

Minutes of Preproposal Meeting held at Park Centre, Technopark on 11-04-2018, 11:30 AM

Request for Proposal(RFP) No.KSITIL/A&PMC/RFP-001/17-18

CONSULTANCY SERVICE CONTRACT FOR ARCHITECTURAL CUM ENGINEERING AND PROJECT MANAGEMENT SERVICES FOR KERALA STATE INFORMATION TECHNOLOGY INFRASTRUCURE LIMITED.

Participants

KSITIL (Client)

Mr. Mahesh Vijayan, Deputy General Manager (Projects)
Mr. S. Sreekesh Nair, Dy.Manager (Civil)
Mr. Ansaj NS, Dy. Manager (Electrical)
Mr. Sreejith Sasidharar, Dy.Manager (Mechanical)

Bidders

Mr. K Natarajan - M/s. NM Salim & Associates
Mr. Ashfaq Fazil - M/s. NM Salim Associates
Mr. Bhaskaran Nair – M/s. Wadia Techno Engineering Services Ltd
Mr. Sooraj RS - M/s. Wadia Techno Engineering Services Ltd
Mr. Sanal Chandran R – M/s. CR Narayana Rao (Consultants) Pvt. Ltd
Ms. S Joy Angel – M/s. HLL Infra Tech Services Ltd.
Mr. Rajesh B - M/s. KITCO Ltd.
Mr. R Murukesan – M/s. Mukesh & Associates
M/s. Indigo Arkitects(Through email)
M/s. C-Earth (P) Ltd (Through email)

S.I No.	Queries	Clarifications
Queries by M/s. NM Salim & Associates		
1.	Please provide us a brief of upcoming projects at Kozhikode and Koratti such as: <ol style="list-style-type: none"> Area of land available for the proposed project. Proposed built up area for each building. Budgetary cost of each project as it will have impact on the financial bid. 	KSITIL informed that the selected agency has to provide consultancy services for projects across Kerala. KSITIL also informed that at this point of time it is not possible to provide the details like area of land available, built up area, type of structure, budgetary cost of each project etc. KSITIL informed that during the last five years, Kerala IT Parks (Technopark, Infopark and Cyberpark) has invested Rs.400 to Rs.500 Crs for infrastructure development like

		buildings, roads, power and water distribution systems etc. At this point of time, around Rs.250 Crs projects are tentatively planned.
2.	In page No.4, paragraph 6 (i), seven years span is mentioned for the completed projects. However it is not reflected anywhere in the criteria for evaluation in page 28, Annexure-III	This is a prerequisite criteria and not considered for point distribution.
3.	In page 28, SI.No-3 of Annexure-III, you have asked for experience in pre-engineered structures, please clarify the proposed buildings are of pre-engineered structure or not.	KSITIL confirmed that this shall be any structure predominantly by structural steel (not RCC) and can be industrial, commercial or residential building.
4.	Please refer clause 6 (g) in the page 12 regarding furniture and furnishing. We presume that designing of interior furnishing is not in the scope of present contract- Please clarify.	KSITIL confirmed that designing of interior furnishing and furniture is under the scope of selected agency.
5.	In page No-18 under clause No.25, period of contract : The liquidated damage of 0.5%of consultancy fee per week of delay will be levied. The percentage given in the document is very much on higher side and hence we suggest 0.1% in place of 0.5%.	KSITIL informed that the liquidated damage clause has been revised as follows "If the period of completion for any work gets extended beyond the agreed period due to delay directly and solely attributable to the Consultant, liquidated damages at the rate of 0.1% of consultancy fee per week of delay will be levied subject to a maximum of 10%. If such delay exceeds 10 weeks, the owner reserves the right to offload the work from the Consultant and get it done through other agencies.
Queries by M/s. Wadia Techno-Engineering Services Ltd		
1.	Please clarify if One single multistoried building of 4 Lakhs sq.ft or multistoried buildings of 4 lakhs sq.ft on one project will be considered.	KSITIL confirmed that this shall be a single multistoried building of minimum built up area of 4 Lakhs sq.ft and above.
2.	Please specify one single pre engineering structure of minimum 50000sq.ft or one project of pre engineering structure of minimum 50000 sq.ft will be considered	KSITIL confirmed that this shall be a single pre engineering structure of minimum 50000sq.ft and above.
3.	Kindly indicate the DLP duration, as it is connected to payment terms.	KSITIL informed that the period of DLP may vary for different work packages.

