



THE KERALA STATE INDUSTRIAL ENTERPRISES LTD

(A Govt. Of Kerala Undertaking)

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LIMITED TENDER

**TECHNICAL AND FINANCIAL BIDS ARE INVITED FROM
ARCHITECTURAL/ENGINEERING FIRMS WHO HAD
SUBMITTED PROPOSAL AGAINST OUR ADVERTISEMENT
DATED 03.02.2025**

Contract No. CP/INFRA/CFS-VIZ/001/2026-27	
Last Date of submission	14/10/2026 till 11:00 hrs
Opening of Technical Bid	14/10/2026 at 14.30 hrs

Technical and Financial Bids are invited from Architectural/Engineering firms who had submitted their proposals in response to our advertisement dated 03.02.2025 and participated in the online meeting-cum-presentation conducted on 15.03.2025.

I. SCOPE OF SERVICES

KSIE has decided to construct Container Freight Station at Trivandrum. The requirement includes the architectural and consultancy services for construction of warehouses and office buildings, yard as well as the maintenance and upgradation of existing buildings, in line with the planned cargo movement and operational layout, obtaining NOC or permits from the Local Bodies. The proposal is to entrust the complete design, project management and supervision of construction of the building and services to an Architect / Consultant selected for this purpose. The scope of this total consultancy assignment is given below.

1. The Architect / Consultant shall execute an agreement with KSIE within seven days from the date of intimation of appointment.
2. Immediately after signing the agreement, the Architect / Consultant shall get in touch with KSIE, for obtaining the site plan and details of requirements of facilities to be provided in the project and shall prepare preliminary conceptual drawing etc., for the said project giving due consideration to all statutory rules and regulations for such buildings.
3. The preliminary conceptual plans, elevations etc. prepared by the Architect / Consultant shall be submitted to the Client for their approval and the Architect / Consultant shall modify the same if desired by KSIE without any additional cost till the conceptual drawing are accepted by KSIE.
4. After obtaining the written approval of KSIE three copies of the approved preliminary design and drawing (also referred to as revised or design development) including plans, elevation, perspective drawings etc. shall be furnished to KSIE along with brief specifications and preliminary estimate on square meter basis supported with details of rates and quantities to the satisfaction of KSIE and submit the drawing to the Local Bodies and obtain approval / permits.
5. After the written approval of the sketch design and preliminary estimate has been communicated to the Architect / Consultant by KSIE, the architect shall prepare detailed structural design drawings, working drawings in appropriate scales, structural designs and details and schedules of specifications. The Architect / Consultant shall also furnish detailed estimate on the basis of the latest specifications (wherever applicable) and schedule of rates adopted by the State PWD in the region. All analysis of rates in the case of non-schedule items and all details of quantities (PRICE) shall be furnished with the item rated detailed estimate. The detailed estimate shall embody provisions in respect of all services, eg. Water supply, sanitary installation, Electric supply, drainage, sewerage, Air-conditioning of office (if required), Firefighting, light fixtures, etc. Detailed estimate shall also indicate the quantities of cement and steel required with details and give a detailed schedule of fitting for electrical works (light fitting and fans).
6. The specification shall be got approved in writing by KSIE beforehand. All building plans shall also show the following details of services.
 - a) All existing underground, surface and overhead services wherever plans are available with local authorities.

- b) Proposed water supply systems including distribution pipes, stop-cock, bib cocks, meter and fire hydrants.
 - c) Proposed sewerage systems and complete internal sanitary installation with stacks, antisiphonic pipes and vents, etc in the case of sanitary work.
 - d) Internal and external electrical installation, substations (if required), electric poles to be tapped, position of main motors, distribution boards, switches, plugs etc special lighting system, call bell system etc.
 - e) Proposed ground levels and the method of proposed surface drainage in the case of storm water drainage system.
 - f) Proposal for furniture, furnishing and all other items/ services required to KSIE satisfaction if special order is given to take up this item also.
7. The Architect / Consultant shall indicate on his drawings and report the manner in which it is proposed to deal with all services, e.g. Electrical, Water supply, Sanitary, drainage, Sewerage, Fire detection & Fighting, Lightning Arrestor system, Telephone, and other services.
 8. The Architect / Consultant shall assist KSIE in getting the Architectural plans, blue prints, etc. of the buildings approved by, and obtain written approval from the Municipal Corporation and other local bodies (hereinafter referred to as “the competent Authority”) and make necessary modifications as may be required by the competent Authority in consultation with KSIE without any extra charge. Fees for submission of plans if any will be paid by KSIE. Follow-up action to obtain the licenses and permits will be the responsibilities of the Architect / Consultant.
 9. The Architect / Consultant shall prepare tender documents for pre-qualification of contractors in the standard format, evaluate and furnish to KSIE along with a list of competent contractors.
 10. The Architect / Consultant shall, after getting the plans approved by the competent authority, and the pre-qualification process completed, prepare a Draft Tender Document for approval of the Client and revise the same, if necessary. The KSIE will invite tenders from contractors who have been pre-qualified.
The Architect/ Consultant shall advise KSIE within two weeks of handing over of tenders with recommendations, but the final choice will rest with KSIE. The Architect / Consultant will assist in the execution of the Contract (agreement) by the contractor, if required on a form drafted by the Architect / Consultant but approved by KSIE, who may at their discretion, adopt a new form altogether.
 11. The Architect / Consultant shall prepare for the use of KSIE and the Contractor six copies of working drawings of various trades and items or any other particulars. The Architect / Consultant shall also provide further details and drawings as are necessary for the proper execution of the works.
 12. The Architect / Consultant shall make necessary revisions and changes that may be required by the user up to this stage. Any subsequent revisions and changes of substantial nature on these drawings once approved made as per the order of the user shall be compensated as additional services rendered by the Architect / Consultant on mutually agreed rates/terms.
 13. The Architect / Consultant shall not make any deviation, alteration, additions or omission from the approved drawings without the knowledge and prior written consent of KSIE. KSIE will retain the right to omit or postpone any work or part thereof at their discretion.
 14. The Architect / Consultant will get the work executed as per approved plans, specification and as per terms and condition of the agreement executed with the contractor by rendering total and complete supervision of the work and his DUTIES AND RESPONSIBILITIES on account of this shall be as specified here in.

