancy work in preparation Master Plan for,

Three *Industrial Parks/Townships for which development cost not less than Rs 28 Crores.

OR

Two *Industrial Parks/Townships for which development cost not less than Rs 42 Crores.

OR

One *Industrial Park/Township for which development cost not less than Rs 56 Crores.

* The Industrial Park /Township development should contain works like BM/BC road, Drains, Culvert, Water supply works, Power distribution, Fire fighting systems work in a minimum area of 40 acres.

3.4 One Consultancy services work of any nature (either part of (3.3) above or a separate one) for project cost not less than Rs.2800 lakhs with some Central/State Government Department/Central Autonomous Body/ Central Public Sector Undertaking.

3.6 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. as per the above including the appointment letter / work order / contract agreement and letter of successful completion from the client
- iii. Details of Permanent Account Number (PAN)
- iv. GST registration certificate
- v. Acknowledgement of IT filing(last 3 years)

4. Instructions & Guidelines for Submission of Application for Selection of Consultants

- 4.1 The document can be downloaded from our website at www.kinfra.org
- 4.2 Any addendum/corrigendum relating to this RFP will be published in KINFRA website only & these will be part of the tender.
- 4.3 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.
- 4.4 **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 Architectural Consultant for "Development of KINFRA Integrated Industrial and Textile Park at Kanjikkode, Palakkad- Phase II"**". 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 HI - Tech Park, near Govt Medical College, HMT Colony P.O. Kalamassery Cochin-683503, on or before **03:00 pm on 14/12/2023**.

- 4.5 The application received will be opened on **16/12/2023 at 11.00 am** in the office of **KINFRA HI - Tech Park**. The opening date for price bid will be intimated only to the qualified bidders.
- 4.6 The application shall be signed by the authorized person (s) of the firm. All pages of the RFP document shall be signed and seal affixed by the applicant.
- 4.7 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.
- 4.8 KINFRA reserves the right to accept or reject any application or cancel this RFP process without assigning any reason or incurring any liability thereof.
- 4.9 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.

- 4.10 Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
- 4.11 Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
- 4.12 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.
- 4.13 RFP submitted by firms formed as joint ventures for the purpose of participating in this particular RFP is not eligible.
- 4.14 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.
- 4.15 KINFRA reserves the right to modify the criteria and take its own decision if so required.
- 4.16 The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this RFP 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 RF. However, KINFRA reserves the right to ask any clarification from the applicants for details submitted if it so desires during evaluation.
- 4.17 KINFRA will shortlist the applicants after the evaluation of the credentials submitted by the applicants. KINFRA will intimate the shortlisted applicants for the Presentation. The short-listed firm must be willing to make a presentation about their organisation & past work, before a group of experts on a date prescribed by KINFRA. Marks for Presentation also considered for empanelling of Engineering Consultancy.

5 CONFLICT OF INTEREST:

- 5.1 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.
- 5.2 The Applicant shall provide professional, objective and impartial advice and at all times hold KINFRA's interest's 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.
- 5.3 Without limiting the generality of the above, an Applicant shall be considered to have a Conflict of Interest, if;
- 5.4 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
- 5.5 A constituent of such Applicant is also a constituent of another Applicant; or
- 5.6 Such Applicant has the same authorized representative for purposes of this Application as any other Applicant; or

- 5.7 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.
- 5.8 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.
- 5.9 Any clarification required by applicant firms on the invitation of RFP , shall be sent from official e-mail id only, addressed to kinfraitp@yahoo.in/ambilytb@kinfra.org, or contact (9207736004/9207711851) on all working days from 10.00 am to 5.00 pm.
- 5.10 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.

6. Evaluation Criteria

Following points are considered for evaluation:

- i. Organisational Details.
- ii. Experience of similar Consultancy assignments completed.
- iii. Similar Consultancy assignments in progress.
- iv. Presentation about their organisation & past similar works
- v. Rate quoted by the bidders

The marks shall be decided by KINFRA, based on their own judgment. The evaluation carried out by KINFRA shall be final and binding.

