

**GREATER COCHIN DEVELOPMENT AUTHORITY  
LOCAL SELF-GOVERNMENT DEPARTMENT  
GOVT OF KERALA**

**INVITATION OF EOI**

Greater Cochin Development Authority Invites Expression of Interest (EOI) from reputed Architectural/Engineering, Urban Planning/Urban Design, Structural Design Consultancy, MEP Consultancy firms/companies for Empanelment in the following categories for the upcoming projects:

- a. Architectural Designs, Structural Designs, Estimates and Detailed Project Reports
- b. Urban Planning/Urban Design Projects including preparation of Detailed Project Reports
- c. Structural Designs and Detailing
- d. MEP Design and Detailing including estimation

Please visit [www.gcda.kerala.gov.in](http://www.gcda.kerala.gov.in) for more details. The last date for submission of EOI is 30<sup>th</sup> June, 2022.

Secretary

GCDA

**INVITATION OF EXPRESSION OF INTEREST (EOI)**

*for*

**EMPANELMENT OF ARCHITECTURAL/ ENGINEERING,  
URBAN PLANNING/URBAN DESIGN, STRUCTURAL  
CONSULTANCY, MEP CONSULTANCY  
FIRMS/COMPANIES FOR VARIOUS UPCOMING  
PROJECTS UNDER GCDA**

*Dated: 08.06.2022*

*Document No: RFP/1/EMP-AR/PL//GCDA/2022/ADDENDUM*



**Greater Cochin Development Authority (GCDA)  
Government of Kerala**

June 2022

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## 1. Notice Inviting Expression of Interest (EOI)

### **Empanelment of Architectural/Engineering, Urban Design/Urban Planning, Structural consultancy, MEP Consultancy firms/ Companies for various upcoming Projects under GCDA**

#### NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Dated: 08.06.2022

***Document No: RFP/1/EMP-AR/PL//GCDA/2022ADDENDUM***

Greater Cochin Development Authority (GCDA) invites Expression of Interest (EOI) for Empanelment from qualified, experienced and competent Architectural/Engineering, Urban Design/Urban Planning, Structural consultancy, MEP Consultancy firms/ Companies for the upcoming projects to be taken up by GCDA.

EOI Documents for Empanelment are to be downloaded from the website [www.gcda.kerala.gov.in](http://www.gcda.kerala.gov.in) from 08.06.2022

Last date of submission of EOI: 30.06.2022 up to 3.00 PM

Opening of EOI: 02.07.2022 at 11A.M

For details / information, please visit our website [www.gcda.kerala.gov.in](http://www.gcda.kerala.gov.in)

Interested firms are requested to submit their EOI in the prescribed format along with all supporting documents/ credentials within the stipulated date and time to the Secretary, Greater Cochin Development Authority (GCDA), Kadavanthra Post Office, Ernakulam 682020

Secretary  
Greater Cochin Development Authority (GCDA)  
Ernakulam

Website: [www.gcda.kerala.gov.in](http://www.gcda.kerala.gov.in)

### *Schedule of Events*

Availability of Expression of interest document: -	Download from <a href="http://www.gcda.kerala.gov.in">www.gcda.kerala.gov.in</a> from 08.06.2022 onwards
Last date for submission of written/online queries for clarification: -  Email Id: - <a href="mailto:gcdaonline@gmail.com">gcdaonline@gmail.com</a> or <a href="mailto:subhashgcda@gmail.com">subhashgcda@gmail.com</a>	15.06.2022
Date, time and venue for Pre-Bid Meeting: -	17-06-2022 Conference Hall ,GCDA Office Complex
Queries for clarification response: -	17-06.2022
Last date for Submission: -	30.06.2022 , 3.00 PM
Mode of Submission: -	<i>Offline:</i> - Secretary, Greater Cochin Development Authority (GCDA), Kadavanthra Post Office, Ernakulam 682020
Opening of EOI: -	02.07.2022, 11.00 pm
Evaluation of submission by committee	Date & time shall be communicated later

## **2. Introduction**

The Greater Cochin Development Authority (hereinafter referred to as “GCDA” or “the Authority”) is the Planning and Development Authority of the metropolitan area of Cochin. The jurisdictional area of GCDA comprises the Cochin City, the commercial capital of Kerala, Kochi Corporation, 9 surrounding municipalities and 21 intervening panchayats covering an area of 632 sq.km. GCDA prepare projects, mobilize finance, facilitate procurement and development, operation, maintenance and rehabilitation of bankable infrastructure projects in the jurisdictional area of GCDA.

