



**KERALA MEDICAL SERVICES CORPORATION LIMITED**

*(Dept. of Health & Family Welfare, Govt. of Kerala)*

**Thycaud P.O, Thiruvananthapuram,**

**Kerala - 695 014**

**Quotations are invited from architecture firms for the concept drawing of KMSCL's new head office building in Thycaud, Thiruvananthapuram.**

**(QUOTATION NO: KMSCL/Projects/Q/005/2024-25)**

**Name :**

**Addres :**

**Signature :**

*Last date and time for the receipt of quotation:* **11:00 am: 09/09/2024**

*Date of opening of quotation bid:* **2:30 pm: 09/09/2024**

NOT TRANSFERABLE

*For details;*

**[www.kmscl.kerala.gov.in](http://www.kmscl.kerala.gov.in)**

**e-mail: [projects.kmscl@kerala.gov.in](mailto:projects.kmscl@kerala.gov.in)**

## INDEX

<b>Sl. No.</b>	<b>DESCRIPTION</b>		<b>Page No.</b>
<b>1</b>	<b>Section I</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Section II</b>	<b>Quotation Notice</b>	<b>4</b>
<b>3</b>	<b>Section III</b>	<b>Special condition</b>	<b>5</b>
<b>4</b>	<b>Section IV</b>	<b>Scope of work</b>	<b>7</b>
<b>5</b>	<b>Section V</b>	<b>Eligibility Criteria</b>	<b>8</b>
<b>6</b>	<b>Section VI</b>	<b>Price bid</b>	<b>9</b>

## SECTION I INTRODUCTION

1. The Kerala Medical Services Corporation Limited - KMSCL (Tender Inviting Authority) is a fully owned Government of Kerala company set up in 2007 for providing services to the various health care institutions under the Department of Family Welfare and Health. One of the key objectives of the KMSCL is to act as the central procurement agency for all essential drugs and distribute to health care institutions under the health department.
2. The scope of work is to prepare a concept drawing for KMSCL's new head office building. The architecture firm must visit the proposed site and consult with KMSCL officials about the concept for the new Head Office building. The firm needs to prepare detailed floor-by-floor architecture 2D drawings with 3D views (minimum 4 views) of the proposed office building
3. The building's design should be state-of-the-art, meeting KMSCL requirements as well as GRIHA standards.
4. Every paise spend by the corporation is public money and hence accountable. Therefore, each and every architecture guarantee to all the works under this tender and the performance of the works by the Corporation have to be given paramount importance.

Looking forward for a long standing relation with you.

Best wishes,

Managing Director, KMSCL &  
Quotation Inviting Authority

Date: 27.08.2024

**SECTION II**  
**QUOTATION NOTICE**

KMSCL invites sealed quotations from eligible architecture firms for the following work using a two-cover system (Cover I Prequalification cum Technical Bid Document, Cover II Commercial Bid).

<b>SL No</b>	<b>Name of Work</b>	<b>Quotation No</b>	<b>Date of Issue of Quotation</b>	<b>Last Date of submission</b>
1.	Quotations invited from architecture firms for the concept drawing of KMSCL's new head office building in Thycaud, Thiruvananthapuram.	KMSCL/ Projects/ Q/05/2024-25	27.08.2024	09.09.2024

Managing Director, KMSCL &  
Quotation Inviting Authority

Date: 27.08.2024

## SECTION III

### SPECIAL CONDITIONS

1. The work location is adjacent to the KMSCL headquarters in Thycaud, Thiruvananthapuram. Before submitting a quote, the architecture firm must visit the proposed site and consult with KMSCL officials about the new Head Office building concept.
2. The architecture firm is liable to perform the work as per the quoted rate in preparing detailed floor-by-floor architecture 2D drawings with 3D views (minimum 4 views) of the proposed office building.
3. KMSCL invites Sealed quotations with Two Cover system (Cover I Prequalification cum Technical Bid Document, Cover II Commercial bid) are invited for the following work from Eligible Architect firm registered architect, LEED accreditation, Membership in professional organizations related to architecture or construction
  - Cover 1 – Copy of GST Certificate, Copy of PAN Card , Copy of License
  - Cover 2 - Commercial bid (Section IV : Price Bid)
4. The quotations shall be submitted in a single sealed cover with the superscription “Quotation No. KMSCL/Projects/Q/05/2024-25 For **Quotation invited from Architect firms for Concept Drawing of KMSCL New Head office building,Thycaud , Thiruvananthapuram .**
5. The name of the bidder with contact address and phone number shall also be written on the cover.
6. The sealed cover shall be submitted in favor of “**The Managing Director, Kerala Medical Services Corporation Limited, Thycaud P.O, Thiruvananthapuram-14.**
7. The last date and time of submission of Quotations shall be 09.09.2024 at 11.00 am .The quotations shall be sent by registered post or by courier or dropped in a box specifically kept at the KMSCL, Head Office, Thycaud, Thiruvananthapuram-14. The quotations obtained at the KMSCL, Head office shall be opened (technical bid only) at 2.30 PM on the same day in the presence of the Architect or their representative, who choose to be present, at that time.

8. The time of completion for the entire work is **45 days**. Rate quoted should be inclusive of all taxes.
9. Time is the essence of the contract. The work has to be completed in 45 days time. Commencement of the work shall be considered from the 1<sup>st</sup> day on receipt of work order.
10. The work has to be completed and handed over by the end of 46 days from the date of commencement of work as per tender conditions. If the contractor fails to complete and hand over within the specified period, the penalty shall be charged at 0.5% of the contract amount per week of delay till it is handed over or till the penalty reaches 5% of the contract amount, after which the contract stand cancelled and the balance work will be arranged at the risk and cost of the Architect.
11. The Architect shall have valid GST Registration number. GST as applicable for the work will be paid by the KMSCL. The GST applicable as per law can be billed to the KMSCL, which will be paid to the Architect by the KMSCL along with the bills, for which the Architect shall hold valid GST Registration number.