The engagement of consultant for the work for preparation of Masterplan, as per detailed scope of service, will be based on scoring maximum marks in the evaluation process, as above (Clause 8).

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

7. Method of Evaluation of Consultants

Technical Evaluation

Credential Score

(i) Organisation Structure : 29 Marks

a. No: of years as consultancy firm : 10 Marks

- i. Above 7 yrs up to 8 years : 03 marks
- ii. Above 8 yrs up to 10 yrs : 05 marks
- iii. Above 10 yrs up to 15 yrs : 07 marks
- iv. Above 15 yrs : 10 marks

b. Empanelled by any Govt Organization : 04 Marks

c. Experience of Technical Personnel : 15 Marks

✓ **Key Personnel**

- Architect with minimum 15 yrs Exp.: 5 Marks
- Civil Engineering degree with specialisation in Structural Engineering, having minimum 10 yrs Experience : 3 Marks
- Civil Engineering degree with specialisation in Town Planning, having minimum 10 yrs of exp. : 4 Marks
- Electrical Engineering degree with minimum 10 yrs of exp. / diploma in Electrical Engineering with minimum 15 yrs of exp. : 1 Marks
- Engineering degree with specialisation in Environmental Engineering, having minimum 10 yrs of experience : 1 Marks
- Engineering degree with specialisation in Transportation Engineering, having minimum 10 yrs of experience : 1 Marks

* **Key personal considered for evaluation marks in any stage/category once will not be considered again in another stage/category. Key personal shall submit proof for working with the bidder, for obtaining marks in the evaluation.**

* **Key personals considered for evaluation shall associate till completion of the assignment. (In any case it is noted that if the key personal considered for evaluation is not associated in the project, a fine of 10% of payable fee for the particular project will be levied on the Consultant).**

(ii) List of Similar Consultancy works completed : 28 Marks

Similar works completed as per eligibility Clause 3.3 of RFP - **20 Marks**

(For every additional group of works as specified in the eligibility criteria, bidder will be awarded an extra 4 marks per group to a maximum of 8 Marks. (3 projects costing Rs 28 Crores is one group, 2 projects costing Rs 42 Crores is one group and one project costing Rs 56 Crores is one group)

(iii) List of Similar Consultancy works in-hand : 3 Marks

Every group of works as per eligibility criteria will get 1 mark per group, up to a maximum of 3 Marks.

* **The credential score will be worked out as above from the details furnished by the bidders in the technical bid documents submitted against this RFP. Only those who get a minimum of 45 marks in the above evaluation will qualify for the next stage of Technical presentation.**

Project Presentation Score

1. Presentation - 40 Marks

Presentation on Project Vision, Concept Design, visualization, Methodology, Work Plan, Master plan, Implementation schedule and deployment of 'Project Team'.

- Master plan and Implementation schedule : 15Marks.
- Methodology and Work Plan : 15 Marks
- Deployment of Project Team : 5 Marks
- Utilisation of Land/Existing Infrastructures/facilities : 5 Marks

- * 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 of evaluation.

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.

Financial Evaluation

Financial score (FS) - The Financial quote shall be submitted by the bidder as lumpsum amount for each project. 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 =**

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

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

The bidder scoring the highest final Weighted score (S) shall be considered for engaging as Consultant for the projects.

8. Award of Work:

Work will be awarded to the firm who secures the highest score in the Final Weighted Score among the pre-qualified bidders, as decided by KINFRA.

9. Schedule of Payments

Stage -1 Soil Investigation reports, Contour Survey Drawing, DPR & Approval of Masterplan,	10% of the total fee payable based on quoted amount.
Stage -2 Submission of final DPR and detailed drawings , Estimate in Price Software	30% of the total fee payable based on quoted amount less amount paid in stage 1
Stage -3 Approval of detailed estimate and detailed drawings by PIC.	65% of the fee payable based on quoted amount less amount paid in stage 1 & stage 2 ,
Stage -4 NIT, inviting tenders and award of work.	80% of the total fee payable based on quoted amount less amount paid in stage 1 & stage 2 , stage 3
Stage -5 Execution and completion of work and handing over with AS built drawings.	100% of total fee payable based on quoted amount less amount paid in stage 1 ,stage 2 , stage 3 & stage 4

- ❖ GST Shall be paid extra.
- ❖ The work may be executed in phased manner.
- ❖ The Consultant should raise GST invoice.

