



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

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Overseas Keralites Investment & Holding Limited
Norka Centre, Thycaud, Thiruvananthapuram, Kerala - 695014
U65999KL2019SGC059305

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

Data Sheet

Sl. No.	Description	Details
1.	RFP No. and Date	OKIH/5/2020
2.	Name of the assignment	Empanelment of Contractor for OKIH and its subsidiaries.
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.	Address for submission of Bid	The Managing Director Overseas Keralites Investment and Holding Limited 6th floor, Norka Centre, Thycaud, Thiruvananthapuram – 695 014
6.	Last date of receiving queries on RFP	January 30, 2020
7.	Last date of submission of proposal (PDD)	February 20, 2020
8.	Opening of proposals	To be intimated to all bidders by email
9.	Validity of the proposal	365 days from PDD
10.	Tenure of engagement	24 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 Kerala’s 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 an NRI Investment Company as a mother company for investment in the sectors like Tourism, Airport, NRI Township, Public Sector Undertakings, Manufacturing of medicines and medical devices.

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 has 20 projects in planning stages which will be implemented through various SPVs.

OKIH is a company incorporated under the Companies Act, 2013 (‘Co. Act’) and owned by the Kerala state government. As one of the projects, OKIH has identified over 40 locations for development of wayside amenities, of which a couple of pilot projects are to be developed and made functional in next six 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 including but not limited as food court, restaurants, convenience store, clinic, mini multiplex, petrol station, vehicle maintenance facilities, police aid post, hygiene washrooms and ample parking for both cars and buses. OKIH has decided to set-up a private limited company in India which shall serve as a special purpose vehicle (‘SPV’) engaged in the business of construction and development of rest areas. OKIH is proposed to be holding 26% in the proposed SPV and the balance 74% is owned by non-resident Keralites either directly or through an intermediary holding vehicle to pool the funds. For RestStop™, OKIH plans to develop a pre-fabricated steel frame structure. However, the same may change based on the designs prepared by the Architect appointed by OKIH.

OKIH requires the services of suitably qualified and registered Contractors to provide comprehensive Services including supply, installation, testing, etc. for various infrastructure works for various projects to be implemented by OKIH or its SPVs.

Terms of Reference for Empanelment of Contractors

Scope of Services

The design shall be required to meet the best practices/standards provisions as applicable to ecologically-sustainable design under local conditions. The contractor shall carry out the following professional services covering:

- a) Construction of foundation required for structure
- b) Preparation of fabrication drawings based on design provided by architects
- c) Fabrication and erection of all types of structure.
- d) Carry out the RCC design of the foundation required for the structure based on the relevant Indian & American codes (both codes inclusive, but in case of differences in the recommendation of the codes, the Indian code shall prevail).
- e) Carry out the structural analysis and design of the structure based on the relevant Indian & American codes (both codes inclusive, but in case of differences in the recommendation of the codes, the Indian code shall prevail) using STAAD.pro computer software,
- f) preparation of General Arrangement (GA) drawings, working & shop drawings
- g) Provide and pay for labor materials and equipment, tools and other facilities and services necessary for the proper execution and completion of the specified works
- h) Secure and pay for required permits statutory workman's compensation insurance, fees and licenses necessary for proper execution and completion of required work.
- i) Review of applicable welding procedures, welder certification and submitted material test records
- j) Review fabrication operations for conformance to the project requirements
- k) After welding and prior to materials submittal for nondestructive evaluation, visually review completed weldments for compliance to specific quality requirements.
- l) Prepare all project Quality Assurance Documentation for submittal to OKIH/ project specific SPVs for permanent record.
- m) Promptly submit written notice to the OKIH/ SPV of observed variance of the Specifications from legal requirements
- n) The removal from the site of any material brought thereon by the Contractor not fulfilling the tender specifications and the substitution of any other material therefore.
- o) The removal and/or re-execution of any material/ works executed by the Contractor but not fulfilling the tender specifications.
- p) The dismissal from the works of any persons employed thereupon.
- q) The opening for inspection of any work covered up and the amending and making good of any defects.
- r) The Contractor shall include in their proposal all elements required for a complete exhibition, even if not shown on the attached drawings or design development drawings when complete.
- s) The Contractor shall enforce strict discipline and good order among employees. Do not employ persons unskilled in assigned task. Variations to be approved by OKIH/ SPV.

