

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

[COUNTRY]

[NAME OF PROJECT] - **Kerala State Transport Project (KSTP) –II**  
Loan No./Credit No./Grant No: - Applied

Assignment Title: Procurement of Consultancy for Green Building Design & Supervision.

Reference No. (as per Procurement Plan): KSTP-II/ENV/2011

The Govt. of Kerala has applied for financing from the World Bank toward the cost of the Kerala State Transport Project –II and intends to apply part of the proceeds for consulting services.

The consulting services is for providing architectural consultancy service include Design concepts to completion for construction of a Green Building Compliance 3 star GRIHA for a built up area of 8000m2 for Public Works Department (PWD) and KSTP .

The Kerala State Transport Project now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are:

The applicant shall be a professional firm having 7 years of experience in design construction with general of supervision of Building with Green Building compliance with minimum 3 stars GRIHA and having average financial turnover of ` 1.0 crores for the last 3 years on project work of ` 20 crore or above.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers of 2011.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the CQS (Consultant Qualification Based Selection) Method set out in the Consultant Guidelines.

Further information and ToR shall be available at website <http://www.keralapwd.gov.in>.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 29/10/2012.

**Joseph Mathew. K**  
**Project Director**  
**T.C 11/339, JAGAD Building,**  
**Keston Road, Kowdiar P.O**  
**Thiruvananthapuram – 695 003**  
**Phone:- 0471- 2318985, 0471- 2318946**

**Fax:- 0471- 2318985, 0471- 2318946**

# KERALA STATE TRANSPORT PROJECT – II

## EXPRESSION OF INTEREST – DETAILS OF INVITATION (TOR)

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### Introduction

Kerala State Transport Project (KSTP) is an initiative of Public Works Department, with the World Bank assistance. The Phase I construction of about 1500 km of road have been completed. On completion of KSTP-I the State has taken up implementation of the KSTP-II. Under the institutional Strengthening Component, various dedicated cells such as RMMS, GIS, IT, Road Safety Cell and FMS have been formed in PWD and are functioning at different locations. In order to bring the above cells in one premise, it was decided to construct a Head Quarter Building for KSTP, and PWD Offices with an area of 8000m<sup>2</sup> under green building concept in the land owned by PWD.

### Plot Location

3. The site for construction is about 2 acre plot owned by Public Works Department, PMG Store Complex, Thiruvananthapuram. A copy of the site map is at Annexure to this document. FAR may be taken as per Kerala Building Rules.

### Broad construction requirements

4. The broad construction requirements are as under, in Kerala traditional style.

- (i) Entrance Lobby with reception Counter
- (ii) Waiting Lounge/Visitors' Room
- (iii) Public Information Cell
- (iv) Two Conference Halls (for 30 & 90 participants) for holding Workshops/Conferences;
- (v) 1 Training Halls for about 50 to 75 participants each;
- (vi) Auditorium for 300 participants
- (vii) Library & Resource Centre
- (viii) Record Rooms
- (ix) Computer Centre with 20 terminals
- (x) Video Conferencing Facility
- (xi) Dining rooms in each floor.
- (xii) Rest Rooms in each floor.
- (xiii) Offices for Project Director, Chief Engineer and other staff, Five
- (xvi) Common facility Centre for staff and for stationing Personal Computers, Printers, Photo-copiers, Fax Machines etc. for

- internal use.  
(xiv) Parking facilities

5. The above list is illustrative and KSTP reserves absolute right to delete/add/vary any item at RFP stage or later, as required.

### **Architect's professional services**

6. An architectural consultant will be selected on Consultant Quality Based Selection (CQS) process of procurement procedures of the World Bank is procurement process. The finally selected firm will be paid a fee on mutually agreed cost, for comprehensive architectural design services, listed below – Part I and Part II (excluding tendering and project management) and will be required to liaise closely with the KSTP at all stages of the project implementation.