15. The Architect / Consultant shall provide sufficient site supervisory staff, give periodical supervision and inspection and such other services as may be necessary to ensure that the works are being carried out in accordance with the contract and be responsible for such services.

Advise KSIE on the progress and quality of the work and furnish daily site reports.

Attend fortnightly progress review meeting to be conducted by KSIE.

Advise KSIE on such measures as may be deemed necessary in respect of progress and quality of work.

Advise KSIE on expenditure, cost control, if, the total of authorised expenditure is likely to be exceeded. Provide report of extra item in the work with rate analysis as per terms of contract for approval by KSIE.

Advise KSIE if the contract time is likely to be varied.

Issue variation orders as deemed necessary by them on the behalf of KSIE and on its approval within the scope of the contract.

Measure, verify and approve contractor's quantities of work, arrange/facilitate checking by KSIE Engineers and issue certificates authorizing payment including final payment along with certificate that the work has been carried out in accordance with the specification.

Deposit all measurement books and level field books duly certified for accuracy and correctness with KSIE after obtaining the acceptance of the contractor at the time of the final bill for record.

Furnish such information to KSIE and advise them regarding fulfillment of contractor's obligations in respect of the contract such as reports, progress charts etc.

Furnish such other technical data as required and used on various materials involved in the construction of work etc.

Arrange to conduct the required confirmatory tests for the construction materials produce, maintain records and instruct the contractor for the removal of materials which do not satisfy specified quality.

16. He shall be conferred the following 'POWERS' by KSIE

In order to enable the Architect /Consultant to carry out his functions, KSIE shall authorize him in writing with such powers of KSIE as deemed necessary from time to time and afford him such facilities for discharge of duties.

Necessary letters of authority, notice to other concerned parties etc., shall be issued by KSIE wherever necessary.

17. Normally the Architect / Consultant shall not make any deviation, alterations or additions to the scope of the contract but shall accommodate, any such items ordered in the writing by KSIE. However, this shall be subject to any adjustments in the terms and condition entered with between KSIE and Architect / Consultant by this contract. He shall prepare and forward the final deviation statement before the passing of the final bill to KSIE for approval.

18. LIABILITIES

The Architect / Consultant shall perform his duties and assume such responsibilities unreservedly in the best of sprits and faith in the interest and for the sole benefit of the Client. If in the course of his functions, he involves himself in risks, liabilities litigations, disputes, acts of violence, revolts, damages suffered in the performance of his duties – natural or otherwise, the Client shall absorb himself on merits.

19. LIMITATIONS

The Architect / Consultant's responsibilities shall be expressly for effecting complete quality control for the work leaving no part of the work done without proper supervision. He shall render advisory services on technical, non-technical related matters affecting progress, expenditure and in respect of the contract and as detailed above, while every effort shall be made by him in due time to set right any deficiency that may come to his notice, and should the importance of such event so warrants, then to inform KSIE of the deficiency.

