



**Institute of Land and Disaster Management,**

**PTP Nagar, Thiruvananthapuram-38**

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ILDM/144/2023-B2(1)

Issue Date: 05-10-2023

**REQUEST FOR PROPOSAL (RFP)**

(As per Paragraph 6 of GO (P) 67/2021/Fin dated. 28/04/2021)

Invitation of Proposals (RFP) from Accredited Governmental Agencies having the capability to execute works directly using their own in-house infrastructure facilities and manpower and or cost-effective techniques as stated in Para-3.2 of GO (P) 67/2021/Fin dated. 28/04/2021 for execution of public works in Non-PMC (Non-Project Management Consultancy) mode having a valid and active registration [as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) of the Government of Kerala to submit their competitive offer on Centage Charges (in percentage) including applicable GST for the below-mentioned work.

1)Name of work: Renovation works of Executive Hostel at the Institute of Land and Disaster Management Campus in PTP Nagar Trivandrum. (Work details are attached in Annexure- B-Abstract Estimate)

**DR.D.SAJITH BABU IAS  
EXECUTIVE DIRECTOR**

**Institute of Land and Disaster Management  
PTP Nagar, Trivandrum**

**Proposal document  
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## **1. Notice Requesting for Proposals (RFP)**

For and on behalf of the Institute of Land and Disaster Management, Kerala, (An autonomous body under the Department of Revenue) the Executive Director, Institute of Land and Disaster Management, invites sealed proposals from Accredited Governmental agencies who have valid and active registration [as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) of Government of Kerala] and who are entitled to take up works (as defined in GO (P) 67/2021/Fin dated 28/04/2021) for the Renovation works of Executive Hostel at the Institute of Land and Disaster Management Campus in PTP Nagar, Trivandrum. (Work details are attached in Annexure- B-Abstract Estimate) **in Non-PMC (Non-Project Management Consultancy) mode.**

Only Accredited Governmental Agencies of Govt. of Kerala approved as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) can submit their proposals. The bidders who wish to participate can download the RFP Document from the Website <https://ildm.kerala.gov.in/en/> or directly collect it from the office of the undersigned during working hours. Each page of the proposal document should be duly signed by the Authorized Signatory of the bidder agency in token of acceptance of the terms and conditions of this RFP document. The Executive Director, Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram reserves the right to cancel the RFP as a whole or in part without assigning any reasons whatsoever.

**DR.D.SAJITH BABU IAS  
EXECUTIVE DIRECTOR**

**EXECUTIVE DIRECTOR  
Institute of Land and Disaster Management  
PTP Nagar, Trivandrum**

## **2. Instruction to Bidders**

### **2.1 Schedule of Important events (Unless otherwise notified separately)**

**RFP Issue date: 05-10-2023**

**Last date of receipt of proposal Opening of proposal: 17/10/2023 @  
03.00 PM**

**Opening of proposal: 17/10/2023 @ 3:30 PM**

NOTE: The dates of events may be changed at the discretion of the Executive Director, Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram without assigning any reason. Such change of dates, if any, will be suitably notified through the website of the ILDM - <https://ildm.kerala.gov.in/en/>.

## **3. Definitions**

Unless the context otherwise requires, the following terms wherever used in this RFP have the following meanings:

- A. "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- B. "Proposals" means proposal submitted by respondents in response to the RFP issued by the Department.
- C. "Contract" means the Contract signed by the parties for the project along with the entire documentation specified in the RFP.
- D. "Day" means Calendar Day
- E. "Services" means the work to be performed by the Accredited Governmental Agency pursuant to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by the Executive Director, ILDM.
- G. "The Bidder" Means the entity which participates in the RFP and submits its proposals.
- H. "The Purchaser" means the Executive Director, Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram

## **4. Objectives of RFP**

This RFP has been floated for selection among the qualified accredited agencies

through a fair and transparent bidding process, as envisaged in Para 6.1 of GO (P) No 67/2021/Fin dated 28-04-2021 of the Govt. of Kerala. The proposed works viz. Renovation works of Executive Hostel at the Institute of Land and Disaster Management Campus in PTP Nagar Trivandrum. (Work details are attached in Annexure- B-Abstract Estimate) for improving the infrastructure facilities of the Executive Hostel, ILDM.

