KERALA STATE FILM DEVELOPMENT CORPORATION Ltd.

DEPARTMENT OF CULTURAL AFFAIRS

GOVT. OF KERALA

INVITATION OF EOI

Kerala State Film Development Corporation Invites Expression of Interest (EOI) from reputed Architectural/Engineering consultancy firm being the lead agency and having agencies in house or in partnership, for Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants, for Empanelment in the following categories for the upcoming projects:

Preparation of DPR (as per the norms prescribed by the funding agency) for

- Cultural Complexes
- Theatre Complexes
- Film Pre/Post Production Studio
- Theatre renovation
- Office renovation /Interiors

The services shall include

a. Architectural Designs, Structural Designs, Estimates in Price Software and Detailed Project Reports
b. Structural Designs and Detailing
c. MEP Design and Detailing including estimation
d. AV & Acoustical design wherever required
e. Interior design wherever required.

Please visit www.ksfdc.in for more details. The last date for submission of EOI is 20th September 2023.

Managing Director

INVITATION OF EXPRESSION OF INTEREST (EOI)

for

EMPANELMENT OF ARCHITECTURAL/ ENGINEERING AS THE LEAD FIRM, STRUCTURAL CONSULTANCY, MEP CONSULTANCY, THEATRE CONSULTANCY/ AV & ACOUSTIC CONSULTANCY FIRMS IN HOUSE OR IN PARTNERSHIP FOR VARIOUS UPCOMING PROJECTS UNDER KSFDC

File No:6526/P1/2023/KSFDC *Dated: 25.08.2023*

Kerala State Film Development Corporation Ltd

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1. Notice Inviting Expression of Interest (EOI)

Empanelment of Architectural/ Engineering consultancy as the lead firm, Structural consultancy, MEP consultancy, Theatre consultancy/ AV & Acoustic consultancy firms in house or in partnership for various upcoming projects under KSFDC

File No:6526/P1/2023/KSFDC Dated: 25.08.2023

Kerala State Film Development Corporation Ltd(KSFDC) invites Expression of Interest (EOI) for Empanelment from qualified, experienced and competent Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants for the upcoming projects to be taken up by KSFDC.

- Cultural Complexes
- Theatre Complexes
- Film Pre/Post Production Studio
- Theatre renovation
- Office renovation/Interiors

EOI Documents for Empanelment are to be downloaded from website www.ksfdc.in from 04/09/2023 Last date of submission of hard copies of EOI: 20.09.2023 up to 6.00 PM

Opening of EOI: 23/09/2023 at 2 P.M

Address

The Managing Director,
Kerala State Film Development Corporation Ltd,
Chalachitra Kalabhavan,
Vazhuthacaud P O
TVPM 695014

Interested firms are requested to submit their EOI in the above address in a sealed cover. The sealed envelope should be clearly marked as *"Architectural/Engineering, Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants for Various Upcoming Projects under KSFDC"*, along with all supporting documents/ credentials within the stipulated date and time

Managing Director
KSFDC

2. Schedule of Events

Availability of Expression of interest document	Download from www.ksfdc.in from 04/09/2023 onwards
Last date for submission of online queries for clarification Email Id: - ksfdcltd@gmail.com & ksfdckiifb@gmail.com	11/09/2023 up to 6 PM
Date, time and venue for Pre-Bid Meeting	13/09/2023 Head Office, KSFDC Vazhuthacaud, TVPM
Queries for clarification response	05/09/2023
Last date for Submission	20/09/2023 up to 6 PM
Mode of Submission	Hardcopy to The Managing Director, Kerala State Film Development Corporation Ltd, Chalachitra Kalabhavan, Vazhuthacaud P O TVPM 695014
Opening of EOI	23/09/2023 at 2 P.M
Evaluation of submission by committee	Date & time shall be communicated later

3. Introduction

Kerala State Film Development Corporation (the "Authority") is the implementing agency/Special Purpose Vehicle for implementation of projects undertaken by Department of Cultural Affairs with the funding from Govt or other agencies.