No additional/extra payment will be given to the Consultant if the work contract exceeds original period of completion. Site visit, bimonthly or as and when required may be made on request from the client. No TA and DA are admissible for this visit.

10. SCHEDULE OF SERVICES

a. General:

- i. Obtain site information (site locality and other basic data, A.S details) and ascertain client requirement.
- ii. Conducting detailed contour survey, site investigation and submission of drawings. The scope shall also include site clearance and vegetation removal for surveying and site investigation. The consultant shall include the expenditure for the above while quoting for the work.
- iii. Site appraisal including topographic survey, Geotechnical survey, connectivity details (road, rail, air and communication), water supply and drainage etc.
- iv. Inspection of existing infrastructure facilities and suggest addition / alteration / modifications, etc. and include in the design drawings.
- v. The Consultant shall conduct survey with 5 metre regular intervals using Total Station. Permanent Bench Marks whose elevation with respect to Great Trigonometrical Survey Benchmark (GTS BM) shall be demarked at a fixed point at site with proper markings and Temporary Bench Marks at regular intervals at a fixed point shall be marked at site with proper referencing. Permanent Bench mark location to be incorporated in Layout of the park.
- vi. Collection of data for Rainfall, runoff, Soil Condition, Wind, Temperature, Seismic, Maximum Flood Level, Water Table etc and incorporation of inputs into the master planning and preliminary design. (Copies of such data shall be submitted to KINFRA, as per KINFRA's requirement.
- vii. Assessment of present infrastructures and optimum usage of those.
- viii. Identification of infrastructure components for the project and finalisation in consultation with KINFRA
- ix. Study on renewable energy and submission of scheme for utilisation in development of Park
- x. Preparation of Solid waste management plan and submission.
- xi. Preparation of Masterplan with tentative plot demarcation showing all components of infrastructures and preliminary drawings for Civil, Electrical, fire fighting and landscaping including STP works with preliminary estimate matching with component-wise breakup in the A.S., assessment of existing building/structure if required and prepare DPR accordingly.
- xii. Incorporation of GREEN certification requirements, if specified by the Client. (The Consultant shall appoint concerned Consultants for obtaining Green certification without any additional expense to KINFRA
- xiii. Assisting the client in obtaining approval from concerned authorities.

b. Detailed Drawings

- i. Preparation of detailed Architectural drawings (Site plan, building plan, Elevation and Section) for all Civil, Electrical, Plumbing, Mechanical, and firefighting works based on approved drawings and estimate.
- ii. Preparation of detailed Structural drawings based on approved Architectural drawings and submission to client for approval. On proof checking if any modification need to be incorporated and resubmitted for approval.

- iii. Issuance Of Execution Drawing to PMC/ Contractor

c. Detailed Estimate

- i. Preparation of detailed estimate based on approved Architectural and Structural drawings. For Building works, CPWD DSR (current) and for Road works, MoRTH (current) may be followed. For item not covered in the above specifications, Kerala PWD PRICE software may be referred and submitted to client for approval with detailed drawings.

d. Preparation of NIT

- i. Preparation of BOQ with the approved drawings and estimate and submission to client with draft N.I.T.
- ii. Preparation of LMR analysis and submission to client.
- iii. Assisting client in publishing the NIT & BOQ in the e-tender website.

e. Acceptance of Tender and Award of Work

- i. Analysis and recommendation of tender based on LMR for acceptance of tender.
- ii. Draft agreement based on CPWD norms after acceptance of tender.

f. Execution of Work

- i. Preparation and submission of additional working drawings necessary for execution for client's approval.
- ii. Recommendation of samples of various elements and components for approval of client.
- iii. Check and recommend shop drawings submitted by the Contractor/vendors for approval of client.
- iv. Visit the site of work at intervals as and when required, to inspect and evaluate the construction works, offer interpretation of the drawings / specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed.

g. Completion of Work and Handing over

- i. Submission of completion reports and 3 sets of as built drawings including all services and structures for the project prepared by PMC appointed at site by the client and recommended and duly signed by both parties and assist the Client in obtaining completion / occupancy certificate from statutory authorities, wherever required.