Obligations of the Contractor

- a) The Contractor shall submit a statement of variations giving a quantity and rates duly supported by analysis of rates, vouchers etc. The rates on scrutiny and final acceptance by OKIH/ SPV shall form a supplementary tender. OKIH/ SPV shall not be liable for payment of such variations until these statements are sanctioned by it.
- b) For the purpose of entering day to day instructions by OKIH/ SPV or its consultants/ architects, the contractor shall maintain at his own cost, a “Site instruction Book” in which the instructions shall be entered by OKIH/ SPV and to be maintained by engineer-in-charge of the contractor. Instructions to the contractor shall be issued through OKIH’s/ SPV’s architect/ engineer
- c) The contractor shall provide at his cost, everything necessary for the proper execution of the works according to the intent and meaning of the Drawing, schedule of Quantities and Specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the Contractor finds any discrepancy in the Drawings or between the Drawings, Schedule of Quantities and Specifications, they shall immediately and in writing refer same to OKIH/ SPVs who shall decide which is to be followed. The Contractor shall provide all works under this specification in full accordance with Health and Safety Regulations.
- d) The Contractor shall take due care for protection of the work and OKIH’s/ SPV’s property.

Stages of Work

The contractor’s work shall be divided into two phases:

- a) **Phase 1 (Engineering and Construction Documents Phase):** In this phase you will produce detailed plans, engineering documents and technical support required for the building permit application and execution of the project.
- b) **Phase 2 (Fabrication and Erection Phase):** The building contractor to deploy a site execution team and required construction equipment and machinery to execute the scope of work.

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Key personnel required

Sl. No.	Position	Educational qualification	Qualification criteria
1.	Construction Manager	<ul style="list-style-type: none"> Bachelor’s degree in Engineering/ M.Tech/ Ph.D. in Civil Engineering 	<ul style="list-style-type: none"> Professional with minimum 10 years of experience in Construction Management works including pre-fabricated structures.
2.	Structural Engineer	<ul style="list-style-type: none"> Bachelor’s degree in Engineering/ M.Tech/ Ph.D. in Civil Engineering 	<ul style="list-style-type: none"> Should have at least 5 years Industrial/ R&D experience in Structural Engineering
3.	Site Supervision Engineer	<ul style="list-style-type: none"> Bachelor’s degree in Engineering/ M.Tech/ Ph.D. in Civil Engineering 	<ul style="list-style-type: none"> Professional with minimum 5 years of experience
4.	Civil Engineer	<ul style="list-style-type: none"> Bachelor’s degree in Engineering/ M.Tech in Civil Engineering 	<ul style="list-style-type: none"> Professional with minimum 5 years of experience

Payment terms

Detailed payment terms will be discussed and agreed at the time of award of work. In case of small projects with total project value below INR 15 crore, contractors should be financially capable of completing the project and invoice after 90 days from handover/ commencement of operation date, whichever is later.

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 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. Organizational contact details as per Format – 2
4. Turnover certificate as per Format - 3
5. List of contracts executed as per Format - 4
6. Summary of relevant experience as per Format - 5
7. Key personnel details as per Format – 6
8. CVs of Key personnel as per Format – 7
9. Access to staff as per Format – 8
10. List of ISO certification/ international accreditation as per Format - 9
11. Declaration as per Format – 10
12. Audited account statement of the last three financial years attested by the responsible officer/ authority.
13. 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 20, 2020 to

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

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.
- Submitted the proposal without required documents.
- Misled or false representation in the forms, statements and supporting documents with the proposal.

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- 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 company incorporated in India under the Companies Act, 1956 (and subsequent amendments thereto) or company incorporated under equivalent law abroad and in operation for a minimum period of 15 years as on 1st April 2019 or Registered LLP as per schedule 3 of the LLP Act 2008 and in operation for a minimum period of 15 years as on 1st April 2019 Foreign companies should be authorized to carry out business in India and have a branch office in India 	<ul style="list-style-type: none"> Certificate of Incorporation
2.	Financial strength	<p>Average Annual Financial Turnover of INR 20 Crore on construction works over the last three audited financial years. Audited Annual Report to be attached.</p> <p>The Bidder should have a positive net worth as on the date of last audited financial statements (i.e. FY 2018-19).</p>	<p>Certificate(s) from practicing chartered accountant specifying the Net Worth as at the close of the preceding financial year and average Turnover of the preceding three years of the Bidder;</p> <p>The Bid must be accompanied by the Audited Annual Reports/Financial Statements of the Bidder for the last 3 (three) financial years, preceding the year in which the Bid is made.</p>
3.	Technical Strength	<ul style="list-style-type: none"> The applicant must have minimum ten years of experience working with public sector enterprises / government / semi government / autonomous organizations. The Contractor shall have experience in the field of Engineering Designing and Detailing, Procurement, Construction, Commissioning, Project Monitoring and all related fields required for successful completion of Project Objective The Contractor should have similar experience in Civil work comprising – steel frame structure Institutional/ Residential/ Industrial building 	<ul style="list-style-type: none"> Letter of Award/ Work Order/ Completion Certificate Letter of Award/ Work Order/ Completion Certificate List of personnel available with the firm