KSFDC invites Expression of Interest for empanelment of qualified Architectural/ Engineering firms for different categories based on project cost and for empanelment based on technical qualification and experience. KSFDC will empanel architects for each category based on evaluation criteria mentioned in the EoI document.

4. Objective

The broad objective of the empanelment is to avail the services of qualified, experienced and competent Architectural/Engineering, Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants for the projects being taken up by KSFDC. The aim is to have a list of Empanelled Architectural/ Engineering firms for consultancy for different categories of works. KSFDC will scrutinize the design and plans of various development activities. This EoI document is for short listing suitable qualified Architectural/ Engineering firms and empanel them for **5 Years** to avail the services of architecture, interior designing, structural design, MEP designing, estimates, landscape, theatre and AV & Acoustic designs for the projects being taken up by KSFDC.

5. Empanelment Categories

Category A	Cultural Complexes
Category B	Theatre Complexes
Category C	Film Pre/Post Production Studio
Category D	Theatre renovation
Category E	Office renovation/Interiors

6. General Scope of Works

The scope of work for Architectural/Engineering consultancy firms included architectural design, structural design, MEP designs, Theatre and AV & Acoustic designs, landscape designs, Interior detailing, detailed estimates and preparation of Detailed Project Report as prescribed by the funding agency for different projects. Architectural/ Engineering Firm shall be the lead consultant and all other firms shall be in-house or hired through partnership/joint ventures. Once finalised the consultants listed in the EOI shall not be changed.

On completion of Empanelment for the above categories, based on the requirement of comprehensive services for each category, a project brief shall be issued to the empanelled firms. Then limited tender shall be floated amongst the empanelled group of firms for the requirement of comprehensive services against each category. Through the online limited tender, empanelled firms shall participate for the technical presentation and financial proposal. The selected applicant shall be awarded the contracts for the consultancy services.

The empanelled firms will have to make a presentation explaining the details of their profile, and also the understanding of the concept, the work plan & methodology to be employed and concept ideas of proposed projects in the presentation. The presentation will have to be made before the selection committee who will evaluate the presentation along with the financial proposal and award based on the evaluation criteria. A minimum of **15 days' time** will be allowed for making the presentation.

7. Terms of Reference

7.1 The Scope of Work

I. The empanelled Architectural/ Engineering firms and associated consultants should understand the significance of the project, its unique challenges and opportunities and ensure the benchmark design and performance standards.

II. To prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report.

III. To prepare structural design, calculations, reports drawings, MEP design, calculations, reports Theatre designs and AV & Acoustical, Interior drawings and estimates etc required for completion of the particular project adhering to the applicable norms and standards.

IV. To prepare GFC drawings for execution for all project components

V. Providing one full time Civil Engineer and MEP engineer at site for coordinating the works till completion who shall be guided by senior engineers of the empanelled firm.(rate shall be quoted separately)

VI. Site visits by the senior team members of the respective stream Monthly / as and when requested by KSFDC.

VII. The firm is required to provide architectural/ Engineering services in respect of following:

- Taking Authority's instructions and preparation of design brief.
- Site evaluation, analysis and impact of existing and/or proposed development on its immediate environments.
- Building design and site development as well as compliance to Green Building norms
- Structural design and calculations
- Design reports, calculations for all components
- Building service designs
- HVAC designs, calculations, reports
- Load calculations, reports etc
- Fire service design
- Periodic inspection and evaluation of Construction works.
- Landscape Architecture
- Theatre and AV & Acoustic designs
- Interior Design after study of existing infrastructure
- Architectural Conservation
- Retrofitting of Buildings giving priority to character of existing infrastructure
- Graphic Design and Signage
- Any other services for the proper completion of the project
- MEP services shall in general include the following but not limited to:

Plumbing Design:

1. External services such as Water supply distribution system, External Drainage disposal system,
   External Storm water collection and disposal system and Rain Water Harvesting.
2. Internal services such as Water supply collection and Distribution System, Internal Drainage Collection and Disposal System, Internal drainage collection and disposal system and internal water supply distribution system.
3. Toilets locations and cross section details**.**

Electrical Designing:

1. Lighting and Power layout for each floor with circuit details including requirements of elevators/ escalators, AC, HT lines, RMU, Transformer etc. Whenever required.
2. Single line diagram and DB schedule.
3. Bill of quantity.
4. Electrical panel room, Generators, cable trenches etc.

Fire Fighting Services

Detailed layouts with Fire Detecting points and Fire protection systems

Mechanical services

Assessment and Design Services for Heating, Ventilation and Air Conditioning (HVAC) Systems

7.2 Schedule of services

The Architect shall, after taking instructions from the Authority, render the following services as mentioned in Table 1.

Table 1 Schedule of service for architectural projects

SL NO.	STAGES	DETAILS OF SERVICES
1	Concept design (Stage 1)	• Carry out site analysis and furnish a site appraisal report about the potential of the site vis-à-vis activities. • Prepare drawings and documents and do the detailed survey including soil investigation at the site of the project as required for doing the Structural design • Furnish preliminary scheme for site planning. • Prepare conceptual site layout with reference to requirements given and prepare rough estimate of cost on area basis. • Submit an initial DPR with 3D elevation.
2	Preliminary Design and Drawings (Stage 2)	• Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Authority's approval along with preliminary estimate of cost on area basis.
3	Drawings for Authority's/Statutory Approvals (Stage 3)	• Prepare drawings necessary for Authority's/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain the statutory approvals as required. However , authority shall extent all necessary help and make statutory payment. • Submit preliminary model (virtual)
4	Working drawings and tender documents (Stage 4)	• Prepare working drawings, specifications and schedule of quantities, detailed estimate in PRICE and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract applicable for Govt projects

5	Bid Process Management for Identification of Contractor (Stage 5)	• Preparation of documents for pre-qualification of contractors, inviting of bids, evaluation of the applications and short-listing contractors for the project. • Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders & implementation of Project. • The agency shall assist the Authority in holding pretender meeting in a pre-determined manner and offer clarifications, if any, sought by the tenderers. The clarifications relating to the TOR shall be drawn up by the agency and, the same shall be issued to the intending tenderers. The clarifications issued shall form a part of the main contract document for the work. • The agency shall assist the Authority in executing the contract with the successful tenderers in the format prescribed in the tender document on a stamp paper of appropriate denomination.
6	Construction Stage Activities (Stage 6)	Construction & Commissioning • Agency shall help the Authority in executing and commissioning the work and for getting the project facility constructed as per approved designs. Construction Supervision as specified in clause 6.1.1 • Senior team of Agency shall be responsible to visit the site of work and provide monthly visits or as requested by the authority to clarify any decision or to help in interpretation of the drawings and specifications that may be necessary and to ensure that the project proceeds generally in accordance with condition of contract up to satisfaction of the authority
7	Completion (Stage 7)	• Prepare and submit completion reports and as built drawings for the project as required and obtain the "Completion/Occupancy Certificate" from statutory authorities with the assistance of Authority, wherever required. • Issue two sets of as built drawings including services, structures and landscaping.

Note:

- ➢ Detailed Project Report(DPR) including Architectural, Structural, Water Supply, Sanitary, Drainage, Electrical & Electromechanical, Interior, AV & Acoustics, Theatre design and Parking, OHTs, Detailed Drawings, Detailed Estimates and BOQ, etc.,
- ➢ Hard and soft copy of the DPRs
- ➢ Sufficient soft copies in form of pen drive and hard copies of all the Deliverables prepared are to be submitted to KSFDC as and when required.