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

## **3. Objective**

The broad objective of the empanelment is to avail the services of qualified, experienced and competent Architectural/ Engineering /Urban planning and urban design firms for architecture, urban planning/ designing, interior designing, structural design, estimates and MEP consultancy for the projects being taken up by Greater Cochin Development Authority (GCDA), Kochi. The aim is to have a list of Empaneled Architectural/ Engineering firms for consultancy. GCDA will assist and scrutinize in the designing and planning of various development initiatives by ensuring timely and quality work. This EoI document is for short listing suitable qualified Architectural/ Engineering firms and empanel them for **3 Years** to avail the services of architecture, urban designing, interior designing, structural design, estimates and MEP consultancy for all developmental projects being taken up by Greater Cochin Development Authority (GCDA), Kochi.

## **4. Empanelment Categories**

<b>Category A</b>	<b>Architectural / Engineering</b>
<b>Category B</b>	<b>Urban Planning/Urban Design</b>
<b>Category C</b>	<b>Structural consultants</b>
<b>Category D</b>	<b>MEP consultants</b>

## **5. General Scope of Works**

The scope of work for Architectural/Engineering firms include architectural design, structural design, detailed estimates and preparation of Detailed Project Report as prescribed by the funding agency for building projects. Urban Design/Urban Planning firms shall be providing concept design, presentations, detailed working drawings, estimates and Detailed Project Reports for Urban design / Planning projects. Structural consultancy firms shall be engaged for preparation structural design and drawings for restoration of existing structures or buildings designed by GCDA in house without engaging an architectural / engineering firm. The scope of MEP Consultancy firms/ Companies shall be design, detailing and estimating of MEP

component of the projects designed by external consultants for GCDA or designed in-house in consultation and co-operation with the project development team.

On completion of Empanelment of the above categories, based on the requirement of comprehensive services for any project, a project brief shall be issued to the empaneled Architectural/Engineering, Urban Design/Urban Planning, Structural consultancy, MEP Consultancy firms/ Companies. This limited tender shall be floated amongst the empaneled group of firms for the requirement of comprehensive as well as individual Architectural, Engineering, Urban Planning, Structural and MEP consultancy services for various projects of GCDA. Through the limited tender, interested firms/companies shall participate for the technical presentation and financial proposal. The selected applicant shall be awarded the contracts for the consultancy services.

The interested Architectural/Engineering, Urban Design/Urban Planning, Structural consultancy, MEP Consultancy firms/ Companies 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.

## **6. Terms of Reference**

### **6.1 Category A- Architectural/Engineering**

#### **6.1.1 The Scope of Work**

- I. The empaneled Architectural/ Engineering firms/companies 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 drawings, MEP design 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.
- V. Occasional site visits as and when requested by GCDA.
- VI. The firm/company is required to provide architectural/ Engineering services in respect of following:

#### **Part I – Architecture/ Engineering**

- 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.
- Structural design
- Building service designs
- Fire service design

- Periodic inspection and evaluation of Construction works.

**Part II – Allied Fields**

- Landscape Architecture
- Interior Design
- Architectural Conservation
- Retrofitting of Buildings
- Graphic Design and Signage

**6.1.2 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

<b>SL NO.</b>	<b>STAGES</b>	<b>DETAILS OF SERVICES</b>
1	Concept design (Stage 1)	<ul style="list-style-type: none"> <li>• Carry out site analysis and furnish a site appraisal report about the potential of the site vis-à-vis activities.</li> <li>• Prepare drawings and documents to enable the Authority to do the detailed survey including soil investigation at the site of the project.</li> <li>• Furnish preliminary scheme for site planning.</li> <li>• Prepare conceptual landscape design with reference to requirements given and prepare rough estimate of cost on area basis.</li> <li>• Submit concept/block model</li> </ul>
2	Preliminary Design and Drawings (Stage 2)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
3	Drawings for Authority's/Statutory Approvals (Stage 3)	<p>Prepare drawings necessary for Authority's/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Authority in obtaining the statutory approvals thereof, if required.</p> <ul style="list-style-type: none"> <li>• Submit preliminary model (virtual or physical)</li> </ul>