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		<ul style="list-style-type: none"> • Applicant should have successfully completed similar works not less than INR 1 crore during last 3 years. • Applicant should have successfully completed precast building construction for at least 10,000 sft in a single contract during the last 3 years • The Contractor should have under its direct payroll, Engineering Design Personnel, Architect, Civil Engineers, Design Engineers, etc. 	
4.	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
5.	No blacklisting	The Bidder shall not have been blacklisted/debarred by any Central /State Government/Public or Private Sector Undertakings or any related bodies of construction industry	<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

S. No.	Description	Maximum Marks	Documents to be furnished
1.	Financial Turnover <ul style="list-style-type: none"> • Average Turnover during the last three financial year (2016-17, 2017-18, 2018-19) 20 Crores - 10 Mark • For every additional average turnover of Rs. 2 Crores above 20 Crores – 1 Mark 	20	Certificate from Chartered Accountant certifying annual turnover figures of the firm/company.
2.	Experience in the field of construction <ul style="list-style-type: none"> • Ten years’ experience- 10 marks • For every additional year of experience above 10 years – 1 Mark 	20	Copy of the first work order received after the date of establishment of the company/firm.
3.	Existing workforce of Unskilled/ Semi Skilled/ Skilled work force: <ul style="list-style-type: none"> • Less than 100: 0 marks • 101 to 300: 5 marks • 301 to 500: 10 marks • 501 to 1000: 15 marks • 1001 and above: 20 marks 	20	Copy of latest PF statement.
4.	No. of contracts executed, Yearly value of which is above 1 crore after establishment of the company/firm: <ul style="list-style-type: none"> • 5 Contract - 3 marks • 10 Contracts - 5 marks • 15 Contracts- 7 marks • 20 and above contracts -10 marks 	10	Certified auditor statement for respective years
5.	No. of projects in precast buildings >10,000 sft in the last 5 years 2 projects – 5 marks 3-5 projects – 10 marks >5 projects – 20 marks	20	Copy of work order
6.	Whether the company/Firm is having ISO or any other international accreditation Certificate <ul style="list-style-type: none"> • Since last one year i.e from January 2019- 3 marks • Since last three years i.e from January 2017- 5 marks • Since last five years i.e from January 2015- 10 marks 	10	Submit copy of ISO certification/ International accreditation certificate etc.

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 contractors 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 Contractors 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, also in separate sealed cover:

1. Organizational contact details as per Format – 2
2. Turnover certificate as per Format - 3
3. List of contracts executed as per Format - 4
4. Summary of relevant experience as per Format - 5
5. Key personnel details as per Format – 6
6. CVs of Key personnel as per Format – 7
7. Access to staff as per Format – 8
8. List of ISO certification/ international accreditation 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 three hundred and sixty-five (365) 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 it is a company/partnership firm: A. Registration no. B. Name of country	
5.	Number of years of experience in construction	
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 first work order for construction
- Copy of Article of Association in respect of 5 above, if applicable.
- Undertaking in respect of 6 and 7 above

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 – List of contracts executed, yearly value of which is above 1 crore

Sl. No.	Name of Client	Yearly value of contract	Year of engagement	Type of services provided

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

Format 5 – Relevant experience³

Name of the Bidder	
Name of the Project	
Period of assignment	
Carpet area of the project	
Estimated capital cost of Project (in INR crore)	
Description of services performed by the Bidder firm	
Name of the client and address	
Name, telephone no. and fax no. of client's representative	
Payment received by Bidder (in INR crore)	
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 6 – Details of Key Personnel⁴

Sl. No.	Details of key personnel				
	Position	Educational qualification	ICAI Registration	Number of years of experience	List of relevant experience
1.					
2.					
3.					

⁴ In addition to the key personnel, the bidder should also submit details of necessary support staff. However, for evaluation purposes, only the details of the key personnel will be considered.

Format 7 – CVs of Key personnel

1. **Proposed 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

Format 8 – Access to staff⁵

Sl. No.	Type of employment⁶	Number of skilled personnel	Number of semi-skilled personnel	Number of unskilled personnel	Total number of personnel

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

⁶ For instance – Full time or on contract

Format 9 – List of ISO certification/ international accreditations

Sl. No.	Name of certification	Details	Date of receipt	Date of expiry

Each certification should be substantiated by a copy of certificate or any other proof.

Format 10 - Declaration⁷

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

⁷ Note: This is to be furnished on the company letter head