



REQUEST FOR PROPOSAL FOR EMPANELMENT OF ARCHITECTS FOR OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED (“OKIH”) & IT’S SUBSIDIARIES

Date: January 15, 2020

Overseas Keralites Investment & Holding Limited

Norka Centre, Thycaud, Thiruvananthapuram, Kerala - 695014

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Data Sheet

Sl. No.	Description	Details
1.	RFP No. and Date	
2.	Name of the assignment	Empanelment of Architects for OKIH and its subsidiaries. First assignment expected to be Wayside Amenities Project design and execution.
3.	Issue of RFP document	RFP document can be downloaded from the website www.okih.org
4.	Cost of RFP/ bid document	Non-refundable cost of RFP is Rs 10,000/- (Rupees ten thousand only.) plus GST @ 18% which shall be payable in the form of Demand Draft Note: Demand Draft shall be drawn from any Nationalized/ Scheduled Bank in favour of “Overseas Keralites Investment and Holding Limited” payable at Thiruvananthapuram
5.	Last date of receiving queries on RFP	January 25, 2020
6.	Last date of submission of proposal (PDD)	February 15, 2020
7.	Opening of proposals	To be intimated to all bidders by email
8.	Validity of the proposal	120 days from PDD
9.	Tenure of engagement	48 months

Background

The Government of Kerala constituted Loka Kerala Sabha (“LKS”) as a common platform for Keralites living across the globe; it is envisaged as a platform for the cultural, sociopolitical and economic integration of these myriad Keralites with the home Kerala. The Government of Kerala believes that the knowledge and experiences of the non-resident Keralite, in their capacity as a Global Citizen, can be an asset to the development of the State.

The 351-member LKS comprises the Members of the Legislative Assembly of Kerala, the Members of the Indian Parliament from Kerala, non-resident Keralites of Indian citizenship nominated by the Government of Kerala and select members of the returnee community. The non-resident members are selected from abroad and from other states/UTs within India, taking into account gender, age and occupational status. It also includes eminent non-resident Keralites who have contributed immensely in their respective fields of engagement to achieve public acclaim.

After the first Loka Kerala Sabha held on 12, 13 January 2018 in which several worthy suggestions had emerged, the Government of Kerala constituted seven sector-specific Standing Committees for materializing the viable suggestions. These Standing Committees have conducted meetings and virtual deliberations since their formulation and have furnished their reports along with 48 recommendations. Based on feasibility, practicality, and availability of funds, the LKS Secretariat has merged/grouped the vital suggestions into the 10 for actualization.

Among this one of the important recommendations was the formation of NRI Investment Company. It was decided to set up a NRI Investment Company as a mother company for investment in the sectors like Infrastructure, Tourism, Value addition activities for farming, Airport, Skill Development, NRI Township, Manufacturing.

For the successful implementation of the proposal, a viable and feasible report in this regard has been submitted to Government and the Government has accorded sanction for the formation of NRI Investment Company in the name Overseas Keralites Investment and Holding Limited (“OKIH”).

OKIH is actively engaged in promoting various investment opportunities in the state to potential investors across the globe. There is a definitive need to take the positive developments and influences that OKIH is creating to its stakeholders, both domestically and globally.

OKIH (“Employer”) requires the services of highly qualified and registered Architects (“Architect”) to provide comprehensive Architectural Services for structures of different nature and sizes for itself and its subsidiaries. For small projects of around 100,000 sq.ft or below, (“Small Project”) there may not be a separate PMC and such cases only the Architect needs to ensure quality of development, bill certification etc. Currently OKIH is requesting only for technical bids to identify highly qualified and experienced Architects for empanelment. Financial bids will be requested from selected agency/s later and at fees rate comparable with rate prescribed by the Council of Architecture, a body formed by the Government of India under the provisions of the Architects Act, 1972.

Terms of Reference for Empanelment of Architect

Scope of Services

The design shall be required to meet the best global practices/standards provisions as applicable to ecologically-sustainable design under local conditions and hence OKIH requesting for proposals from such highly qualified Architects only.

Architects’ services will include planning, designing, supervision of works, other infrastructure creation works for the structures, providing the specifications of the materials, For Small Projects, the Architect shall also assist in the tendering process, finalizing the contractor and supervision of works.

