Request for Proposal

Selection of Architect / Architect Consultant
for Comprehensive Planning, Designing and Supervision of
Redevelopment of Properties Owned by Government of Kerala in New Delhi
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1. Notice

Government of Kerala
General Administration Department

No. 39/Pol4/2018/GAD Date: 10.06.2019

1.1 Government of Kerala invites offers in two bids system (Technical Bid and Financial Bid) from eligible Architectural Firms/Architectural Consultants for providing consultancy services for comprehensive planning and designing in respect of redevelopment of properties owned by Government of Kerala in New Delhi including but not limited to the preparation and development of master plan, concept designs, architectural design, structural and service drawings, space planning, infrastructure planning, etc. for the buildings as per detailed scope of work. The three project sites are:

1.1.1 Kerala House at Jantar Mantar Road, New Delhi,
1.1.2 Travancore House at Kasturba Gandhi Marg, New Delhi, and
1.1.3 Kapurthala Plot at Copernicus Marg, New Delhi.

1.2 This document contains the detailed Request for Proposal (RFP) including the role and scope of the architect consultant, deliverables, pre-qualification criteria, selection criteria, time schedules, etc. This document is published in the website of Government of Kerala (https://kerala.gov.in/). Prospective applicants are advised to regularly visit the website as corrigendum/amendments etc. to the RFP, if any, will be notified on the website only and no separate advertisement will necessarily be made. Bidders may obtain further information in respect of this RFP document from the office of the Chief Architect, Public Works Department, Public Office, Museum PO, Thiruvananthapuram, Kerala – 695033 and during the pre-bid meeting to be held.

1.3 All bidders are hereby cautioned that Bids containing any material deviation or reservation as described in this document shall be considered as non-responsive and shall be summarily rejected.
1.4 Government reserves the right to accept or reject any or all Bids without assigning any reasons. No Bidder shall have any cause of action or claim against Government for rejection of their Bid.

1.5 Time frame and details scheduled for the selection process is given below:

**Name of work:** Providing consultancy services for comprehensive planning, designing and project supervision for redevelopment of properties owned by Government of Kerala in New Delhi

**Location:** New Delhi

<table>
<thead>
<tr>
<th>Stage</th>
<th>Details</th>
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<tbody>
<tr>
<td>Invitation of Request for Proposal (RFP)</td>
<td>10.06.2019</td>
</tr>
<tr>
<td>Date, time and venue of Pre-bid Meeting</td>
<td>26.06.2019, 3.00 pm South Conference Hall, Government Secretariat, Thiruvananthapuram.</td>
</tr>
<tr>
<td>Address for submission of bids</td>
<td>Chief Architect, Government of Kerala, Public Works Department, Public Office, Museum PO, Thiruvananthapuram, Kerala – 695033</td>
</tr>
<tr>
<td>Last date and time by which the Technical Bids and Financial Bids should reach the Chief Architect.</td>
<td>12.07.2019, 5.00 pm</td>
</tr>
<tr>
<td>Date, time and venue of opening of Technical Bid</td>
<td>15.07.2019, 3.00 pm South Conference Hall, Government Secretariat, Thiruvananthapuram.</td>
</tr>
<tr>
<td>Presentation of concept design and technical details by the qualified bidders <em>(20 minutes each)</em></td>
<td>Will be notified later</td>
</tr>
<tr>
<td>Opening of Financial Bids of technically qualified bidders</td>
<td>Same date and venue of the presentations. Time: After all the presentations are over. (Financial Bids of only those bidders will be opened who qualify as per laid down parameters)</td>
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</table>
2 Purpose of the Assignment

2.1 Government of Kerala intends to select an architect / architect consultant for providing consultancy for comprehensive planning and designing three projects in New Delhi including but not limited to the preparation and development of master plan, concept designs, architectural design, working, interior, structural and service drawings for all the buildings. The scope will also include preparation of specifications and detailed estimates, preliminary and working drawings for the services like HVAC, electrical, plumbing, firefighting, IT, landscaping, roads & paths, traffic movement, parking & furniture along with cost estimates, drawings and specifications etc. including space planning, infrastructure planning and supervision of the execution of the final awarded works as per detailed scope of work for the proposed projects.

2.2 The three project sites are:

2.2.1 Kerala House at Jantar Mantar Road, New Delhi
2.2.2 Travancore House at Kasturba Gandhi Marg, New Delhi
2.2.3 Kapurthala Plot, on Copernicus Marg, New Delhi

2.3 Proposed Buildings and Services

2.3.1 The project for the 3 sites will be designed as expandable & scalable, sustainable state -of -the- art campus with modern functional, efficient and economical buildings conforming to best international practices.

2.3.2 Generally the buildings shall take into account local Indian architectural features and be sensitive to the cultural context. The complex will have major component (buildings) as described in this section.

2.3.3 All proposed buildings and corresponding infrastructure shall have to be scalable and future ready.
3 The facilities to be developed in the three sites

3.1 Kerala House (Plot Area: ~10,000 SQM): Located near Jantar Mantar, New Delhi in the heart of the National Capital Region of Delhi with an approximate area of 10,000 sqm, Kerala House currently has a Main Block, an Additional Block, Quarters for Staff and Cochin Palace. The Proposal is to develop:

3.1.1 A state-of-the-art guest house with around 150 guest rooms, reception to accommodate guests, and 2 dormitories with common toilets and other facilities.

3.1.2 Dining facilities and banquet hall as an allied service will be required for the guests with all related back of house related facilities.

3.1.3 A gymnasium with latest facilities will be developed keeping in mind the health and fitness of the residents / guests.