		But as per the prevailing KPWD norms, the contract value up to Rs.5Cr the DLP shall be 24 months and above Rs.5Cr the DLP shall be 36 months.
4.	Clarify whether soil investigation and survey is in the consultants scope.	KSITIL will directly appoint agencies for survey, soil investigation etc. and the consultant has to coordinate with agency for carrying out the work as per project requirement.
5.	Specify the maximum value of project.	Please refer SI.No-1, queries raised by M/s. NM Salim & Associates.
6.	Request for extension of date of submission.	KSITIL confirmed that last late date of submission of proposal shall be on or before <u>25th April 2018,15:30Hrs</u>
7.	Request for brief on selection process of consultant. Is one consultant will be selected or a panel of consultant will be appointed. If no. of consultants will be in a panel, will there be a common fee structure adopted? And what will be the criteria for distribution of work- based on location or project cost or number of projects.	KSITIL confirmed that proposal has been invited for selecting a single agency for providing consultancy services and not a panel of agencies.
8.	Request to consider 1. Preparation of conceptual design and design concept – 5% 2. Preparation of estimates - 2.5% 3.Preparation of complete tender documents - 7.5% 4.Preparation of documents / drawings and submission of the same for statutory approvals with reworks if found necessary – 2% 5.On getting statutory approvals – 3% 6.Scrutiny of tender , tender recommendations and draft work order - 5% 7.Detailed engineering and release of construction drawings – 20 % 8.Site management – 50% 9. Issue of “As built “drawings – 2% 10. On expiry of contractors’ defects liability period - 3%	KSITIL confirmed that payment terms shall be as per RFP conditions only.
9.	Is the structural drawings are to be vetted by external agencies like IIT/reputed engineering institute/ engineering college? If so, the cost	KSITIL informed that if required, client shall appoint specialized agencies for activities like structural proof checking,

	shall be borne by client or consultant.	third party inspection etc. However, the consultant has to coordinate with specialized agencies for obtaining the approvals.
Queries by M/s. HLL Infra Tech Services Limited.		
1.	Experience during the last three years in providing Architectural cum Engineering and Project Management consultancy service for the construction of single Pre Engineering structure of minimum 50000 Sq.ft and above, which includes civil, MEP and other allied services within India. This condition is restrictive and we request you to delete the same.	This shall be as per RFP conditions only.
2.	Whether fee for soil investigation / survey reimbursable?	Please refer SI.No-4, queries raised by M/s. Wadia Techno- Engineering services Ltd.
3.	What is the probable cost of project?	Please refer SI.No-1, queries raised by M/s. NM Salim & Associates.
4.	Whether payment shall be given by KSITIL (Client) to the contractor directly	KSITIL informed that payments to the contractor shall be given by KSITIL/ funding agency directly to contractor.
Queries by M/s. KITCO Limited.		
1.	M/s. KITCO requested to include last five of experience in providing Architectural cum Engineering and Project Management consultancy service for the construction of single Pre Engineering structure of minimum 50000 Sq.ft and above, which includes civil, MEP and other allied services within India, since in all other criteria this shall be five years.	This shall be as per RFP conditions only.
2.	M/s. KITCO enquired whether the selection is based on QCBS process or direct L-1 selection	KSITIL replied that this shall be direct L1 selection process.
3.	M/s. KITCO requested to clearly clarify the definition of pre engineering structure.	Please refer SI.No-3, queries raised by M/s. NM Salim & Associates.
4.	M/s. KITCO enquired whether any tender fee and EMD has to be submitted along with proposal and whether selected agency has to submit security deposit in the form of BG.	KSITIL informed that there is no EMD or security deposit as per RFP.

Queries by M/s. Mukesh Associates		
1.	M/s. Mukesh Associates enquired how the fee will be calculated, if Government drops a project proposal after preparing the required documents	KSITIL informed that detailed payment terms are mentioned in RFP document. KSITIL shall pay based on the split up for completed packages, if government drops the project.
2.	M/s. Mukesh Associates requested to extend the last date of submission of proposal.	KSITIL confirmed that last late date of submission of proposal shall be on or before <u>25th April 2018,15:30Hrs.</u>
Queries by M/s. Indigo Arkitechts through email dated 10 th April 2018		
1.	The consultancy fee varies depending on the volume of projects. Hence, we suggest to incorporate at least three slabs for quoting our fees. This slabs we suggest includes a).% fee for projects up to value of 10Crores. b).....% fee for projects up to value of 30 Crores. c).% of fee for projects morethan value of 30 Crores.	This shall be as per RFP condition only.
2.	The payment terms mentions 50% of fee against site management. The bifurcation of this amount is not mentioned. We suggest to pay this fee on four instalment during the tenure (completion period) of the projects as per the work contract.	The payment against the site management will be released against progress of work at site. The project management consultancy fee will be adjusted against the executed value of work at site, based on certified invoices of contractor.
3.	When the project is delayed beyond the contract time schedule, PMC charges needs to be paid for the extended period at the rate of 1.5% of every monthly bill value.	This is not acceptable.
Queries by M/s. C-Earth (P) Ltd through email dated 12th April 2018		
1.	We intended to apply as a consortium with another agency. Is it possible?	Application from joint ventures will not be accepted.
2.	There is no mention of EMD in the RFP document. Please clarify.	Please refer SI.No.4, queries raised by M/s. KITCO Ltd.
3.	What will be the approximate value of the projects coming up	Please refer SI.No-1, queries raised by M/s. NM Salim & Associates.

Information to the bidders given by M/s. Kerala State IT Infrastructure Limited.	
1.	The selected agency shall act as the consultant for KSITIL projects across Kerala.
2.	The proposals from agencies, who has been black listed/ debarred by any Central/State Government Departments, Public Sector Undertakings, autonomous bodies etc. shall not be considered for evaluation. All bidder are requested to submit an under taking in company letter head signed and sealed by the authorized signatory stating that the agency have not black listed / debarred by any Central/State Government Departments, Public Sector Undertakings, autonomous bodies etc.
3.	Authorization/ power of attorney of the authorized signatory has to be submitted along with proposal.
4.	All the pages of the RFP document has to be signed and sealed by the authorized signatory and submitted along with bid.
5.	All the certificates shall be either original or notarized.
6.	The last date for submission of proposal is <i>on or before 25th April 2018, 15:00 Hrs.</i>
7.	The proposal is to be submitted in two separate sealed covers, as cover-1 containing the Technical proposal and cover-2 containing the financial proposal (Price Bid). Both the covers shall be enclosed in a third sealed cover (cover-3), and submitted as your proposal. Cover-1, shall be super scribed "Technical proposal", cover-2 'financial proposal (Price Bid)' and cover-3' Consultancy Service contract for Architectural, Engineering and Project Management Service for KSITIL and 'Do Not Open before due date' and deposited to the Office of the Managing Director, Kerala State IT Infrastructure Limited, Project Office, Ground Floor, Park Centre Building, Technopark Campus, Thiruvananthapuram – 695 581.
<p>Sd/- Managing Director</p> <p>* This minutes of meeting will be an integral part of the RFP document. All pages of minutes of meeting has to be signed and sealed by the authorized signatory and shall be submitted along with proposal.</p>	