20. The Architect / Consultant shall be issuing such directions and instructions on behalf of KSIE to the contractor for any delay, lapse on negligence on the part of the contractor, and he shall under the express consent of KSIE, make attempts to prevail upon the contractor to make good such delay lapse or negligence. All such actions shall be subject to the risk and responsibility of KSIE. Any queries, demands or clarification from the Contractor during execution shall be replied promptly in writing by the Architect / Consultant. He shall also issue timely warning for any delay, lapse on negligence on the part of the Contractor and also inform /advise KSIE for taking appropriate action against the Contractor.
21. The Architect / Consultant shall employ necessary supervisory staff and perform his consultancy and advisory services incurring the required expenditure towards their salary, traveling for routine attendance to normal place of work, stationary for correspondence etc. Should additional expenditure be involved for special journey to be undertaken outside the normal place of work or towards a special service connected with the conduct of the work, such as for stationary, printing, transmittal or records, materials etc., tests to be carried out for determination of quality of materials, works, workmanship etc., such expenditure shall be reimbursed by KSIE as per actual basis.
22. Nominee of Client to transact with Architect/Consultant: The Client shall nominate one officer and delegate to him the powers to fulfill the Client's obligations in respect of the work and to deal with the Architect. The Architect / Consultant shall be addressing this officer for all matters related to the work. Any decision or opinion expressed by such officer shall be binding on KSIE.
23. In the event of the failure of the Architect / Consultant to completely do his work within a reasonable time and in a satisfactory manner or in the event of the Architect committing a breach of any one or more of the terms and conditions of the Agreement, KSIE shall be entitled to rescind the Agreement without prejudice to their rights to claim damages or other rights or remedies under the law.
24. The Architect/Consultant shall submit in advance a detailed account of steel, cement and such other materials as KSIE may specify. The certificate of utilization of materials shall be furnished by the supervisory staff appointed for supervision by the Architect/Consultant duly counter signed by him whenever required by the Client.
25. The Architect/Consultant shall prepare and submit sufficiently in advance working drawing s and details sufficient for the proper execution of the works including for the following also:
 - a. Typical bathroom layouts with all waste and water services indicated, including sections, elevations as necessary.
 - b. Diagrammatic and isometric layouts of cold and hot water services throughout the buildings.

- c. Detailed plan and sections showing connection between pumps and storage tanks.
 - d. Detailed plan and construction details showing sewage and waste water disposal system.
 - e. Detailed requirements of auxiliary services such as fire prevention and fighting.
26. The Architect/Consultant shall prepare all necessary load calculations and design complete electrical installation, including thermal installations, elevator installation, air conditioning and ventilation installation, telephone wiring, public address system, etc. He shall prepare all documents and drawings for presentation for approval of electrical inspectorate and Kerala State Electricity Board.
 27. The Architect/Consultant shall also supply to KSIE free of cost two copies of 1: 100 or appropriate scale drawings (1 of which shall be a reproducible print), two complete sets of structural drawings and two sets of drawings sufficient to show the main lines of drainage, electrical installation and other essential services. The Architect/Consultant shall, if so required, by KSIE, supply extra copies of all such drawings free of cost whenever such copies are required for obtaining licence / permits, etc. from the local authorities. He shall make changes required by the electrical inspectorate, KSEB and assist KSIE in getting the sanctions.
 28. Further details of services to be rendered are given in **schedule 1** and this schedule form part and parcel of the agreement.
 29. The Architect/Consultant shall also render any other services connected with the said works usually and normally rendered by Architect/Consultant and not referred to any of the above sub clauses but shall be paid for the services rendered as such at mutually agreed rates.

II. CONDITIONS OF ENGAGEMENT

1. The Architect/Consultant shall submit to KSIE all the necessary sketch plans, tender documents for pre-qualification and for actual construction work as and when required by KSIE and as per time schedule agreed. If the Architect/Consultant fail to adhere to the time schedule or the extended time which may be granted by KSIE at its sole discretion, KSIE shall be entitled to terminate this agreement and entrust the work to some other Architect/Consultant and in such eventuality, the Architect/Consultant shall be entitled to fees or compensation only up to the stage of work carried out by him. In the event of the Architect / Consultant being not in a position to fulfill his works on design and drawing in such a way that the construction work cannot be carried out as per time schedule, KSIE will be free to get the design and drawings prepared by other agencies at the risk and cost of the Architect/Consultant.
2. The Architect/Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by him and shall carry out inspection in regard to the said works, as may be necessary to ensure that the work is being executed in accordance with the working drawings and specifications stipulated and approved by KSIE.

The Architect/Consultant shall also conduct full supervision of the work to ensure complete quality control, structural safety, proper finish and accuracy of measurement and bills.

III TIME REQUIRED FOR THE WORK

The Architect / Consultant shall undertake to complete this work as per a time schedule of five months.

IV TERMINATION OF ASSIGNMENT

1. The assignment given may be terminated at any time by giving one month's notice on either side. In the event of the termination by KSIE the Architect/Consultant shall not be entitled to any compensation or damage by reason of such termination but only to the fees for the services actually rendered upto the time of such termination.
2. If Architect/Consultant shall close his business or die or become incapacitated for acting as such Architect / Consultant as aforesaid, or if this assignment is terminated KSIE may make use of all or any drawings, estimates or other documents prepared by the Architect / Consultant subject to provision at clause- 1 under "conditions of engagement"

V TRANSFER OF INTERESTS

The Architect / Consultant shall not assign, sublet or transfer their interest without written consent of KSIE.