7.3 Minimum Qualifying Criteria

The min. Technical & Financial qualifications of firms/companies to be eligible for short listing under category A, B, C, D, E

CLASSIFICATION	ELIGIBILITY CRITERIA
Category A Cultural complexes	**Project cost above 40 crores** I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation). II. The applicant should have completed DPR for • Single project with min. INR 30 Crores project cost, during the last 5 financial years. or • 2 Projects with min INR 20 Crores project cost , during the last 5 financial years III. The Applicant should have **minimum 10 years of experience** to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report structural design, MEP designs, AV & Acoustic designs, landscape designs, Interior detailing. IV. Partners/ Director of the firm furnish the proof of registration of Architect with Council of Architecture, India for Architects, Corporate Membership of Institution of Engineers (India) or Equivalent for Engineers. V. The Applicant shall submit the profile of their architectural firms with team composition and qualifications. VI. The Applicant shall submit the documentary evidence like copies of Completion Certificate / Work Orders / Agreement issued by the client/s as a proof of experience of the projects prescribe.

Category B Theatre Complexes	**Project cost between 15 to 25 crores** I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation) II. The applicant/Associates should have completed DPR for Theatre projects • Single Project with min. INR 10 Crores during the last 5 financial years or • 2 Projects with min INR 7.5 crores each during the last 5 financial years III. The Applicant/Associates should have **minimum 5 years of experience** to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report, MEP designs, Theatre and AV & Acoustic designs, landscape designs, Interior detailing. IV. Partners/ Director of the firm furnish the proof of registration of Architect with Council of Architecture, India for Architects, Corporate Membership of Institution of Engineers (India) or Equivalent for Engineers V. The Applicant/Associates shall submit the profile of their architectural/Engineering firms with team composition and qualifications. VI. The Applicant/Associates shall submit the documentary evidence like copies of Completion Certificate / Work Orders / Agreement issued by the client/s as a proof of experience of the projects prescribed
Category C Film Pre/Post Production Studio	**Project cost between 80-120 crores** I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation) II. The applicant/Associates should have completed DPR for Building projects / Malls / Theatre Complexes / Studios with • Single project with project cost of min. INR 60 Crores during the last 5 financial years • 2 projects with project cost of min of INR 40 crores during the last 5 financial years III. The Applicant should have **minimum 10 years of experience** to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report, , MEP designs, Theatre and Studio designs, AV & Acoustic designs, landscape designs, Interior detailing. IV. Partners/ Director of the firm furnish the proof of registration of Architect with Council of Architecture for Architects, Corporate Membership of Institution of Engineers (India) or Equivalent for Engineers V. The Applicant shall submit the profile of their architectural firms with team composition and qualifications.

	VI. The Applicant shall submit the documentary evidence like copies of Completion Certificate / Work Orders / Agreement issued by the client/s as a proof of experience of the projects prescribed
Category D Theatre Renovations	**Project cost between 10 -15 crore** I. The Applicant should have **minimum 5 years of experience** to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report, , MEP designs, Theatre, AV & Acoustic designs, landscape designs, Interior detailing II. The applicant/Associates should have completed Building renovation projects • Single Project with project cost of min. INR 10 Crores during the last 5 financial years Or • Projects with project cost of min. INR 7.5 Crores during the last 5 financial years III. Partners/ Director of the firm furnish the proof of registration of Architect with Council of Architecture, India for Architects and Corporate Membership of the Institution of Engineers (India) for Engineers IV. The Applicant/Associates shall submit the profile of their architectural firms with team composition and qualifications. V. The Applicant/Associates shall submit the documentary evidence like copies of Completion Certificate / Work Orders / Agreement issued by the client/s as a proof of experience of the projects prescribed
Category E Office renovation/Interiors	**Project cost between 2 -5 crore** VI. The Applicant should have **minimum 5 years of experience** to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report, , MEP designs, AV & Acoustic designs, landscape designs, Interior detailing VII. The applicant should have completed renovation/Interior projects with min. INR 1 Crores during the last 5 financial years VIII. Partners/ Director of the firm furnish the proof of registration of Architect with Council of Architecture, India for Architects and Corporate Membership of the Institution of Engineers (India) for Engineers IX. The Applicant/Associates shall submit the profile of their architectural firms with team composition and qualifications. X. The Applicant shall submit the documentary evidence like copies of Completion Certificate / Work Orders / Agreement issued by the client/s as a proof of experience of the projects prescribed

