



KSFE

THE KERALA STATE FINANCIAL ENTERPRISES LIMITED

(A Government of Kerala Undertaking)

Bhadratha, Museum Road, P.B. No.510, Thrissur - 680 020, Kerala, India

Ph: +91 487 2332255, Fax: +91 487 2336232, www.ksfe.com

8855/Kollam (Urban) Renovation

17.07.2024

BID NOTIFICATION

Accredited agencies having capability to execute works directly using their own inhouse infrastructure facilities, manpower and cost effective techniques as per G.O(P) No.67/2021/Fin dt.28.04.2021 are requested to submit their competitive offer on centage charges (in percentage) excluding applicable GST as Non-Project Management Consultant for the below mentioned work.

Name of work	Details of work	Approx. Area (in Sq.ft)	Time of completion	Approx. Estimate Amount
Renovation of KSFE Regional Office (Urban), Kollam	Preparation of appropriate design, drawings, estimate (in PRICE software) and execution of Civil, Interior, Flooring, Plumbing, Electrical, Networking, Airconditioning, Fire & Safety works, Solar Panel etc.	12976 sq.ft	6 months	3 Cr.

The offer documents in prescribed format shall be submitted on or before 5th August 2024 by 3 pm in a sealed cover superscribing the name of work and the same should be addressed to :

**The Asst.General Manager
General Administration Department
The KSFE Ltd
Corporate Office : "Bhadratha", Museum Road,
P.B No.510, Chembukkavu, Thrissur - 680020.**

Thanking you.

Yours faithfully,
For THE KERALA STATE FINANCIAL ENTERPRISES LTD.

**DR.SANIL.S.K
MANAGING DIRECTOR**

Terms & Conditions and deliverables

1. The Non-PMC agency shall execute the works directly using their own in-house infrastructure facilities, manpower and or cost-effective techniques etc'
2. The service of the Non-PMC agency will be for the entire period of the work (including defects liability period]. Necessary site inspection during defect liability period shall be done by the agency. Final inspection and certification after defect liability period shall also be done by the agency.
3. The Non-PMC shall do the project formulation and Appraisal including the Architectural, Structural, Facade engineering, mechanical, electrical, plumbing, air conditioning, fire fighting services and interior works, etc for the projects assigned to them and implementation of the Projects till the successful completion, commissioning billing and handing over works to KSFE. The Non-PMC agency shall also be responsible for the execution of the project with due control for safety, quality control, cost control, project monitoring and after successful completion, commissioning, handing over works and periodic inspection, till the defects liability period.
4. The Non-PMC agency shall obtain site information (site locality and other basic data) and ascertain Client's requirement. The Non-PMC agency shall prepare preliminary report along with preliminary drawings, Master plan, preliminary estimate based on the approved scheme and shall submit to KSFE along with drawings.
5. Investigation, Planning Design & preparation of estimates: Detailed investigation design of structures and preparation of drawings are to be done before preparation of detailed estimates by the Non-PMC agency. Detailed estimates shall be prepared in latest PRICE Software based on CPWD/MoRTH/MoRD Specifications & data and prevailing DSR with applicable cost index. The Contractors profit is not admissible in the estimate rate since the work is executing in Non-PMC mode. The estimate shall be prepared by using DSR items by avoiding OD/Market rate items to the maximum possible extent.
6. The Non-PMC agency shall execute the work by following the provisions' of CPWD/KPWD manual, relevant Government orders and circulars in letter and spirit of the projects undertaken. For procurement of goods, if any, shall,'be complying with the provisions in Kerala Stores Purchase Manual.
7. The Non-PMC Agency ensure that, the designs done by private firms shall be proof checked by competent Government agency and approved by the competent TS authority.
8. In case any work is entrusted to any Non-PMC agency for direct execution and agency is not a Govt.agency, technical sanction shall be issued by a competent Govt.Authority, measurement & check measurement shall be done by Engineers appointed by client department. In such cases consultancy charges payable to Non-PMC agency shall be reduced by 10% of approved centage charges.
9. The Non-PMC agency shall obtain all necessary approvals/ clearances from all concerned local authorities, If such approvals are necessary and make necessary modifications as may be required by the competent authority in consultation with the client without any extra charge, Statutory fees will be reimbursed by the Client.
10. The Non-PMC agency should ensure that sufficient numbers of experienced Engineers shall be deployed as per requirement of site. Non-PMC agency shall appoint competent supervisory staff for supervising and monitoring the work for the timely completion of the project. For Govt agencies, Billing/scrutiny of bills for executed works shall be done using

- required staffs time to time, without affecting fund flow of the project it may be ensured that, necessary supervision, monitoring and billing for civil works, electrical works external/internal electrification HVAC, ELV works etc, water supply works, sanitary works, fire protection and security system, etc are done through experts in relevant field.
11. The Non-PMC agency shall submit a detailed programme for the project and shall forwarded the same to KSFE. The programme shall be updated as soon as any change is noticed / foretasted.
 12. Necessary provisions/ facilities and necessary precautions shall be taken by the Non- PMC as per prevailing Govt guidelines, for labour/staff accommodation.
 13. Taking care that no deviation / modification from the approved drawings and design is made in the execution of works and if at all during execution of works any deviation/ modification is found necessary it shall be specifically brought to the notice of KSFE in writing before the agency execute such -deviation or modification of work.
 14. The Non-PMC agency shall ensure that timely completion of entire project in scheduled completion period/ completion of any component or part of work as per requirement of KSFE
 15. The Non-PMC agency shall
 - i) conduct concrete mix design test in approved lab well in advance, so as to avoid the delay in commencing concrete works as scheduled.
 - ii) arrange to conduct all required tests for quality of materials and work as per IS.
 - iii) Non-PMC agency shall furnish progress reports to KSFE time to time.
 16. Non-PMC agency shall ensure that all mandatory requirements for the contract including report to CTE wherever required. Assisting in replying to the audit/CTE observations/litigation, wherever required.
 17. The Non-PMC agency shall ensure keeping and maintaining records like materials register, material test register, cube test register, log books, register for hindrance in work site order books etc. at site.
 18. The Non-PMC agency shall ensure usage of materials like cement, reinforcement steel, structural steel, plumbing materials, electrical materials, firefighting materials and other construction materials shall be as per approved makes in CPWD works. The Non-PMC agency shall ensure that the works are executed as per CPWD specification and by following statutory rules.
 19. The Non-PMC agency shall submit all Measurement Books, level field books, Site order books and other relevant records with KSFE as permanent records along with the final bill.
 20. The Non-PMC agency shall give certification of utilization of materials/expenditure in the project whenever KSFE calls for the same.
 21. The Non-PMC agency shall prepare rate analysis of extra items, if required, based on contract conditions schedule of rates under which estimate of works was prepared and submit the same to KSFE prior to execution.
 22. The Non-PMC agency shall report the monthly physical and financial progress of work to KSFE
 23. The Non-PMC shall ensure that no extra items/quantity deviation will be entertained that will add to the cost of project unless such changes are admissible and approved by KSFE

24. The remuneration payable to the Non-PMC agency shall be the agreed percentage on the estimate cost or actual cost of work whichever is lower, interim payment shall be based on work order value to be adjusted in the final payment as per the final execution of value of work.
25. The Non-PMC agency shall ensure that the total work in hand will not cross the limit prescribed by KSFE
26. The Non-PMC shall ensure safety practices in execution of works at project site for ensuring complete safety for works, workers, general public and structures and properties adjacent to work site.
27. Preparing hygiene and housekeeping guidelines to be followed at site.
28. Submission to the Client final drawings of all structures as actually built at site and final layout of the work, signed by the Non-PMC agency. Soft copy of drawings also should be submitted.
29. To keep watch of structures and works built, during the defect liability period and to undertake repair if any needed during that period time to time.
30. **KSFE has the right to reject the tender at any point of time without assigning any reason.**
31. Strict overall contract administration and management including conducting site meetings, preparation of minutes and ensure that decisions taken in the meeting is implemented properly.
32. Schedule of payment :-

The payment for the construction work will be released by KSFE on submission of the certified bills by the Non -PMC agency, along with all the supporting documents.

Approved Centage charge upto 90% will also be released along with bill for works. Balance 10% will be released only after the Defect Liability Period.

The fee shall be calculated based on estimate cost/ contract value/ executed value of work, without GST.

Schedule of release of payment term, against work progress is as follows:

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

33. Penalty for the work

i. Penalty for delay in completion

- ◆ If all the works are not completed as per agreed schedule and if the Non-PMC agency is directly responsible for the delay , a penalty of 0.5% of the total consultancy fee for every week of delay per day basis shall be imposed by KSFE and deducted from the amounts payable to the consultant as centage charge.
- ii. All the above penalty put together shall not exceed 10% of total consultancy fee applicable to the consultant.