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The Architect shall perform the work mentioned below specified by the Employer and render in connection therewith all the professional services complying with relevant IS codes and other relevant standards, including but not limited to the following:

- a) Prepare conceptual design with reference to requirements given and preliminary estimate of cost.
- b) Provide drawings for statutory approvals and assist as required for the approval process.
- c) Prepare architectural working drawings and provide detailed specification & estimates and all other inputs as may be necessary for preparation of bill of quantities.
- d) Provide detailed working drawings for interiors/furnishing, landscape, MEP, Fire, ELV systems, etc.(with qualified and reputed consultants approved by the Employer in the respective fields)
- e) Where PMC is assigned, assist in the process of tendering, evaluation of bids & short-listing contractors capable of undertaking the project with the desired construction quality as well as execution of work within the proposed time-lines.
- f) Provide periodic supervision in coordination with PMC, to ensure that work is being executed in accordance with working drawings and specifications.
- g) To verify and approve shop drawings submitted by contractors/vendors.
- h) For Small Projects i.e. where Project Management Consultant (PMC) is not assigned, suggest the type of construction, preparation of estimate and tender documents, progress of work, supervision of works, quality assessment etc., as detailed below:
 - I. Preparing design and working drawings, specifications and schedule of quantities enough to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement,
 - II. Prepare and submit preliminary and detailed cost estimates, bill of quantities and tender documents for structure, interior decoration, landscape, MEP, Fire, ELV systems etc.
 - III. Comparative statement on receiving the tenders, evaluation report, work order etc.
 - IV. Execution of agreement between the Employer & contractor etc. Stipulating method of payments, quality control procedures on materials & works and other conditions of contract.
 - V. Architect shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items in each running bill.
 - VI. Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
 - VII. Rendering any other service connected with the said works usually and normally rendered by architects and not referred to in any of the items referred to above.

Project specific support – Wayside Amenities

At the outset, OKIH has identified over 40 locations for development of wayside amenities, of which a couple of pilot projects are to be developed and proposed to be made functional within next 12 months. Branded as "RestStop™"- the wayside amenities will be developed at par with international standards along national and state highways of the state in three to five acres each. Every RestStop™ will have facilities as food court, restaurants, convenience store, clinic, petrol station, vehicle maintenance facilities, police aid post, hygiene washrooms and ample parking for both cars and busses. Based on location, some facilities may have star hotels, cinema etc as well.

In case of RestStop™ project, the Architect will continuously support OKIH in preparing detailed design and specifications; confirming structural stability; providing supervision and quality control during construction; and certifying bills submitted by the contractor(s). Build up area of each of such project will range between 50,000 to 80,000 sq.ft, thus qualifying as a *Small Project*, and will come in plot areas of 3 to 5 acres.

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Reporting

The Architect shall submit progress reports each month. The report shall be comprehensive, including sub-consultants’ progress. The reports shall at least include the following:

- a) Detailed description of design progress; by task, discipline and deliverable.
- b) Important events and meetings, both past and future.
- c) Unresolved issues, responsible party, and plan of action to resolve.
- d) Problem areas and other concerns.
- e) Work to be executed in the following four weeks.
- f) Budget Summary
- g) Schedule Update

Key personals of the firm (Mandatory)

Sl. No.	Position	Educational qualification	Qualification criteria
1.	Lead Architect	<ul style="list-style-type: none"> Graduate degree in Architecture from a highly reputed institute. 	<ul style="list-style-type: none"> Minimum 20 years of global and national experience in the Architecture designing and supervision including but not limited to Tourism projects, five star hotels and resorts, office blocks etc. Architects should be member of Council of Architect
2.	Architects/Engineers	<ul style="list-style-type: none"> B.Arch / B.E Civil / B.Tech(Civil). 	<ul style="list-style-type: none"> Shall have minimum experience of 10 years in the field of executing similar works. Executed similar work / empaneled with Govt. Dept.and Public Sector Undertakings
3.	Associates for specialized jobs (Landscape Consultants / Interior Design Consultants)	<ul style="list-style-type: none"> Graduation/ Post graduation degree in relevant streams 	<ul style="list-style-type: none"> Minimum 5 years of experience in the relevant area in designing and supervision
4.	Project Leads	<ul style="list-style-type: none"> Shall have Graduate/ Postgraduate Degree in Architecture from an accredited college or University. Shall have experience as Project Lead for assignments of similar magnitude and nature 	<ul style="list-style-type: none"> Minimum experience of 5 years

In addition to the key personnel, the bidder should also submit details of necessary support staff.