7.4 Technical Expertise

The consultants in the consortium/ partnership shall have technical and commercial expertise as follows

7.4.1 Architectural consultant

A. Technical Expertise

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
	Architectural design	Sr. Architect -2 no Jr. Architect – 2 No	**10** **3**	B. Arch B. Arch	Architects shall have expertise in Design, planning and Execution of large buildings, Heritage Structures, Theatres, Studios, Retrofitting works and interiors Shall have expertise Green building norms etc

7.4.2 Structural consultant

A. Technical Expertise

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
	Structural design	Sr. Structural Engineer -1 no Jr. Structural Engineer – 2 No	**10** **3**	ME/ M. Tech (Structural) ME/ M. Tech (Structural)	• Experience in the field of designing of Building structure, RCC foundation, Pile foundation, combined footings & raft foundation and Structural works as per latest BIS Codes and using appropriate structural design software like STAAD Pro, ETABS, or equivalent.

B. Commercial Expertise

The consultant must have completed DPR for

- Single project worth Rs.30 crores during the last five years.
- 2 projects worth Rs. 20 crores during the last five years

I. IIT/NIT/ Govt. Engineering colleges and other reputed private Engineering colleges offering PG courses in the last 10 years is exempted from qualifying based on the above eligibility criteria.

II. consultant who have successfully provided Consultancy Services for Works/ Projects of values mentioned above, during the last 5 years and fulfil specified minimum criteria shall be eligible to apply.

III. The consultant should be licensed as structural engineer from competent authority

7.4.3 MEP consultants

A. Technical Expertise

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
	Mechanical	Sr. Mechanical Engineer -1 no	10	BE/B.Tech (Mechanical)	Experience in the field of Electrical, Sanitary and Plumbing/ public health, air conditioning , lifts, generator, firefighting installations,
		Jr. Mechanical Engineer – 2 No	3	BE/BTech in Mechanical Engineering	
	Electrical	Sr. Electrical Engineer -1 no	10	BE/ B. Tech (Electrical)	
		Jr. Electrical Engineer – 2 No	3	BE/ B. Tech (Electrical)	

7.4.4 Theatre consultants

A. Technical Expertise

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise

	Theatre Consultant	Sr Theatre Consultant (1 nos) Jr Theatre Consultant (1 nos)	10 5	B. Arch / B.Tech Civil B. Arch / B.Tech Civil	shall have expertise in Design, planning and Execution of Multiplex theatre projects, Film Studios etc Shall have expertise in building rules, Relevant codes of practice, Standard practices, Green building norms etc

7.4.5 AV & Acoustics consultants

A. Technical Expertise

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
	AV Acoustics Consultant	Sr Consultant (1 nos)	10	Btech/Mtech in Electronics Engineering	shall have expertise in Design, planning and Execution of AV & Acoustics aspects of Multiplexes, Auditorium Film Studios etc Shall have expertise in building rules, Relevant codes of practice, Standard practices, Green building norms etc

8. Eligibility of Applicants

Financial Capacity: The Applicant shall have received a minimum income of INR. 1.00 Crores per annum from professional fees during each of the 3 (three) financial years preceding the Proposal Due Date. For the purpose of evaluation, Applicants having larger revenues from professional fees shall be given added weightage. For the avoidance of doubt, professional fees hereunder refer to fees received by the Applicant for providing architectural/ consultancy services to its clients.