3.1.4 One conference room and office work rooms (Business Centre) will also be planned.

3.1.5 A facility management area / front office needs to be provided.

3.1.6 Any other facilities logically suitable for the project.

3.2 Travancore House (Plot Area: ~ 33,000 SQM): Very closely situated to the Kerala House stands the Travancore House with approximately 33000 sqm of land area. The existing buildings there include Travancore Palace (Heritage Building) and a few staff quarters of temporary nature. The idea is to convert the Travancore Palace Plot as a cultural center. This project will see:

3.2.1 New Convention Center to facilitate proper organization of events and cultural functions.

3.2.2 An art gallery & museum to showcase the heritage and cultural wealth

3.2.3 A state of the art library hosting racks of historical and cultural content. The library must have digital archiving as well.

3.2.4 An auditorium hall with a capacity of 1500 pax, one of capacity 300 pax and two halls of 200 pax need to be developed to hold cultural events and gatherings, catering to audience as per requirement.

3.2.5 One dining area to handle 500 pax, adjacent to the auditorium hall will also be provided.

3.2.6 An open air theatre to host cultural events.

3.2.7 Cafes with a blend of Keralite themes which are appropriate in the context of Delhi weather.

3.2.8 Retail area and exhibition hall to showcase the artifacts and other State specific items from Kerala.
3.2.9 Work Suites for Hon'ble Governor of the State, Chief Minister, Resident Commissioner and Additional Resident Commissioner and will also be included along with other allied offices / attached offices like NORKA Cell, NORKA – Roots, Tourism Department, Information & PRD, Law Office, KELTRON, KSEB, etc. These areas will have independent entrances along with key concentration on the privacy of these offices.

3.2.10 Three small conference/seminar Halls also need to be developed.

3.3 Kapurthala Plot (Plot Area: ~16,000 SQM): On Copernicus Marg, New Delhi, in close proximity to Travancore Palace Plot with an Area of about 16000 sqm, is the Kapurthala Plot. There are a total of 54 numbers of old military barracks present at the plot currently, which were converted to staff quarters. The Government of Kerala envisages:

3.3.1 A state-of-the-art Ayurveda Center with about 100 beds and 4 examination rooms, with 2 areas dedicated for physiotherapy.

3.3.2 A pharmacy, to cater to the prescribed requirements of the Ayurvedic hospital along with a retail store area as well.

3.3.3 Gymnasium areas are also planned for this complex.

3.3.4 6 Executive Treatment Rooms and 6 Treatment Rooms are planned for development in the OPD & Admin block.

3.3.5 Kitchen and dining to support the requirements from this hospital to be planned as well.

3.3.6 115 Deluxe Rooms for patients need to be provided in the In-Patient Block.

3.3.7 Areas for future development need to be marked and left open for expansion.

3.3.8 Ayurveda educational and training complex.

3.3.9 Skill Development Centre.

3.3.10 Financial Complex.

3.3.11 State Investment & Facilitation Centre.

3.3.12 State Entrepreneurs Facilitation Centre.
4 Role/Scope of the Architect / Architect Consultant

4.1 The Architect Consultant shall provide Comprehensive Planning and Designing for Redevelopment of: Kerala House plot at Jantar Mantar Road, Travancore House plot at Kasturba Gandhi Marg, and Kapurthala Plot at Copernicus Marg in New Delhi including but not limited to the preparation and development of Master Plan, Concept Designs, Preliminary and Detailed Architectural Design, Interior & Structural Drawings for all buildings, including preparation of specifications and Detailed Estimates, Preliminary and Working Drawings for the services like HVAC, electrical, plumbing, firefighting, IT, landscaping, roads & paths, traffic movement, parking & furniture along with cost estimates, drawings and specifications etc. including space planning, infrastructure planning and services planning for kitchen, laundry as per detailed scope of work for the proposed (3) projects.

4.2 The selected Consultant shall be required to provide services in respect of the following:

4.2.1 Concept Design & Master Plan

4.2.1.1 Ascertain Government of Kerala’s requirements, including requirements in foreseeable future, examine site constraints & potential; and prepare and submit a Design Brief for Government of Kerala’s approval.

4.2.1.2 Prepare and submit a report on site evaluation, state of existing buildings, if any, and analysis and impact of existing and/or proposed development on its immediate environs.

4.2.1.3 Prepare and submit report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/or proposed development on its immediate environs.

4.2.1.4 Submit Design Basis Reports in respect of structural systems and all services.

4.2.1.5 Prepare and submit Conceptual Designs & Master Plan with reference to design brief given and prepare preliminary estimate on cost area basis, for all components, blocks/ buildings, services of the project.

4.2.1.6 Volumetric study and urban form recommendations, pedestrian/ vehicular movement and parking may be provided if they highlight the scheme’s salient points.

4.2.1.7 Architectural controls/ guidelines for the Master Plan/Concept Plan complying all the existing bylaws of the region and latest Master Plan.

4.2.2 Preliminary Design and Drawings
4.2.2.1 Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, walk through/ 3-D models etc., for the required approval along with preliminary estimate on cost area basis.

4.2.3 Drawings for Statutory Approvals

4.2.3.1 Prepare drawings necessary for obtaining all the statutory approvals ensuring compliance with codes, standards and legislation, as applicable and obtain statutory approvals thereof, as required.

4.2.4 Working/Detailed Drawings and Tender Documents

4.2.4.1 Prepare working drawings (coordinated across various disciplines), specifications and schedule of quantities, detailed estimate of cost and tender documents including mentioning code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

4.2.5 Good for Construction Drawings

4.2.5.1 To prepare and submit all Good for Construction drawings within the time as specified in RFP.

4.2.5.2 During the execution stage, the selected Design Consultant is expected to visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the construction works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the executing agency informed and render advice on actions, if required.