VI SCALE OF CHARGES

1. **In consideration of the services to be rendered by the Architect / Consultant KSIE shall pay a fee as agreed upon. This fee shall not be payable on the cost of the items listed below:**
 - a) Land and Soil Investigation
 - b) Any other services or fittings or fixtures which are not provided planned or executed by the Architect / Consultant without KSIE's written approval
 - c) Any infructuous work or demolition etc, ordered by the Architect / Consultant without KSIE'S written approval.
 - d) Payment to local authorities for approval of plan, sanction or electrical load, soil testing fee, etc.
 - e) Installation of telephone, exchanges (PABX), etc., except wiring.
 - f) Electrical fittings, tube lights and fans, if supplied by the organization.
 - g) Cost of special finishes and special furniture designed and executed by KSIE.
2. **The fees are payable stage wise to the Architect / Consultant for the architectural consultancy by KSIE at the rates as follows:**

A. Civil works including Water supply and Sanitary works

Stage	Details of work	Fee payable
i.	On completion of initial site evaluation project study with reference to the users requirement; preparation of detailed site survey, preparation of sketch design, layout, conceptual drawings, and models. After discussion/ presentation to expert committee of KSIE modify (if require) drawings and sketches and submit to KSIE. Prepare drawings and plinth area estimates for getting approval from all statutory govt. departments and local bodies etc. Completion of soil investigation (cost being met by KSIE) and getting statutory license and permit for the project	Up to 15% of Estimated Cost
ii.	On completion of preparation of detailed architectural drawings	Up to 30% of PAC

	with plans, elevations, sufficient number of sections, layouts, etc., details of joinery, plumbing and sanitary layout and detailed electrical drawings and layout etc., structural designs with calculation and structural drawings, detailed fabrication drawings, landscape designs including road formation, arboriculture, detailed specifications for plant and machinery, interior design work, etc. prepare detailed estimate based on current PWD schedule of rates (PRICE software) for approval by KSIE. Prepare tender papers assist in tender process and give recommendation of award in the contract.	
iii.	On award of contract, execution of agreement, completion of setting out and commencement of foundation work	Up to 50% of PAC
iv.	On completion of issue of all architectural and structural drawings , additional drawing for execution and construction reaches the complete floor height	Up to 65% of PAC
v.	On completion of the entire structure of the building and furnishing all drawings and specification for finishing work	Up to 85% of PAC
vi.	On completion of building and issue of virtual completion certificate and handing over the project	Up to 98% of Executed value
vii.	After defect , liability period of five years	Up to 100% of Executed value

Note: The payment to the Architect / Consultant during various stages will be fixed on cost worked out on the following basis:

- Stage I - Based on Estimate as per drawing prepared for obtaining licence
Stage II to V - Contract value (PAC) fixed as per tender
Stage VI & VII - Actual executed cost of the project

B. Services

Electrical (HT & LT including Telephone and Network wiring, Firefighting etc.)

Stage	Details of work	Fee payable
i	Preparation of concept and rough cost estimate and discuss with KSIE. Get feedback and modify	Up to 10 %
ii	Prepare detailed estimate, tender documents and drawings. Assist in tender process and give recommendation for award of work	Up to 45 %
iii	Supervision of work till the work is complete up to 50%	Up to 60 %
iv	On completion of all works up to completion of civil structure	Up to 80%
v	On completion of all systems, testing and handing over	Up to 90 %
vi	Settlement of final bill and issue of virtual completion certificate	Up to 98 %
vii	On completion of defect liability period of five years	Up to 100 %

Note.1: Payment during various stages will be fixed on cost worked on the following basis.

- Stage I - Based on rough cost estimate.
Stage II - Based on detailed estimate

- | | |
|------------------|-----------------------------|
| Stage II, IV & V | - Based on Contract value. |
| Stage VI& VII | - Based on completion cost. |

Note 2: Consultant shall make presentation if required to the expert committee of KSIE of all major schemes/ Structural design and carryout modification where ever required and then only seek KSIE's approval for respective schemes.

C. Supervision and Project Management

The assignments will broadly cover the following responsibilities

1.0 The CONSULTANTS shall under take the supervision and management of the work for which qualified and experienced team of engineers are to be posted.

- 1.1 Prepare program schedule for the work
- 1.2 Setting out of the lay out plan on the site.
- 1.3 Full time supervision and inspection of all works executed including quality control and maintaining QC records
- 1.4 Prepare weekly progress reports and its submission to client
- 1.5 Inform short falls in the program.
- 1.6 Inform the client if the contract time is likely to vary
- 1.7 Inform the client if the total expenditure is likely to vary.
- 1.8 Maintenance of "Measurement Books"

The CONSULTANT shall record the pre- measurements in "Measurement Books" and got checked by KSIE from time to time.

- 1.9 Check CONTRACTOR's Bills for interim payments and makes recommendations to KSIE.
- 1.10 Check CONTRACTOR'S final Bills and settlement of the same

2.0 Time Management

The Consultant is responsible for the Systematic management of available time for the satisfactory completion of the project

- 2.1 Prepare Master construction programme and obtain KSIE's acceptance
- 2.2 Obtain Contractor's preliminary construction programme and check against the master programme and incorporate necessary modifications if any jointly.
- 2.3 Establish and implement effective monitoring and control systems.
- 2.4 Arrange for daily/weekly progress review meetings and analyse the program and progress in line with the master programme.
- 2.5 Submission of reports.

3.0 Cost Management

- 3.1 Advise on management of cash inflow and out flow.
- 3.2 Projection of cash flow statements for the project based on the master plans.
- 3.3 Receive, scrutinize, certify and make recommendations to KSIE on the CONTRACTOR's bills.
- 3.4 Asses and issue authorised change orders.
- 3.5 Reconcile all the materials supplied by client, if any.