9. Technical Proposal

While preparing the Technical Proposal, the applicants are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information:

I. Cover Letter for Technical Proposal (Annexure-I)
II. Applicants Profile (Annexure-II)
III. Project Experience Details (Annexure-III)

IV. Team Composition (Annexure-IV)

10. Evaluation Criteria

KSFDC will select the consultant utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Proposal (RFP); description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The KSFDC reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The Authority reserves the right to accept the proposal most favourable to the project after all proposals have been examined and evaluated.

Interviews may be conducted as event interview with one or more responsible entities that have submitted proposals.

11. Important Points

I. Please note that the applications should be submit strictly as per the prescribed formats given here under with all supporting documents / credentials.

II. KSFDC reserves the right to reject applications to those firms who do not satisfy KSFDC with documentary evidence in support of their required eligibility, without informing any reasons.

III. Sub-contracting the works awarded by KSFDC is not permitted.

IV. Joint Venture/ consortium is allowed

V. Consultant may apply for empanelment for one and more category depending upon the nature of work done by consultant as mentioned in Technical Expertise.

VI. The Application should be on the prescribed form. All Annexure duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for Architectural/ Engineering/ urban planning/urban design/structural /MEP Consultancy for the last three years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc. should be enclosed.

VII. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.

VIII. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt./ Local bodies/ PSUs

IX. The firm should have GST Registration wherever applicable as per rules and a copy of the same shall be submitted.

X. Design furnished by Consultants will be an exclusive property of KSFDC and KSFDC has the right to use it for repetitive kind of works

XI. Decision of KSFDC in regard to selection of the consultancy shall be final. KSFDC is not bound to assign any reasons thereof

a. KSFDC reserves the right to accept any or reject all the applications without assigning any reasons thereof.

b. The Panel of consultancy once prepared shall be valid for a period of 3 years and KSFDC will have the freedom to add more members and also to extend the time limit at KSFDC's discretion.

c. The consultants for any particular work shall be selected from the panel at the discretion of KSFDC and such selected consultants are required to execute agreement with the Authority as per KSFDC's agreement format.

d. KSFDC will have the right to invite competitive tender, EOI from Consultants for any particular project if the Authority desires so. The empanelled consultants may also take part in the tender process

12. Mode of Submissions

The EOI must be submitted before the due date 20/09/2023 6.00 Pm and in an envelope addressed to:

The Managing Director
Kerala State Film Development Corporation (KSFDC),
Chalachitra Kalabhavan
Vazhuthacaud
Trivandrum 695014

The sealed envelope should be clearly marked as **"**Architectural/Engineering, Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants for Various Upcoming Projects under KSFDC**"**, Category, EoI number and date of submission. It is the bidder's responsibility to ensure that the submission through post reaches the address before 06.00 Pm of the last date of submission 20.09.2023. Any application received after the last date and time of submission will be summarily rejected.

For any kind of query, kindly contact the email IDs: ksfdcltd@gmail.com, ksfdckiifb@gmail.com

13. Annexure I – Cover letter (*On respondent's letter head*)

To

The Managing Director
Kerala State Film Development Corporation (KSFDC)
Chalachitra Kalabhavan
Vazhuthacaud
Trivandrum 695014

Dear Sir/ Madam,

Sub: Expression of Interest (EOI) for Architectural/Engineering, Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants

Ref:

We, the undersigned, hereby submit our offer for getting empanelled for the Architectural/Engineering, Structural Design Consultancy, Theatre Consultancy firms, MEP Consultancy firms, AV & Acoustic Consultants for the upcoming projects to be taken up by KSFDC, in full conformity with the said EOI.

We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We understand you are not bound to accept any proposal you receive.