4.2.5.3 The Soil Investigation/Topographical Survey Report will be provided to the bidders. It is for guidance only.

4.2.5.4 The designs and drawings should comply to GRIHA 5- Star, Version 3 rating or as per latest revision.

4.2.5.5 The final structural designs/drawings submitted shall be got proof checked from Indian Institute of Technology (IIT) / National Institute of Technology (NIT) as approved by Government of Kerala.
5 Deliverables

5.1 Concept Design

5.1.1 General

5.1.1.1 Ascertain Government of Kerala’s requirements in consultation with various stakeholders, examine site constraints & potential and document Detailed Project Requirements (physical spaces and functional activities).

5.1.1.2 Prepare & submit report about the site after evaluation of the state of existing buildings, if any; and analysis and impact of existing and/or proposed development on its immediate environs.

5.1.1.3 Prepare & submit a report of requisite compliances, identifying all applicable regulations, development guidelines such as FSI applicability, ground coverage, set-backs, building heights, development constraints, environment controls.

5.1.1.4 Demonstrate approach to Master Planning and Architectural Design showing vision for the project, design philosophy and strategic approach.

5.1.1.5 Prepare & submit Design Brief Document encapsulating the above for Government of Kerala’s approval.

5.1.1.6 It is also a term of the assignment that the cost of the design shall be within the estimated project cost.

5.1.2 Master Plan

5.1.2.1 Prepare requirements for Master Plan in consultation with stakeholders and analysis of site, topographic features, climatic conditions, geographical location and other relevant context.

5.1.2.2 Conduct volumetric study and make urban form recommendations.

5.1.2.3 Prepare Master plan with guidelines for volumetric and façade controls.

5.1.2.4 Submit final Master Plan based on the inputs from development of conceptual architectural design studies and the stakeholders and finalize controls, circulation, guidelines and other aspects of Master Plan.

5.1.2.5 Obtain approval of Master Plan from Government of Kerala & obtain environment clearance or any other clearance that may be required to be obtained before proceeding further.

5.1.3 Conceptual Architectural Design

5.1.3.1 Review detailed requirements for various physical facilities and requirements.

5.1.3.2 Prepare the Design Brief.

5.1.3.3 Prepare and submit conceptual architecture design of all buildings for approval of Government of Kerala, conforming to the detailed requirements.
5.1.3.4 Present the Conceptual Design with IT enabled 3D models.

5.1.4 Preliminary Engineering Services Design (including MEP, Life and Fire Safety and other Services)

5.1.4.1 Determine the utility/load requirements and prepare & submit Design Basis Report for all the required services.

5.1.4.2 Prepare the concept design for the utilities.

5.1.4.3 Suggest the technologies which can be used for effective functioning of all services.

5.1.5 Preliminary Cost Estimate

5.1.5.1 Prepare and submit preliminary cost estimates based on standard norms taking into consideration the proposed specifications, areas and construction techniques which are recommended to be used.

5.2 Detailed Design and Drawing

5.2.1 General

5.2.1.1 Prepare final Master Plan including the site use plans for the approval of Government of Kerala (including preparation of concept plan, individual floor plans for all blocks their elevation, sections for approval along with master plan.

5.2.1.2 Modify the conceptual designs and cost estimates after incorporating any changes, as may be suggested by Government of Kerala.

5.2.1.3 Preparation of detailed architectural designs of all buildings and related infrastructure, design of public health, electrical & mechanical services, landscaping design, graphic design and signage.

5.2.1.4 Submission of a Detailed Project Report including, phasing etc.

5.2.2 Architectural Design

5.2.2.1 Modify the conceptual designs incorporating required changes and prepare the preliminary architectural drawings, sketches, study model, walkthrough, BIM models etc.

5.2.2.2 Interior Design of all spaces is an integral part of the service to be rendered. Design Consultant shall prepare interior design layouts / details, including furniture layouts detailed working drawings, specifications, make, materials, etc.

5.2.2.3 Prepare a detailed scheme for lighting design, including daylight utilization, outdoor lighting and façade lighting, security lighting conforming to best practices.

5.2.2.4 Preparation of architectural and construction details such as fixing details, installation details, joinery, inserts, cut-outs, standard details and other construction details as required for successful completion of the project.
5.2.2.5 Based on the decision of the authority, ensure GRIHA 5-Star (version 3) Rating. A detailed report concerning the project data sheet.

5.2.3 Sustainable Analysis and Design

5.2.3.1 Architecture design shall be analyzed for various sustainable considerations, including, day-light utilization and solar heat-gain reduction using appropriate IT tools to demonstrate the level of compliance. It shall refer to “NBC-2015: Approach to Sustainability” for specific guidance. It shall meet the requirements of GRIHA 5-Star (version 3) and ECBC norms.

5.2.3.2 Entire campus and the buildings shall comply with the requirements for “Barrier Free”, preferably, meeting the objectives of “Universal Design” best practices.

5.2.3.3 Statutory and regulatory approvals shall remain the responsibility of the consultant.

5.2.4 Structural Design

5.2.4.1 A report of structure system and construction technology to be adopted shall be submitted to validate the proposal.

5.2.4.2 Preparation of detailed structural analysis & structural design (including seismic design as may be applicable) based on design output.

5.2.4.3 Structural design shall be got vetted from an institution like IIT etc. to ensure design & detailing adequacy and design efficiency.

