



THE KERALA STATE INDUSTRIAL ENTERPRISES LTD

(A Govt. Of Kerala Undertaking)
St. Josephs Press buildings, Cotton Hill, Thiruvananthapuram 695014
www.Ksie.net Ph: 0471 2326947

No. KSIE/INFRA/HO/ 002-2015-16

Date 25/11/2015

NOTICE INVITING APPLICATION FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS



THE KERALA STATE INDUSTRIAL ENTERPRISES LTD

(A Govt. Of Kerala Undertaking)
St. Josephs Press buildings, Cotton Hill, Thiruvananthapuram 695014
www.Ksie.net Ph: 0471 2326947

No. KSIE/INFRA/HO/ 002-2015-16

Date 25/11/2015

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECT/CONSULTANTS

Kerala State Industrial Enterprises Ltd. invites applications for empanelment from the practicing reputed Architects registered with the Council of Architecture for **“Architectural planning and Engineering Consultancy services for projects to be undertaken by KSIE”**

Due date of submission of application: open

The detailed NIT and application are available on web site www.ksie.net/tender, any corrigendum, to this publication would appear on the same website.

MANAGING DIRECTOR



THE KERALA STATE INDUSTRIAL ENTERPRISES LTD

(A Govt. Of Kerala Undertaking)
St. Josephs Press buildings, Cotton Hill, Thiruvananthapuram 695014
www.Ksie.net Ph: 0471 2326947

No. KSIE/INFRA/HO/ 002-2015-16

Date 25/11/2015

Name of the Work	Empanelment of Architect/consultants
Processing Fee	Rupees One Thousand (Rs. 1000.00) payable in the form of Demand Draft/ Pay Order in favour of "Kerala State Industrial Enterprises Ltd payable at Trivandrum which is not refundable
Cost of Application	FREE. May be down loaded from www.ksie.net/tenders
Date of Issue of documents	From the date of issue of NIT
Last date of submission	open

MANAGING DIRECTOR



THE KERALA STATE INDUSTRIAL ENTERPRISES LTD

(A Govt. Of Kerala Undertaking)
St. Josephs Press buildings, Cotton Hill, Thiruvananthapuram 695014
www.Ksie.net Ph: 0471 2326947

No. KSIE/INFRA/HO/ 002-2015-16

Date 25/11/2015

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECT/CONSULTANTS

Kerala State Industrial Enterprises Ltd is a Public Sector Undertaking engaged in development & construction and projects in India. Kerala State Industrial Enterprises Ltd invites applications for empanelment from the practicing reputed Architects registered with the Council of Architecture for “Architectural planning and Engineering Consultancy services for the following disciplines & categories.

The Architecture / Consultancy firm should meet the minimum qualifying criteria as mentioned in application for empanelment. The detailed NIT and application for empanelment can be downloaded from KSIE’s website www.ksie.net/tender. The Architecture firm should according to their eligibility apply for the specific category of works only. Architecture firm who want to apply for more than one category should do so through separate application including processing fee.

Application complete in all respects shall be submitted to the Chief Engineer & General Manager (Infrastructure), KSIE ltd along-with non-refundable processing fees of Rs.1,000/- (Rupees One Thousand only) payable in the form of Demand Draft/ Pay Order in favour of “Kerala State Industrial Enterprises Ltd” payable at Trivandrum.

No Joint venture or Consortium of firms shall be allowed and the Architecture firm should meet the above criteria by themselves.

The desired Architecture firm should apply on the prescribed formats as per Section - 3. of Application for Empanelment along-with documentary evidence.

Last date of receipt of application is open. However KSIE reserves the right to select or reject an applicant without assigning any reasons whatsoever.

The selected architect/consultants shall pay an empanelment fee of Rs.15, 000/- (Rupees Fifteen Thousand only) payable in the form of DD/PO in favour of Kerala State Industrial Enterprises ltd, Trivandrum.

The Empanelment of Architect shall be valid for one year. However, KSIE reserves the right to curtail this period at its sole discretion. The empanelled architect/consultants shall extend their period of status every year, paying necessary fees for the same with required documents as prescribed.