4	Working drawings and tender documents (Stage 4)	<ul style="list-style-type: none"> <li>• Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials &amp; works and other conditions of contract</li> </ul>
5	Bid Process Management for Identification of Contractor (Stage 5)	<ul style="list-style-type: none"> <li>• Preparation of documents for pre-qualification of contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project.</li> <li>• Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders &amp; implementation of Project.</li> <li>• The agency shall assist the Authority in holding pre-tender 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.</li> <li>• 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.</li> </ul>
6	Construction Stage Activities (Stage 6)	<p>Construction &amp; Commissioning</p> <ul style="list-style-type: none"> <li>• Agency shall help the Authority in executing and commissioning the work and for getting the project facility constructed as per approved designs.</li> </ul> <p>Construction Supervision</p> <ul style="list-style-type: none"> <li>• Agency shall be responsible to visit the site of work and provide periodic visits fortnightly for first three months and monthly thereafter to clarify any decision or 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 Engineer in charge</li> </ul>
7	Completion (Stage 7)	<ul style="list-style-type: none"> <li>• Prepare and submit completion reports and drawings for the project as required and assist the Authority in obtaining "Completion/Occupancy Certificate" from statutory authorities, wherever required.</li> <li>• Issue two sets of as built drawings including services, structures and landscaping.</li> </ul>

**Note:**

- Detailed Project Report(DPR) including Architectural, Structural, Water Supply, Sanitary, Drainage, Electrical & Electromechanical, 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 GCDA as and when required.

**6.1.3 Minimum Qualifying Criteria**

The min. Technical & Financial qualifications of firms/companies to be eligible for short listing under category A1, A2, A3, A4

<b>CLASSIFICATION</b>	<b>ELIGIBILITY CRITERIA</b>
Category A1	<p><b>Project cost above 10 crores</b></p> <ul style="list-style-type: none"><li>I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation).</li><li>II. The applicant should have completed projects with min. INR 100 Crores during the last 5 financial years.</li><li>III. The Applicant should have <b>minimum 10 years of experience</b> to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report.</li><li>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.</li><li>V. The Applicant shall submit the profile of their architectural firms with team composition and qualifications.</li><li>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.</li></ul>

<p>Category A2</p>	<p><b>Project cost between 5-10 crores</b></p> <ol style="list-style-type: none"> <li>I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation)</li> <li>II. The applicant should have completed projects with min. INR 50 Crores during the last 5 financial years</li> <li>III. The Applicant should have <b>minimum 5 years of experience</b> to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report.</li> <li>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</li> <li>V. The Applicant shall submit the profile of their architectural/Engineering firms with team composition and qualifications.</li> <li>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</li> </ol>
<p>Category A3</p>	<p><b>Project cost between 1- 5 crores</b></p> <ol style="list-style-type: none"> <li>I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation)</li> <li>II. The Applicant should have <b>minimum 5 years of experience</b> to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report.</li> <li>III. 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</li> <li>IV. The Applicant shall submit the profile of their architectural firms with team composition and qualifications.</li> <li>V. 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</li> </ol>

Category A4	<p><b>Project cost below 1 crore</b></p> <p>I. The Applicant should have <b>minimum 2 years of experience</b> to prepare concept design, architectural design, preparation of detailed drawings with macro, micro level detailing, 3D views and Detailed Project Report.</p> <p>II. 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</p> <p>III. The Applicant shall submit the profile of their architectural firms with team composition and qualifications.</p> <p>IV. 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</p>
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## **6.2 Category B-Urban Planning/ Urban design**

### **6.2.1 Scope of work**

The firm/company is required to provide services for Urban Design/Urban Planning in respect of the following:

#### **Urban design/Urban Planning**

- Taking Authority's instructions and preparation of design brief.
- Site evaluation, analysis of architectural character, social issues and heritage.
- Feasibility study.
- Preliminary proposal for development/re-development and their impact on immediate environs.
- Volumetric study and urban form recommendations including pedestrian/vehicular movement and parking.
- Architectural controls/guidelines.
- Conceptual design of:
  - i. Site development, services and their interconnectivity.
  - ii. Landscape Architecture.
  - iii. Architectural Conservation.
  - iv. Graphic Design and Signage

- Landscape architectural services about public spaces.

### 6.2.2 Schedule of services

The Urban Designer/ Urban Planner shall, after taking instructions from the Authority, render the following services in Table 2.