5.2.4.4 A Structural Stability Certificate shall be given by the Design Consultant.

5.2.5 Engineering Services Design (including MEP, Life and Fire Safety and other Services)

5.2.5.1 Revise design report with load calculation, recommendation on proposed equipment sizing/selection and budgetary cost estimate.

5.2.5.2 Prepare single line services routes and ducts etc. with equipment space marking in plans with further detailing on areas/plans.

5.2.5.3 Detailed Design:

a. Preparation of high side MEP Plant Room Space & Shaft Planning based on approved architectural drawings, structural drawings, interior-related areas, lighting, kitchen & laundry, landscape layouts.

b. HVAC: Schematic layouts of HVAC system based on computation of heat load calculation based upon the approved architectural plans and propose/recommend provision of water cooled Chillers, chilled water distribution, AHU rooms and air distribution system, layout of plant room etc.
c. Electrical: Substation layout, HT & LT single line diagram, panel room layout, electrical distribution system comprising of panels, distribution boards, bus bars, cables routes and layout, power distribution planning based on facility planning/DG room layout along with panel details, earthing & lightning protection system.


e. Plumbing: Schematic layouts of plumbing (water supply & drainage): water tanks & pump room layout, water treatment system, hot/cold water distribution, sewage & storm water disposal piping shafts, waste water disposal, sewage / effluent treatment system, boiler and hot water generator system with steam and condensate piping etc.

f. IT System: Schemes for electronic surveillance system, automation system etc to be submitted.

g. Furniture: List of reputed makes/brands (minimum three of equivalent nature in each case) of various materials and fittings, and comparative pricing shall be made available.

5.2.6 Detailed Cost Estimating

5.2.6.1 Schedule of quantities, analysis of rates, and preparation of detailed estimates (BoQs) in respect of all disciplines.

5.2.7 Drawings and Documentation for Statutory Approvals

5.2.7.1 Prepare drawings necessary for statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain statutory approvals thereof, if required, including making changes and providing all details as required by the statutory bodies.

5.2.7.2 Preparation of Environment Impact Assessment Submission and Fire Submission Drawings and documents as required meeting the requirements of the concerned Authorities.

5.2.7.3 Attend coordination meetings with the authorities as required.

5.2.7.4 Making changes to meet the authorities’ requirements.

5.3 Tender Documents, Working & GFC Drawings

5.3.1 Modification to the Architectural Design and Services Design incorporating required changes and prepare final working drawings and service plans for the approval of Government of Kerala.

5.3.2 Submission of detailed estimates/detailed Bill of Quantities for all items – civil works, interiors, MEP services, external development etc. in standard formats using standard description of the items for those as may be available in DSR published by the Central Public Works
Department of the Government of India and standard engineering terminology for items that may not be available in the schedule.

5.3.3 Take-off-sheets, detailed specifications of the material/fittings to be used in the project shall also be made available.

5.3.4 Detailed BOQ for inviting tenders.

5.3.5 Tender drawings and working drawings shall be prepared in respect of all disciplines, including, Architecture design, MEP, Structure, Fire and Life Safety.

5.3.6 Prepare tender drawings, items of work, specifications (indicating applicable codes and standards, Quality Assurance and Quality Control procedures related to materials and processes, execution processes, acceptance standards, tolerances, modes of measurement and other documentation necessary for tendering process.

5.3.7 Draw up a master list of working drawings (notwithstanding non-inclusion any drawing, the same to be included subsequently), prepare working drawings, coordinated across various disciplines, incorporating reference to specifications as per contract documentation.

5.3.8 Prepare and submit Good For Construction (GFC) Drawings duly vetted by IIT/NIT.

5.4 Appointment of Contractors

5.4.1 Assist in analyzing tenders by preparing the justification rates after collection of the same from the respective locations

5.5 Construction

5.5.1 Topographical surveys and soil investigation reports of the site are available. Study and interpret soil investigation report and finalize input data for structural and foundation design for building(s), types of structures that will be most suitable, existing drainage systems & water flows which can be used to advantage of project to save cost or which need to be accounted for to prevent disruption during execution and in working after project has been made functional.

5.5.2 During execution, participate in conferences and meetings with various stakeholders, as desired by the executing agency and rendering advise to the executing agency.

5.5.3 Coordinate and support all activities during construction related to design and architecture.

5.5.4 Preparation of good for construction drawings & submission of 6 sets of drawings along with the soft copy sufficient to facilitate execution of work on site.

5.5.5 Approve samples of various elements and components and assist Government of Kerala in making appropriate choices.

5.5.6 Approve mock-ups, samples and shop drawings as necessary.
5.5.7 Check and approve shop drawings submitted by the contractor/ vendors, as required by the executing agency.

5.5.8 Architect & his specialist consultants/engineers shall visit the site of work, at intervals mutually agreed upon, clarify any decision, after interpretation of the drawings/specifications.

5.5.9 All the detailed architectural and working drawings, where required, should be supported with 3D Views, blow-ups of typical & critical areas and walk through to facilitate understanding of designs by site engineers & compliance to designs. Preparation and submission of three-dimensional form, model showing the complete proposal. The size and scale of all the deliverables, drawings, models, models to be prepared will be as per the requirement of that particular item, best industry norm and as decided by the authority. All building-wise floor plans for all blocks, elevations, sections, furniture layout, equipment layout and finishing schedule should be prepared.

5.5.10 In order to ensure that the work at site proceeds in accordance with the contract documents/drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager and his sub key personnel's (as appointed by Government of Kerala), who shall work under the guidance and direction of Government of Kerala and shall report to him. Architectural firm shall render complete support to the Construction Manager and facilitate the execution of works. In case any difficulty is envisaged in execution at site then, if need be, the designs/drawings shall be amended by the architect to remove bottle-neck.