3.6 Submit weekly cost reports including variation in cost, reasons for variation and the projected total cost.

3.7 Verify final bills and advise on issuance of completion certificates

4.0 Quality Management

The consultant shall take all possible effective steps to maintain excellent quality for all works subject to the approved specifications / standards.

- 4.1 Ensure all works are carried out based on the approved and agreed specifications and if any deviation found it should be brought to the notice of KSIE.
- 4.2 Enforce quality control procedures by way of checklists for concrete, steel and all other materials used for construction.
- 4.3 Initiate regular checks during progress of works on materials and workmanship.
- 4.4 All materials used at site shall have the approval of the CONSULTANT & KSIE's engineers.
- 4.5 The CONSULTANT shall check that all the materials used at site shall be of approved quality. To ensure the quality of materials received, the CONSULTANT shall maintain records showing all test results. In other words the materials should not be accepted or recommended by brand name.
- 4.6 The CONSULTANT shall ensure and certify the structural stability of all the works designed and executed and communicate to KSIE before the final settlement of the bills.

C 1. Supervision and project management:

Scale of fees

Stage	Details of work	Fee payable
1	On completion of preliminary work and starting of foundations	Up to 15 %
2	On completion of foundation	Up to 45 %
3	On the completion of work of structure upto 50 %	Up to 60 %
4	On completion of entire structure	Up to 75 %
5	On completion of 50% of finishing works	Up to 80 %
6	On completion of finishing work	Up to 90 %
7	All virtual completion	Up to 95 %
8	On settlement of final bill	Up to 98 %
9	After defect liability period of five years	Up to 100 %

Payment for stage 1 will be based on contract value. For all other stages payment will be based on actual executed cost at each stage. In case only a part of the project is continued beyond any stage the deduction for payments made against earlier stages shall be only be in respect of proportionate cost of the said part of the project.

Note: KSIE reserves the right to delete any section of the above scope of work.

VII. COMPENSATION FOR DELAY

Upon award of the work, the Consultant shall submit a detailed stage-wise work schedule for the consultancy services, corresponding to the stipulated payment stages. The schedule shall be mutually agreed upon by the Consultant and KSIE within the stipulated period or at the commencement of the work.

In the event of failure to complete any stage of the work within the stipulated time as specified in the Order, KSIE shall have the right to recover liquidated damages from the Consultant at the rate of 1.5% of the actual value of the delayed stage for every two weeks of delay, subject to a maximum of 10% of the actual value of the particular stage.

VIII. ELIGIBILITY CRITERIA

- Intending Architects/Consultants who presently work with Public sector under takings, reputed corporates etc. having at least 5 years of continuous experience in Architectural field.
- Members of Indian institute of Architects/ Members of the council of Architecture.
- Intending architects / Consultants should have successfully completed at least two works costing Rs. 5 Crores or more of similar nature OR one work of costing Rs. 10 Crores or more of similar nature.
- Architects/Consultants may preferably have reasonable presence with technical setup in Kerala for handling the project.
- Architects/Consultants should possess adequate organizational structure comprising of qualified Architects, engineers, specialists, other technical officers and staff along with computer aided facilities, associates such as reputed/well experienced structural consultants/electrical consultants/fire and security consultants/durability consultants etc., to execute work of the above nature and magnitude.

The bidders should invariably produce documentary evidence in the form of certificates from the clients as mentioned elsewhere in the document and the date of completion of the project with cost of project.

The agencies that possess the above mentioned minimum qualification will be short listed for consideration in the next stage of bid evaluation.

IX. DOCUMENTS TO BE SUBMITTED

- Scanned copy of his/ her valid and active Registration Certificate in Members of Indian institute of Architects/ Members of the council of Architecture, GST registration certificate, PAN Card.
- Pre-qualification Documents Schedule A,B,C & D & Performa I to V.
- Preliminary concept proposal for Container Freight Station at Trivandrum.

SCHEDULE - 1

LIST OF SERVICES TO BE RENDERED UNDER DESIGN CONSULTANCY AND PROJECT MANAGEMENT

I. ARCHITECTURAL WORK

1. Visit site and take KSIE's instructions, prepare sketch designs to comply with their requirements and in consultation with them, indicate the Architect / Consultant interpretation.
2. On approval of the sketch design by KSIE prepare rough estimate of cost on plinth area basis.
3. Prepare necessary drawings of the sketch designs approved by KSIE and forms for submission to the local authorities to obtain approvals.
4. Prepare Architectural working drawings and details sufficient for the proper execution of the work and supply to the contractor's sufficient copies of working drawings, schedules, specifications and other contract documents to enable them properly to fulfill their obligations under conditions of contract.
5. Call for pre-qualification tenders in consultation with KSIE and assist KSIE in pre-qualification of contractors.
6.
 - a. Prepare detailed cost estimate of the general building work on the basis of the schedule of quantities and specifications and on approval by KSIE supply enough copies of tender documents comprising schedule of quantities with detailed specifications, contract conditions, tender drawings etc., for sale.
 - b. Prepare detailed cost estimate of the general building work on the basis of the schedule of quantities and specifications adopting current PWD schedule of rates (PRICE).
 - c. Assist KSIE to invite tenders, advise KSIE on the selection of contractor and prepare draft contract documents.
7. Supervise the work to ensure quality, accuracy and finish assuming full responsibility for the same.
8. Measure, check – measure and record in standard measurement books and field books all the work done by the contractor, prepare interim and final certificate of payment to the contractor, issue virtual completion certificate, certify on quality and safety consideration and hand over the project to KSIE.
9. Inspect periodically the building and other services for the defect liability period of 60 months and issue final recommendation for release of security of the contract.