The payment will be released by KMSCL only after the applicable statutory deductions

12. Schedule of Payments :

Stage wise payment as per quoted rate in each stage as mention below

1. Conceptual Design Services includes Development of preliminary design concepts
2. Design Development Services includes Refinement of selected concept design
3. Presentation and Approval Services includes Presentation of the concept design to the KMSCL
4. Deliverables includes Finalized concept design drawings and report

Date:27.08.2024

Managing Director, KMSCL  
& Tender Inviting Authority

I/We hereby declare that I/We have read and understood the above instructions and the terms and conditions mentioned above are binding on me/us.

SIGNATURE OF THE TENDERER

## SECTION IV

### SCOPE OF WORK

The scope of work for the concept of KMSCL's new head office building in Thiruvananthapuram is listed below.

1. Upon acceptance of the quotation, representatives from the selected architecture firm should visit the proposed location adjacent to the existing KMSCL Head Office. The architecture firm must consult with KMSCL officials about the concept of Head Office building, its requirements, and the functionality that should be included in the design.
2. Prior to beginning design work on the project, the architect firm will create a comprehensive architectural brief that includes project feasibility details as well as a thorough analysis of the build site.
3. The architecture firm must identify and detail any potential constraints within the proposed site. The team must design and develop the concept 2D drawing, which will include floor-by-floor design details as well as cabinetry and fittings suggestions throughout. Detailed design drawings must adequately break down costs, understand the scope of work, and finalise the look and feel of the concept building.
4. The architecture firm is liable to perform the work as per the quoted rate in preparing detailed floor-by-floor architecture 2D drawings with 3D views (minimum 4 views) of the proposed office building.
5. Based on KMSCL's requirements and needs, the architecture firm must design and construct the office building in accordance with the KMBR (Kerala Municipal Building Rule). The building design should incorporate the concept of KMSCL requirements in accordance with the KMBR rules and regulations.
6. KMSCL proposed to construct new head office building after the demolishing of old KSIHFW hostel building with the following facilities
  - a. Apprx. 7 Floors with a total area 70,000 sft
  - b. The building should be looking as a corporate building with all facilities
  - c. The building should accommodate 300 staffs
  - d. Sufficient parking area to be provided
  - e. Provision for Solar Power also included

## SECTION V: ELIGIBILITY CRITERIA

Pre-qualification documents are typically used to evaluate and shortlist potential architectural firms or consultants based on their qualifications, experience, capabilities, and financial stability. Below is a suggested list of pre-qualification documents you may require from architectural firms interested in bidding for the Concept Design of an Office Building:

### 1. **Company Profile:**

Overview of the firm's history, including founding date, key milestones, and organizational structure. Number of employees and organizational chart highlighting key personnel (e.g., architects, project managers).

### 2. **Experience and Track Record:**

Summary of relevant projects completed in the past 5 years, particularly office buildings or commercial projects. Description of the firm's role in each project, including scope of services provided. Client references with contact information for projects similar in scale and scope.

### 3. **Qualifications and Certifications:**

Proof of professional qualifications and certifications (e.g., registered architect, LEED accreditation). Membership in professional organizations related to architecture or construction.

### 4. **Technical Capabilities:**

Description of the firm's design capabilities, software proficiency (e.g., AutoCAD, Revit), and technological resources. Overview of quality assurance and control procedures implemented by the firm.

### 5. **Registered Certificate**

a. The bidders should be GST registered and they should furnish self attested copy of the documents showing GSTIN or the Provisional ID of GST.

b. The bidder should furnish copy of his/ firm's PAN card while submitting the tender.

c. The bidder should furnish self attested copy Architect / Architectural design firm/private limited company with relevant statutory registration(s) to practice architecture in India

d. The Applicant shall have a registered office in India and shall have an office/service networks in Kerala. The proof of same shall be submitted

e. The Applicant shall have a registered office in India and shall have an office/service networks in Kerala. The proof of same shall be submitted



**SECTION VI: Price Bid**

**The Managing Director  
Kerala Medical Services Corporation Limited  
Dept. of Health & Family Welfare, Govt. of Kerala)  
Thycaud P.O, Thiruvananthapuram - 14.**

**Sir,**

We (Architect firms) agreed to undertake the Concept Drawing work of KMSCL New Head office building, Thycaud, Thiruvananthapuram at the rate quoted below for the project implemented (without GST).

<b>Sl No</b>	<b>Details</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate in Rs</b>	<b>Total Rate in Rs</b>
1	Conceptual Design Services includes Development of preliminary design concepts	Lump Sum	1.00		
2	Design Development Services includes Refinement of selected concept design	Lump Sum	1.00		
3	Presentation and Approval Services includes Presentation of the concept design to the client	Lump Sum	1.00		
4	Deliverables includes Finalized concept design drawings and report	Lump Sum	1.00		
5	<b>Total Cost</b>				
6	<b>Add GST 18 %</b>				
7	<b>Total amount including GST</b>				

**Total Amount (in words).....  
(Inclusive of all taxes)**

Date:

Signature

Place:

Name & Designation with seal

*Address of Architect:*

---

Quotations are invited from architecture firms for the concept drawing of KMSCL's new head office building in Thycaud, Thiruvananthapuram