5.6 Completion

5.6.1 Prepare and submit completion reports and drawings for the project as required and obtain "Completion/ Occupancy Certificate" from statutory authorities and any other permissions/approvals as may be required for making the building operational.

5.6.2 Submit 4 sets of the 'as built' drawings, along with a soft copy, after completion of works.

5.6.3 Get the building certified as a “Green Building” from the GRIHA as envisaged.
6 Prequalification Criteria

6.1 The architectural firm should have minimum average turnover of Rs 5 crore in each of the last three Financial Years.

6.2 The architectural firm should be in the integrated practice with disciplines of architecture, interior design, landscape design, structural consultancy, urban design, interior design, electrical services, mechanical services, firefighting, HVAC, environmental design, energy consultant, etc.

6.3 The firm should have ongoing/completed projects anywhere in India with a minimum 5 lakh sq. ft. built up area of projects.

6.4 The firm should have at least three completed/ongoing projects of value not less than Rs 75 crore of each project or at least four completed/ongoing projects not less than Rs 200 crore.
7 Selection criteria

7.1 Quality and Cost Based Selection (QCBS) system with 70:30 weightage to quality and cost respectively (for technical & financial bids) will be the determining selection criteria. The Government of Kerala will decide benchmarking minimum technical score as eligibility for qualifying for participation in the final rounds of bidding i.e., opening of financial bid cover.

7.2 Intra-se distribution of marks for different criteria in the technical bid and evaluation criteria will be decided by the Selection Committee constituted for examination and evaluation of bids.
## 8 Evaluation Criteria

8.1 The evaluation criteria and the maximum marks are as follows:

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<tr>
<th>No.</th>
<th>Criteria</th>
<th>Maximum Marks</th>
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<tr>
<td>1</td>
<td>Financial Strength</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Experience of similar projects</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Organization Structure and Capability</td>
<td>20</td>
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<tr>
<td>4</td>
<td>Design of certified Green Building / Campus for any institutional work</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Presentation on the concept</td>
<td>40</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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9 Procedure for Bidding and Terms & Conditions

9.1 The Pre-Bid Meeting

9.1.1 A pre-bid meeting will be convened at the time and venue as mentioned in the Notice to answer any queries that the bidders may have in connection with the proposed work. Minutes of the pre-bid meeting will be considered as amendment to this document.

9.1.2 Bidders can seek clarifications to the RFP document by writing at the mailing address indicated in the Notice at least one day before the Pre-bid meeting or during pre-bid conference. The clarifications shall be uploaded on Government of Kerala website as corrigendum/amendments. Separate notification/advertisement will not be made for this in the print media.

9.1.3 At any time prior to the deadline for the submission of Bids, may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective bidder, Government may modify the RFP by an amendment notice.

9.1.4 In order to allow bidders reasonable time for preparing their bids after taking into account such amendments, Government may, at its discretion, extend the deadline for the submission of bids.

9.2 Interested bidders should prepare and submit the bid documents in two parts namely, ‘Technical Bid’ and ‘Financial Bid’.

9.3 The Technical Bid:

9.3.1 The Technical Bid submitted by the bidder should duly consider the pre-qualification criteria, the purpose of the assignment, the facilities to be developed in the project sites, role/scope of the architect/architect consultant, deliverables and all other conditions as mentioned in this document. If in the view of the bidder, any further activity/activities are needed, which are essential for accomplishment of the job, the same should be highlighted in the technical proposal and included in the lump sum fee to be quoted by Bidder in the Financial Bid. For submitting the conceptual scheme and basic design concept as per permissible design parameters, bye-laws, all government gazette notifications, statutory regulations and guidelines and sound engineering practice shall be followed.

9.3.2 The bidders will have to attach the filled-in questionnaire (format in Appendix-I) along with the Technical Bid for evaluation. Each responsive proposal will be given a technical score. The filling of all the columns of this questionnaire will be mandatory for consideration of the financial bid. A bid not accompanied by the filled in questionnaire will not be considered.

9.3.3 The Technical Bid may include, but not limited to, details of the experience of the bidder, organizational description and details of the
Bidder’s firm, details of key personnel proposed to be deployed on this project, financial capability of the bidder, conceptual scheme including the methodology proposed for performing the assignment demonstrating the Bidder’s knowledge of the project requirements and understanding of the requisite tasks as set forth in the scope of services, a report on bidder’s visualization of the project, drawings/ master plan/ landscape plan, etc.

9.3.4 The Technical Bid should include an affidavit declaring that the bidder has not been debarred/restrained/ black listed by any Central Govt. / State Govt. agency/Autonomous body of the Central or State Govt./PSU etc.

9.4 Financial Bid

9.4.1 The financial Bid should clearly indicate the professional fee in absolute terms in Indian Rupee (INR) both in words and figure of the estimated cost of the work.

9.4.2 The fee shall be for the total scope of comprehensive consultancy services as detailed in this document including any other additional activities as felt necessary by Government for completing the project in all respects. The Financial Bid shall also include the cost of all visits of the consultant and their associates/employees to site of work for the preparation of the scheme and approval by all respective agencies/local bodies and also during the construction, in addition to the cost of making presentation before Government and preparing physical scale model for any other body on behalf of Government at any time during the construction.

9.4.3 The Bidders are required to quote fee inclusive of all prevailing taxes and levies for the consultancy services in the prescribed format (format in Appendix-II). The quoted fee of this consultancy agreement will not be increased either due to cost overrun of main project, extension of time or due to any reason whatsoever.