11. Milestones/Penalty for the work

a. During Pre-Construction Stage:

No	Milestones	Time Schedule
1	<u>Stage 1</u> Submission of Soil Investigation reports, Contour Survey Drawing, DPR, Masterplan,	Within 45 days from the date of award.
2	<u>Stage 2</u> Submission of final DPR and detailed drawings , detailed estimate ,estimate in Price Software,	Within 30 days from the date of approval of Stage 1 by KINFRA.
3	<u>Stage 3</u> DPR, BOQ with LMR analysis, tender documents, all working drawings (Architectural & Structural) and detailed design calculations	Within 15 days from the date of approval of Stage 2 by KINFRA.
4	<u>Stage 4</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 3 by KINFRA

All drawings, Report, estimates shall be submitted by the consultant in hard copies of appropriate size in 3 sets and soft copies

- ❖ *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 for deviation of quantities

- i. *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.*

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

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 on 31 st March 2023	Annexure II
5.	List of Consultancy assignments in progress (Civil / Electrical / STP	Annexure III
6.	List of works for which GRIHA /International ratings for green buildings	Annexure IV
7.	Undertaking	Annexure V
8.	Details to be submitted in the covering letter	Annexure VI

Place

Signature of the Applicant

Date

Name & Designation

Annexure I

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	

- * The Team Head should be a Civil Engineering graduate with minimum 15 years of Post qualification experience in planning and execution.
- * The Architectural Head should be a graduate in Architectural Engg. with minimum 10 years of experience.
- ** Project Managers/ Quantity surveyors/Structural Engineers with minimum 5 years of experience.

Place
Date Name and designation with seal

Signature of the Applicant

Annexure II

LIST OF CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 07 YEARS ENDING ON 31ST MARCH 2023

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 Engineering 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
Date

Signature of the applicant
Name and designation with seal

Annexure III

LIST OF CONSULTANCY 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 PMC 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

List of works for which GRIHA/International ratings for Green buildings

Name of project done during last 7 years	Details of work done under the project (Land Development, building, Roads etc.)	Cost of project/Date of commencement /period of completion/ Date of completion	Status of the project (whether completed/ ongoing)	Name and address of client for whom the project was executed	Details (no.& date) of certificate (in original) issued by the client(to be attached)

Signature

Name and designation with seal

Annexure V

Undertaking

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our firm.....is having in-house capability of carrying out Architectural Consultancy as mentioned in the Request for Proposal (RFP) for **Selection of Architectural Consultant for the work "Development of KINFRA Integrated Industrial and Textile Park at Kanjikkode, Palakkad- Phase II"**.
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
Place Name and designation with seal

Signature of the applicant

List of Documents to be submitted in sealed Envelope:

I. Cover 1 -Prequalification Bid

- i. Organization Details (Annexure I)
- ii. List of Consultancy assignments completed in the last seven years last seven years ending on 31.03.2023 (Annexure II)
- iii. List of Consultancy assignments in progress (Civil / Electrical / STP - (Annexure III)
- iv. List of works for which GRIHA /International ratings for green buildings - (Annexure IV).
- v. Undertaking (Annexure V)
- vi. Details to be submitted in the covering letter (Annexure VI)
- vii. Copy of registration certificate of the firm.
- viii. Documents supporting eligibility criteria and evaluation criteria, including appointment letter / work order or contract agreement and letter of successful completion from the client.
- ix. Details of Permanent Account Number (PAN)
- x. GST registration certificate
- xi. Processing fee in the form of Demand Draft
- xii. Prequalification Bid duly filled and signed (Each page should be signed by the bidder with seal).

II. Cover 2- Price Part.

Important Dates

Last Date of submission - 03:00 PM on 14/12/2023
Technical Bid Opening - 11.00 AM on 16/12/2023