Table 2 - Schedule of Services for Urban design and Urban Planning projects

SL NO.	STAGES	DETAILS OF SERVICES
1	Programming and Site Evaluation (Stage 1)	<ul style="list-style-type: none"> <li>• Ascertain Authority's requirements, examine site constraints &amp; potential; and prepare a design brief for Authority's approval.</li> <li>• Study of existing land use in and around the project area.</li> <li>• Study of contextual issues, socio-cultural aspects, landscape features and built form etc.</li> <li>• Study of existing infrastructure, accessibility, circulation pattern and parking.</li> <li>• Prepare report on site evaluation, state of existing buildings, if any; and analysis with basic approach to circulation, activity distribution, interconnectivity and external linkages including rough estimate of project cost based on allowable FAR/re development objectives.</li> </ul>
2	Concept Design (Stage 2)	<ul style="list-style-type: none"> <li>• Preparation of concept design of the area showing circulation pattern, zoning of various land uses and relevant details, development/re-development strategy.</li> <li>• Assessment of utility services and their interconnectivity.</li> <li>• Furnish revised rough estimate of project cost based on FAR used in concept design/re-development objectives.</li> <li>• Preparation of three-dimensional form in relation to open spaces, model showing the proposal and surrounding areas.</li> <li>• Submission of model and Conceptual design to the Authority/statutory authorities for approval &amp; ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required.</li> </ul>

3	Detailed Design (Stage 3)	<ul style="list-style-type: none"> <li>•Preparation of drawings showing the common facilities for circulation, parking, open spaces and external Architectural form.</li> <li>• Preparation of drawings showing Architectural controls/ guidelines features and specifications.</li> <li>• Preparation of drawings showing schematic network of services.</li> <li>• Preparation of drawings showing landscape, street furniture graphic signage.</li> <li>• Furnish modified project cost.</li> <li>• Furnish urban design report including implementation strategy.</li> <li>• Prepare detail designs of various external elements and components.</li> <li>• Presentation of the urban design study to the statutory authorities for approval and ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required</li> </ul>
4	Implementation (Stage 4)	<ul style="list-style-type: none"> <li>•Provide Comprehensive Architectural Services about site development works, if assigned.</li> <li>• Provide Landscape Architectural Services about public spaces, if assigned.</li> <li>• Review and certification of detailed architectural design of each of the constituent components for construction or development within the area under urban design/urban renewal before approval by statutory authorities</li> </ul>

### 6.2.3 Minimum Qualifying Criteria

CLASSIFICATION	ELIGIBILITY CRITERIA
	<ol style="list-style-type: none"> <li>I. Nature of the firm (whether proprietorship, partnership or body corporate company and details of registration / incorporation). The Firm should be registered in India for minimum 5 years.</li> <li>II. The Urban Planner should possess professional experience of at least 5 years and be a Corporate Member of Institute of Town Planners (India) / The Urban Designer shall possess professional experience of at least 5 years and shall have Post Graduate degree in Urban Design from AICTE approved institution.</li> <li>III. The Applicant should have completed projects worth at least 50 Crores within the last 5 years</li> <li>IV. The Applicant shall also furnish the following: <ol style="list-style-type: none"> <li>a. Type of organization (Partnership/Proprietary)</li> </ol> </li> </ol>

	<p>b. Registrar of firm certificate, or for proprietorship firm, the Service Tax registration /IT return can establish as years of experience. Years of experience can also be established from oldest client certificate furnished by Applicant.</p> <p>c. CVs of key personnel</p> <p>d. Proof of registration with professional bodies as prescribed above with Proof of Qualification (Bachelors/Masters)</p> <p>e. Performance/Completion certificates of at least 2 similar projects (Urban design &amp; Urban renewal) from previous clients clearly stating nature of work &amp; services rendered.</p> <p>f. Audited balance sheet, profit and loss account and statement of turnover for last three years.</p> <p>g. Service tax registration number and copy of the last return filed</p> <p>h. GST Registration number.</p>
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### 6.3. Category C- Structural consultants

Empanelment of Structural Consultants under different classes for providing Structural Engineering and Design services for their various building projects and other infrastructure development projects

#### 6.3.1 Scope of work

- Structural design of various buildings including geotechnical investigation and design of foundation
- Structural analysis, modelling including loading calculation etc. using appropriate software
- Providing structural drawings meeting the seismic requirements, wind conditions, flood & topographical conditions for different sites
- The design shall conform to the specifications of proof checking agency.
- Issue of Structural stability certificate wherever required.
- Required No's of A1 size GFC (good for construction) Structural drawings shall be submitted in hard copy as mentioned in RFP. The soft / editable copy of the same shall also be submitted to GCDA
- The Consultant will have to visit the site, attend the meetings with GCDA and also to work in relation with GCDA Design team regarding Architectural and MEP sections.
- All deliverables shall be as per the RFP for each project. Drawings, geotechnical investigation reports including geo technical interpretative reports, analysis model etc. all in digital & hard copies (as required).

