



INKEL LIMITED

Name of Work: Selection of Architect for the work of “External Beautification and Landscaping works at Govt Medical College, Thiruvananthapuram”

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Notice Inviting Expression of Interest
Selection of Architect for the work of
“External Beautification and Landscaping works of Govt Medical
College, Thiruvananthapuram”

Expression of Interest (EOI) is invited by the Managing Director, INKEL Limited, 1st Floor, Ajiyal Complex, Post Office Road, Kakkanad, Ernakulam for the work of “External Beautification works and Landscaping works of Govt Medical College, Thiruvananthapuram”.

The details of works are as follows:

Sl No	Name of Work	Location	Components of work	Apprx. cost of work	Completion period for work
1	External Beautification works and Landscaping works of Govt Medical College, Thiruvananthapuram	Thiruvananthapuram	<ul style="list-style-type: none">• Preparation of Masterplan of the campus• Façade of Main Buildings• Entrance Gate• Internal Roads & Parking• Avenue ,Planting, Gardening & Illumination	Rs 5 Crores	15 Months

It is proposed that the Architect will assist INKEL in execution of project including Preparation of Masterplan and External Development works in the project and implementation of the works till the successful completion, commissioning and handing over works to the Client

1. Scope of work by the Architect

The Architect shall be responsible for the service support in execution of the project including

- Issue of concept drawing, working drawings & specifications in accordance with requirements based on the original scheme and site conditions.
- Proper interface and coordination among the Client, INKEL, Contractors, local bodies etc.
- Preparation of as built drawings along with Contractor, for all completed structures
- Create a project strategy to save energy and water; recommend eco-friendly materials, optimize environmental quality and create a sustainable site
- 3D presentation of the project ; Submission of soft copy and 3sets hard copies

2. Eligibility

2.1 The applicant must be a reputed and registered Architectural firm having at least 5 years experience in Landscape Development for a campus of minimum 50 acres

Proof of completion of any similar work during the last 3 years shall be submitted along with the application.

2.2 The eligible Consultant shall be required to submit self-attested copies of the following along with the application.

- i. Copy of registration certificate of the firm.
- ii. COA Certificate
- iii. Documents supporting eligibility criteria.
- iv. Details of Permanent Account Number (PAN)
- v. GST registration certificate

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

- a) The document can be downloaded from our website at www.inkel.in
- b) Any addendum/corrigendum relating to this EOI will be published in INKEL website only & these will be part of the tender.
- c) **Submission of Application:** Applicant shall submit their offer in two cover system:-

Cover-1 to be addressed and super scribed ‘**PART-1 Prequalification Bid**’ and should contain application with annexures I to IV & all the necessary supporting documents. The name of the work and the address of the applicant should be written on the cover.

Cover-2 to be addressed and super scribed ‘**PART-2 Price Part**’ and the name of the work, name and address of the applicant and to contain the priced schedule alone duly filled in, in the manner specified and signed on all pages.

Both covers No.1 & 2 shall be put together in cover No.3 and shall be duly sealed and indicate the name and address of the applicant. This cover shall be addressed and Superscribed “ **Selection of Architect for External Beautification works and Landscaping works of Govt Medical College, Thiruvananthapuram**”. The application should reach Managing director, INKEL Ltd, 1st Floor, Ajiyal Complex, Post Office Road, Kakkanad, Kochi-682030 on or before **03:00 pm on 19/08/2023**.

The application received will be opened on **19/08/2023 at 4.00 pm** in the office of **INKEL Ltd, Kakkanad, Ernakulam**. The opening date for price bid will be intimated only to the qualified bidders. The application shall be signed by the authorized person (s) of the firm. All pages of the EOI document shall be signed and seal affixed by the applicant.

- a) The application shall be submitted only as per the enclosed format (s) along with annexure, along with Self-attested documentary proof(s) in respect of the details furnished in the application form. The intending firms shall also submit the list of such projects where due to any disputes/litigation was invoked and or these services were abandoned/suspended by the client(s). Suppression of any information in this regard may lead to disqualification of the Firm concerned, if such information comes to the notice of INKEL. Incomplete applications also will be summarily rejected.
- b) INKEL reserve the right to accept or reject any application or cancel this EOI process without assigning any reason or incurring any liability thereof.
- c) Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
- d) Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.