Instructions to the bidders

Submission for Clarifications

Bidders may seek clarifications on the RFP document, if any, before the date mentioned in the Data Sheet. Any request for clarification must be sent through email to RestStop.OKIH@outlook.com marking a copy to info.okh@kerala.gov.in.

Interested bidders should send an email to the aforementioned email ids confirming their intention to participate in the tender, brief about the firm and a self certification confirming eligibility as per the minimum eligibility requirements.

Any clarification issued shall be provided to all interested bidders.

Submission of proposals

All proposals must be in English language. The proposal is to be submitted in the prescribed form shown below:

Technical Proposal

All information (except item 1) as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD, including the presentation for approach and methodology

1. Non refundable RFP fee of Rs.10,000 in form of Demand Draft
2. A copy of this RFP with all pages duly signed and sealed, indicating your acceptance of conditions. (Attached to the covering letter)
3. Letter of Proposal as per Format - 1
4. Organizational contact details as per Format – 2
5. Turnover certificate as per Format - 3
6. Experience of the organization as per Format - 4
7. Key personnel details as per Format – 5
8. CVs of Key personnel as per Format – 6
9. List of awards and recognition as per Format – 7
10. List of ongoing/ completed projects in India/ Globally as per Format - 8
11. Access to staff as per Format - 9
12. Declaration as per Format – 10
13. Audited account statement of the last three financial years attested by the responsible officer/ authority.
14. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

The proposal should be submitted by 15:00 hrs on February 15, 2020 to

The Managing Director
Overseas Keralites Investment and Holding Limited
6th floor, Norka Centre,
Thycaud, Thiruvananthapuram – 695 014

Opening of Proposals

The proposals will be opened by the selection committee at the board room in 6th Floor, Norka Centre, Thycaud, Thiruvananthapuram, Kerala. The date and time shall be intimated, one week in advance, to all bidders by email.

Disqualification

OKIH may at their sole discretion and at any time during the evaluation of the proposals, disqualify any bidder, if the bidders have,

- Submitted the documents after the last date.

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- Submitted the proposal without required documents.
- Misled or false representation in the forms, statements and supporting documents with the proposal.
- Declared ineligible by the Government of India or any state government for corrupt and fraudulent practices or black listed.

The bidders are requested to examine all instructions, forms, terms and other details before submitting the application.

Evaluation of proposals

Minimum eligibility requirements

Sl. No.	Description	Details	Supporting documents
1.	Company registration	<p>Bidder should be:</p> <ul style="list-style-type: none"> • A firm in operation for a minimum period of 15 years as on 1st April 2019 • The Architect shall be registered with Council of Architecture. • The Architect shall have offices in the State of Kerala with ability to manage development of multiple projects simultaneously. 	<ul style="list-style-type: none"> • Certificate of Incorporation or other relevant documents. • Proof of office premises in Kerala (electricity bill/ landline bill/ any other relevant documents)
2.	Financial strength	The architectural firm should have minimum average turnover of Rs.2 crore in each of the last three financial Years in design services.	<ul style="list-style-type: none"> • Certified account statements • Turnover certificate from a statutory auditor
3.	Technical Strength	<ul style="list-style-type: none"> • The Architectural firm should be an integrated practice with disciplines of architecture, interior design, landscape design • Experience in preparing Architectural plan in a minimum land area of 3 acres in the last 5 years. • The firm should have at least three completed projects of value not less than Rs.20 crores each in the last 5 years • The firm should have completed a minimum of two, five-star hospitality projects with budget cost of atleast Rs. 50 crores each and operated by reputed brands, in the last 15 years • The firm may have international experience in designing tourism and hospitality facilities in the last 5 (five) years • The consultant should have experience in execution of at least one (1)project of minimum built up area: 30,000 sqm., in the last 5 years 	<ul style="list-style-type: none"> • Letter of Award/ Work Order/ Completion Certificate
4.	Recognition	<ul style="list-style-type: none"> • The firm should be highly reputed 	<ul style="list-style-type: none"> • Proof of receipt of award

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		with state/national/international awards/recognitions in the last 10 years	<ul style="list-style-type: none"> • Publications/press reports
5.	No major litigations	The Bidder shall not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required.	<ul style="list-style-type: none"> • Undertaking on company letter head
6.	No blacklisting	The Bidder shall not have been blacklisted/debarred by any Central /State Government/Public or Private Sector Undertakings	<ul style="list-style-type: none"> • Undertaking on company letter head

Proposals which satisfy the minimum eligibility requirements will be further evaluated based on the evaluation criteria.