### **Broad Scope of Work of the Professional Architect firm**

7. The tendering and project management have been assigned to KSTP and would, therefore, not be part of services to be rendered by the Architect firm. The broad scope of services of the Architect (to be reviewed at RFP stage and finalized while signing the Consultancy contract) is as under:

#### **Part I -ARCHITECTURE :**

- 1.1 Green Building norms compliance (as per GRIHA 3-star rating), but the cost comparison for rating GRIHA 4 and 5 have to be furnished along with the proposal.
- 1.2 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- 1.3 Design and site development.
- 1.4 Structural design.
- 1.5 Sanitary, plumbing, drainage, water supply and sewerage design.
- 1.6 Electrical, electronic, communication systems and design (incl. Complete ICT design).
- 1.7 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- 1.8 Elevators
- 1.9 Fire detection, Fire protection and Security systems etc.
- 1.10 Periodic inspection and evaluation of Construction works from architectural angle.

#### **Part II ALLIED FIELDS :**

- 1.11 Landscape Architecture
- 1.12 Interior Architecture

## 1.13 Graphic Design and Signage

### SCHEDULE OF SERVICES :

#### CONCEPT DESIGN [STAGE 1] :

- 2.01 Ascertain Client's requirements, examine site constraints & potential ;
- 2.02 Prepare report on site evaluation, state of existing buildings, if any ; and analysis and impact of existing and/ or proposed development on its immediate environs.
- 2.03 Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- 2.04 Furnish 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.
- 2.05 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis, in consultation with KSTP.

#### PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :

- 2.06 Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost on area basis in consultation with KSTP.

#### DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] :

- 2.07 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain the statutory approvals thereof, as required. All the above task has to be completed within 60 days of signing the contract

#### WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

- 2.08 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

#### CONSTRUCTION [STAGE 5]:

- 2.10 Prepare and issue working drawings and details for proper execution of works during construction.
- 2.11 Approve samples of various elements and components.
- 2.12 Check and approve shop drawings submitted by the contractor/ vendors, in consultation with KSTP.
- 2.13 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 Client

informed and render advice on actions, if required.

2.14 Project Management and the day-to-day supervision will be carried out by KSTP, while supervision of work and services from Architectural angle will be done by the Architect firm.

2.15 Issue Certificate of Virtual Completion of works.

#### COMPLETION [STAGE 7]:

2.16 Prepare and submit completion reports and drawings for the project as required and obtain "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

2.17 Issue desired number of sets of as built drawings including services and structures, with soft copies on removable media.

#### Eligibility Criteria

8. The applicant should be a professional firm:

having a minimum of 7 years of continuous existence as on 31st January, 2012;  
which has been in business during last three financial years (2008-09 onwards);  
Having minimum average annual turn-over of Rs. 1.0 Crores over last 3 financial years (2008-09, 2009-10, 2010-11) from Architectural Consultancy work;

Having experience of consultancy assignments / jobs completed during the last three years ending on 31<sup>st</sup> January, 2012 on projects worth a total of at least Rs. 20 crores for construction of academic and training institutes, office/institutional complexes with significant conferencing and training infrastructure etc.

Should have on its rolls, adequate number of qualified Architects (minimum three) with experience and continuous registration with the Council of Architecture for at least 7 (seven) years, as on 31st January, 2012.

#### Short-listing of Architect firms for the purpose of RFP

9. The EOI applications will be scrutinized by an evaluation Committee. The Committee will prepare a shortlist of Architect firms, based on the following criteria, and any additional criteria which the KSTP may decide:

Work experience;

Organizational set up including credentials of key personnel;

Similar works completed during three preceding years ending 31 January 2012;

Winning of design competitions and prestigious awards;

1 KSTP reserves the right to reject any or all applications without assigning any reason.

2 In the post-EOI stage, the short-listed firms would be sent a Request for Proposal

(RFP) document and given approx. two weeks time to make design submissions and make power-point presentations, including 3-D/model at the KSTP Office. A token honorarium of Rs. 50,000 will be paid only to those short-listed architects, whose design submissions and presentations are found complete by the KSTP.

3 Applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of KSTP, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard format provided herewith.

### Final selection of Architect

12.1 The Architect will be selected by CQS (Consultant's Qualification Based Selection method). The Consultant will be selected based on their Qualification and Technical proposal. The firm got highest score will be selected for negotiaion.

### Duration of the Services

The total duration of the services will be two years. In the first 2 months the consultant will prepare the detailed designs, estimate and bidding documents and in the next 22 months the consultant should assist the client supervision of construction and completion.