### 6.3.2 Minimum Qualifying Criteria

#### A. Technical Expertise (applicable for firms)

SI No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
	Structural design	Sr. Structural Engineer -1 no	<b>10</b>	ME/ M. Tech (Structural)	<ul style="list-style-type: none"> <li>• Experience in the field of designing of Building structure, RCC foundation, Pile foundation, combined footings &amp; raft foundation and Structural works as per latest BIS Codes and using appropriate structural design softwares like STAAD Pro, ETABS, or equivalent.</li> </ul>
		Jr. Structural Engineer – 2 No	<b>3</b>	ME/ M. Tech (Structural)	
		Draftsman – 1 No	<b>1</b>	Diploma/ITI	

#### B. Technical Expertise (applicable for individuals)

SI No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
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	Structural design	Sr. Structural Engineer	10	ME/ M. Tech (Structural)	<ul style="list-style-type: none"> <li>• Experience in the field of designing of Building structure, RCC foundation, Pile foundation, combined footings &amp; raft foundation and Structural works as per latest BIS Codes and using appropriate structural design softwares like STAAD Pro, ETABS, or equivalent.</li> </ul>
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### C. Commercial Expertise

The firm / individual consultant must have completed projects worth Rs.50 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. Applicants who have successfully provided Consultancy Services for Works/ Projects of values mentioned above, during the last 5 years and fulfill specified minimum criteria shall be eligible to apply.
- III. The firm should have an office in Kerala. GCDA technical personnel may visit the office if required.
- IV. The Applicant should be licensed as structural engineer from competent authority
- V. The Applicant should have participated in at least three projects for state government / central government/semi govt. companies (to be supported with certificate of completion from respective authority) during last 5 years.

### 6.4 Category D- MEP consultants

The Consultant being selected through this Request for Proposal process will enter into an agreement with GCDA to provide the MEP services related to projects at various stages from pre-design to post-construction.

Based on the requirements of GCDA, the consultant shall provide

Design team meetings as required by the Architect to ensure proper coordination and design

- 1.Pre-Design Evaluation
- 2.Condition Survey and Report
- 3.Schematic Design, Design Development and Cost Estimating at each phase

The level of service requested will vary based on the scope of any given project as follows:

#### **6.4.1 Scope of services**

##### **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

A broad frame work on the scope of work is listed below:

Stage 1 – Preliminary stage

- Understanding the project vision, project cost budget, phasing strategy etc.
- Visiting the site, discussing details with GCDA and to carry out site survey
- Preliminary planning of all internal and external services like power supply, water supply, sewerage, storm water drainage, acoustics, landscaping, development plans showing internal roads, paths, parking lots, paved areas, drains, culverts, compound walls, external lighting, indicating position of lifts, AC ducts and other conduits for services, firefighting arrangements etc.
- Preparing and submitting concept drawings and designs for services conforming to prevailing national standards, local bye laws as well as compliance to Green Building norms, i.e. developing lay out plan, complete preliminary drawings/ preliminary sketches, plans, elevations, sections. This shall include discussions with and incorporation of requirements of GCDA
- The consultants/ consultant firm shall be fully responsible for the correctness and accuracy of services; design prepared by any sub-consultants & shall indemnify GCDA for damage or loss caused due to negligence of sub- consultant(s).

Deliverables

- Layout Plans on a scale not higher than 1:500
- Proof Checking of all Designs and Drawings

Stage 2 – Working drawings:

a) Preliminary drawings: -

The consultants are required to prepare site layout plan layout includes all necessary data relating to the existing public utility services, streets, pavements adjoining properties and boundaries and infrastructure for all services like water, drainage, power, cabling, roads etc.

b) Working drawings: -

- i. Electrical layouts: Preparation of electrical layout showing the entire distribution system including internal and external electrification details, designs of substation and generators etc. All Electrical drawings shall be signed by the Senior Electrical Engineer having minimum graduation in Electrical Engineering.
- ii. Sanitary and water Supply layouts: Supply of layout plans along with the detailed calculations for the sanitary and water supply lines with invert levels as well as detailed drawings for execution of work. External system for water supply and sanitary arrangements, firefighting systems, HVAC systems, designs of external drainage and sewerage disposal systems including sewerage treatment plant etc., if necessary.

c) Estimates

- i. To prepare detailed estimates and specifications for all internal and external services such as water supply, sanitary and electrical, external drainage, sewerage and garbage disposal systems for all proposed constructions.
- ii. The Consultants shall sign all the design documents and detailed drawings signed by head of the firm/company and held responsible for any lapses/mistakes in the designs and detailed drawings. Any drawing without design document (report) shall not be accepted.