Corrigendum / addendums, if any to this NIT shall only be posted on website www.ksie.net/tender

Managing Director

APPLICATIONS FOR EMPANELMENT OF ARCHITECT/CONSULTANTS

1.0 INTRODUCTION

1.1 Kerala State Industrial Enterprises Ltd. (“KSIE”) is a Public Sector Undertaking engaged in development & construction projects in Kerala. Kerala State Industrial Enterprises Ltd. (“KSIE”) invites applications for empanelment from the practicing reputed Architects registered with the Council of Architecture for “Architectural planning and Engineering Consultancy services.

1.2 The Empanelment of Architect shall be valid for one year. However, KSIE reserves the right to curtail this period at its sole discretion. The empanelled architect/consultants shall extend their period of status every year, paying necessary fees for the same with required document as prescribed.

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

2.0 MINIMUM QUALIFICATION CRITERIA

The Architects should meet the following minimum qualifying criteria for getting pre-qualified:

Consultant should have successfully completed at least one **similar work** (ref:2.1) costing not less than the amount equal to 40 % of the estimated project cost with some Central Government Department / State Government Department /Central Autonomous Body / Central Public Sector undertaking during the last 3 years ending on 31.03.2015.

- Projects with HVAC, fire fighting, lifts, rain water harvesting, IT enabled services, internal & External services etc. and superior specifications ,
AND
- Projects executed in India fulfilling the Green Building norms / features duly certified by Clients / concerned authority.

2.1 The definition of similar works for different categories of works is as under:

Sl.No	Disciplines	Definition of similar works (complete works from concept to commissioning)
1	Residential	Residential Complex, Mass Housing, townships etc.,
2	Non Residential	Office buildings, institutional complexes ,Commercial complexes, Shopping malls, Industrial, storage godowns, conventional centre/Auditoriums, Hospitals, Industrial Buildings, Hostels etc.
3	Transportation	Roads, Railways ,Bridges
4.	Water supply & sanitary	Dams, Irrigation projects, Drainage system, water supply schemes etc.,
5.	Others	Electrical, Air conditioning , Fire detection and fire fighting system

**** No Joint-Venture or Consortium of firms shall be allowed and the architects should meet the above criteria by themselves.**

2.2 The desired Architecture firm should apply on the prescribed formats as per Section of

Application for Empanelment along-with documentary evidence.

- 2.3 The past experience in similar nature of work should be supported by certificates issued by the Officer in charge not below the rank of an Executive Engineer. In case the work experience of other than Govt. /Semi Govt. / PSUs, the completion certificate shall be supported with copies of Work order, full payment TDS certificates issued by owner for the work executed.
 - 2.3.1 The applicant should have sufficient number of Technical employees for the proper execution of the contract. The applicant should submit details of Qualification along with Application for Empanelment.
 - 2.3.2 All the applications received, will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable for the Group, his application shall be considered for the prequalification in lower monetary group (if available). In case the applicant is found suitable for lower monetary group, he shall be pre-qualified for lower group.
- 2.4 Under no circumstances the processing fees can be adjusted against the pending dues of Architects with KSIE and the processing fee is required to be submitted in the form as mentioned in Notice for Application for Empanelment.
- 2.5 Empanelled Architects can participate for tenders in the respective discipline.
- 2.6 The empanelled architects shall be required to submit bids against the works of various departments on invitation from KSIE.
- 2.7 The tender to be invited by KSIE from the empanelled architects shall be available on Website of KSIE www.ksie.net/tender The empanelled architects are advised to check the details from KSIE's Website regularly and no claim of empanelled architects shall be entertained whatsoever, due to non receipt of information about the tender of KSIE.
- 2.8 Forms for giving details for empanelment and Letter of transmittal are given in Section 3 and 4 respectively.
- 2.9 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "NIL" or "NO SUCH CASE" entry should be made in that column. If any particulars / query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected. Applications made by telegram or telex, E-mail, and those received late or without processing fees will not be entertained.
- 2.10 The application should be type-written. The applicant should sign and stamp each page of the application.
- 2.11 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the application documents are numbered. Additional sheets, if any, added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 2.12 References, information and certificates from the respective clients certifying suitability,

technical knowhow or capability of the applicant should be signed by the officer in charge not below the rank of Executive Engineer.

- 2.13 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of application unless it is called for by the KSIE.
- 2.14 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from empanelment / tendering / taking up of work in KSIE. If such applicant happens to be empanelled, his name shall be removed from the list.
- 2.15 As additional qualifying criteria for selection of Architects, Design concept presentation / competition shall also be conducted for all tenders in the various disciplines if needed.
- 2.16 Prospective applicants may request clarification on the application document.