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Technical Evaluation Criteria

Sl. No.	Details	Maximum Marks
1.	Consolidated design consultancy turnover ^s INR 2 crore – INR 3 crore – 3 marks INR 3 crore – INR 5 crore – 5 marks INR 5 crore – INR 10 crore – 7 marks >INR 10 crore – 10 marks	10 marks
2.	Number of recognized state/national/international awards received in the last 10 years*	10 marks
3.	In the last 10 years, experience in designing tourism and hospitality facilities for at least 3 organizations in India. 3 - 7 organizations – 5 marks >7 organizations – 10 marks	10 marks
4.	In the last 10 years, experience in designing tourism and hospitality, infrastructure facilities at International level 1 engagement – 5 marks >1 engagements – 10 marks	10 marks
5.	In the last 15 years, completed 5-star hospitality projects with budget cost of atleast Rs. 50 crores each at present value and operated by reputed brands. 1 project – 5 marks 2 – 3 projects – 10 marks >3 projects – 15 marks	15 marks
6.	Experience in the state of Kerala for consulting services in Architectural Design, constructing related facilities / Infrastructure	5 marks
7.	CVs of key personnel – 2 mark per CV for meeting minimum requirements; and 1 mark per CV for every additional year of experience (Max 3 marks per CV)	20 marks
8.	Number of qualified key personnel, with experience relevant to the scope of work, engaged by the firm <ul style="list-style-type: none"> • ≤10 personnel: 5 marks • >10 personnel: 10 marks 	10 marks
9.	Presentation on the proposed approach and methodology for developing one wayside amenities facility “RestStop™” in a 3 acres plot. The presentation should include: <ul style="list-style-type: none"> • Understanding of the assignment. • Draft architectural design for one wayside amenity over 3 acres. • Timelines for implementation. • Firm capability and expertise. This presentation is also to be included in the CD.	10 marks

*Note: While awarding marks for category 2 and 7, bidder with highest number of awards/ eligible clients will be awarded the highest marks for the respective categories and all other competing bidders shall be entitled proportionate score.

§For group entities, cumulative value of turnover for design consultancy fees may be shown.

The evaluation of proposals shall be on the final technical score. Based on the minimum technical score as decided by the selection committee, qualified Bidders shall be empaneled.

Conditions under which RFP is issued

The RFP is not an offer and is issued with no commitment. OKIH has the right to withdraw RFP and or vary any part thereof at any stage. OKIH has further right to disqualify any bidder, should it be so necessary at any stage. OKIH reserves the right to use different empaneled Architects for different projects simultaneously.

Format 1 – Letter of Technical Proposal¹

To,

The Managing Director,
Overseas Keralites Investment and Holding Limited
6th Floor, Norka Centre,
Thycaud, Thiruvananthapuram – 695 014

Dear Sir,

Sub: Submission of Technical Proposal for Empanelment of Architects for OKIH and its subsidiaries.

In response to the Request for Proposal published on _____ for the above purpose, we would like to submit our proposal for the above proposed task. We, having examined all relevant documents and understood their contents, hereby submit our Proposal for _____. We have enclosed the Demand Draft number _____ of INR 10,000 (plus GST@ 18%) in form of Demand Draft number _____ dated _____ drawn on _____ (Name of issuing bank).

The Proposal is unconditional and unqualified. We understand you are not bound to accept any Proposal you receive.

As instructed, we attach 2 copies of the following documents in separately sealed envelopes and one soft copy in CD (which shall include the presentation as well), also in separate sealed cover:

1. Organizational contact details as per Format – 2
2. Turnover certificate as per Format - 3
3. Experience of the organization as per Format - 4
4. Key personnel details as per Format – 5
5. CVs of Key personnel as per Format –6
6. List of awards and recognition as per Format – 7
7. List of clients in Format – 8
8. Access to staff as per Format - 9
9. Declaration as per Format – 10
10. Audited account statement of the last three financial years attested by the responsible officer/ authority.
11. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

We are also enclosing a copy of the RFP with all pages signed and sealed to confirm our agreement to the terms.

We agree to keep this offer valid for one hundred twenty (120) days from the PDD specified in the RFP.