9.5 Technical bid shall be placed in sealed envelope clearly marked ‘Technical Bid’. The Financial Bid shall be placed in another sealed envelope clearly marked “Financial Bid”. These two envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the title “Technical and Financial Bid”, name of the work and details of the bidder. It is the responsibility of the bidder to ensure that the envelope has reached the designated authority within the stipulated time.

9.6 Bid Opening

9.6.1 The technical Bids will be opened in the presence of the Bidders or their representatives who choose to attend on the date, time and venue as mentioned in the Notice Inviting Bids.
9.6.2 On opening of technical bids they will be examined to see if they are complete, and if the documents do not meet the requirements of the RFP, a note will be recorded accordingly and the said Bidder’s Proposal will not be considered for further processing/evaluation.

9.7 Evaluation of Bids

9.7.1 Government would examine and evaluate the bids in accordance with the evaluation criteria. Financial Bids of only those bidders who qualify in Technical Bids shall be opened.

9.7.2 Evaluation of technical packages submitted by Bidders shall be undertaken based on the details submitted in the technical package only. Bidder shall not be allowed to submit, on 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 Bidder accurately and specifically in their technical proposal avoiding ambiguous answers. However, Government reserves the right to seek any clarification from Bidders for details submitted with technical package.

9.8 Presentation of Project

9.8.1 The envelopes marked ‘Technical Bid’ will be opened on the specified date and time. After evaluation of the Technical Bid, all those Bidders who qualify in Technical Bid will make a presentation on the before the Committee constituted by Government on the specified date and time. The Bidders are strongly advised to visit the sites in New Delhi and ascertain all facts of the said plots of land.

9.8.2 The presentation shall cover, in sufficient detail, the appreciation of the project, proposed conceptual scheme, methodology of planning, and conceptual structural design along with the proposed organizational structure for coordination, monitoring and reporting of the project activities including responding to queries/question raised by Government, work program, etc. The objective of presentation is to evaluate the bidder regarding their understanding and preparedness for the assignment as well as evaluation of their concept scheme and get clarifications, if any, as required by Government.

9.9 The Bidder is solely responsible for the preparation of Bids and details therein.

9.10 The Bidder is expected to examine carefully all the contents of RFP and factor the same into the bid. Failure to comply with the requirements as detailed in these documents shall be at the bidders’ own risk. Bids which are not responsive to the requirements of RFP will be rejected.

9.11 The Bidder shall be deemed to have inspected the site and its surroundings and taken into account all relevant factors pertaining to the site in the preparation and submission of the bid.
9.12 The bidder shall bear all costs associated with the preparation and submission of his bid and Government will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

9.13 The Site information given in this RFP is for guidance only. The bidder is advised to visit and examine the site and its surroundings at his/their cost and obtain all information that they may deem necessary for preparing the Bid. Bidder can obtain information from Government regarding contact persons for the site visit. Any expenditure towards presentation and preparation of bids, shall be borne by the bidder.

9.14 Each Bidder should fully acquaint himself of all local conditions, local bye laws and factors, details of ownership of the said plots of land which may have any effect on the execution of services covered under this document and specifications. It must be understood and agreed that all the factors have properly been investigated and considered by the Bidders before submitting the proposals. Government will not entertain any claim or financial adjustment or modifications in time schedule which arise due to inadequate appreciation by the Bidder at the time of submission of bid. The bidders are strongly advised to inspect the site and assess all site conditions including geotechnical conditions.

9.15 Government shall not be liable for such costs, regardless of the outcome of the selection process and no reimbursement of whatsoever nature in this regard shall be made by Government.

9.16 Government may disqualify the Bidder if the Bidder has:

9.16.1 Made misleading or false representations in the forms, statements and attachments submitted; or

9.16.2 The Bidder gets blacklisted or debarred by any Government Agency even after submission of this RFP and while the bids are under evaluation; or

9.16.3 Submitted more than one Bid for the same work.

9.17 No bidder either individually or as part of a Consortium shall submit more than one proposal for the proposed work. A bidder, applying either individually or as part of a Consortium shall not be entitled to submit another proposal either individually or as a member of any consortium, as the case may be.

9.18 All information in the bid shall be in English.
9.19 The bid must contain the name and place of business of the Bidder. If the Bidder is a partnership firm or a company, an authorized person must sign the bid with seal of the organization. Significant evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.

9.20 The offer shall remain valid for a period of 60 (Sixty) days from the date of opening of financial bid. The overall offer including personnel proposed for the assignment as well as quoted fees shall remain unchanged during the period of validity.

9.21 Prior to the expiry of the original Bid Validity Period, Government may request Bidders to extend the Bid Validity Period for a specified additional period. In case the bidder extends the bid validity, the bidder shall also extend the validity of the Bid Security accordingly.

9.22 Bid documents shall be stamped and signed on all pages by a person duly authorized to sign Bid documents. The Bidder shall also submit a power of attorney authorizing the person signing the documents.

9.23 Entries filled in by the Bidder shall be typed.

9.24 The Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by Government, or as necessary to correct errors made by the Bidder. All amendments/corrections shall be initialed by the person or persons signing the Bid.

9.25 The Bidder may modify, substitute, or withdraw his Bid after submission, provided that written notice of the modification, substitution, or withdrawal is received by Government on or before the last date & time for submission of Bids. No Bid shall be allowed to be modified, substituted, or withdrawn by the Bidder in any manner whatsoever thereafter.

9.26 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered on or before the last date & time for submission of Bids in accordance with Notice Inviting Bid, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION”, or “WITHDRAWAL”, as appropriate. In case of complete substitution or withdrawal, the earlier document shall be returned unopened at the time of opening of Bids.