- e) Applicants successfully fulfilling minimum criteria shall be eligible to apply. Certified copies of award letters or work order or contract agreement or completion certificate from the client (Certificate issued by an officer not below the rank of Executive Engineer or equivalent) should be enclosed.
- f) EOI submitted by firms formed as joint ventures for the purpose of participating in this particular EOI is not eligible.
- g) INKEL shall not be responsible for any delay/ loss of documents or incorrect filling of application form and annexures I to IV of the application. Also INKEL shall not be responsible for delay/ non receipt of filled-in application form along with documentary proofs sent by the bidders.
- h) INKEL reserve the right to modify the criteria and take its own decision if so required.
- i) The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this EOI document. INKEL reserve the right to ask any clarification from the applicants for details submitted if it so desires during evaluation.
 - i. Any clarification required by applicant firms on the invitation of EOI, shall be sent from official e-mail id only, addressed to tenders@inkelkerala.com
 - ii. The bidder shall provide a valid email id to INKEL for communication during evaluation period. Any query from INKEL will be communicated to the bidder for clarification will be through this email id.

4. Award of Work

Work shall be awarded to the firm who quote lowest rate among the pre-qualified bidders, as decided by INKEL

5. Schedule of Payments

This fee is payable as follows:

Sl.No.	Deliverables	% payment
1.	Advance Payment along with Service Order	10
2.	Upon Submission of Master Plan drawings	10
3.	Upon submission of Concept drawings	30
4.	Upon Submission of GFC drawings -4 equal instalments during construction	40
7.	Upon completion of execution	10

- ❖ The Consultant should raise GST invoice at their quoted percentage based on value of executed works at site.

No additional/extra payment will be given to the Architect if the work contract exceeds original period of completion (Period of completion for the works under the scope of Architect may be taken as 15 months).

APPLICATION FORM

INFORMATION TO BE FURNISHED BY THE APPLICANTS

Sl No	Particulars	Details
1	Name of Organization	
2	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	Annexure I
4	List of similar assignments completed in the last seven years ending last day of the month previous to the one in which EOJ are invited	Annexure II
5	Undertaking	Annexure III
6	Details to be submitted in the covering letter	Annexure IV

Place

Signature of the Applicant

Date

Name & Designation

ORGANISATIONAL DETAILS

Sl.No	Parameter	Details
1	Year of Establishment	
2	Status of Firm (Proprietorship/ Partnership/ Any other)	
3	Details of Enlistment as Architectural Firm	
4	Empanelment with Govt. Organizations (Mention names along with copies of empanelment letters)	
5	Name, Designation, Academic Qualification , Experience of	
	a. Key Personnel*	
	b. Other Technical Staffs**	
6	Address and phone numbers of Head and Key personnel	

Place

Signature of the Applicant

Date

Name and designation with seal

LIST OF CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 07 YEARS

Sl.No	Name of Work/Project with address	Short Description of the project	Name and Address of owner/client	Cost of work/Project	Period of assignment

NOTE:
The list of works/project mentioned should be substantiated with documentary evidence such as workorders or contract agreement or completion certificates from the owner/client.

Place

Date

Signature of the applicant

Name and designation with seal

Annexure
III

Undertaking

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our firm.....is having in-house capability of carrying out **Architectural Consultancy services** as mentioned in the Expression of Interest (EOI) for **Selection of Selection of Architect for the work of “External Beautification and Land Development works of Govt Medical College, Thiruvananthapuram”**.
2. It is certified that our firmis not blacklisted by any Central/State Govt Departments/ PSUs/ Autonomous and statutory bodies.
3. It is further certified that all information/data furnished in the application form and annexures for Empanelment are true to the best of our knowledge and belief.

Date

Signature of the applicant

Place

Name and designation with seal

List of Documents to be submitted in sealed Envelope:

I. Cover 1 - Prequalification Bid

- a) Organization Details (Annexure I)
- b) List of Consultancy assignments completed in the last seven years last seven years ending last day of the month previous to the one in which EOI are invited (Annexure II)
- c) Undertaking (Annexure III)
- d) Details to be submitted in the covering letter (Annexure IV)
- e) Copy of registration certificate of the firm.
- f) COA Certificate
- g) Documents supporting eligibility criteria and evaluation criteria, including appointment letter / work order or contract agreement and letter of successful completion from the client.
- h) Details of Permanent Account Number (PAN)
- i) GST registration certificate
- j) Prequalification Bid duly filled and signed (Each page should be signed by the bidder with seal).

II. Cover 2 - Price Part and Terms & Conditions duly filled and signed.

PRICE PART

Managing Director,
INKEL Limited
1st Floor, Ajiyal Complex
Post Office Road
Kakkanad
Ernakulam-682030

Sir

We agreed to undertake the Architectural Consultancy service as per the scope, terms and conditions mentioned in the EOI document for the following work at the rate quoted below, on the contract value of works or actual cost of the project implemented whichever is lower.

Sl. No.	Name of Work	Rate (%), excluding GST	
		In figures	In words
1.	External Beautification and Landscaping works of Govt Medical College, Thiruvananthapuram% percentage

The quote shall be exclusive of GST. GST as applicable will be paid extra.

Date:

Place:

Signature
Name & Designation with seal