Deliverables

- Schematic site plan (1:1000scale)
- Utilities and Support Infrastructure Plan (scale 1:200 or1:100)
- Detailed civil utility specifications, demand estimation & load calculations for power.
- All 2D drawings shall be prepared and soft copies be submitted in AutoCAD
- 3 D drawings for the finalized plan and layout (both external and internal) (optional)
- Detailed estimates and BOQ.
- Working Drawings of MEP, HVAC, fire, rain water harvesting, etc.).
- Sufficient soft copies and hard copies of all the deliverables prepared are to be submitted as and when required by GCDA.

Stage3: - Completion stage:

The consultant firm shall

- Provide necessary drawings and estimate for final approval of Authorized Officer from GCDA

- Supply all the approved working drawings, specifications and details in the manner required by GCDA for proper execution of the work. (Required sets of approved drawings shall be supplied free of charge to GCDA)
- Obtain GCDA approval for any material deviation in design or specifications before any revision of drawings already approved by them.

#### **6.4.2 Minimum Qualifying Criteria:**

##### **For Large Works**

- 1) Average Annual financial turnover during the last 3 years, ending 31st March 2022 should not be less than Rs. 1.2 lakhs.
- 2) Should have completed project of similar nature/ value/magnitude during the last 7years **shall only be considered** as on 31<sup>st</sup> March2022.
  - a) Three works, each costing not less than Rs. 25lakhs.  
[or]
  - b) Two works, each costing not less than Rs35 lakhs.  
[or]
  - c) One work costing not less than Rs. 50lakhs.

##### **For small works**

- 1) Average Annual financial turnover during the last 3 years, ending 31st March 2021 should not be less than Rs. 0.375 lakhs.
- 2) Should have handled completed project of similar nature/ value/ magnitude during the last 3 years **shall only be considered** as on 31<sup>st</sup> March2022.
  - a) Three works, each costing not less than Rs. 2.5lakhs  
[or]
  - b) Two works, each costing not less than Rs5 lakhs  
[or]
  - c) One work costing not less than Rs. 15lakhs

#### **DEFINITION OF SIMILAR WORKS:**

All qualitative successful completion of Consultancy services for Mechanical, Electrical & plumbing works such as designing, preparing technical specifications, Tender document, monitoring the work quality & schedule, testing of materials, certification of bills, etc. related to works like HVAC works, Internal & external Electrification works such as supply, installation, testing & commissioning of LT panels, APFC, LT/HT cabling, SITC of Transformers, Switchgears, Switching accessories, Lighting, Earthing, Internal wiring / cabling for Air- conditioners, DG sets, UPS, Raw power, etc., LIFTs and Plumbing works of specified magnitude for Central Government Department / State –Govt. Dept./

Semi Govt. dept./ PSU / MNC'S /reputed client which are acceptable by authority.

**Note:**

- The Consultants should have experience in Electrical &HVAC works mandatorily and plumbing works optionally.
- The work orders and completion certificates for the same should be produced. Also the firm should associate with Qualified Electrical Engineer for Electrical works and Qualified Mechanical Engineer for HVAC & Plumbing works.
- The experience in only Electrical/only Mechanical/ only plumbing alone shall not be considered.
- For evaluation of experience criteria there should be works pertains to Electrical & HVAC mandatorily for each work/project and plumbing is only optional.
- Fire Fighting -Previous experience of having designed firefighting system for buildings costing at least 200 lakhs within the last five years.
- The Consultancy services for Electrical maintenance (AMC, Hiring works will not be considered for evaluation.
- The Consultancy services under sub-lets will not be considered.