9.27 Any Bid received after the deadline prescribed for submission of Bids in the Notice Inviting Bids herein will not be opened.
9.28 Except the public opening of Bid, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of the Contract shall not be disclosed to Bidders or other persons.

9.29 Any effort by a Bidder to influence the employees of Government/members of evaluation committee in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, shall result in the rejection of their Bid.

9.30 Prior to the expiry of the period of Bid Validity, Government will notify the successful Bidder in writing. No correspondence will be entertained by Government from the unsuccessful Bidders.

9.31 Government shall prepare the Agreement, duly incorporating all the terms of agreement between the two parties. Within 30 days from the date of issue of the Letter of Award the successful Bidder will be required to execute the Contract Agreement. This document shall also form part of the agreement.

9.32 In case Successful Bidder does not sign the Contract with Government, Government reserves the right to retender the project OR assign and award the work to second preferred bidder.

9.33 The agreement may be suitably amended with the mutual consent during currency of the contract.

9.34 Government desires that the Consultants shall observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of the above objective, this policy defines, the terms set forth below as follows: “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract, “collusive practice” means a scheme, arrangement or understanding between two or more Consultants, with or without the knowledge of Government, designed to establish prices at artificial noncompetitive levels; “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a selection process, or affect the execution of a contract.
9.35 Government will reject a proposal for award if it determines that the Consultant recommended for award has engaged in corrupt or fraudulent or collusive or coercive activities in competing for the contract in question;

9.36 Government will declare a Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing this contract.

9.37 Notwithstanding anything above, Government reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders about the grounds for Government’s action.

9.38 All copyright and other proprietary rights and Intellectual Property Rights in the Works under this contract shall vest and stand assigned to Government and Government shall consequently own, absolutely and exclusively on a worldwide basis, the whole of property rights, title and interest including all copyright in the Works, present or future, vested or contingent, generally and without limitation, for the whole term of the copyright, including the right to modify and/or make any alterations to the Works and all the above rights shall not lapse even if such rights are not exercised by Government during the terms of the copyright and the Consultant shall be required/obliged to execute any deeds/documents, as may be required or considered necessary, by Government to give effect to and secure the abovementioned rights of Government in the Works. For the purpose of this clause, the term “Works” shall include all “works” covered by the copyright Act 1957 including the design or documents prepared by the Consultant at the inception of, during the course of and until the completion of the Project and also includes any work created directly or indirectly in the performance of the obligations of the Consultant in connection with the Project.

9.39 The Consultant shall not use or allow anyone to use these drawings, designs, documents and software during and after the execution of this contract without the prior written permission of Government and any such act without the permission of Government shall constitute violation of Intellectual Property Rights.

9.40 Even in the event of stoppage / cancellation of the selection process, all documents /designs/ drawings submitted by the Bidders to Government
on or before the cancellation of the selection process shall become the property of Government and the Bidders shall have no claim on such documents/design.

9.41 Government reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract, in larger public interest, on account of the following:

9.41.1 no Bid is received.
9.41.2 occurrence of any event due to which it is not possible to proceed with the selection process
9.41.3 an evidence of a possible collaboration/mischief on part of Bidders, impacting the competition, objectivity and transparency of the selection process,
9.41.4 it is discovered that Bidders have breached standard of ethics
9.41.5 any other reason, which in the opinion of Government necessitates the cancellation of the selection process

9.42 On occurrence of any such event, Government shall notify all the Bidders within 7 days of such decision. Government is not obligated to provide any reason or clarification to any Bidder on this account.

9.43 Government further reserves the right to abandon the project or to retender or get the work done by a Government agency or Quasi Government agency if the bids received are not acceptable due to any reasons.
10 Fees

10.1 The fees for the services will be determined through competitive bidding process.

10.2 The fee for the services determined shall be fixed and shall not be subject to any alteration in any circumstances except in the case of a change in any kind of taxes, duties, levies, etc. In the event of such a revision, increase or decrease, in the rates of taxes, duties, levies, etc, the fees for the services shall also be revised accordingly.
11 Schedule of Payment

11.1 All payments for the project shall be made in Indian Rupees only.

11.2 The Consultants shall be paid professional fee in following stages consistent with the work done.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Work Description</th>
<th>Payment Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>On submitting conceptual designs and rough estimate of cost.</td>
<td>15% of the total fees payable.</td>
</tr>
<tr>
<td>Stage 2</td>
<td>On submitting the required preliminary scheme for the Local Body approval along the preliminary estimate of cost.</td>
<td>20% of the total fees payable less payment already made at Stage 1.</td>
</tr>
<tr>
<td>Stage 3</td>
<td>On incorporating client’s suggestions and submitting drawings for obtaining approval from the client/statutory authorities, if required.</td>
<td>35% of the total fees less payment already made at Stages 1 and 2.</td>
</tr>
<tr>
<td>Stage 4</td>
<td>Upon client’s approval/statutory approvals and preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.</td>
<td>45% of the total fees payable less payment already made at Stages 1 to 3.</td>
</tr>
<tr>
<td>Stage 5</td>
<td>On inviting, receiving and analysing tender; advising Client on appointment of contractors.</td>
<td>55% of the total fees payable less payment already made at Stages 1 to 4.</td>
</tr>
<tr>
<td>Stage 6</td>
<td>a. On submitting working drawings and details required for commencement of work at site.</td>
<td>65% of the total fees less payment already made at Stages 1 to 5.</td>
</tr>
<tr>
<td></td>
<td>b. (i) On completion of 20% of the work</td>
<td>70% of the total fees payable less payment already made at Stages 1 to 6a.</td>
</tr>
<tr>
<td></td>
<td>(ii) On completion of 40% of the work</td>
<td>75% of the total fees payable less payment already made at Stages 1 to 6b(i).</td>
</tr>
<tr>
<td></td>
<td>(iii) On completion of 60% of the work</td>
<td>80% of the total fees payable less payment already made at Stages 1 to 6b(ii).</td>
</tr>
<tr>
<td></td>
<td>(iv) On completion of 80% of the work</td>
<td>85% of the total fees payable less payment already made at Stages 1 to 6b(iii).</td>
</tr>
<tr>
<td>(v) On Virtual Completion</td>
<td>90% of the total fees payable less payment already made at Stages 1 to 6b(iv).</td>
<td></td>
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<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Stage 7</strong></td>
<td>100% of the fees payable less payment already made at various stages and retainer.</td>
<td></td>
</tr>
<tr>
<td><strong>On submitting Completion Report and drawings for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12 Effecting Payment to the Consultants