Sincerely yours,

Signature of the Bidder
Full name of the Bidder
Stamp and date
Encl. As above

¹ Note: This is to be furnished on the company letter head

Format 2 – Organization Details

Sl.No.	Organization details	
1.	Name of organization	
2.	Main areas of business	
3.	Type of organization	
4.	If firm is a company/partnership firm: A. Registration no. B. Date of formation	
5.	Council of Architects Registration Number of Principal Architect.	
6.	Address of registered office with telephone no & fax & e mail	
7.	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
8.	Whether the firm has been involved in any major litigation that may have an impact affecting or compromising the delivery of services required. If yes, details thereof	
9.	Address of offices in India	
10.	Contact person with telephone no. & e-mail id	

Enclose:-

- Copy of Certificate of Incorporation, if applicable.
- Copy of Article of Association in respect of 4 above, if applicable.
- Undertaking in respect of 6 and 7above
- Proof of office premises in Kerala (electricity bill/ landline bill/ any other relevant documents)

Signature of the applicant
Full name of the applicant
Stamp & Date

Format 3 – Turnover certificate²

Description	FY _____	FY _____	FY _____
Annual turnover			
Net worth			
Profit			

This is to certify that (name of the Bidder) has Annual Turnover as shown above against the respective/s financial year/s

Signature
Name of the Statutory Auditor
Membership no
Designation
Name of the Audit Firm
FRN

² Note: The turnover certificate should be accompanied by audited account statements. If a group, consolidated figure may be shown.

Format 4 – Relevant experience³

Name of the Bidder	
Type of Experience (in line with requirements stated in Minimum eligibility and Technical evaluation section of RFP)	
Name of the Project	
Period of assignment	
Description of services performed by the Bidder firm	
Name of the client and address	
Name, telephone no. and fax no. of client's representative	
Contract value of the assignment (in INR)	
Start date and finish date of services (month/year)	
Brief description of the Project	

³ Note:

1. Use separate sheets for each relevant experience
2. Each relevant experience should be supported by a work order/ agreement/ client certificate

Format 5 – Details of Key Personnel⁴

Sl. No.	Details of key personnel			
	Position	Educational qualification	Number of years of experience	List of relevant experience
1.	Lead Architect			
2.	Architects/Engineers			
3.	Associates for specialized jobs (Landscape Consultants / Interior Design Consultants)			
4.	Project Leads			

⁴In addition to the key personnel, the bidder should also submit details of necessary support staff.

Format 6 – CVs of Key personnel/ Technical Support Personnel

1. **Position:**
2. **Name of Firm:**
3. **Name of Personnel:**
4. **Date of Birth:**
5. **Nationality:**
6. **Educational qualifications (With degree, institution and year of completion):**

Degree	Institution	Year of Completion

7. **Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:**

Language	Speaking	Reading	Writing

8. **Employment record (Starting with present position, list in reverse order every employment held by staff member since graduation and tenure):**

From	To	Employer	Position Held

9. **Work undertaken that best illustrates relevant experience and capability to handle the tasks assigned:**

Name of project	
Name of client	
Location	
Main project features	

Certification:

10. 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 Key Personnel/ Technical Support Personnel

Format 7 – List of awards and recognition

Sl. No.	Name of the Award/ Recognition	Design Details	Client Name	Date

Each award/ recognition should be substantiated by a letter from the client/ copy of certificate or any other proof.

Format 8 – List of ongoing/completed projects in India/Globally

Sl. No.	Name of Client	Sectors of operation of the Client	Year of engagement	Type of services provided

Proof of engagement in form of agreement/ work order/ client certificate should be submitted

Format 9 – Access to staff⁵

Sl. No.	Type of experience (in line with scope of work)	Number of qualified staff
Total number of staff		

⁵ Format 8 should be provided in company letterhead certified by the Authorized Signatory/ Head HR

Format 10 - Declaration⁶

To,

The Managing Director,
Overseas Keralites Investment and Holding Limited
6th Floor, Norka Centre,
Thycaud, Thiruvananthapuram – 695 014

Dear Sir,

We hereby confirm that we are interested in competing for the services to undertake the task related to _____ for Overseas Keralites Investment and Holding Limited. All the information provided herewith is genuine and accurate.

Signature of the Bidder
Full name of the Bidder
Stamp and date

⁶ Note: This is to be furnished on the company letter head