II. STRUCTURAL ENGINEERING WORKS

1. Prepare preliminary structural drawings on the basis of preliminary sketch designs approved by KSIE.
2. Determine economics and modules, prepare detailed analysis and design of structure and prepare RCC Drawings and specifications and other details relating to planning of the structure. Make a detailed presentation of the structural design to an Expert Committee to be constituted by KSIE for review, modification, if any and final clearance for execution.
3. Supply to the contractors sufficient number of copies of working drawings, schedules, specifications and other contract documents to enable them properly to fulfill their obligations under conditions of contract.

4. Prepare schedule of quantities and general specifications for structural work.
5. Prepare detailed cost estimate of the structural work on the basis of the schedule of quantities, specifications and structural design adopting current PWD schedule of rates (PRICE).

III. DRAINAGE, PLUMBING

1. Take KSIE'S instructions and prepare preliminary report and rough indication of estimated cost.
2. On approval of the preliminary estimate, prepare preliminary drawings indicating drainage, water supply and plumbing work.
3. Prepare working drawings and details sufficient for the proper execution of the works as follows:
Typical bathroom layouts with all waster and water services indicated, including sections, elevations etc., as necessary.
4. Prepare schedule of quantities, general specifications based on the approved designs etc.
5. Prepare detailed cost estimate of the Drainage and Plumbing work on the basis of the schedules of quantities and specifications adopting current PWD schedule of rates (PRICE).
6. Submit drawing and get clearance from fire safety department/KWA
7. Supervise the work to ensure quality, accuracy and finish assuming full responsibility for the same.
8. Measure, check-measure and record in standard measurement books all the work done by the contractor, prepare interim and final certificate of payments to the contractor, issue virtual completion certificate, certify on quality and safety consideration and hand over the project to KSIE.
9. Inspect periodically the building and other services during the defect liability period of 60 months and issue final recommendation for release of security of the contractor.

IV. ELECTRICAL WORKS

These services will include electrical, telephone wiring, network wiring, public address system, thermal installations etc.

1. Prepare all the preliminary load calculations and design the complete electrical installations.
2. Prepare necessary drawings and other details of the system and get it approved by KSIE for submission to the local authorities and obtain their approval
3. Prepare schedule of quantities, specifications and draft tender documents.
4. Call for pre-qualification tenders in consultation with KSIE and assist in preparing a list of pre-qualified contractors.
5. a) Prepare detailed cost estimate of the electrical works on the basis of the schedule of quantities and specification and on approval supply enough copies of tender documents for sale.
b) Prepare detailed cost estimate of the work on the basis of the schedule of quantities and specifications following current Kerala PWD schedule of rates (PRICE).
c) Assist KSIE to invite tenders, advise KSIE on the selection of contractor and prepare draft contract documents.
6. Supervise the work to ensure quality, accuracy and finish assuming full responsibility for the same.
7. Measure, check measure and record in standard measurement books all the work done by the contractor, prepare interiors and final certificate of payments to the contractor, issue virtual completion certificate, certify on quality and safety consideration and hand over the project to KSIE.

8. Inspect periodically the building and other services for the defect liability period of 60 months and issue final recommendation for release of security of the contractor.

V. FIRE DETECTION AND FIRE FIGHTING

1. Prepare all the preliminary calculations and design the complete fire detection and firefighting installations.
2. Prepare necessary drawings and other details of the system and get it approved by KSIE for submission to the local authorities and obtain their approval.
3. Prepare schedule of quantities, specifications and draft tender documents.
4. Call for pre-qualification tenders in consultation with KSIE and assist in preparing a list of pre-qualified contractors.
5.
 - a) Prepare detailed cost estimate of the works on the basis of the schedule of quantities and specification and on approval supply enough copies of tender documents for sale.
 - b) Prepare detailed cost estimate of the work on the basis of the schedule of quantities and specifications following current Kerala PWD schedule of rates (PRICE).
 - c) Assist KSIE to invite tenders, advise KSIE on the selection of contractor and prepare draft contract documents.
6. Supervise the work to ensure quality, accuracy and finish assuming full responsibility for the same.
7. Measure, check measure and record in standard measurement books all the work done by the contractor, prepare interiors and final certificate of payments to the contractor, issue virtual completion certificate, certify on quality and safety consideration and hand over the project to KSIE.
8. Inspect periodically the services for the defect liability period of 60 months and issue final recommendation for release of security of the contractor.