12.1 The fee payable to the Consultants shall be computed on the actual cost of works on completion. The payment due to the Consultants at different stages be computed on the following basis:

a) At Stage 1 : On rough estimate of cost
b) At Stages 2 to 4 : On preliminary estimate of cost
c) At stages 5 to 6b : Accepted tender cost
d) At Stage 7 : Actual total cost

12.2 Progressive, on account, payments shall be made by the Government of Kerala to the Consultants against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed to between the Government of Kerala and the Consultants.

12.3 No deductions shall be made from the fee of the Consultants on account of penalty, liquidated damages, part rates or other sums withheld from payment or recovered from contractors/suppliers.

12.4 When the work is executed wholly or in part with old material or labour or carriage is provided by the Government of Kerala, the percentage of fees shall be calculated as if the work had been executed wholly by the Contractor supplying all labour and new materials.

12.5 The actual cost of the completed works shall include cost of execution of assigned works, referred to in Scope of Work, but excluding the cost of premises.

12.6 The Consultants shall submit 3 copies of the final designs and tender documents which shall include Technical Specifications, BOQ and Drawings.

12.7 The Consultants shall guide and advise the Government of Kerala’s Engineers during the execution stage of the work undertaken until the completion of the project works.

12.8 The Consultant shall exercise all reasonable skill, care and diligence in the performance of the services agreed to be performed by the Consultants as hereinafore mentioned. If in the performance of the services, the Consultants are required to exercise discretion, the Consultants shall exercise such discretion fairly.
12.9 This Agreement shall remain in force till 31-03-2021 or till the date of completion of work whichever is later.

12.10 If the Consultants fail to comply with the terms conditions and obligations mentioned herein the contract shall be terminated and in such case the Consultants shall not be entitled to any further payment and his name will be reported to the Council of Architecture for abandoning the work half way and causing loss and inconvenience to the Government of Kerala.

12.11 The Consultants shall not be paid any allowances over and above the payments to be made by the Government of Kerala as mentioned hereinabove nor shall the Consultant be given facilities of any kind during the term of this contract.

12.12 The Consultants shall not at any time disclose or divulge to anybody except to the Government of Kerala’s Engineers in details about the work being undertaken by the Government of Kerala without the permission of the Government of Kerala.

12.13 The Consultant shall not part with or handover the plans, drawings, and papers relating to the work being undertaken. The ownership regarding the plans, drawings and papers shall be of the Government of Kerala.

12.14 Any disputes or differences arising in connection with the work entrusted to the Consultants and / or any other matter connected with the project work/ work shall be resolved by the courts having jurisdiction in Thiruvananthapuram and the decision of the court shall be final and binding.

12.15 The Government of Kerala shall make the payments of the fees of the Consultants within 30 days of presentation of bills by the Consultants.

13 Site Maps

13.1 Site maps are given in Appendix III
Appendix – I (Clause 9.3.2)

Questionnaire

1. Details of the Conservation architect/firm
   i. Name/address of the Consultant architect/firm
   ii. Registration details of the Consultant architect/firm
   iii. Qualification of the Consultant architect
   iv. Experience of the consulting architect/firm
   v. Registration details of the Consultant architect/firm
   vi. Details of the supporting technical services/staff with their discipline, qualification and experience
   vii. Special remarks if any

2. Details of the project executed during past 3 years
   i. Details of the project executed in last 3 years clearly indicating the name, location, employer, dates of commencement and completion of the project and cost of the project
   ii. Details of the project of which area is more than 50000 sqft indicating the name, location, employer, dates of commencement and completion and cost of the project
   iii. Details of the Government projects done with name and location and cost of the project with a short note on the architectural concept and approach
   iv. Details of big project Govt/private in terms of cost of the project clearly indicating the name, location, employer, dates of commencement and completion and cost of construction.
   v. Special remarks if any
   (Project detail should supplement with drawings in the presentation)

3. Details of the financial status of the Consultant architect/firm
   i. Certified balance sheet of annual turnover of the consultant/firm should be attached
## Fee for the consultancy services

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Providing consultancy services for comprehensive planning, designing and project supervision for redevelopment of properties owned by Government of Kerala in New Delhi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of work</td>
<td>New Delhi</td>
</tr>
<tr>
<td>Name, address and other details of the bidder</td>
<td></td>
</tr>
<tr>
<td>Fee quoted for the consultancy services (in Rupees)</td>
<td></td>
</tr>
<tr>
<td>Taxes, levies, etc and the rates that are included in the above fee</td>
<td></td>
</tr>
</tbody>
</table>
Appendix – III (Clause 13.1)