DEFINITIONS

2.17 In this application document the following works and expressions have the meaning hereby assigned to them:

- (i) “EMPLOYER” OR “KSIE”: Means Kerala State industrial Enterprises Limited.
- (ii) “APPLICANT” Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.
- (iii) “YEAR” means the date from empanelment.

2.18 **METHOD OF APPLICATION:**

- (i) If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- (ii) If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- (iii) If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- (iv) If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

2.19 **FINAL DECISION MAKING AUTHORITY**

KSIE reserve the right to modify the eligibility criteria, to decide on cutoff date of implementation, to accept or reject any application, to annul the Empanelment process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

2.20 EVALUATION CRITERIA FOR PRE-QUALIFICATION

2.20.1 For the purpose of Empanelment, applicants will be evaluated on the basis of minimum stipulated financial and past experience criteria.

2.20.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures / weaknesses etc.
- (b) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the Empanelment application.

2.21 FINANCIAL INFORMATION

Applicant should furnish the following financial information:

- (a) Annual financial statement for the last three years (in Form "G").
This should be supported by audited balance sheets and profit and loss accounts (with all schedules attached) duly certified by a Chartered Accountant.
- (b) Name & Address of the bankers.

2.22 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

2.22.1 Applicant should furnish the following:

- (a) List of all similar works successfully completed during the last 3 years (in form "E").
- (b) List of the projects under execution or awarded (in Form "F").

2.22.2 Particulars of completed works and performance of the applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress of concerned Clients covering the required information as asked for in Form 'E & F'). The work completion/ experience certificates issued by other than Govt. Dept. /PSU shall be supported by the copies of the TDS certificates issued by the owner of the project.

2.23 AVAILABILITY OF EQUIPMENT RESOURCE

Applicant is required to furnish the details of computer, AUTO CAD, Design software, printer etc. available with the applicant as on date in form-"D".

2.24 ORGANIZATION INFORMATION

Applicant is required to submit the information in respect of his organization.

- (a) Name & Postal Address, including Telephone and Telex, Fax numbers, E-Mail address etc.
- (b) Name/Designation of contact person.

- (c) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (d) Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization/applicant.
- (e) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (f) Authorization for KSIE to seek detailed references.

2.25 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with Empanelment document (Section – 4) duly signed by him.

- 2.26 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is prohibited.

2.27 CANCELLATION OF EMPANELMENT

The empanelment of architects shall be cancelled by KSIE in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of KSIE. The decision of KSIE in this regard shall be final and binding.

- 2.28.1 The applicant should furnish the list of works executed/under execution by him for KSIE along with performance report (as per Form-F) duly signed by General Manager/Engineer in charge . In case, applicant has not executed any project/work of KSIE should submit an undertaking as per Form-G mentioning that he has never worked with KSIE.

EMPANELMENT OF ARCHITECTS

NAME OF APPLICANT

DISCIPLINE

: _____

Rupees fifteen Thousand only) is herewith submitted in Demand Draft / Pay Order No.
_____ ofBank dated _____.

NAME & SIGNATURE OF APPLICANT

Seal of Firm

GENERAL INFORMATION

1.	Name of Applicant/Company	
2.	Address for correspondence	
3.	Contact Person with Designation: Telephone Nos. Fax Nos. Mobile : Mail Address:	
4.	Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership) d) A Limited Company (Attach copy of Article of Association) e) Any other (mention the type)	
5.	Place and Year of Incorporation	
6.	Details of Registration/Membership with the council of Architects or Institute of Engineers or such other Institute. (Attach copy)	
7.	Name of Director/Partners in the organization and their status along with their qualifications.	
8.	Name(s) of the persons along with their qualification and designation, who is authorized to deal with KSIE (Attach copy of power of Attorney)	
9.	Organization Chart (attach separate sheet) Whether attached	Y/N
10.	Details of Awards/Appreciations supported with document to be submitted. Whether attached	Y/N
11	Any other Information	

[SEAL]

[SIGNATURE OF APPLICANT]

Organization setup of the company in respect of Architect, Civil, Structural, Electrical, Mechanical Engineers, Land Landscape planners and interior decorators etc.