## **5. Scope of Work**

The Executive Director, Institute of Land and Disaster Management intends to award the work mentioned in Para 1 above as turnkey projects **(in Non-PMC mode)** which involve the complete aspects of the project as envisaged in Para 3.2 of GO (P) 67/2021 /Fin dated. 18/04/2021 of Govt. of Kerala.

The bidders who are technically qualified to take up such "General Civil Construction Works" should quote **competitive Non PMC/ Centage Charges on the PAC Amount** since the selection of the Accredited Agency will be done based on this as envisaged in Para 6 of GO (P) 67/2021/Fin dated. 28/04/2021 of Govt. of Kerala. **While quoting the Non PMC Charges, the relevant clauses in the above said GO may be adhered to. The Bidders may quote for all the works in the form given in Annexure A.**

## **6. Timeline for the Assignment**

The work has to be completed within **Two months.**

## **7. Eligibility**

The applicant must be an Accredited Government agency for execution of public works in **Non PMC (Non-Project Management Consultancy)** mode having a valid and active registration [as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) of Government of Kerala] and who are entitled to take up General Civil Construction works as Non PMC as per GO (P) 67/2021/Fin dated. 28/04/2021 of Govt. of Kerala.

## **8. Performance Quality Criteria**

The details of civil works of similar nature carried out during the last 3 years along with documentary evidences to substantiate your efficacy in executing the works.

## **9. Period of Validity of Proposals:**

Proposals shall remain valid for 90 days from the date of opening prescribed by the Purchaser. A PROPOSAL FOR A SHORTER PERIOD VALIDITY SHALL BE REJECTED BY THE PURCHASER AS NON-RESPONSIVE BID. In exceptional

circumstances, the Purchaser may request the Bidder's consent for an extension to the period of validity. The requests and the responses shall be made only in writing.

#### **10. Format and Signing Proposal**

The bidder shall submit one complete set of RFP. Each page of the proposal document should be duly signed and official stamp affixed by the Bidder or the Authorized Signatory of the Bidder agency in token of acceptance of the terms and conditions of this RFP document. The proposals shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be authenticated by the person or persons signing the proposals.

#### **11. Submission of Proposals**

The proposals should reach the Executive Director, Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram before the closing time mentioned in Paragraph 2.1 above and the proposals received after this specified time will not be accepted.

#### **12. Right to Accept any RFP and to Reject any or All Proposals:**

The Executive Director, Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram reserves the right to accept or reject any proposals, and to annul the bidding process and reject all proposals, at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

#### **13. Clarification of Proposals :**

To assist in the examination, evaluation and comparison of Proposals, the Executive Director, Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram may, at his discretion, ask the bidder for clarification of their proposals. The request for the clarification and the response shall be in writing. However, no clarifications post-proposal opening at the initiative of the bidder shall be entertained. The purchaser shall evaluate the proposals in detail as per the conditions of the RFP document.

#### **15. Sealing and Submission:**

Duly signed proposals along with the documents mentioned below shall be enclosed in an envelope, sealed, and clearly labeled as "Proposal for the Renovation of the Executive Hostel at ILDM." should be delivered to the address below on or

before the last date and time of submission.

**Address: Executive Director, Institute of Land and Disaster Management, PTP Nagar,38-Trivandrum**

**Documents to be submitted along with the Proposal**

1. The Completely filled-up proposal in Official letterhead in the format given in annexure-A, duly signed and official stamp affixed.
2. The bidder shall submit one complete set of original RFP and each page of the proposal document should be duly signed by the Authorized Signatory of the bidder agency in token of acceptance of the terms and conditions of this RFP document.
3. Valid documents (Government Orders) to prove their validity to take up Public Works as Government Accredited Agencies in **Non-PMC** mode for the General Civil Construction Works category.