Dated this [date / month / year]
Authorized Signatory (in full and initials):
Name and title of signatory:
Duly authorized to sign this Proposal for and on behalf of [Name of Respondent]
Name of Firm: Address:

14. Annexure II –Applicants Profile

1.	A. Name of the applicant B. Address of the registered office C. Address of local office in the centre (with Ph. no. Fax no. & Email ID)	
2.	Year of establishment	
3.	Type of the firm/ organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)	(Enclose certified copies of documents as evidence)
4.	Name and qualification of the proprietor/ partners/ Directors of the firm/companies a) b) c) d)	(Enclose certified copies of documents as evidence)
5.	Details of registration - whether partnership firm, Company etc. Name of registering Authority, Date and registration no.	(Enclose certified copies of documents as evidence)
6	Whether registered with Government / Semi-government/ Municipal Authorities of any other public Organization and if so, in which class and since when?	(Enclose certified copies of documents as evidence)
7.	Details of registration with: 1)Council of architects 2) Institution of Engineers (India) 3) Institute of Town Planners (India)	Year of reg. class valid upto (Enclose certified copies of documents as evidence)
8.	No. of years of experience in the field and details of work in any other field.	
9.	Details regarding name, age, qualification and experience of all technical personnel in the firm.	Details to be furnished in the prescribed proforma (Statement I)
10	Major projects executed during the last 5 years by the firm together with approximate cost of individual projects. The full address of the clients for whom the works have been executed with telephone nos.	Details to be furnished in the prescribed proforma (Statement II) with certificates providing the same.

11.	Important large projects on which the firm is engaged at present and their estimated cost (Stages of work viz. Planning and Construction). The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed proforma (Statement III) with copies of work order.
12.	Address of office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge.	
13.	a) Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c(Audited) for the last 3 years b) Income Tax return for the last 3 years	CA certified proof may be produced
14.	Name & Address of bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	
15.	PAN No.	
16.	Details of registration for payment of service tax	
17.	Furnish the name of -3- responsible persons along with their designation, address, Tele No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization	
19.	Whether any civil suit/ litigation arose in contracts executed/ being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give Name of court, place, status of pending litigation	

20.	Information relating to whether any litigation is pending before any arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. if so, the details of such litigation are required to be submitted.	
21.	List of meritorious awards if any	Attach copy of certificate.

NOTE: - the work undertaken by the firm may be inspected and clients will be contacted by the KSFDC for their report and this will be taken into consideration while selecting the panel. Any delay in obtaining the above mentioned certificates from concerned party within the bid date may be informed to KSFDC & with prior permission from KSFDC may be submitted to this office within the time allotted by KSFDC before final selection of the panel

Signature of the applicant

Full address & Office seal

15. Annexure III –Project Experience Details

List of important projects executed by the organization during last five years Note:

Separate sheet to be furnished for different projects viz.

a) Cultural complexes / Heritage buildings b) Multiplexes / Theatre Complexes c) Film Pre/Post Production Studio d) Theatre Renovation e) Office Interiors etc.

Sl. No.	Name of the project and location	Nature of work involved in the contract(e.g. residential, offices etc.)	Name of the owner. also indicate whether Govt./ Semi-Government/ Government of India undertaking or private body with full address	Project cost in lakhs of Rs. (Enclose copy of work order / completion certificate)	Completion period		Any other relevant information	Enclose license certificate for satisfactory completion
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9

Signature of the applicant

16. Annexure IV –Team Composition

List of technical personnel, giving their technical qualifications, experience, including that in the present organization.

The statement should also show the administrative staff available in the organization.

Sl. no.	Name	Designation	Age	Qualification	Consultancy experience	Nature of works handled	name of the projects handled (costing more than rs. 100 lakhs)	Date from which employed in the present organization	Indicate special experience if any?
1	2	3	4	5	6	7	8	9	10

Signature of the applicant

Mention other points, if any, to show technical and managerial competence to indicate any important point in your Favor.

List of associate/ Consultation should also be mentioned.