(Details to be furnished in the following format)

S. No.	Name	Designation	Qualification	Professional Experience and details of work carried out	Registration No. with validity	Years with firm	Remarks

Note:

1. Certificates of qualification are required to be attached.

[SEAL]

[SIGNATURE OF APPLICANT]

Details of Specialist Associate Consultants working on regular basis with firm:

S. No.	Specialization	Name of Associate	No. of Works Undertaken with the applicant
A.	HVAC Services		
B.	Fire Fighting		
C.	Landscaping		
D.	Green Building Consultant		
E.	Electrical Services		
F.	Structure Services		
G.	Any other relevant Information.		

[SEAL]

[SIGNATURE OF APPLICANT]

Details of Office Space and infrastructure with firm:

Sl. No.	Criteria	Details
1.	Office Space (Sqm)	
2	Computers, Plotters etc.	
3.	Software	
4.	Any other Information	

[SEAL]

[SIGNATURE OF APPLICANT]

Details of Architectural & Consultancy work completed during the last 3 years (Details to be furnished in the following format)

S.No.	Name of work	Scope of Services	Value of Construction (In Lakhs)	Date of commencement/ completion	Name & Address of the client	Remarks

Note:

1. The scope of services means whether the consultancy job included completed architectural planning, structural design and drawings, preparation of estimates, tender documents planning and designing of various E and M, HVAC services or any other services (Please specify) or only design and drawing.
2. The following documents are to be enclosed for each of the above work:
 - i) Completion Certificate
 - ii) Copy of Award letter
 - iii) Other relevant documentary evidence, if any.

[SEAL]

[SIGNATURE OF APPLICANT]

Form – F

Details of on-going Architectural & Consultancy work (Details to be furnished in the following format)

S.No.	Name of work	Scope of Services	Value of Construction	Date of		Name & Address of the client	Remarks
				Start	completion		

Note:

1. The scope of services means whether the consultancy job included completed architectural planning, structural design and drawings, preparation of estimates, tender documents planning and designing of various E&M, HVAC services or any other services (Please specify) or only design and drawing.
2. The following documents are to be enclosed for each of the above work:
 - i) Copy of Award letter
 - ii) Other relevant documentary evidence, if any.

[SEAL]

[SIGNATURE OF APPLICANT]

Form G

Turn over for last three years:

S.No.	Financial Year	Earned	Remarks
1	2012-2013		
2	2013-2014		
3	2014-2015		

Note:

In addition to the above the applicant has to submit the following documents/ Information:

1. Copy of Balance Sheet(s).
2. Copy of valid Service Tax Number.
3. Copy of PAN/ TAN card.
4. Copy of registration with other organization.
5. Details of litigations, if any.
6. Other relevant details, if any.

[SEAL]

**Signature of
Applicant**

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.150/-
DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr.....S/o..... R/o
.....

I, the deponent above named do hereby solemnly affirm and declare a under:

- 1. That I am the Proprietor/ Authorized signatory of M/s..... having its Head Office/ Regd. Office at.....
- 2. That the information/ documents/ Experience certificates submitted by M/s..... along with this „EMPANELMENT OF ARCHITECTS to KSIE Ltd. are genuine and true and nothing has been concealed.
- 3. I shall have no objection in case KSIE verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case KSIE demand so for verification.
- 4. I hereby confirm that in case, any document, information &/Or certificate submitted by me found to be incorrect/false/fabricated, KSIE at its discretion may disqualify / reject my application for pre qualification out rightly and also debar me / M/s..... from participating in any future tenders/ PQ.

DEPONENT

I,....., the Proprietor / Authorized signatory of M/s....., do hereby confirm that the contents of the above

Affidavit is true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this..... day of

DEPONENT

From:

To
The Managing Director
Kerala State Industrial Enterprises Ltd
St. Joseph's Press Buildings,
Cotton Hill, Vazhuthacaud,
Thiruvananthapuram-695014

SUB: Empanelment of Architects

Sir,

Having examined the details given in Notice for Empanelment of Architect and Application for Empanelment for the above work, we hereby submit our qualification and relevant documents.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms „A“ to “H” and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply.
3. I/We have submitted the requisite banker's certificate/ performance reports and authorize the Kerala State Industrial Enterprises Ltd or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that I/We have read and understood all the stipulations given in this prequalification documents and the decision of KSIE with regard to our Empanelment shall be final and binding on us.
5. I/We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified in Para 2.1 of Section 2 for having successfully completed the following works:

Enclosures: 1)
2)
3)

Date of Submission

(Seal of Applicant/Firm)

**(Signature of Applicant)
With date**