The Applicant shall also furnish the following:

- a. Type of organization (Partnership/Proprietary)
- b. Registrar of firm certificate, or for proprietorship firm, the Service Tax registration/IT return can establish as years of experience. Years of experience can also be established from oldest client certificate furnished by Applicant.
- c. CVs of key personnel
- d. Proof of registration with professional bodies as prescribed above with Proof of Qualification (Bachelors/Masters)
- e. Performance/Completion certificates of at least 2 similar projects from previous clients clearly stating nature of work & services rendered.
- f. Audited balance sheet, profit and loss account and statement of turnover for last three years.
- g. Service tax registration number and copy of the last return filed
- h. GST Registration number.

#### 6.4.4 Eligibility Criteria

##### 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 Structural, Electrical, Sanitary and Plumbing/ public health, air conditioning , lifts, generator, firefighting installations,
		Jr. Mechanical Engineer – 2 No	3	BE/BTech in Mechanical Engineering	
		Draftsman – 3 No	1	Diploma/ITI in Mechanical engineering	
	Electrical	Sr. Electrical Engineer -1 no	10	BE/ B. Tech (Electrical)	
		Jr. Electrical Engineer – 2 No	3	BE/ B. Tech (Electrical)	
		Draftsman – 3 No	1	Diploma/ITI In Electrical Engineering	
	Civil	Sr. Civil Engineer -1 no	10	ME/ M. Tech in structural Engineering	
		Jr. Civil Engineer – 2 No	3	BE/BTech in Civil Engineering	
		Draftsman – 1 No	1	Diploma/ITI IN CIVIL	

## **7. 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)

## **8. Evaluation Criteria**

GCDA will select a 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 GCDA 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 favorable 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.

## **9. 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. Greater Cochin Development Authority reserves the right to reject applications to those firms who do not satisfy GCDA with documentary evidence in support of their required eligibility, without informing any reasons.
- III. Sub-contracting the works awarded by GCDA 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 GCDA and GCDA has the right to use it for repetitive kind of works
- XI. Decision of GCDA in regard to selection of the consultancy shall be final. GCDA is not bound to assign any reasons thereof
- a. GCDA 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 GCDA will have the freedom to add more members and also to extend the time limit at GCDA's discretion.
  - c. The consultants for any particular work shall be selected from the panel at the discretion of GCDA and such selected consultants are required to execute agreement with the Authority as per GCOA's agreement format.
  - d. GCDA will have the right to invite competitive tender, EOI from Consultants for any particular project if the Authority desires so. The empaneled consultants may also take part in the tender process

## **10. Mode of Submissions**

The EOI must be submitted through registered post/courier so as to reach before the due date of 30-06-2022, 3.00 Pm and an envelope addressed to:

The Secretary,  
Greater Cochin Development Authority (GCDA),  
Kadavanthra Post Office, Ernakulam 682020

The sealed envelope should be clearly marked as "Empanelment of Architectural/Engineering, Urban Planning/Urban Design, Structural Design Consultancy, MEP Consultancy firms/companies for Various Upcoming Projects under GCDA", Category, EoI number and date of submission. It is the bidder's responsibility to ensure that the submission through post reaches the address before 03.pm hours of the last date of submission 30.06.2022. 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:  
[gcdaonline@gmail.com](mailto:gcdaonline@gmail.com) or [gcdaplanning@gmail.com](mailto:gcdaplanning@gmail.com)



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

To

The Secretary  
Greater Cochin Development Authority (GCDA)  
Kadavanthra Post Office,  
Ernakulam

Dear Sir/ Madam,

Sub: Expression of Interest (EOI) for Empanelment of Firms/ companies for Architectural/Engineering, Urban Planning/Urban Design, Structural Design Consultancy and MEP Consultancy.

Ref:

We, the undersigned, hereby submit our offer for getting empaneled for the “Architectural/Engineering, Urban Design/Urban Planning, Structural consultancy, MEP Consultancy firms/ Companies for the upcoming projects to be taken up by GCDA, in full conformity with the said RFP.

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:

## 12. 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.	<p>a) Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit &amp; Loss A/c(Audited) for the last 3 years</p> <p>b) Income Tax return for the last 3 years</p>	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.
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NOTE: - the work undertaken by the firm may be inspected and clients will be contacted by the GCDA 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 GCDA & with prior permission from GCDA may be submitted to this office within the time allotted by GCDA before final selection of the panel

Signature of the applicant

Full address & Office seal

### 13. 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) Office b) Commercial buildings c) Residential buildings d) Public buildings like hospital, factory, cinema theatre, godown, landscaping works 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**

## 14. 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.