VI. LANDSCAPE ARCHITECTURAL WORK

1. Prepare Preliminary sketch designs.
2. Prepare preliminary development concept for the Landscape Architecture
3. Indicate levels used in development
4. Indicate major uses of areas for recreational use (both active and passive), paved area, seats, sheltered area, pathways, approaches, water ways etc.
5. Indicate general development showing the use of various major plant material groups such as lawns, flower beds, shrubs, creepers, trees etc.
6. Prepare planning details of the major plant material groups and indicate soil composition of each group.
7. Prepare planning and working drawing for constructional work, pavements, sets, pathways, approaches, bridges, waterways etc.
8. Prepare schedule of quantities and specifications and advise KSIE to invite tenders and selection of Contractors.
9. Supervise the work and prepare measurement and certificate of payment similar to item 1 of the schedule.

VII. MISCELLANEOUS WORKS

1. Advise KSIE if the total of authorised expenditure is likely to be exceeded.
2. Advise KSIE if the contract time is likely to be exceeded.
3. Obtain KSIE's approval for the material deviation in design or cost or working drawings, schedule and specifications, certify accounts.
4. Follow procedures and provisions as indicated in the Kerala PWD code and manual in the execution of all works and adopt current PWD schedule of rates (PRICE).

SUMMARY

1.1	The Name of the Client is	:	Managing Director, KSIE Ltd.
1.2	The method of selection is	:	Two Cover system of Technical and Financial Proposals
1.3	Technical and financial Proposals are requested	:	Yes
1.4	The name, objective and Assignment	:	Total consultancy services for design, project management and supervision for construction of Container Freight Station at Trivandrum.
1.5	Terms of payment	:	Given under scope of work
1.6	The number of days before the request for clarification	:	6 days before the last date of submission.
1.7	The address for requesting clarification is	:	The Managing Director Kerala State Industrial Enterprises Ltd. St. Joseph's Press Building, Cotton Hill Thiruvananthapuram – Pin: 695014 Kerala Tel.No.0471–2326913/2326947 Fax No. 0471 -2334590
1.8	The language(s) to submit proposals is	:	English
1.9	The duration of the project is scheduled	:	Five months
2.0	Short listed firm/entity may associate with other shortlisted firm	:	No

A set of key experts / professional staff with minimum professional experience required are listed below.
Please examine the T.O.R. and add more experts as required for the proper completion of the assignment.

Sl.No	Position	Qualification and Professional Experience	Specific experience
1	Chief Architect	Degree in Architecture should be a member of Council of Architecture (India). Should be registered with the Council of Architecture. 15 years experience	Should be head of the Architectural firm, having worked as a total consultant for at least 5 major works. Should have experience in supervision of mechanized construction techniques and ability to co-ordinate all the agencies involved in the work. Should be able to design and execute a multi-storied building to meet international standards of the 21 st century with total planning of electrical and electronic system of power controls, satellite connectivity system etc.
2	Project Manager / Project Engineer	Degree in Civil Engineering. 15 years experience	Proficient in managing major works costing more than Rs. 5 cores. Experience in coordinating different agencies
3	Structural Consultant	Post graduate degree in structural engineering. 15 years experience	Should have designed multi-storied buildings including foundation, water retaining structures and storage structures.

4	Electrical / Air-conditioning Consultant	Degree in Electrical / Mechanical Engineering. 10 years experience	Should have designed and executed similar projects costing more than Rs. 3.00 crores (electrical / air conditioning part)
5	Public Health Engineer	Degree in Civil Engineering with specialization in Public Health Engineering. 15 years experience	Should have designed and executed similar projects costing more than Rs. 5 crores (single project)
6	Expert fire Engineer	Degree in Fire Engineering / Diploma with sufficient experience. 10 years experience	Should have designed and executed works costing more than 1.00 cores (firefighting part) as a single project
7	Landscape Architect	Degree in Architecture, specialization in landscaping, should be registered with Council of Architecture. 10 years' experience	Should have designed and executed works costing more than Rs. 50 lakhs (single project – landscaping part)
8	Quantity Surveyor	Degree / Diploma in Civil Engineering. 10 years experience	Should have experience in quantifying multi storied buildings, taking measurements, preparation of bills etc.

60% marks is the cut off level for technical proposal. The financial bids of only those agencies that score more than 60% will be opened and evaluated.

Taxes – The rates quoted shall be inclusive of all taxes as applicable at the time of bid except Service Tax and education cess which will be paid extra at rates applicable at the time of billing.

Proposal must remain valid 180 days after the submission date.

Evaluation criteria

a. Consultant's experience in the relevant field for working as total Consultant (15 points)

i. Projects costing more than Rs. 5.00 Crores **2 point each** with max. of **6 points**

ii.-Do- more than Rs. 10.00 Crores **3 points each** with max. of **9 points**

b. Consultant's experience and adequacy for implementation of major projects, conceptual clarity, construction equipment usage and architectural excellence of the proposal (40 points)

i.	Experience in major projects (Project of more than 25 crores) Furnish: Date of starting Date of completion (Only projects completed with optimum time of construction will be considered)	10 points
ii.	Conceptual clarity	10 points
iii.	Experience in supervising mechanized construction techniques (give list of equipments used)	5 points
iv.	Architectural excellence of the design	15 points

c. Experience and Competency of the Key personnel (45 points)

i.	Chief Architects	15 points
ii.	Architects (General / Landscape)	4 points
iii.	Project Manager / Project Engineer	4 points
iv.	Structural Design Engineers	8 points
v.	Quantity Surveyor	4 points
vi.	Other service consultants for electrical / air conditioning, plumbing, fire detection and protection, etc.	10 points

The final short listing will be done by the selection committee after the presentation and evaluation of the bids, the concept plans and model. 60% marks will be cut off level at this stage.