### Documents to be submitted by the Applicants for EOI

13. The following documents are to b e submitted in response to the EOI (formats to be used wherever provided):

i)Application as per **Format I**. Proof of existence as a legal entity for seven years as on 31<sup>st</sup> January, 2012. **Attach a copy of the firm's registration certificate.**

ii)Information as per **Format II** showing that the Applicant is qualified in the field of projects mentioned hereinabove (also enclose Brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.). Submit documentary evidence of experience of consultancy assignments / jobs completed during the last three

years ending on 31st January, 2012 on projects worth a total of at least 20 crores for construction of academic and training institutes, office/institutional complexes with significant conferencing and training infrastructure etc.

- iii) Information in **Format III** on the qualification and profiles of key personnel; clearly demonstrating their ability to implement the above-mentioned activities. Enclose **Certified Copies of their Registration with Council of Architecture, or concerned organization, and proof of winning design competitions/awards, if any.**
- iv) Disclosure on Conflict of Interest (**Format IV**).
- v) Information (as per **Format V**) on the financial strength of the Applicant. Enclose **certified copies of audited revenue accounts showing income from Consultancy work as well as Balance Sheets for the last three financial years.**
- vi) Information on List of litigation pending by / against the firm along with brief details, if any.
- vii) List of offices of the applicant in India.

#### Instructions to bidders for Formulation & Submission of EOI

14. The documents related to the EOI are to be put in a sealed envelope super-scribed “**EOI FOR GREEN BUILDING FOR PWD IN TRIVANDRUM**” sent by Registered Post/Speed Post/Courier, or by personal delivery at the KSTP office, to the following addresses:

The Project Director, Kerala State Transport Project (KSTP), Project Management Team, Public Works Department, T.C. 11/339, Jagad Building, Keston Road, Nanthancode, Kowdiar P.O., Thiruvananthapuram – 695003.

- 1 Proposals received after the date and time mentioned below will be rejected.
- 2 Please note that all the pages of the EOI document should be signed and dated, and seal of the organization should be put near the signature of the authorized signatory on all pages.
- 3 **The last date of receipt is 29<sup>th</sup> October 2012 by 1600 hours.**
- 4 Applicant shall bear all costs associated with the preparation and submission of their Response. KSTP is not bound to accept any Response, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicants in any form.
- 5 The document is only a request for Expression of Interest and not request for a proposal. Without limiting its rights in law or otherwise, KSTP reserves the right, in its absolute discretion, at all times, in relation to accepting or rejecting any EOI response; varying or discontinuing the EOI and related processes. KSTP shall not be bound to give reasons for any decision made under this clause and its decision will be final and binding on all respondents to this EOI.



6 If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization is not in a position to supply the information.

7 If need arises, KSTP can call for any additional information not specified above.

Joseph Mathew K.  
Project Director  
Kerala State Transport Project (KSTP)

FORMAT \_ I  
LETTER OF EOI SUBMISSION (on letter-head)

REF: [Location, Date]

To

Project Director  
Kerala State Transport Project (KSTP)  
Public Works Department  
T.C. 11/339, "JAGAD Building", Keston Road  
Kowdiar P.O., Thiruvananthapuram - 695003.

Sir,

We, the undersigned, are interested in offering our **Architectural Consultancy services** in accordance with your Invitation for EOI dated 9<sup>th</sup> February, 2012. We are hereby submitting our Response with all the desired information and documents.

We hereby declare that all the information and statements made in this Response are true and accept that any misrepresentation contained therein may lead to our disqualification.

We understand you are not bound to accept this or any other response that you may

receive.

Yours sincerely, Authorized Signature [In full and initials]Name Title and seal of Signatory

List of Enclosures:

## FORMAT II

### APPLICANT'S ORGANISATION AND EXPERIENCE

#### **A -Applicants Organization**

[Provide here a brief description of the background and organization of your firm / entity and each associate for this assignment / job. The brief description should also include ownership details, date and place of incorporation of the firm, objectives of the firm, etc.] (Enclose a copy of firm's registration certificate)

#### **B \_ Applicant's Experience**

[Using the format below, provide information on each consultancy assignment / job completed during the last three years ending 31<sup>st</sup> January, 2012] for which your firm was legally contracted as a corporate entity, on for construction of academic and training institutes, office/institutional complexes with significant conferencing and training infrastructure etc. (as per para 8 above)

1. Firm's Name: 1 Assignment / Job

Name :

1.1 Description of Project :

1.2 Approx. value of the contract (in Rupees) :

1.3 Time over-run on the project

1.4 Location within country :

1.5 Duration of Assignment / Job (months) :

- 1.6 Name of Employer:
- 1.7 Address :
- 1.8 Total No. of person month of the Assignment / Job
- 1.9 Approx. value of the Consultancy Assignment / Job done by your firm under the contract (in Rupees) :
- 1.10 Start date (month / year) :
- 1.11 Completion date (month / year) :
- 1.12 Name of associated Professionals, if any :
- 1.13 Name of senior professional staff of your firm involved and functions performed :
- 1.14 Description of actual Assignment / Job provided by your staff within the Assignment / Job :

**Note:** Please provide documentary evidence from the client i.e. copy of work order/contract/certificates for each of above mentioned consultancy assignment/job completed during last three years ending 31<sup>st</sup> January 2012. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

### FORMAT III

#### CURRICULUM VITAE (CV) FOR KEY PROFESSIONAL STAFF

##### (Members of the Proposed project team)

- 1 Name of Staff:[Insert full name]:
- 2 Name of Firm:[Insert name of firm proposing the staff]:
- 3 Current Position in the firm:[For each position of key professional separate form will be prepared]:
- 4 Date of Birth:  
Nationality:
- 5 Education:[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment]:
- 6 Membership of Professional Associations:
- 7 Other Training:
- 8 Countries of Work Experience:[List countries where staff has worked in the last ten years]:
- 9 Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading and writing]:
- 10 Employment Record:[Starting with present position, list in reverse order every

employment held by staff member since graduation, giving for each employment (see format here below): Dates of employment, name of employing organization, positions held]: From [Year]: to [Year]: Employer: Positions held:

12. Work Undertaken that best Illustrates capability to handle the tasks assigned: [Among the Assignment / Jobs in which the staff has been involved, indicate the following information for those Assignment / jobs that best illustrate staff capability to handle the tasks desired by KSTP]: Name of Assignment / job or Project: Year and location: Employer: Main Project Features: Positions held:

Activities performed: Duration of Engagement:

11 Details of design competitions won, and awards received:

Certification (from key professional staff concerned):

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

[Signature of staff member]

Certification (from the firm):

I, the undersigned, on behalf of the firm, certify that to the best of my knowledge and belief, this CV correctly describes the staff proposed to be deployed in the assignment of KSTP, his qualifications and his experience. I understand that any wilful mis-statement described herein may lead to firm's disqualification or dismissal, if engaged.

[Signature of authorized representative][Full Name and Title of Signatory]: Name of the Firm: Address and Contact Details: Date:

**For key personnel, enclose certified copy of registration with Council of Architecture or concerned professional body. Also enclose copy of documentary proof of winning design competitions/awards.**

FORMAT IV

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION THEREOF

Are there any activities carried out by your firm or Group Company, which are of conflicting nature as mentioned in EOI Document?

If yes, please furnish details of any such activities.

If no, please certify as under:

We hereby declare that our firm, our associate / group firm are not involved in any such activities which can be termed as conflicting activities as mentioned in the concerned EOI Document. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by KSTP, which shall be binding on us.

Authorized Signature [In full and initials]:

Name Title and seal of Signatory:

Name of Firm:

## FORMAT V

### REVENUE AND PROFIT FIGURES FOR THE LAST THREE YEARS

(Please provide the figures in Indian Rupees)

**Table 1: Revenue from similar activities in India (in Rs.)**

Serial No.	Financial Year	Total turnover of the firm (Cr. Rs.)	Revenue from services in India (Cr. Rs.)	Profit / Loss (Cr. Rs.)	Net worth
	2008-09				
	2009-10				
	2010-11				

**Note:**

a) Please provide sufficient details about the financial strength of the firm. b) Please attach certified copies of audited revenue accounts showing income from similar activities & Balance Sheets for last 3 financial years.