

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 Consultant

for various projects at KINFRA International Apparel Parks Ltd





KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

Name of Work: *Selection of Consultant for various projects at KINFRA International Apparel Parks Ltd*

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ADVERTISEMENT

EOI invited from Consultancy firms



Kerala Industrial Infrastructure Development Corporation (KINFRA) invites offers from experienced and competent Consultancy firms for various projects at KINFRA International Apparel Parks Ltd, Thiruvananthapuram”, with last date of submission of bid on 25/07/2023 upto 3.00pm.

The documents will be available in KINFRA website www.kinfra.org.
Contact: 0471-2726585 / 8547058202

Place: Thiruvananthapuram
Date: 13/07/2023

Sd/-
Managing Director

Notice Inviting Tender:

Selection of Consultant for various projects at KINFRA International Apparel Parks Ltd

Expression of Interest (EOI) is invited by the Managing Director, KINFRA from experienced Consultants for various projects at KINFRA International Apparel Parks Ltd, Kazhakkuttom, Thiruvananthapuram”.

KINFRA International Apparel Parks Ltd (KIAP) is a subsidiary of KINFRA to provide infrastructure facility mainly to garments related industries (Apparel Park) and general industries (mainly in Small Industries Park) in the total area of 95.83 acres of land with 121 industrial establishments.

The details of works are as follows:

Sl No	Name of Work	Location	Apprx. cost of work	Expected period for the Consultancy service	Scope of Consultancy Service
1	Maintenance of SDF buildings and boundary walls at KINFRA International Apparel Parks Ltd	Kazhakkuttom, Thiruvananthapuram	75 Lakh	6 Months	Total consultancy (including Engineering and project management consultancy)
2	Upgradation of infrastructure for working women's Hostel- Phase II at KINFRA International Apparel Parks Ltd., Thiruvananthapuram	Kazhakkuttom, Thiruvananthapuram	17.90 Lakh	3 Months	Project Management Consultancy only

It is proposed that the consultant will assist KINFRA in project formulation and appraisal including the Architectural, Structural, Facade engineering, mechanical, electrical, fire fighting, 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

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 overworks and periodic inspection, till the defects liability period, to KINFRA of the assigned project.

1. Engineering Consultant

Preliminary Phase

- Preparation Rough cost estimate of the project and incorporating comments from KINFRA.

Bid Process Management Phase

- Preparation of detailed estimate in PRICE software and submission to Client's approval. Modification, if any, after proof checking arranged by Client, to be incorporated in the drawings if needed and resubmitted for approval.
- Preparation of all working drawings
- Preparation and finalization of bid document.
- Finalization 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 defect liability period of works (for the work as given in the concerned EOI)

2. Project Management Consultant

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.
- Issue of working drawings necessary for the work, if any.
- 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.
- 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.
- 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 Consultancy services (Engineering Consultancy and PMC) 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 (Engineering Consultancy and PMC) for works in Civil nature

Three similar works each of value not less than 37.16 Lakhs.

OR

Two similar works each of value not less than 55.74 Lakhs.

OR

One similar work of value not less than 74.32 Lakhs.

(The definition of similar work shall mean Engineering Consultancy Service and Project Management Consultancy for Civil construction works.

If the bidder has done Engineering Consultancy and PMC separately, both the works shall have the above value.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for bids)

2.3 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.

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

- a) 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.
 1. Firm : Certificate of incorporation
 2. Proprietorship firm : Registration certificate/ ST 2 /GST / Council of Architecture
 3. Partnership firm: Registration certificate with the share of deeds registered at Registrar of Firms
 - ii. Documents supporting eligibility criteria.
 - iii. Details of Permanent Account Number (PAN)
 - iv. GST registration certificate
- b) The document can be downloaded from our website at www.kinfra.org
- c) Any addendum/corrigendum relating to this EOI will be published in KINFRA website only & these will be part of the tender.
- 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 Consultant for various projects at KINFRA International Apparel Parks Ltd, Kazhakkuttom, Thiruvananthapuram**”. 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 International Apparel Park, St Xavier’s College P O, Thumba, Trivandrum, on or before **03:00 pm on 25/07/2023**.

(Contact Person: Mrs. Indu Rajendran, Park Manager, Mob No:- 8547058202).

The application received will be opened on **26/07/2023 at 11.00 am** in the office of **KINFRA, Sasthamangalam, Thiruvananthapuram**. 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) Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
- d) Applicants successfully fulfilling minimum criteria shall be eligible to apply. Certified copies of award letters or work order or contract agreement and completion certificate from the client (Certificate issued by an officer not below the rank of Executive Engineer or equivalent) should be enclosed.
- e) EOI submitted by firms formed as joint ventures for the purpose of participating in this particular EOI is not eligible. Existing JV can participate in EOI with the previous partner. The work completion certificates submitted as annexure should be in the name of applicant (Lead Partner).
- f) 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.

- g) KINFRA reserves the right to modify the criteria and take its own decision if so required.
- h) 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.
- i) **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 regarding the invitation of EOI shall be sent from official e-mail id of the bidder addressed to kiap.kzm@gmail.com / indu@kinfra.org or contact 0471-2706003/05 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

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

5. Schedule of Payments

- A) The payment schedule for the work of **Maintenance of SDF buildings and boundary walls** 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.
- * The fee shall be calculated based on estimate cost/ contract value/ executed value of work, without GST.**
- B) The payment schedule for the work of **Upgradation of infrastructure for working women's Hostel- Phase II** 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 all works, for providing satisfactory service.
- * The fee shall be calculated based on estimate cost/ contract value/ executed value of work, without GST.**

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 estimate along with preliminary drawings if any.	Within 45 days from the date of award
2	<u>Stage 2</u> Detailed estimate in PRICE software, BOQ, tender documents, all working drawings (Architectural & Structural)	Within 30 days from the date of approval of Stage 1 by KINFRA
3	<u>Stage 3</u> Modification in estimate based on the comments from KINFRA, if any.	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.*

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. 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 (only applicable for total consultancy).*

iv. *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

A Project Manager 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 including settlement of final bill).

b) Site Engineer - Civil (As requirement)

A Site Engineer having B Tech degree in Civil Engineering with a minimum experience of 5 years in Civil constructions.

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 Consultant for various projects at KINFRA International Apparel Parks Ltd, Kazhakkuttom, Thiruvananthapuram**".
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 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 25/07/2023
Technical Bid Opening	- 11.00 AM on 26/07/2023