**Proposals in unsealed covers and those proposals which are not complete in an aspect will be summarily rejected.**

**15. Selection and declaration of successful bidder**

Selection will be made purely on the basis of the lowest quote for Non-PMC/ Centage Charges subject to the condition that the technical qualification of the applicant for taking up General Civil Works as mentioned in the GO (P) 67/2021/Fin dated. 28/04/2021 is satisfied and all other conditions of this RFP are met satisfactorily. **The bidder has to quote the Non PMC/ Centage Charges in percentage in the Proposal Form given in Annexure A to this RFP.** The selection of the Accredited Agency will be done based on parameters as envisaged in Para 6 of GO (P) 67/2021/Fin dated. 28/04/2021. While quoting the Non PMC Charges, the relevant clauses in the above said GO may be adhered to.

**16. General Conditions of Contract application:**

The General Conditions shall apply to the extent those provisions in other parts of the contract do not supersede them. For the interpretation of any clause in the request for proposal (RFP) or contract Agreement, the interpretation of the Executive Director, ILDM shall be final and binding on the applicant/ consultant.

**17. Standards of Performance:**

The Bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency, and economy in accordance with the

generally accepted professional standards and practices. The Bidder shall always support and safeguard the legitimate interest of the Executive Director, ILDM in handling the project. The Bidder shall abide by the provisions/ acts/ rules etc. prevalent in the country.

**18. Applicable Law**

Applicable Law means the laws and any other instrument having the force of law in India as they may be issued and are in force from time to time. The contract shall be interpreted in accordance with the laws of the Union of India. For jurisdiction regarding this REP, the Court concerned alone will have jurisdiction with regard to the Contract

**19. Termination of Association with the ILDM**

"The Executive Director may terminate the contract in the following circumstances:

- A. Expiry of the contract's stated term.
- B. Termination of the contract by PWD (Public Works Department) due to non-performance during the engagement period.
- C. Non-compliance with the assignment's specified timelines.

DR.D.SAJITH BABU IAS  
EXECUTIVE DIRECTOR  
Institute of Land and Disaster Management  
PTP Nagar, Trivandrum



**ANNEXURE-A  
(PROPOSAL FORM)**

**(The bidders are required to submit this form. This form should be completely filled up on Official letterhead in the format given in this Annexure, duly signed and official stamp affixed)**

To the Executive Director,  
Institute of Land and Disaster Management  
PTP Nagar, Trivandrum

Sir,

Sub: Proposal for the Renovation works of the Executive Hostel at the  
Institute of Land and Disaster Management -reg

Ref: RFP No. ILDM/144/2023-B2 dated 05-10-2023 of  
Executive Director, ILDM

Having examined the RFP, we, the undersigned in full conformity with the said RFP, have read the provisions of the RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, and deviations, if any, found in our proposal shall not be given effect to. We agree to abide by this Proposal, consisting of this letter, the RFP's Technical, commercial, and other general conditions, and all attachments as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We shall undertake the consultancy services as per the RFP with a Non-PMC/ Centage Charge of PAC Amount as mentioned below:

RFP number and date	Name of Work	Approximate PAC amount	Non-PMC centage charge (in percentage of PAC Amount)
ILDM/144/2023-B2 dated 05-10-2023	Renovation works of Executive Hostel at the Institute of Land and Disaster Management Campus in PTP Nagar Trivandrum.	31, 95, 667/- (Thirty one Lakh Ninety Five Thousand Six Hundred and Sixty Seven)	

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 until the formal final contract is prepared and executed between us, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept any proposal you receive.

Signature-----

in Capacity of -----

Duly authorized to sign proposal for and on behalf of -----

Place :

Postal Address:

Telephone Number/Mobile Number

Email Id: