



Government of Kerala
General Administration Department

Request for Proposal (RFP)

for

Selection of Conservation Architect / Conservation Architect
Consultancy firm for the restoration/renovation/conservation of
Government Secretariat Building, Thiruvananthapuram, Kerala

The Government of Kerala has considers it necessary to take up the project work of restoration/renovation/conservation, internal space redesigning, space planning, office interiors, improvement of interiors and exteriors of the Government Secretariat Building as a Heritage Structure. The above referred project work being extremely specialised needs to be carried out under the guidance of expert individuals/ agencies, well established in the field of heritage conservation/ interior design of big offices etc. Proposals are invited from leading conservation architects, conservation architectural consultancy firms to provide comprehensive architectural services including preparation of DPR, conservation plan including the conservation aspects, conservation architectural design, structural design and drawings, detailed estimates preparation of bid documents for all components, assistances in the evaluation thereof and enlisted in the empanelment of conservation architect with Archaeological Survey of India for the Government Secretariat Building, Thiruvananthapuram, Kerala.

The project site is Government Secretariat Building, Thiruvananthapuram including Main Block and other buildings excluding the Annexe buildings.

1. SCOPE OF THE CONSULTANT'S SERVICES

The Scope of Services to be rendered by the Consultants under this agreement for the project work shall be as under:

- i. Architectural Conservation / Retrofitting / Additions & Alterations** as described in the Handbook of Professional Documents – 2002 prepared by the Council of Architecture, a statutory body constituted under the Architect Act 1972 except landscape, architecture, interior architecture, graphic design and signage.
- ii. Interior Architecture Graphic Design & Signage** as described in the Handbook of Professional Documents – 2002 prepared by the Council of Architecture a statutory body constituted under the Architect Act 1972.
- iii. Verification of Contractor's Bills** Verification of Contractors Bills for payment, based on progress of works certified by the engineer of the Government of Kerala and site engineer as described in the Handbook of Professional Documents – 2002 prepared by the Council of Architecture, a statutory body constituted under the Architects Act 1972.
- iv. The scope of assignment includes** but not limited to preparation of conceptual designs, rough estimate of cost, preliminary scheme for the Local Body approval along with the preliminary estimate of cost, working

drawings, specifications, schedule of quantities, tender documents, inviting, receiving and analyzing tender; advising Client on appointment of contractors, submitting working drawings and details required for commencement of work at site, submitting Completion Report and drawings for issuance of completion/occupancy certificate by statutory authorities and wherever required and on issue of as built drawings.

2. SELECTION CRITERIA

The following procedure will be followed for the selection of the Consultant.

i. Minimum Eligibility Criteria

- a) Only Indian Proprietorship/Partnership architectural consultancy firms with the Proprietor/Partner having masters degree in Architectural Conservation and registered with Council of Architecture shall be eligible. No joint ventures or consortiums shall be allowed.
- b) The Partner /Proprietor should have a masters degree in Architectural Conservation with minimum experience of 15 years.
- c) The firm should have minimum 15 years experience in the field of providing architectural consultancy services for restoration/conservation works of heritage buildings.
- d) The firm should have on permanent full time payroll as proprietor/partner/employee, a minimum of 3 qualified conservation architects with masters degree in conservation for at least last two years prior to proposal due date. No freelance architects working full time or part time shall be considered.
- e) The firm should have on permanent full time payroll as proprietor/employee, a minimum of 8 qualified architects with B. Arch degree for at least last 1 year prior to proposal due date.
- f) The Consultant should have average annual turnover of minimum Rs. 3 crore from consultancy fees each year for the past 3 financial years.
- g) The Consultant should have been Principal Architect for DPR preparation and supervision of conservation works for a listed heritage building in active use as a government office/institute for comprehensive conservation of at least 1 project where the executed value of completed / ongoing site works of minimum 1 single project is Rs. 30 crore or 3 projects of completed executed value of no less than Rs. 15 crore each.
- h) Conservation Architect/Conservation Architectural firms should have done similar assignments at least for 1 completed heritage building in active use as a public building project for executed value of works of no less than Rs. 10 crore executed on site.
- i) The Consultant should have been appointed Principal Architect for Architectural works for comprehensive planning, design, DPR, tender

preparation and supervision of at least 1 single project of a heritage conservation project for comprehensive restoration/service upgradation/office design/interior restoration where the value of fees is not less than Rs. 2 crore or 2 projects where the value of fees is not less than 1.5 crore.

- j) Conservation Architect/Conservation Architectural firms should have been appointed for similar assignment of planning for conservation, restoration, spatial reconfiguration, services upgradation for at least for 1 Government owned heritage office building (preferably a Secretariat or large Government Office) building in active use for a heritage building of a total built up area of a minimum of 50000 sq ft and prepared detailed tender documents for the same.
- k) Only those projects which the consultant has undertaken as Lead Consultant, directly appointed by the client, shall be considered in the evaluation and assessment of the consultant's experience and technical score. Those jobs/assignments where the consultant is not the lead consultant directly appointed by the client, but a sub consultant/ agency/ employee/advisor to the Lead Consultant, shall not be considered eligible for technical evaluation.

ii. Technical Scoring

The technical consultant will have to fill in the following **questionnaire** where in the following criteria will be applied for scoring. Each responsive proposal will be given a technical score. The filing 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.

The Consultants must ensure that they fill in the details of only those projects where they were Lead Consultants and the work was allotted to them.

Summary Evaluation Sheet		
No.	Criteria	Marks
A	Work experience in terms of value of projects handled and executed	20
B	Work experience of fees of for consultancy for design, Planning and Supervision of major architectural works	20
C	Work experience in terms of value of projects handled and completed	20
D	Design for restoration	40

	Maximum marks	100
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iii. Evaluation of Financial Proposal

For the evaluation of the financial proposal, the consultant (L1) who has quoted the lowest price will be given a score of 100. The other consultants will be allotted score relative to the score of L1, which will be as below:

$$\text{Financial score} = 100 \times \text{PL/P}; \text{ Where}$$

PL = lowest price offered by L1
P = Price of the proposal being considered

iv. Weightage of Technical & Financial Marks

The total score of each consultant will be calculated by weighing the score of the technical proposal and the financial proposal as calculated above. The weight for technical proposal/bid will be 75% and the weight for financial proposal/bid will be 25%. Based on the weighted scores, the consultant will be ranked from the highest score to lowest score. The consultant with the highest score shall be selected for award of contract subject to further negotiations.

There shall be a project centric presentation to assess the design of the restoration before the appointed Committee. A maximum of 30 minutes time will be allowed for the presentation. This presentation shall specify all the fields that will be covered in the Initial Assessment Report. It will also have to be certified as to whether the consultant will be able to finish the task within the stipulated time.

Questionnaire to be filled in by the Consultant/Bidder

v. Preparation of Proposal

Preparation shall be as below:

- i. Bid Document Cost
- ii. Technical bid –Volume I and eligibility criteria
- iii. Financial bid – Volume II

Interested Consultants/ Consultancy Firms are requested to submit the above in 2 separate sealed Envelopes.

Envelope 1: The bidder shall submit the Technical bid

Envelope 2: The bidder shall submit the financial bid as per format attached.

Technical bid shall be placed in sealed envelope clearly marked “Technical Bid” and Financial Bid in sealed envelope clearly marked “Financial Bid”. Technical and

Financial envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the title “Technical and Financial Bid”. This envelope along with Bid document Cost envelope will be placed in another envelope, sealed and clearly showing the name of the assignment and the submission address.

Financial Proposal - The financial proposal should clearly indicate the percentage in words of the estimated cost of the work given in Data Sheet.

3. FEES

- i. The fees for the services will be determined through competitive bidding process.
- ii. All the taxes including GST contingent to professional services rendered by the Consultants, shall be payable by the Government of Kerala over and above the fees.

4. SCHEDULE OF PAYMENT

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

Stage 1 On submitting conceptual designs and rough estimate of cost.	15% of the total fees payable.
Stage 2 On submitting the required preliminary scheme for the Local Body approval along with the preliminary estimate of cost.	20% of the total fees payable less payment already made at Stage 1.
Stage 3 On incorporating client's suggestions and submitting drawings for obtaining approval from the client/statutory authorities, if required.	35% of the total fees less payment already made at Stages 1 and 2.
Stage 4 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.	45% of the total fees payable less payment already made at Stages 1 to 3.
Stage 5 On inviting, receiving and analysing tender; advising Client on appointment of contractors.	55% of the total fees payable less payment already made at Stages 1 to 4.
Stage 6 a. On submitting working drawings and details required for commencement of work at site.	65% of the total fees less payment already made at Stages 1 to 5.
b. (i) On completion of 20% of the work	70% of the total fees

	payable less payment already made at Stages 1 to 6a.
(ii) On completion of 40% of the work	75% of the total fees payable less payment already made at Stages 1 to 6b(i).
(iii) On completion of 60% of the work	80% of the total fees payable less payment already made at Stages 1 to 6b(ii).
(iv) On completion of 80% of the work	85% of the total fees payable less payment already made at Stages 1 to 6b(iii).
(v) On Virtual Completion	90% of the total fees payable less payment already made at Stages 1 to 6b(iv).
Stage 7 On submitting Completion Report and drawings for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	100% of the fees payable less payment already made at various stages and retainer.

5. EFFECTING PAYMENT TO THE CONSULTANTS

- i. 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
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
 - vi. The Consultants shall submit 3 copies of the final designs and tender documents which shall include Technical Specifications, BOQ and Drawings
 - vii. 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.
 - viii. The Consultant shall exercise all reasonable skill, care and diligence in the performance of the services agreed to be performed by the Consultants as hereinabove mentioned. If in the performance of the services, the Consultants are required to exercise discretion, the Consultants shall exercise such discretion fairly.
 - ix. This Agreement shall remain in force till _____ or till the date of completion of work whichever is later, but not later than-

 - x. 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.
 - xi. 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.
 - xii. 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.
 - xiii. 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.
 - xiv. All plans, drawings, papers shall be kept confidential by the Consultants.
 - xv. 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.

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

6 PROPOSED TIME FRAME FOR IMPLEMENTATION OF THE PROJECT

	Stage	Details	Date	Remarks
1.	Invitation of Request for Proposal (RFP)	1. Selection Criteria 2. Site Plan 3. RFP	Date of notification 17.03.2018	Uploaded in Kerala Government website https://kerala.gov.in/
2.	Pre Bid Meeting	1. Design Brief 2. Details of Statutory permissions required etc. will be issued	02.04.2018	To be held at South Conference Hall, Govt. Secretariat, Thiruvananthapuram
3.	Last date for submission of Technical Bids and Financial Bids	Bids should reach: Shri Rajeev P. S., Chief Architect, Public Works, Department, Public Office, Museum PO, Thiruvananthapuram, Kerala – 695033	28.04.2018	Before 03.00 pm
4.	Opening of Technical Bids		28.04.2018	At 03.00 pm
5.	Presentation of concept design and technical details before the Committee	The concept design to be presented 20 minutes each for the presentation	5 th & 6 th May 2018	To be held at South Conference Hall, Govt. Secretariat, Thiruvananthapuram
6.	Opening Financial Bid		06.05.2018	After all the presentations are over
7.	Award of work		10.06.2018	