The final evaluation will be done by giving weightage for Technical and Financial proposals as 0.65 and 0.35. The technical score and financial score will be given weightage as above and added together to get the final score of the agency. The agencies will be ranked with the agency getting the maximum marks as first.

The address for discussions & negotiations is:

Kerala State Industrial Enterprises Limited, St. Joseph Press
Building, Cotton Hill, Vazhuthacaud, Thiruvananthapuram –
14.

MANAGING DIRECTOR

PREQUALIFICATION DOCUMENTS

SCHEDULE A

ORGANISATIONAL DETAILS

1.	Name and address of the Organization	
2.	Address with telephone / mobile/ fax/ E-mail details	
3.	Contact person for further clarification	
4.	Status of the firm (Proprietary firm/Partnership firm/ Company registered under Companies Act) - attach proof.	
5.	Date of incorporation and commencement of Services	
6.	Work experience (in years)	
7.	Registration No & other details.	
8.	IT Permanent Account Number	
10.	ISO Certification, if any, with details.	
11.	Name and Address of Bankers	
12.	If registered in the panel of other organizations /statutory bodies such as CPWD/PWD/MES/Banks/LIC/Public sector undertakings/Railways etc. furnish their names, category and date of registration	As per Proforma -I
13	Profile structure/technical personnel of the organization and technical set up for various specialization works such as structural /Electrical / Air-conditioning / water supply and sanitary/ interior decoration/fire protection works etc.,	As per Proforma-II
14	Detailed description of works handled for organizational in the past and works being handled at present	As per Proforma –III&IV
15	Any other relevant information, if any.	

SIGNATURE WITH SEAL

Date:

Place:

Note: - The format is to be typed or Hand written neatly. In case, the space is not sufficient enough to fill in, a separate format may be furnished with the above details.

PROFORMA -I

Details of Registration

Name of the Architects/Consultancy firm:

Sl.No	Name of the Organization and address	Category under which registered	Date of registration and validity	Brief details of works handled for the organization	Remarks
1	2	3	4	5	6

SIGNATURE WITH SEAL

Note: relevant documentary evidence to be enclosed.

PROFORMA -II

Name of the Architects/Consultancy firm:

Sl.No	Name	Designation	Qualification	Experience	Years with the firm	Any other information
1	2	3	4	5	6	7
Technical Personnel of the Firm:-						

SIGNATURE WITH SEAL

Note: relevant documentary evidence to be enclosed.

PROFORMA-III

A- DETAILS OF PROJECTS COMPLETED IN THE LAST 5 YEARS

Please fill information about the relevant projects completed over the last five years					
Name of the Client	Name of location	Category of work	Contract price& Date (Rs. In lakhs)	% of participation of company in project	Has project satisfactorily completed

SIGNATURE WITH SEAL

PROFORMA-IV

B- DETAILS OF PROJECTS IN PROGRESS

Give information about all projects in progress including those where the company has received the letter of intent but a formal contract has not yet been awarded							
Client	Category of work	Location of work	% participation of the company in the project	Value of contract	Value of completed and certified	% practical completion	Scheduled date of completion of the work
1	2	3	4	5	6	7	8

SIGNATURE WITH SEAL

SCHEDULE- B

FINANCIAL STATEMENT

1.	Name of bidder /firm (Partner in case of joint venture/consortium)	
2.	Capital	
	a. Authorised	
	b. Issued and paid up	
3.	Attach audited balance sheets and profit and loss statement for the past three years.	

4. Annual value of works, undertaken for each of the last three years and projected for the current year.

Year	Current	One year before	Two years before	Three years before.
Home				
Abroad				

5.	Approximate value of works in hand	
6.	Value of anticipated orders for next Financial year.	

SIGNATURE WITH SEAL

SCHEDULE- C

Additional Information

(The applicant can add here any further information relevant to the valuation of their technical bid)

SCHEDULE- D

Detailed description of the design concept stipulated in the proposal

PROFORMA –V

Format of Curriculum Vitae (CV) for proposed Professional Staff

Proposed Position : _____
Name of Firm : _____
Name of staff : _____
Profession : _____
Date of birth : _____
Years with Firm / Entity : _____
Nationality : _____
Membership in professional Societies: _____

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half of page)

Education:

(Summarise college/University and other specialized education of staff member, giving names of schools, dates attended, and degree obtained. Use about one quarter of a page)

Employment Record:

(Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of position held, and locations of assignments. For experience in last ten years, also give type of activities performed and client reference, where appropriate. Use about three-quarters of a page)

Languages:

(For each language indicate proficiency: excellent, good fair, or poor; in speaking, reading and writing)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

_____ (Signature of staff member and / or authorised representative of the Firm) Day / Month / Year